

BUREAU DIRECTIVES

	Release No.	Release Date	Date Filed		
5	26	09-29-78			
	27	04-10-79			
	28	07-17-79			
	29	07-17-79			
	30	10-15-79			
	31	03-13-80			
	32	03-24-80			
	33	03-24-80			
	34	07-25-80			
	35	12-17-81			
	36				
	37	07-20-83			
	38	07-29-83			
	39	04-17-84			
	40	07-03-84			
	41	03-13-87	8-3-87		
	42	6-5-87	8-3-87		
	43	7.28.87			
	44	7.28.87			
	45				
	46	10.17.88	6.8.89		
	47				
	48				
	49				
	50				

BUREAU DIRECTIVES

	Release No.	Release Date	Date Filed		
	5	1 09-25-68			
		2 12-23-68			
		3 3.10.70			
		4 6.22.70			
		5 8.31.70			
		6 9.25.70			
		7 9.10.71			
		8 12-13-71			
		9 03-21-72			
		10 05-22-72			
		11 05-30-72			
		12 06-14-72			
		13 07-07-72			
		14 08-25-72			
		15 08-31-72			
		16 06-18-74			
		17 12-16-74			
		18 01-14-75			
		19 06-03-75			
		20 07-15-75			
		21 09-30-75			
		22 02-13-76			
		23 03-02-76			
		24 09-07-76			
		25 01-26-78			

Master



United States Department of the Interior



BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

OCT 17 1988

5 BIAM Release 46

Memorandum

To: Holders of 5 BIAM

From: Deputy to the Assistant Secretary - Indian Affairs (Operations)

Subject: Revised Organizational Management and Table of Contents

This release changes the title of the previous 5 BIAM from "Organization and Organizational Concepts and Functions" to "Organizational Management". The 5 BIAM is being updated and combined with 33 BIAM Section 4. "Committee Management" (5 BIAM Section 5) is being removed from the 5 BIAM and placed in 6 BIAM. Organizational charts and functional statements as published in the 130 DM are being incorporated into 5 BIAM Section 3. The "Table of Contents" is also being replaced.

Acting

 Deputy to the Assistant Secretary -
 Indian Affairs (Operations)

Filing Instructions:

(a) Remove superseded material:

5 BIAM Table of Contents	Release 5-31	(Dated 3/13/80)	(1 sheet)
5 BIAM 1.1 - 1.7	Release 5-1	(Dated 9/25/68)	(2 sheets)
5 BIAM 3.1 - 3.8	Release 5-1	(Dated 9/25/68)	(4 sheets) /2
Illustrations 1 - 5	Release 5-1	(Dated 9/25/68)	(5 sheets)
5 BIAM 4.1 - 4.4(B)	Release 5-7	(Dated 9/10/71)	(1 sheet)
5 BIAM 4.5 - 4.6(C)	Release 40	(Dated 7/3/84)	(1 sheet) /
5 BIAM 6.0 - 6.4	Release 5-11	(Dated 5/30/72)	(1 sheet)
33 BIAM 4.1 - 4.6	Release 33-16	(Dated 5/11/77)	(3 sheets)
Exhibit 1 - 3	Release 33-16	(Dated 5/11/77)	(2 sheets)

(b) Insert new material transmitted:

5 BIAM Release 46, Dated 10/17/88:	
Transmittal memorandum	(1 sheet)
Table of Contents, 5 BIAM 0	(1 sheet)
Section 1.1 - 1.5	(1 sheet)
Section 2.1 - 2.4	(1 sheet)
Section 3.1	(1 sheet)
Section 4.1 - 4.3D(2)	(2 sheets)
Section 5.1 - 5.8D	(2 sheets)

OIEP Functional Statements	(3 sheets)
OIEP Organizational Chart	(1 sheet)
Section 11.1 - 11.11D	(2 sheets)
Illustration 1	(1 sheet)
Illustration 2	(2 sheets)
Illustration 3	(2 sheets)
Illustration 4	(2 sheets)
Illustration 5	(1 sheet)
Illustration 6	(1 sheet)
Illustration 7	(2 sheets)

(c) Pen-and-ink changes:

The following sheets should be changed from 5 BIAM to 6 BIAM and placed in a new Part 6 BIAM:

5 BIAM 5.1 - 5.7(C) Release 5-31, Dated 3/13/80 (10 sheets)

The following sheets are to be moved from 5 BIAM Section 2 to 5 BIAM Section 3 and placed in the new section 3 issued under this release:

130 DM 1.1 - 2.2(H), Release 5-41 (Dated 3/13/87)	(4 sheets)
130 DM 2 Chart, Release 45 (Dated 3/29/88)	(1 sheet)
130 DM 3.1 - 3.1(F), Release 5-43 (Dated 7/28/87)	(2 sheets)
130 DM 4.1 - 6.4, Release 5-41 (Dated 3/13/87)	(6 sheets)
130 DM 7.1 - 7.3(E), Release 5-45 (Dated 3/29/88)	(2 sheets)
130 DM 8.1 - 9.6, Release 5-41 (Dated 3/13/87)	(4 sheets)
130 DM 10.1 - 10.12, Release 42 (Dated 6/5/87)	(2 sheets)
130 DM 11.1 - 11.2, Release 5-41 (Dated 3/13/87)	(1 sheet)

The above releases should be marked in the lower left corner of the bottom of the page with "5 BIAM Release 46, 10/17/88".

ORGANIZATIONAL MANAGEMENT

Table of Contents

0. TABLE OF CONTENTS

1. Responsibilities
 - .1 Policy
 - .2 Purpose
 - .3 Organizational Concepts
 - .4 Overall Responsibilities
 - .5 Organization and Manpower Advisory Group
2. Publication of Organizational Charts and Functional Statements
 - .1 Policy
 - .2 Publication of Overall Bureau Organization
 - .3 Publication of Headquarters Organizations
 - .4 Publication of Field Office Organizations
3. Organization Bureau of Indian Affairs
 - .1 Organization
4. Responsibilities for Making Organizational Changes
 - .1 Procedures
 - .2 Responsibilities
 - .3 Preparation and Submission of Documentation
 - A. Superintendents or other Line Officer below Area Office Level
 - B. Area Directors
 - C. Office of Indian Education Programs Field Line Officers
 - D. Central Office Heads of Organizations.
5. Processing and Approval of Organizational Changes
 - .1 Policy
 - .2 Procedures for Documenting Organizational Modifications.
 - .3 Contents of Reorganization Package
 - .4 Contents of Justification for Organizational Modification
 - .5 Review of Proposed Organizational Modification
 - .6 Notification of Action by Approval Official
 - .7 Implementation of Approved Organizational Modifications
 - .8 Procedures for Processing Individual Personnel Requests
6. Organization Charts and Functional Statements for Deputy to Assistant Secretary - Indian Affairs (Operations)
(To be issued)
7. Organization Charts and Functional Statements for Deputy to Assistant Secretary - Indian Affairs/Director (Indian Education Programs)

ORGANIZATIONAL MANAGEMENT
Table of Contents

8. Organizational Charts and Functional Statements for Deputy to Assistant Secretary - Indian Affairs (Tribal Services)
(To be issued)
9. Organizational Charts and Functional Statements for Deputy to Assistant Secretary - Indian Affairs (Trust and Economic Development)
(To be issued)
10. Organizational Charts and Functional Statements for Area
(To be issued)
11. Order of Succession
 - .1 Policy
 - .2 Purpose
 - .3 Authority of Acting Officials
 - .4 Procedures
 - A. Automatic Orders of Succession
 - B. Designation of Acting Officials during Planned Absences
 - C. Designation of Acting Officials by Higher Authority
 - D. Clearance of Designations
 - .5 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs (Operations)
 - .6 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs)
 - .7 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs (Tribal Services)
 - .8 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development)
 - .9 Automatic Order of Succession for Director, Office of Administration
 - .10 Automatic Order of Succession for Director, Office of Data Systems
 - .11 Automatic Order of Succession for Director, Office of Facilities Management

Illustrations:

1. Position Justification Review form BIA-0501
2. Agency Before Contracting - organizational chart and functional statements
3. Agency Before All Programs Are Contracted - organizational chart and functional statements
4. Agency After All Programs Are Contracted - organizational chart and functional statements
5. Crosswalk
6. Organizational Chart
7. Phoenix Area Office Organizational Charts

ORGANIZATIONAL MANAGEMENT
Responsibilities

1. RESPONSIBILITIES

1.1 Policy. The policies of the Department of the Interior governing organizational structures are to be followed in the Bureau of Indian Affairs and Part 101 DM is incorporated by reference as an integral part of this 5 BIAM. In addition to the policies enumerated in Part 101 DM, Bureau policy is to decentralize mission program activities, functions, and responsibilities to the lowest level feasible in order to facilitate to the greatest extent possible the exercise of rights and authorities granted to Indian tribal governments in the Indian Self-Determination Act.

1.2 Purpose. This section establishes policy and assigns responsibilities which govern the development and management of organizational structures throughout the Bureau of Indian Affairs.

1.3 Organizational Concepts. The Bureau of Indian Affairs' overall organizational structure consists of three major organizational levels headed by line officers. For non-education programs these are the central office, area offices, and agencies or other field operating offices. For Education programs, these are central office, area education offices or agency education offices, and off-reservation or on-reservation schools. Each of these line organizations is headed by a line officer to whom authority has been delegated to direct the operations of subordinate staff. Line organizations include staff organizations with responsibility for advising the line officer; staff organizations have no authority to direct operations.

1.4 Overall Responsibilities. The Assistant Secretary - Indian Affairs has overall responsibility for organizational management within the Bureau of Indian Affairs. The Assistant Secretary is responsible for ensuring that organizational elements and structures within the Bureau of Indian Affairs are current and reflect the mission of the Bureau; for conducting organizational planning; and for promoting efficient, economical, and effective operations. The Assistant Secretary is responsible for requesting approval by the Secretary or other Secretarial Officers of changes to the Bureau's organization, mission, and functions published in the Departmental Manual. The Assistant Secretary is assisted in the execution of these overall responsibilities by line and staff officers at each organizational level of the Bureau. Line officers and Deputies to the Assistant Secretary are assigned responsibility for:

- A. Developing, maintaining, and implementing organization and staffing plans.
- B. Conducting organizational reviews, identifying the need for organizational improvements, and proposing organizational modifications.
- C. Ensuring that subordinate organizations and managers comply with Department and Bureau policies affecting organizational management.

