

DEPARTMENTAL MANUAL**TRANSMITTAL SHEET**

PART See below	SUBJECT ORGANIZATION/DELEGATION	RELEASE NUMBER 3569 Through 3589
FOR FURTHER INFORMATION, CONTACT Office of Planning and Performance Management	Assistant Secretary - Indian Affairs Special Trustee for American Indians Bureau of Indian Affairs	DATE APR 21 2003

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual (DM) release updates the organization and delegation chapters for the Assistant Secretary - Indian Affairs (AS/IA), the Special Trustee for American Indians (OST), and the Bureau of Indian Affairs (BIA) as follows:

OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS

- 109 DM 8 - Revised to describe the AS/IA responsibilities under the new organization.
- 209 DM 8 - Updated to reflect authorities delegated to the AS/IA under the new organization.
- 110 DM 8 - New chapter describing the new organization for the Office of the AS/IA (incorporates Secretary's Order 3214 and Amendments 1-3, including realigning under the AS/IA some former BIA functions previously described in 130 DM 4, 9, and 10).
- 210 DM 8 - New chapter reflecting authorities delegated to office heads under the AS/IA and incorporates authorities previously contained in 230 DM 2.

OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS

- 109 DM 11 - Updated responsibilities for the Special Trustee.
- 209 DM 11 - Updated delegation of authorities to the Special Trustee.
- 110 DM 26 - Updated organization description for the Office of the Special Trustee (Incorporates SO #3240 that realigned the appraisal function from BIA to OST)
- 210 DM 26 - New chapter reflecting authorities delegated to office heads under the Special Trustee.

BUREAU OF INDIAN AFFAIRS

- 130 DM 1 - Reissued with a new date. (No changes to the bureau description).
- 130 DM 2 - Revised to reflect new overview of BIA organization.
- 130 DM 3 - Retitled and revised to describe the new office of the Director.
- 130 DM 4 - Retitled and replaces 130 DM 8 with revisions.
- 130 DM 5 - Retitled and replaces 130 DM 6 with changes.
- 130 DM 6 - Retitled and reissued as a new chapter describing the field operations function under the reorganization.
- 130 DM 7 - Retitled and revised.
- 130 DM 8 - Retitled and reissued as a new chapter that replaces 130 DM 11 with revisions.
- 130 DM 9 - Retitled and reissued as a new chapter describing functions formerly in 130 DM 4 and 5 that are realigned in the bureau and report to the Office of the AS/IA.
- 130 DM 10 - Retitled and reissued as a new chapter describing the new information operations functions formerly in 130 DM 4 that now report to the Deputy Assistant Secretary - Information Resources Management, in the Office of the AS/IA.
- 130 DM 11 - Retitled and replaces 130 DM 12 with updated descriptions of the bureau field organization.
- 130 DM 12 - Retitled and replaces 130 DM 13 with an updated list of the field office locations.
- 230 DM 1 - Updated delegation for the Director, Bureau of Indian Affairs, and incorporates authorities formerly in 230 DM 3 and 230 DM 2 (Director, Office of Indian Education Programs).

- 130 DM 8 - Retitled and reissued as a new chapter that replaces 130 DM 11 with revisions.
- 130 DM 9 - Retitled and reissued as a new chapter describing functions formerly in 130 DM 4 and 5 that are realigned in the bureau and report to the Office of the AS/IA.
- 130 DM 10 - Retitled and reissued as a new chapter describing the new information operations functions formerly in 130 DM 4 that now report to the Deputy Assistant Secretary - Information Resources Management, in the Office of the AS/IA.
- 130 DM 11 - Retitled and replaces 130 DM 12 with updated descriptions of the bureau field organization.
- 130 DM 12 - Retitled and replaces 130 DM 13 with an updated list of the field office locations.

- 230 DM 1 - Updated delegation for the Director, Bureau of Indian Affairs, and incorporates authorities formerly in 230 DM 3 and 230 DM 2 (Director, Office of Indian Education Programs).

130 DM 8 - Retitled and reissued as a new chapter that replaces 130 DM 11 with revisions.

130 DM 9 - Retitled and reissued as a new chapter describing functions formerly in 130 DM 4 and 5 that are

THE FOLLOWING CHAPTERS ARE INCORPORATED INTO NEW CHAPTERS AND ARE REMOVED FROM THE DM:

These chapters are incorporated into 110 DM 8 and are removed from the DM:

- 110 DM 9 - Organization, Office of Self-Governance;
- 110 DM 10 - Organization, Office of Audit and Evaluation;
- 110 DM 11 - Organization, Office of American Indian Trust.

These chapters are incorporated into 110 DM 26 and are removed from the DM:

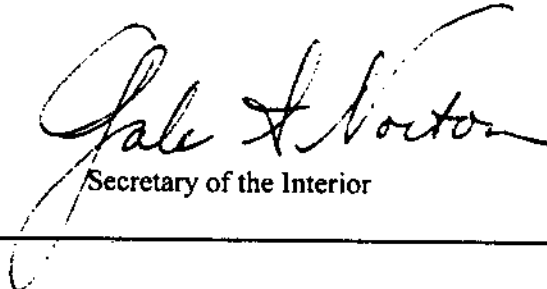
- 110 DM 28 - Organization, Office of Trust Funds Management;
- 110 DM 29 - Organization, Office of Trust Records;
- 110 DM 30 - Organization, Office of Trust Risk Management.

These chapters are incorporated into 210 DM 26 and are removed from the DM:

- 210 DM 14 - Delegation, Office of Trust Funds Management
- 210 DM 29 - Delegation, Office of Trust Records

Additional chapters removed from the DM include:

- 230 DM 2 - Authorities of the DASs are incorporated in the new 210 DM 8.
- 230 DM 3 - Area offices are replaced by regional offices and authorities are covered in 230 DM 1.
- 230 DM 4 - Personnel management function is realigned under the AS/IA and authorities are incorporated in 210 DM 8.


Secretary of the Interior

Department of the Interior Departmental Manual

Effective Date: 4/21/03

Series: Organization

Part 109: Secretarial Officers

Chapter 8: Assistant Secretary - Indian Affairs

Originating Office: Office of Assistant Secretary - Indian Affairs

109 DM 8

8.1 General. The Assistant Secretary - Indian Affairs discharges the duties of the Secretary with the authority and direct responsibility to strengthen the government-to-government relationship with Indian tribes; advocate policies that support Indian Self-Determination; protect and preserve Indian trust assets; and administer a wide array of laws, regulations, and functions relating to Indian tribes, Alaska Natives, individual Indian tribal members, and Indian affairs that are vested in the Secretary by the President and the Congress of the United States. The position of the Assistant Secretary - Indian Affairs is established under the authority contained in 43 U.S.C. 1453.

8.2 Executive Authority. Subject to the authority of the Secretary under 200 DM 1.9, the Assistant Secretary - Indian Affairs exercises Secretarial direction and leadership over the Office of the Assistant Secretary - Indian Affairs, the Bureau of Indian Affairs, and the Office of Indian Education Programs.

8.3 Responsibilities. The Assistant Secretary - Indian Affairs is responsible for:

- A. Maximizing the effectiveness of program operations by identifying goals, providing direction, and establishing accountability for assigned functional areas.
- B. Serving as the primary Departmental contact for the development and review of policy proposals and for interpreting established policies related to Indian affairs.
- C. Recommending proposed legislation and approving regulations, as appropriate, for assigned programs; reviewing legislative and regulatory proposals for consistency with approved policy; and overseeing implementation of laws and regulations.
- D. Ensuring that program goals are consistent with Departmental objectives and that results are measured against the goals.

E. Conducting appropriate consultation with Indian tribes, heads of bureaus and offices, the Secretary, the Solicitor, and other officials within the Office of the Secretary, the Office of Management and Budget, other governmental agencies, Congress, and the public.

8.4 Scope of Activities. In carrying out the responsibilities contained in paragraph 8.3 above, the Assistant Secretary - Indian Affairs:

A. Submits proposals for consideration by the Secretary that are designed to strengthen the management of Indian affairs, improve the conditions of Indian communities, support tribal governments, and meet the trust obligations of the Federal Government.

B. Exercises oversight of policy development, operations, and effectiveness of interagency and interdisciplinary programs involving issues related to assigned program functions.

C. Establishes program priorities based on Secretarial policies, demonstrated effectiveness of existing programs, and current or impending program problems and needs; and makes recommendations for allocating personnel, resources, and functions using recommendations of subordinate organizations.

D. Provides leadership for special projects to explore or develop, for Secretarial approval, policies and programs resulting from proposals made by Indian tribes, civic and industry groups, State governments, legislators, and other Departments of the Executive Branch, foreign governments, and international bodies that bear upon or affect assigned program functions.

E. Represents the Secretary in interpreting and communicating assigned program activities to various groups and to the general public; maintains liaison with Members of Congress and committee staffs, and testifies before Congressional committees on budgetary matters and legislative proposals; represents the Department in contacts with Indian tribal governments, other Federal agencies, State and local governments, and various private users and public interest groups; and solicits and uses, as appropriate, information related to assigned program areas from external sources.

F. Assigns responsibility for the execution, within available resources, of all laws and Executive orders imposing obligations on the Secretary for assigned programs.

Department of the Interior Departmental Manual

Effective Date: 4/21/03

Series: Organization

Part 110: Office of the Secretary

Chapter 8: Office of the Assistant Secretary - Indian Affairs

Originating Office: Office of the Assistant Secretary - Indian Affairs

110 DM 8

8.1 General. The office of the Assistant Secretary - Indian Affairs is headed by an Assistant Secretary. The Assistant Secretary discharges the duties assigned by the Secretary and provides direction and leadership over the Office of the Assistant Secretary - Indian Affairs, the Bureau of Indian Affairs, and the Office of Indian Education Programs. The office of the Assistant Secretary - Indian Affairs includes the following:

8.2 Principal Deputy Assistant Secretary - Indian Affairs. The Principal Deputy Assistant Secretary - Indian Affairs serves as the first assistant and principal advisor to the Assistant Secretary - Indian Affairs in the development and interpretation of program policies affecting Indian Affairs. The Principal Deputy Assistant Secretary - Indian Affairs manages, directs, and coordinates functions to strengthen the government-to-government relationship with Indian tribes and Alaska Native villages in support of the Federal policy of Indian Self-Determination; serves as the primary Departmental representative to international and multi-agency organizations, work groups, and task forces that impact Indian Affairs; and discharges the duties assigned by the Assistant Secretary - Indian Affairs with the support of three Deputy Assistant Secretaries, two Office Directors, and several staff offices.

A. Office of External Affairs. The office reviews and coordinates legislative planning and congressional relations for Indian Affairs. The office provides legislative research and assistance in planning, developing, drafting, and analyzing proposed legislation; coordinates its work with the Office of Congressional and Legislative Affairs, Office of the Secretary, to ensure consistency of Departmental communications with Congress; prepares speeches and articles for key Indian Affairs officials; issues news releases on major developments; and provides general publications and multi-media materials in support of Indian Affairs; and coordinates public affairs activities and news releases in liaison with the Office of Communications, Office of the Secretary.

B. Office of Federal Acknowledgment. The office reviews petitions and documentation submitted by groups seeking Federal recognition and makes recommendations to the Assistant Secretary - Indian Affairs on whether the petitioners should be granted status as federally recognized Indian tribes; coordinates all activities with affected internal and external

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New

organizations to ensure all views and/or concerns are addressed. The office works closely with Departmental staff to maintain liaison with the media, the public, and other Federal and State agencies.

8.3 Deputy Assistant Secretary - Policy and Economic Development. The Deputy Assistant Secretary - Policy and Economic Development discharges the oversight responsibilities of the Principal Deputy Assistant Secretary - Indian Affairs for the management and operations of the economic development programs for Indian Affairs including Indian gaming management and self-governance and self-determination initiatives, with emphasis on expanding reservation business opportunities and Indian employment. The Deputy Assistant Secretary - Policy and Economic Development is responsible for developing policy and procedures for job placement and training under P.L. 102-477; providing oversight of initiatives designed to assist tribes in developing stronger reservation and/or tribal economies; serving as the primary Departmental representative to international and multi-agency organizations, work groups, and task forces that impact Indian Affairs; providing support to the tribes in the development of their energy and mineral resources on trust lands; and providing executive leadership, guidance, coordination and direction to the following offices.

