

## 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

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### 110 DM 8

**8.1 Assistant Secretary – Indian Affairs (AS-IA).** The AS-IA discharges the duties assigned by the Secretary of the Interior (Secretary) and provides direction and leadership over the Office of the AS-IA, the Bureau of Indian Affairs (BIA), the Bureau of Indian Education (BIE), and the Bureau of Trust Funds Administration (BTFA). The AS-IA carries out the duties of the office with the assistance of a Principal Deputy Assistant Secretary (PDAS), two Deputy Assistant Secretaries (DAS) (who report to the PDAS), and a Chief of Staff (COS) (see attached organization chart).

**8.2 Principal Deputy Assistant Secretary (PDAS).** The PDAS serves as the first assistant and principal advisor to the AS-IA in developing and interpreting program policies affecting Indian Affairs (IA), and discharges the duties assigned by the AS-IA or exercised in the absence of the AS-IA (including recusal). The two DASs and the Directors of the BIA, BIE, and BTFA report directly to the PDAS. The PDAS is responsible for overseeing the development of new and revised regulations to address statutory requirements and related consultation/listening sessions with Tribes; the development of operational policies to support IA functions; the duties of the Executive Director to the White House Council on Native American Affairs (WHCNA); congressional relations; and public affairs. The following offices report to the PDAS:

A. White House Council on Native American Affairs (WHCNA). The Executive Director, WHCNA, is responsible for providing inter-agency coordination, deliverables, and facilitating policy recommendations that advance the priority areas of the WHCNA identified in Executive Order 13647. The Executive Director and staff promote active and broad participation by Bureaus and Offices in the Department of the Interior (Department) and other Federal agencies; ensure that WHCNA committees, subgroups, and individual agencies identify deliverables for the annual White House Tribal Nations Summit, and track the deliverables to ensure timely completion prior to the annual Summit; organize and facilitate regular staff meetings of the WHCNA with staff of Federal agency members; and coordinate with the Secretary's Office, other Federal agencies, and the White House to arrange and facilitate a minimum of three WHCNA meetings per year, as required by the Executive Order.

B. Office of Regulatory Affairs and Collaborative Action (RACA). This office facilitates IA's compliance with the Administrative Procedure Act, Paperwork Reduction Act (PRA), and other regulatory and Departmental requirements through its oversight of IA's

regulatory, policy, and forms management procedures and initiatives. Specifically, this office develops and revises regulations to address statutory requirements as well as needed technical corrections and improvements; serves as the Department's regulatory contact for all of IA, and coordinates its regulatory work with the Office of the Executive Secretariat and Regulatory Affairs in the Office of the Secretary, and with other Departmental Bureaus and Offices, as needed; manages the Federal Register (FR) notice and PRA processes for IA, including reviewing all notices and regulations to be published in the FR and acts as the IA liaison for the FR; serves as the Information Collection Clearance Officer (ICCO) for IA; facilitates Tribal consultation efforts related to regulatory development, and maintains the IA consultation webpage as well as consultation-related guidance; oversees all of IA's advisory committee work, including the reporting requirements for those that must comply with the Negotiating Rulemaking Act and the Federal Advisory Committee Act; maintains and oversees IA's directives system, including providing technical assistance, templates, approval, and other guidance to IA programs/management to ensure consistently written operational policies and procedures across all IA programs and offices; maintains all of the IA directives webpages, including processing directives through the Data Tracking System (DTS) and publishing all directives online; coordinates and oversees updates to Departmental Manual (DM) chapters that impact, guide, or in any way involve IA; and serves as the forms manager for IA, including working with programs to review and process all PRA and non-PRA forms, providing assistance, resolving issues, publishing/maintaining these forms on the IA online forms webpage, and participating in any Department-wide forms management meetings and efforts, as appropriate.

