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United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

REPRODUCED AT THE NATIONAL ARCHIVES

ORDER NO. 2954

Subject: Realignment of Central Office Functions and Responsibilities of the Bureau of Indian Affairs

Sec. 1 Purpose. In his human resources message to Congress on March 1, 1973, the President directed that steps be taken to transfer day-to-day operational activities of the Bureau of Indian Affairs from Washington to the field offices. This Order provides for the first stage of organizational changes in the Bureau and authorizes immediate staffing of key positions in order to implement the President's directive, reduce nonessential Central Office support staff and increase the effectiveness of the delivery system of services to Indians. Described below are the functions and responsibilities of the first-level organization units in the revised Central Office structure. Detailed statements, including descriptions of subordinate organization units within each directorship, are being developed and will be published in the Departmental Manual as they are approved. The existing organization statements in Chapters 2 through 9 of Part 130 of the Departmental Manual are superseded effective this date.

Sec. 2 Authority. This Order is issued in accordance with the authority provided by Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262).

Sec. 3 Central Office Organization. The Bureau of Indian Affairs Central Office consists of the Office of the Commissioner, four mission-oriented program offices and two staff services offices. Day-to-day operations are carried on by Bureau Area and other field offices. The functions of the Central Office are: (1) to coordinate and assist in the development of bureauwide budgets and justifications; (2) to develop bureauwide legislative programs and reports; (3) to advise the Commissioner, the Department and national Indian organizations on Bureau programs, policy matters, and regulations and on specific items or cases; (4) to carry on

liaison with other Federal agencies regarding Indian programs and needs; and (5) to participate in periodic and special management and program reviews of field operations. The chart attached to this Order as an Appendix delineates the revised Central Office organization.

Sec. 4 Office of the Commissioner.

(a) As provided in Secretary's Order 2951, the Commissioner of Indian Affairs reports directly to the Secretary of the Interior.

(b) The Commissioner of Indian Affairs establishes policies, directs total operations, and generally represents the Bureau in dealings with the Congress, the Department, the Indian people, and the public. He is assisted in these functions, particularly in the internal management of the Bureau, by a Deputy Commissioner. Until a new Commissioner of Indian Affairs is appointed, the Assistant to the Secretary for Indian Affairs, assisted by the Deputy Assistant Secretary of the Interior (Indian Affairs), will continue to direct Indian Affairs activities, as provided in Secretary's Order 2950, as amended.

(c) The Hopi-Navajo Land Use Field Office is responsible to the Commissioner for matters related to the land area owned jointly by the Hopi and Navajo Tribes. Although it is located in Arizona, the Office is a constituent part of the Office of the Commissioner.

(d) A Committee on Field and Internal Operations composed of the Deputy Commissioner and the Area Directors is established to recommend to the Commissioner policy and procedures regarding field and internal operations of the Bureau, within the broad policy guidelines set by the Commissioner and the Secretary of the Interior.

Sec. 5 Office of Indian Education Programs. The Office of Indian Education Programs performs Central Office functions related to development and coordination of programs that provide educational opportunities to Indian youth and adults in either Bureau, public or private schools. These functions include: (1) advising the Commissioner on education matters; (2) developing and carrying out liaison with Federal and other agencies regarding Indian

education programs and needs; (3) coordinating the planning and development of educational specifications for new school constructions and for upgrading existing school facilities; (4) developing programs of assistance to public or private schools enrolling Indian students; (5) assisting field offices in enrolling students in post high school programs; (6) developing research and other data on Indian education programs; and (7) coordinating the development of basic and continuing institutional or noninstitutional education programs for Indian adults.

Sec. 6 Office of Tribal Resources Development. The Office of Tribal Resources Development performs Central Office functions related to the Bureau's programs in assisting Indians in business entrepreneurship, in creating job opportunities on reservations, in conducting manpower training programs, in finding employment on or off reservations, in obtaining credit and financing (including assistance in establishing and operating credit and financing institutions), and in providing other technical assistance. The Office also performs Central Office functions concerning road construction and maintenance.

Sec. 7 Office of Trust Responsibilities. The Office of Trust Responsibilities performs Central Office functions related to the Bureau's trust and legal responsibilities: (1) for the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal autonomy; (2) for the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to Indians the services necessary for them to make decisions required of them in the application of these various laws; and (3) for administration of programs established to facilitate the trust. The rights involved include water rights, land titles, boundaries, use, hunting and fishing rights, and contractual rights; the rights afforded by tribal autonomy include tax immunity or exemption and the right to regulate hunting and fishing, zoning and other land use.

Sec. 8 Office of Indian Services. The Office of Indian Services performs Central Office functions regarding programs of the Bureau designed to promote the welfare and development of individual Indians and Indian communities, to provide for municipal-type governmental

services for Indian communities and to assist tribes in self-government. These programs include social services, housing, law and order, tribal government development, and youth and aged activities.

Sec. 9 Office of Public Affairs. In a staff capacity to the Commissioner, this Office reviews and coordinates all legislative development, Congressional relations, and public information activities of the Bureau. The Office reviews and analyzes the legislative needs of the Bureau and tribes; prepares and reports on legislative proposals affecting Indians and Indian tribes as well as Bureau operations; and prepares and disseminates public information relating to Bureau programs and the Indian people generally.

Sec. 10 Office of Administration. In a staff capacity to the Commissioner, this Office performs Central Office functions regarding management of activities related to personnel, safety, procurement and property, facilities engineering, budget, finance and accounting, employment opportunity, and auditing, as well as correspondence control functions. The Office is also responsible for the performance of these functions for the Central Office and Southeast Agencies operations and for management of bureauwide administrative support services performed in Albuquerque, New Mexico.

