

Department of the Interior Departmental Manual

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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

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1.1 **General.** The Assistant Secretary – Policy, Management and Budget (AS-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 AS-PMB/CFO's responsibilities.)

1.2 **Organization.** The AS-PMB/CFO carries out responsibilities assigned to the office with assistance from a Chief of Staff and 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 of 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, staff to the National Invasive Species Council, and the Department's National Invasive Species Council Liaison.

B. 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 Business Integration Office; and the Office of Acquisition and Property Management. The Director, Office of Acquisition and Property Management (who is also the Senior Procurement Executive) reports to the AS-PMB and receives administrative support and guidance from the DAS-BFPA. The Director, Office of Small and Disadvantaged Business Utilization (OSDBU) reports to the Deputy Secretary and the OSDBU receives administrative support and guidance from the AS-PMB through the DAS-BFPA.

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 testing of designated positions under the Drug-Free Workplace Program. The DAS-HCD is the Chief Human Capital Officer and is responsible for the Office of Human

Resources; the Office of Occupational Safety and Health; and the Office of Strategic Employee and Organizational Development. The Director, Office of Civil Rights (OCR) reports to the Secretary of the Interior and the OCR receives administrative support and guidance from the AS-PMB through 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 Interior Business Center, the Office of Hearings and Appeals; and the Office of Facilities and Administrative Services. The Chief Information Officer (CIO) reports to the Secretary of the Interior and the Office of the CIO receives administrative support and guidance from the AS-PMB through the DAS-TIBS.

E. Deputy Assistant Secretary – Public Safety, Resource Protection, and Emergency Services (DAS-PSRPES). The DAS-PSRPES is responsible for the Office of Emergency Management; the Office of Law Enforcement and Security; the Office of Wildland Fire; the Office of Aviation Services; the Interagency Borderland Coordinator; and the Federal Executive Board of Minnesota that reports to the Director, Office of Emergency Management.

F. 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.