C. Principal Director, External Affairs. This position reports to the AS-IA through the PDAS and serves as the senior executive responsible for managing and coordinating external engagement functions to elevate two-way coordination and cohesive, strategic messaging. The position is responsible for the effective and strategic exchange of information with the public, the press, the Congress, and the Department, and for ensuring that such communication is fully reflective of the Administration, the Department, and the AS-IA's programs, priorities, and perspectives. The following Office Directors report to this senior executive:

(1) Office of Public Affairs (OPA) supports the AS-IA and IA Bureaus and Offices through news releases, media advisories, speechwriting, correspondence, and other forms of communication, including digital; coordinates responses to the news media; provides general publications and multi-media materials in support of IA; serves as liaison to, and coordinates public affairs activities/news releases with, the Office of Communications and the Office of Intergovernmental and External Affairs in the Office of the Secretary; and provides direction for public affairs activities across IA Bureaus and Offices.

(2) Office of Congressional and Legislative Affairs (OCLA) is responsible for legislative planning and congressional liaison activities for IA. The office serves as the primary focal point for congressional correspondence; provides legislative research and assistance in planning, developing, and analyzing proposed legislation; prepares IA for Congressional oversight and legislative hearings; and coordinates its work with the Office of Congressional and Legislative Affairs in the Office of the Secretary to ensure consistency of Departmental communications with the Congress.

**8.3 Chief of Staff (COS).** The COS manages and oversees the immediate Office of the AS-IA for administrative matters such as personnel management, information technology, procurement, mail, records management, and fiscal and property management. The COS also serves as the AS-IA's principal advisor alongside the PDAS on matters related to the management and operations of the office, as well as advises AS-IA Bureaus and divisions on such matters. The COS supervises and provides oversight of supports provided by the AS-IA Executive Secretariat staff who manage correspondence; and oversees centralized Freedom of Information Act (FOIA) support, the AS-IA policy support staff of counselors, and coordinates activities to support the AS-IA's leadership team. The COS may also provide counsel, advice, technical expertise, and assistance to the AS-IA leadership team in formulating and evaluating policy for significant and politically sensitive or urgent issues; maintains close review and coordination on items of a sensitive policy nature; represents the AS-IA leadership team, as needed, to liaison with White House staff, Congress, the public, government officials, and other departments and agencies; and develops, coordinates, resolves, and implements a variety of special projects which are often highly sensitive and/or confidential in nature. The following offices report to the COS:

A. Office of Administration. This office is led by a Program Manager who manages AS-IA Office administrative support activities with a team of executive and automation assistants to support the varying administrative needs of AS-IA leadership.

B. Office of Freedom of Information Act (FOIA) and Performance. This office supports AS-IA division and Bureau coordination activities regarding the support of the rights of the public to request records from Federal agencies under the Freedom of Information Act (5 U.S.C. § 552).

C. Office of Policy Support. This office directly supports the AS-IA leadership team with policy recommendations to support the IA mission. The staff provides counsel to leadership and coordinates activities amongst the Office of the AS-IA and its divisions and Bureaus as they provide services directly or through contracts, grants, or compacts to federally recognized Tribes.

**8.4 Deputy Assistant Secretary – Policy and Economic Development (DAS-PED).** The DAS-PED reports to the PDAS and exercises oversight responsibilities of the AS-IA for management and operations of Indian gaming, Federal acknowledgment, self-governance, and initiatives designed to assist Tribes in developing stronger reservations and Tribal economies. At the direction of the AS-IA or PDAS, the DAS-PED may also serve as a Departmental representative to multi-agency organizations, work groups, and task forces that impact IA. The following offices report to the DAS-PED:

A. Office of Strategic Partnerships. This office assists with building partnerships, leveraging resources, and bringing awareness to the unique needs and status of Tribal communities as Federal-philanthropic initiatives and programs are developed, including the development and implementation of public-private partnerships to leverage Federal and private resources and promote innovative solutions for Indian Country. The office provides a platform for Tribal nations and Native-led and owned businesses and nonprofits to work with philanthropy, non-profits, and the business community to build greater understanding of the

unique history and culture of Tribal nations; and works to support and foster long-term relationships. The office works in close coordination with the White House Council on Native American Affairs and other Federal strategic partnership offices to build long-term sustainable bonds with philanthropy, non-profit organizations, and the business community to further initiatives in Indian Country.