A. Office of Indian Gaming Management. The office is responsible for the development of policies and procedures used for implementation of gaming-related activities authorized by the Indian Gaming Regulatory Act and other Federal laws and coordinating development of all related policies and procedures with affected offices. Other areas of responsibility include, but are not limited to: tribal/State compacts, per capita distributions of gaming revenues, and requests to take land into trust for the purpose of conducting gaming. The office coordinates its work with the National Indian Gaming Commission and with State, local, and tribal governments impacted by gaming proposals.

B. Office of Self-Governance and Self-Determination. The office is responsible for implementing the Tribal Self-Governance Act, the Indian Self-Determination and Education Assistance Act (P.L. 93-638), and Indian Employment Training and Related Services Demonstration Act of 1992 (P.L. 102-477), related programmatic portions of the Federal Grant and Cooperative Agreement Act (P.L. 95-224), and Joint Funding Simplification Act (P.L. 95-510) as they pertain to Indian self-determination. The office develops and implements regulations, policies, and guidance in support of the Self-Governance initiatives; facilitates the negotiation of annual funding agreements with eligible tribes and consortia; coordinates the collection of budget and performance data from Self-Governance tribes; and resolves issues that are identified in financial and program audits of Self-Governance operations. Other responsibilities include:

(1) implementing the authority to administer contracts and grants, including construction contracts at Bureau agencies and field offices; approving implementation plans and activities for contracts and grants at Bureau agencies and field offices; and providing policy guidance, coordination, direction, and cohesion for Bureau and tribal initiatives involving the statutes listed in paragraph 8.3B above.

(2) providing vocational training and employment assistance to Indians to improve skills; providing increased employment opportunities towards reducing reliance on welfare programs; developing policies, procedures, and standards for operation of the employment assistance and adult vocational training programs; providing guidance, technical advice, and assistance to Bureau agencies and field offices, tribes, and individual Indians; reviewing and awarding grants under the P.L. 102-477; and providing statistical performance information to funding agencies for inclusion in various reports.

8.4 Deputy Assistant Secretary - Management. The Deputy Assistant Secretary - Management discharges the responsibilities of the Principal Deputy Assistant Secretary - Indian Affairs with regard to financial management, strategic planning, workforce planning, Government Performance and Results Act (GPRA), human resources, equal opportunity, facilities, environmental resources, cultural resources, safety management, and other Administration initiatives for Indian Affairs. The office is responsible for managing all headquarters and field activities associated with the direction, coordination, support, operation, continuity of operations and emergency planning of all homeland security activities with internal and external law enforcement agencies and programs; ensuring that all Indian Affairs organizations are in compliance with Federal laws and regulations related to equal employment, affirmative employment, Indian preference, hiring, and a discrimination-free working environment; and providing a full range of management support functions related to alternative strategies for dealing with conflict. The office of the Deputy Assistant Secretary - Management includes:

A. Office of the Chief Financial Officer (OCFO). The office is headed by the Chief Financial Officer (CFO) who serves as the principal financial management advisor to the Assistant Secretary - Indian Affairs and other senior Indian Affairs officials. The CFO is the primary conduit to the Department's financial management community. The CFO also serves as the head of the contracting activity, the senior Indian Affairs acquisition official, the audit liaison officer, and the management control coordinator for Indian Affairs. The OCFO interfaces with appropriate Congressional staff on budget issues and is responsible for budget formulation and execution; financial management, including loan and construction accounting; power and irrigation billings and collections; acquisition and grants; and property and space management activities. The OCFO also manages and monitors the Activity Based Costing/Management program for Indian Affairs. The OCFO prepares the Indian Affairs financial statements and is the primary liaison with the Department's Office of Inspector General. The OCFO ensures financial management is consistent with requirements of the Chief Financial Officers Act, Government Performance and Results Act, Office of Management and Budget guidance, Department of the Treasury, General Accounting Office and Federal Accounting Standards Advisory Board. The CFO oversees and directs the Capital Asset Investment Board for Indian Affairs and provides approved projects to the Department for inclusion in budget submissions. The OCFO is the system owner for all BIA financial management systems, including those that interface to the Indian Affairs Federal Financial System, as well as the loan accounting and power and irrigation billing and collection systems. The activities of the OCFO are largely guided by the Chief Financial Officers Act, Federal Managers Financial Integrity Act, Government Performance and Results Act, Government Management Reform Act, Debt

Collection Improvement Act, and Federal Accounting Standards Advisory Board guidelines and pronouncements. The CFO is assisted by a Deputy CFO and the following offices:

(1) Office of Budget Management (OBM) provides senior leadership, policy and oversight of all budget formulation and execution functions. OBM is responsible for developing, managing and implementing budget policy, procedures, processes and systems to effectively execute all budget functions required under OMB guidelines. The office also ensures effective implementation of the Chief Financial Officers Act and coordinates with all Indian Affairs component activities to ensure effective integration of performance goals and the budget process.

(2) Office of Acquisition and Property Management (OAPM) provides senior leadership; develops, manages, and implements policy; and provides oversight for all acquisition, grants, cooperative agreements, and property functions. The office is also responsible for developing and implementing procedures, processes, and systems to effectively execute all acquisition, grants, cooperative agreements, and property functions required under OMB, the Federal Accounting Standards Advisory Board (FASAB), and other appropriate regulatory guidelines.

(3) Office of Financial Management (OFM) provides senior leadership, policy and oversight of all fiscal and accounting functions. OFM is responsible for developing, managing and implementing fiscal and accounting policy, procedures, processes and systems to effectively execute all fiscal and accounting functions required under OMB, Treasury, FASAB, and other appropriate regulatory guidelines. The office also directs and manages financial statement preparation and issuance.

(4) Office of Audit and Evaluation (OAE) provides leadership, policy development, and oversight for all audit functions and ensures compliance with the Single Audit Act and OMB Circular A-133. The office also serves as liaison for Indian Affairs organizations to the Office of Inspector General and the General Accounting Office. OAE provides guidance and assistance to Indian Affairs organizations in establishing, testing, and reporting on the effectiveness of management controls, the preparation of annual assurance statements, and the timely correction of identified weaknesses. OAE is responsible for bureau program updates to the Catalog of Federal Domestic Assistance and directs and manages a quality assurance program for compliance with applicable OMB, Treasury, and FASAB requirements.

B. The Office of Planning and Policy Analysis coordinates development of strategic plans and annual performance reports in support of the Government Performance and Results Act (GPRA). The office also determines the reliability of performance measures, and evaluates Indian Affairs programs for effectiveness. The office is responsible for providing guidance and technical assistance to all programs under the purview of the Principal Deputy Assistant Secretary - Indian Affairs to ensure compliance with Administration initiatives. The office provides assistance for the development of manuals that set forth program and administrative policies of Indian Affairs and handbooks documenting operating procedures. It is responsible for publishing and maintaining the Indian Affairs Manual and reviews all notices and rules that are prepared for publication in the Federal Register.

C. Office of Human Resources is responsible for the development of comprehensive policies to guide all aspects of human resources management, such as workforce analysis and succession planning, classification and position management, employee development, staffing, and retention, employee relations, labor relations, ethics, and personnel information systems. The office provides direct supervision over the field human resources offices. Other responsibilities include monitoring and evaluating the equal employment and Indian preference laws for staffing, promotions, reassignments, and transfers for employees in the Office of the Assistant Secretary - Indian Affairs and the Bureau of Indian Affairs, which includes the Office of Indian Education Programs.

8.5 The Deputy Assistant Secretary - Information Resources Management/Chief Information Officer (CIO) discharges the responsibilities of the Principal Deputy Assistant Secretary - Indian Affairs for acquisition, utilization, architecture, security, operations and management of information resources (IRM) and information technology (IT). This includes leading Indian Affairs strategic planning to improve the use of information and information processing resources, developing policies promoting the effective use of information technology and resources throughout Indian Affairs in consultation with Indian Affairs Program Directors, and developing effective working relationships with IRM organizations in the Department. The office supervises field IT and IRM staff and manages all Indian Affairs information resources and technology; provides direction and oversight for Indian Affairs information system security activities, E-Government activities, and the development and implementation of the Indian Affairs policies on the creation and disposition of information; and ensures standardized IT and IRM functions within Indian Affairs to achieve continuity of IT and IRM accountability throughout the organization. The office tracks time-sensitive correspondence, coordinates replies that cross functional or organizational lines, and coordinates activities with the correspondence staff in the Office of the Secretary. The following offices are under the direction of and assist the CIO in carrying out the IRM responsibilities:

A. Office of Information Policy develops policies and guidance on information resources and technology management; manages the Indian Affairs information collection program; approves and reports on computer matching activities; and manages the Indian Affairs policy for managing printing, records, and mail. The Office of Information Policy coordinates with tribes on the identification of Federal records and acquisition and is responsible for Indian Affairs compliance with the Paperwork Reduction Act of 1995, the Computer Matching and Privacy Act of 1988, the Computer Security Act of 1987, the National Archives and Records Administration Act of 1984, the Competition in Contracting Act of 1984, the Federal Records Act of 1950, OMB Circular A-130: Management of Federal Information Resources, the Government Paperwork Elimination Act (GPEA), and the Freedom of Information Act.

B. Office of Information Planning coordinates the Indian Affairs strategic planning, portfolio management, and budgeting processes for information technology; provides capital planning and investment support to assure that Indian Affairs plans support Indian Affairs business planning and mission accomplishments; coordinates the activities of the Information Technology Investment Council (ITIC); provides leadership for special priority initiatives; and develops the IT five year plan. The office is also responsible for administrative support and

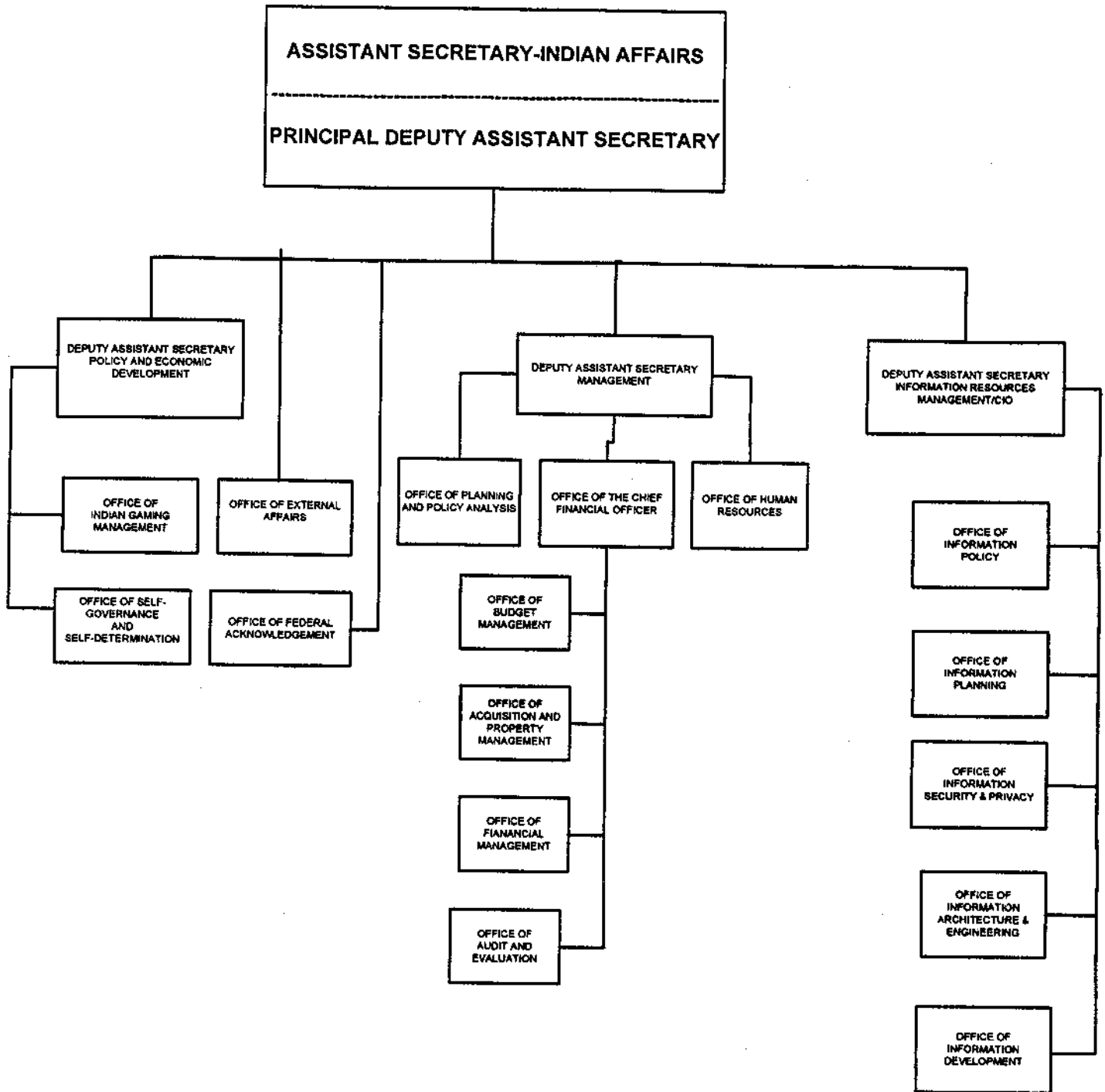
planning within IT and manages IT funds for cross-functional and infrastructure projects. It also ensures Indian Affairs compliance with the Information Technology Management Reform Act of 1996 (the Clinger Cohen Act), and OMB Circular A-130: Management of Federal Information Resources.