Sec. 11 Effect on Other Secretary's Orders.

(a) This Order makes no change to the temporary delegations of authority provided in Secretary's Order Number 2950, dated December 2, 1972, as amended December 4, 1972 and February 9, 1973, nor to any redelegations of authority made pursuant to that Order.

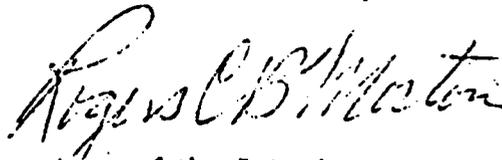
(b) Secretary's Order 2946 dated July 26, 1971, and its Amendment Number 1, relating to the authority of the Deputy Commissioner of Indian Affairs, is hereby revoked.

Sec. 12 Administrative Provisions.

(a) Until a Commissioner is appointed, the Assistant to the Secretary for Indian Affairs will take immediate action to

(b) Employees presently assigned to Central Office functions are detailed to the Office to which their functions are assigned by this Order during the transition period necessary to implement the provisions of this Order. Appropriate reassignment actions will be taken following publication of revised organizational statements in the Departmental Manual.

Sec. 13 Effective Date. This Order is effective immediately.



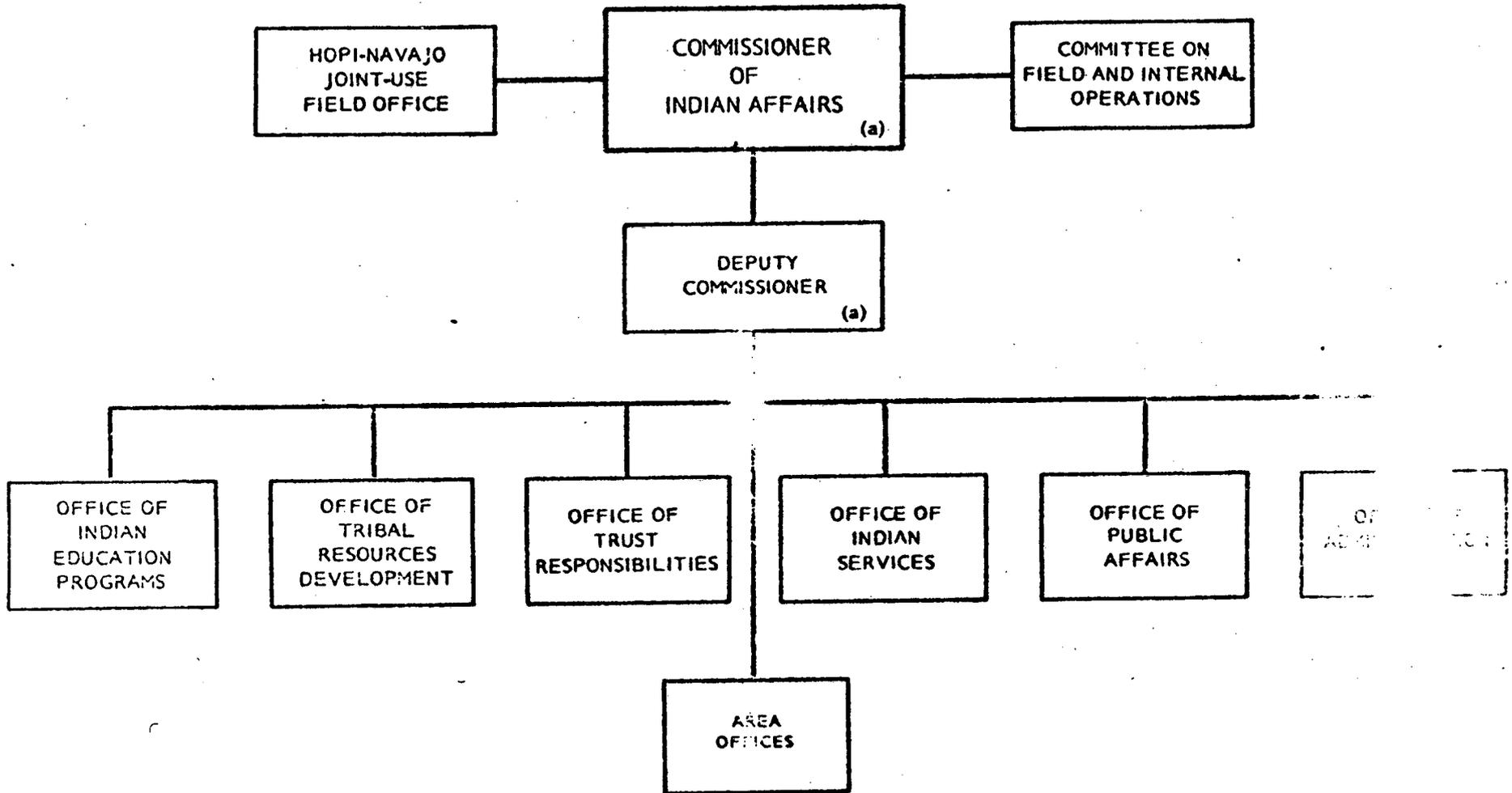
Secretary of the Interior

Date MAY 11 1973

Appendix

BUREAU OF INDIAN AFFAIRS
CENTRAL OFFICE ORGANIZATION

May 1973



(a) Until these positions are filled, their duties will be performed by the Assistant to the Secretary for Indian Affairs or the Deputy Assistant Secretary of the Interior (Indian Affairs).