

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 112 DM 1	SUBJECT ORGANIZATION Policy, Management and Budget Office of the Assistant Secretary – Policy, Management and Budget	RELEASE NUMBER 4038
FOR FURTHER INFORMATION, CONTACT Office of the Executive Secretariat and Regulatory Affairs		DATE NOV 13 2015

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release updates the functional description for the Office of the Assistant Secretary – Policy, Management and Budget (112 DM 1). The organizational changes were previously approved and most have already been incorporated into the appropriate chapters of the Departmental Manual but were not made in 112 DM 1. The update to 112 DM 1 brings the chapter up-to-date with current functional descriptions and reporting relationships for offices reporting to the Assistant Secretary – Policy, Management and Budget. Updates to the chapter and organization chart include:

- Removing references to the Chief Diversity Officer, as the position no longer exists and the responsibilities are performed by the Director, Office of Civil Rights.

- Removing references to the Deputy Assistant Secretary – Youth, Partnerships and Service including all associated programs under the position as the position no longer exists. Youth programs are addressed in SO 3332 Engaging the Next Generation, dated 03/20/14.

- Removing the reference to the Office of the Secretary FBMS Implementation and adding the Business Integration Office (112 DM 36 dated, 02/9/15) under the Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition.

- Adding language that the Deputy Assistant Secretary – Human Capital and Diversity is the Chief Human Capital Officer.

- Adding the Office of Aviation Services and the Federal Executive Board of Minnesota under the Deputy Assistant Secretary – Public Safety, Resource Protection, and Emergency Services (SO 3322 dated, 08/23/12).

- Changing the title of the National Business Center to Interior Business Center and adding the Office of Facilities and Administrative Services under the Deputy Assistant Secretary – Technology, Information and Business Services (SO 3322 dated, 08/23/12).

- Clarifying that 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 Assistant Secretary – Policy, Management and Budget through the Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition.

-Updating the Organization Chart to reflect current offices under each Deputy Assistant Secretary and the current reporting structure for the Office of Small and Disadvantaged Business Utilization.


Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
112 DM 1
(2 Sheets)

Insert:
112 DM 1
(2 Sheets)