

# INDIAN AFFAIRS MANUAL

Part 28  
Chapter 1

Human Capital Management  
Policy and Responsibilities

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- 1.1 Purpose.** This chapter defines the policy and responsibilities which govern Human Capital Management within Indian Affairs.
- 1.2 Scope.** This policy applies to all Indian Affairs employees under the authority of the Assistant Secretary - Indian Affairs, including Central Office, Regional and Agency Offices, and the Districts.
- 1.3 Human Capital Management Policy.**
- A.** Policies and guidance for Human Capital Management programs, activities, and requirements for the Indian Affairs organizations will be established by the Director, Office of Human Capital Management for Indian Affairs. Such policies and guidance will be issued in the form of Indian Affairs Manual chapters under Part 28, National Policy Memoranda, Handbooks, Desk Guides, and Memoranda, as appropriate to the subject.
- B.** As feasible, Human Capital Management policy and guidance documents for Indian Affairs organizations will be issued using the numbering system established in Title 5 of the Code of Federal Regulations (5 CFR) and used in Part 370 of the Departmental Manual. **Attachment 1** provides the numbering system from 5 CFR.
- C.** If applicable, policy and guidance documents issued by the Director, Office of Human Capital Management for Indian Affairs will identify earlier policy and guidance documents that are being abolished and/or superseded.
- D.** If there is no current Indian Affairs policy or guidance for a particular Human Capital Management program, activity, or requirement, IA managers and employees will follow Departmental policy and guidance. If there is no current Departmental policy or guidance, IA managers and employees will follow policy and guidance issued by the U.S. Office of Personnel Management, generally found in 5 CFR.
- 1.4 Authority.**
- A.** Title 5 U.S.C., Government Organization and Employees  
**B.** Title 25 U.S.C., Indians  
**C.** 5 CFR  
**D.** 25 CFR, Indians
- 1.5 Guidance.**
- A. Departmental Manual (DM):**
- a.** 109 DM 8, Assistant Secretary - Indian Affairs (Organization);  
**b.** 110 DM 8, Office of the Assistant Secretary - Indian Affairs (Organization);  
**c.** 200 DM, Delegations:  
**i.** Chapter 1, Delegation of Authority;  
**ii.** Chapter 2, Redefinition of Authority: and

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- iii. Chapter 3, Redelegations Issued by Assistant Secretaries
- d. 205 DM 8, Personnel Management Authority;
- e. 209 DM 8, Assistant Secretary - Indian Affairs (Delegations);
- f. 210 DM 8, Office of the Assistant Secretary - Indian Affairs (Delegations)
- g. 230 DM 1, Bureau of Indian Affairs (Delegations); and
- h. 370 DM, Personnel Management

## **B. Indian Affairs Manual (IAM):**

- a. IAM 1, Delegations of Authority (General)
- b. IAM 2, Delegations to Central Office Directors
- c. IAM 4, Delegations to Regional Directors

**1.4 Delegation of Authority.** The Assistant Secretary - Indian Affairs has delegated authority and responsibility for Human Capital Management for all Indian Affairs organizations to the Deputy Assistant Secretary - Indian Affairs (Management) (DAS-M). In turn, the DAS-M has redelegated authority and responsibility to the Director, Office of Human Capital Management for Indian Affairs for the development and promulgation of policy governing Human Capital Management programs and activities, and the administration, evaluation, and improvement of Human Capital Management programs and activities for all Indian Affairs organizations.

## **1.6 Responsibilities.**

**A. The Deputy Assistant Secretary – Indian Affairs (Management) (DAS-M)** discharges responsibilities with regard to strategic planning, workforce planning, Government Performance and Results Act initiatives, human resources, equal opportunity, and other Administration initiatives for Indian Affairs. The Office of the DAS-M is responsible for ensuring that all Indian Affairs organizations are in compliance with Federal laws and regulations related to equal employment, affirmative employment, Indian preference, hiring, and a discrimination-free working environment; and providing a full range of management support functions related to alternative strategies for dealing with conflict.

**B. The Director, Office of Human Capital Management for Indian Affairs** is responsible for the development of comprehensive policies to guide all aspects of human resources management, including workforce analysis and succession planning, classification and position management, employee development, staffing, and retention, employee relations, labor relations, ethics, and personnel information systems. The Director is also responsible for the administration of the personnel security and suitability program for all Indian Affairs organizations. The office provides direct supervision over the field human resources offices. Other responsibilities include monitoring and evaluating the equal employment and Indian preference laws for staffing, promotions, reassignments, and transfers for employees in the Office of the Assistant Secretary - Indian Affairs, the Bureau of Indian Affairs, and the Bureau of Indian Education.

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## Attachment 1

### Numbering System for Human Capital Management Policy and Guidance Documents

To provide consistency and ease of reference, the policy and guidance documents issued by the Office of Human Capital Management for Indian Affairs will follow the subject numbering system established by Title 5 of the Code of Federal Regulations (5 CFR) and used in Part 370 of the Departmental Manual. The chapter numbers for the various Human Capital Management topics established in 5 CFR are as follow:

Chapter	Subject
<u>1</u>	<u>Coverage and definitions (Rule I)</u>
<u>2</u>	<u>Appointment through the competitive system (Rule II)</u>
<u>3</u>	<u>Noncompetitive acquisition of status (Rule III)</u>
<u>4</u>	<u>Prohibited practices (Rule IV)</u>
<u>5</u>	<u>Regulations, investigation, and enforcement (Rule V)</u>
<u>6</u>	<u>Exceptions from the competitive service (Rule VI)</u>
<u>7</u>	<u>General provisions (Rule VII)</u>
<u>8</u>	<u>Appointments to overseas positions (Rule VIII)</u>
<u>9</u>	<u>Workforce information (Rule IX)</u>
<u>10</u>	<u>Agency accountability systems; OPM authority to review personnel management programs (Rule X)</u>
<u>110</u>	<u>Posting notices of new OPM regulations</u>
<u>151</u>	<u>Political activity of State or local officers or employees</u>
<u>175</u>	<u>OPM mandatory review of classified documents</u>
<u>177</u>	<u>Administrative claims under Federal Tort Claims Act</u>
<u>178</u>	<u>Procedures for settling claims</u>
<u>179</u>	<u>Claims collection standards</u>
<u>180</u>	<u>Employees' personal property claims</u>
<u>185</u>	<u>Program fraud civil remedies</u>
<u>210</u>	<u>Basic concepts and definitions (general)</u>
<u>211</u>	<u>Veteran preference</u>
<u>212</u>	<u>Competitive service and competitive status</u>
<u>213</u>	<u>Excepted service</u>
<u>214</u>	<u>Senior Executive Service</u>
<u>230</u>	<u>Organization of the Government for personnel management</u>
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