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ASSISTANT SECRETARY
FISH AND WILDLIFE
AND PARKS



MISSION STATEMENT
ASSISTANT SECRETARY -
FISH AND WILDLIFE AND PARKS

The Office of the Assistant Secretary for Fish and Wildlife and Parks was initially established by statute on November 6, 1956. The Assistant Secretary for Fish and Wildlife and Parks:

- Discharges the duties of the Secretary with the authority and direct responsibility for programs associated with the development, conservation, and utilization of fish, wildlife, recreation, historical, and national park system resources of the Nation
- Represents the Department in the coordination of marine environmental quality and biological resources programs with other Federal agencies
- Exercises Secretarial direction and supervision over the U.S. Fish and Wildlife Service, the National Park Service, and the Bureau of Outdoor Recreation.

The Assistant Secretary is aided in the performance of his responsibilities by two Deputy Assistant Secretaries, who maintain cognizance of policies, operations, and effectiveness of interbureau and interdisciplinary programs involving natural resources, environmental impact issues, and economic development programs.

<u>Resources</u>	<u>FY-77</u>
Permanent Position Ceiling	19
Budget Authority*	580

*Thousands of Dollars



NATHANIEL P. REED
ASSISTANT SECRETARY -
FISH AND WILDLIFE AND PARKS
DEPARTMENT OF THE INTERIOR
Grade: IV
Type of Appointment: PAS

BIOGRAPHICAL DATA

Sworn in as Assistant Secretary in May 1971, Nathaniel Reed had been a member of the Florida State Pollution Control Commission since 1968 and was the first Chairman of the Florida State Department of Air and Water Pollution Control. He served under both Gov. Claude Kirk, Jr., and Gov. Reubin Askew as science and environmental adviser. Under Gov. Kirk, he participated in developing a new water schedule for Everglades National Park and in establishing Biscayne National Monument. He was a leader in the reform of the State's administration of estuarine areas and worked on the acquisition of 14 new parks and wilderness areas for Florida. Reed was Vice President of the Hobe Sound Co., a family-owned resort on Florida's east coast. He was graduated from Trinity Colledge, Hartford, Conn.



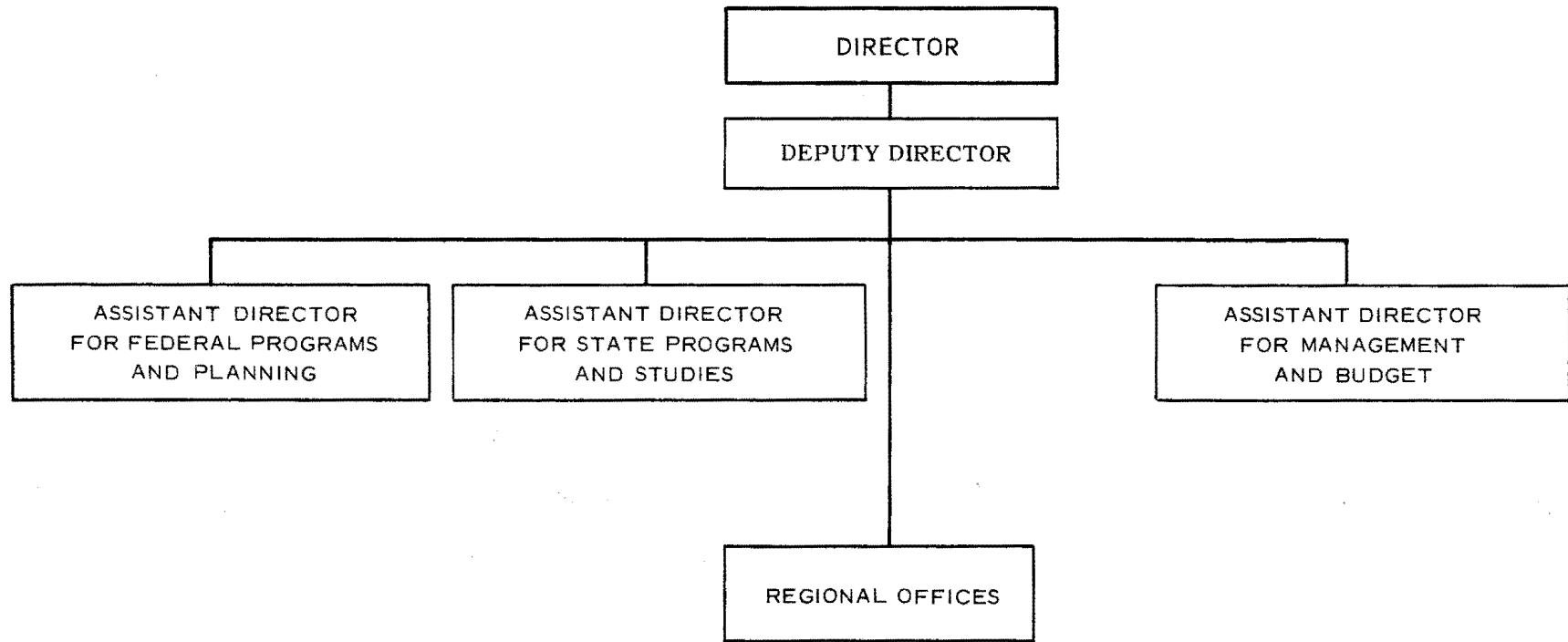
KEY OFFICIALS

ASSISTANT SECRETARY FOR FISH AND WILDLIFE AND PARKS

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE OF APPOINTMENT</u>
ASSISTANT SECRETARY FOR FISH AND WILDLIFE AND PARKS	Nathaniel P. Reed	Level IV	PAS
Deputy Assistant Secretary	Curtis Bohlen	GS-17	NEA (Quota)
Deputy Assistant Secretary	Douglas Wheeler	GS-16	NEA (Quota)
Director, Bureau of Outdoor Recreation	John Crutcher	GS-18	NEA
Director, National Park Service	Gary E. Everhardt	Level V	C
Director, U.S. Fish and Wildlife Service	Lynn A. Greenwalt	Level V	PAS

Bureau of Outdoor Recreation

BUREAU OF OUTDOOR RECREATION



MISSION STATEMENT
BUREAU OF OUTDOOR RECREATION

The Bureau of Outdoor Recreation was established by the Secretary on April 2, 1962. The bureau administers the largest recreation and resource-related grant program in the country and is the recreation policy and planning agency for the Secretary of the Interior. Its mission is spelled out in P.L. 88-29, sometimes referred to as the bureau's "organic act," and in subsequent legislation. Promoting coordination of outdoor recreation programs, the bureau serves all Federal agencies, State and local governments, and private organizations and individuals concerned with outdoor recreation. The bureau performs the following functions and activities:

- Administers the Land and Water Conservation Fund, a two-part program which provides land acquisition monies for the National Park Service, U.S. Fish and Wildlife Service, Bureau of Land Management, and the Department of Agriculture's Forest Service, as well as State-Federal matching grants for acquisition and development of recreation lands and facilities (authorized at \$900 million by 1980)
- Studies rivers and trails proposed for inclusion in the National Wild and Scenic Rivers and National Scenic and Recreation Trails System; studies recreation aspects of proposed Federal Water Resource developments
- Administers programs for conveyance and compliance of surplus Federal real property for park and recreation purposes to State and local governments
- Provides technical assistance and cooperation to States, their political subdivisions, and private interests regarding current and projected outdoor recreation needs, activities, and opportunities
- Promotes coordination of land acquisition programs of Federal agencies
- Develops a Nationwide Outdoor Recreation Plan, taking into consideration the plans of various Federal agencies, States (their political subdivisions), and the private sector
- Reviews environmental implications of proposed actions relating to outdoor recreation and the environment in which outdoor recreation activities take place.

Resources

FY-77

Permanent Position Ceiling

427

Budget Authority*

403,017

*Thousands of Dollars



JOHN CRUTCHER
DIRECTOR
BUREAU OF OUTDOOR RECREATION
DEPARTMENT OF THE INTERIOR
Grade: GS-18
Type Appointment: NEA

BIOGRAPHICAL DATA

In December 1975, John Crutcher was sworn in as Director of this 13-year-old bureau. He entered Federal service in 1969 in the Office of Economic Opportunity as director of State and local government and community action programs.

During his career, he has been a successful real estate and insurance broker and investment company president. He served in the Kansas State Senate for four years and was twice elected Lieutenant Governor, serving with Governors of both parties. His government service includes his chairmanship of the Kansas Legislative Council and the Interstate Cooperation Commission as well as leadership on State committees dealing with assessment and taxation, insurance, municipalities, and education. He has been a strong advocate of recreation and conservation programs.

He enlisted in the U.S. Navy in 1942 and he served on active duty in both World War II and the Korean War. He has remained in the Naval Reserve and wears the eagles of a Captain.