C. Office of Information Architecture and Engineering develops policies and guidelines addressing Internet technologies, enterprise information, and IT architecture; coordinates with agencies through working groups and seminars to promote a partnership with business partners; and provides oversight and control of data, software, and hardware assets. The office oversees Indian Affairs business data applications, technical and security architecture from baseline through transition, and is responsible for establishing database standards, technical references, and engineering assistance for projects. The office is also responsible for implementing Indian Affairs architectural and engineering compliance with the Information Technology Management Reform Act of 1996 (the Clinger Cohen Act), the Computer Security Act of 1987, the National Archives and Records Administration Act of 1984, OMB Circular A-130: Management of Federal Information Resources, and the Government Information Security Reform Act of 2000.

D. Office of Information Security and Privacy implements and administers a program to protect the information resources of Indian Affairs in compliance with Federal legislation; monitors cyber security policies and guidance for Indian Affairs; monitors all Indian Affairs systems development and operations for security and privacy compliance; monitors program Office information system security activities; develops, implements, and evaluates employee cyber security awareness and training programs; establishes and leads the Indian Affairs Computer Security Incident Response Capability team; monitors IT certification and accreditation; and establishes guidance and training requirements for managers of information systems designated as sensitive. The office is also responsible for implementing Indian Affairs security and privacy compliance with the Information Technology Management Reform Act of 1996 (the Clinger Cohen Act), the Computer Matching and Privacy Act of 1988, the Computer Security Act of 1987, OMB Circular A-130: Management of Federal Information Resources, the Government Information Security Reform Act of 2000, Presidential Decision Direction 63 Critical Infrastructure Protection, and Continuity of Operations (COOP).

E. Office of Information Development reports to the Deputy Assistant Secretary - Information Resources Management. Its functions include recommending and implementing the development of Web based applications for the Internet and intranet, palm device attachment applications, and other applications for databases, communications, wireless solutions, and emerging and enabling technologies. The office also assists in developing business process reengineering solutions and supports Indian Affairs IT business.

Indian Affairs



Department of the Interior Departmental Manual

Effective Date: 4/21/03

Series: Delegation

Part 210: Office of the Secretary

Chapter 8: Office of the Assistant Secretary - Indian Affairs

Originating Office: Office of the Assistant Secretary - Indian Affairs

210 DM 8

8.1 Administrative and Program Authorities. The Deputy Assistant Secretaries for Policy and Economic Development, Management, and Information Resources Management (CIO) are delegated through the Principal Deputy Assistant Secretary - Indian Affairs, the following authorities of the Assistant Secretary - Indian Affairs, subject to the limitations contained in 200 DM 1:

A. All program management authority as appropriate and necessary to carry out the functions described in 110 DM 8.

B. All administrative authorities described below subject to any limitations contained in the original delegations:

- (1) Attendance at Meetings and Acceptance of Contributions, 205 DM 2.
- (2) Library Books and Subscriptions, 205 DM 5.3.
- (3) Long Distance Telephone Calls, 205 DM 5.4.
- (4) Certification of Time and Attendance Reports, 205 DM 6.2.
- (5) Travel Authorizations and Temporary Duty Travel Expenses, 205 DM 15.5.
- (6) Administrative Services, 205 DM 5.
- (7) Budget and Financial Administration, 205 DM 6.
- (8) Claims by the United States for Property or Money, 205 DM 7.
- (9) Personnel Management, 205 DM 8.
- (10) Real Property Management, 205 DM 10.

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Replaces 11/4/88 #2817

(11) Procurement and Contracting, 205 DM 11.

(12) Disaster Assistance, 295 DM 1.

8.2 Additional Program Authority. The authorities described below are delegated to the following offices under the Principal Deputy Assistant Secretary - Indian Affairs.

A. The Deputy Assistant Secretary - Policy and Economic Development is delegated authority to approve: 1) Self-Governance Compacts and Annual Funding Agreements negotiated under the Tribal Self-Governance Act (25 U.S.C. 458aa, et seq.); 2) Tribal-State Compacts submitted under the terms of the Indian Gaming Regulatory Act (25 U.S.C. 2701 et seq.); 3) requests to take land into trust for the purposes of conducting gaming activities subject to the requirements of the Indian Gaming Regulatory Act (25 U.S.C. 2701 et seq.); 4) requests to lease land for gaming purposes; and 5) to issue determinations made under 25 U.S.C. 2719(b)(1)(A) that a gaming establishment on newly acquired trust lands would be in the best interest of the Indian tribe and its members, and would not be detrimental to the surrounding community.

B. The Deputy Assistant Secretary - Management is delegated authority to certify Reports under the Supplemental Appropriations Act, 1955, as amended.

C. The Office of Federal Acknowledgment is delegated authority to make final determinations to extend Federal acknowledgment to groups that have petitioned to be recognized as Indian tribes.

8.3 Limitation on Program Authorities. With respect to the management of tribal and individual Indian trust funds, authority is limited to that which is required to fulfill the responsibilities identified in 110 DM 8.

8.4 Authority to Redelegate. Except where redelegation is prohibited by statute, Executive order, or limitations established by other competent authority, including the limitations contained in this chapter, the general program authorities specifically related to the functions and responsibilities assigned may be redelegated.

Department of the Interior Departmental Manual

Effective Date: 4/21/03

Series: Organization

Part 130: Bureau of Indian Affairs

Chapter 1: Creation, Mission and Functions

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 1

1.1 Creation. The Bureau of Indian Affairs was created in the War Department in 1824 and was transferred in 1849 to the Department of the Interior. In 1954, the medical components of the Bureau were transferred to the Department of Health and Human Services.

1.2 Authority. The Snyder Act of 1921 (25 U.S.C. 13) provided substantive law for appropriations covering the conduct of activities in the Bureau of Indian Affairs. The scope and character of the authorizations contained in this Act were broadened by the Indian Reorganization Act of 1934 (25 U.S.C. 461 *et seq.*), which ended the allotment policy and created a foundation for tribal self-government; the Indian Self-Determination and Education Assistance Act of 1975, as amended (25 U.S.C. 450 *et seq.*), which provided for maximum Indian participation in programs and services conducted by the Federal Government; the Tribal Self-Governance Act (25 U.S.C. 458aa *et seq.*), which transferred control to tribal governments over funding and decision-making for Federal programs, services, functions and activities; and the Education Amendments of 1978, as amended (25 U.S.C. 2001 *et seq.*), which provided for formula distribution of funds for elementary and secondary schools and for maximum participation of tribes in education programs. Delegations of the authority of the Assistant Secretary - Indian Affairs to Bureau officials are published in Part 230 of the Departmental Manual. The Indian Affairs Manual (IAM) contains redelegations of the Assistant Secretary's authority.

1.3 Mission. The Bureau of Indian Affairs is responsible for administering Federal Indian policy; fulfilling its Federal trust responsibilities to American Indians, Tribal Governments, and Alaska Natives; and promoting tribal self-determination and self-governance.

1.4 Functions. To accomplish its mission, the Bureau of Indian Affairs provides tribes with the resources to exercise authority as sovereign nations by contracting or compacting Bureau programs, fosters strong and stable tribal governments, and improves the quality of life in tribal communities by providing financial assistance to individual Indians residing on or near reservations who do not qualify for other financial assistance provided by the State and providing improvements to existing substandard housing for eligible needy Indians. The Bureau provides investigative and police services and technical expertise to Indian tribes, provides tribes with the

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Replaces 9/8/99 #3272

resources to aid in developing a self-sustaining economic base, assists in developing conservation and management plans to protect and preserve natural resources on trust lands and shared off-reservation resources, fulfills its trust responsibilities to protect and preserve trust lands, and provides educational programs from early childhood through post-secondary and adult education.

Department of the Interior Departmental Manual

Effective Date: 4/21/03
Series: Organization
Part 130: Bureau of Indian Affairs
Chapter 2: Organization Structure

Originating Office: Bureau of Indian Affairs

130 DM 2

2.1 Overall Organization. The overall organization of the Bureau of Indian Affairs (see attached chart) consists of (1) a headquarters with staff in Washington, DC; Boise, ID; Portland, OR; Albuquerque and Artesia, NM; and Lakewood, CO; and (2) a field structure composed of regional offices, agencies, field offices, law enforcement districts, education offices, post-secondary institutions, and on- and off-reservation schools. The Bureau of Indian Affairs is under the supervision of the Assistant Secretary - Indian Affairs who has responsibility for planning, organizing, coordinating, controlling, and directing all activities, programs, and functions assigned to the Bureau of Indian Affairs.

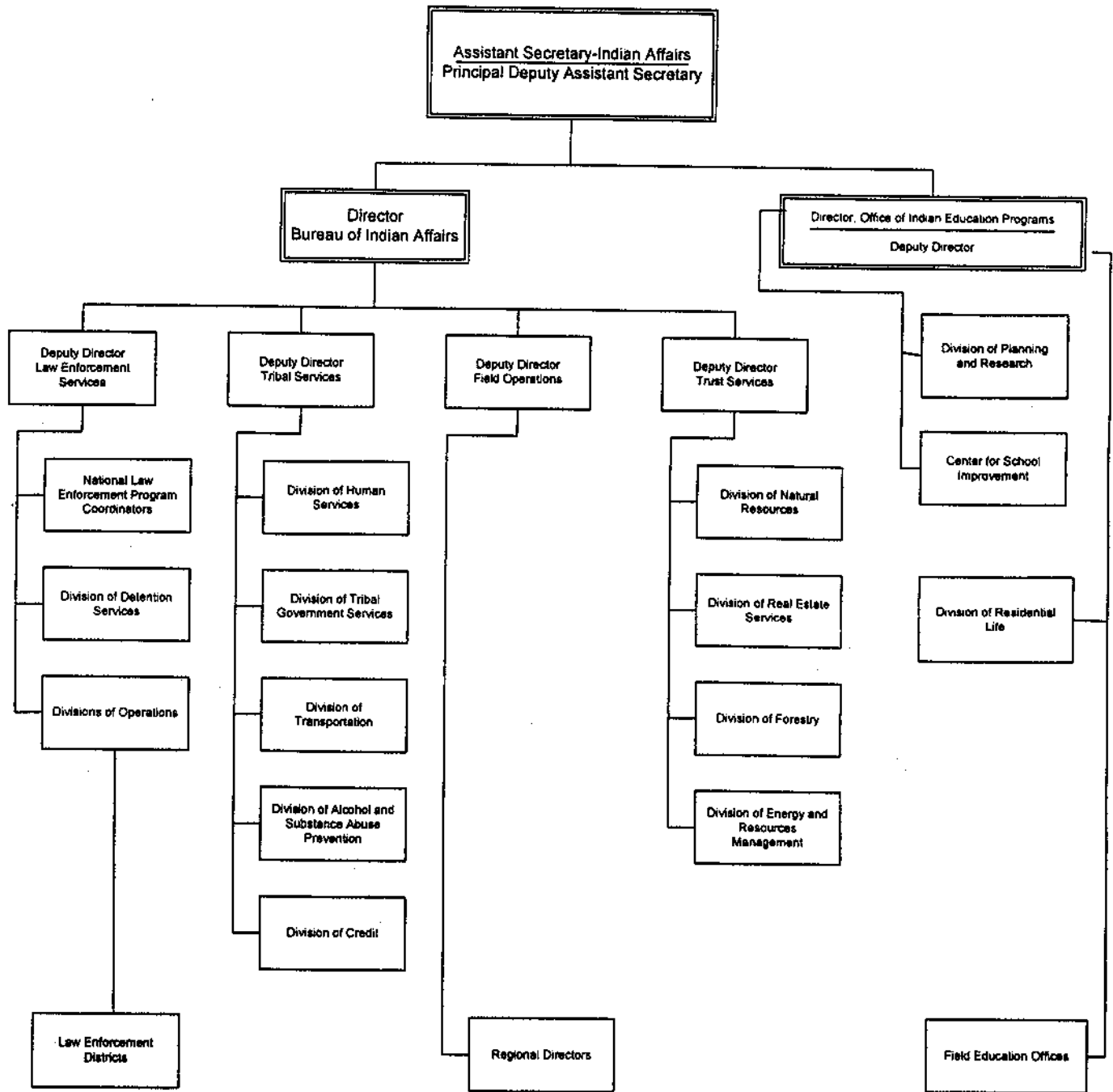
2.2 Headquarters Organization. The headquarters organization of the Bureau of Indian Affairs has two line officers with responsibility for directing and supervising the operations of the Bureau: the Director, Bureau of Indian Affairs, and the Director, Office of Indian Education Programs. Headquarters organizations also include program organizations with responsibility for technical oversight and monitoring of field activities and staff organizations with responsibility for assistance to the Director, Bureau of Indian Affairs, the Director, Office of Indian Education Programs, and the Assistant Secretary - Indian Affairs.

