

## Department of the Interior Departmental Manual

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**Effective Date:** 10/19/10

**Series:** Organization

**Part 112:** Policy, Management and Budget

**Chapter 6:** Office of Policy Analysis

**Originating Office:** Office of Policy Analysis

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### 112 DM 6

**6.1 Office of Policy Analysis.** The Office of Policy Analysis is responsible for assisting in evaluating Departmental programs, developing new programs and major program changes, carrying out major studies of policies and programs, and conducting economic analyses of the full range of matters and issues affecting or touching upon the activities of the Department and other Federal and State agencies, including energy, environmental, and other natural resource issues. The Office coordinates and guides inter-agency and multi-bureau program development and policy analysis tasks, provides guidance to bureau and office analytic staffs, and undertakes issue analysis and decision documents on behalf of the Secretary and the Assistant Secretary - Policy, Management and Budget. The Office also coordinates activities of the Department related to ocean, coastal, and Great Lakes resource management, and invasive species.

### 6.2 Functions.

A. Provides evaluative and legislative analyses of Departmental programs and organizational issues in support of development of new programs, modification of existing programs, and development of the Department's budget and legislative plan.

B. Reviews legislative proposals, correspondence, and other memoranda and communications for policy and budgetary adequacy in coordination with the Office of Congressional and Legislative Affairs, the Office of Budget, the Office of the Executive Secretariat and Regulatory Affairs, and other Secretarial offices.

C. Conducts studies and analyses related to Departmental programs and issues to ensure the programs are effectively conceived, that viable alternatives or options are properly developed and displayed, and that the Secretariat is fully informed of all the significant implications of resource decisions.

D. Consults with and advises the analytic staffs of the Assistant Secretaries and bureaus with respect to methods and standards for economic and other analytical studies to ensure that such studies reaching the Office of the Secretary for action meet high professional standards. Special studies are initiated and carried out by the Office and/or bureaus with general technical guidance from the Office.

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E. Provides general and specialized staff assistance at the request of the Secretariat on highly important Departmental issues and provides consultation and advice to all bureaus and organizations in the Department on matters of economic and policy analysis and evaluation.

F. Reviews and approves all Records of Compliance of rulemaking. Prior to approval by the Assistant Secretary - Policy, Management and Budget, reviews all preliminary and final Regulatory Impact Analyses and initial and final analyses prepared pursuant to the Regulatory Flexibility Act, the Small Business Regulatory Enforcement Fairness Act, the Unfunded Mandates Act, and other laws or Executive Orders pertaining to rulemaking. Provides general and specialized staff assistance to bureaus and offices on preparation of analyses and documents related to rulemaking.

G. Responsible for Departmental review and clearance of all surveys, forms and regulations of the bureaus that require information from the public including regulated industries or lessees; and assists the Office of the Chief Information Officer in fulfilling its responsibilities related to the implementation of the Paperwork Reduction Act.

H. Provides staff assistance to the Secretary on the economics of endangered species recovery plans as well as in the Secretary's role as Chairman of the Endangered Species Committee, which rules on applications for exemptions from the restrictions of Section 7 of the Endangered Species Act (ESA).

I. Coordinates and guides inter-agency and multi-bureau program development, policy analysis tasks, and activities, and helps develop guidelines and methods related to resource management, as appropriate and necessary.

J. Coordinates ocean, coastal, and Great Lakes activities throughout the Department, and guides and participates in interagency activities dealing with national policies related to ocean, coastal, and Great Lakes activities.

K. Staffs the interdepartmental National Invasive Species Council, co-chaired by the Secretaries of the Interior, Agriculture, and Commerce, and its non-federal Invasive Species Advisory Committee, and coordinates their activities, including the implementation of the National Invasive Species Management Plan.

L. Leads Departmental invasive species policy and program collaboration across bureaus and represents the Department by providing testimony to Congress and serving as the Department's representative to the National Invasive Species Council. Serves as the Department's principal resource and contact for interdepartmental coordination, collaboration, and planning on invasive species.

**6.3 Organization.** The Office is headed by a Director who reports to the Deputy Assistant Secretary - Policy and International Affairs. The Director carries out the responsibilities of the Office with support from four functional groups (Economics; Programs; Ocean, Coastal, and Great Lakes; and Invasive Species), the Department of the Interior's Invasive Species

Coordinator, the Senior Policy Analyst for Land and Water Settlements, and administrative support staff. (See attached organization chart). Each functional group is led by a supervisor who reports to the Director. The DOI Invasive Species Coordinator reports to the Director and coordinates the invasive species activities of the Department. The Senior Policy Analyst for Land and Water Settlements also reports to the Director and carries out the functions described in Paragraph 6.2 as they relate to land and water settlements. The functional groups are:

A. Economics. The staff provides economic analysis of policy issues and conducts major long range policy studies. These functions are often conducted in cooperation with personnel of bureaus and other Federal agencies and States.

B. Programs. The staff provides analysis, monitoring, and coordination for Departmental initiatives and issues.

C. Ocean, Coastal, and Great Lakes. The staff coordinates ocean, coastal, and Great Lakes activities throughout the Department and participates on interagency committees that deal with national ocean policy, and coastal and marine conservation.

D. Invasive Species.

(1) The Invasive Species staff supports the interdepartmental National Invasive Species Council (NISC) established by Executive Order 13112. (The NISC is co-chaired by the Secretaries of the Interior, Agriculture, and Commerce. The NISC coordinates and leads invasive species policy and program collaboration across agencies, including crosscut performance budget, strategic planning, policy guidance, and outreach education efforts. The NISC partners with state, tribal, and international officials, as well as stakeholders from the public and private sectors.)

(2) The Invasive Species staff also supports the non-federal Invasive Species Advisory Committee and coordinates the Advisory Committee's activities to develop policy recommendations and provide advice concerning the implementation of the National Invasive Species Management Plan.