

Policy and Administration

LOCATION: The 17 Western States in Reclamation's Service Area and Washington, D.C.

DESCRIPTION/JUSTIFICATION: The Policy and Administration appropriation finances all of Reclamation's centralized management functions. The purpose of the appropriation is to support management and administrative activities which are not chargeable directly to a specific project or program. Managerial support provided by this appropriation includes overall program and personnel policy management; equal employment opportunity management; safety and health management; budgetary policy formulation and execution; financial management policy; information technology management; procurement, property, and general services policy; public affairs activities; and organizational and management analysis. Also included are continuing initiatives in support of workforce diversity, organizational streamlining, and improved workforce performance. In addition, the Policy and Administration appropriation supports Reclamation-wide high priority efforts that require oversight, such as oversight and development of policy and guidance for implementation of the Government Performance and Results Act (GPRA).

Policy and administration activities include: develop, review, and revise technical and statistical publications; certain international and interagency activities; legal reviews and opinions; Reclamation management; managerial training; attendance at meetings of technical societies and professional groups; public involvement; review and control including the Management Control Program; special initiatives; and special inquiries, analyses, and activities.

The **Office of the Commissioner** is responsible for providing policy direction on all water, land, power, and related programs within Reclamation. The Chief of Staff, located in Washington, D.C., serves as the Commissioner's key staff in management development, program coordination, and accomplishment of Reclamation's stated mission. The Director of Security, Safety, and Law Enforcement, located in Denver, CO, is responsible for the management of Reclamation's security and safety programs and initiatives, including the safety of dams program and the law enforcement program. The Director of External and Intergovernmental Affairs, located in Washington, D.C., has oversight of Reclamation's Congressional and Legislative Affairs Group and Public Affairs functions, and is responsible for Reclamation's national relationships with Federal, State, and local governments, as well as citizen and other nongovernmental groups. The Director of Program and Budget, located in Washington, D.C., in cooperation with the area and regional offices, is responsible for Reclamation-wide budget formulation and execution, and all aspects of Government Performance and Results Act (GPRA) coordination of budget and performance integration. The Director of Operations, located in Washington, D.C., in cooperation with the area and regional offices, oversees the execution of Reclamation programs. The Director of Policy, Management, and Technical Services (PMTS), is responsible for overall coordination of many functions provided by the Commissioner's Office. The offices reporting to the Director of PMTS which are located in Washington, D.C., and Denver, CO, include: the Office of Program and Policy Services¹ and the International Affairs Group. Other offices located in Denver, CO,

¹ The Office of Policy changed its name to Office of Program and Policy Services in FY 2003 with no increase in funding levels.

include the Chief Information Office², Management Services Office (Finance and Accounting, Human Resources, Diversity and Equal Opportunity³, Property and General Services, and Contracts and Acquisition), the Technical Service Center, and the Research and Development Office⁴. Responsibilities of these offices include development and formulation of Reclamation policy, administrative policy and oversight services, technical support, maintaining Reclamation's technical capability, and facilitating technology transfers.

Regional Offices/Area Offices – Management of Reclamation's water resources activities in the 17 Western States is carried out by five Regional Offices which are located in Boise, Idaho; Sacramento, California; Boulder City, Nevada; Salt Lake City, Utah; and Billings, Montana. The Regional Offices provide services covering policy, management, and program administration or Reclamation mission related support as follows:

Policy – Provide support of ongoing Reclamation-wide policy level formulation, guidance, and review activities. This includes support of preliminary title transfer activities; Reclamation participation in forums, conferences, councils, and similar activities related to water resource issues; refinement and implementation of GPRA; and participation in the Reclamation-wide effort to diversify the workforce.

Management – Provide direction and oversight guidance to assure adherence to Reclamation-wide policy and to Federal government requirements; direction and guidance necessary to achieve Reclamation-wide program and mission accomplishment; and support for managerial development programs.

Program Administration/Mission Related Support – Continue essential overall management and direction functions of Reclamation above and beyond those chargeable to projects and program activities covered by separate funding authority. These functions include overall program management; human resources; equal employment opportunity; safety and health management; budget preparation; finance; information technology management; procurement; property and general services policy; public affairs; and organization and management analysis. Other activities include the Management Control Review program, and revise and develop manuals, standards, and technical and statistical publications. Also included are continuing efforts in special initiatives such as supporting workforce diversity, streamlining efforts, improving work performance, and support of public awareness and education programs.

AUTHORIZATION: P.L. 68-292, Second Deficiency Appropriation Act of 1924 (Fact Finders' Act), December 5, 1924; and P.L. 79-35, Amend Fact Finders' Act, April 19, 1945.

² In FY 2003, as the result of Department of the Interior Secretary's Order 3244 (dated November 12, 2002), all bureaus within the Department are directed to establish a stand alone Chief Information Officer (CIO) function. Prior to this, the CIO function was performed within the Management Services Office (MSO). The CIO function includes Information Technology activities. Management functions previously provided through MSO are now provided by the CIO function. No additional funds are required to accomplish the establishment of the CIO.

³ In FY 2003, the Diversity and Human Resources Office separated its functions to create the new Diversity and Equal Opportunity Division and the Human Resources Division. No additional funds are requested.

⁴ In FY 2003, the Director of Policy, Management, and Technical Services changed the name of the Research and Natural Resources Office to Research and Development. No additional funds are requested as the result of this name change.

SUMMARIZED FIANANCIAL DATA

Program Financial Data

| Activity | FY 2004 | FY 2005 |
|------------------------------------|---------------------|---------------------|
| Policy and Administration | \$55,525,000 | \$58,153,000 |
| Total Program | \$55,525,000 | \$58,153,000 |
| Enacted/Requested | \$55,525,000 | \$58,153,000 |
| Rescission (H.R. 2673) | (327,598) | |
| Total Reclamation Allotment | \$55,197,402 | \$58,153,000 |

WORK PROPOSED FOR FY 2005: Continues support of ongoing Reclamation management and general oversight functions. This includes day-to-day Reclamation management, administrative, and policy functions necessary to ensure effective and efficient implementation, and execution of all Reclamation sponsored programs. Specific activities include, but are not limited to: personnel training and development programs; develop, review, and revise technical and statistical publications; respond to special inquiries; and the development and long-term maintenance of Reclamation’s information technology program. The additional funding in the FY 2005 request includes funding for labor cost increases due to cost of living raises, inflationary costs for non-pay activities, and \$400,000 is provided specifically for human capital activities within the Human Resources budget with primary emphasis on training, recruitment, and retention programs.

Reclamation Request

\$58,153,000

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