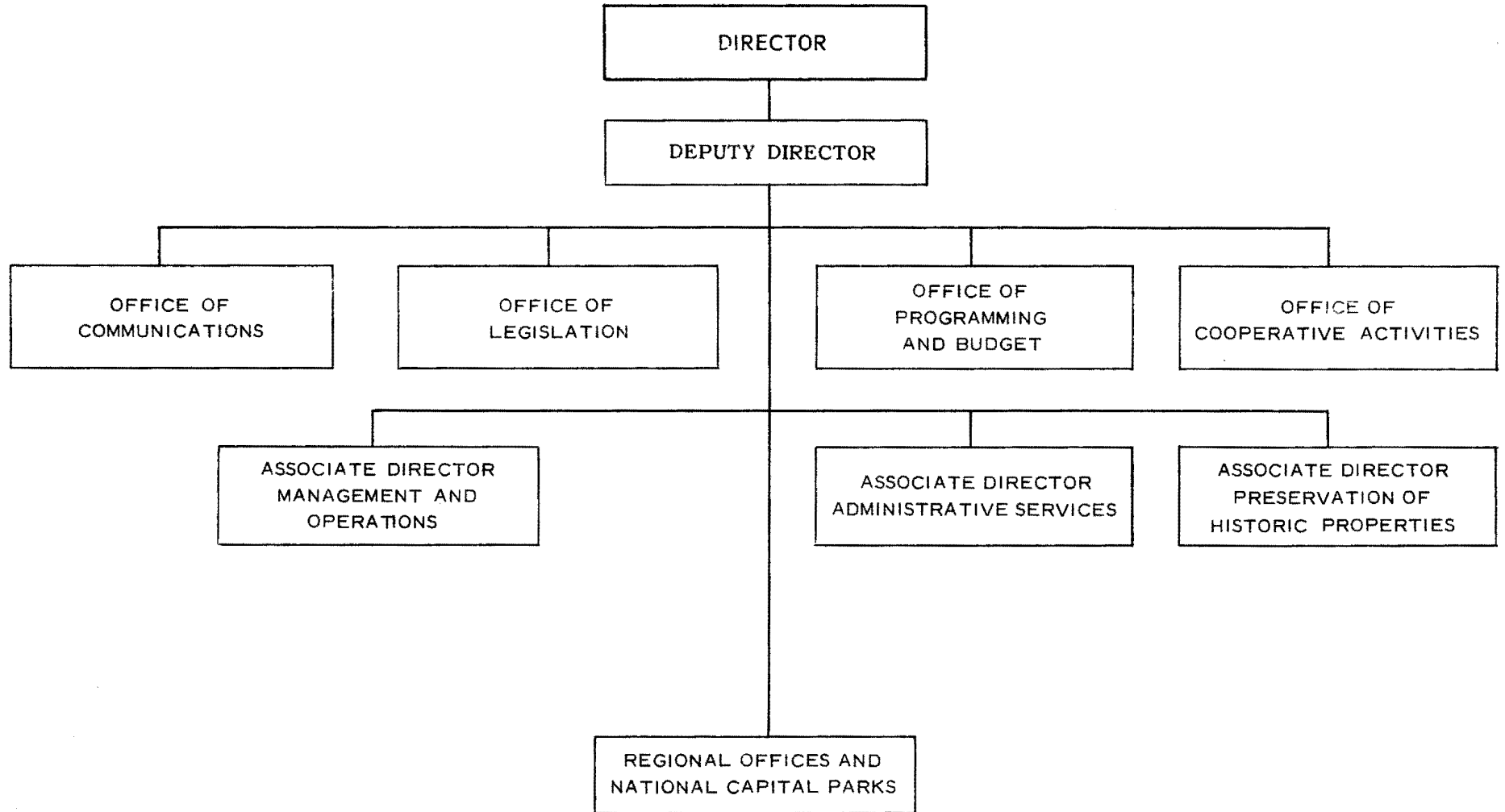


KEY OFFICIALS
BUREAU OF OUTDOOR RECREATION

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE APPOINTMENT</u>
<u>Headquarters</u>			
Director	John Crutcher	GS-18	NEA
Deputy Director	Mary Lou Grier	GS-16	NEA
Assistant Director for Federal Programs and Planning	Fred L. Jones	GS-16	Career
Assistant Director for State Programs and Studies	A. Heaton Underhill	GS-16	Career
Assistant Director for Management and Budget	Edward J. Curvey	GS-15	Career
Chief, Office of Congressional and Legislative Affairs	William R. Wolph	GS-15	Career
Chief, Office of Communications	Douglas P. Baldwin	GS-15	Career
<u>Regional Offices</u>			
Regional Director, Northwest Regional Office	Maurice H. Lundy	GS-15	Career
Regional Director, Pacific Southwest Regional Office	Frank E. Sylvester	GS-15	Career
Regional Director, Lake Central Regional Office	John D. Cherry	GS-15	Career
Regional Director, Mid-Continent Regional Office	Derrell P. Thompson	GS-15	Career
Regional Director, Southeast Regional Office	Robert M. Baker	GS-15	Career
Regional Director, Northeast Regional Office	Maurice D. Arnold	GS-15	Career
Regional Director, South Central Regional Office	Rolland B. Handley	GS-15	Career

National Park Service

NATIONAL PARK SERVICE



MISSION STATEMENT
NATIONAL PARK SERVICE

The National Park Service was established by statute on August 25, 1916. The mission of the Service is: to provide for the highest quality of use and enjoyment of the National Park System; to conserve and manage the natural, historical, and recreational resources of the National Park System; and to develop the National Park System through inclusion of additional areas of scenic, scientific, historical, and recreational value to the Nation. The Service is responsible for:

- Management of almost 300 natural, historic, recreational, and cultural parks
- The system of National Historic Landmarks, National Natural Landmarks, and National Environmental Education Landmarks
- Grants-in-aid to States and the National Trust for Historic Preservation for historical surveys and plans for acquisition, restoration, and rehabilitation of historical and cultural properties
- Assistance to Federal, State, and local governments and to public and private owners of natural, cultural, and urban properties.

<u>Resources</u>	<u>FY-77</u>
Permanent Position Ceiling	8,076
Budget Authority*	380,774

*Thousands of Dollars



GARY E. EVERHARDT
DIRECTOR
NATIONAL PARK SERVICE
DEPARTMENT OF THE INTERIOR
Grade: Level V
Type Appointment: C

BIOGRAPHICAL DATA

After 17 years of professional service in the National Park Service, Gary Everhardt was appointed Director in January 1975. He started his career with the Service as a civil engineer on the Blue Ridge Parkway in 1957. He served in civil engineering positions in the Southeast Regional Office, then in Richmond, Virginia, and the Southwest Regional Office in Santa Fe, where he was Regional Chief of Maintenance. In 1969 he was appointed Assistant Superintendent for Operations at Yellowstone National Park, and in 1972 he became Superintendent at Grand Teton National Park.

Mr. Everhardt was born in Lenoir, N.C.; where he attended elementary and high schools. He received a Bachelor of Civil Engineering degree from North Carolina State University, Raleigh, in 1957.

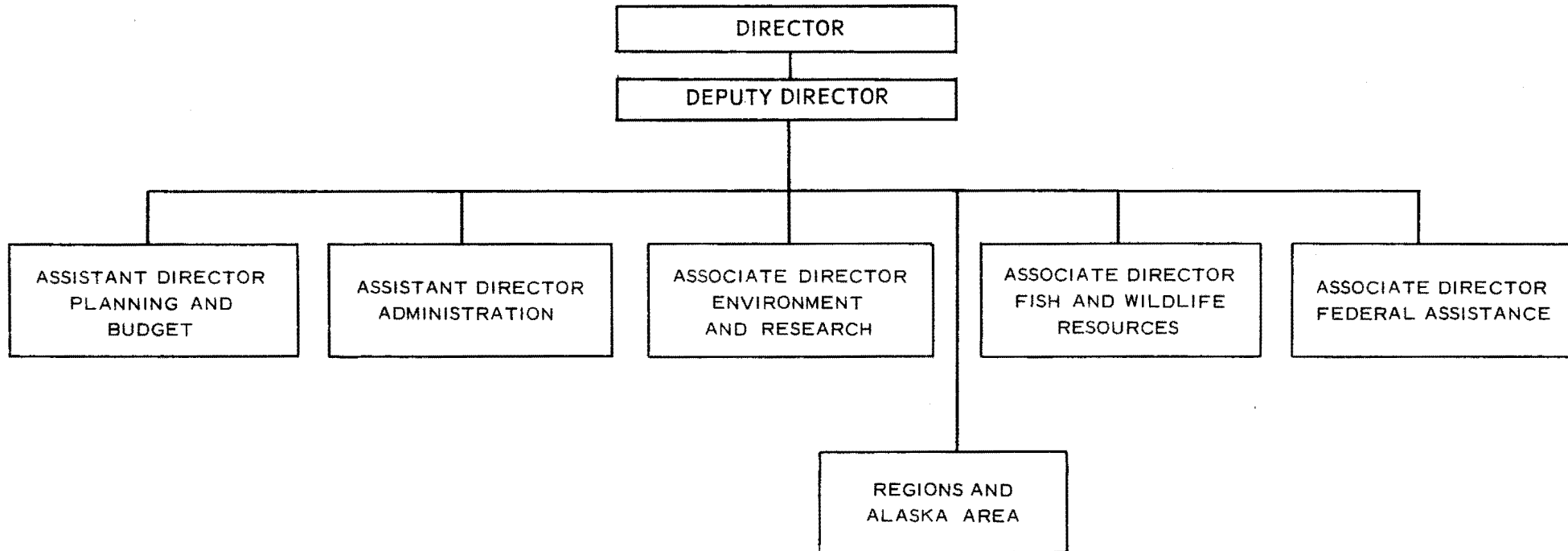


KEY OFFICIALS
NATIONAL PARK SERVICE

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE APPOINTMENT</u>
<u>Headquarters</u>			
Director	G. E. Everhardt	Level V	C
Deputy Director	W. J. Briggie	GS-16	NEA
Chief, Office of Communications	Vacant	GS-15	Career
Chief, Office of Legislation	R. C. Curry	GS-16	NEA
Chief, Office of Programming & Budget	Vacant	GS-15	Career
Chief, Office of Cooperative Activities	Vacant	GS-15	Career
Associate Director, Management & Operations	J. E. Cook	GS-16	Career
Associate Director, Administrative Services	J. L. Norwood	GS-16	Career
Associate Director-Preservation of Historic Properties	E. A. Connally	GS-16	Career
<u>Regional Offices</u>			
Assistant to the Director for Alaska	R. J. Contor	GS-15	Career
Regional Director, National Capital	M. J. Fish, Jr.	GS-16	Career
Regional Director, North Atlantic	J. E. Stark	GS-15	Career
Regional Director, Mid-Atlantic	Vacant	GS-15	Career
Regional Director, Midwest	M. D. Beal	GS-15	Career
Regional Director, Southeast	D. D. Thompson, Jr.	GS-15	Career
Regional Director, Southwest	J. C. Rumberg, Jr.	GS-15	Career
Regional Director, Rocky Mountain	L. H. Thompson, Jr.	GS-16	Career
Regional Director, Western	H. H. Chapman	GS-16	Career
Regional Director, Pacific Northwest	R. E. Dickenson	GS-16	Career

