

JR
968
A42
1947

JR
968
A42
1947

T-926

Official Organization
Handbook



For Use In 1947

United States
Department of the Interior /

J. A. KRUG, *Secretary*

DIVISION OF BUDGET
AND ADMINISTRATIVE MANAGEMENT
VERNON D. NORTHROP, *Director*

DOI Library

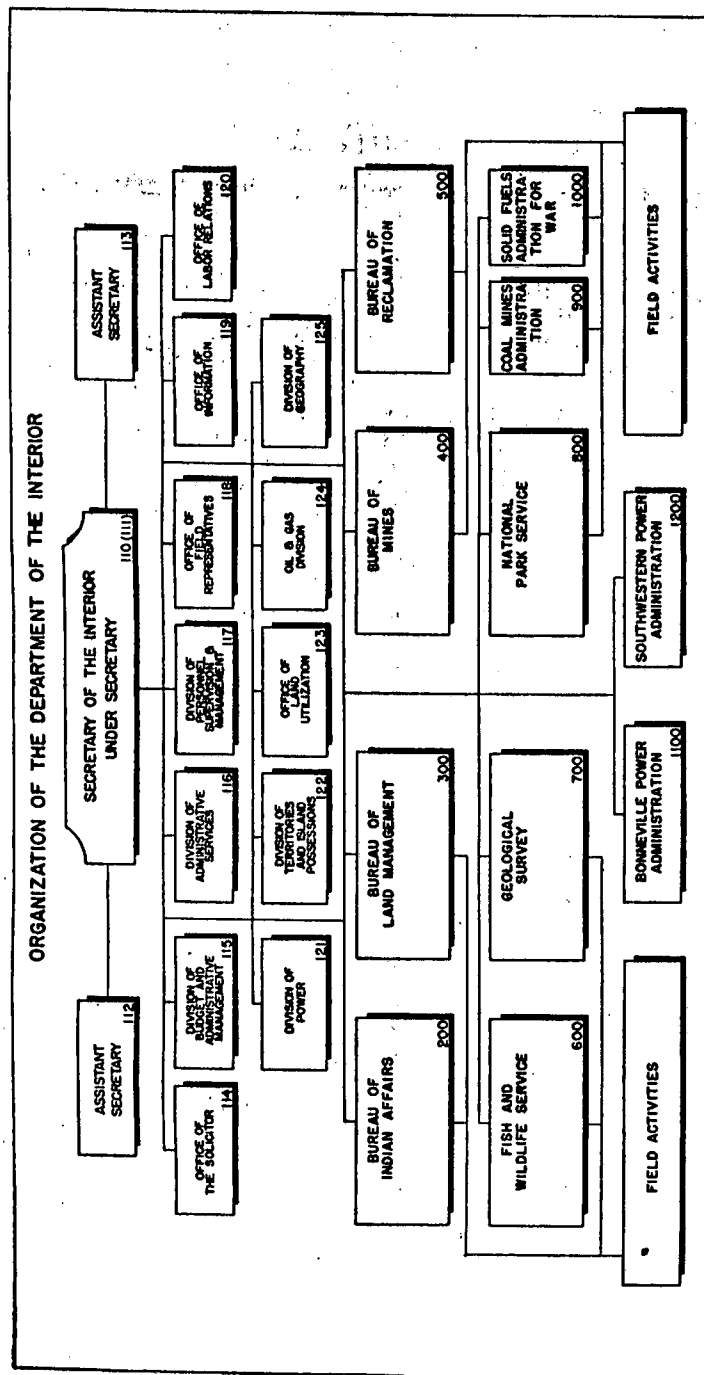


FIGURE 1.—Organization chart of the Department of the Interior.

ORGANIZATION HANDBOOK

DEPARTMENT OF THE INTERIOR

§ 100a. *Creation and functions.*—The Department of the Interior was created by the act of March 3, 1849. The Department is responsible for the management, conservation, and development of the natural resources of the United States. These resources include the public lands and the Federal range, water and power resources, oil and gas and other mineral resources, certain forest resources, fish and wildlife resources, and the national park system. In addition, the Department of the Interior has specialized responsibilities to

the Indians and to the territories and island possessions of the United States. The Secretary of the Interior is presently charged with special duties concerning solid fuels and coal mines under Government control.