2.3 Headquarters Functions. The function of headquarters components is to provide staff assistance to the Assistant Secretary - Indian Affairs in the exercise of management of the Bureau of Indian Affairs. Headquarters components propose Bureau-wide policies, programs, budgets, and justifications; develop Bureau-wide legislative programs and reports; provide liaison with other Federal agencies and national Indian organizations; monitor and evaluate the performance of the headquarters and field establishment; participate in periodic and specific management and program reviews of field operations; and provide to field offices and tribes the specialized programmatic and functional assistance that can be economically and efficiently accomplished on a nationwide basis. The functions of Bureau headquarters organizations are described in Chapters 3 through 10.

2.4 Field Organization. The Bureau's field organization is a bifurcated structure with offices reporting to either the Director, Bureau of Indian Affairs, or to the Director, Office of Indian Education Programs. The Deputy Director, Field Operations, has responsibility for oversight of regional offices, agencies, and field offices. The Deputy Director, Law Enforcement, has responsibility for supervision and direction over law enforcement districts. The Deputy Director, Office of Indian Education Programs, has responsibility for supervision and direction over field education offices, post-secondary institutions, and on- and off-reservation schools.

2.5 Field Functions. The Bureau's field organization is responsible for the day-to-day operation and administration of programs that provide services to Indian tribes and their members. Chapter 8 of this Part (130 DM 8) describes the functions assigned to the field organization under the Office of Indian Education Programs. Chapter 6 (130 DM 6) describes the field organization under the Deputy Director, Field Operations.

Bureau of Indian Affairs



NOTE: Other Bureau Offices that report to Offices in the Office of the Assistant Secretary - Indian Affairs are described in 130 DM 9 and 130 DM 10.

Department of the Interior Departmental Manual

Effective Date: 4/21/03
Series: Organization
Part 130: Bureau of Indian Affairs
Chapter 3: Office of the Director

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 3

3.1 The Director, Bureau of Indian Affairs (BIA) administers all laws governing non-education portions of Indian Affairs and provides leadership and direction for the Bureau of Indian Affairs. The Director reports to and receives policy direction and executive guidance from the Principal Deputy Assistant Secretary – Indian Affairs.

3.2 Responsibilities. The Director provides technical oversight and monitoring for the headquarters organization and field activities and shares authority and responsibility for the management of tribal and individual Indian trust funds with the Special Trustee for American Indians.

3.3 Organization. Heads of the following organizations report to the Director.

- A. Deputy Director, Law Enforcement Services
- B. Deputy Director, Tribal Services
- C. Deputy Director, Field Operations
- D. Deputy Director, Trust Services

3.4 Land Consolidation Center. The Land Consolidation Center reports to the Director and is responsible for the following:

- A. Coordinating the Bureau's nationwide program to consolidate fractionated interests in Indian lands.
- B. Establishing land consolidation policies; developing and implementing tribal cooperative agreements for land consolidation; and providing oversight, direction, monitoring and program evaluation for the Indian land consolidation program.
- C. Coordinating with appropriate Bureau and Departmental offices, the Office of

Management and Budget, Congress, and tribes to further the goals of the Indian Land Consolidation Program.

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Part 130: Bureau of Indian Affairs

Chapter 4: Office of the Deputy Director, Law Enforcement Services

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 4

4.1 Office of the Deputy Director - Law Enforcement Services. The Deputy Director, Law Enforcement Services, reports to the Director, Bureau of Indian Affairs, and serves as the line officer for the Bureau's law enforcement services and internal affairs program.

4.2 Responsibilities. The office is responsible for all headquarters and field activities associated with policy, procedures, coordination, and operation of law enforcement programs. This includes:

- A. Uniformed police services, detention operations, and criminal investigations in Indian country.
- B. The coordination of law enforcement activities with Federal, State, and local law enforcement agencies.
- C. The Indian Police Academy, located at the Federal Law Enforcement Training Center in Artesia, NM, provides initial and continuing enforcement, detention, and communications training for Bureau and tribal personnel.
- D. The administration of the personnel security and suitability program for all Indian Affairs organizations.

4.3 Organization. The Deputy Director carries out the program responsibilities with assistance from the following:

A. National Law Enforcement Program Coordinators. The Coordinators are responsible for providing technical support to Bureau and tribal programs in the areas of investigations, police services, and drug enforcement. Coordinators identify and make recommendations to the Deputy Director on the formulation of new policies and procedures that affect Indian country on a national and local scale.

B. The Division of Detention Services. The division provides overall management for

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the Bureau corrections/detention programs. This includes: providing technical assistance to the Special Agents In Charge and District Corrections staff; developing standards, policies, and procedures for Bureau-wide implementation; conducting/coordinating security audits, staffing analysis, inspections and program evaluations; conducting physical plant assessments of existing and proposed facilities for compliance with Bureau and other national standards; training personnel on new generation jail philosophies, concepts and methodologies, and implementing and managing an automated information system. The division also facilitates all interagency cooperative agreements between in-house agencies and other autonomous departments in providing complete correction services to Bureau and tribal corrections/detention programs.

C. The Division of Operations. The division is responsible for administering, developing and implementing organizational objectives that integrate key national and program goals, priorities, and values; providing technical assistance to Special Agents In Charge and Indian tribes relating to law enforcement programs; and stressing accountability and continuous improvements to meet the organization's vision, mission, and goals.

(1) Law Enforcement District Offices are under the supervision of Special Agents In Charge. They administer the law enforcement programs within their designated districts and provide accountability and continuous improvement. Initiatives are accomplished through strategic planning, implementation, and evaluation of programs and policies.

(2) The staff is also responsible for improving customer service and program performance within Bureau and tribal law enforcement programs, including uniformed police services, adult and juvenile detention services, and criminal investigations.

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Chapter 5: Office of the Deputy Director, Tribal Services

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 5

5.1 Office of the Deputy Director, Tribal Services. The Deputy Director, Tribal Services, is the line officer for tribal services and reports to the Director, Bureau of Indian Affairs.

5.2 Responsibilities. The Deputy Director manages the headquarters organizations, activities, and functions that promote the attainment of goals and objectives designed to strengthen tribal governments to improve the quality of life in tribal communities in the areas of housing, social services, child abuse and family violence prevention, transportation, credit programs, and alcohol and substance abuse prevention.

5.3 Organization. The Deputy carries out the program responsibilities with assistance from the following:

A. Division of Human Services provides guidance, technical support, and advisory services to the Deputy Director and to field staff related to the development of policies and procedures and implementation of activities to improve the quality of life in tribal communities in the areas of housing, social services, child abuse and family violence prevention, and welfare assistance.

B. Division of Tribal Government Services provides guidance, technical support and advisory services to the Deputy Director, field staff, and tribes related to the development of policies and procedures and implementation of activities to support tribal judicial systems and tribal governments. This involves providing advice and assistance regarding tribal ordinances, tribal and judgment rolls, enrollment appeals, and U.S. Court of Federal Claims judgments.

C. Division of Transportation provides oversight, management, monitoring, and coordination for all activities related to improvement of transportation systems providing access to and located within Indian country. This includes: design, construction, inventory and maintenance of roads, bridges, airfields, and other transportation facilities; and serving as liaison to the Department of Transportation and other related transportation agencies.

D. Division of Alcohol and Substance Abuse Prevention serves as a focal point for the

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collection and dissemination of information for Bureau programs to combat alcohol and substance abuse. This includes: serving as the point of contact for coordination of intra-and inter-agency initiatives that support alcohol and substance abuse prevention efforts in Indian communities; and coordinating the policy, planning, technical assistance, oversight, and evaluation of the Bureau's substance abuse prevention activities.

E. Division of Credit monitors and makes recommendations for the guaranteed loan and credit programs. Responsibilities include: the approval and/or disapproval of loan applications, loan cancellations, trust mortgages, and compromises; and working as liaison with lending organizations, tribes, and Bureau credit offices.

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Chapter 6: Office of the Deputy Director, Field Operations

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 6

6.1 Office of the Deputy Director, Field Operations. The Deputy Director, Field Operations, reports to the Director, Bureau of Indian Affairs, and provides direction to regional offices, agencies, and field offices.

6.2 Responsibilities. The Deputy Director is responsible for:

- A. Monitoring and evaluating the performance of the regional and field offices.
- B. Conducting periodic/specific program reviews of field operations.
- C. Providing specialized and programmatic technical assistance to field offices and tribes.

6.3 Organization. The organizations under the Deputy Director, Field Operations, include regional and agency offices reporting to a Regional Director and subagencies reporting to Agency Offices. Functional descriptions and locations for regional, agency, and subagency offices are provided in 130 DM 11 and 130 DM 12 respectively.

A. **Regional Director.** Each Regional Office is headed by a Regional Director who is responsible for all Bureau activities, within a defined geographical area, except education, law enforcement, and functions of an administrative nature. The typical Regional Office includes a Deputy Regional Director for Trust Operations and Deputy Regional Director for Indian Services.

(1) The Deputy Regional Director for Trust Operations oversees staff specialists responsible for natural resources (water resources, forestry and fire, irrigation and safety of dams, agriculture (farm, pasture, and range), fish, wildlife and parks) and real estate services (land acquisition and disposal, land title records office, probate, rights-of-way, lease/permit).

(2) The Deputy Regional Director for Indian Services oversees a staff of specialists responsible for transportation (planning and design, construction, and maintenance) and tribal services (tribal governments, human services, credit, and housing).

B. Agency Superintendent. Agency offices report to regional offices and are headed by a Superintendent, excluding the five agencies in the Navajo Region. Agency Program personnel in the five Navajo Region agencies (Chinle, Eastern Navajo, Fort Defiance, Shiprock, and Western Navajo) are under the supervision of their respective program division heads located in the Navajo Regional Office. The Agency Superintendent generally works with the program Deputy Regional Director and is assisted by two Deputy Agency Superintendents. The Deputy Agency Superintendents, assisted by one or more specialists, direct and supervise the operation of programs administered by the BIA and monitor, support, and provide technical assistance to the tribal governments when an agency program or programs are administered under self-determination awards.

(1) The Deputy Agency Superintendent for Tribal Services is typically responsible for at least two program areas on one or more reservations, i.e., activities include but are not limited to roads and tribal operations. The Deputy Agency Superintendent is assisted by one or more specialists and is responsible for directing and supervising program operations administered by the BIA, and monitoring, supporting, and providing technical assistance to the tribal governments when an agency program or programs are administered under self-determination awards.

(2) The Deputy Agency Superintendent for Trust Services is typically responsible for natural resources, forestry/fire, and real estate services including land consolidation and probates.

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Chapter 7: Office of the Deputy Director, Trust Services

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 7

7.1 Office of the Deputy Director, Trust Services. The Deputy Director, Trust Services, reports to the Director of the Bureau. The Deputy Director is responsible for all headquarters activities associated with management and protection of trust and restricted lands, real estate services and natural resources.

7.2 Responsibilities. The Deputy Director, Trust Services, is responsible for:

A. Managing the Bureau's natural resources programs; Safety of Dams program; irrigation and power systems; energy resources; Land, Title and Records Office; and minerals management.

B. Providing oversight for the Attorney Decision Makers (ADM's) who adjudicate probates of Indian trust estates. The ADM's and their support staff are collocated with the Regional Offices.

