

## Department of the Interior Departmental Manual

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**Series:** Organization

**Part 130:** Bureau of Indian Affairs

**Chapter 8:** Bureau of Indian Education

**Originating Office:** Office of the Assistant Secretary - Indian Affairs

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### 130 DM 8

**8.1 Bureau of Indian Education (BIE).** The BIE is headed by a Director who reports to the Principal Deputy Assistant Secretary - Indian Affairs. The Director exercises line authority over a headquarters organization and education offices in administering all applicable Federal laws governing Indian education. (See attached organization chart.)

**8.2 Responsibilities.** The BIE is responsible for pre-kindergarten, elementary, secondary and post-secondary schools and educational activities of the Bureau of Indian Affairs that include:

- A. Managing and administering all Indian Affairs education functions.
- B. Providing direction to and supervising BIE operated schools, dormitories and post-secondary institutions.
- C. Providing technical assistance and oversight to contract/grant schools and Tribally Controlled Community Colleges.

**8.3 Organization.** The organizations and functions of the BIE include:

A. Chief - Division of Compliance, Monitoring and Accountability. The Division provides support to the Director, BIE. It serves as the State Education Agency (SEA) and administers education programs and projects for all BIE funded schools and dormitories. Its responsibilities include identifying areas needing improvement and developing strategies for technical assistance to improve academic achievement. In order to fulfill the obligations of the BIE as the SEA, the division utilizes the requirements and activities within P.L. 107-110, the No Child Left Behind Act, P.L. 108-446, the Individuals With Disabilities Education Improvement Act, BIE assessment requirements in the OIEP Accountability Work Book, the Program Improvement and Accountability Plan and other related statutory and regulatory requirements.

B. Deputy Director - Policy and Evaluation and Post Secondary Education is responsible for planning, research, education legislation review, preparing reports for Congress, and compiling evaluation data of BIE education program operations. The Deputy Director provides management oversight to two federally operated post-secondary schools, twenty-four Tribal Controlled Colleges and Universities, adult education programs and higher education

scholarship programs. The office ensures that tribal consultation is conducted on all proposals that would significantly impact Indian education statutes, policies, regulations or procedures. The Deputy Director - Policy and Evaluation and Post Secondary Education provides leadership, guidance and assistance to:

(1) Associate Deputy Director - Division of Post Secondary Education is responsible for developing policies, plans, guidelines, curricula, and standards related to services and activities for adult, career, post-secondary, and tribally controlled college programs. This includes coordinating activities undertaken by BIE post-secondary institutions and providing advocacy for BIE operated and tribally controlled post-secondary institutions in the development of programs for the placement of Indian graduates of post-secondary institutions.

(2) Division of Planning and Research is responsible for developing a long-range education planning process from which educational plans, strategies, policies, programs and standards can be derived. In consonance with this planning process it is responsible for ensuring the development of and use of data bases, forecasts, trend analyses and research and for the preparation of long-range educational policy plans to be used as guides in the development and operation of BIE educational programs. The Division of Planning and Research includes:

(a) Branch of Research and Policy Analysis is responsible for gathering and analyzing statistical data on program outcomes; planning and conducting research and educational studies; and analyzing BIE policy and practices in relation to research findings of other educational organizations. The branch conducts trends analyses and makes forecasts about BIE delivery systems for use in program management decisions.

(b) Branch of Planning is responsible for developing the systems, processes, and procedures governing education planning undertaken within BIE. It establishes goals for the development of education philosophies, missions, and regulations. It analyzes the results of research and evaluation activities; develops and recommends alternative courses of priorities for action; and identifies and develops agendas for modifying management, programs, budget formulation activities, practices, procedures and tribal consultation.

C. Deputy Director - School Operations. The Deputy Director - School Operations directs the development, dissemination, and implementation of standards, policies, and procedures for education programs; monitors all BIE education organizations involved in contracts and grants management; and provides leadership, guidance and assistance, to Associate Deputy Directors and Education Line Officers; and serves as the liaison for the school facilities and safety programs with the Office of Facilities Management and Construction and the Office of Environmental, Safety and Cultural Resources Management. The following organizations assist the Deputy Director in performing these responsibilities:

(1) Assistant Deputy Director - Administration. The Assistant Deputy Director - Administration implements Indian Affairs Office of the Chief Financial Officer budget policies, procedures, processes and systems needed to execute all fiscal and accounting functions for education programs and schools with assistance from the following:

(a) Division staff administers all education contracts/grants under the provision of P.L. 93-638 and other Federal statutes.

(b) Development, coordination, administration, and evaluation of BIE personnel management programs and policies are provided by the Office of Human Capital Management in the Office of the Assistant Secretary - Indian Affairs. This includes operational and staff support to personnel security and suitability for all BIE programs including Haskell Indian Nations University (Haskell), Southwestern Indian Polytechnic Institute (SIPI) and contract educators.

(c) Staff assistance is also provided in planning, development, and coordination of policies, guidelines, procedures, and standards to administer BIE programs and functions. The office implements new and revised education policies and reviews policies prepared by others.

(d) Division of Operations and Maintenance serves as liaison for school construction and coordinates construction requirements and priorities with the Office of Facilities Management and Construction (OFMC). The Division also provides oversight for the school facility operation and maintenance programs.

(2) Associate Deputy Directors. The Deputy Director - School Operations is assisted by three (3) Associate Deputy Directors: Associate Deputy Director - West, Associate Deputy Director - Navajo, and the Associate Deputy Director - East.

(a) The Associate Deputy Directors serve as Federal Grants Officers; supervise Education Line Officers; and provide technical assistance and oversight to federally recognized tribes or tribal organizations that operate schools and peripheral dormitories under grants administered by the BIE.

(b) Education Line Officers report to an Associate Deputy Director in one of three field locations (West, Navajo or East). Each Education Line Officer serves as a principal officer and chief education administrator for a field education office. They supervise and provide technical assistance to BIE operated elementary and secondary schools, peripheral dormitories and other education programs in the areas of school operations and facilities management. The Education Line Officers also provide instructional leadership, direction, management, administration and oversight in the operation of all BIE education programs designed for American Indian/Alaska Native and other eligible students attending elementary, secondary and dormitory based schools.

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