§ 100b. *Organizations in general.*—The Department of the Interior consists of the Office of the Secretary and the various operating bureaus and agencies. The organizations of the bureaus and agencies are dealt with in separate parts of this handbook. The following sections of this part deal with the Office of the Secretary.

OFFICE OF THE SECRETARY

Secretary.....	J. A. Krug
Under Secretary.....	Oscar L. Chapman
Assistant Secretary.....	Warner W. Gardner
Assistant Secretary.....	C. Girard Davidson
Assistant to the Secretary in Charge of Land Utilization.....	Lee Muck
Director, Division of Budget and Administrative Management.....	Vernon D. Northrop
Director of Information.....	Carlton Skinner
Chief Clerk.....	Floyd E. Dotson
Assistant Chief Clerk (Chicago).....	Harry G. Burrier
Director of Personnel.....	Mrs. J. Atwood Maulding
Special Adviser on Labor Relations.....	Duncan Campbell
Supervising Field Representative.....	Virgil P. Wallace
Departmental Safety Engineer.....	Frank L. Ahern
Solicitor.....	Martin G. White
Director, Division of Power.....	Arthur E. Goldschmidt
Director, Division of Territories and Island Possessions.....	Edwin G. Arnold
Acting Director, Oil and Gas Division.....	Ralph K. Davies
Deputy Solid Fuels Administrator for War.....	Dan H. Wheeler
Director, United States Board on Geographical Names.....	Meredith F. Burrill

§ 110. *Secretary of the Interior.*—The Secretary of the Interior is the head of the Department and is charged with the supervision and direction of the functions performed and activities carried on by the offices and employees throughout the Department. All bureaus and offices of the Department are responsible directly to the Secretary.

§ 111–113. *Under Secretary, Assistant Secretaries.*—The Under Secretary and the two Assistant Secretaries are the chief administrative officials of the Department under the Secretary of the Interior. In the absence or unavailability of the Secretary, the bureaus and offices of the Department are directly responsible to the Under Secretary. The Under Secretary and the Assistant Secretaries are authorized to exercise the powers of the Secretary with respect to matters which come before them, and, in certain cases, to serve as Acting Secretary of the Interior.

§ 114. *Solicitor.*—The Solicitor is the chief law officer of the Department and the advisor on legal matters to the Secretary and other Departmental officers. He is charged with the supervision of the legal work and legal staffs of the entire Department. The Solicitor is responsible for patent policies and procedures within the Department, and for the administrative adjustment of tort claims under the Federal Tort Claims Act. The Solicitor's immediate staff constitutes the Office of the Solicitor.

§ 115–120. *Administrative Staff Offices.*—The following staff offices advise the Secretaries and formulate and execute policies in matters relating to the internal management of the Department:

(a) *The Division of Budget and Administrative Management,* under a Director, supervises the budget and finance programs of the Department