7.3 Organization. The Deputy Director carries out the mission and functions of the office with assistance from the following divisions:

A. Division of Natural Resources. The division provides coordination, management, planning, oversight, and monitoring for development and protection of trust natural resources, construction, operation, and maintenance of irrigation and power projects, protection of Indian water rights, water development projects, and BIA dams and fish hatcheries. The Bureau's responsibilities under the Federal Power Act in re-licensing hydro-power projects that affect Indian trust resources are carried out in this division. The division provides advice for all activities related to the planning, management conservation, development, and utilization of soil, water, rangeland, fish and wildlife resources, and endangered species. The division directs the Bureau's flood plains management program, Safety of Dams program, and the Bureau's natural resource damage assessment and restoration program.

B. Division of Real Estate Services. The division provides assistance, advice, policy, oversight, monitoring, and coordination for the protection, management, planning, conservation, development, utilization, and probate of trust and restricted Federal Indian-owned lands that include acquisition, disposal, tenure, rights-of-way, permits, leasing, and sales. The division is also responsible for the administration and maintenance of title documents, document certification, title research and examination, and the determination of record title for Federal Indian trust or restricted titles, and monitors and evaluates the probate and ADM programs. The division manages the Bureau's program to accept real estate on behalf of tribes under the Base Realignment and Closure Act and similar programs.

C. Division of Forestry. The division is responsible for providing coordination, management, planning, oversight, and monitoring for activities related to development and protection of trust forest resources including the National Wildland Fire Program. The division exercises program oversight and provides planning and scheduling of Bureau-wide forestry activities at the national level to ensure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld. The division has staff in Washington, DC; Denver, CO; the National Interagency Fire Center in Boise, ID; and interagency fire coordination centers in Missoula, MT; Albuquerque, NM; and Denver, CO.

D. Division of Energy and Resources Management. The division provides management direction, policy guidance, oversight, and technical support to tribes in the development of their energy and mineral resources on trust lands. The division provides assistance in technical, economic, and business matters to tribes for development of their energy and mineral resources, including resource assessments, geologic studies, economic analysis and market studies, and promotion of this information to the oil and gas and mineral industry. The division coordinates Bureau energy and minerals resources activities with other Federal, State, and local governmental agencies, industry personnel, and tribal governments. The division is located in Denver, CO.

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Part 130: Bureau of Indian Affairs

Chapter 8: Office of Indian Education Programs

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 8

8.1 Office of Indian Education Programs (OIEP). The OIEP is headed by a Director who reports to the Principal Deputy Assistant Secretary - Indian Affairs. The Director exercises line authority over a headquarters organization and education offices in administering all applicable Federal laws governing Indian education. The Director is assisted by a Deputy Director.

8.2 Responsibilities. The office is responsible for:

- A. Managing and administering all Indian Affairs education functions,
- B. Providing direction to and supervising Bureau operated schools, dormitories and post-secondary institutions, and
- C. Providing technical assistance and oversight to contract/grant schools and Tribally Controlled Community Colleges.

8.3 Organization. The organizations and functions of OIEP include:

A. Offices Reporting to the Director.

(1) The Division of Planning and Research is responsible for planning, research, education legislation review, preparing reports for Congress, and compiling evaluation data of education program operations. The division ensures that tribal consultation is conducted on all proposals that would significantly impact education statutes, policies, regulations, or procedures.

(2) The Center for School Improvement establishes curricula guidelines, education standards, and school improvement policies, in support of national education goals. The center provides oversight and monitoring of the special education programs, basic elementary and secondary programs, including supplemental education programs, and fulfills the responsibilities of a state education agency when representing Bureau funded schools to the U.S. Department of Education.

B. Offices Reporting to the Deputy Director. The Deputy Director directs the development, dissemination and implementation of standards, policies and procedures for education programs; monitors all Bureau education organizations in the areas of contracts and grants management; provides leadership, guidance, and assistance, through division staff, Education Line Officers, and Post Secondary College Presidents in support of the day-to-day operation of schools, dormitories, and post-secondary institutions and serves as the liaison for the school facilities and safety programs with the Office of Facilities Management and Construction and the Office of Environmental, Safety and Cultural Resources Management. The following organizations assist the Deputy Director in meeting these responsibilities:

(1) Division of Residential Life provides guidance, direction, and support to those schools that board students to ensure that the dormitory experiences complement and enhance the classroom instruction. The division also conducts evaluations of residential programs to assess their performance against the standards for model programs.

(2) Field Education Offices, headed by Education Line Officers, are responsible for providing direct supervision of and technical assistance to Bureau operated elementary and secondary schools and post secondary institutions, and peripheral dormitories, and other education programs in the areas of school operations and facilities management. As Federal grants officers, provide technical assistance and oversight to federally recognized tribes or tribal organizations that operate schools and peripheral dormitories under grants administered by the Office of Indian Education Programs.

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Part 130: Bureau of Indian Affairs

Chapter 9: Offices under the Assistant Secretary - Indian Affairs, Deputy Assistant Secretary for Management

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 9

9.1 The following offices in the Bureau of Indian Affairs report to the Office of Budget Management in the Office of the Assistant Secretary - Indian Affairs.

A. Division of Budget Formulation. The division directs and coordinates formulation of the Bureau of Indian Affairs budget, including all component activities under the Assistant Secretary - Indian Affairs. Directs and manages the budget data base. The division manages development of the annual budget requests, justifications, appeals and presentations to the Congress, Office of Management and Budget and the Department.

B. Division of Budget Execution. The division directs and coordinates execution of the Bureau of Indian Affairs budget, including all component activities under the Assistant Secretary - Indian Affairs. Ensures budgets are executed in accordance with governing laws and regulations and are based on established procedures for administrative control of funds. Monitors and resolves funds control discrepancies. Coordinates review of SF-133 submission. Directs and manages field budget staff. Coordinates with Congressional committees, OMB and Department officials as required.

9.2 Bureau of Indian Affairs Offices reporting to the Office of Acquisition and Property in the Office of the Assistant Secretary - Indian Affairs.

A. Division of Acquisition. Directs and coordinates all contracting activities, including charge card, grants, intra/inter-agency agreements, etc. Ensures implementation of strategic sourcing initiatives, Buy Indian Act and the Federal Acquisition Regulation. Directs and manages all field acquisition personnel.

B. Division of Property. Directs and coordinates all real and personal property accountability. Develops, maintains and updates property inventories. Ensures regional property coordinators are in compliance with policy and procedures for property acquisition and

accountability. Directs and manages the surplus and disposal of property. Directs and manages field property staff.

9.3 Bureau of Indian Affairs Offices reporting to the Director, Office of Financial Management in the Office of the Assistant Secretary - Indian Affairs.

A. Division of Accounting Operations. Directs accounting analysis, reconciliation, research, reporting and resolution of all General Ledger accounts and subsidiary records. Prepares, reconciles and ensures accuracy and timeliness of all financial reporting. Directs and manages all On-line Payment and Collection (OPAC) and Internet Payment and Collection (IPAC) operations and reconciliation. Directs and manages all construction in progress accounting, reconciliation and reporting. Directs preparation of monthly trial balances and resolves discrepancies. Coordinates all trial balance activities with financial statement preparations. Directs preparation of footnote disclosures. Directs and monitors all financial systems (to include FFS, Hyperion, LOMAS, and NIIMS and any newly developed) development, maintenance, enhancements, and operations. Directs compliance with the CFO Act, OMB, Treasury and FASAB laws, regulations, and guidelines. Assists in preparation of policy and procedures impacting accounting operations at the field and headquarters levels. Directs and manages field accounting staff.

B. Division of Fiscal Services. Provides services for all payments (vendor, travel, miscellaneous, etc.) and collection activities, except OPAC and IPAC. Ensures all records are systematically and timely maintained, updated, and immediately available to inspection by supervisors and auditors. Monitors all field payments activities and coordinates with accounting operations to resolve issues impacting timely and accurate payments.

9.4 Human Resources Officers (Operations). The Bureau's Human Resources Officers are under the supervision of the Director, Office of Human Resources in the Office of the Assistant Secretary - Indian Affairs. Human Resources Officers are strategically located to provide human resources services to all Indian Affairs field line managers and field staff related to implementation of human resources management, and equal employment opportunity.

9.5 Office of Management Support Services. The head of the Office of Management Support Services reports to the Deputy Assistant Secretary - Management in the Office of the Assistant Secretary - Indian Affairs. The office is responsible for the management and administration of the Indian Affairs facilities management and construction, environmental management, safety and risk management, and cultural resources management programs. The Office of Management Support Services provides program services to the Director, Bureau of Indian Affairs, and Director, Office of Indian Education Programs, and their field organizations. Executive leadership, guidance, coordination and direction are supported through the Office of Facilities Management and Construction and the Office of Environmental, Safety and Cultural Resources Management as identified below:

A. Office of Facilities Management and Construction (OFMC). The OFMC reports to the Director, Office of Management Support Services. The office is responsible for management of all activities, policy guidance, technical services, and functions related to the construction of new facilities and major rehabilitation, alteration, equipping, improvement, operation, maintenance, fire protection, code compliance, and evaluation of Bureau-owned or -operated buildings, utilities, and grounds, including employee housing. The office is also responsible for establishing policies and procedures for the management of the Structural Fire Protection programs.

(1) Division of Program Planning. The division head reports to the Director, Office of Facilities Management and Construction. The division provides project management of the facility construction and improvement repair programs; and provides assistance to the Director in the development of policies, procedures and guidance. The division provides project management services and technical assistance relating to the facilities construction program. The division also participates in the evaluation of needs and priority setting for facilities construction projects.

(2) Division of Operations and Maintenance. The division head reports to the Director, Office of Facilities Management and Construction. The division manages programs for the maintenance of sites and grounds, including the preventive maintenance program. The division also manages the employee housing program.

B. Office of Environmental, Safety and Cultural Resources Management. This office is under the Director, Office of Management Support Services. It is responsible for management of all activities, policy guidance, technical services and functions related to safety and protection of the environment and cultural resources on Indian trust and restricted lands and on Federal facilities operated by the Bureau of Indian Affairs. The office manages environmental compliance and cleanup, including the environmental audit program. It also manages environmental analysis programs, including analysis under the National Environmental Policy Act, and the cultural resources and museum property programs. To ensure that environmental analysis and cultural resources programs adequately support trust management functions and central office and regional priorities, the office will use interdisciplinary teams, in coordination with appropriate program staff and will support program staff that perform these functions. In addition, the office manages Bureau-wide safety, occupational health, tort and employee claims, special operator licensing, and safety inspection programs.

(1) Division of Environmental Management. The division head reports to the Director, Office of Environmental, Safety and Cultural Resources Management. The division provides management direction, oversight, policy guidance and coordination for the protection of the environment. The responsibilities of the division include, but are not limited to, compliance with all applicable environmental statutes, conducting environmental audits of all Indian Affairs facilities and operations, cleanup of contaminated sites, coordinating compliance with the National Environmental Policy Act, and coordinating Indian Affairs environmental justice activities.

(2) Division of Safety and Risk Management. The division head reports to the Director, Office of Environmental, Safety and Cultural Resources Management. The division provides management direction, oversight, policy guidance and coordination for the Bureau-wide safety, occupational health, tort and employee claims and special operator licensing programs. The division also administers Indian Highway Safety Program grants that are funded by the Department of Transportation. Division employees inspect and evaluate Bureau-controlled facilities or equipment for safety and health hazardous conditions and determine required actions.

(3) The Division of Cultural Resources Management. The division head reports to the Director, Office of Environmental, Safety and Cultural Resources Management. The division provides management, oversight, policy guidance and coordination for the protection of cultural resources. The division is responsible for compliance with all applicable cultural resources statutes including, but not limited to, the National Historical Preservation Act, the Archeological Resources Protection Act, and the Native American Graves Protection and Repatriation Act. The division is responsible for the museum property program and is responsible for representing Indian Affairs in activities regarding sacred sites.

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Part 130: Bureau of Indian Affairs

Chapter 10: Offices Under the Deputy Assistant Secretary - Information Resources
Management in the Office of the Assistant Secretary - Indian Affairs

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 10

10.1 Office of Information Operations. The Office of Information Operations reports to the Chief Information Officer in the Office of the Assistant Secretary - Indian Affairs.

10.2 Responsibilities. The Office is responsible for implementing, operating, and maintaining all Indian Affairs related information systems and technology solutions. It provides management in the areas of, Information Operations Security, Telecommunications, Systems, User Services (including Regional and Agency Office support), Indian Affairs Special Information Technology support, and Disaster Recovery Services.

