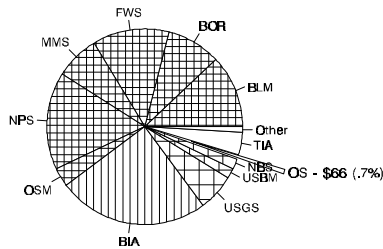

Other Departmental Programs

Territorial and International Affairs

The Department of the Interior has administrative responsibility for coordinating Federal policy in the U.S. insular areas of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands, as well as in the Trust Territory of the Pacific Islands. The department also has responsibility for oversight of all federal programs and funds in the freely associated states of the Republic of the Marshall Islands and the Federated States of Micronesia.

FY 1994 OS Budget Authority
(\$ in millions)



Total DOI Budget Authority - \$9,663

The basic objective of the Department's Territorial and International Affairs responsibility is to promote economic, social and political development which will lead to greater self-government, economic self-reliance, and the active participation of the people of these insular areas in the determination of their own future.

All the insular areas have popularly elected executive and legislative branches of government and are largely responsible for their own day-to-day administration. The Office of the Assistant Secretary for Territorial and International Affairs develops and implements the Federal budget for insular area activities; provides technical assistance to the insular area governments; and acts as coordinator within the Federal Government for the development and implementation of Federal policy for the islands.

This office also oversees and coordinates various international activities of the Department and supports

U.S. foreign policy by making available to other governments the Department's natural resources and environmental expertise.

Office of the Solicitor

The Office of the Solicitor provides legal advice and counsel to the various offices and bureaus within the Department. The Solicitor advises, represents, and assists the Secretary, his staff, and the bureaus and offices in accomplishing their statutory obligations and the goals of the Administration. Specific services include representation in administrative and judicial litigation, preparation of legal opinions, legal reviews of legislation, regulations, contracts, and other documents, and provision of informal legal counsel.

Accomplishments of the Office of the Solicitor during 1994 included providing critical advice and counsel on such Secretarial priorities as Indian Self-Determination and Self-Governance and National Park Service concessions reform, as well as significant litigation victories, including a strong reaffirmation of the Secretary's authority to protect public safety and the environment under the Surface Mining Reclamation and Control Act.

Office of the Inspector General

The Office of the Inspector General provides policy direction and conducts, supervises, and coordinates all audits, investigations, and other activities in the Department designed to promote economy and efficiency or prevent and detect fraud and abuse.

The Inspector General recommends policies for and conducts, supervises, or coordinates relations between the Department and other Federal, State, and local government agencies concerning matters that promote economy and efficiency, prevent and detect fraud and abuse, and identify and prosecute people involved in fraud or abuse.

In the insular areas of Guam, American Samoa, the Virgin Islands, the Commonwealth of Northern Mariana Islands, and the Trust Territory of the Pacific Islands (Palau), the Office of Inspector General performs the functions of government comptroller through audits of revenues and receipts and

expenditure of funds and property pursuant to the Insular Areas Act of 1982 (48 U.S.C. 1422).

The Office of Inspector General also reviews existing and proposed legislation and regulations, and makes recommendations to the Secretary and Congress regarding the impact such initiatives will have on the economy and efficiency of the Department's programs and operations and the prevention and detection of fraud and abuse in such programs; keeps the Secretary and the Congress fully informed about fraud, abuses, and deficiencies in Department programs and operations and other serious problems; and recommends corrective action and reports on the progress made in correcting problems.

Departmental Management

The Office of the Secretary of the Department discharges the authority of the Secretary for all phases of management and administrative activities and serves as a principal policy advisory to the Secretary.

Responsibilities of the Office of the Secretary include providing detailed and objective advice on program planning, budget, and policy matters; overseeing compliance with environmental statutes and standards; developing and maintaining internal administrative policy, standards, objectives, and procedures for use throughout the Department; overseeing the administrative appeals process; and undertaking special analytical and administrative support services for the Office of the Secretary.

