1.1 **Purpose.** This chapter provides for the delegation of the authorities of the Assistant Secretary - Indian Affairs as provided in 209 DM 8, through the Director, Bureau of Indian Affairs (BIA) as provided in 230 DM 1, to the Deputy Bureau Director, Justice Services to fulfill the responsibilities for the functions, programs, and activities assigned to their organization.

1.2 **Scope**. This policy applies to the Deputy Bureau Director, Justice Services (OJS) and OJS subordinate organizational levels under the authority the Director, BIA. The section on monetary awards does not apply to volunteers, contract employees, and/or partners who are not eligible for monetary awards unless a different authority states otherwise.

1.3 **Policy.** Subject to the limitations in 209 DM 8.2, 209 DM 8.4B, and 230 DM 1.5, the Deputy Bureau Director, Justice Services is delegated the program and administrative authorities to fulfill the responsibilities identified in 130 DM 4, with the following stipulations.

A. The authority to approve awards is subject to the following limits:

1. **Monetary Award – Individual:** Not to exceed $5,000.
2. **Monetary Award – Team:** Not to exceed $10,000, provided each member in the group receives less than $5,000.
3. **Time-Off Award.** The minimum time-off recognition is one hour; time-off awards shall not exceed 40 hours. Time-off awards cannot be transferred to another agency upon separation of the employee, and employees are not entitled to receive payment for any unused time-off award hours.
4. **A combination of awards** to an individual (including team awards) in a consecutive 12-month period that exceeds an individual's approved level must be elevated to the next higher organizational level for approval.

B. The authority to fill key positions. Associate Directors, District Commanders (Special Agents in Charge), District Correction Officers, and all positions which are classified at the GS-15 level must be approved by the Director, Bureau of Indian Affairs.

1.4 **Redelegation of General Authorities**. Except where redelegation is otherwise prohibited by statute, Executive Order, or limitations established by other competent authority, including the limitations contained in this chapter, general program authorities specifically related to the functions and responsibilities identified in 130 DM 4 may be redelegated.

1.5 **Authorities That May Not Be Redelegated.** Deputy Bureau Director, Justice Services may not redelegate the following authorities:

A. Advertising

B. Economy Act

C. Relocation allowances

D. Authorization and approval of actual subsistence expenses

1.6 General Authorities That May Be Redelegated.

A. Attendance at professional meetings;

B. Travel Authorizations and temporary duty travel expenses;

C. Authority to approve the payment of actual subsistence expenses, where due to unusual circumstances of a travel assignment, either within or outside the continental United States, the maximum locality lodging plus per diem rate is much less than the amount required to meet the actual and necessary subsistence expenses of the traveler. The authority to approve is for short-term temporary duty travel (maximum of ten business days) and within the limitations established by other authority.

D. The authority to approve awards (time-off, monetary, non-monetary recognition, letters of commendation, certificates, plaques, employee-to-employee recognition and length of service).

E. Selection of a qualified applicant to fill a vacant position, although the position of Associate Director, District Commander (Special Agent in Charge), District Correction Officer, and all positions which are classified at the GS-15 level must be approved by the Bureau Director.

F. Authority to sign and issue notices to employees of the following:

1. Proposed adverse actions, and decisions on adverse actions, including **non-disciplinary** demotions 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.

G. Authorization and approval of rooms used for other than lodging;

H. Authorization and approval of additional travel expenses incurred by an employee with a disability;

I. Authority to issue and revoke Directives and handbooks.

1.7 Unique Delegations of Authority. The following authorities of the Assistant Secretary - Indian Affairs are delegated through the Director, Bureau of Indian Affairs to the Deputy Bureau Director, Justice Services:

A. Authority to award Law Enforcement contracts and grants pursuant to the Indian Self-Determination Act to Indian tribes and tribal organizations, under the limitations of this document, Section 1.8 A.

B. Authority to approve Special Law Enforcement Commission (SLEC) Deputation Agreements using the Office of Justice Services and Office of the Solicitor's approved model Deputation Agreement.

C. Authority to sign special law enforcement commission cards granted pursuant to a valid Deputation Agreement.

D. Authority to enter into Memoranda of Agreement, Memoranda of Understanding, Mutual Aid Agreements, or other similar, pertinent agreements, which have received review by the Office of the Solicitor.

1.8 **Unique Authorities That May Be Redelegated** and are redelegated to the District Commanders (Special Agents in Charge, District Corrections Supervisors) through the Associate Director, Division of Operations and through the Associate Director, Division of Corrections:

A. Approve P.L. 93-638 Law Enforcement Contracts to the Associate Director, Division of Operations and to the Associate Director, Division of Corrections.

B. Approve Special Law Enforcement Commission (SLEC) Deputation Agreements using the Office of Justice Services and Office of the Solicitor's approved model Deputation Agreement to the Associate Director, Division of Operations.

C. Sign special law enforcement commission cards granted pursuant to a valid Deputation Agreement to the Associate Director, Division of Operations.

D. Enter into Memoranda of Agreement, Memoranda of Understanding, Mutual Aid Agreements, or other similar, pertinent agreements, which have received review by the Office of the Solicitor to the Associate Director, Division of Operations or the Associate Director, Division of Corrections.