10.3 Organization. The Office of Information Operations includes the following divisions:

A. The Division of Telecommunications. The division reports to the Director for Information Operations. It supports all Indian Affairs wireless, radio, voice, data, video, wide-area and local-area networks. This includes Internet, Intranet, wireless and radio communications, virtual satellite communications, narrow band radio, radio frequency communications, remote access and Voice over IP. The division also assists in developing and implementing Indian Affairs-wide telecommunications policy and future enhancements.

B. Division of Systems. The division reports to the Director for Information Operations. The division is responsible to maintain and operate all Indian Affairs mainframe, midrange, and mini server hardware and software operations including, but not limited to OS/390, Unisys, Unix, Linux, Windows 2000 and Novell. The division maintains and operates Indian Affairs electronic messaging capabilities (e-mail and voice mail), database administration, Notes administration, Internet hosting and maintenance, Intranet hosting and maintenance, software distribution, and virus detection.

C. Division of Special Information Technology (IT) Services. The division reports to the Director for Information Operations. It provides specialized Information Technology services for supporting programs. The Information Technology staff supporting these special programs report to the Chief, Division of Special Information Technology Services.

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D. Division of Disaster Recovery. The division is located in Albuquerque, NM, and is headed by a Division Chief who reports to the Director for Information Operations. It provides backup and recovery of selected Indian Affairs mainframe and midrange servers, applications and Internet/Intranet access. The division also provides technology refurbishment and replacement for Information Technology to include workstations and printers.

E. Division of User Services. The division reports to the Director for Information Operations. The division provides Level 1, Level 2, and Level 3 operations problem management resolution support and training for Indian Affairs user workstations, network printers, and applications and web browsers. The division also maintains and operates automated hardware and software inventory of Information Technology connected to the BIA network. The division provides resolution of Information Technology incidents and requests for technology support including equipment refreshment. Field Information Technology staff at regional offices and agency offices report to the Chief, Division of User Services.

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Part 130: Bureau of Indian Affairs
Chapter 11: Field Operations

Originating Office: Office of the Assistant Secretary - Indian Affairs

130 DM 11

11.1 Field Organization. Within the Bureau of Indian Affairs there are 12 Regional Offices responsible for all programs except education, law enforcement and administrative and management support functions, 24 education offices and 2 post-secondary institutions responsible for education activities, and 5 law enforcement districts. Subordinate to the Regional Offices are agency offices, subagency offices, field offices, and irrigation project offices. Subordinate to the education offices are Bureau-operated schools and peripheral dormitories. Subordinate to the law enforcement districts are law enforcement field offices.

11.2 Regional Offices. Each Regional Office is responsible for all Bureau activities, except education, law enforcement and administrative and management support functions, within its geographical jurisdiction. The typical Regional Office includes staff specialists in several or all Bureau program areas including tribal government, human services, community development, resources management, and trust services. Within the regional boundaries, Regional Directors are responsible for representing the Bureau in interactions with tribal, State and local governments, other Federal agencies, and the public; directing and assisting in the application and implementation of overall policies and programs by agency and field offices; providing technical advice and review, evaluating performance, and coordinating those features of Bureau programs that extend beyond the jurisdiction of a single agency or field office.

11.3 Agency Offices are subordinate to a Regional Office. Agencies are responsible for direct program services in at least two program areas on one or more reservations. Within its geographic jurisdiction, the agency represents the BIA in interactions with local tribal governing bodies, municipal and county governments, other Federal agencies, and with the general public. The Agency Superintendent, assisted by one or more specialists, directs and supervises the operation of programs administered by the BIA and monitors, supports, and provides technical assistance to the tribal governments when an agency program or programs are administered under self-determination awards.

11.4 Subagency Offices are subordinate to the agency and, under the supervision of a Subagency Superintendent, are responsible for direct program services in one or more program areas operated within a limited geographic portion of the agency's overall jurisdiction. Subagency

Superintendents are assisted by one or more specialists.

11.5 Field Offices are subordinate to the Regional Office and are responsible for one or more program areas or fulfill one or more of the following functions: Self-Determination Officer, or Regional Director's representative. Field offices conduct their activities, programs, or functions within the geographic jurisdiction of a single region.

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Chapter 12: Location of Field Offices

Originating Office: Bureau of Indian Affairs

130 DM 12

12.1 The Regions (see attached map) and their subordinate field organizations include the following:

A. Alaska Region, Juneau, Alaska (Alaska -- except for a small area under the jurisdiction of the Northwest Region):

Alaska:

Anchorage Field Office, Anchorage

Bethel Field Office, Bethel

Fairbanks Field Office, Fairbanks

B. Eastern Region, Nashville, Tennessee (Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, and West Virginia)

Florida:

Seminole Agency, Hollywood

Mississippi:

Choctaw Field Office, Philadelphia

New York:

New York Field Office, Syracuse

North Carolina:

Cherokee Agency, Cherokee

C. Eastern Oklahoma Region, Muskogee, Oklahoma (Part of Oklahoma; see Southern Plains Region for other offices in Oklahoma):

Oklahoma:

Chickasaw Agency, Ada

Miami Field Office, Miami

Okmulgee Field Office, Okmulgee

Osage Agency, Pawhuska

Talihina Field Office, Talihina

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Wewoka Agency, Wewoka

D. Great Plains Region, Aberdeen, South Dakota (Nebraska, North Dakota, and South Dakota):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

E. Midwest Region, Minneapolis, Minnesota (Michigan, Minnesota, and Wisconsin):

Michigan:

Michigan Field Office, Sault Ste. Marie

Minnesota:

Minnesota Agency, Cass Lake

Red Lake Field Office, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

F. Navajo Region, Gallup, New Mexico (parts of Arizona and New Mexico; see Southwest Region for other offices in New Mexico; see Western Region for other offices in Arizona):

Arizona:

Chinle Agency, Chinle

Fort Defiance Agency, Fort Defiance

Western Navajo Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint

Navajo Irrigation Project, Farmington

Shiprock Agency, Shiprock

G. Northwest Region, Portland, Oregon (part of Alaska, part of Montana, Idaho, Oregon, and Washington; see Alaska Region for other offices in Alaska; see Rocky Mountain Region for other offices in Montana):

Alaska:

Metlakatla Field Office, Annette Island Reserve

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Montana:

Flathead Field Office, Pablo

Idaho:

Fort Hall Agency, Fort Hall

Northern Idaho Agency, Lapwai

Plummer Subagency, Plummer

Oregon:

Siletz Field Office, Siletz

Umatilla Agency, Pendleton

Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem

Makah Field Office, Neah Bay

Olympic Peninsula Agency, Aberdeen

Puget Sound Field Office, Everett

Spokane Agency, Wellpinit

Wapato Irrigation Project, Wapato

Yakama Agency, Toppenish

H. Pacific Region, Sacramento, California (California):

California:

Central California Agency, Sacramento

Northern California Field Office, Redding

Klamath Field Office, Klamath

Palm Springs Field Office, Palm Springs

Southern California Agency, Riverside

I. Rocky Mountain Region, Billings, Montana (Montana, except for a small area under the jurisdiction of the Northwest Region; and Wyoming):

Montana:

Blackfeet Agency, Browning

Crow Agency, Crow Agency

Fort Belknap Agency, Harlem

Fort Peck Agency, Poplar

Northern Cheyenne Agency, Lama Deer

Rocky Boy's Field Office, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

J. Southern Plains Region, Anadarko, Oklahoma (Kansas, Texas and Western Oklahoma; see Eastern Oklahoma Region for other offices in Oklahoma):

Kansas:

Horton Field Office, Horton

Oklahoma:

Anadarko Agency, Anadarko

Concho Agency, Concho
Pawnee Agency, Pawnee
Shawnee Field Office, Shawnee

K. Southwest Region, Albuquerque, New Mexico (Colorado and part of New Mexico; see Navajo Region for other offices in New Mexico):

Colorado:

Ute Mountain Ute Field Office, Towaoc
Southern Ute Agency, Ignacio

New Mexico:

Jicarilla Agency, Dulce
Laguna Agency, Laguna
Mescalero Agency, Mescalero
Northern Pueblos Agency, San Juan Pueblo
Ramah-Navajo Agency, Ramah
Southern Pueblos Agency, Albuquerque
Zuni Agency, Pueblo of Zuni, Zuni

L. Western Region, Phoenix, Arizona (Part of Arizona; Nevada and Utah; see Navajo Region for other offices in Arizona):

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Field Office, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Pima Agency, Sacaton
Salt River Field Office, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Field Office, Valentine

Nevada:

Eastern Nevada Field Office, Elko
Western Nevada Agency, Carson City

Utah:

Southern Paiute Field Office, Cedar City
Uintah and Ouray Agency, Fort Duchesne

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Part 230: Bureau of Indian Affairs

Chapter 1: Director, Bureau of Indian Affairs and Director, Office of Indian Education Programs

Originating Office: Office of the Assistant Secretary - Indian Affairs

230 DM 1

1.1 Program Authorities. Subject to the limitations contained in 209 DM 8, the Director, Bureau of Indian Affairs, and the Director, Office of Indian Education Programs, may exercise the program authority of the Principal Deputy Assistant Secretary - Indian Affairs with respect to the supervision, management, and operation of the programs under their authority.

1.2 General Authorities. Authority described in the following Departmental Manual Chapters which is delegated to the Principal Deputy Assistant Secretary - Indian Affairs, is hereby redelegated to the Director, Bureau of Indian Affairs, and the Director, Office of Indian Education Programs. The same limitations contained in the original delegations apply to this redelegation as do the additional limitations identified 230 DM 1.3 and 230 DM 1.5:

- A. Archeological and Paleontological Permits, 205 DM 3.
- B. Land Management, 205 DM 14.
- C. Fire Protection and Assistance, 296 DM 1.
- D. Oil Spills and Hazardous Substance Releases, 296 DM 2.
- E. Attendance at Meetings, 205 DM 2
- F. Library Books and Subscriptions, 205 DM 5.3.
- G. Long Distance Telephone Calls, 205 DM 5.4.
- H. Certification of Time and Attendance Reports, 205 DM 6.2.
- I. Travel Authorizations and Temporary Duty Travel Expenses, 205 DM 15.
- J. Travel and Transportation, 205 DM 15.

4/21/03 #3585

Replaces 11/4/88 #2817

K. Authority to sign and issue notices to employees of the following personnel actions:

- (1) Proposed adverse actions, and decisions on adverse actions, including nondisciplinary demotions and separations;
- (2) Proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance; and
- (3) Terminations during probationary or trial periods.

L. Authority for Designation of Assistant, Alternate, or Deputy Assistant Disbursing Officers, 205 DM 6.8.

1.3 Tribal and Individual Indian Trust Funds. Authority for the management of tribal and individual Indian trust funds is limited to the authority required to fulfill the responsibilities identified in 130 DM 3.2.

1.4 Authority to Redelegate. Except where redelegation is prohibited by statute, Executive order, or limitations established by other competent authority, including the limitations contained in this chapter, the program and administrative authorities may be further delegated. All redelegations of authority will be in the form of an Indian Affairs Manual Release. No other form of redelegation is authorized.

1.5 Authorities Which May Not Be Redelegated.

A. Authority to sign regulations and Federal Register Notices necessary to fix operation and maintenance assessment rates at irrigation projects and electric power rates at electric power projects.

B. Authority to approve additions to or modifications of the Indian Affairs Manual. This limitation does not extend to the issuance of handbooks or directives developed to supplement policies and procedures contained in the Manual.

C. Authority to make written determinations to allow for closed or restricted meetings of advisory committees.

Department of the Interior Departmental Manual

Effective Date: 4/21/03
Series: Organization
Part 109: Secretarial Officers
Chapter 11: Special Trustee for American Indians

Originating Office: Office of the Special Trustee for American Indians

109 DM 11

11.1 General. The Special Trustee for American Indians exercises certain authorities and responsibilities of the Secretary for administering laws, regulations, and functions vested in the Secretary by the President and Congress relating to Indian trust asset management. The Special Trustee is also responsible for carrying out statutory mandates enumerated in Public Law 103-412, the American Indian Trust Fund Management Reform Act of 1994, to provide for more effective management of, and accountability for, the proper discharge of the Secretary's trust responsibilities to Indian tribes, individual Indians, and Alaska Natives. The position of the Special Trustee is established pursuant to the authority contained in 25 U.S.C 4001.

11.2 Responsibilities. The Special Trustee is responsible for:

A. Overseeing and coordinating Departmental reforms of practices relating to the management and discharge of the Secretary's trust responsibilities to Indian tribes and individual Indians.

