

Department of the Interior Departmental Manual

Effective Date: 1/16/09

Series: Organization

Part 109: Secretarial Officers

Chapter 1: Secretary of the Interior

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

109 DM 1

1.1 **Secretary.** The Secretary of the Interior, as head of an Executive Department, reports directly to the President and is responsible for the direction and supervision of all operations and activities of the Department. The Secretary also has certain powers or supervisory responsibilities relating to U.S. affiliated insular areas.

1.2 **Secretariat.** The Secretary is assisted in the management and direction of the Department by the Secretariat. The Secretariat is comprised of the following Secretarial Officers:

A. The Secretary.

B. The Deputy Secretary, who assists the Secretary in supervising and administering the Department and in the absence of the latter performs the functions of the Secretary. With the exception of certain matters specifically reserved to the Secretary, the Deputy Secretary has the full authority of the Secretary. The Deputy Secretary is the Chief Operating Officer for the Department.

C. The Solicitor (described in 109 DM 3).

D. The Inspector General (described in 110 DM 4).

E. Assistant Secretaries (described in 109 DM chapters following Chapter 3).

1.3 **Assistants to the Secretary.**

A. A Chief of Staff serves as confidential advisor to the Secretary, supervises the staff of the immediate office of the Secretary, and performs other duties as assigned by the Secretary.

B. The Director, Office of Communications, serves as principal advisor to the Secretary on public information matters (see 110 DM 5).

C. The Director, Office of Congressional and Legislative Affairs, serves as principal advisor to the Secretary on the Department's legislative program and carries out Congressional and intergovernmental liaison activities (see 110 DM 6).

D. The Director, Office of the Executive Secretariat and Regulatory Affairs, serves as principal advisor to the Secretary on regulatory matters and internal directives, monitoring, reviewing, and coordinating all such activities of the Department. The Director is responsible for correspondence control and processing inclusive of the committee management process as well as production of documents in response to requests from Congress and select litigation discovery activities (see 110 DM 17).

E. Other Assistants, Counselors, and Advisors.

(1) Other Assistants, Counselors, and Advisors to the Secretary serve in varying capacities and as liaison with major program areas as specifically assigned. All Assistants, Counselors, and Advisors to the Secretary may work directly with Assistant Secretaries in expediting and highlighting matters requiring immediate or specific attention.

(2) The Director, Office of Indian Water Rights, leads, coordinates, and manages the Indian water rights settlement program in consultation with the Office of the Solicitor. The Director reports to the Counselor to the Secretary assigned to such matters, unless otherwise provided by the Secretary. The primary functions of the office are coordinating communication and decision-making among the various interests of the bureaus and offices of the Department on matters concerning Indian water rights settlements and managing negotiation and implementation teams for policy consistency.

1.4 **Authority.** Except for authority specifically delegated otherwise by statute, authority to carry out Departmental functions is delegated by the Secretary to the Secretariat who in turn redelegate appropriate authority to heads of bureaus and offices which they supervise. All permanent delegations made by the Secretary and redelegations made by Assistant Secretaries are issued and documented in the Departmental Manual. Program officials to whom authority has been delegated are held directly responsible for organization and performance in their assigned program areas.