

Department of the Interior Departmental Manual

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Part 130: Bureau of Indian Affairs

Chapter 9: Offices under the Assistant Secretary - Indian Affairs,
Deputy Assistant Secretary for Management

Originating Office: Office of the Assistant Secretary - Indian Affairs

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9.1 The following offices in the Bureau of Indian Affairs report to the Office of Budget Management in the Office of the Assistant Secretary - Indian Affairs.

A. Division of Budget Formulation. The division directs and coordinates formulation of the Bureau of Indian Affairs budget, including all component activities under the Assistant Secretary - Indian Affairs. Directs and manages the budget data base. The division manages development of the annual budget requests, justifications, appeals and presentations to the Congress, Office of Management and Budget and the Department.

B. Division of Budget Execution. The division directs and coordinates execution of the Bureau of Indian Affairs budget, including all component activities under the Assistant Secretary - Indian Affairs. Ensures budgets are executed in accordance with governing laws and regulations and are based on established procedures for administrative control of funds. Monitors and resolves funds control discrepancies. Coordinates review of SF-133 submission. Directs and manages field budget staff. Coordinates with Congressional committees, OMB and Department officials as required.

9.2 Bureau of Indian Affairs Offices reporting to the Office of Acquisition and Property in the Office of the Assistant Secretary - Indian Affairs.

A. Division of Acquisition. Directs and coordinates all contracting activities, including charge card, grants, intra/inter-agency agreements, etc. Ensures implementation of strategic sourcing initiatives, Buy Indian Act and the Federal Acquisition Regulation. Directs and manages all field acquisition personnel.

B. Division of Property. Directs and coordinates all real and personal property accountability. Develops, maintains and updates property inventories. Ensures regional property coordinators are in compliance with policy and procedures for property acquisition and accountability. Directs and manages the surplus and disposal of property. Directs and manages field property staff.

9.3 Bureau of Indian Affairs Offices reporting to the Director, Office of Financial Management in the Office of the Assistant Secretary - Indian Affairs.

A. Division of Accounting Operations. Directs accounting analysis, reconciliation, research, reporting and resolution of all General Ledger accounts and subsidiary records. Prepares, reconciles and ensures accuracy and timeliness of all financial reporting. Directs and manages all On-line Payment and Collection (OPAC) and Internet Payment and Collection (IPAC) operations and reconciliation. Directs and manages all construction in progress accounting, reconciliation and reporting. Directs preparation of monthly trial balances and resolves discrepancies. Coordinates all trial balance activities with financial statement preparations. Directs preparation of footnote disclosures. Directs and monitors all financial systems (to include FFS, Hyperion, LOMAS, and NIIMS and any newly developed) development, maintenance, enhancements, and operations. Directs compliance with the CFO Act, OMB, Treasury and FASAB laws, regulations, and guidelines. Assists in preparation of policy and procedures impacting accounting operations at the field and headquarters levels. Directs and manages field accounting staff.

B. Division of Fiscal Services. Provides services for all payments (vendor, travel, miscellaneous, etc.) and collection activities, except OPAC and IPAC. Ensures all records are systematically and timely maintained, updated, and immediately available to inspection by supervisors and auditors. Monitors all field payments activities and coordinates with accounting operations to resolve issues impacting timely and accurate payments.

9.4 **Human Resources Officers (Operations).** The Bureau's Human Resources Officers are under the supervision of the Director, Office of Human Resources in the Office of the Assistant Secretary - Indian Affairs. Human Resources Officers are strategically located to provide human resources services to all Indian Affairs field line managers and field staff related to implementation of human resources management, and equal employment opportunity.

9.5 **Office of Management Support Services.** The head of the Office of Management Support Services reports to the Deputy Assistant Secretary - Management in the Office of the Assistant Secretary - Indian Affairs. The office is responsible for the management and administration of the Indian Affairs facilities management and construction, environmental management, safety and risk management, and cultural resources management programs. The Office of Management Support Services provides program services to the Director, Bureau of Indian Affairs, and Director, Office of Indian Education Programs, and their field organizations. Executive leadership, guidance, coordination and direction are supported through the Office of Facilities Management and Construction and the Office of Environmental, Safety and Cultural Resources Management as identified below:

A. Office of Facilities Management and Construction (OFMC). The OFMC reports to the Director, Office of Management Support Services. The office is responsible for management of all activities, policy guidance, technical services, and functions related to the construction of new facilities and major rehabilitation, alteration, equipping, improvement, operation, maintenance, fire protection, code compliance, and evaluation of Bureau-owned or -operated buildings, utilities, and grounds, including employee housing. The office is also responsible for establishing policies and procedures for the management of the Structural Fire Protection programs.

(1) Division of Program Planning. The division head reports to the Director, Office of Facilities Management and Construction. The division provides project management of the facility construction and improvement repair programs; and provides assistance to the Director in the development of policies, procedures and guidance. The division provides project management services and technical assistance relating to the facilities construction program. The division also participates in the evaluation of needs and priority setting for facilities construction projects.

(2) Division of Operations and Maintenance. The division head reports to the Director, Office of Facilities Management and Construction. The division manages programs for the maintenance of sites and grounds, including the preventive maintenance program. The division also manages the employee housing program.

B. Office of Environmental, Safety and Cultural Resources Management. This office is under the Director, Office of Management Support Services. It is responsible for management of all activities, policy guidance, technical services and functions related to safety and protection of the environment and cultural resources on Indian trust and restricted lands and on Federal facilities operated by the Bureau of Indian Affairs. The office manages environmental compliance and cleanup, including the environmental audit program. It also manages environmental analysis programs, including analysis under the National Environmental Policy Act, and the cultural resources and museum property programs. To ensure that environmental analysis and cultural resources programs adequately support trust management functions and central office and regional priorities, the office will use interdisciplinary teams, in coordination with appropriate program staff and will support program staff that perform these functions. In addition, the office manages Bureau-wide safety, occupational health, tort and employee claims, special operator licensing, and safety inspection programs.

(1) Division of Environmental Management. The division head reports to the Director, Office of Environmental, Safety and Cultural Resources Management. The division provides management direction, oversight, policy guidance and coordination for the protection of the environment. The responsibilities of the division include, but are not limited to, compliance with all applicable environmental statutes, conducting environmental audits of all Indian Affairs facilities and operations, cleanup of contaminated sites, coordinating compliance with the National Environmental Policy Act, and coordinating Indian Affairs environmental justice activities.

(2) Division of Safety and Risk Management. The division head reports to the Director, Office of Environmental, Safety and Cultural Resources Management. The division provides management direction, oversight, policy guidance and coordination for the Bureau-wide safety, occupational health, tort and employee claims and special operator licensing programs. The division also administers Indian Highway Safety Program grants that are funded by the Department of Transportation. Division employees inspect and evaluate Bureau-controlled facilities or equipment for safety and health hazardous conditions and determine required actions.

(3) The Division of Cultural Resources Management. The division head reports to the Director, Office of Environmental, Safety and Cultural Resources Management. The division

provides management, oversight, policy guidance and coordination for the protection of cultural resources. The division is responsible for compliance with all applicable cultural resources statutes including, but not limited to, the National Historical Preservation Act, the Archeological Resources Protection Act, and the Native American Graves Protection and Repatriation Act. The division is responsible for the museum property program and is responsible for representing Indian Affairs in activities regarding sacred sites.

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