B. Office of Indian Gaming. This office is responsible for the development of policies and procedures used for implementing gaming and gaming-related activities regulated by the Secretary of the Interior under the Indian Gaming Regulatory Act and other Federal laws. This includes coordinating development and implementation of all related policies and procedures with affected offices. Other areas of responsibility include, but are not limited to, processing and advising the AS-IA on Tribal and State compacts, per capita distributions of gaming revenues, requests to take land into trust for the purpose of conducting gaming; and determining the eligibility of newly acquired lands for gaming. The office also coordinates its work with Tribal, State, and local governments impacted by gaming proposals as well as with other Departmental offices, Federal agencies, and the National Indian Gaming Commission.

C. Office of Federal Acknowledgment (OFA). This office reviews petitions and documentation submitted by groups seeking Federal acknowledgment as an Indian Tribe; makes recommendations to the AS-IA on whether the petitioners should be granted status as federally recognized Indian Tribes; and coordinates activities with affected internal and external organizations to ensure that views and concerns are addressed. This office also works closely with Departmental staff to maintain liaisons with the media, public, and other Federal, State, and Tribal agencies as relevant to the Federal acknowledgement process. Additionally, this office assists on non-acknowledgement matters requiring expertise from the office's historians, anthropologists, and genealogists.

D. Office of Self-Governance (OSG). This office is responsible for implementing Title IV of the Indian Self-Determination and Education Assistance Act (Public Law 93-638), as amended, and the Tribal Self-Governance Act. Specifically, this office provides services for Self-Governance Tribes, such as negotiating and executing funding agreements; obligates funds from various sources inside and outside of IA; calculates and obligates contract support costs funds; reviews all Tribal Self-Governance single audits and issuance of management decisions when audits present material weaknesses; coordinates and writes responses to Tribal requests for Federal regulation waivers, Final Offer, and Letter of Interest response for BIA and non-BIA services; supports and directs non-BIA Bureaus engaged in Self-Governance agreements with Tribes; collects budget and performance data; and operates, as well as inputs data into, an electronic system that serves as a real time e-account for Tribes to track their funding.

E. Office of Indian Economic Development (OIED). This office provides technical and financial assistance to promote economic growth and assist Tribes in developing economic infrastructure, improve access to capital, and enhance economic Tribal self-determination. In addition, this office is responsible for the Indian Financing Act of 1974, as amended. This office includes the following divisions:

(1) Division of Economic Development manages technical assistance programs and grants to foster strong and sustainable Native American economies; collaborates with other Federal agencies and other strategic partners to leverage resources and enhance Tribal business development opportunities, and to develop the legal infrastructure and capacity necessary for economic growth; and manages the grant program under the Native American Business Incubators Program Act.

(2) Division of Capital Investment operates through four Zones under the direction of a Division Chief. This division provides education and outreach on financing options and opportunities to both borrowers and lenders, including community development financial institutions; uses a credit committee when required to analyze loan guarantee and insurance applications and modification proposals; approves and rejects loan guarantee and insurance applications; authorizes private lenders for program use; pursues collection of delinquent debts; recommends suspension or termination of collection activity pursuant to the requirements of the Federal Debt Collection Standards (31 CFR §903), subject to the limitations contained in 205 DM 7.1 and 7.3; manages programs designed to meet key financing needs of Tribal and Indian-owned businesses including direct loans, loan guarantees, and insurance under the Indian Finance Act of 1974, as amended; and coordinates with other government programs and the private investment community to help federally recognized Indian Tribes, Alaska Native Tribes, and individual Indian entrepreneurs secure business financing on terms comparable to those available to non-Indian owned businesses.