ORGANIZATIONAL MANAGEMENT
Responsibilities

1.5 Organization and Manpower Advisory Group. To effectively manage organizational change within the Bureau of Indian Affairs, an Organization and Manpower Advisory Group should be established at the central office, central office field installations and at each area office. The Organization and Manpower Advisory Group (OMAG) should be composed of officials appointed by the Assistant Secretary or Area Office Director. The OMAG should have responsibility for recommending organizational modifications, allocation of staffing and fiscal resources to organizational structures, and recommending approval or disapproval of organizational modifications submitted to the line officer to whom the OMAG makes recommendations.

ORGANIZATIONAL MANAGEMENT

Publication of Organizational Charts and Functional Statements

2. PUBLICATION OF ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

2.1 Policy. The Administrative Procedures Act (5 U.S.C. 552) requires each agency to publish "descriptions of its central and field organization" along with its policies, procedures, and addresses where the public may obtain information or make submittals and requests. The Department of the Interior (101 DM 3) requires that organizational descriptions be published in the Departmental Manual for headquarters organizations through the division level and for principal field offices. Bureau of Indian Affairs policy is that descriptions of its organizations shall also be published in the 5 BIAM.

2.2 Publication of Overall Bureau Organization. The functional statements and organizational chart published in 130 DM are incorporated into the 5 BIAM as 5 BIAM 3.

2.3 Publication of Headquarters Organizations. The functional statements and organizational charts for headquarters organizations, showing all approved elements of the organization, shall be published in 5 BIAM in accordance with the following order:

A. The organizational charts and functional statements for organizations assigned to the Deputy to the Assistant Secretary - Indian Affairs (Operations), including the Office of Administration and the Office of Data Systems, will be published as 5 BIAM 6.

B. The organizational charts and functional statements for organizations assigned to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) will be published as 5 BIAM 7.

C. The organizational charts and functional statements for organizations assigned to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) will be published as 5 BIAM 8.

D. The organizational charts and functional statements for organizations assigned to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) will be published as 5 BIAM 9.

2.4 Publication of Field Office Organizations. Area Offices will publish as addenda to the 5 BIAM the approved organizational charts and functional statements for Area Office and subordinate field organizations. Office of Indian Education Programs field organizational charts and functional statements will be published in 5 BIAM 5 following the headquarters OIEP statements and charts.

ORGANIZATIONAL MANAGEMENT
Organization Bureau of Indian Affairs

3. ORGANIZATION BUREAU OF INDIAN AFFAIRS

3.1 Organization. The organization chart and functional statements as published in 130 DM are incorporated into 5 BIAM Section 3.

ORGANIZATIONAL MANAGEMENT
Responsibilities for Making Organizational Changes

4. RESPONSIBILITIES FOR MAKING ORGANIZATIONAL CHANGES

4.1 Procedures. Documentation of the structure and functions of each organization shall be submitted for approval within 30 days following either the start of the Fiscal Year or the receipt of funding allocations, whichever comes first. Servicing personnel offices shall take no action on any request for personnel action affecting a permanent position that has not been approved by the Branch of Organization Management or area counterpart who will assure that it is included in an approved organizational chart. Organizational modifications must be approved by the same approving official who approved the organizational charts and functional statements affected. No assignments of personnel or reprogramming of funds or other resources related to organizational changes and no interim organizational changes will be instituted until the modified organizational chart and functional statement have been approved by the proper approving official.

4.2 Responsibilities.

A. Heads of Bureau organizations are responsible for compiling their organizational charts and functional statements and for initiating required reprogramming actions prior to implementing organizational modifications. They are also responsible for documenting any changes as they occur. If there are no changes in the previously approved organizational charts and functional statements, a statement that the last approved documents are current and accurate may be submitted by the head of each organization in lieu of complete organizational charts and functional statements.

B. Line officers are responsible for approving or disapproving organizational charts and functional statements submitted by officials under their jurisdiction. Line officers at the Area Office and Headquarters level are the Assistant Secretary - Indian Affairs, Area Director and those officials to whom authority has been delegated.

C. Servicing budget officers are responsible for reviewing documentation of organizational structures and for certifying that funds and FTE are available to support the positions listed.

D. Servicing management analysts (or personnel officer if management analyst is not available) are responsible for providing technical assistance, advice, and analytical support to management officials in the preparation of functional statements and organizational charts. Servicing management analysts are also responsible for reviewing documentation of organizational structures and for advising on the soundness of proposals in light of work load and work flow analyses, compatibility of the proposed positions and functions, the impacts of the proposal on other organizations, and the adherence to the organizational principles of the Department and the Bureau. Servicing management analysts are responsible for formulating or assisting with the preparation of justifications for organizational changes.

ORGANIZATIONAL MANAGEMENT
Responsibilities for Making Organizational Changes

E. Servicing personnel officers are responsible for reviewing documentation of organizational structures and for advising on the soundness of the proposals in light of personnel management principles. Servicing personnel officers will also assist management officials in the preparation of position descriptions and other personnel actions required to obtain approval of proposed organizational changes. Servicing personnel officers are responsible for reviewing and providing technical advice on grades, titles, and series proposed for position descriptions submitted with organizational change proposals.

4.3 Preparation and Submission of Documentation. Organizational heads shall prepare organizational charts and functional statements covering the organization for which they are responsible. The functional statements shall include all functions assigned to the organization, and the organizational charts shall list all funded non-temporary (i.e., permanent, term, furlough, intermittent, etc.) positions assigned to the organization. Standard models for agency organizational charts (Illustrations 2, 3 and 4) should be adhered to as closely as possible. In addition, the following officials have responsibilities as enumerated:

A. Superintendents or other Line Officer below Area Office level. Each Superintendent, Irrigation Project Engineer, Field Station head, Agency Superintendent for Education, or other line officer at the field office level is responsible for preparing organizational charts and functional statements for all organizational segments under his or her jurisdiction and for submission of those documents to the next higher line officer for approval. These line officers also are responsible for proposing modifications to the last approved organizational charts and functional statements as soon as changes in funding, workload, or other circumstances which mandate a change in the organization are known during the fiscal year. In situations where standard functional statements have been developed for agencies, subagencies, etc. only deviations from the standards need to be submitted.

B. Area Directors.

(1) Area Directors are responsible for approving non-education organizational charts and functional statements submitted by line officers under their jurisdiction.

(2) Area Directors are responsible for preparing organizational charts and functional statements for all organizational entities within the Area Office. Area Directors are responsible for approving Area Office organizational charts and functional statements under the authority granted in 230 DM 3 unless the charts or functional statements involved constitute a change described in §4.3B(3) which requires approval by the Assistant Secretary - Indian Affairs. Area Directors are responsible for sending three copies of each approved organizational chart and functional statements of subordinate field organizations to the Director, Office of Administration within 30 days after the charts or statements have been approved.

ORGANIZATIONAL MANAGEMENT

Responsibilities for Making Organizational Changes

(3) Area Directors are responsible for submitting organizational charts and functional statements to the Assistant Secretary - Indian Affairs (Attention: Director, Office of Administration) when organizational changes are proposed which (1) establish, consolidate, or abolish a branch or staff organization above the branch level; (2) result in the movement of a field office organization or portion thereof, including a single position, from one geographical location to another; (3) establish, abolish, consolidate, or change the name of an operating organization; or (4) involve the transfer of one or more functions or areas of responsibility from one branch to another. Two organizational charts shall be submitted for approval and shall be in the format shown in Illustration 7. The first chart will show all organizations subordinate to the Area Director including the Area Office division and staff organizations, agencies, irrigation projects, and field stations. This chart shall show all organizations not under the immediate supervision of the Area Director which receive administrative support from the Area Office. The second chart will show all organizational subdivisions within the Area Office itself and will include all proposed positions in the Office of the Area Director, in any staff organizations reporting to the Area Director, and in any Office of the Division Chief (Assistant Area Director) organizations.

(4) Area Directors are responsible for approving organizational charts below the division level which show each branch, section, or unit within the division and which include all non-temporary positions approved for each organizational element. These charts are to be accompanied by functional statements for each organizational element shown. The area office Division Chief shall be responsible for preparing, recommending, and seeking approval of these charts and functional statements.

C. Office of Indian Education Programs Field Line Officers. Office of Indian Education Programs (OIEP) field line officers are responsible for preparing and submitting to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) organizational charts and functional statements for each organizational entity under their jurisdiction. Proposals for modifications to organizational charts and functional statements shall be submitted as soon as circumstances (funding, workload, etc.) mandate a change.

D. Central Office Heads of Organizations. Heads of Central Office organizations shall prepare organizational charts and functional statements for their organizations and submit them to the next higher organizational level.

(1) Deputies to the Assistant Secretary - Indian Affairs shall ensure that organizations under their jurisdiction are documented and organizational charts and functional statements are submitted to the Assistant Secretary - Indian Affairs for approval within 30 days following the start of each fiscal year. They shall also submit to the Assistant Secretary proposals for modifications to the last approved organizational charts and functional statements prior to implementing any changes.

ORGANIZATIONAL MANAGEMENT

Responsibilities for Making Organizational Changes

(2) The Deputy to the Assistant Secretary - Indian Affairs/ Director (Indian Education Programs), in addition to the responsibilities in paragraph 4.3D(1) above, is also responsible for ensuring that organizational charts and functional statements are prepared by all Indian Education Programs line officers. The Deputy to the Assistant Secretary - Indian Affairs/ Director (Indian Education Programs) is responsible for approving organizational charts and functional statements prepared by OIEP field line officers. A copy of approved organizational charts and functional statements for field organizations of the Office shall be submitted to the Director, Office of Administration within 30 days after approval.

ORGANIZATIONAL MANAGEMENT
Processing and Approval of Organizational Changes

5. PROCESSING AND APPROVAL OF ORGANIZATIONAL CHANGES

5.1 Policy. Systematic planning by all organizational heads is mandatory to assure that Bureau functions, manpower, and activities are organized to expedite accomplishment of program objectives in the most direct, efficient, and effective manner and that organizational structures and functions are documented, approved, and implemented in accordance with the objectives and policies governing organizational management. Organizational structures shall be evaluated annually by all organization heads to assure that they are continuing to promote effective program delivery. Modifications shall be made when changes in effectiveness, work load, work flow, funds, or personnel resources mandate.

5.2 Procedures for Documenting Organizational Modifications. Modifications to currently approved organizational structures shall be made in accordance with the following procedures:

A. A reorganization package shall be developed by the proposing organizational head with technical assistance from servicing management analysts, personnel officers, and budget officers.

B. The reorganization package shall be submitted to the next higher line officer by memorandum requesting review and approval. The package shall be forwarded to the appropriate approving official if the next higher line officer has not been delegated the authority to approve the organizational modification.

