

PROGRAM COORDINATION

Table of Contents

1. Program
 - .1 Objective
 - .2 Authority
 - .3 Policy

2. Organization
 - .1 Washington Office
 - .2 Area Office
 - .3 Agency

3. Relationships
 - .1 Bureau of the Budget
 - .2 Department
 - .3 Bureau

4. Functions
 - .1 Washington Office
 - .2 Field Offices

159 - [unclear]

PROGRAM COORDINATION

Program

1.1 Objective: The objective of Program Coordination is to develop systems to produce information and analyses required in the formulation and evaluation of broad Bureau objectives, policies and programs.

1.2 Authority: The authority for these functions comes from the President's memorandum to Heads of Executive Departments and Agencies of August 25, 1966; Bureau of the Budget Circular A-11 and periodic Bulletins; and the Department of the Interior Handbook for Planning-Programming-Budgeting System.

1.3 Policy: Broad policy is issued by the Bureau of the Budget and the Department. Implementing policies are issued by the Commissioner and by the Assistant Commissioner, Program Coordination. More specific policy and interpretations are issued by Area Directors and Superintendents or other Officers-in-Charge. It is the policy of the Bureau to develop supporting systems as fully as possible to effectively support decision making.

100
fant

PROGRAM COORDINATIONOrganization

2.1 Washington Office: The responsibility for Program Coordination is assigned to the Office of the Assistant Commissioner, Program Coordination. The Office of the Assistant Commissioner is organized in two Divisions: Division of Program Analysis and Development; and Division of Statistics.

2.2 Area Office: The responsibilities for Program Coordination have been assigned by each Area Director to staff reporting to an Assistant Area Director. Most frequently, the assignment has been made to the Program Development Officer.

2.3 Agency: Responsibility for Program Coordination functions has been assigned by each Superintendent to a member of his staff, depending on the personnel available.

151 front

PROGRAM COORDINATION
Relationships

3.1 Bureau of the Budget: The Assistant Commissioner, Program Coordination, maintains continuing contact with the Bureau of the Budget, primarily through the Department, on broad planning-programming-budgeting system policies and procedures and on overall Bureau programming questions.

3.2 Department: Close coordination on all planning-programming-budgeting system matters are maintained with the Office of Program Analysis and with the Office of the Assistant Secretary, Public Land Management. Representatives of each of these offices participate in decisions on special analytical studies and on preparation of the Program Memorandum. Coordination with the Department's Office of Budget is maintained by the Bureau's Budget Officer.

3.3 Bureau: The Assistant Commissioner, Program Coordination, works closely with other Assistant Commissioners on the collection of statistical data, development of special analytical studies, preparation of the Program Memorandum, the development of the Bureau Management Information System and other program coordination matters. A similar close working relationship is maintained with the Assistant Commissioner, Administration, and the Budget Officer on program matters affecting budget presentations. Technical advice and assistance is provided to all Bureau units on statistical and economic analyses and on information systems.

742

PROGRAM COORDINATION
Functions

4.1 Washington Office: The functions of the Washington Office include:

- (1) Recommends long-range Bureau objectives for the fulfillment of the needs of the Indian people.
- (2) Develops a systematic Bureau planning procedure.
- (3) Recommends alternative programs and policies to achieve objectives.
- (4) Analyzes the effectiveness of Bureau programs in terms of costs and benefits as a basis for program decisions.
- (5) Evaluates the effectiveness of the Bureau's overall effort to accomplish approved objectives.
- (6) Provides instructions and guidelines for operation of a Bureau planning-programming-budgeting system.
- (7) Develops a comprehensive program for the collection, analysis and interpretation of demographic data on the Indian population.
- (8) Develops an integrated Management Information System to provide the financial and non-financial information needed at all Bureau levels.
- (9) Provides guidance to Bureau staffs on assistance to tribal groups engaged in developing comprehensive reservation plans, programming judgment funds and planning for the assumption of Federal responsibilities.
- (10) Provides liaison for the Bureau with the Bureau of the Budget, the Department of the Interior and other agencies on matters pertaining to planning-programming-budgeting systems.

4.2 Field Offices: The functions of Program Coordination at Area Offices and Agencies are essentially the same as those of the Washington Office, applied within the Area Director's and Superintendent's responsibilities.