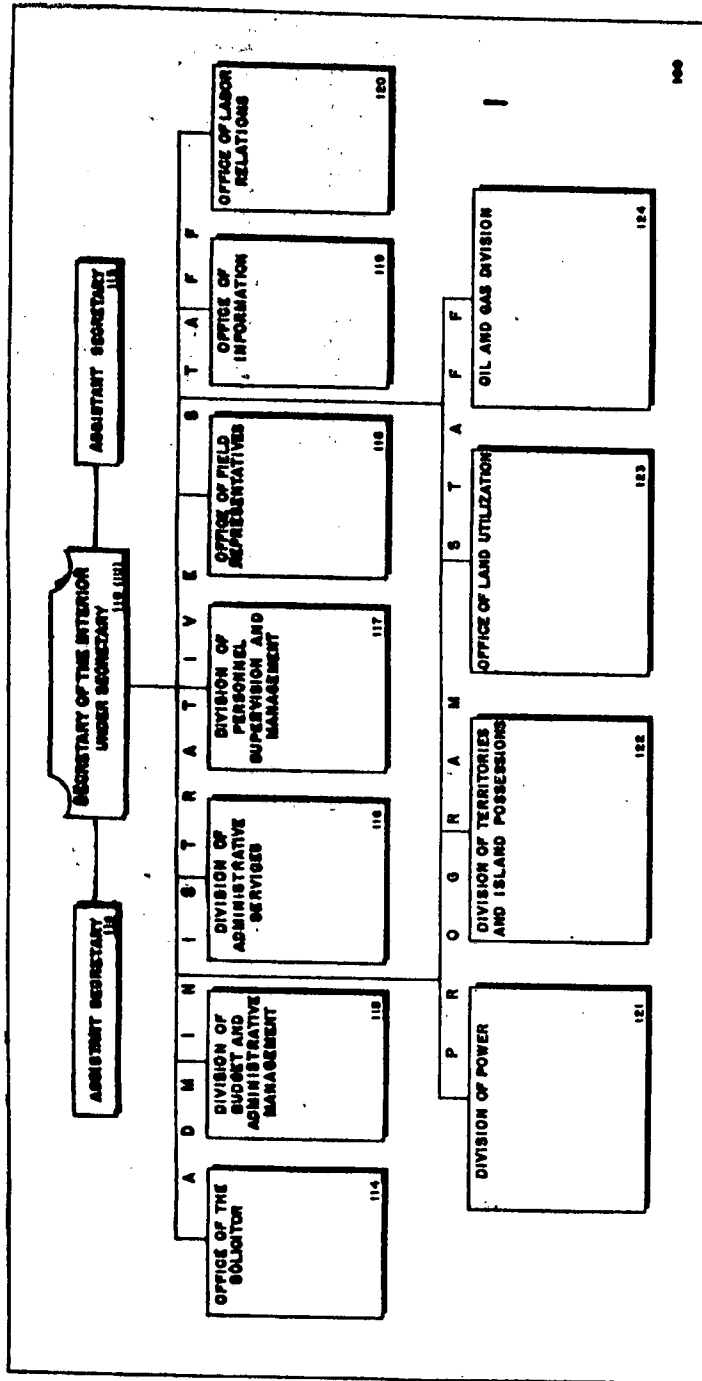


FIGURE 2.—Organization chart of the office of the Secretary.

and advises the Secretary and other officials on organization, methods, and administrative management in general.

(b) The Division of Administrative Services has responsibility for providing building space, purchasing, communications, and other such office services. The Chief Clerk is in charge of the Division.

(c) The Division of Personnel Supervision and Management supervises the personnel program of the Department. The Director of Personnel is in charge of the Division.

(d) The Office of Field Representatives conducts investigations of departmental activities as directed by the Secretary. The Supervising Field Representative is in charge of the Office.

(e) The Office of Information formulates the informational program of the Department and prepares and disseminates information concerning its activities and policies. The Director of Information is in charge of the Office.

(f) The Office of Labor Relations under a Special Adviser on Labor Relations advises on labor policy and procedures within the Department.

§ 121-124. Program staff offices.—The following staff offices coordinate various aspects of the functions performed by the Department and advise the Secretaries on matters of policy:

(a) The Division of Power assists the Secretary in supervising the discharge of the Department's responsibilities in electric power matters. The Division aids in the formulation and coordination of the Department's objectives, policies and programs, advises the various agencies of the objectives and policies and supervises their application and prosecution. A Director is in charge of the Division.

(b) The Division of Territories and Island Possessions is responsible for coordinating the activities of the Department in the territories and possessions,

for advising the Secretary on the governments in these areas, for acting as an intermediary between these governments and other Federal agencies, and for furthering certain enterprises in the territories. To this end it acts as an intermediary between the territorial areas and the Federal government as a whole, reviews legislation affecting those areas, serves as an information clearing-house, and provides various administrative services for the territorial governments. In addition, the Division performs operating functions with respect to surplus property in the territories, the care of the Alaska insane, supervision of the Alaska Road Commission and purchasing for Alaska. The Division supervises the Puerto Rico Reconstruction Administration, the Virgin Islands Company, and the Alaska Railroad. A Director is in charge.

(c) The Office of Land Utilization coordinates all land classification, use, and management programs to insure consistency with departmental policy. It also assists the Secretary in developing departmental policy on land-management matters and renders advisory services to the bureaus. An Assistant to the Secretary is in charge of the office.

(d) The Oil and Gas Division is responsible for formulating plans for the coordination of the policies and administration of Federal activities relative to oil, gas, and synthetic fuels. The Division administers the Connally "Hot Oil" Act. A Director is in charge of the Division.

§ 130. Location of Office of the Secretary.—The offices of the Secretary of the Interior, the Under Secretary, the Assistant Secretaries, the Solicitor, and all of the staff offices in the Office of the Secretary are located in Washington, D. C.