5.3 Contents of Reorganization Package. The reorganization package shall contain the following:

A. A copy of the currently approved organizational chart and functional statement marked to show the changes proposed.

B. A proposed organizational chart which includes all funded non-temporary positions to be assigned to the organization and displays the statement "Subject to final classification action."

C. A proposed functional statement for the organization.

D. A justification for the proposed modification.

E. Proposed position descriptions for any new or modified positions.

F. A listing of any studies, audit reports, reviews, etc. that helps to clarify reasons for proposed change. (Copies may be requested by reviewing organization, but they need not be submitted with proposal for change.)

ORGANIZATIONAL MANAGEMENT
Processing and Approval of Organizational Changes

5.4 Contents of Justification for Organizational Modification. The justification for the organizational modification requested shall contain information which addresses each of the following items:

A. The name and location of both the proposed and currently approved organization.

B. A statement describing the nature of the proposed change.

C. A statement describing the factors making change necessary.

D. Rationale for selecting organizational structure and/or site proposed.

E. A breakdown of onetime and continuing (annual) costs to implement the proposed change.

F. A statement describing the effect the proposed modification will have on program accomplishment.

G. A statement describing the effect the proposed modification will have on effectively and efficiently managing the organization.

H. A crosswalk showing both present and proposed positions for the organization(s) affected by the proposal that includes position number, title, series, grade and cost for each position (see example in Illustration 5).

I. A statement that staffing proposed complies with FPM Chapter 312 (Position Management System) or justification for noncompliance.

J. An explanation for any increase or decrease in total number of positions or any changes in grade level or reporting relationship.

K. An explanation for any adverse impacts resulting from the change.

L. A statement describing impacts on the recognized labor organization.

M. Statement describing the consultation with tribes that took place with regard to the proposed change. If no consultation occurred, a statement explaining why there was no consultation.

N. Statement by the Budget Officer that the funding and FTE required for both one time and continuing costs are available and are within the allocation to the organization.

ORGANIZATIONAL MANAGEMENT
Processing and Approval of Organizational Changes

O. Statement describing the labor union consultation that took place with regard to the proposed change. If no consultation occurred, a statement explaining why there was no consultation.

P. The name(s) and telephone number(s) of the person(s) to whom questions about the proposed modification should be directed.

5.5 Review of Proposed Organizational Modification. The documentation proposing an organizational modification shall be reviewed by the servicing management analyst, personnel officer, budget officer, and program managers whose programs are affected by the proposal. The management analyst shall prepare a memorandum based on their comments recommending action by the approving official. Copies of the comments received may be attached to the memorandum but should not be repeated verbatim in the memorandum.

5.6 Notification of Action by Approval Official. The management analyst shall prepare a memorandum notifying the requesting official of the action by the approval official on the proposal. If the proposal was not approved, the memorandum must contain the reasons for disapproval and recommendations for changes in the proposal before re-submission. If the proposal was approved, a copy of the approved organizational charts and functional statements will be sent to the official requesting the change and to the servicing personnel and budget officers. The approved charts and functional statements shall be retained by the management analyst for incorporation into the BIAM as provided in 5 BIAM 2.

5.7 Implementation of Approved Organizational Modifications. Following approval, the official requesting an organizational modification is responsible for initiating any actions required to effect the changes approved. Servicing personnel officers and budget officers will provide technical assistance, advice, and the services of subordinates required to develop final position descriptions, SF-52 "Requests for Personnel Actions", reprogramming actions, and notifications to affected individuals or groups.

5.8 Procedures for Processing Individual Personnel Requests. The following procedures apply to establishing new positions, filling vacant positions, and proposed upgrades for all positions classified GS-5 and higher.

A. The proposing official shall develop a position description, prepare the SF-52, complete Items 1 through 7 on the "Position Justification/Review" (Form No. BIA-0501), and submit all documentation to the servicing budget officer.

B. The servicing budget officer shall review the documentation, determine whether the request is in compliance with the financial program and

ORGANIZATIONAL MANAGEMENT
Processing and Approval of Organizational Changes

employment ceiling limitations for the organization, and either return the action to the requestor if the determination is negative or forward the request to the management analyst if the determination is positive.

C. The management analyst shall review the documentation to determine whether the request is organizationally sound, whether the position involved is included in an approved organizational chart, and whether the duties proposed are within the approved function for the organization. The management analyst will return the request to the requestor if the determinations are negative or will forward the request to the servicing personnel office if the determinations are positive.

D. The servicing personnel office will take all actions required to process the request.

Deputy to the Assistant Secretary - Indian Affairs/Director
(Indian Education Programs) Organization Charts and
Functional Statements

7.1 The Office of Indian Education Programs (OIEP), within the Bureau of Indian Affairs and under the direction and supervision of the Assistant Secretary - Indian Affairs, is responsible for line direction and management of all Bureau of Indian Affairs education functions including the formulation of policies and procedures, supervision of all program activities undertaken within the Office's jurisdiction, and the approval of the expenditure of funds appropriated for the Bureau of Indian Affairs Indian education function. The Office is headed by the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) who, in accordance with Public Law 95-561, directs and supervises the operation of all personnel directly and is substantially involved with the provision of Bureau education services. The Deputy to the Assistant Secretary, through subordinate Assistant Directors, exercises line authority over field education organizations including agency education offices supervising Bureau operated schools and dormitories, Bureau post-secondary institutions, and off-reservation boarding schools.

A. The Immediate Office of the Director is responsible for the overall direction, control, and coordination of activities undertaken by the headquarters and field level organization and for establishing priorities governing the operation of Indian education programs. With the assistance of the Deputy to the Assistant Secretary, the Office manages issues of a non-recurring and sensitive nature, undertaking or providing the leadership for projects designed to resolve those issues. It also develops and manages audit response and audit follow-up activities for the entire education organization directing those improvements and changes in operations resulting from audit activity. It develops, approves, and/or provides advice concerning internal management prerogatives including delegations of authority and organizational structures. The staff is also responsible for liaison with other Federal agencies, education organizations, and other segments of the Bureau or the Department as may be necessary for the effective and efficient discharge of its functions. It directs OIEP's formal interface, including contractual and interagency agreements, with other government organizations that serve American Indian students and coordinates activities that will minimize duplication of effort.

B. The Planning, Oversight and Evaluation Staff is responsible for the development of a long-range education planning process from which educational plans, policies, programs and standards can be derived. In consonance with this planning process it is responsible for ensuring the development 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 educational programs. The staff is responsible for developing other options, recommendations, or documents required for educational policy formulation. The staff is

Deputy to the Assistant Secretary - Indian Affairs/Director
(Indian Education Programs) Organization Charts and
Functional Statements

responsible for developing and applying evaluative techniques for monitoring and reviewing program operations. It recommends or develops changes required as a result of monitoring and evaluation efforts, provides information on new policy and/or program requirements or modifications to existing policies and/or programs, and communicates program implementation information and data required for policy formulation and systems design activities. The staff is responsible for the development and implementation of a Bureauwide student assessment system and for establishing criteria to be used in administering the Indian School Equalization Formula. The staff also advises the Deputy to the Assistant Secretary on structuring of overall priorities, standards based analyses of national trends, emerging needs and controversial or sensitive issues of Indian education.

C. The Division of Education Administration provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) in the planning, development, and coordination of policies, guidelines, procedures, and standards for the administration of Bureau education programs and functions by establishing and maintaining coordination with the Office of Administration. The division is responsible for implementing new or revised education administration policies and for reviewing policies prepared by others to ensure that administrative control over the education function is exercised by the Deputy to the Assistant Secretary. The division serves as liaison for school construction matters and also maintains liaison with other Federal agencies, education organizations, and other segments of the Bureau or the Department as may be necessary for the discharge of its functions. The division coordinates the determination of education construction requirements and the priorities of this construction with the Office of Facilities Management. The division has primary responsibility for the preparation of material used in budget formulation and justification as well as preparation of fund distribution documents for field operations and for coordinating the annual student counts used as a basis for school funding. The division is also responsible for managing and providing internal administrative services including the development and execution of budgets and financial programs, the development and operation of management information systems, the preparation of accurate and complete reports for submission to the Congress and Indian people regarding the utilization of resources, and the internal preparation of personnel, property, and procurement requests which will be acted upon by the Office of Administration. The division implements and evaluates the education personnel system established by Public Law 95-561. The division serves as the audit and internal control liaison officer between OIEP and the Office of Administration.

ORGANIZATION MANAGEMENTDeputy to the Assistant Secretary - Indian Affairs/Director
(Indian Education Programs) Organization Charts and
Functional Statements

(1) The Branch of Administrative Services is responsible for maintaining liaison with the Office of Administration on organizational, procedural, contractual, personnel, procurement, and property management matters. It is responsible for the coordination of administrative services, including those related to Management Information Systems, to and within the Office of Indian Education Programs headquarters level organizations; technical advice and assistance on internal administrative actions; development and maintenance of internal administrative files; compiling accurate and complete reports to the congress and the Indian people regarding utilization of resources. It administers the P.L. 95-561 personnel requirements through the development of personnel policy for the education personnel system; evaluates the personnel system and implements the overall established directives governing the education personnel management function. The branch is responsible for the internal control, planning, development, and preparation of actions and documents related to the budget planning and fiscal program implementation phases of the budget process, including responding to inquiries from fiscal functions within the Bureau, Department or from OMB. It is also responsible for the planning, development, implementation, and monitoring of internal fiscal policies, procedures, standards, and processes used within or affecting the Office of Indian Education Programs. It has primary responsibility for the preparation of materials used in budget formulation and justification as well as preparation of the fund distribution documents to be distributed to field operations. The branch is responsible for managing, monitoring and auditing the student count activity and for initiating new or revised financial program planning and Indian Student Equalization Formula policies as a result of evaluative efforts of the Office. The branch serves as the single point manager for tracking responses to audit reports issued by the Office of the Inspector General and the General Accounting Office. The branch provides technical assistance to the Office of Indian Education Programs staff regarding the internal control program under OMB Circular A-123. The branch maintains a centralized tracking and reporting system for audits, A-123, MBO plans, and other internal management control programs. Additionally, the branch maintains close coordination with the Bureau's Audit/Internal Control Liaison Officer.

(2) The Branch of Management Information Systems is responsible for the development, enhancement, implementation, and coordination of Management Information Systems (MIS) operated by or for the office. It is responsible for the administration and development of policies, plans, guidelines, and standards related to OIEP MIS functions. It maintains liaison with other Federal, State, and private organizations/agencies and MIS functions, including providing technical advice and short-range planning assistance to Automatic Data Processing (ADP) and MIS functional managers in the identification and resolution of operational problems and coordinating the implementation of approved systems within the Office of

Deputy to the Assistant Secretary - Indian Affairs/Director
(Indian Education Programs) Organization Charts and
Functional Statements

Indian Education Programs (OIEP). It also provides assistance in the operational analysis, monitoring and evaluation, and problem resolution phases of management information systems development, modification, and implementation. The branch is responsible for the internal control of the management information system to insure that OIEP's approved system requirements are met, that adherence to administrative procedures and policies governing MIS is achieved, and that MIS activities throughout the education organization are effectively and efficiently executed.

