

Department of the Interior Departmental Manual

Effective Date: 6/25/07

Series: Delegation

Part 210: Office of the Secretary

Chapter 26: Office of the Special Trustee for American Indians

Originating Office: Office of the Special Trustee for American Indians

210 DM 26

26.1 Delegation. Subject to the limitations in 200 DM 1, all of the heads of offices in the Office of the Special Trustee are delegated the following authorities:

- A. Attendance at meetings and acceptance of contributions, as described in 205 DM 2,
- B. Library Books, Subscriptions, and Memberships, 205 DM 5.3,
- C. Long Distance Telephone Calls, 205 DM 5.4,
- D. Certification of Time and Attendance Reports, 205 DM 6.2,
- E. Travel and Transportation, 205 DM 15,
- F. Authority to sign and issue notices to employees of the following personnel actions in 205 DM 8.1:
 - (1) Proposed adverse actions, and decisions on adverse actions, including nondisciplinary demotion and separations;
 - (2) Proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance; and
 - (3) Terminations during probationary or trial periods.

26.2 Additional Program Authority. The following authority is delegated to the following offices under the Principal Deputy Special Trustee for American Indians.

- A. The Office of Budget, Finance and Administration is delegated the following authorities:
 - (1) Administrative services, as described in 205 DM 5.
 - (2) Budget and financial management, as described in 205 DM 6.

- (3) Claims by the United States for property or money, as described in 205 DM 7.
- (4) Personnel management, as described in 205 DM 8.
- (5) Personal property management, as described in 205 DM 9.
- (6) Real property management, as described in 205 DM 10.
- (7) Travel and transportation, as described in 205 DM 15.
- (8) Advisory committee management, as described in 205 DM 16
- (9) The administration of the oath of office or any oath required by law in connection with employment.

B. The Senior Procurement Executive is delegated, through the Principal Deputy Special Trustee, procurement and contracting authority subject to the following limitations:

- (1) All contracting and procurement decisions including issuance of contracting officer warrants must be approved by the Director, Acquisition and Property Management.
- (2) The selection of all Contract Specialists must include the participation and review and approval of the Director, Office of Acquisition and Property Management.

C. The Chief Information Officer (CIO) is delegated authority to approve all IT expenditures for the Office of the Special Trustee nationwide to ensure availability of adequate resources to support the Department's enterprise architecture and capital planning.

D. Heads of Program Offices including the Deputy Special Trustees for Trust Accountability, Field Operations, and Trust Services; and the Executive Director, Office of Historical Trust Accounting are delegated the following authorities:

- (1) The authority to account for the daily and annual balance of all funds held in trust by the United States for the benefit of an Indian tribe or an individual Indian that are deposited or invested pursuant to the Act of June 24, 1938 (25 U.S.C. 162a).
- (2) The authority to recommend to the Special Trustee approval or disapproval of tribal plans to withdraw some or all funds held in trust for such tribe by the United States and managed by the Secretary.

E. The Director, Office of Trust Records is delegated through the Chief Information Officer, authority to grant access, on the basis of demonstrated need, to records in the legal custody of Indian tribes and the component bureaus of the Department of the Interior that are stored at the American Indian Records Repository. For records in the legal custody of tribes

and/or component bureaus other than BIA and OST, the Director must obtain prior authorization from the tribe or bureau with legal custody of the records before granting access.

26.3 Authority to Redelegate. Except where redelegation is prohibited by statute, Executive order, or limitations established by other competent authority, the Heads of program offices may redelegate general administrative authority and program authorities specifically related to the functions and responsibilities assigned to the Deputy Special Trustee in 110 DM 26 and as redelegated in this DM. Delegations of authority made by the Special Trustee will be in the form of a Departmental Manual release issued in strict compliance with the provisions of 200 DM 3. No other form of redelegation is authorized.

6/25/07 #3752

Replaces 4/21/03 #3589