U.S. Fish and Wildlife Service

U.S. FISH AND WILDLIFE SERVICE



MISSION STATEMENT
U.S. FISH AND WILDLIFE SERVICE

The forerunner of the U.S. Fish and Wildlife Service was the Commission on Fish and Fisheries, created by statute on February 9, 1871. The Service as presently constituted resulted from reorganizations in 1956, 1971, and 1974. Its mission is to provide the Federal leadership to conserve, protect, and enhance fish and wildlife and their habitats for the continuing benefit of the people. The Service's responsibilities are:

- To conserve, protect, and enhance fish and wildlife and their habitats as affected by land and water uses, alterations, or regulations administered by Federal agencies, by fulfilling its role as the primary Federal source for ecological information and techniques for assessing the impacts of developments of significance to fish and wildlife resources
- To maintain and improve the quality, abundance, productivity, and utilization of the Nation's fish and wildlife resources through such activities as promoting the development and maintenance of fishery resources in waters on Federal lands and administering the National Wildlife Refuge System
- To stop endemic plant and animal species endangerments and extinctions caused by man's influence on wild ecosystems and to return the species to the point where they are no longer threatened or endangered by providing, for eligible species, the protection prescribed by law and international convention
- To strengthen the ability of State and territorial fish and wildlife agencies to meet effectively the consumptive and non-consumptive needs of the public for fish and wildlife resources through administration of applicable laws, regulations, and policies dealing with Federal aid in fish and wildlife restoration.

<u>Resources</u>	<u>FY-77</u>
Permanent Position Ceiling	4,352
Budget Authority*	258,421

*Thousands of Dollars



LYNN A. GREENWALT
DIRECTOR
U. S. FISH AND WILDLIFE SERVICE
DEPARTMENT OF THE INTERIOR
Grade: Level V
Type Appointment: PAS

BIOGRAPHICAL DATA

Lynn Greenwalt was appointed Director of the U. S. Fish and Wildlife Service in October 1973 after extensive service in the national wildlife refuge system and experience in the wildlife law enforcement program. He began his government career with the U. S. Fish and Wildlife Service at the Wichita Mountains Wildlife Refuge in Oklahoma as a summer employee (1947-52). His first permanent position was as an Assistant Refuge Manager in the Albuquerque Region. He advanced rapidly, serving at several different refuges and in key management positions in the Albuquerque and Twin Cities Regional Offices. In 1970 he became Regional Supervisor of the Service's law enforcement program in the Portland Region. In 1971 he transferred to the Washington Office where, as Chief, Division of National Wildlife Refuges, he directed the national wildlife refuge system consisting of 33,000,000 acres of land on 379 refuges in 49 States. He served in this position until being appointed Director.

Greenwalt attended Reedley, Calif., Junior College. He received a B.S. degree in zoology from the University of Oklahoma, and a M.S. degree in wildlife management from the University of Arizona.



KEY OFFICIALS
U. S. FISH AND WILDLIFE SERVICE

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE APPOINTMENT</u>
<u>Headquarters</u>			
Director	Lynn A. Greenwalt	Level V	PAS
Deputy Director	George W. Milias	GS-17	NEA
Assistant Director - Planning and Budget	Michael J. Spear	GS-16	Career
Assistant Director - Administration	Frederick N. White, Jr.	GS-15	Career
Assistant Director - Public Affairs	John A. Mattoon	GS-15	Career
Associate Director - Fish & Wildlife Resources	Harvey K. Nelson	GS-17	Career
Associate Director - Federal Assistance	Keith Schreiner	GS-17	Career
Associate Director - Environment & Research	F. Eugene Hester	GS-17	Career
<u>Regional Offices</u>			
Regional Director, Region 1 (Oregon)	R. Kahler Martinson	GS-16	Career
Regional Director, Region 2 (New Mexico)	Wilford O. Nelson	GS-16	Career
Regional Director, Region 3 (Minnesota)	Jack Hemphill	GS-16	Career
Regional Director, Region 4 (Georgia)	Kenneth F. Black	GS-16	Career
Regional Director, Region 5 (Massachusetts)	Howard N. Larsen	GS-16	Career
Regional Director, Region 6 (Colorado)	Harvey Willoughby	GS-16	Career
Alaska Area Director (Alaska)	Gordon Watson	GS-15	Career

ASSISTANT SECRETARY -
LAND AND WATER
RESOURCES

MISSION STATEMENT
ASSISTANT SECRETARY -
LAND AND WATER RESOURCES

The Office of the Assistant Secretary - Land and Water Resources was established by the Secretary on February 6, 1973, by a consolidation of elements of Land Management and Water and Power Resources. The Assistant Secretary - Land and Water Resources:

- Discharges the duties of the Secretary with the authority and direct responsibility for programs associated with land use and water planning, public land management, construction and operation of multipurpose dams and water distribution facilities, marketing of water resources research and technology development, and emergency preparedness for the Nation's water resources functions as assigned by Executive Order; he is the Secretary's alternate on the Water Resources Council
- Exercises Secretarial direction and supervision over the Bureau of Land Management and the Bureau of Reclamation, whose organizations and missions will be discussed subsequently
- Exercises Secretarial direction and supervision over the Office of Water Research and Technology, which develops and manages programs to assist in assuring the Nation of an adequate supply of water suitable for agricultural, industrial, municipal, and other beneficial uses. These programs are accomplished through contracts and grants to qualified research and development organizations, including colleges and universities, private firms and individuals, water research institutes, and private foundations or other institutions.

The Assistant Secretary has two operating Deputies. The Deputy Assistant Secretary (Water) works largely with water-related matters, the Bureau of Reclamation, the Water Resources Council, water research, and emergency water planning. The Deputy Assistant Secretary (Lands) works primarily with the Bureau of Land Management and is the principal legislative contact. Both Deputies help the Assistant Secretary to direct overall policy development and work with him on matters related to program management, direction, control, and supervision of the bureaus and offices under his jurisdiction.

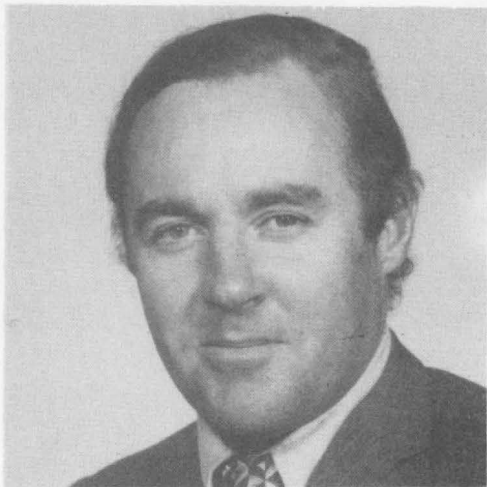
MISSION STATEMENT
ASSISTANT SECRETARY - LAND AND WATER RESOURCES - Continued

<u>Resources</u>	<u>Permanent Positions</u>	<u>FY-77</u> <u>Budget Authority*</u>
Immediate Office of Assistant Secretary **	28	836
Office of Water Research and Technology		
Regular Programs	70	18,923
Israel Project - Reimbursement	3	150
Saudi Arabia Project - Reimbursement	5	500 ***

*Thousands of Dollars

**Includes Emergency Water Planning

***International Agreement not yet signed



JACK O. HORTON
ASSISTANT SECRETARY
LAND AND WATER RESOURCES
DEPARTMENT OF THE INTERIOR
Grade: Level IV
Type Appointment: PAS

BIOGRAPHICAL DATA

Jack Horton was sworn in as Assistant Secretary in March 1973. He joined Interior in 1969 as a staff assistant to the Under Secretary, served as a Special Assistant to Secretary Hickel, was appointed Deputy Assistant Secretary for Program Policy and, later, as Deputy Under Secretary. President Nixon appointed him Federal Co-Chairman of the joint Federal-State Land Use Planning Commission for Alaska.

Horton was raised on the family ranch in Saddlestring, Wyo. He graduated from Princeton with honors in geology and read in the Honors School of Politics, Philosophy, and Economics at Oxford University, under a Rhodes Scholarship. For five years in the 1960's, he served as a Navy fighter pilot, flying numerous missions over the South China Sea and receiving seven decorations. He returned to Oxford and received a M.A. in politics and economics.