**8.5 Deputy Assistant Secretary – Management (DAS-M).** The DAS-M discharges the responsibilities of the PDAS in working with offices reporting to the AS-IA, BIA, and BIE regarding leadership, oversight, monitoring, and compliance with policy and procedures in the areas of administrative operations; financial and budget management; strategic planning and performance management; workforce planning, hiring, and human resources management; equal opportunity and employment compliance; facilities, section 105(l) leases of the Indian Self-Determination and Education Assistance Act (ISDEAA), personal property management, real property leasing, logistics management, and public health and safety management; audits/program reviews; information technology and resources throughout IA; serves as the liaison with the Office of the Inspector General (OIG) and the Government Accountability Office (GAO); and provides leadership and direction for Administration initiatives for IA. The offices of the DAS-M also advise and assist BTFA as needed on internal and administrative operations. The following divisions and offices report to the DAS-M:

A. Division of Administration and Resources Management. The Chief of Staff to the DAS-M oversees this division, which includes overall daily operations, management, and oversight of DAS-M's functions, building management, administrative support, and logistical services; and provides guidance and assistance to DAS-M offices with policy development and historical and economic impacts of policy on IA programs and operations. This division also provides logistical, facility and property support for organizations in the Washington, DC metropolitan area.

B. Office of Budget and Performance Management. This office provides leadership and oversight for all budget formulation and execution functions, including the development and

implementation of budget policy, procedures, processes and systems to effectively justify and execute all budget functions required under Office of Management and Budget (OMB) guidelines; oversees the web-based budget tool, WebBP; coordinates with all IA component activities to ensure effective integration of performance goals and the budget process; coordinates development of strategic plans and annual performance reports in support of the Government Performance and Results Act (GPRA); determines the reliability of GPRA-related performance measures and evaluates IA programs for effectiveness; and provides guidance and technical assistance to all programs within ASIA, BIA, and BIE to ensure compliance with Administration initiatives in these areas. This office includes the following divisions:

(1) Division of AS-IA Budget Execution is responsible for AS-IA offices' budget execution. This division also processes and manages Reimbursable Agreements that fund IA Office of the Secretary employees and assists with all other budget execution and funds management functions for AS-IA offices. This division also conducts strategic and operational planning; performance planning and budget integration; performance reporting and analysis, including serving as the point of contact for coordination and oversight of performance data from all offices reporting to the AS-IA, BIA, and BIE; oversees the performance reporting system, IA Performance Management System (IA-PMS); and conducts program evaluation and improvement as required by GPRA to facilitate IA's compliance with Federal requirements to ensure the effectiveness of IA programs. The division also employs a Chief Data Officer to establish an IA and government-wide data strategy to address the needs of Indian Country, while taking into consideration data sovereignty.

(2) Division of BIA/BIE Budget Execution is responsible for all facets of the budget execution and reporting process for BIA and BIE programs to ensure that administrative control of funds policy and procedures are adhered to and comply with the Anti-Deficiency Act. This division also reports IA fund distributions and expenditures; oversees the Budget Execution and Reporting Tool (BERT) contract; manages the accounts of the Director, BIA and Deputy Director, Field Ops within Executive Direction; processes all Financial Business and Management System (FBMS) Entry Documents (FEDs) related to the BIA and BIE programs and regions; and processes the funding requests and agreements for the Office of Trust Service's (OTS) Indian Energy Service Center and for contract support costs associated with Indian Self-Determination and Education Assistance Act agreements.

(3) Division of Formulation and Financial Management is responsible for all facets of the budget formulation process pursuant to established budget policy, procedures, and processes as determined by statute, the Department, OMB, and congressional guidelines in the development and formulation of the President's Budget Request to the Congress. This division also manages responses to OMB and congressional inquiries related to the budget and the development of capability and effect statements; prepares draft testimony and presentations for budget briefings; and ensures Tribal consultation on proposed annual budget requests. The division formulates and maintains comprehensive tables at all levels of funding from the Bureau account total to the Tribal base amounts and allocates Tribal and regional base funding as well as initial distribution of non-base and other funding to the program offices. This division is also responsible for the financial management of funds, including preparation of apportionment

requests, distribution and reconciliation of funds based on enacted appropriations, and reports of funds balances to senior leadership on a daily basis.

