

**Department of the Interior**

**Departmental Manual**

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**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. (See attached organization [chart](#).) 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 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.

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