Bureau of Indian Affairs

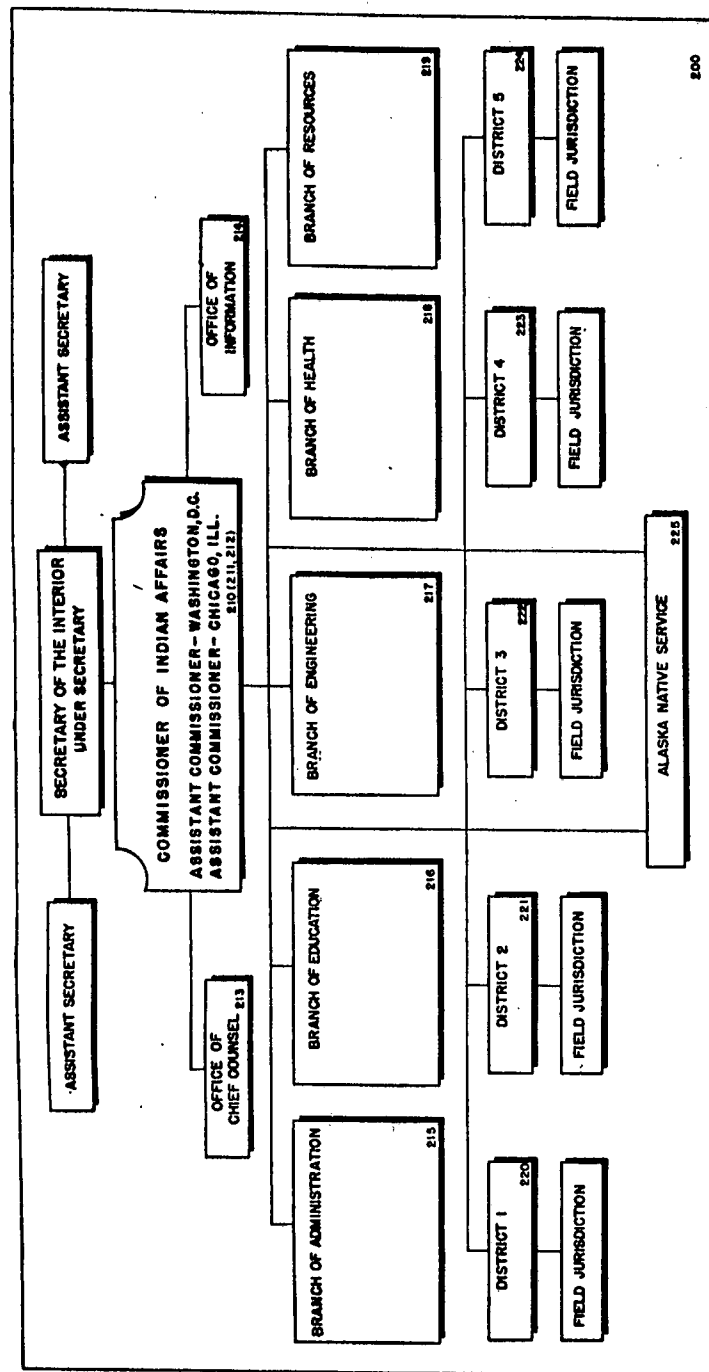


Figure 3.—Organization chart of the Bureau of Indian Affairs.

BUREAU OF INDIAN AFFAIRS

CHICAGO 54, ILL.

Commissioner, Washington 25, D. C.-----William A. Brophy
 Assistant Commissioner-----William Zimmerman, Jr.
 Assistant Commissioner, Washington 25, D. C.-----John H. Provinse
 Chief Counsel-----Theodore H. Haas
 Chief Information Officer-----Donald Q. Palmer
 Chief, Administrative Branch-----John McGue
 Personnel Officer-----C. Earl Lamson
 Finance Officer-----Charles E. Emery
 Management Officer-----Guy Williams
 Director of Education-----Willard W. Beatty
 Director of Health-----Ralph B. Snively, M. D.
 Director of Welfare-----Fred H. Dalker
 Chief, Engineering Branch-----Albert L. Wathen
 Director of Building and Utilities-----Edward A. Poynton
 Director of Irrigation-----Ernest C. Fortler
 Director of Roads-----J. Maughs Brown
 Chief, Resources Branch-----Walter V. Woehlke
 Director of Agriculture and Stockraising-----A. C. Cooley
 Director of Forest and Range Management-----Leroy D. Arnold
 Director of Soil Conservation-----Evan L. Flory
 Director of Land Management-----Harry M. Critchfield
 District Director (1), Minneapolis, Minnesota-----Daniel E. Murphy
 District Director (2), Billings, Montana-----Paul L. Fickinger
 District Director (3), Portland, Oregon-----E. Morgan Pryse
 District Director (4), Phoenix, Arizona-----William H. Zeh
 District Director (5), Oklahoma City, Oklahoma-----Dover P. Trent, Acting