Cash Management Improvement: The Department has an aggressive cash management program in place that focuses on both receipts and disbursements. To control disbursements in a timely and cost-effective manner, the Department uses Electronic Funds Transfers (EFT), the Government Travel Card, the Government Purchase Card for small purchases, and Third Party Drafts. The cash management program has realized approximately \$64.5 million in cumulative savings since fiscal year 1983. During fiscal year 1994, DOI achieved approximately \$3.7 million in interest savings as a result of accelerating receipts and controlling disbursements.



Office of the Secretary Gets Carded

Purchase cards epitomize the reinvention goals of empowering employees to make decisions wherever possible and streamlining the Federal government's financial management of small purchases. Use of purchase cards reduces paperwork and eliminates unnecessary and burdensome regulations that make purchasing supplies inefficient and costly. Millions of dollars are expended annually by the Office of the Secretary (OS) on routine office supplies and equipment through use of purchase cards, and the government pays no fees and earns rebates from the purchase card company.

During FY 1994, more than 150 employees in client offices serviced by OS requested application forms, and another 100 expressed interest. Card holders are able to expend up to \$2,500 for a single purchase. Savings are striking. Each time a purchase card is used instead of a purchase order, DOI saves about \$50.

Debt Management Initiatives: The goal of the Department's debt management program is the prevention and reduction of delinquent debt. During fiscal year 1994, DOI achieved considerable progress in managing its debt. Nearly \$1 million in underreported Abandoned Mine Land fees were uncovered and collection action initiated by the Office of Surface Mining; over \$11 million in delinquent debt was referred to Internal Revenue Service (IRS) for collection by offset of a taxpayer's Federal tax refund. Bureau efforts reduced the Department's delinquent debt by 24% of \$122.7 million.

Managing Financial Risks: The Bureau of Land Management and the Bureau of Mines both reported very large but inestimable contingent liabilities related to the cleanup of hazardous materials on public lands, or pursuant to legal action finding. The area of hazardous materials cleanup is probably the single greatest financial exposure facing the Department at this time. The Bureau of Indian Affairs (BIA) has an ongoing project related to the reconciliation of Indian Trust Fund accounts. Although no claims have been asserted at this time, BIA may have some financial exposure related to the previous management of these

of accounting operations and processes across the entire Department. The purpose of the effort called "Financial Management Best Practices" was to identify opportunities to standardize, improve, or eliminate policies and procedures in order to produce savings and increase efficiency.

Some examples of projected savings in 1996 are:

- Standardizing payment information formats to reduce data entry and data processing;
- Using automated travel management software to eliminate filling out travel forms by hand; and
- Using cash cards to provide travel advances in place of imprest funds and third-party drafts.



Dan Beard, Commissioner of the Bureau of Reclamation, receives a National Performance Review "Hammer" award from Vice-President Gore as Secretary of the Interior Bruce Babbitt applauds.

funds.

Procurement Savings and Efficiencies: The costs of procurement actions are expected to be reduced due to streamlined procurement laws and regulations and to greater use of automation and electronic communications.

One example of this streamlining is the application of electronic commerce to the Department's procurement actions. Transaction costs of small purchases which constitute 47 percent of procurement transactions but only six percent of total procurement spending, will be reduced by freeing them from prior regulatory requirements and multiplying the use of purchase cards in place of the cumbersome purchase orders. Electronic commerce is expected to save the Department about \$1.6 million in 1996.

Financial Management Savings: The Department has recently completed the first comprehensive review

Because of these efforts, the cost of financial operations are projected to decrease by 22 percent over the next few years.

Information Resources Management

Interior's information technology managers have a number of activities currently underway to produce savings, avoid costs, and improve services in 1996. To reduce computer software acquisition, maintenance, and administrative overhead costs, the Department is negotiating single software licensing contracts. Electronic mail capability is being implemented throughout the Department to increase business communications and avoid costs associated with paper processes (approximately 49,000 Interior employees are currently using e-mail and several thousand more will be using it by the end of 1996). The Department has established and continues to refine a high-speed communications network between major locations that replaces costly bureau communication circuits.

Reinvention

We have been a leader in the Clinton Administration's initiative to reinvent Government. In coming years, we will continue to meet the growing demand for services with fewer dollars. The Department is continuing its

reinvention efforts with a top-to-bottom review of all programs and activities. A logical outcome and desired goal of reengineering efforts is improved customer service.

visitors. For example, through these surveys, the Park Service recognized that about one-third of visitors to the White House were children, yet tours were geared to adults.

