

Department of the Interior Departmental Manual

Effective Date: 06/04/12

Series: Organization

Part 112: Policy, Management and Budget

Chapter 1: Office of the Assistant Secretary – Policy, Management and Budget

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

112 DM 1

1.1 General. The Assistant Secretary – Policy, Management and Budget (A/S – PMB)/Chief Financial Officer (CFO) discharges the authority of the Secretary for Departmental management, budget, and other administrative activities, and serves as the principal policy advisor to the Secretary. (See 109 DM 4 for a description of the A/S – PMB responsibilities.)

1.2 Organization. The A/S – PMB/CFO carries out responsibilities assigned to the office with assistance from a Chief of Staff and a Chief Diversity Officer who is responsible for developing and implementing Departmental strategies for workplace inclusiveness. The A/S - PMB is also assisted by Deputy Assistant Secretaries who oversee and manage the PMB offices. (An organizational chart is attached.)

A. Deputy Assistant Secretary – Policy and International Affairs (DAS-PIA). The DAS-PIA is responsible for the Office of Environmental Policy and Compliance; the Office of International Affairs; the Office Native Hawaiian Relations; the Office of Restoration and Damage Assessment; and the Office of Policy Analysis. The Office of Policy Analysis includes the Oceans and Coastal Coordinator, the staff to the National Invasive Species Council, and the Department’s National Invasive Species Council Liaison.

B. The Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition (DAS-BFPA). The DAS-BFPA is responsible for the Office of Budget; the Office of Financial Management (whose Director also serves as the Deputy CFO); the Office of Planning and Performance Management; the Office of Acquisition and Property Management, the Office of Small and Disadvantaged Business Utilization; and the Office of the Secretary – Financial Business Management System Implementation. The Director, Office of Acquisition and Property Management (who is also the Senior Procurement Executive) and the Director, Office of Small and Disadvantaged Business Utilization report to the A/S – PMB and receive administrative support and guidance from the DAS-BFPA. The A/S – PMB is the Director of Small and Disadvantaged Business Utilization and the Chief Acquisition Officer.

C. Deputy Assistant Secretary - Human Capital and Diversity (DAS-HCD). The DAS-HCD is the designated official for the Department’s drug and alcohol policy and approves drug

06/04/12 #3947

Replaces 5/30/12 #3944

testing of designated positions under the Drug-Free Workplace Program. The DAS-HCD is responsible for the Office of Human Resources; the Office of Occupational Safety and Health; the Office of Strategic Employee and Organizational Development; and the Office of Civil Rights. The Director, Office of Civil Rights, reports to the Secretary of the Interior and receives operational guidance and support from the A/S – PMB and the DAS-HCD.

D. Deputy Assistant Secretary – Technology, Information and Business Services (DAS-TIBS). The DAS-TIBS is responsible for the Office of Collaborative Action and Dispute Resolution; the Office of Valuation Services; the National Business Center, the Office of Hearings and Appeals; and the Office of the Chief Information Officer. The Chief Information Officer reports to the Secretary of the Interior and receives administrative guidance and support from the A/S – PMB and the DAS-TIBS.

E. Deputy Assistant Secretary – Public Safety, Resource Protection, and Emergency Services (DAS-PRE). The DAS-PRE is responsible for the Office of Emergency Management; the Office of Law Enforcement and Security; the Office of Wildland Fire; and the Interagency Borderland Coordinator.

F. Deputy Assistant Secretary – Youth, Partnerships, and Service (DAS-YPS). The DAS-YPS is responsible for the Office of Youth, Partnerships, and Service which provides coordination for youth programs, partnerships, and volunteer programs, including the Take Pride in America Program.

G. Deputy Assistant Secretary – Natural Resources Revenue Management (DAS-NRRM). The DAS-NRRM is responsible for the Office of Natural Resources Revenue; the Natural Resources Revenue Audit and Oversight Program; and the Royalty Appeals Program.