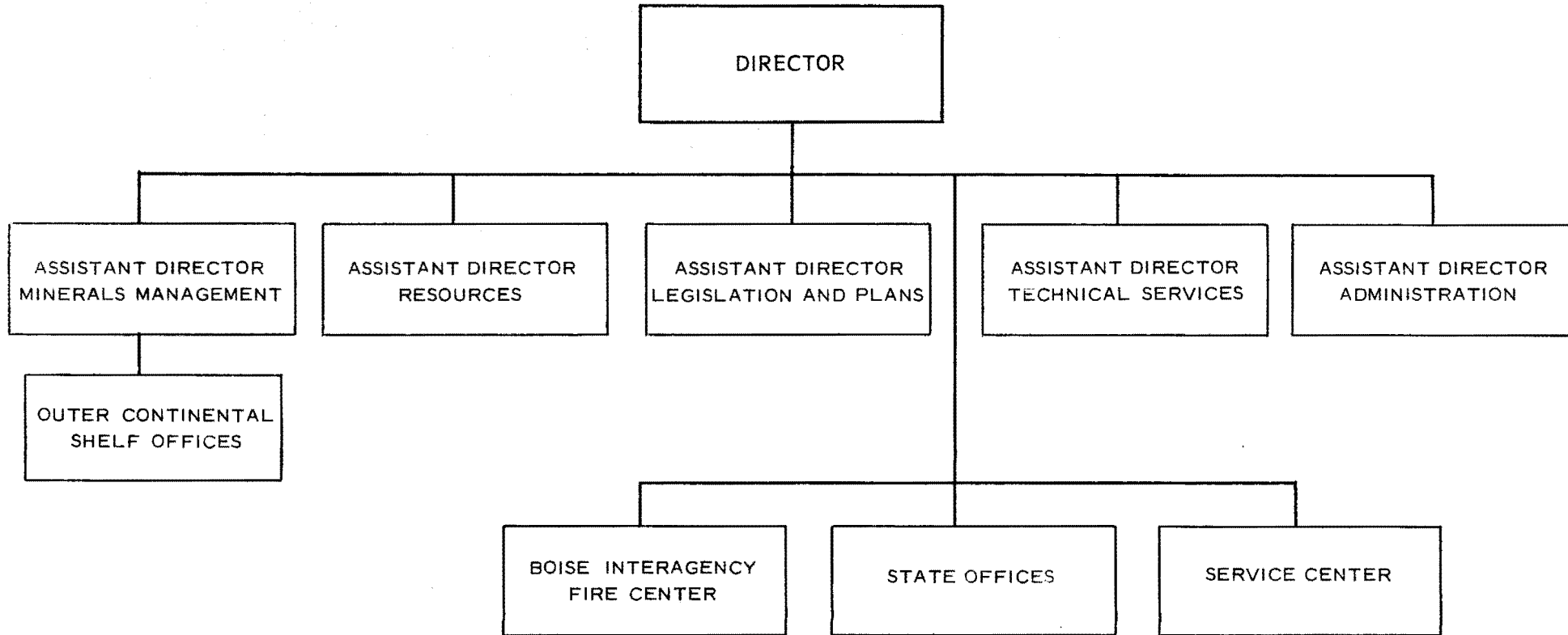
KEY OFFICIALS
ASSISTANT SECRETARY - LAND AND WATER RESOURCES

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE APPOINTMENT</u>
Assistant Secretary - Land and Water Resources	Jack O. Horton	Level IV	PAS
Deputy Assistant Secretary	Dennis N. Sachs	GS-16	NEA (Quota)
Deputy Assistant Secretary	Christopher Farrand	GS-16	NEA (Quota)
Commissioner, Bureau of Reclamation	Gilbert G. Stamm	Level V	PA
Director, Bureau of Land Management	Curt Berklund	Level IV	Career
Director, Office of Water Research and Technology	William S. Butcher	GS-18	NEA (Non-Quota)
Administrator, Emergency Water Administration*	Vacant	GS-15	Career

* Standby organization to be created.

Bureau of Land Management

BUREAU OF LAND MANAGEMENT



MISSION STATEMENT
BUREAU OF LAND MANAGEMENT

The Bureau of Land Management was established on June 16, 1946, by the consolidation of the General Land Office (created in 1812) and the Grazing Service (created in 1934). This was accomplished by the President's Reorganization Plan No. 3 of 1946. The Public Land Policy and Management Act of 1976 (P.L. 94-579) now constitutes the basic organic legislation for the Bureau. The Bureau's major multiple use management efforts are directed toward maintaining a balance between resource use and development and environmental protection and enhancement and planning for future demands commensurate with national goals and priorities. The Bureau is responsible for:

- Multiple-use management of 450 million acres of national resource lands
- Subsurface resource management of an additional 310 million acres where mineral rights have been reserved to the Federal Government, although surface rights have been transferred to private or State and local interests
- Administration of the mineral resources connected with acquired lands and the submerged lands of the Outer Continental Shelf (OCS)
- Maintaining and enhancing the quality of the environment as it relates to the national resource lands and their use
- Development of programs for the use and orderly development of the public lands and their resources under the principles of multiple use, sustained yield and environmental protection
- Making land available through sale or lease to individuals, organizations, local governments, and other Federal agencies when such transfer is in the public interest
- Maintaining official public land records, providing public lands status and information regarding land laws and regulations, processing land use applications, etc.
- Carrying out specific statutory responsibility for surveying public and certain other Federal lands; certifying, issuing, and maintaining official cadastral survey plats for the Federal Government
- Development of a sound resource data base and accurate resource inventories

MISSION STATEMENT
BUREAU OF LAND MANAGEMENT (Continued)

- Monitoring compliance with specific use stipulations and management requirements involving use, development or disposal of the public lands or their resources.

<u>Resources</u>	<u>FY-77</u>
Permanent Position Ceiling	5,155
Budget Authority *	405,524

*Thousands of Dollars



CURT J. BERKLUND
DIRECTOR
BUREAU OF LAND MANAGEMENT
DEPARTMENT OF THE INTERIOR
Grade: Level V
Type of Appointment: Career

BIOGRAPHICAL DATA

Curt J. Berklund has been Director of the Bureau of Land Management since July 1973. His tenure with the Department of the Interior began in April 1970, when he was appointed Assistant to the Associate Director, Bureau of Land Management and Special Assistant to the Assistant Secretary for Public Land Management. In April 1972, he was named Deputy Assistant Secretary in the Office of the Assistant Secretary for Public Land Management. The Secretary of the Interior designated Berklund as Acting Assistant Secretary for Public Land Management on January 23, 1973 to serve through March 1, 1973. He was Deputy Assistant Secretary from March to July 1973. Until being appointed BLM Director, he worked closely with the Assistant Secretary - Land and Water Resources in the development and administration of policies and programs concerned with public lands.

Berklund was born in Fence, Wisc., on June 22, 1929. He attended North Park Academy in Chicago, Ill., and was graduated from North Park College in 1948. He subsequently attended Michigan Technological University until early 1950, when he helped establish the William Berklund Forest Products Company, serving as General Manager of this Idaho-based family partnership. He was also instrumental in establishing and managing three other firms -- the American River Lumber Company, Berklund International Lumber Company and American River Lumber Company, International. His responsibilities included a broad range of management activities: timber harvest and reforestation, dealing with Federal, State and local governments, constructing roads and other improvements and the intricacies of manufacturing a variety of forest products.

Berklund left active corporate life in 1967, when the firms he helped organize and manage were merged with the Potlatch Forest Industries. During the interim from 1967 until 1970, he served as a consultant on national and international forest and natural resource problems at the invitation of Canterbury University in New Zealand and Washington State University. In this capacity he conducted studies in 22 foreign nations.