D. The Division of Education Programs provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education programs) in the development, coordination, and implementation of policies, plans, guidelines, curricula, and standards for the operation of Bureau education programs in accordance with the overall long-range education policies plan. The division is responsible for recommending and providing advice relating to proposed legislation and for maintaining liaison with other parts of the Bureau, other Federal agencies, and counterpart professional organizations in order to provide recommendations and advice in improving and updating Bureau education programs. The Division supervises the evaluation of the effectiveness of all programs funded by or through OIEP. Such responsibility includes judging efficiency and soundness of proposed evaluation models in light of program goals, collecting appropriate data to support the evaluation and providing final program reports to the Deputy to the Assistant Secretary. The division provides technical advice and assistance through the cognizant Assistant Director to agencies, schools, and post-secondary institutions in early childhood, elementary, secondary, and post-secondary education including programs for exceptional students, assistance to public schools (Johnson O'Malley Act) and Title programs, school operations, support services, and out-of-class activities for students in Bureau schools. The division monitors and evaluates the implementation of these programs and provides recommendations for problem solution and program improvement.

(1) The Branch of Elementary and Secondary Education is responsible for the development of policies, plans, guidelines, curricula, and standards related to early childhood, elementary, and secondary education programs and for out-of-class activities at Bureau and contract schools. The branch is also responsible for insuring the coordination of its assigned programs with those assigned to other portions of the Office and the Bureau to provide for consistency and uniformity of direction, objectives, and policies. It maintains liaison with other Federal education agencies and counterpart professional organizations in order to maintain currency in and to provide recommendations concerning its assigned activities. The branch is also responsible for providing technical assistance and advice to area, agency, and school personnel through the

ORGANIZATION MANAGEMENT

Deputy to the Assistant Secretary - Indian Affairs/Director
(Indian Education Programs) Organization Charts and
Functional Statements

appropriate Assistant Director. This Branch has the responsibility for coordinating the various Drug and Alcohol Abuse programs as well as maintaining liaison with other agencies on sexual child abuse cases and training personnel in these areas.

(2) The Branch of Post-Secondary Education is responsible for the development of policies, plans, guidelines, curricula, and standards related to services and activities for adult, career, post-secondary, and vocational education and training programs. It is responsible for coordinating activities undertaken by Bureau operated post-secondary institutions; providing advocacy for Bureau operated and tribally controlled post-secondary institutions; and developing programs for the placement of Indian graduates of post-secondary institutions. The branch is also responsible for insuring the coordination of its assigned programs with those assigned to other portions of the Office and the Bureau to provide for consistency and uniformity of direction, objectives, and policies.

(3) The Branch of Exceptional Education is responsible to secure appropriate educational services for all exceptional Indian Children, including pre-school handicapped children ages 3-5, attending Bureau and Tribally operated schools. It is responsible for the development of policies, plans, guidelines, curricula and standards related to special education and related services for all exceptional Indian Children. It is responsible for the coordination of activities with the Indian Health Services, Division of Social Services, Administration of Youth, Children, and Families, and the Department of Education's Office of Special Education and Rehabilitative Services Administration on all matters pertaining to the education of handicapped Indian children. The Branch is responsible for the implementation of the Institutionalized Handicapped Program for children and youth who need twenty-four hour placement. It is responsible for the monitoring of special education programs and for providing necessary technical assistance on laws, regulations, and directives governing the special education programs.

(4) The Branch of Supplemental Support Services is responsible for the development of policies, plans, guidelines, curricula, project application review, and standards related to services and activities provided by or through supplemental funding programs for Indian students. The branch monitors the use of supplemental funding resources at Bureau operated or funded institutions to insure compliance with the purposes for which the funds are provided, to facilitate the preparation of reports required by other Federal agencies, and to insure responsiveness to requirements for technical advice, assistance and training.

Deputy to the Assistant Secretary - Indian Affairs/Director
(Indian Education Programs) Organization Charts and
Functional Statements

E. North and East Agency Education Operations, under the direction and supervision of an Assistant Director, is responsible for all agency education program activities (excluding off-reservation boarding schools) within its geographical jurisdiction which encompasses the Aberdeen and Eastern areas. It is also administratively responsible for supervisors of local schools and peripheral dormitories. Agency Education Operations provides policy and procedure formulation, program supervision, budget execution oversight, and technical assistance. It plans, develops, administers, monitors and evaluates all Agency Education Office program policies, standards, procedures and feedback systems.

F. Area and Post Secondary Education Operations, under the direction and supervision of an Assistant Director, provides line direction to and supervision over the operation of all Bureau area education offices, post-secondary schools, off-reservation boarding schools. It is also administratively responsible for supervisors of local schools and peripheral dormitories. Such functions include policy and procedure formulation, program supervision, budget execution oversight, and technical assistance. It plans, develops, administers, monitors, and evaluates all Indian education program policies, standards, procedures, and feedback systems related to area, post-secondary, off-reservation boarding school, and peripheral dormitory education programs.

G. South and West Agency Education Operations, under the direction and supervision of an Assistant Director, is responsible for all agency education program activities (excluding off-reservation boarding schools), within its geographical jurisdiction which is located at Gallup, New Mexico and encompasses the Albuquerque, Navajo and Phoenix areas. It is also administratively responsible for supervisors of local schools and peripheral dormitories. Agency Education Operations provides policy and procedure formulation, program supervision, budget execution oversight, and technical assistance. It plans, develops, administers, monitors and evaluates all Agency Education Office program policies, standards, procedures and feedback systems.

Recommended: /Signed/ Wilson L. Babby
Deputy to the Assistant Secretary - Indian
Affairs/Director (Indian2Education Programs)

10/21/88
Date

Approved: /Signed/ W.P. Ragsdale
Acting Assistant Secretary - Indian Affairs

10/21/88
Date

OFFICE OF
INDIAN EDUCATION PROGRAMS

ORGANIZATIONAL STRUCTURE

OFFICE OF INDIAN EDUCATION PROGRAMS		
A10.1000	D/AS-IA/D(IEP)	GS-1710-00
A10.1004	DEPUTY DIRECTOR	GM-1710-15
A10.1002	SPECIAL ASSISTANT	GS-0301-14
A10.1001	SECRETARY (STENOGRAPHY)	GS-0318-09
A10.1003	SECRETARY (TYPING)	GS-0318-04

PLANNING, OVERSIGHT, & EVALUATION STAFF		
A10.1108	ED. PLN. ADM.	GM-1710-15
A10.1100	EDUCATION SPEC.	GS-1710-14
A10.1101	PROGRAM ANALYST	GS-0345-14
A10.1102	EDUC. SPEC. (PSY)	GS-1701-13
A10.1104	SECRETARY (T)	GS-0318-06

DIVISION OF EDUCATION ADMINISTRATION		
A10.1110	ED. ADMINSTR.	GM-0301-15
A10.1115	SECRETARY (S)	GS-0318-07

DIVISION OF EDUCATION PROGRAMS		
A10.1120	ED. PROG. ADM.	GM-1710-15
A10.1125	SECRETARY (T)	GS-0318-07

BRANCH OF ADMINISTRATIVE SERVICES		
1200	ADMINISTRATIVE OFCR	GM-0345-14
1205	PERS. MGHT. SPEC.	GS-0201-13
1231	FIN. SYS. SPEC.	GS-0501-13
1215	CONTRACT SPEC.	GS-1102-12
1232	EDUC. SPEC.(ST.CT.)	GS-1701-12
1234	EDUC. SPEC.(ST.CT.)	GS-1701-11
1225	SECRETARY (S)	GS-0318-06
1236	SECRETARY (TYPING)	GS-0318-06

BRANCH OF MANAGEMENT INFORMATION SYSTEMS		
1300	COMP. SYST. ANAL.	GS-334-13
1310	COMP. PROG. ANAL.	GS-334-12
1315	COMP. SYST. ANAL.	GS-334-11
1320	COMPUTER ASST.	GS-335-07

BRANCH OF ELEMENTARY & SECONDARY EDUCATION		
1400	SUPV. EDUC. SPEC	GM-1701-14
1401	EDUCATION SPEC.	GS-1701-13
1403	EDUCATION SPEC.	GS-1701-13
1404	EDUCATION SPEC.	GS-1701-13
1405	EDUCATION SPEC.	GS-1701-13
1411	EDUCATION TECH.	GS-1702-07
1409	SECRETARY (TYP)	GS-0318-06

BRANCH OF POST-SECONDARY EDUCATION		
1500	SUPV. EDUC. SPEC.	GM-1701-14
1505	EDUCATION SPEC.	GS-1701-13
1510	EDUCATION SPEC.	GS-1701-13
1525	EDUCATION TECH.	GS-1702-07
1530	SECRETARY (TYP)	GS-0318-06

BRANCH OF EXCEPTIONAL EDUCATION		
1600	SUPV. EDUC. SPEC	GM-1710-14
1601	EDUCATION SPEC.	GS-1710-13
1602	EDUCATION SPEC.	GS-1710-13
1603	EDUCATION SPEC.	GS-1710-13
1606	EDUCATION SPEC.	GS-1710-13
1607	EDUCATION SPEC.	GS-1710-13
1605	SECRETARY	GS-0318-06
1608	SECRETARY	GS-0318-04

BRANCH OF SUPPLEMENTAL SUPPORT SERVICES		
1700	SUPV. EDUC. SPEC.	GM-1710-14
1701	EDUC. SPEC (CH.I)	GS-1710-13
1703	EDUC. SPEC (CH.I)	GS-1710-13
1704	EDUC. SPEC (JO'M)	GS-1701-13
1706	EDUC. TECHNICIAN	GS-1702-07
1707	SECRETARY (TYP)	GS-0318-06

Note: Position prefix is A10. where not shown.
Chart approved 10/21/88

NORTH AND EAST AGENCY EDUCATION OPERATIONS		
A10.1060	ASSISTANT DIRECTOR	GM-1710-15
A10.1062	EDUCATION SPECIALIST	GS-1710-13
A10.1061	SECRETARY (STENO)	GS-0318-07

AREA & POST-SECONDARY EDUCATION OPERATIONS		
A10.1080	ASSISTANT DIRECTOR	GM-1710-15
A10.1105	EDUCATION SPECIALIST	GS-1710-13
A10.1081	SECRETARY (TYPING)	GS-0318-07

SOUTH AND WEST AGENCY EDUCATION OPERATIONS		
A10.1070	ASSISTANT DIRECTOR	GM-1710-15
A10.1106	EDUCATION SPECIALIST	GS-1710-13
A10.1072	EDUCATION SPECIALIST	GS-1710-13
A10.1071	SECRETARY (STENO)	GS-0318-07

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Order of Succession

11. ORDER OF SUCCESSION

11.1 Purpose. This section provides procedures for ensuring the orderly succession of acting officials to key positions during the planned or unplanned absences of key personnel. It also publishes the automatic order of succession for Deputy to the Assistant Secretary - Indian Affairs and Office Director positions.

