

INDIAN AFFAIRS MANUAL

Part: 26

Strategic Planning

Chapter: 8

Quarterly Reporting for Annual Performance Goals

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8.1 Purpose. This chapter provides information on the policies and responsibilities for providing quarterly reports on the performance goals established under the Government Performance and Results Act of 1993 (GPRA).

8.2 Policy. It is the policy of the Bureau of Indian Affairs that each goal will have standard data collection procedures that will be implemented Bureauwide. Additionally, each official that certifies goal reporting documents will be held accountable for the quality of the data reported and the timeliness of submission.

8.3 Responsibilities.

A. Director, Office of Planning, Budget and Management Support:

- (1) Provides Regional and Central Office Directors with the required reporting formats for the submission of quarterly data;
- (2) Consolidates and compiles all data submissions;
- (3) Checks the accuracy of incoming data;
- (4) Ensures the security of all submitted data and final database reports; and,
- (5) Provides final Bureau report to Departmental officials.

B. Central Office Directors:

- (1) Establish standard data collection procedures for each performance goal;
- (2) Review Regional data and check for data accuracy;
- (3) Consolidate Regional and Central Office data and submit one overall program report that includes information for each performance goal;
- (4) Review compiled data and ensure validity of the report;
- (5) Provide written concurrence of report submitted to the Office of Planning, Budget and Management Support;
- (6) Ensure the timeliness of report submissions within established timelines; and,
- (7) Utilize final quarterly reports to manage programs to ensure goal achievement.

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C. Regional Directors:

- (1) Ensure that data is collected according to establish data collection procedures;
- (2) Encourage contract and compact Tribes to provide reporting data for a higher level of accuracy in reporting;
- (3) Review compiled data and ensure validity of the overall Regional report;
- (4) Provide written concurrence of report submitted to Headquarters;
- (5) Submit the consolidated Regional report to Headquarters within established timelines; and,
- (6) Utilize the quarterly Regional reports to manage programs to ensure goal achievement.

8.4 Quarterly Reports. If date falls on the weekend or holiday, the report is due the next workday.

A. Regional submission(s) due dates:

- | | | |
|-----|--------------------------------|------------|
| (1) | 1 st Quarter Report | January 15 |
| (2) | 2 nd Quarter Report | April 15 |
| (3) | 3 rd Quarter Report | July 15 |
| (4) | 4 th Quarter Report | October 15 |

B. Central Office submission(s) due dates:

- | | | |
|-----|--------------------------------|------------|
| (1) | 1 st Quarter Report | January 22 |
| (2) | 2 nd Quarter Report | April 22 |
| (3) | 3 rd Quarter Report | July 22 |
| (4) | 4 th Quarter Report | October 22 |