B. Ensuring that Departmental reforms of practices related to trust responsibilities are carried out in a unified manner; and that reforms of the policies, practices, procedures, and systems of the Bureau of Indian Affairs (BIA), Minerals Management Service (MMS), and Bureau of Land Management (BLM) are effective, consistent, and integrated.

C. Ensuring the implementation of all Departmental reforms necessary for the proper discharge of the Secretary's trust responsibilities to Indian tribes and individual Indians and Alaska Natives.

11.3 Supervisory Authority. The Special Trustee exercises Secretarial direction and supervision, pursuant to the 1994 Reform Act, over the Office of the Special Trustee for American Indians.

11.4 Scope of Activities. In carrying out the responsibilities described in 109 DM 11.2, the Special Trustee:

- A. Oversees all trust reform efforts within the OST, BIA, BLM, and MMS that are responsible for carrying out the Secretary's trust responsibility, as provided in the 1994 Reform Act. Ensures the establishment of policies, procedures, systems, and practices to allow the Secretary to discharge his/her trust responsibilities in compliance with the Reform Act.
- B. Reconciles, adjusts, and integrates individual policy proposals and program plans submitted by subordinate staff.
- C. Exercises oversight of policies, operation, and effectiveness of interagency and interdisciplinary programs involving issues related to assigned program functions.
- D. Sets program priorities based on Secretarial policies, demonstrated effectiveness of existing programs, and current and impending program problems and needs; and determinations regarding allocations for personnel, resources, and functions.
- E. Undertakes or provides leadership for special projects designed to explore and develop policies and programs resulting from proposals by Indian tribal governments, State and local governments, and the private sector which affect Indian trust funds management.
- F. Represents the Secretary in interpreting and communicating assigned program activities to various groups and to the general public; maintains liaison with Members of Congress and Congressional staffs, testifies before Congressional committees; represents the Department in contacts with other governmental agencies and with various private and public interest groups; and solicits and utilizes from each of these external Departmental sources, as appropriate, information related to assigned program activity.
- G. Assigns responsibilities for the execution within available resources, of all laws and Executive orders imposing obligations on the Secretary with respect to the management of Indian trust assets, within the scope of authority provided by statute or delegated by the Secretary.

Department of the Interior Departmental Manual

Effective Date: 4/21/03
Series: Delegation
Part 209: Secretarial Officers
Chapter 11: Special Trustee for American Indians

Originating Office: Office of the Special Trustee for American Indians

209 DM 11

11.1 Delegation. Subject to the limitations in 200 DM 1, the Special Trustee for American Indians is authorized to exercise all of the authority of the Secretary including, but not limited to:

- A. Attendance at meetings and acceptance of contributions, as described in 205 DM 2.
- B. Administrative services, as described in 205 DM 5.
- C. Budget and financial management, as described in 205 DM 6.
- D. Claims by the United States for property or money, as described in 205 DM 7.
- E. Personnel management, as described in 205 DM 8.
- F. Personal property management, as described in 205 DM 9.
- G. Real property management, as described in 205 DM 10.
- H. Procurement and contracting, as described in 205 DM 11, subject to the limitations identified in paragraph 11.4 below.
- I. Travel and transportation, as described in 205 DM 15.
- J. Advisory committee management, as described in 205 DM 16.
- K. The authority to promulgate regulations.
- L. The authority to account for the daily and annual balance of all funds held in trust by the United States for the benefit of an Indian tribe or an individual Indian which are deposited or invested pursuant to the Act of June 24, 1938 (25 U.S.C. 162a).
- M. The authority to approve or disapprove tribal plans to withdraw some or all funds

held in trust for such tribe by the United States and managed by the Secretary.

N. The administration of the oath of office or any oath required by law in connection with employment.

O. The authority necessary to carry out duties of the Indian lands valuation and appraisal function.

11.2 Information Technology (IT) Expenditures. The authority of the Special Trustee is delegated to the Chief Information Officer to approve all IT expenditures for the Office of the Special Trustee Nationwide to ensure availability of adequate resources to support the Department's enterprise architecture and capital planning.

11.3 Principal Deputy Special Trustee. Subject to the limitations in 200 DM 1, the Principal Deputy Special Trustee is delegated all of the authority of the Special Trustee necessary to carry out the functions of the office.

11.4 Procurement and Contracting Authority Limitations. All contracting and procurement decisions including issuance of contracting officer warrants must be approved by the Director, Office of Acquisition and Property Management. The selection of all contract specialists must include the participation and review and approval of the Director, Office of Acquisition and Property Management.

11.5 Authority to Redelegate. Except where redelegation is prohibited by statute, Executive order, or limitations established by other competent authority, the Special Trustee may redelegate general administrative authority and program authorities specifically related to the functions and responsibilities assigned to the Special Trustee in 109 DM 11. All redelegations of authority made by the Special Trustee will be in the form of a Departmental Manual release issued in strict compliance with the provisions of 200 DM 3. No other form of redelegation is authorized.

Department of the Interior Departmental Manual

Effective Date: 4/21/03

Series: Organization

Part 110: Office of the Secretary

Chapter 26: Office of the Special Trustee for American Indians

Originating Office: Office of the Special Trustee for American Indians

110 DM 26

26.1 General. The Office of the Special Trustee for American Indians was created by the American Indian Trust Fund Management Reform Act of 1994 (Public Law 103- 412). The Office oversees reforms necessary to ensure the fulfillment of the Department of the Interior's (DOI) trust responsibilities to American Indians and Alaska Natives. The Special Trustee manages and directs the staff within the Office of the Special Trustee for American Indians (OST) with the assistance of a Principal Deputy Special Trustee. The Principal Deputy Special Trustee acts in the absence of the Special Trustee and discharges the responsibilities of the Office including strategic planning, Activity Based Costing (ABC) and the Government Performance and Results Act (GPRA). All offices and organizations in OST report through the Principal Deputy Special Trustee to the Special Trustee with the exception of the Office of Trust Review and Audit. The organizations and functions of the OST are described below.

26.2 Office of Trust Review and Audit. The office reports to the Special Trustee. It administers and manages the trust compliance rating system and conducts annual reviews/ratings of Indian trust asset management activities Department-wide. The office works directly with Departmental offices to track findings and provide guidance on best practices to improve their performance and rating. The office coordinates findings, generates reports, and monitors corrective actions for internal and external trust activities including the evaluation of tribally managed trust programs set up under compact/contract. The office plans and coordinates contracts to ensure reviews and evaluations of program activities are timely, and prepares timely reports and/or makes recommendations to top management on the efficiency, economy, legality and effectiveness of operations at the program and field level resulting from review/audit findings. The office coordinates and develops reporting requirements for correction of identified weaknesses.

26.3 Offices Reporting to the Principal Deputy Special Trustee.

A. The Chief Information Officer (CIO). The CIO is responsible for Information Technology (IT) for OST nationwide and oversees and directs IT support services including technical support, capital planning and acquisition of IT equipment, IT security, and electronic and hard copy records management activities. The CIO ensures interface with other systems and

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Replaces 9/29/00 #3318

develops a strategic plan to support the OST business processes and manages IT services in accordance with Departmental IT directives. The CIO reviews all IT expenditures for OST to ensure that adequate resources are available to support trust activities. The CIO also coordinates acquisition requests for procurement/expenditures in accordance with Departmental guidelines, enterprise architecture and capital planning.

(1) Office of Trust Records (OTR). The OTR reports to the CIO and is responsible for the management of Bureau of Indian Affairs (BIA) and OST records programs consistent with requirements set forth in 44 U.S.C. Chapter 31. The records management program is developed and implemented in concert with other offices in OST, BIA, Minerals Management Service (MMS), Bureau of Land Management (BLM), and the Office of Hearings and Appeals (OHA). The OTR coordinates its activities with offices and agencies such as the Office of the Solicitor, the National Archives and Records Administration (NARA), the Department of Justice, the Office of Management and Budget, and the Indian Trust Accounting Division of the General Services Administration

(a) Division of Records Management Policies, Procedures and Training. The division is responsible for managing a nationwide records program that is in conformity with the legal obligations of the trust relationship between the Federal government and American Indians. The Division Chief reports to the Director, OTR. The division is responsible for the development, issuance, and implementation of Department-wide records, regulations, and policies based on life cycle management concepts and standards for textual and electronic records. Program responsibilities address the creation, maintenance, receipt, delivery, custody and control, processing, inventory, database management, maintenance of Indian records and their accession and disposition, transfer, storage, security and safety to ensure document preservation in accordance with the Federal Records Act and NARA regulations, and other applicable laws and regulations. The division is responsible for implementing internal controls; providing cyclical evaluations and followup; providing general and specialized records management training for textual and electronic records to BIA and OST staff and tribes; and, coordinating the scheduling of textual and electronic records. The division is responsible for overseeing a program to ensure that modern information systems incorporate essential record keeping requirements and facilitate long term internal and external uses of trust records. The division is also responsible for identifying innovative solutions for managing electronic trust documents. The division develops working agreements with Interior bureaus/offices and other agencies and provides technical assistance to Indian tribes for P.L. 93-638 contracted and compacted programs to develop and implement a tribal archives program. The division establishes and implements a Vital Records Program and is responsible for administering the Freedom of Information Act (FOIA) and Privacy Act (PA) function for OST. The division will also develop special programs to support other reform initiatives that impact Indian records management activities.

(b) Division of Records Management Operations. The division is responsible for providing direction and guidance to recover documents for historical accounting, and recover tribal records and Individual Indian Money account documents. The Division Chief reports to the Director, OTR. The division is responsible for specialized research and document

production services to DOI solicitors, tribes, individual Indians, Department of Justice attorneys, or requesters having a legal need for access to proprietary Indian asset or income data. The division is also responsible for providing research service to OST and BIA personnel requiring documentation found in OST records located at OTR. The division is responsible for development and implementation of a field operations program that will implement records management responsibilities at BIA/OST regional and field locations. This division is responsible for design, installation, training, implementation and maintenance of automated systems that support the overall records management and litigation support program requirements. These automated systems include records inventories and litigation databases used for researching and controlling large document collection.

(2) Office of Information Technology Services. The office reports to the CIO and develops policies, procedures, and guidelines for the management and deployment of information technology assets and management of electronic records. Information Technology (IT) policies support Departmental initiatives for a comprehensive information technology investment framework for expenditures, technology management, information and telecommunications management, inventory, asset management, and security. IT reviews are conducted to ensure compliance with all directives and with security management initiatives. The office provides daily OST data systems support to ensure proper maintenance of existing systems to support the OST operational requirements. Support includes testing and implementing automated trust funds financial systems and providing technical support for trust funds aspects of automated data processing. The office also ensures necessary interface with other systems in BIA, MMS, tribal operations, and other affected offices in the Department.

B. Office of Budget, Finance and Administration. The office is responsible for OST budget formulation. It administers appropriated funds and manages and coordinates procurement, personnel and property activities through three components: Budget and Finance, Administration, and Acquisition Support.

C. Office of External Affairs. The office is responsible for Indian self-governance activities and self-determination activities, legislative contacts for Indian trust asset management, contacts with the news media, and coordinating outreach activities in Indian country.

26.4 Deputy Special Trustee - Trust Accountability. The Deputy Special Trustee - Trust Accountability manages and supervises the Office of Trust Training; the Office of Trust Regulations, Policies and Procedures; and the Trust Program Management Center.

A. Office of Trust Training. The office is responsible for developing and coordinating training of employees in support of fiduciary trust funds activities. The office ensures proper accreditation of staff in all professional series and/or accreditation required for the performance of specific duties and responsibilities.

B. Office of Trust Regulations, Policies and Procedures. The office is responsible for ensuring organizational knowledge, access, and compliance with applicable trust-related regulations, policies, and procedures. The office coordinates policies and procedures for

implementing regulatory requirements and participates in program audits. The office promulgates and integrates trust policy into all business processes and coordinates trust procedures with internal and external organizations involved with trust activities.

C. Trust Program Management Center. The center manages trust reform projects ensuring integration into daily operations and business process modeling including compliance with the Federal Managers Financial Integrity Act. The center ensures coordination of process realignment, design, and implementation with state-of-the art technology and data management and coordinates universal support functions for trust processes and develops the Trust Business line strategy. Responsibilities also include sponsoring newly developed processes and management tools, monitoring risk management, and preparing and following up on findings and reports.