11.2 Policy. It is the policy of the Bureau of Indian Affairs that the duties of positions involving the exercise of direction and supervision shall be performed on a continuous, uninterrupted basis. In the event of a vacancy in such a position or the absence of the incumbent, the duties of the position shall be temporarily assumed by, or assigned to, another individual serving in an "acting" capacity. Automatic orders of succession shall be established and published to cover unanticipated absences of key officials and vacancies in key positions.

11.3 Authority of Acting Officials. Acting officials shall have the power to exercise all delegated authorities of the position in which they are acting unless limitations on that authority are stated in writing by the designating official. Such limitations shall be few, if any, to permit the acting official to properly execute the responsibilities of the position.

11.4 Procedures.

A. Automatic Orders of Succession. Automatic orders of succession shall be prepared at the request of key officials and published in this section of the BIAM. To change a current automatic order of succession or to establish a new order for Central Office positions, a memorandum request may be submitted to the Director, Office of Administration in which the four officials to automatically succeed to the position are listed in descending order. The Director, Office of Administration will ensure that the BIAM is modified to show the changed or new order of succession. Changes to current automatic orders of succession and newly established orders for Area Director, Superintendent, or other Field Office positions, will be published in each Area's addendum to the BIAM.

B. Designation of Acting Officials during Planned Absences. During the planned absence of a key official and of any official serving in a supervisory position, a specific designation of an acting official may be made. An official planning to be absent may sign a memorandum under the subject, "Designation of Acting Official" to identify the person(s) who shall act in the official's absence and the date(s) the official(s) shall be acting. If no memorandum designation is made, the automatic order of succession will be followed in determining who is to act for the absent official.

C. Designation of Acting Officials By Higher Authority. For positions for which no automatic order of succession exists, the supervisor of the position shall designate an acting official in the event the absent official fails to make a designation.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Order of Succession

D. Clearance of Designations. Designations of acting officials shall be issued or approved by the official having supervision over, or appointing authority for, the position to be temporarily filled.

11.5 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs (Operations). In the case of death, resignation, or absence of the Deputy to the Assistant Secretary - Indian Affairs (Operations) the following officials shall act in the position in the order listed:

- A. Director, Office of Administration
- B. Director, Office of Data Systems
- C. Deputy Director, Office of Administration
- D. Chief, Division of Contracting and Grants Administration

11.6 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs). In the case of death, resignation, or absence of the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) the following officials shall act in the position in the order listed:

- A. Deputy to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs)
- B. Assistant Director, North and East Agency Education Operations
- C. Assistant Director, Area and Post Secondary Education Operations
- D. Chief, Division of Administration

11.7 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs (Tribal Services). In the case of death, resignation, or absence of the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) the following officials shall act in the position in the order listed:

- A. Deputy to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services)
- B. Chief, Division of Tribal Government Services
- C. Chief, Division of Housing Assistance
- D. Budget and Program Officer, Immediate Office of the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services)

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Order of Succession

11.8 Automatic Order of Succession for Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development). In the case of death, resignation, or absence of the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) the following officials shall act in the position in the order listed:

- A. Deputy to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development)
- B. Chief, Division of Forestry
- C. Chief, Division of Land and Water
- D. Chief, Division of Transportation
- E. Chief, Division of Financial Assistance

11.9 Automatic Order of Succession for Director, Office of Administration. In the case of death, resignation, or absence of the Director, Office of Administration the following officials shall act in the position in the order listed:

- A. Deputy Director, Office of Administration
- B. Chief, Division of Contracting and Grants Administration
- C. Chief, Division of Accounting Management
- D. Chief, Division of Program Development and Implementation

11.10 Automatic Order of Succession for Director, Office of Data Systems. In the case of death, resignation, or absence of the Director, Office of Data Systems the following officials shall act in the position in the order listed:

- A. Deputy Director, Office of Data Systems
- B. Chief, Policy and Planning Staff
- C. Chief, Division of ADP Management

11.11 Automatic Order of Succession for Director, Office of Facilities Management. In the case of death, resignation, or absence of the Director, Office of Facilities Management the following officials shall act in the position in the order listed:

- A. Chief, Division of Program Planning and Implementation
- B. Chief, Division of Buildings and Operation and Maintenance
- C. Chief, Division of Administration
- D. Chief, Branch of Facilities Support and O & M

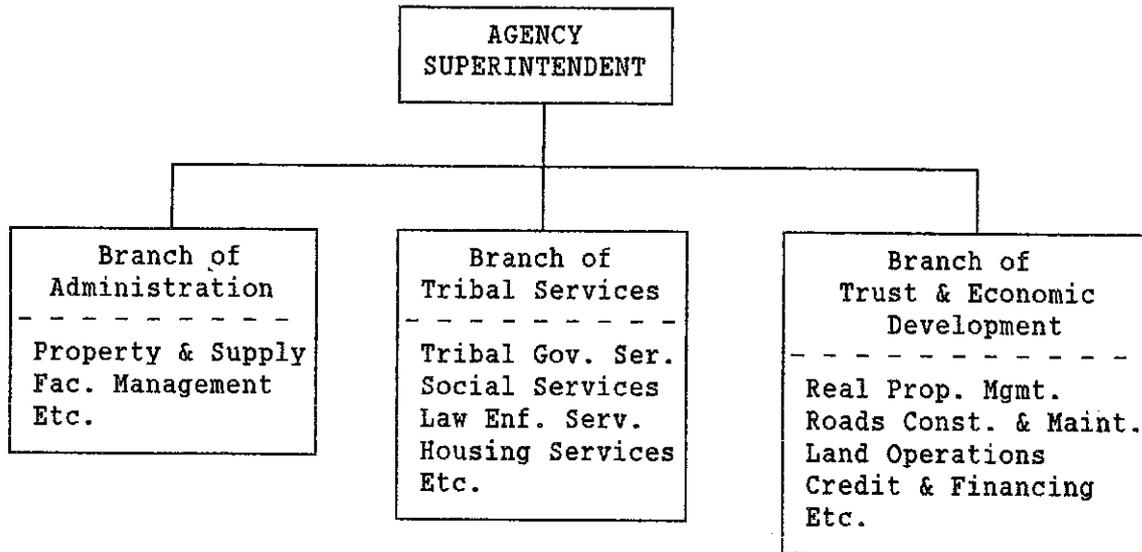
UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs

POSITION JUSTIFICATION/REVIEW

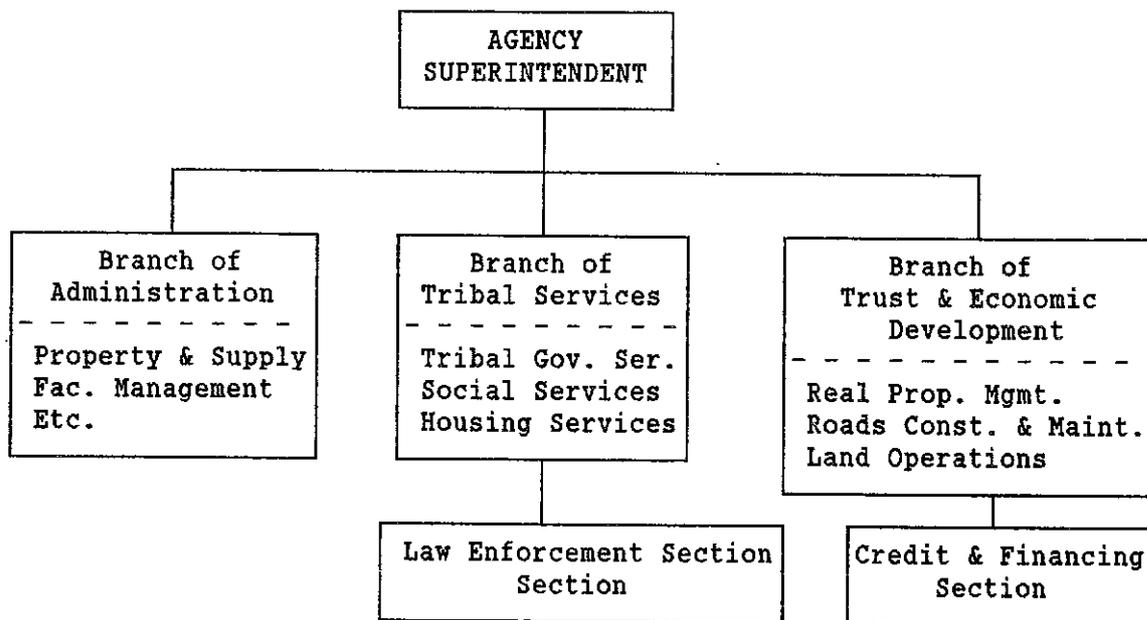
<p>NOTE: Submitting office completes one copy of this form and attaches to each Request for Personnel Action (SF-52) to establish all new positions, to fill all vacancies or to upgrade existing positions. Forward to Operating Budget Office.</p>	
1. Proposed Position Title/Series/Grade/No.	2. Current Position Title/Series/Grade/No.
3. Location	
4. Action Proposed (Check One) <input type="checkbox"/> Fill a vacant position <input type="checkbox"/> Establish a new position <input type="checkbox"/> Upgrade an existing position <input type="checkbox"/> Establish a supervisory position <input type="checkbox"/> Establish an additional identical position <input type="checkbox"/> Other (Specify)	5. Reason for Proposed Position Action (Check Applicable Item and Explain on Reverse.) <input type="checkbox"/> New or changed mission, function, or workload <input type="checkbox"/> Redistribution of duties among other jobs <input type="checkbox"/> Organizational change <input type="checkbox"/> Career ladder promotion <input type="checkbox"/> Other (Specify)
6. Impact on other established positions (Explain) <p style="text-align: right;">(Continue on reverse if necessary.)</p>	
7. Summary of changes to previous position description (Explain) <p style="text-align: right;">(Continue on reverse if necessary.)</p>	
8. <input type="checkbox"/> Action is within Financial Program and Ceiling Limitation <input type="checkbox"/> Action is not within Financial Program and Ceiling Limitation (Attach justification/recommendation for action) <input type="checkbox"/> Other (Specify)	
9. Approval of Immediate Supervisor or next higher level official: <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature and Title</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>	

REVIEW/CONCURRENCE REQUIRED (Attach Comments/Recommendations as appropriate)	
Budget	<p><input type="checkbox"/> Within Financial Program and Ceiling Limitations</p> <p><input type="checkbox"/> Not within Financial Program and Ceiling Limitations (Explanation attached)</p> <hr/> <p>Budget Officer/Designated Representative Date</p>
Management Analysis or Organization and Manpower Advisory Group (OMAG)	<p><input type="checkbox"/> Within assigned function and organizationally sound</p> <p><input type="checkbox"/> Is not within assigned function (Explanation attached)</p> <p><input type="checkbox"/> Is not organizationally sound</p> <hr/> <p>Management Analysis/OMAG Designated Representative Date</p>
Remarks from reverse side:	

AGENCY BEFORE CONTRACTING



OR



Sections are not appropriate for 1 person functions.