C. Office of the Chief Financial Officer (OCFO). The OCFO is led by the Chief Financial Officer (CFO), who serves as the principal financial management advisor to the AS-IA, DAS-M, and other senior IA officials. The CFO is the primary liaison to the Department's financial management community and ensures effective implementation of the CFO Act. The CFO also serves as the Bureau Procurement Executive (BPE), and as the senior IA acquisition official. The CFO interfaces with appropriate congressional staff on financial management, including loan and construction accounting; power and irrigation billings and collections; and acquisition and grants activities under 2 CFR 200. The CFO also approves IA's financial statements, acts as the primary liaison with the Department's OIG on the annual financial audit, and ensures that financial management within IA is consistent with the requirements of the CFO Act, GPRA, and guidance issued by OMB, Department of the Treasury, GAO, and the Federal Accounting Standards Advisory Board (FASAB). The CFO is the system owner for all IA financial management systems. The CFO carries out the responsibilities of the office with the assistance of a Deputy CFO, and oversees the following divisions:

(1) Division of Accounting Operations provides general accounting and financial management oversight, guidance, and operational support to all IA programs and offices. This includes accounts receivable and collections support; miscellaneous obligation processing services; processing and reconciliation of Intergovernmental Payment and Collections (IPAC) payments; and provides IA-wide travel management services and system support for Temporary Duty (TDY) and Permanent Change of Station (PCS) travel.

(2) Division of Financial Systems provides development, maintenance, enhancement, and operational support for IA's core financial system and related interfaces. This includes providing financial system security support, end-user training, and management of the financial system helpdesk. The division also provides financial and other reporting and analytical support for IA by establishing and maintaining reporting tools and dashboard visualizations.

(3) Division of Financial Reporting and Analysis is responsible for IA's financial reporting to the Department and regulatory reporting to the Department of the Treasury. This includes oversight of IA's loan accounting and sales order activities; guidance and oversight on Assets Under Construction (AUC) accounting and other financial management matters; and assists with the development of accounting and financial management policies.

(4) Division of Acquisition Management provides policy management and oversight for all acquisition activities for all Bureaus within IA. The division provides policy, procedures, training, tools, and oversight for all IA acquisitions, grants, and cooperative agreements under 2 CFR 200, the government charge card program, and other delegated operations. The division also provides operational contract support for IA Central Office, cross-bureau awards, and either large dollar/complex requirement, or overflow support for other Bureau and regional offices.

(5) Division of Internal Evaluation and Assessment develops policies on promoting management accountability, compliance, effectiveness, and efficiency in achieving IA's mission, and provides guidance and oversight to ensure that Enterprise Risk Management and internal controls are established and maintained for IA organizations and programs. This division also provides guidance and oversight to ensure IA audit follow-up systems are established and effective by coordinating and overseeing the financial statement audit as well as OIG and GAO audits, reviews, evaluations, and investigations. Additionally, this division ensures management accountability and compliance with the Single Audit Act, 2 CFR 200, and other applicable laws and regulations related to the single audit requirements of IA's recipients.

D. Office of Human Capital Management (OHCM). This office is responsible for the development of comprehensive human capital policies and procedures, personnel security, and strategic Human Resources (HR) solutions across IA's Offices and Bureaus. This office also oversees the BIA field HR offices; acts as the IA liaison with the Department, Office of Personnel Management (OPM), and the OIG for administrative (personnel) inquiries/referrals; executes IA-wide responsibilities for HR program issues requiring AS-IA-level adjudication and approval; is responsible for the assessment of AS-IA-wide HR programs; and is the primary custodian of HR information systems. OHCM is comprised of the following offices:

(1) Executive Management manages AS-IA-wide human capital programs related to the employment lifecycle for Senior Executive Service (SES) and Senior Level (SL) employees, including the management of allocations as approved by the Department's Executive Review Board (ERB).

(2) HR Information Systems is responsible for providing current and updated data/statistical information regarding AS-IA, DAS-M, BIA, and BIE personnel. The office ensures strong controls over HR systems to help ensure objectives are met and in compliance with all national security controls and initiatives. It also provides daily support to management and servicing personnel offices throughout BIA.