For example:

We are hard at work to deliver the best service to the citizens of the United States.

- The Bureau of Land Management has committed to provide an answer within five business days to customers applying for permits.
- The Minerals Management Service has a 1-800 phone number in its Gulf of Mexico Office to help provide information to its customers.
- The U.S. Geological Survey will provide information around the clock on the location and magnitude of significant earthquakes.
- The Bureau of Reclamation will attempt to resolve customer needs through a single point of contact, wherever possible.
- The National Park Service is working with the University of Idaho to develop and analyze customer service surveys. This has made interpretive programs more meaningful to

**U.S. Department of the Interior
Financial Statement Preparation and Audit Results**

	FY 90	FY 91 ^(a)	FY 92 ^(b)	FY 93	FY 94
# of Bureaus preparing Financial Statements	1	11	11	11	12
# of Bureaus Audited	1	4	10	11	12
# of Unqualified Opinions	-	2	3	4	6
# of Qualified Opinions	1	1	4	4	3
# of Disclaimed Opinions	-	1	3	3	3

(a) *All financial statements prepared by the Office of Surface Mining were audited. For the remaining three bureaus, only the Statement of Financial Position was audited by the OIG.*

(b) *Although all financial statements were prepared by the bureaus, only the Statement of Financial Position was audited by the OIG.*

Visitors, Volunteers, and Community Outreach

The Department's programs were legislated into being by the people's representatives in Congress. The programs carry out the work that the American people need and want. The Department's programs are popular; their popularity is attested to by the many visitors to and volunteers at Interior facilities, in addition to remarkably successful community outreach programs sponsored by Interior.

National Park System - The NPS had over 81,000 volunteers in the past year, contributing work valued at approximately \$37 million. Visitation exceeded 265 million recreational visits in 1994. Projections for 1995 and 1996 are 270 million and 276 million, respectively. The NPS maintained a visitor services survey project for the past several years. Studies of 4,900 visitors at selected parks in 1993-94 indicate that 87 percent of visitors surveyed rate park personnel as very good or good.

Fish and Wildlife - Current estimates for the Fish and Wildlife Service show it has over 22,000 volunteers, contributing 1.1 million hours of work, worth approximately \$10 million. The Fish and Wildlife Service outreach programs involve interpretation through tours, interpretive trails, visitor centers, exhibits, and instruction for teachers and students at all grade levels.

The Fish and Wildlife Service also conducts numerous outreach activities such as special demonstration projects showing varied land management practices for the owners and managers on lands located near refuges as well as for other interested parties. The Watchable Wildlife program enhances the public's opportunities to learn more about wildlife. The latest current figures available (1993), show approximately 29 million people visited the National Refuge System.

Public Lands - The Bureau of Land Management uses volunteers extensively in the recreation program. In 1996, 6,500 volunteers are expected to contribute nearly 440,000 work hours valued at over \$5.5 million, for a total expenditure of only \$0.5 million on the Bureau of Land Management's part. BLM programs fulfill a national need and responsibility to uphold the public trust, carried out at the State and local level by Interior employees and volunteers who comprise the local community.

U.S. Geological Survey - In fiscal year 1994, participants in the U.S. Geological Survey's Volunteer for Science Program donated nearly 281,000 hours of service worth an estimated \$3.6 million. Over 2,000 volunteers assisted scientists, technical experts and administrative professionals in support of ongoing science research. Volunteer docents hosted over 10,000 visitors to the USGS National Center in Reston, Virginia. An ongoing mapping project, the Earth Science Corps, attracts over 700 volunteers across the country each year to annotate USGS topographical maps of their communities.

National Biological Service - Over 4,000 volunteers skilled at accurately identifying bird species by sight, give a total of 33 person years annually conducting field counts necessary to tracking the status of over 300 bird species throughout the nation. An additional two thousand volunteers donate time, equivalent to over 200 person years, to providing animal and veterinary care, visitor services and scores of other services.

National Biological Service volunteers are trained to ensure their proficiency, health and safety, and operate only under the supervision of NBS employees and according to NBS rules of conduct.