ESTABLISHMENT

§ 200a. *Creation.*—The Bureau of Indian Affairs was created in the War Department in 1824 and transferred to the Department of the Interior at the time of its establishment in 1849.

§ 200b. *Purpose.*—The purpose of the Bureau of Indian Affairs is to carry out the provisions of nearly 5,000 statutes and treaties in order to protect the interests and promote the welfare of more than 417,000 Indians, including more than 30,000 natives (Indians, Aleuts, and Eskimos) of Alaska. Its main objectives are the economic and social rehabilitation of the Indian, the organization of Indian tribes so that they may manage their own affairs, and the adaptation of native Indian institutions and culture to modern conditions.

§ 200c. *General description.*—The Bureau of Indian Affairs is composed of a headquarters staff in Chicago, Illinois, a liaison office in Washington, D. C., five district offices, the Alaska Native Service, which has the same organizational status as a district office, and several score field jurisdictions which are the operating units in the field. The field jurisdictions include Indian agencies, schools, sanatoria, and irrigation projects, each of which is supervised by a Superintendent.

ent. Superintendents report to a District Director, who in turn reports to the Commissioner of Indian Affairs.

HEADQUARTERS ORGANIZATION

§ 200d. *General description.*—The headquarters organization is called the Office of the Commissioner, and is made up of the Commissioner of Indian Affairs, two Assistant Commissioners, two staff offices and five technical branches.

§ 210-212. *Commissioner.*—The Commissioner of Indian Affairs is the chief executive of the Bureau. The Office of the Commissioner develops, interprets, and implements national policy on Indian affairs. It establishes objectives and standards of performance, develops integrated programs designed to accomplish the Bureau's objectives, and exercises general direction and control over all field operations.

§ 213. *Office of the chief counsel.*—The office of the chief counsel, under general supervision of the Solicitor of the Department, reviews and advises on legal matters and is responsible for the probate of Indian estates.

§ 214. *Office of Information.*—The Office of Information directs the informational work of the Bureau of Indian Affairs; handles requests from the public for information relating to

Indians and Bureau activities; and supervises the publication of material dealing with Bureau activities.

§ 215. *Branch of Administration.*—The Branch of Administration is responsible for all phases of administrative management, including budget, finance, personnel, property, and office services.

§ 216. *Branch of Education.*—The Branch of Education develops curricula for Indian schools. It provides education facilities through the operation of about 400 day schools, boarding schools, and community centers, and through Federal aid for the education of Indian children attending public and mission schools. The Branch arranges and provides education loans for Indians desiring to attend vocational schools, colleges, and universities. It provides guidance to aid Indians in receiving maximum benefits from education. The Director of Education also supervises welfare, and law enforcement.

§ 217. *Branch of Engineering.*—The Branch of Engineering prepares plans and specifications, and develops engineering standards for construction and maintenance programs. It directs field activities related to the construction, maintenance, and operation of roads, buildings, utilities, communications systems, and irrigation projects, including incidental power systems.

§ 218. *Branch of Health.*—The Branch of Health develops and supervises health programs, undertakes to prevent and to lower the incidence and severity of tuberculosis, trachoma, and other communicable diseases, and to reduce infant mortality. The Branch provides medical services to Indians through 70 hospitals and sanatoria and more than 100 clinics.

§ 219. *Branch of Resources.*—The Branch of Resources develops plans for the conservation and improvement of 56,000,000 acres of Indian lands, water, minerals, forests, wildlife, and other resources to better the economic status of the Indian. It provides agricultural and industrial guidance, handles oil, gas, and mineral leases and mining permits, rights-of-way and boundary disputes, and provides credit facilities to assist Indians in establishing themselves in income-producing enterprises related to the utilization of resources.