AGENCY BEFORE CONTRACTING

FUNCTIONAL STATEMENTS

SUPERINTENDENT. Responsible to the Area Director for all Bureau activities undertaken within the Agency jurisdiction. The Superintendent plans, directs, manages, implements, reviews and monitors all Bureau activities at the Agency; represents the Bureau in dealings with tribal officials, local, state, county, or municipal officials, and the public; and advises the Area Director on Bureau programs, policy matters, and on specific local items or issues requiring his attention. As a line officer of the Bureau, the Superintendent is responsible for fulfilling the Secretary's trust and program responsibilities.

BRANCH OF ADMINISTRATION. Responsible to the Superintendent for the performance of the administrative services functions at the agency. Directs activities related to operating budgets; fund accounting; property management; personnel management; safety; plant management; organization; and records management.

Property and Supply. Responsible to the Administrative Manager for all activities relating to property management, equipment and supplies; records management; and quarters evaluation records.

Facilities Management. Responsible to the Administrative Manager for the planning and execution of all the agency's programs for management, operation, maintenance, repair and improvement to the physical plant and services related to buildings and structures; utility facilities; building safety; fire protection and suppression; and utilization of buildings and related equipment.

BRANCH OF TRIBAL SERVICES. Responsible to the Superintendent for planning, developing and coordinating the various activities within the Branch of Tribal Services. These activities include Tribal Government Services, Social Services, Law Enforcement Services and Housing Services.

Tribal Government Services. Responsible to the Tribal Services Branch Chief for providing technical advice on all matters relating to enrollment, tribal codes, ordinances, resolutions, constitutions, charters of incorporation, and the development of plans of operation with the objectives of achieving effective tribal organization for management of their affairs; supervises the compilation of census data and tribal rolls; reviews tribal attorney contracts and audits attorney vouchers.

Social Services. Responsible to the Tribal Services Branch Chief for planning, coordinating and directing a program designed to provide social services, which include direct casework services, financial and other assistance to individuals, families and children with social and environmental problems.

Law Enforcement Services. Responsible to the Tribal Services Branch Chief for carrying out the law and order program for the agency, which includes enforcing Federal and tribal laws and the prevention and investigation of crimes. Confers and cooperates with tribal, local, state and federal officers in law and order work.

Housing Services. Responsible to the Tribal Services Branch Chief for activities related to providing financial assistance for housing construction and home improvements for Indian families within the agency's jurisdiction. Special emphasis is placed on families of low income who are unable to obtain adequate housing through regular channels.

BRANCH OF TRUST AND ECONOMIC DEVELOPMENT. Responsible to the Superintendent for planning, developing and coordinating the various activities within the branch. These activities include Real Property Management, Roads Construction and Maintenance, Land Operations, and Credit and Financing.

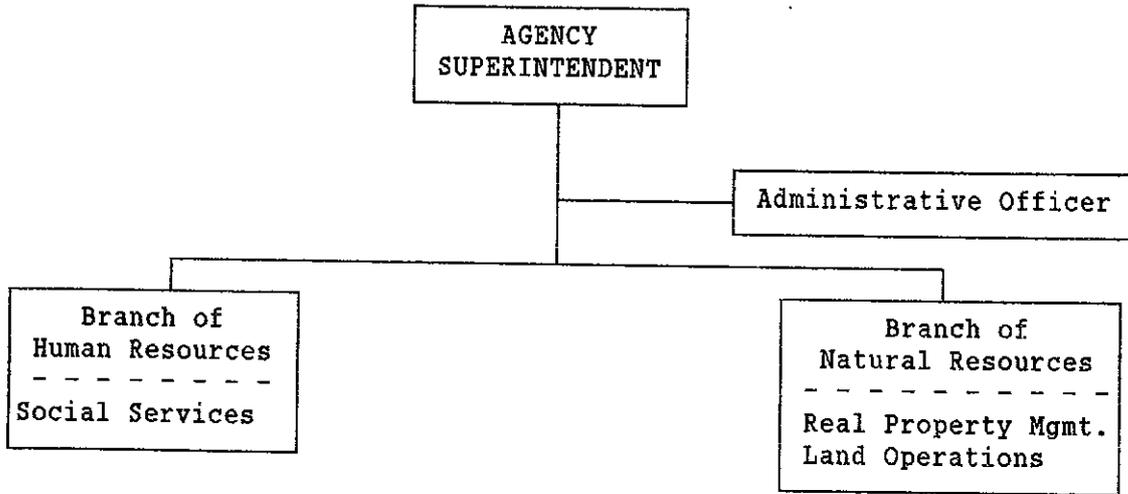
Real Property Management. Responsible to the Trust and Economic Development Branch Chief for the proper management of allotted and tribal lands under the jurisdiction of the agency in the acquisition, disposal, leasing and analysis of the needs to provide for an adequate land use program.

Road Construction and Maintenance. Responsible to the Trust and Economic Development Branch Chief for supervising construction and maintenance and inspecting roads on the reservation system of primary and secondary roads. Serves as Project Engineer on contract construction and maintenance; supervises all phases of the work so that finished product will meet specification.

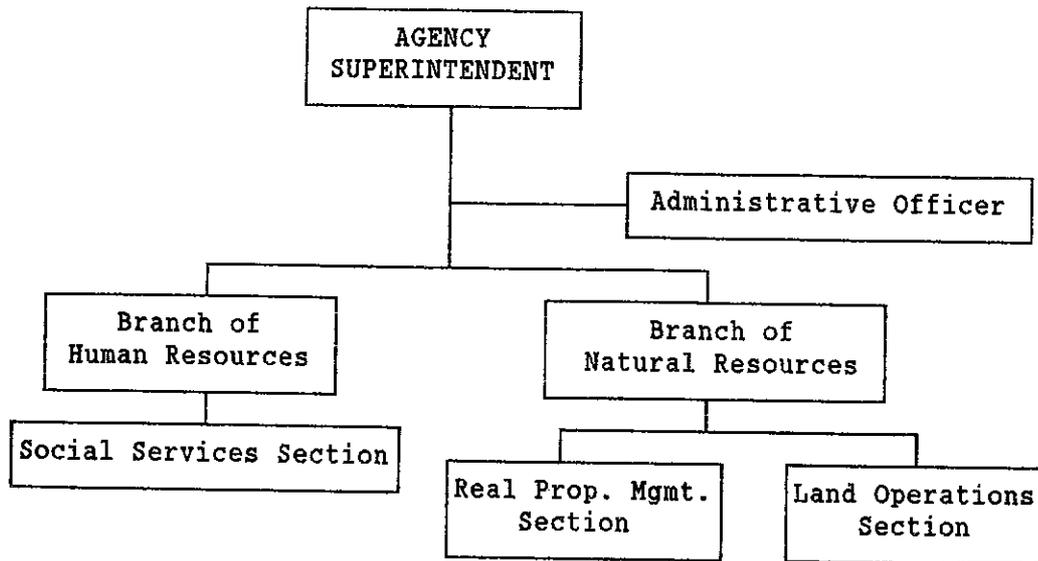
Land Operations. Responsible to the Trust and Economic Development Branch Chief for the general supervision and coordination of the overall Land Operations Program including the soil and range conservation activities on the reservation.

Credit and Financing. Responsible to the Trust and Economic Development Branch Chief for the Credit and Financing activities at the agency in accordance with established rules, regulations and procedures. Works with individual Indian people and Indian groups, the tribal governing bodies and private lenders in assisting Indian people to obtain financing from the same sources that serve non-Indian people.

AGENCY BEFORE ALL PROGRAMS ARE CONTRACTED



-OR-



AGENCY BEFORE ALL PROGRAMS ARE CONTRACTED

FUNCTIONAL STATEMENTS

SUPERINTENDENT. Responsible to the Area Director for all Bureau activities undertaken within the Agency jurisdiction. The Superintendent plans, directs, manages, implements, reviews and monitors all Bureau activities at the Agency; represents the Bureau in dealings with tribal officials, local, state, county, or municipal officials, and the public; and advises the Area Director on Bureau programs, policy matters, and on specific local items or issues requiring his attention. As a line officer of the Bureau, the Superintendent is responsible for fulfilling the Secretary's trust and program responsibilities.

ADMINISTRATIVE OFFICER. Responsible to the Superintendent for providing support services to the Agency. These services include personnel, property management, procurement, records systems custody, payroll, financial services, travel, credit, plant management, initiating program development and implementation.

BRANCH OF HUMAN RESOURCES. Responsible to the Superintendent for all program functions related to human resource needs of the reservation(s) served by the agency. The Branch plans, implements, directs, reviews, and monitors Bureau activities related to human resource programs. The Branch provides or arranges for human resource program assistance and technical assistance requested by the tribe(s). The Branch also performs liaison between the Bureau, Tribe, and other organizations directed to addressing human resource needs. The Branch Chief normally performs the Subordinate Contracting Officer's Representative function for contracted human resource programs and supervises the Social Services program.

Social Services. Responsible to the Human Resources Branch Chief for planning, coordinating and directing a program designed to provide social services, which include direct casework services, financial and other assistance to individuals, families and children with psychosocial and environmental problems.

