1.1   Purpose. This chapter describes the Indian Affairs Performance Management System (IA-PMS) and the support activities provided by the Office of Planning and Performance Management (OPPM) for this system.

The IA-PMS is the system of record for reporting and analyzing data collected on Indian Affairs (IA) programs. The system consists of: performance measures as defined by the 1993 Government Performance and Results Act (GPRA); measure definition templates to facilitate consistent reporting; and performance targets for monitoring overall program success.

IA uses the IA-PMS to record quarterly and annual data on bureau-specific and strategic plan (SP) performance measures. Central Office programs, regions, and agencies are required to report on performance measures in a timely and accurate manner and are responsible for the validation and verification (V&V) of all data reported in the IA-PMS. Tribes are highly encouraged to report on performance through a negotiated contract-compact process.

The IA-PMS interfaces with the Department of the Interior's (DOI) Performance Management Information System (PMIS). IA-PMS also indirectly interfaces with a Tribal Data Exchange (TDE) system in which it receives data from the tribes via a XML interface. The TDE is a data collection and reporting tool that enables timely and accurate collection, analysis, reporting, and delivery of tribal data to fulfill GPRA and regulatory reporting requirements.

1.2   Scope. This policy applies to all programs under the authority of the Assistant Secretary of Indian Affairs (AS-IA), the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).

The collection of GPRA performance information is a collaborative effort among federal and tribal partners. The collection of timely, accurate, and appropriate performance information is essential to successful performance management of federal Indian and Alaska Native programs. Tribal governments or tribal organizations operating IA programs under grants, contracts or compacts authorized by the Indian Self-Determination and Education Assistance Act, as amended (25 U.S.C. §450 *et seq.*) are required to comply with policies and procedures if required by statute or regulation.

1.3   Policy. It is the policy of IA to comply with all applicable federal laws, regulations and Departmental policies and procedures regarding performance management, including required quarterly and annual performance reporting.

1.4   Authority.

   A.   Statutes and Regulations.

       1) P.L. 103-62, Government Performance and Results Act of 1993 (GPRA)

    2) P.L. 111-352, GPRA Modernization Act of 2010 (GPRAMA)

B. Guidance.

    1) Executive Order 13450--Improving Government Program Performance, November 13, 2007

    2) Office of Management and Budget (OMB) Circular A-11, Part 6, Preparation and Submission of Strategic Plans, Annual Performance Plans, and Annual Program Performance Reports

    3) The GPRA and Performance Management Guidance (April 2008)

    4) DOI Data Validation and Verification (V&V) Certification guidance

C. Handbooks.

    1) The IA-PMS User Guide

1.5 Responsibilities.

A. <u>**Directors, BIA and BIE**</u> are responsible for certifying that all performance data submitted for their respective programs is accurate and complete, including the ability to provide certification of an established V&V process, and evidence to support submitted data.

B. <u>**IA Program Directors**</u> are responsible for certifying that all performance data submitted for their respective program is accurate and complete, including the ability to provide certification of an established V&V process, and evidence to support submitted data.

C. <u>**IA Program Offices**</u> including AS-IA and Bureau Central Offices, Regional Offices, and Districts, Educational Line Offices, and Agencies are responsible for:

    1. Reviewing their key functions and developing measures and targets that enable them to accomplish those functions efficiently, effectively, and in-line with IA's and the DOI's mission areas and outcome goals;

    2. Collecting accurate and complete performance data for the measures and targets established, including:

        a. establishing appropriate processes to collect performance data and to conduct V&Vof the accuracy and completeness of the data;

        b. collecting evidence of V&V of data, including backup information and narratives that support submitted performance data;

        c. checking program data using, at a minimum, the Department's suggested V&V process, and providing support (i.e., evidence) for submitted data;

        d. certifying (by Regional and Bureau performance management contacts/managers) that all performance data submitted is accurate and

complete, including the ability to provide certification of an established V&V process and evidence to support submitted data.

D. Tribes that do not use the TDE system will continue to report timely and accurately to the appropriate Agency or Regional Office. Tribes that *are* utilizing the TDE to collect and report performance-related data that is transmitted to the IA-PMS are responsible for:

1. Reviewing their key functions and developing measures and targets that enable them to accomplish those functions efficiently, effectively, and in-line with the IA and the DOI's mission areas and outcome goals;

2. Collecting accurate and complete performance data for the measures and targets established, including establishing appropriate processes to collect performance data and to check data using, at a minimum, the Department's suggested V&V process; and collecting evidence of V&V of data, including backup information and narratives that support submitted performance data;

3. Certifying (Tribal Leader or designated individual) that all performance data submitted is accurate and complete, including the ability to provide certification of an established V&V process and evidence to support submitted data.

E. OPPM Desk Officers are responsible for:

1. Coordination of the performance management framework and GPRA reporting process;

2. Providing guidance and technical assistance;

3. Review and quality control of submitted performance information;

4. Quarterly reviews of data reported via conference calls with Regional, Agency and Central Office programs to ensure accuracy and the established V&V process suggested by the DOI is adhered to.

F. IA-PMS Administrator is responsible for:

1. Assigning SP measures in IA-PMS upon completion of the DOI Strategic Plan, and assigning bureau-specific measures when they are created;

2. Entering targets prior to the first quarter of each fiscal year;

3. Activating, deactivating, and reseting passwords, as required;

4. Providing guidance, technical assistance and training;

5. Collecting via XML transmission the quarterly data from the TDE;

6. Transmission of quarterly data from IA-PMS to DOI's PMIS.