FIELD ORGANIZATION

§§ 220-224a. *District Offices.*—Each District Office consists of a District Di-

rector, a District counsel, and a small staff of District supervisors who direct the execution of approved plans and programs for field jurisdictions within the District in accordance with the policies, objectives and standards established by the Office of the Commissioner, and provide expert technical and professional assistance to the field jurisdictions. The District Offices conduct programs which are beyond the capacity or responsibility of the field jurisdictions.

§§ 220-224b. *District Director.*—The District Director is responsible for directing and controlling all activities in his District to the end that objectives and programs established by the Office of the Commissioner are executed promptly and effectively by the field jurisdictions comprising the District.

§§ 220-224c. *Field jurisdictions.*—(a) Each field jurisdiction is under the immediate direction of a Superintendent, but the organization of a jurisdiction varies considerably depending upon the particular unit and the scope of activities involved. The Superintendent is responsible for directing all local activities and for serving as the primary point of contact between the Government and the Indians.

(b) The four types of field jurisdictions are:

(1) *Agencies.*—An agency conducts all activities of the Bureau of Indian Affairs on a particular reservation, in contrast to the other three types of field jurisdictions whose activities are specialized.

(2) *Detached boarding schools.*—Such schools are Federal schools conveniently located to serve students from agencies in the area. The schools offer high school and vocational training courses.

(3) *Detached hospitals and sanatoria.*—These hospitals and sanatoria provide institutional medical services to Indians in the area. Some serve as the center of district-wide health programs, particularly those concerned with tuberculosis.

(4) *Detached irrigation projects.*—These projects are similar to their reservation counterparts but are larger and more complex. They serve a mixed clientele of Indians and non-Indian settlers.

§ 225. *Alaska Native Service.*—The Alaska Native Service has the same status as a District Office. It provides educational, health and welfare services for the Alaskan natives, and carries out programs for the development of their resources.

§ 226. *Indian Arts and Crafts Board.*—

(a) The Indian Arts and Crafts Board is a statutory body established in the Department of the Interior in 1935. The Board is charged with the promotion of the economic welfare of the Indians through the development of Indian arts and crafts and the expansion of markets for the products of Indian arts and craftsmanship.

(b) The Board is composed of five Commissioners appointed by the Secretary of the Interior. The Board appoints a manager with the approval of the Secretary.

PLACES TO OBTAIN INFORMATION AND MAKE REQUESTS

§ 230. *Inquiries and requests in general.*—Information concerning the policies and programs of the Bureau of Indian Affairs, including reports and bulletins dealing with its activities, may be secured by addressing the Bureau of Indian Affairs, Department of the Interior, Washington 25, D. C. (or Merchandise Mart, Chicago 54, Illinois).

Free publications relating to the history and languages of the Indians are issued by the Bureau of American Ethnology, Smithsonian Institution, Washington 25, D. C.

Requests for information concerning any aspects of programs and activities of the Bureau of Indian Affairs may be addressed to the Office of the Commissioner, the District Offices or to Field Jurisdictions.

§ 231. *Location of headquarters organization.*—The headquarters of the Commissioner of Indian Affairs is in Washington, D. C., but he divides his time between Washington and Chicago, Illinois, where the offices of the Chiefs of the Branches are located in the Merchandise Mart building. One Assistant Commissioner is stationed in Washington and one in Chicago, Illinois. The Indian Arts and Crafts Board is located in Chicago, Illinois.

§ 232. *Location of district offices of field jurisdictions.*—Locations of the District Offices, with alphabetic listing of the States comprising the Districts and alphabetic listing of the Field Jurisdictions by States, appear below:

DISTRICT OFFICES AND FIELD JURISDICTION

DISTRICT ONE: 214 FEDERAL OFFICE BUILDING, MINNEAPOLIS, MINN.

Comprises States of—

- (1) Florida: Seminole Agency, Fort Myers.
- (2) Iowa: (No field jurisdictions).
- (3) Michigan: (No field jurisdictions).

- (4) Minnesota: Consolidated Chippewa Agency, Cass Lake. Pipestone School, Pipestone. Red Lake Agency, Red Lake.
- (5) Mississippi: Choctaw Agency, Philadelphia.
- (6) New York: New York Agency, Buffalo.
- (7) North Carolina: Cherokee Agency, Cherokee.
- (8) Wisconsin: Great Lakes Agency, Ashland. Menominee Agency, Neopit. Tomah Agency, Green Bay.

