



THE SECRETARY OF THE INTERIOR
WASHINGTON

ORDER NO. 3322

Subject: Restructuring and Renaming of the Department of the Interior National Business Center

Sec. 1 Purpose. The purpose of this Order is to restructure the National Business Center (NBC) to focus on delivering a core set of complementary business services to include human resources, acquisition, indirect cost negotiation, and financial management; and to align other services NBC currently provides with counterpart organizations in the Department of the Interior.

Sec. 2 Background. The NBC is a Federal Shared Service Center that delivers consolidated and consistent administrative services and business solutions to meet standard requirements and realize efficiencies and economies of scale for the Department. The NBC also provides business services to other Federal agencies.

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

Sec. 4 Organizational Changes. Organizational changes to the NBC include the following:

- a. Interior Business Center. NBC is restructured and renamed "Interior Business Center (IBC)."
- b. Office of Facilities and Administrative Services. The Administrative Operations Directorate is renamed Office of Facilities and Administrative Services and realigned under the Deputy Assistant Secretary – Technology, Information, and Business Services. (Staff responsible for facilities and emergency management and who were previously assigned to the Administrative Operations Directorate will remain in the IBC.)
- c. Audio-visual Support. The audio-visual support function for the Main Interior Building is realigned from the NBC Information Technology Directorate to the Office of Facilities and Administrative Services.
- d. Indirect Cost Services. The Indirect Cost Negotiation Division is realigned from the Acquisition Services Directorate, renamed Indirect Cost Services, and reports to the Director, IBC. The realignment allows both the Acquisition Services Directorate and Indirect Cost Services to focus on their unique and independent missions.
- e. The following NBC functions are restructured and transferred from NBC to other organizations within the Office of the Assistant Secretary - Policy, Management and Budget.

(i) Office of Aviation Services. The Aviation Management Directorate is renamed Office of Aviation Services and realigned under the Deputy Assistant Secretary - Public Safety, Resource Protection, and Emergency Services. The realignment consolidates aviation-related policy development, oversight, evaluation, and inspection responsibilities with programs that have important aviation dependencies.

(ii) Federal Consulting Group. The Federal Consulting Directorate is renamed the Federal Consulting Group and realigned to the Office of Strategic Employee and Organizational Development under the Deputy Assistant Secretary - Human Capital and Diversity. The Federal Consulting Group provides organization development consulting, leadership and executive development support, and performance management services for Federal agencies to increase mission accomplishment and organizational effectiveness.

(iii) The Federal Executive Board of Minnesota is transferred to the Office of Emergency Management, under the Deputy Assistant Secretary - Public Safety, Resource Protection, and Emergency Services.

(iv) Passport and Visa Services functions, formerly in the Office of Passport and Visa Services are transferred to the Office of International Affairs under the Deputy Assistant Secretary - Policy and International Affairs.

Sec. 5 Plan and Schedule for Information Technology Contracts and Services. By December 31, 2012, the Director, IBC will develop and submit to the Assistant Secretary - Policy, Management and Budget for approval a plan and schedule to assume primary responsibility for awarding new information technology (IT) contracts for designated IT products and services for all bureaus and offices.

Sec. 6 Implementation. The Assistant Secretary - Policy, Management and Budget is responsible for implementing this Order, including the transfer of personnel, funds, programs, records, and property.

Sec. 7 Effective Date. This Order is effective October 1, 2012. It will remain in effect until its provisions are converted to the Department Manual or until the Order is amended, superseded, or revoked, whichever occurs first.


Secretary of the Interior

Date: **AUG 23 2012**