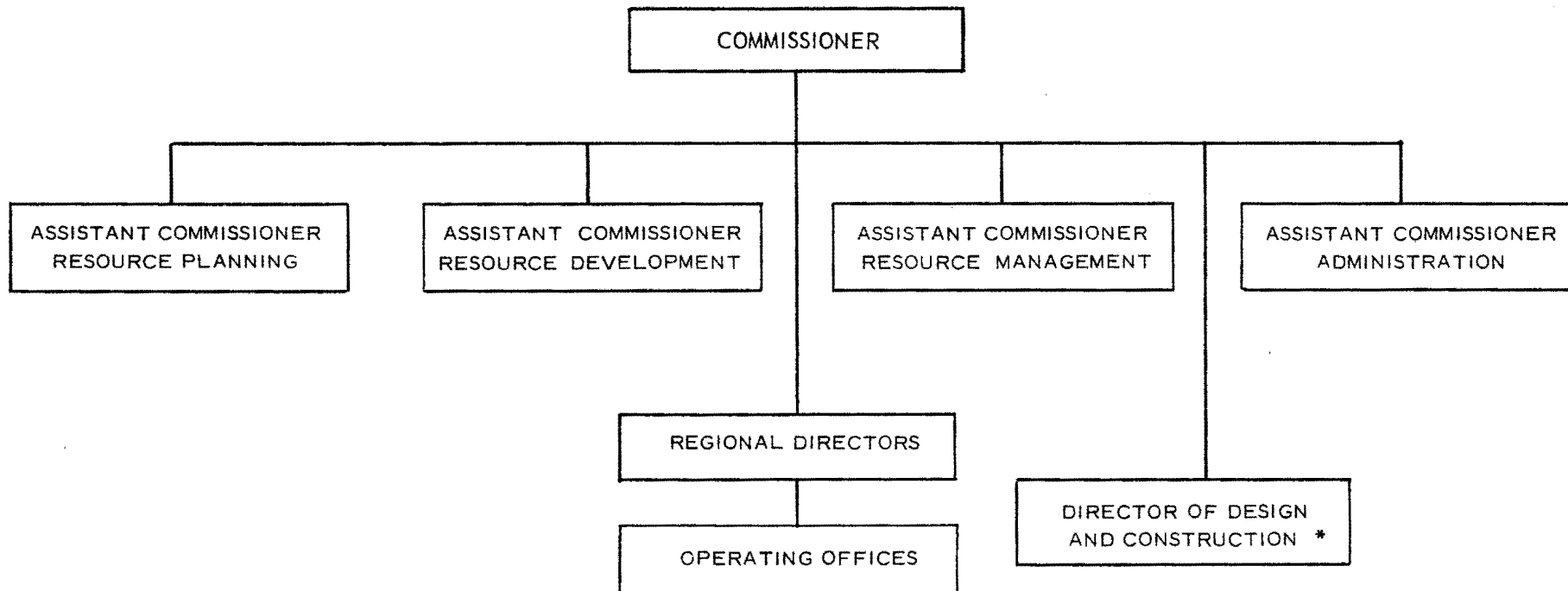


KEY OFFICIALS
BUREAU OF LAND MANAGEMENT

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE APPOINTMENT</u>
<u>Headquarters</u>			
Director	Curt Berklund	Level V	Career
Associate Director	George L. Turcott	GS-17	Career
Assistant Director, Legislation and Plans	James W. Monroe	GS-16	Career
Assistant Director, Resources	Roman H. Koenings	GS-16	Career
Assistant Director, Technical Services	Archie D. Craft	GS-16	Career
Assistant Director, Administration	Arnold E. Petty	GS-16	Career
Assistant Director, Minerals Management	Franklin A. Edwards	GS-16	Career
<u>State Offices</u>			
State Director, Alaska	Curtis V. McVee	GS-16	Career
State Director, Arizona	Robert O. Buffington	GS-15	Career
State Director, California	Edward L. Hastey	GS-16	Career
State Director, Colorado	Dale R. Andrus	GS-16	Career
State Director, Idaho	William L. Mathews	GS-15	Career
State Director, Montana	Edwin Zaidlicz	GS-16	Career
State Director, Nevada	Edgar I. Rowland	GS-15	Career
State Director, New Mexico	Arthur W. Zimmerman	GS-15	Career
State Director, Oregon	Murl W. Storms	GS-16	Career
State Director, Utah	Paul L. Howard	GS-16	Career
State Director, Wyoming	Daniel P. Baker	GS-16	Career
Director, Eastern States	Lowell J. Udy	GS-15	Career
Director, Denver Service Center	Richard L. Thompson	GS-15	Career
Director, Boise Interagency Fire Center	John F. Wilson	GS-15	Career

Bureau of Reclamation

BUREAU OF RECLAMATION



*Denver, Colorado

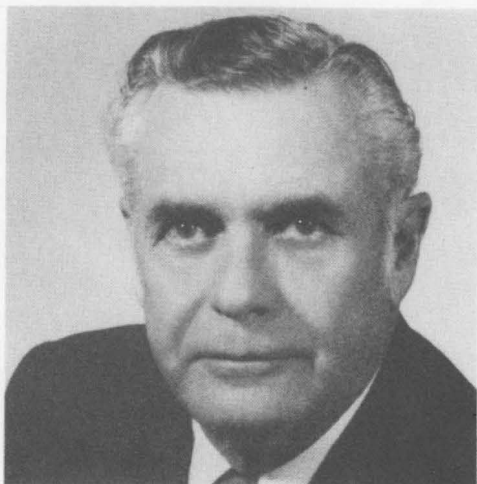
MISSION STATEMENT
BUREAU OF RECLAMATION

The Bureau of Reclamation was established by statute in 1902. Its basic mission is to assist the States, local governments, and other Federal agencies to stabilize and stimulate local and regional economies, enhance and protect the environment, and improve the quality of life through development of water and related land resources throughout the 17 contiguous Western States and Hawaii. Major program functions include:

- Investigation and development of plans for the regulation, conservation, and utilization of water and related land resources, including basin-wide water studies and new sources of fresh water supplies, power capacity, and energy
- Administration and conduct of water research programs to develop and promote maximum use of resources, including weather modification
- Design and construction of authorized water projects for which Congress has appropriated funds, including the repair and rehabilitation of existing projects
- Operation and maintenance of projects and facilities constructed by the Bureau
- Review of the operation and maintenance of Bureau-built projects and facilities which are operated and maintained by water users
- Administration of the Small Reclamation Projects Act of 1956
- Negotiation, execution, and administration of repayment contracts, water service contracts, water-user operation and maintenance contracts, and contracts required by statutes relating to the irrigation of excess lands
- Generation, sale, interchange, purchase, and transmission of electric power and energy.

<u>Resources</u>	<u>FY-77</u>
Permanent Position Ceiling	8,183
Budget Authority*	997,699

*Thousands of Dollars



GILBERT G. STAMM
COMMISSIONER
BUREAU OF RECLAMATION
DEPARTMENT OF THE INTERIOR
Grade: Level V
Type Appointment: PA

BIOGRAPHICAL DATA

Appointed as Commissioner of Reclamation on May 16, 1973, Stamm has served with the Bureau since February 1946, when he was appointed as Chief, Economics and Statistics Division for the Regional Office in Boise, Idaho. He began his Federal career with the Resettlement Administration in 1935, in Denver, Colorado, and served in the Soil Conservation Service, the Bureau of Agricultural Economics, and the Farm Security Administration of the Department of Agriculture before transferring to the Department of the Interior.

Stamm advanced to positions of increasing responsibility in the Regional Office, being named Assistant Regional Operations and Maintenance Supervisor in May 1946; Superintendent, Central Snake Projects Office in 1954; Associate Regional Supervisor of Irrigation in 1955; Regional Supervisor of Irrigation in 1958; and Assistant Regional Director in December 1958. In August 1959, he transferred to the Office of the Commissioner in Washington, D.C., as Chief, Division of Irrigation and Land Use. He was named Assistant Commissioner in August 1964.

Stamm was born in Denver, Colorado, and received a B.S. degree from Colorado State University in Fort Collins, Colorado. He is a member of the International Commission on Irrigation and Drainage and the International Commission on Large Dams. He has received numerous awards throughout his career, including the Department's Distinguished Service Award in 1968.