DISTRICT TWO: 315 FEDERAL BUILDING, BILLINGS, MONT.

Comprises States of—

- (1) Montana: Blackfeet Agency, Browning. Crow Agency, Crow Agency. Flathead Agency, Dixon. Flathead Irrigation Project, St. Ignatius. Fort Belknap Agency, Harlem. Fort Peck Agency, Poplar. Rocky Boys' Agency, Rocky Boy. Tongue River Agency, Lame Deer.
- (2) Nebraska: Winnebago Agency, Winnebago.
- (3) North Dakota: Fort Berthold Agency, Elbowoods. Fort Totten Agency, Fort Totten. Standing Rock Agency, Fort Yates. Turtle Mountain Agency, Belcourt. Wahpeton School, Wahpeton.
- (4) South Dakota: Cheyenne River Agency, Cheyenne River. Crow Creek Agency, Fort Thompson. Flandreau School, Flandreau. Pierre School, Pierre. Pine Ridge Agency, Pine Ridge. Rosebud Agency, Rosebud. Sioux Sanatorium, Rapid City. Sisseton Agency, Sisseton.
- (5) Wyoming: Wind River Agency, Fort Washakie.

DISTRICT THREE: BUILDING 34, SWAN ISLAND, PORTLAND, OREG.

Comprises States of—

- (1) California: Hoopa Valley Agency, Eureka. Mission Agency, Riverside. Sacramento Agency, Sacramento. Sherman Institute, Riverside.
- (2) Idaho: Fort Hall Agency, Fort Hall. North Idaho Agency, Lapwai.
- (3) Nevada: Carson Agency, Stewart. Western Shoshone Agency, Owyhee.
- (4) Oregon: Chemawa School, Chemawa. Grande Ronde-Siletz Agency, Salem. Klamath Agency, Klamath Agency. Umatilla Agency, Pendleton. Warm Springs Agency, Warm Springs.
- (5) Washington: Colville Agency, Nespelem. Tacoma Indian Hospital, Tacoma. Taholah Agency, Hoquiam. Tulalip Agency, Tulalip. Yakima Agency, Toppenish. Yakima Irrigation Project, Wapato.

Bureau of Indian Affairs

DISTRICT FOUR: 4100 RHOADS CIRCLE, PHOENIX,
ARIZ.

Comprises States of—

- (1) Arizona:
 - Colorado River Agency, Parker.
 - Fort Apache Agency, Whiteriver.
 - Hopi Agency, Keams Canyon.
 - Navajo Agency, Window Rock.
 - Papago Agency, Sells.
 - Phoenix Sanatorium, Phoenix.
 - Phoenix School, Phoenix.
 - Pima Agency, Sacaton.
 - San Carlos Agency, San Carlos.
 - San Xavier Sanatorium, Tucson.
 - Truxton Canon Agency, Valentine.
- (2) Colorado: Consolidated Ute Agency, Ignacio.
- (3) New Mexico:
 - Jicarilla Agency, Dulce.
 - Mescalero Agency, Mescalero.
 - United Pueblos Agency, Albuquerque.
- (4) Utah: Uintah and Ouray Agency, Fort Duchesne.

DISTRICT FIVE: 311 COUNCIL BUILDING,
OKLAHOMA CITY, OKLA.

Comprises States of—

- (1) Kansas:
 - Haaskell Institute, Lawrence.
 - Potawatomie Agency, Horton.
- (2) Louisiana: (No field jurisdictions).
- (3) Oklahoma:
 - Cheyenne and Arapaho Agency, Concho.
 - Chillico School, Chillico.
 - Five Civilized Tribes Agency, Muskogee.
 - Kiowa Agency, Anadarko.
 - Ocage Agency, Pawhuska.
 - Pawnee Agency, Pawnee.
 - Quapaw Agency, Miami.
 - Sequoyah Training School, Tahlequah.
 - Shawnee Agency, Shawnee.
 - Shawnee Sanatorium, Shawnee.
- (4) Texas: (No field jurisdictions).

ALASKA: ALASKA NATIVE SERVICE, JUNEAU,
ALASKA.