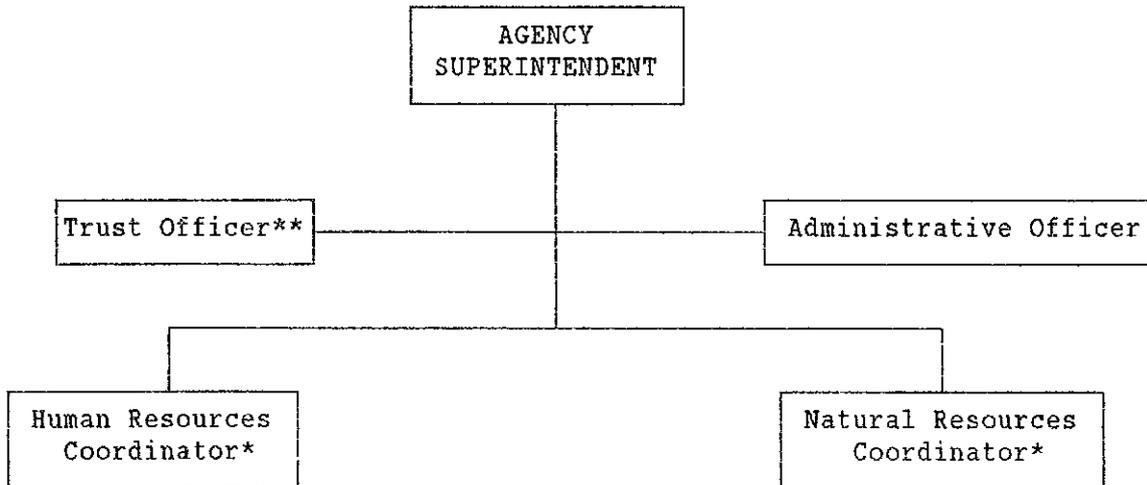
BRANCH OF NATURAL RESOURCES. Responsible to the Superintendent for all program functions related to or linked with natural resource needs of the reservation(s) served by the agency. The Branch plans, implements, directs, reviews and monitors Bureau activities related to natural resource programs. The Branch provides or arranges for natural resource program assistance and technical assistance requested by the tribe(s). The Branch also performs liaison between the Bureau, Tribe, and other organizations to achieve coordination and cohesion of effort directed toward addressing natural resource needs. The Branch Chief normally performs the Subordinate

Contracting Officer's Representative function for contracted natural resource programs and supervises the Real Property and Land Operations.

Real Property Management. Responsible to the Natural Resource Branch Chief for the proper management of allotted and tribal lands under the jurisdiction of the agency in the acquisition, disposal, leasing and analysis of the needs to provide for an adequate land use program.

Land Operations. Responsible to the Natural Resources Branch Chief for the general supervision and coordination of the overall Land Operations Program including the soil and range conservation activities on the reservation.

AGENCY AFTER ALL PROGRAMS ARE CONTRACTED



*Subordinate Contracting Officer's Representative for contracts
**Eliminate if not needed.

AGENCY AFTER ALL PROGRAMS ARE CONTRACTED

FUNCTIONAL STATEMENTS:

SUPERINTENDENT. Responsible to the Area Director for all Bureau activities undertaken within the Agency jurisdiction. The Superintendent plans, directs, manages, implements, reviews and monitors all Bureau activities at the Agency; represents the Bureau in dealings with tribal officials, local, state, county, or municipal officials, and the public; and advises the Area Director on Bureau programs, policy matters, and on specific local items or issues requiring his attention. As a line officer of the Bureau, the Superintendent is responsible for fulfilling the Secretary's trust and program responsibilities.

TRUST OFFICER. Responsible for providing staff support and advice to the Superintendent in the development and management of activities related to the Bureau's trust and legal responsibilities for the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty. This encompasses all matters involving rights such as water; land titles; boundary disputes; trespass, hunting and fishing rights; tax immunity or exemption; and the rights to regulate zoning and other land use.

ADMINISTRATIVE OFFICER. Responsible to the Superintendent for providing support services to the Agency. These services include personnel, property management, procurement, records systems custody, payroll, financial services, travel, plant management, initiating program development and implementation.

HUMAN RESOURCES COORDINATOR. Responsible to the Superintendent for all program functions related to human resource needs of the reservation(s) served by the agency. The coordinator plans, implements, directs, reviews, and monitors any Bureau activities related to human resource programs. The coordinator provides or arranges for human resource program assistance and technical assistance requested by the tribe(s). The coordinator also performs liaison between the Bureau, Tribe, and other organizations directed to addressing human resource needs. The coordinator normally performs the Subordinate Contracting Officer's Representative function for contracted human resource programs.

NATURAL RESOURCES COORDINATOR. Responsible to the Superintendent for all program functions related to or linked with natural resource needs of the reservation(s) served by the agency. The coordinator plans, implements, directs, reviews and monitors any Bureau activities related to natural resource programs. The coordinator provides or arranges for natural resource

program assistance and technical assistance requested by the tribe(s). The coordinator also performs liaison between the Bureau, Tribe, and other organizations to achieve coordination and cohesion of effort directed toward addressing natural resource needs. The coordinator normally performs the Subordinate Contracting Officer's Representative function for contracted natural resource programs.

DIVISION OF PERSONNEL MANAGEMENT
 POSITION CROSSWALK

CURRENT ORGANIZATION AND POSITIONS

PROPOSED ORGANIZATION AND POSITIONS

OFFICE OF THE CHIEF PERSONNEL OFFICER

OFFICE OF THE CHIEF PERSONNEL OFFICER

E72.5100 CHIEF PERSONNEL OFFICER
 E72.5101 ASST. PERS. OFFICER
 E72.5106 PERSONNEL MGMT. SPECIALIST
 E72.5102 PERSONNEL MGMT. SPECIALIST

GM-201-15
 GM-201-14
 GS-201-13
 GS-201-13
 GS-318-07***

BRANCH OF POSITION MANAGEMENT & CLASSIFICATION

BRANCH OF POSITION MANAGEMENT & CLASSIFICATION

E72.5140 SUPV. POS. CLASS. SPEC.
 E72.5141 POSITION CLASS. SPEC.
 E72.5147 POSITION CLASS. SPEC.
 E72.5143 POSITION CLASS. SPEC.
 E72.5149 SECRETARY

GM-221-14
 GS-221-13
 GS-221-13*

BRANCH OF STAFFING AND MANPOWER

BRANCH OF STAFFING AND MANPOWER

E72.5120 SUPV. PERS. STAFFING SPEC.
 E72.5121 PERSONNEL STAFFING SPEC.
 E72.5123 PERSONNEL STAFFING SPEC.
 E72.5127 CLERK-TYPIST

GM-212-14
 GS-212-13
 GS-212-13**
 GS-212-13
 GS-212-12
 GS-322-04
 GS-322-04

Total Salary Cost

\$463,191

\$562,013

* Position deleted
 ** Position added
 *** Position moved

OFFICE () AN EDUCATION PROGRAMS	
A10.1000 D/AS- ^{AD} (IIEP)	ES-1710-00
A10.1004 DEPUTY DIRECTOR	GH-1710-15
A10.1002 SPECIAL ASSISTANT	GS-1710-13
A10.1001 SECRETARY (STENOGRAPHY)	GS-0318-09
A10.1003 SECRETARY (TYPING)	GS-0318-04

OFFICE OF INDIAN EDUCATION PROGRAMS
ORGANIZATIONAL STRUCTURE

PLANNING, OVERSIGHT, AND EVALUATION STAFF	
A10.1108 ED. PLN. ADM.	GH-1710-15
A10.1100 EDUCATION SPEC.	GS-1710-14
A10.1101 PROGRAM ANALYST	GS-0345-14
A10.1102 EDUC. SPEC. (PST)	GS-1701-13
A10.1104 SECRETARY (T)	GS-0318-06

DIVISION OF EDUCATION ADMINISTRATION	
A10.1110 ED. ADMINSTR.	GH-0301-15
A10.1115 SECRETARY (S)	GS-0318-07

BRANCH OF ADMINISTRATIVE SERVICES	
A10.1200 ADMINISTRATIVE OFCR	GH-0345-14
A10.1205 PERS. MGMT. SPEC.	GS-0201-13
A10.1215 CONTRACT SPEC.	GS-1102-12
A10.1225 SECRETARY (S)	GS-0318-06

BRANCH OF MANAGEMENT INFORMATION SYSTEMS	
A10.1300 COMPUTER SVST. ANAL.	GS-334-13
A10.1310 COMPUTER PRG. ANAL.	GS-334-12
A10.1315 COMPUTER SYST. ANAL.	GS-334-11
A10.1320 COMPUTER ASSISTANT	GS-335-07

BRANCH OF FINANCIAL SERVICES	
A10.1230 FINANCIAL ADMR.	GH-0501-14
A10.1231 FIN. SVS. SPEC.	GS-0501-12
A10.1232 EDUC. SPEC. (ST. CT.)	GS-1701-12
A10.1234 EDUC. SPEC. (ST. CT.)	GS-1701-11
A10.1236 SECRETARY (TYPING)	GS-0318-06

DIVISION OF EDUCATION PROGRAMS	
A10.1120 ED. PROG. ADM.	GH-1710-15
A10.1125 SECRETARY (T)	GS-0318-07

BRANCH OF ELEMENTARY AND SECONDARY EDUCATION	
A10.1400 SUPV. EDUC. SPEC.	GH-1701-14
A10.1401 EDUCATION SPEC.	GS-1701-13
A10.1403 EDUCATION SPEC.	GS-1701-13
A10.1404 EDUCATION SPEC.	GS-1701-13
A10.1411 EDUCATION TECH.	GS-1702-07
A10.1409 SECRETARY (TYPING)	GS-0318-06

BRANCH OF EXCEPTIONAL EDUCATION	
A10.1600 SUPV. EDUC. SPEC.	GH-1710-14
A10.1601 EDUCATION SPEC.	GS-1710-13
A10.1602 EDUCATION SPEC.	GS-1710-13
A10.1603 EDUCATION SPEC.	GS-1710-13
A10.1606 EDUCATION SPEC.	GS-1710-13
A10.1607 EDUCATION SPEC.	GS-1710-13
A10.1605 SECRETARY	GS-0318-06
A10.1608 CLERK-TYPIST	GS-0322-04

BRANCH OF POST-SECONDARY EDUCATION	
A10.1500 SUPV. EDUC. SPEC.	GH-1701-14
A10.1505 EDUCATION SPEC.	GS-1701-13
A10.1520 EDUCATION SPEC.	GS-1701-13
A10.1525 EDUCATION TECH.	GS-1702-07
A10.1530 SECRETARY (TYPING)	GS-0318-04

BRANCH OF SUPPLEMENTAL SUPPORT SERVICES	
A10.1700 SUPV. EDUC. SPEC.	GH-1710-14
A10.1701 EDUC. SPEC. (CH. I)	GS-1710-13
A10.1703 EDUC. SPEC. (CH. I)	GS-1710-13
A10.1704 EDUC. SPEC. (JO. M)	GS-1701-13
A10.1707 SECRETARY (TYPING)	GS-0318-06