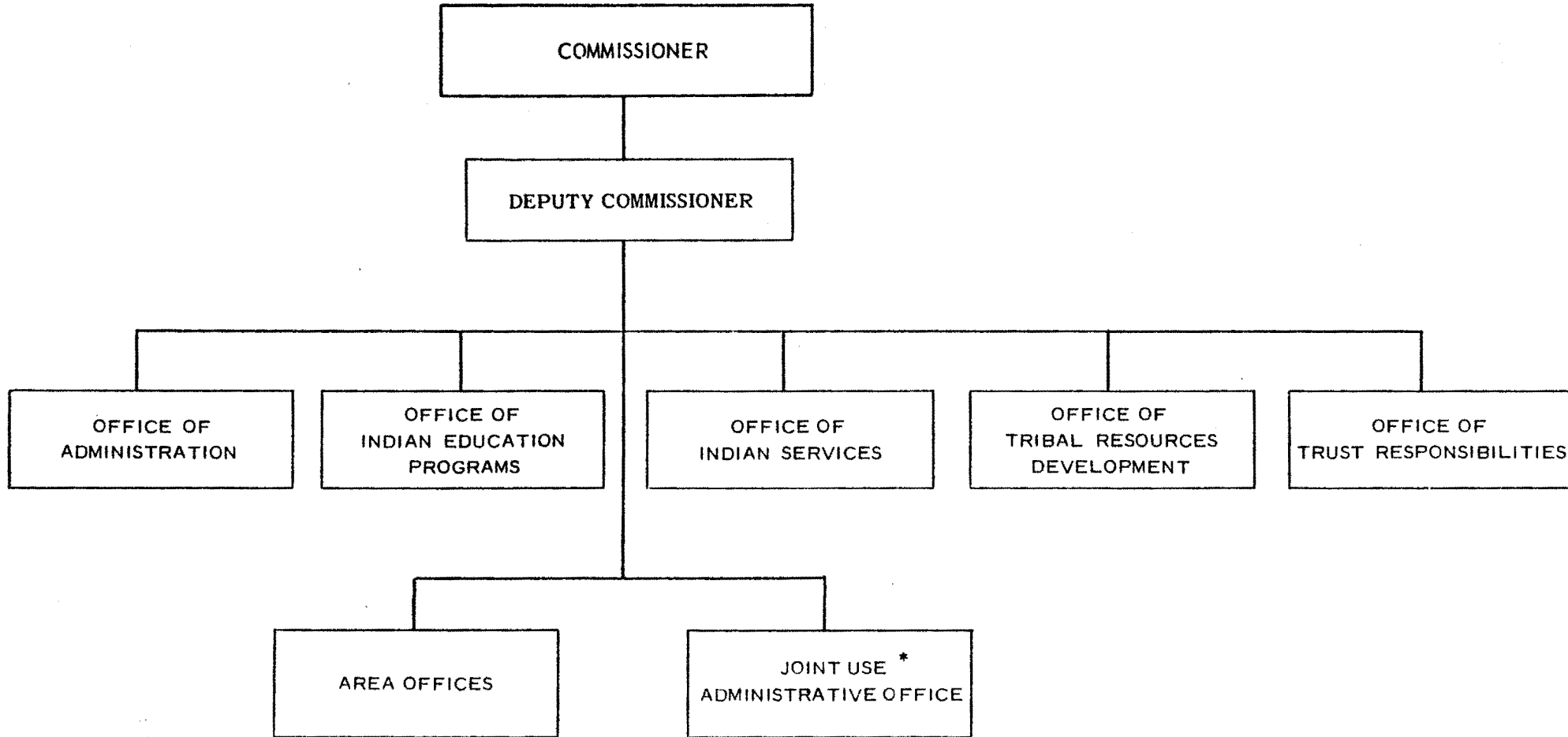


KEY OFFICIALS
BUREAU OF RECLAMATION

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE APPOINTMENT</u>
<u>Headquarters</u>			
Commissioner of Reclamation	Gilbert G. Stamm	Level V	PA
Assistant Commissioner - Resource Planning	Clifford I. Barrett	GS-16	Career
Assistant Commissioner - Resource Development	Donald A. Giampaoli	GS-16	Career
Assistant Commissioner - Resource Management	Edwin F. Sullivan	GS-17	Career
Assistant Commissioner - Administration	Donald D. Anderson	GS-16	Career
<u>Regional Offices</u>			
Director, Pacific Northwest Region	Rodney J. Vissia	GS-16	Career
Director, Mid-Pacific Region	Billy E. Martin	GS-16	Career
Director, Lower Colorado Region	Manuel Lopez, Jr.	GS-16	Career
Director, Upper Colorado Region	David L. Crandall	GS-15	Career
Director, Southwest Region	James A. Bradley (retiring 1-28-77)	GS-15	Career
Director, Upper Missouri Region	Robert L. McPhail	GS-15	Career
Director, Lower Missouri Region	Joe D. Hall	GS-15	Career
Director, Office of Design and Construction (Denver, Colorado)	Harold G. Arthur	GS-17	Career

COMMISSIONER -
INDIAN AFFAIRS

COMMISSIONER OF INDIAN AFFAIRS



*Albuquerque, New Mexico

MISSION STATEMENT
BUREAU OF INDIAN AFFAIRS

The Bureau of Indian Affairs was created in the War Department in 1824 and was transferred to this Department at the time of its establishment in 1849. The principal goals of the bureau are to: encourage, train, and assist Indian and Alaska native people to direct and manage their own programs and their affairs under the trust relationship of the Federal Government; facilitate, with maximum involvement of Indian and Alaska native people, full development of their human and natural resource potentials; and mobilize all public and private aids for the advancement of Indian and Alaska native people. The bureau is responsible for:

- Improvement of the social welfare of Indian and Alaska native people by working with them to obtain needed social and community development programs and by providing programs of community service which are needed and desired by them
- Economic advancement of Indian and Alaska native people and utilization of their natural resources consistent with their needs and desires as well as the principles of resource conservation
- Indian and Alaska native lands and monies held in trust by the United States and assistance to the Indian and Alaska native people in realizing maximum benefits from these resources
- Providing Indian and Alaska native people with educational opportunities in public education systems, assisting them in the creation and management of educational systems for their own benefits, or providing from Federal resources the educational systems needed.

<u>Resources</u>	<u>FY-77</u>
Permanent Position Ceiling	13,127
Budget Authority*	1,082,638

*Thousands of Dollars

KEY OFFICIALS
BUREAU OF INDIAN AFFAIRS

<u>TITLE</u>	<u>INCUMBENT</u>	<u>GRADE</u>	<u>TYPE APPOINTMENT</u>
<u>Headquarters</u>			
Commissioner of Indian Affairs	Vacant	Level V	PAS
Deputy Commissioner of Indian Affairs	Vacant	GS-18	NEA
Director, Office of Administration	Jose A. Zuni	GS-17	Career
Director, Office of Trust Responsibilities	Vacant	GS-17	NEA
Director, Office of Indian Education Programs	William G. Demmert	GS-17	A-CAR(Ind)
Director, Office of Indian Services	Theodore C. Krenzke	GS-17	NEA
Director, Office of Tribal Resources Development	Daniel McDonald	GS-16	A-CAR(Ind)

Area Offices

Area Director, Phoenix (Arizona)	John Artichoker	GS-16	Career
Area Director, Aberdeen (South Dakota)	Harley D. Zephier	GS-15	A-CAR(Ind)
Area Director, Albuquerque (New Mexico)	Ronald Esquerra	GS-15	Career
Area Director, Anadarko (Oklahoma)	Vacant	GS-15	Career
Area Director, Billings (Montana)	James F. Canan	GS-15	Career
Area Director, Eastern Area (Wash., D.C.)	Harry R. Rainbolt	GS-15	A-CAR(Ind)
Area Director, Juneau (Alaska)	Clarence Antioquia	GS-15	Career
Area Director, Minneapolis (Minnesota)	George V. Goodwin	GS-15	A-CAR(Ind)
Area Director, Muskogee (Oklahoma)	Thomas J. Ellison	GS-15	Career
Area Director, Navajo Area (Window Rock, Arizona)	Vacant	GS-15	Career
Area Director, Portland (Oregon)	Vacant	GS-15	Career
Area Director, Sacramento (California)	William Finale	GS-15	Career

Navajo & Hopi Relocation Commission

Commissioner (Chairman)	Hawley Atkinson	GS-18(equiv)	C
Commissioner	Robert E. Lewis	GS-18(equiv)	C
Commissioner	Paul Urbano	GS-18(equiv)	C

PART II

- Delegations of Authority/
Policy Promulgation Methods**
- Personnel Services**
- Administrative Services**

DELEGATIONS OF AUTHORITY/POLICY PROMULGATION METHODS

DELEGATIONS OF AUTHORITY/
POLICY PROMULGATION METHODS

- AUTHORITY. The primary authority of the Secretary of the Interior is provided by express operation of law or is inherent in the position of head of the Department or as a senior member of the Executive Branch. Additional sources of authority are delegations made by the President through Executive Order and regulations issued by other executive agencies, such as the Office of Management and Budget; Civil Service Commission; General Services Administration, etc.
- REDELEGATION. The Secretary of the Interior has broad power to delegate his authority (5 U.S.C. 302; Reorganization Plan No. 3 of 1950, etc.). However, he may not empower any officer or employee of the Department to exercise authority which the Secretary by the terms of the legislation, Executive Order or other source of authority may not redelegate.
- ISSUANCE AUTHORITY. The authority to sign and issue delegations of the Secretary's authority is restricted to the Secretary, or in his absence, an Acting Secretary. The Under Secretary may also sign delegations of the Secretary's authority, except as limited in Par. 210 of the Departmental Manual. The appropriate medium for issuing delegations is in the Delegation (200) Series of the Departmental Manual.
- THE DEPARTMENTAL MANUAL. The Manual and its Additions and Handbooks are the only authorized means of publishing and recording instructions that have general and continuing applicability to Departmental activities. These include organizational and functional statements, delegations of authority, policy statements and prescribed reports, forms, systems and procedures.
- SECRETARY'S ORDERS are used for temporary delegations of authority, emergency regulations, special assignments of functions, and initial policy and functional statements on the establishment of new units. Orders of continuing interest are later transferred to appropriate parts of the Departmental Manual. Unnumbered Memoranda are used to make designations or special personnel assignments, important announcements, requests for one-time reports, and reminders about policy matters.
- THE FEDERAL REGISTER (published daily - Tuesday-Saturday - by GSA-National Archives) is used to publish notices or Departmental regulations which affect the public or which may be of public interest. The "notices" may be Secretary's Orders (when they are of public interest), statements describing our organization (as

DELEGATIONS OF AUTHORITY/
POLICY PROMULGATION METHODS (Continued)

required by the Public Information Act), important announcements (land sales, lease bids, etc.), or delegations of authority (when the public is affected). "Regulations" may be proposed rules published to secure public comments, or final rules which are later reprinted and maintained in the Code of Federal Regulations (CFR) as the public regulations of the Department.

- PRESIDENTIAL DIRECTIVES AND DIRECTIVES OF OTHER AGENCIES. These directives, which include Executive Orders, Presidential Proclamations, and Memoranda, assign responsibilities, etc., and functions and prescribe policies, procedures, and reports that affect the Department. These directives may be converted into Departmental Manual releases, Secretary's Orders, or Departmental public regulations in the CFR. Or they may be accepted and incorporated in their original form into the Departmental Manual System (CSC - Federal Personnel Manual, GSA - Federal Procurement Regulations, etc.).

PERSONNEL SERVICES



Procedure for Filling Federal Positions

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PRECEDURE FOR FILLING FEDERAL POSITIONS

There follows a definition of some types of Federal appointments, both in the competitive service and the excepted service. General information regarding the procedure necessary to recruit for and fill the positions is also included.

REQUIREMENTS (GENERAL)

To establish a new position or fill a vacant position, an official "Request for Personnel Action" (SF 52) must be submitted to the Personnel Office. The following is also necessary:

1. Duties of the position must be accurately described and appropriate grade level assigned by the Personnel Office in accordance with Federal classification standards before positions can be filled.
2. Assure that the position can be properly financed and is within authorized ceiling.
3. For appointment to any position, an SF 171, Personnel Qualifications Statement, completed by the candidate, must also accompany the Request for Personnel Action.

For a more detailed explanation of personnel procedures and the approximate time-frame involved in specific cases, see your Personnel Officer.

DEFINITIONS

Competitive Service. Those positions which are filled through open competition among members of the general public who have passed an appropriate examination and whose names appear on a Civil Service Commission Register of Eligibles.