(3) Policy, Programs and Evaluations develops HR policies, procedures, and strategies, and evaluates and monitors their effectiveness and administration at all levels. This office also provides leadership in, and coordination of, requirements identification, strategic planning, cost analysis, risk analysis, and strategic control in support of HR program requirements, as well as executes delegated HR authorities, and assists IA in all HR matters related to the workforce. The following divisions report to this office:

a. Division of HR Policy and Programs develops comprehensive policies and programs in the areas of talent acquisition, retention, classification, compensation, HR information systems for IA, and employee and labor relations.

b. Division of Workforce Development provides civilian workforce development advice and Leadership Development programs; required and mandatory training; HR course development and administration; instructional system design; human performance improvement; and organizational development for IA.



c. Division of HR Strategic Planning & Evaluation establishes and evaluates the IA Human Capital Evaluation Framework and provides guidance on the current and future human capital needs of IA; assesses merit promotion and delegated examining HR program implementation and administration; ensures policies are implemented in accordance with IA goals and objectives and in compliance with Merit System Principles; and prepares reports that outline corrective actions and improvements.

(4) HR Operations exercises delegated managerial authority and oversight for the full range of personnel actions across field operations. This office is responsible for providing current and updated data/statistical information and ensures strong controls over HR systems. This office also evaluates Operations Center capabilities and service delivery and promotes innovation in HR delivery to enable optimum HR operations. The following divisions report to this office:

a. Division of AS-IA OHCM Central Operations provides the full complement of HR services to employees in the AS-IA-level offices, BIA Office of Trust Services, and BIA Office of Justice Services. These HR services include recruitment and staffing; position management and classification; personnel action processing; records management; benefits and payroll administration; retirement; personnel security; labor and employee relations; and delegated examining unit services.

b. Division of BIA HR Operations is responsible for the operations of three field offices located in Anadarko, Oklahoma; Albuquerque, New Mexico; and Billings, Montana. These three field offices provide the full range of HR services, including recruitment; staffing; position management and classification; personnel action processing; labor and employee relations; and records management.

E. Office of Facilities, Property, and Safety Management (OFPSM). This office develops, implements, and oversees policy and procedures governing IA facilities' budget and funds control support; maintenance, operations, management, and construction of BIA-owned and operated buildings; personal property management and accountability; real property leasing and administration of General Services Administration (GSA) direct leases; ISDEAA 105(l) leasing; and public health and safety, and risk management. The Director carries out the responsibilities of the office with the assistance of a Deputy Director and a Chief of Staff.

The following office reports directly to the Director, OFPSM:

(1) Public Health and Safety is comprised of a Program Manager who oversees an Environmental Engineer, Industrial Hygienist, and Medical Officer/Medical Epidemiologist who focus on IA-wide environmental health, occupational safety, industrial hygiene, and public safety (non-law enforcement). This office provides leadership, technical assistance, training, and oversight for IA's Safety Management Program through the establishment of policies, procedures and standards related to environmental health, occupational safety, occupational health, industrial hygiene and public safety (non-law enforcement) and administers the workers' compensation program. This office monitors and enforces IA policy, adopted safety and health codes and mandated standards for IA-controlled facilities; reviews

architectural and engineering drawings and specifications for construction and major rehabilitation or repair of facilities for compliance with applicable codes and standards; conducts final inspections for issuance of Certificates of Occupancy; and performs inspections and evaluations of facilities to determine safety and health deficiencies or hazardous conditions. This office includes the following division:

a. Division of Safety and Risk Management (DSRM) is responsible for design reviews, final inspections, and Certificates of Occupancy; the IA Occupational Safety and Health Program; Motor Vehicle Safety Program; Loss Compensation Program; Employee Injury Compensation Program; and Radiation Safety Program. The DSRM works closely with BIA and BIE Safety and Health programs that provide support to the BIA and BIE entities in the field. DSRM also provides management and technical assistance to enhance regional safety programs.

