



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

ORDER NO. 3195

Subject: Establishment of the Interior Service Center, Reorganization of Certain Functions in the Office of the Secretary, and Amendment to Secretary's Order No. 3180.

Sec. 1. Purpose. The purpose of this Order is to reorganize the Office of the Secretary by separating policy from operations functions, establishing the Interior Service Center and restructuring the remaining policy functions within the Office of the Assistant Secretary - Policy, Management and Budget (PMB).

Sec. 2. Authority. This Order is issued in accordance with the authority provided by Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262), as amended.

Sec. 3. Establishment of the Interior Service Center.

a. An Interior Service Center (ISC) is established, with responsibility for most support services and operations of PMB, a Facilities Transition Project Staff and a transitional EEO Complaints Processing Unit. The Office of Aircraft Services is transferred to the ISC. Other services and operations of the ISC are organized into five business lines:

(1) Communication & information systems and services, including both automated and non-automated production, storage, and dissemination of information.

(2) Acquisition, fiscal and property services.

(3) Specialized employee services.

(4) Facilities management and services.

(5) Employee training and development.

b. The ISC is supervised by a Chief Executive Officer (CEO) who reports to the Assistant Secretary - Policy, Management and Budget.

Sec. 4. Organization of Policy, Management and Budget. The Assistant Secretary - Policy, Management and Budget is assisted by the following officials:

a. The Deputy Assistant Secretary for Policy supervises the Offices of Policy Analysis, Environmental Policy and Compliance, Insular Affairs, and Managing Risk and Public Safety.

b. The Deputy Assistant Secretary for Human Resources supervises the Offices of Personnel, National Service and Educational Partnerships, and Equal Opportunity; and the Ethics Staff. The Deputy Assistant Secretary for Human Resources is the designated official for drug and alcohol policy and approves testing designated positions under the Drug-free Workplace program.

c. The Director of Fiscal Resources supervises the Offices of Budget, Financial Management, Information Resources Management, and Acquisition and Property Management.

d. The Director of Planning and Performance Management.

e. The Director of the Office of Hearings and Appeals (reports to the Deputy Assistant Secretary for Policy for administrative purposes only).

f. The Director of the Office of Small and Disadvantaged Business Utilization (reports to the Director of Fiscal Resources for administrative purposes only).

Sec. 5. Organizations Abolished. The following organizations are abolished: the Offices of Administrative Services, Construction Management, Enforcement and Security Management, Hazard and Fire Programs Coordination, and Occupational Safety and Health; the Division of Personnel Services; and the Drug Program Coordination Staff. The operating responsibilities of these organizations, with the exception of the Division of Personnel Services, are transferred to the ISC and the policy responsibilities are transferred to the appropriate organizations within PMB. Personnel services for the Office of the Secretary will be provided by another organization.

Sec. 6. Delegations.

a. The Chief Executive Officer of the Interior Service Center is delegated, through the Assistant Secretary - Policy, Management and Budget, all authorities necessary to carry out the functions of the position, including but not limited to the authorities of the former Director, Office of Administrative Services, as described in 212 DM 10.

b. Secretary's Order No. 3180, Delegation of Authority to Certain Offices Within the Office of the Secretary, is amended as follows:

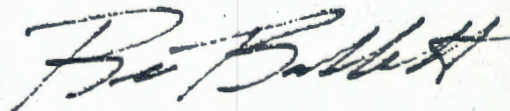
(1) Sec. 4 e is deleted.

(2) Sec. 4 h is amended to read "Chief of the Ethics Staff."

(3) The last sentence in Sec. 7 is amended to read "In the absence of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on December 31, 1996."

Sec. 7. Implementation. The Assistant Secretary - Policy, Management and Budget will take appropriate steps to implement this Order, including the transfer of personnel, funds, property, and records.

Sec. 8. Effective Date. This Order is effective December 10, 1995. It will remain in effect until its provisions are converted to the Departmental Manual or until it is amended, superseded or revoked, whichever comes first. In the absence of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on December 31, 1996.

A handwritten signature in dark ink, appearing to read "Frank B. Borman", is written over a horizontal line.

Secretary of the Interior

Date: DEC - 8 1995