Excepted Service. All positions which are not in the competitive civil service are defined as excepted positions. Positions may be excepted from the competitive service only by law, executive order or Civil Service Commission regulation. Appointment to a position in the excepted service does not entitle an individual to move into the competitive service except through open competition. Further, except for veteran preference eligibles with more than one year in continuous service, appeal procedures concerning most actions, including removal, are limited to those granted by the agency.

I. SUPERGRADE POSITIONS

All GS-16, 17 and 18 positions are known as supergrade positions. They are categorized as:

- A. Career Executive Assignments (CEA) - Candidates must compete in accordance with the merit system.

- B. Noncareer Executive Assignments (NEA) - Incumbents either are involved in the advocacy of Administration programs and support of their controversial aspects, participate significantly in the determination of major political policies of the Administration, or serve principally as a personal assistant or advisor to a Presidential appointee or other key political figure. (A proposed candidate must receive White House clearance.)
- C. Limited Executive Assignments (LEA) - Position expected to be of limited duration.

Generally, all supergrade positions fall into either one of two types:

- D. Quota - (Q) The total number is controlled within a quota by the Civil Service Commission. The quota, Government-wide is a matter of law passed by Congress.
- E. Non-quota - (NQ) Generally engineering, research and development, or scientific positions which are outside the quota limitation.
- F. Executive Manpower Resources Board (EMRB).

All requests to establish new supergrade positions or "slots", or to recruit to appoint individuals to established supergrade positions must receive initial approval of the Department of the Interior Executive Manpower Resources Board (EMRB). The EMRB is composed of the Under Secretary, the Executive Assistant to the Secretary, the Assistant Secretary - Program, Development & Budget and the Assistant Secretary - Administration and Management. The Director of Personnel is Executive Secretary and all requests are to be submitted through him to the Board Members.

Once EMRB approval is obtained, your Personnel Officer's staff will prepare the supergrade case which may require them to: Prepare the position description and evaluation; in the case of a new position, prepare the recruitment plan if necessary, and/or the qualifications justification for a selected candidate. All supergrade cases must be approved by the Civil Service Commission, including the position, grade and qualifications of the proposed candidate. It is, therefore, important that no commitments be made until all approvals are obtained.

II. SCHEDULE C (NONCAREER POSITIONS) - GS-15 AND BELOW

This "excepted" authority covers positions of a confidential or policy-determining character, and an individual appointed under this authority must report to a noncareer employee. The proposed incumbent must receive White House clearance.

- A. Generally, the Civil Service Commission must approve the position and issue the Department permission to appoint under the specific Schedule C authority.
- B. After Civil Service Commission approval, the specific authority must be published in the Federal Register before the position can be filled.
- C. Once established, the Department has authority to fill the position without prior approval of the CSC.
- D. S.F. 171, Personnel Qualifications Statement, must accompany the S.F. 52, Request for Personnel Action.
- E. Candidates must meet normal qualification standards for the grade and position to be filled.

III. CONSULTANT APPOINTMENTS

A consultant is a person who serves as an advisor to an officer as distinguished from an officer or employee who carries out the agency's duties and responsibilities. He gives his views or opinions on problems or questions presented him, but he neither performs nor supervises performance of operating functions. Ordinarily, he is expert in the field in which he advises, but need not be a specialist. Forms required prior to appointment are DI-370, Approval of Expert and Consultant Request, and DI 213, Confidential Statement of Employment and Financial Interests. Specifics concerning complete documentation required before employment commitment may be made is available from your Personnel Office.

IV. COMPETITIVE APPOINTMENTS - GS-15 AND BELOW

- A. Career Appointments. The system through which some competitive positions generally at grades GS-15 and below are filled. Initial career appointments (covering greater tenure in reduction-in-force situations) are generally made only for special positions such as Administrative Law Judges, technical or scientific positions requiring specific qualifications or other situations provided for by law.

- B. Career-Conditional Appointments. The system through which most competitive positions at grades GS-15 and below are filled. Selection generally is made from a list of qualified eligibles (who have openly competed for the position being filled) supplied by the Civil Service Commission. The first year of employment is in reality an extension of the examination process and the individual may be removed for cause without undue formality. After three years of substantially continuous creditable service, the individual's appointment is converted to career.
- C. Term Appointments. The system through which competitive positions at grades GS-15 and below are expected to last more than one year, but less than five years are filled. Applicants must meet the qualification requirements of the position and be within reach on appropriate Civil Service Register or have reinstatement eligibility.
- D. Temporary Limited Appointments. The system through which competitive positions at grades GS-15 and below expected to last one year or less are filled. Applicants must meet the qualification requirements of the position and be within reach on an appropriate Civil Service Register or have reinstatement eligibility.

E. TRANSFER AND REASSIGNMENT

Once an individual has competed on a Civil Service examination, is employed in a Federal agency and has a Civil Service "status", he may be transferred from one agency to another or reassigned within the same agency. He may also be promoted if he meets all the qualifications standards (generally one year at the next lower grade in the same type work). If a promotion is involved, the vacancy must be advertised and requirements of the promotion plan adhered to before a selection is made.

F. REINSTATEMENT

Once an individual has a Civil Service "status" (previously served under a Career or Career-Conditional appointment), he may be reinstated to any Federal position for which he qualifies. Certain time limitations apply for reinstatement eligibility for someone who last served under a Career-Conditional appointment.

V. EXCEPTED APPOINTMENTS - GS-15 AND BELOW

- A. Schedule A. Positions other than those of a confidential or policy-determining character for which it is not practicable to examine. An example, attorney positions are listed under Schedule A.
- B. Schedule B. Positions other than those of a confidential or policy-determining character for which it is not practicable to hold a competitive examination. Appointments to these positions are subject to any non-competitive examination that the Civil Service Commission may prescribe. As an example, student trainees in a formal work-study program are in Schedule B.
- C. Schedule C. (See II above.) Positions of a confidential or policy-determining nature. The proposed incumbent must receive clearance from the White House and must maintain the relationships and qualifications pertinent to the position being filled. Classification is performed by the agency.

VI. TEMPORARY ONE MONTH APPOINTMENT "SPECIAL NEED"

Where a bona fide "special need" exists, a temporary one-month appointment may be made of an individual who does not have a Civil Service status, or has not been "reached" on a Civil Service register. It is a non-competitive action. If the individual qualifies for the temporary special need position in question, he may be appointed immediately after usual approvals (Office Head, Fiscal and Personnel Services) are received internally on the Request for Personnel Action, S.F. 52. S.F. 171, Personal Qualifications Statement, must accompany S.F. 52, Request for Personnel Action. One 30-day extension may be made after written approval of such request by the Civil Service Commission. A position description and S.F. 171 must accompany the request for extension to the Civil Service Commission. No further extension under this appointment is possible.

VII. DETAILS

Informal details of employees within an agency may be arranged for periods of less than 30 days. Details 30 days or over must be documented on an S.F. 52, Request for Personnel Action, and details may not be made beyond 120 days. Managers should be sensitive to the inequities and adverse impact on employee morale that often result from improper or unnecessary details. The Civil Service Commission has emphasized the unfair aspect of a long-term uncontrolled assignment to a higher grade position which later results in the promotion of the detailed employee when competitive promotion procedures are applied. The arbitrary selection of an employee for valuable grade-building experience in this manner is clearly inconsistent with merit promotion principles.

Detail arrangements may also be made for employees of other agencies if the other agency is agreeable.

VIII. GENERAL

The above does not cover all types of possible appointment procedures. It is a brief thumb-nail sketch for your general information only. Specific information concerning an individual case should be obtained from your Personnel Officer. Time frames cited are subject to variation.

IX. PAY

New Appointments

All new appointments are made at the minimum rate of the appropriate grade except in very unusual circumstances involving unusually high or unique qualifications, the candidate's existing salary, and the special need of Government for the particular candidate's services. (In these cases prior approval must be obtained from the Civil Service Commission and complete justification specifying the RARE and EXCEPTIONAL circumstances involving (otherwise) financial loss to the candidate must be submitted to the Commission).

X. CONFLICT OF INTEREST

Regulations concerning Employee Responsibilities and Conduct are published in the Federal Register of July 3, 1975. Subpart B, 20.735-22 establishes the criteria for determining which employees are required to file Confidential Statements of Employment and Financial Interests and an Employee Certification.

Executive Order 11222 and Civil Service Regulations require that employees occupying certain Government positions must report all personal interests and outside employment by filing a Confidential Statement of Employment and Financial Interests (DI-212 for employees DI-213 for Consultants). These Confidential Statements should be filed prior to entrance-on-duty and depending on the specific position involved, are to be filed with either the Department Ethics Counselor or the Deputy Ethics Counselor for the Office of the Secretary.

XI. FORMS

SF-52 "Request for Personnel Action"

Required to fill all positions.

DI-370 " Approval of Expert or Consultant Employment Request"

Required in addition to SF 52 for all Expert and Consultant
Appointments.

OF-8 "Position Description"

Detailed description of duties to be performed.

DI-212 "Confidential Statement of Employment and Financial Interests"

DI-213 "Confidential Statement of Employment and Financial Interests"

SF-171 - "Personal Qualifications Statement"

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

This guide to Administrative Services has been prepared for use by transition personnel. Any questions concerning its contents may be referred to Richard Hite, Deputy Assistant Secretary - Administration and Management, Room 5117, Extension 4701, or to William Carpenter, Director, Office of Administrative Services, Room 5412, Extension 6716.