The following offices and divisions report directly to the Deputy Director, OFPSM:

(2) Division of Facilities Management and Construction (DFMC) is led by a Division Chief and a Deputy Division Chief. The Division Chief provides senior leadership, policy, and oversight for IA's facilities programs. This office develops and implements procedures and systems to effectively execute and monitor the facilities program as required by statute, OMB, and other appropriate regulatory guidelines. This division also provides for multiple facilities' information management systems; funds distribution; quarters program management; execution of the facilities planning, design, construction, repair and improvement program; maintenance programs for direct services; the facilities divestiture program; and contract oversight and monitoring of Public Law 93-638 contracts, grants, and/or compacts with Tribes not administered or managed by the BIA regions. This division includes the following branches:

a. Branch of Asset Management reports directly to the Division Chief, DFMC, and directs and manages nationwide programs, which include asset inventory; Operations and Maintenance (O&M) allocation and distribution; employee housing; Minor Improvement and Repair (MI&R) funding allocation and distribution; emergency reimbursements; facility condition assessments; space expansion; energy conservation; environmental; telecommunications; demolition; portables; and the facilities management systems MAXIMO and BPERM.

b. Branch of Planning and Design reports to the Deputy Division Chief, DFMC, and plans, prioritizes, and manages the division's acquisition of design and construction services IA-wide for new facilities, and the major alteration, improvement and repair of existing facilities; and provides project management for architectural and engineering design services, including pre-award activities such as project selection, site clearances, and development, estimating, budgeting, scheduling, risk management, and technical design reviews.

c. Branch of Education Construction reports to the Deputy Division Chief, DFMC, and provides engineering and project management services for the oversight and performance of new education construction for BIE education facilities; and technical assistance

directly and through construction awards for Federal Acquisition Regulation (FAR) contracts, Public Law 100-297 grants, and Public Law 93-638 grants.

d. Branch of Education Facilities Improvement and Repair reports to the Deputy Division Chief, DFMC, and provides engineering and project management services for oversight and performance of education facilities' renovations, and improvements and repairs at or above \$5 million; and technical assistance directly and through construction awards for FAR contracts, Public Law 100-297 grants, and Public Law 93-638 grants.

e. Branch of Public Safety and Justice Construction and Facilities Improvement and Repair reports to the Deputy Division Chief, DFMC, and provides engineering and project management services for the management, oversight, and performance of the construction, renovation, improvement and repair at or above \$5 million for BIA public safety and justice facilities, which includes Tribal Courts, law enforcement, and detention center facilities; and technical assistance directly and through construction awards for FAR contracts, Public Law 100-297 grants, and Public Law 93-638 grants.

(3) Business Operations is responsible for the business administration functions that support the operations of OFPSM to include budget formulation, justification, monitoring and execution, and timely and accurate funding execution documents (FEDs); financial management; strategic planning; workforce planning; operating plans; data collection and analysis; information management supporting external monitoring such as GPRA, Program Assessment Rating Tool (PART/RE-PART), and Construction in Progress (CIP); reconciling IA Facilities Management System (IA-FMS) and Federal Finance Systems (FBMS and BERT) data; and providing established reports.

(4) Real Property & Leasing (RPL) is responsible for the RPL program and lease administration for IA, including BIA and BIE. This office provides for real property acquisition through leasing, including GSA occupancy agreements and direct leases; lease administration management; accountability and reporting; and long-term budget planning. This office also develops policies and procedures to facilitate compliance with statutes, regulations, and other requirements.

(5) Personal Property Management (PPM) develops and oversees policy and procedures to ensure that IA personal property is appropriately classified in IA's official property system as accountable, non-accountable, system-controlled, sensitive, capitalized, or non-capitalized; ensures that required physical inventories are conducted in accordance with established procedures and timelines; ensures that all inventory discrepancies are accurately reconciled in FBMS; oversees corrective actions in response to audit findings; and provides fleet management for IA-owned and leased vehicles and related services.