26.5 Deputy Special Trustee - Field Operations. The Deputy Special Trustee - Field Operations manages and supervises the Office of Appraisal Services, the Trust Beneficiary Call Center and Trust Administrators.

A. Office of Appraisal Services. The office reports to the Deputy Special Trustee - Field Operations. It provides impartial estimates of value for a variety of specific real property interests on land owned in trust or restricted status. Estimates are provided through a Chief Appraiser and regional appraisal staff.

B. Regional Fiduciary Trust Administrators

(1) Regional Fiduciary Trust Administrators report to the Deputy Special Trustee - Field Operations and provide technical assistance on trust matters. Their responsibilities include coordinating trust asset management activities with the BIA in their respective geographic area, providing guidance to field staff in the examination, verification, and maintenance of accounts and accounting data for accounts, ensuring general trust funds and judgment funds are received, recorded, disbursed and/or maintained timely and accurately, and providing leadership and oversight to ensure timely, courteous, and accurate response to account holders. Regional Fiduciary Trust Administrators also supervise a staff of Fiduciary Trust Officers.

(2) The Fiduciary Trust Officers are co-located with or in close proximity to BIA field locations. They work directly with the BIA Deputy Agency Superintendents - Trust Operations, to ensure a smooth flowing front line operation designed to enhance services to tribes, Individual Indian account holders and other interested parties. Their responsibilities include reviewing and approving management plans and concurring with the BIA Deputy Agency Superintendents - Trust Operations on actions that meet certain risk criteria. They serve as primary points of contact in local collections offices for beneficiary services, trust funds, and encoding transactions. They also provide technical assistance on trust matters and ensure proper documentation for trust transactions.

C. Trust Beneficiary Call Center. The Center reports directly to the Deputy Special

Trustee - Field Operations and is responsible for responding to inquiries from trust beneficiaries. The Call Center has access to various trust systems and operations staff in order to provide comprehensive account information to beneficiaries and complement local services.

26.6 Deputy Special Trustee - Trust Services. The Deputy Special Trustee - Trust Services manages and supervises the Office of Trust Funds Management and the Office of Trust Reporting and Reconciliation.

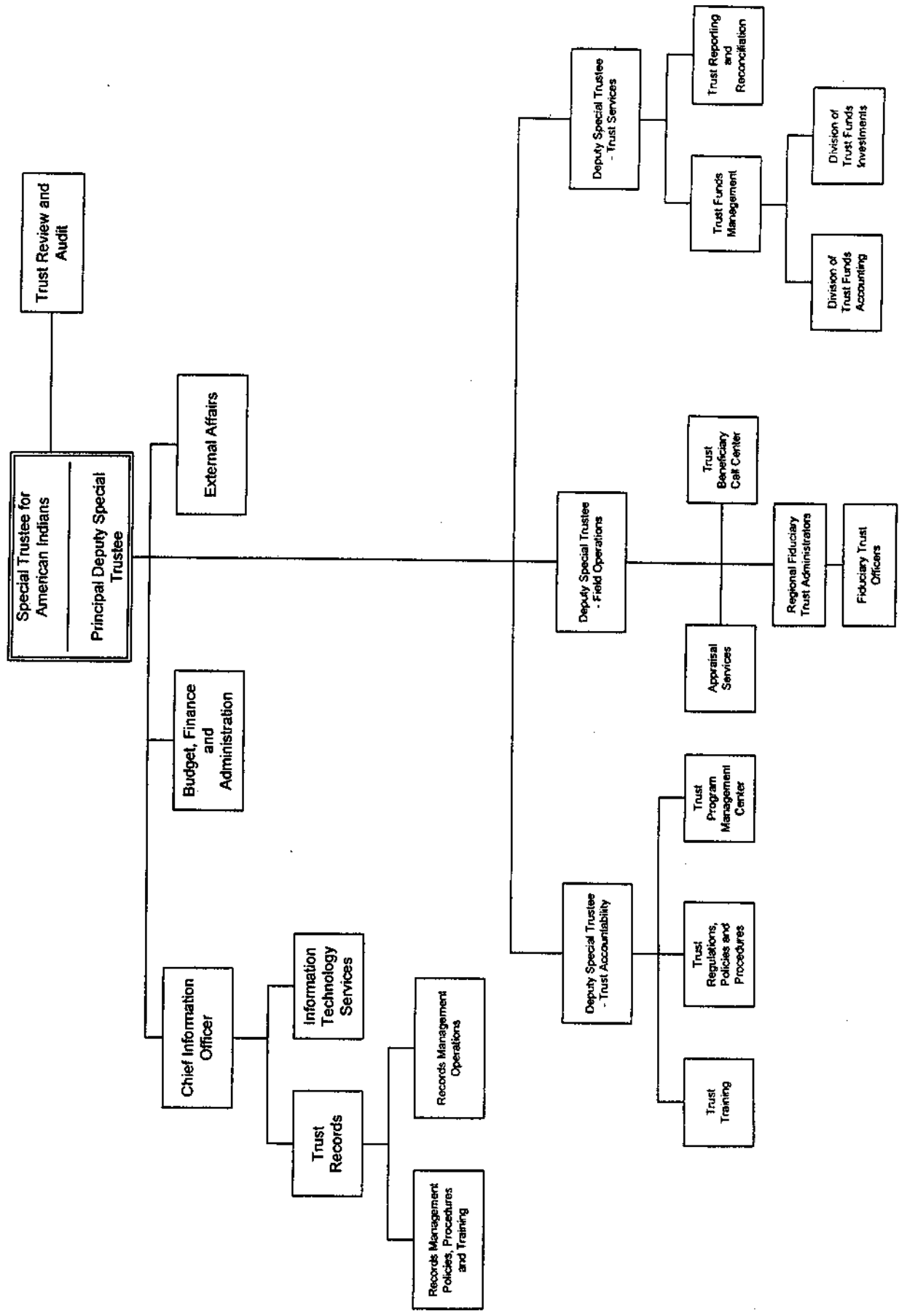
A. Office of Trust Funds Management (OTFM). The OTFM is responsible for policies, standards and procedures governing trust funds, including receipting, accounting, investing, and disbursing individual and tribal trust funds. The office operates and controls accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indians and Indian tribes, providing centralized accounting services for all trust funds management activities. As necessary, OTFM works directly with field offices to ensure cash management supporting documentation is in compliance with policies and procedures. The office plans, develops, operates, and controls the buying, selling, and trading of investment instruments.

(1) Division of Trust Funds Accounting. The division operates and controls accounting activities that properly record and report all funds received, disbursed, invested, and held in trust for individual Indians and Indian tribes. It plans, develops, and recommends policies and procedures governing trust operations. It also coordinates with other Federal agencies as necessary in the maintenance of trust accounts.

(2) Division of Trust Funds Investments. The division plans, develops, operates, and controls the buying, selling, and trading of investment instruments in accordance with applicable laws, regulations, and policies. The division provides technical advice and assistance to Regional offices, agencies, and Indian tribes in developing financial plans and investment strategies for tribal trust funds.

B. Office of Trust Reporting and Reconciliation. The office reconciles subsidiary and controlled accounts and monitors trust funds activities at the OTFM and field levels. The office prepares internal and external financial accounting reports. It is also responsible for the accurate and timely preparation and submission of appropriate external reports, and required tax forms. Reconciliation of trust funds activities include custodial management of proprietary data, compliance and interface with Treasury cash flow reports, Minerals Management Service and BIA receipt of funds and source documents. The office prepares and issues beneficiary statements of performance.

Office of the Special Trustee for American Indians



Department of the Interior Departmental Manual

Effective Date: 4/21/03

Series: Delegation

Part 209: Secretarial Officers

Chapter 8: Assistant Secretary - Indian Affairs

Originating Office: Office of the Assistant Secretary - Indian Affairs

209 DM 8

8.1 Delegation. Subject to the limitations in 200 DM 1, the Assistant Secretary - Indian Affairs is authorized to exercise all of the authority of the Secretary including, but not limited to:

- A. The authority to promulgate regulations.
- B. The Secretary's authority under Section 204(a) of Public Law 94-579 relating to the withdrawal or reservation of certain lands by the issuance of public land orders.
- C. The administration of the oath of office or any oath required by law in connection with employment.

8.2 Limitation. The authorities for trust funds management functions are limited to those required to fulfill the responsibilities identified in 109 DM 8.3.

8.3 Authority to Redelegate. Except where redelegation is prohibited by statute, Executive order, or limitations established by other competent authority, the Assistant Secretary - Indian Affairs may redelegate general administrative authority and those program authorities specifically related to the functions and responsibilities assigned to the Assistant Secretary - Indian Affairs in 109 DM 8. All redelegations of authority made by the Assistant Secretary - Indian Affairs will be in the form of a Departmental Manual release issued in compliance with the provisions of 200 DM 3. No other form of redelegation is authorized.

8.4 Principal Deputy Assistant Secretary.

A. Subject to the limitations in 200 DM 1, the Principal Deputy Assistant Secretary is delegated all program and administrative authorities of the Assistant Secretary - Indian Affairs necessary to fulfill the responsibilities identified in 110 DM 8.2. The authority contained in this paragraph may be redelegated.

B. In the absence of, and under conditions specified by the Assistant Secretary - Indian Affairs, the Principal Deputy Assistant Secretary may exercise the authority delegated in 209 DM

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8.1, excluding 209 DM 8.1B. The authority contained in this paragraph may not be redelegated.

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Departmental Manual**

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Part 210: Office of the Secretary

Chapter 26: Office of the Special Trustee for American Indians

Originating Office: Office of the Special Trustee for American Indians

210 DM 26

26.1 Delegation. Subject to the limitations in 200 DM 1, all of the heads of offices in the Office of the Special Trustee are delegated the following authorities:

- A. Attendance at meetings and acceptance of contributions, as described in 205 DM 2,
- B. Library Books, Subscriptions, and Memberships, 205 DM 5.3,
- C. Long Distance Telephone Calls, 205 DM 5.4,
- D. Certification of Time and Attendance Reports, 205 DM 6.2,
- E. Travel and Transportation, 205 DM 15,
- F. Authority to sign and issue notices to employees of the following personnel actions in 205 DM 8.1:
 - (1) Proposed adverse actions, and decisions on adverse actions, including nondisciplinary demotion and separations;
 - (2) Proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance; and
 - (3) Terminations during probationary or trial periods.

26.2 Additional Program Authority. The following authority is delegated to the following offices under the Principal Deputy Special Trustee for American Indians.

- A. The Office of Budget, Finance and Administration is delegated the following authorities:
 - (1) Administrative services, as described in 205 DM 5.

- (2) Budget and financial management, as described in 205 DM 6.
- (3) Claims by the United States for property or money, as described in 205 DM 7.
- (4) Personnel management, as described in 205 DM 8.
- (5) Personal property management, as described in 205 DM 9.
- (6) Real property management, as described in 205 DM 10.
- (7) Travel and transportation, as described in 205 DM 15.
- (8) Advisory committee management, as described in 205 DM 16
- (9) The administration of the oath of office or any oath required by law in connection with employment.

B. The Senior Procurement Executive is delegated, through the Principal Deputy Special Trustee, procurement and contracting authority subject to the following limitations:

- (1) All contracting and procurement decisions including issuance of contracting officer warrants must be approved by the Director, Acquisition and Property Management.
- (2) The selection of all Contract Specialists must include the participation and review and approval of the Director, Office of Acquisition and Property Management.

C. The Chief Information Officer (CIO) is delegated authority to approve all IT expenditures for the Office of the Special Trustee Nationwide to ensure availability of adequate resources to support the Department's enterprise architecture and capital planning.

D. Heads of Program Offices including the Deputy Special Trustees for Trust Accountability, Field Operations, and Trust Services are delegated the following authorities:

- (1) The authority to account for the daily and annual balance of all funds held in trust by the United States for the benefit of an Indian tribe or an individual Indian that are deposited or invested pursuant to the Act of June 24, 1938 (25 U.S.C. 162a).
- (2) The authority to recommend to the Special Trustee approval or disapproval of tribal plans to withdraw some or all funds held in trust for such tribe by the United States and managed by the Secretary.

26.5 Authority to Redelegate. Except where redelegation is prohibited by statute, Executive order, or limitations established by other competent authority, the Heads of program offices may redelegate general administrative authority and program authorities specifically related to the functions and responsibilities assigned to the Deputy Special Trustee in 110 DM 26 and as

re delegated in this DM. Delegations of authority made by the Special Trustee will be in the form of a Departmental Manual release issued in strict compliance with the provisions of 200 DM 3. No other form of redelegation is authorized.