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ADMINISTRATIVE SERVICES

- BUILDING MAINTENANCE. The Office of Administrative Services handles any building problems such as heating, air conditioning, clocks, plumbing, electricity, and housekeeping.
- CONFERENCE ROOMS. Several conference rooms, varying in capacity from 10 to 60 persons, are located in the building. The Interior Auditorium, which accommodates approximately 800 people, is the only large facility. The Program Coordination Center (Room 5141) is equipped with 16mm motion picture, vu-graph, and 35mm slide projection equipment.
- CONTRACTING AND PROCUREMENT. Only authorized Departmental procurement agents and contracting officers may commit government funds to vendors. Federal Supply Schedules, issued by the General Services Administration (GSA) and available through the Office of Administrative Services, describe contractors with whom the government can do business. Many are mandatory sources for government procurement unless a written waiver is granted from GSA.

If items available from mandatory Federal Supply Schedule contracts or GSA stores stock will not serve the required functional end use purpose or if delivery requirements cannot be met, waiver must be obtained from GSA before purchasing the items from other sources.

Contract Services. Contracting officers must be advised immediately of the need for contractual services. Such needs should at no time be discussed with potential contractors. Great care must be exercised in dealing with unsolicited proposals. More information on these topics may be obtained from contracting officers. Generally, contract processing time ranges from 90 to 180 days, depending on the type of procurement.

Small Purchases. Supplies and services of less than \$10,000 must be acquired only by procurement agents in accordance with Federal small purchases procedures. Blanket purchase agreements are arranged with certain contractors to purchase various items and services at a discount.

- COPY CENTER FACILITIES

Hours: 7:45 a.m. to 4:15 p.m., Monday through Friday.

Locations: Rooms 1411, 2041, 4022, 5061, 6012*; and 7025.

All centers are manned by a key operator. You may do your own copying or leave it with the attendant for completion. Duplicating and large copying jobs should be taken to the copy center in Room 1411. Work will normally be completed within 24 hours.

The copy center in Room 2041 is available after normal work hours; its key is in the C Street Guardroom.

*Opening December 15, 1976

ADMINISTRATIVE SERVICES (Continued)

- FILES CENTER. Record copies of official material signed at the Secretarial level are maintained in Room 6013, where these records may be obtained. The Files Center is open from 7:45 a.m. to 5:00 p.m. daily.
- FLAGS AND SEALS. The Director of the Office of Administrative Services is the official custodian of the Departmental seal. Both the United States and Departmental flags may be displayed by the following officials: Secretary, Under secretary, Assistant Secretaries, Solicitor, and bureau and office heads at the headquarters' offices. Field locations use is limited to the regional headquarters offices of bureaus and offices. Personal flags are authorized for the Secretary, Under Secretary, Assistant Secretaries, and the Solicitor.
- GYMNASIUM. The Interior Department Recreation Association operates the gymnasium, which is available to all Departmental employees. Facilities include: basketball, paddle ball, volleyball, exercise equipment, lockers, showers, and sauna. A small locker room is maintained for the use of the Secretary and his guests. Keys to the Secretary's locker room are controlled and distributed by the Secretary's immediate office.
- KEYS. Keys for the Secretarial suite, elevator, garage, and other offices are available through the Security Office.
- LOCATOR. A central locator file of Interior personnel is maintained in the Office of Administrative Services.
- MAIL AND MESSENGER SERVICES. The Secretary's Mail Center operates daily from 7:45 a.m. until dismissal is authorized by the immediate Office of the Secretary. The Center processes all incoming mail for the Department (including the bureaus) for headquarters operations. It also processes outgoing mail. Four mail runs are made daily throughout the Office of the Secretary and other Departmental offices.

A self-operated telecopier is available during normal working hours. The Mail Center maintains a Western Union desk facsimile service to receive telegrams. In addition, there is a notary public service for official documents. Routine messenger service for the Secretariat is also available.

Transportation by government vehicle is available for official purposes. The Secretary only is, by statute, authorized assignment of one vehicle and one chauffeur. The Under Secretary, Solicitor, and Assistant Secretaries are provided transportation services from a pool of six

ADMINISTRATIVE SERVICES (Continued)

vehicles maintained by the Mail Center. These officials have exclusive use of these vehicles. Each officer is assigned a clerk, who has driving, messenger, and other clerical responsibilities within the respective offices. The U. S. Code states that, except for the Secretary, these vehicles cannot be used for transportation between one's domicile and place of employment.

- MEETINGS, RECEPTIONS, AND CONFERENCES. Space arrangements for these and similar gatherings are made through the Office of Administrative Services.
- MOVING SERVICES. Internal office moves are arranged by the Office of Administrative Services.
- OFFICE SUPPLIES. A self-service store (Room 1080) is available to all Interior employees for office supplies. The store is open daily from 9 a.m. to 3 p.m. Store items are purchased using a charge plate, which is issued by the Chief, Branch of Supply, Office of Administrative Services. The store is the first source of procurement for office supply needs.
- PARKING. Limited parking spaces are available. Therefore, the assignment of spaces is centrally controlled by the Office of Administrative Services. A carpool system is utilized in accordance with Federal Management Circular 74-1. Ramp E is reserved for the Secretary and his staff.
- PASSES. Identification cards required for entry into the Department of the Interior and many other Federal buildings are issued through the Office of Administrative Services. Photographic services are provided by the Identification Unit, Room 1025, Main Interior Building. Visitors must have either a Federal identification card or be cleared through the receptionist at one of the two main entrances (C Street or E Street).
- PHOTOGRAPHY LABORATORY. The services provided by the Photography Laboratory are available to all offices and bureaus of the Department for official use. Photographers are available for after hours (overtime) assignments.
- PRINTING PLANT. This is the central in-house printing, copying, and reproduction center for the Main Interior Building. Services available include offset printing, binding, and finishing operations; addressing and mailing; and copying.

ADMINISTRATIVE SERVICES (Continued)

- PRINTING POLICY. Printing policy is established by the Joint Committee on Printing of the U. S. Congress and by the Government Printing Office (GPO), both of which are part of the legislative branch. At present, these bodies have imposed stringent controls on the types of printing and the content of publications. Printing requirements are coordinated through the Division of Printing and Publications Services. Printing specialists provide assistance on all printing matters and work with the GPO to ensure timely scheduling and delivery of printed materials.
- REFURBISHING OF OFFICES. Arrangements for painting and for purchasing furniture, carpets, draperies, and other items required to refurbish offices are made through the Office of Administrative Services. The selection and acquisition of these items are governed by Federal Procurement and Property Management Regulations. Currently, delivery requires approximately 250 days. Renovations such as the removal of walls or installation of partitions are provided by GSA on a reimbursable basis.

Executive wood furniture is authorized for personnel at grades GS-18 and above and for the members of his or her immediate suite. Unitized wood furniture is authorized for personnel at grades GS-15 and above and for the members of his or her immediate suite. The General Services Administration's Federal Supply Schedules list mandatory sources of supply for furniture acquisition; catalogs are available on request.

- REPAIR OF OFFICE EQUIPMENT. Repairs are accomplished by the Branch of Supply. Please furnish the make and model of the machine, the serial number, and a brief description of the malfunction.
- SAFETY MANAGEMENT. Reports of accidents or incidents involving personal injuries, property damage, or motor vehicles will be processed by the Office of the Secretary or appropriate bureau Safety Management Officer.
- SECURITY CLEARANCES. Clearances are required by Executive Order for certain key positions. Forms which require detailed information are available through the Office of Administrative Services.
- SPACE. Space requests for all Secretarial offices within the Department, regardless of location, are reviewed, approved, and coordinated with GSA by the Office of Administrative Services. This office also handles national physical space requirements for the Department.

All requests for office space in the Main Interior and Interior South Buildings should be submitted to the Director, Office of Administrative Services. As a matter of further information, the following GSA guidelines should be used to determine the overall space needs for an organization:

<u>GS Rating</u>	<u>Square Feet</u>
1-6	60
7-11	75
7-11(s)	100
12-13	100
12-13(s)	150
14-15	150
14-15(s)	225
16, 17, 18	300

- STATE DEPARTMENT LIAISON OFFICE. This office, located in the main State Department Building, is responsible for transmission of telegraphic traffic and diplomatic pouch mail through the State Department's worldwide communications facilities.
- TELEPHONES. Procedures for telephone utilization are specified by GSA through the Federal Property Management Regulations (FPMR). In order to comply with these, all requests for telephone service should be made through the Office of the Assistant Secretary - Administration and Management.
- TRAVEL. The Travel Office is responsible for implementing all Federal regulations on travel and assuring compliance by Departmental officials.

Available services include booking reservations and obtaining tickets for both official air transportation and land arrangements. The office also handles paying travel advances and travel and taxi vouchers. In addition, the office provides liaison with the State Department on the issuance of passports and obtaining of visas for foreign travel.

GLOSSARY OF PERSONNEL TERMS

<u>Type of Appointment</u>	<u>Description</u>
PAS	Presidential Appointment (by and with the advice and consent of the Senate)
PA	Presidential Appointment
S	Secretarial Appointment
PL	Public Law
NEA	Position at GS-16, 17, and 18 authorized to be filled by Noncareer Executive Assignment under Executive Order 11315 of November 17, 1966
LEA	Limited Executive Assignment for positions that are created not to exceed five years
CEA	Career Executive Assignment (career positions for supergrades)
A	Positions excepted from Civil Service rules and regulations, not of a confidential or policy determining character, for which it is not practical to hold any kind of examination
C	Positions of a confidential or policy determining character which are excepted from the competitive service to which appointments may be made without examination by the Civil Service Commission