(6) Office of Tribal Leases (OTL) manages, develops policy for, and oversees Section 105(l) of ISDEAA, 25 U.S.C. § 5324(l) lease agreements.

F. Office of Information Technology (OIT). This office is led by the Associate Chief Information Officer (ACIO), who serves as an advisor to the DAS-M and provides

guidance and oversight to the offices of the AS-IA, BIA, and BIE regarding technologies and their application to business processes. The ACIO also liaisons with Department officials on information technology topics, activities, and issues; and ensures IA's compliance with Federal laws and policies governing information resources management (IRM), including the Federal IT Acquisition Reform Act (FITARA), OMB Circular A-130, Privacy Act, and other directives that come from Congress, OMB, National Institute of Standards and Technology (NIST), and the Department. The ACIO leads and oversees IRM activities for IA, including managing personnel and other resources, data, and information assets; manages information systems to improve the use of information and information processing resources; and develops policies, as needed, that promote the effective use of information resources throughout IA. The ACIO carries out the responsibilities of the office with the assistance of two Deputy ACIOs.

The OIT assists with the transformation and/or implementation of information systems for IA pursuant to Department and Administration policies and procedures and Federal law(s); oversees the development and implementation of IA applications, systems, and services; manages services, infrastructure, network, portfolio, processes, tools, and reporting; complies with OMB Circular A-130, FITARA, and any other directives as applicable; provides privacy analysis and reporting; provides electronic forms development and oversight assistance; and provides electronic records management support as needed.

The following divisions report directly to the ACIO:

(1) Division of Information Security (DIS) implements and manages IA information assurance activities in compliance with the Federal Information Security Management Act (FISMA), OMB memoranda and circulars, and Department policy; ensures that management, operational, and technical security controls are properly implemented and operating; and implements and manages IA's Continuous Monitoring program, including completing independent security assessments as required.

(2) Division of Information Management (DIM) ensures technology compliance with the Privacy Act of 1974, E-government Act of 2002, Freedom of Information Act of 1966, and other directives that are released regarding privacy protections relating to use, collection, and disclosure of personal information. This division also ensures appropriate processes and documents are maintained for identifying, recording, and evaluating database repositories of information.

(3) Division of IT Engineering and Future Technologies (DEFT) researches new technologies, and provides guidance on what technologies should be implemented and how to implement them. This division also provides guidance and awareness regarding technology changes and their impact on the environments being utilized throughout IA.

(4) Division of Business Administration (DBA) manages the common backend functions needed to ensure the IT organization is managing its funding, contracts, employees, and audits so it can meet operational needs.

The Deputy ACIO of AS-IA/BIA IT Operations and Shared Services manages and oversees technologies that support both AS-IA and BIA needs along with shared services that are utilized throughout IA. The following divisions report to this Deputy ACIO:

(5) Division of Program Management and Business Services (DPMBS) provides the program/project management support for IA Lines of Business (LOB) in accordance with laws, regulations, and policies that govern IT; and manages the IT capital and investment control (CPIC) processes in coordination with the Department's IRM Governance processes.

(6) Division of Information Operations (DIO) implements, operates, and maintains all IA information systems and technology solutions; and provides management in the areas of telecommunications, systems, digital services, applications, and data center management.

(7) Division of User Services (DUS) oversees user services that are focused on supporting users' requests for support and technologies; manages the experience in the delivery and ability to utilize technology capabilities; and provides the ability to manage IT assets.

The Deputy ACIO of BIE IT Education oversees and provides guidance on BIE education technology needs and utilizes both internal operations and shared service operations to meet the technology needs of BIE. The following divisions report to this Deputy ACIO:

(8) Division of Education Technology Program Operations (DETPO) provides oversight and guidance to all BIE IT education-related activities such as project management, customer relationship management, budget, business requirements, and eRate services.

(9) Division of Education Technology School Operations (DETSO) implements and manages BIE IT education-related technology operations such as onsite technical support, Bureau Operated Schools infrastructure, and IT services utilized to deliver education capabilities.

# Office of the Assistant Secretary – Indian Affairs

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