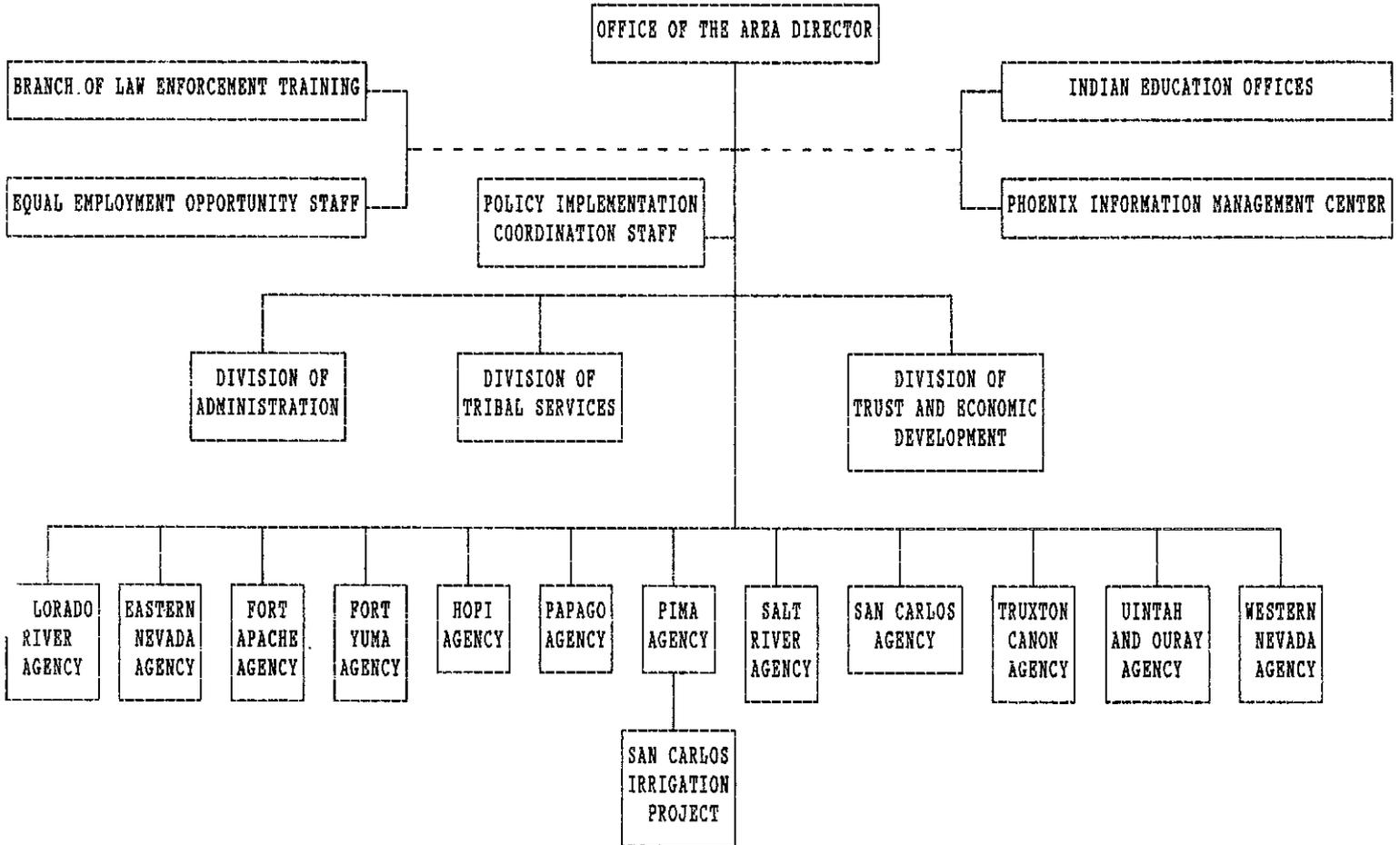
NORTH AND EAST AGENCY EDUCATION OPERATIONS	
A10.1060 ASSISTANT DIRECTOR	GH-1710-15
A10.1107 EDUCATION SPECIALIST	GS-1710-13
A10.1061 SECRETARY (STENO)	GS-0318-07

AREA AND POST-SECONDARY EDUCATION OPERATIONS	
A10.1080 ASSISTANT DIRECTOR	GH-1710-15
A10.1105 EDUCATION SPECIALIST	GS-1710-13
A10.1081 SECRETARY (TYPING)	GS-0318-07

SOUTH AND WEST AGENCY EDUCATION OPERATIONS	
A10.1070 ASSISTANT DIRECTOR	GH-1710-15
A10.1106 EDUCATION SPECIALIST	GS-1710-13
A10.1072 EDUCATION SPECIALIST	GS-1710-13
A10.1071 SECRETARY (STENO)	GS-0318-07

RECOMMENDED: *[Signature]* DEPUTY TO THE ASSISTANT SECRETARY - INDIAN AFFAIRS
 APPROVED: *[Signature]* ASSISTANT SECRETARY - INDIAN AFFAIRS
 DATE: 2-21-88
 DATE: 2-18-88

**PHOENIX AREA OFFICE
BUREAU OF INDIAN AFFAIRS**



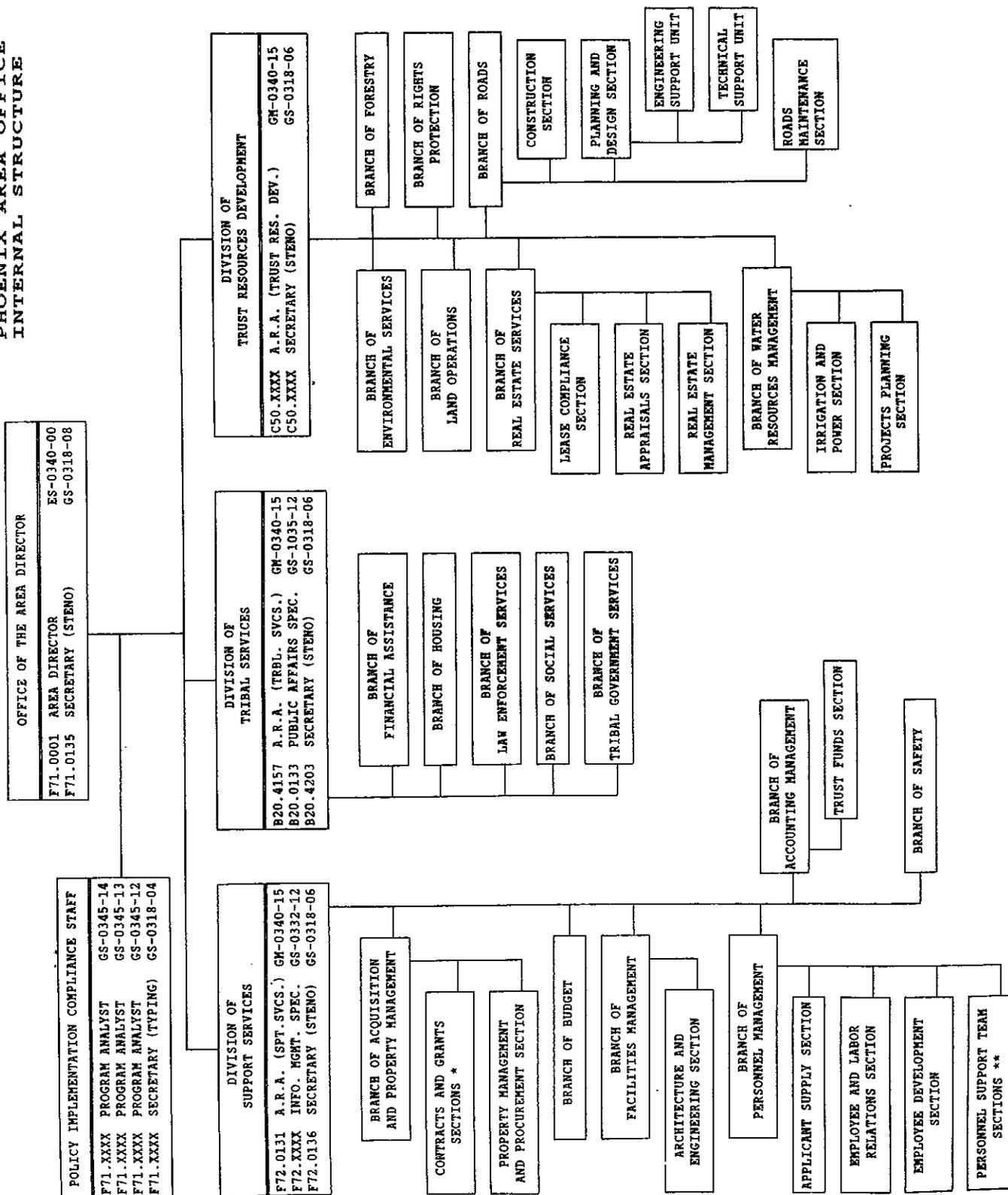
RECOMMENDED: _____
DIRECTOR, PHOENIX AREA OFFICE

DATE

APPROVED: _____
DEPUTY TO THE ASSISTANT SECRETARY - INDIAN AFFAIRS (OPERATIONS)

DATE

PHOENIX AREA OFFICE
INTERNAL STRUCTURE



APPROVED: _____

DATE _____

DIRECTOR, PHOENIX AREA OFFICE

DEPUTY TO THE ASSISTANT SECRETARY -
INDIAN AFFAIRS (OPERATIONS)

DATE _____

RECOMMENDED: _____



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

74
8/17/87.

IN REPLY REFER TO:

5 BIAM Release 44

JUL 28 1987

Memorandum

To: Holders of 5 BIAM

From: **ACTING** Deputy to the Assistant Secretary - Indian Affairs (Operations)

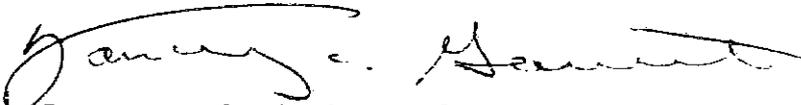
Subject: Organization Structure - 130 DM 2

The attached Departmental Manual Release No. 2750, Part 130 DM Chapter 2, dated June 23, 1987, is incorporated into the Bureau of Indian Affairs Manual System in 5 BIAM 2, Organization and Organizational Concepts and Functions.

This release provides for the restructuring of the Correspondence Control Staff to form an Executive Secretariat (ES) Staff within the Bureau of Indian Affairs.

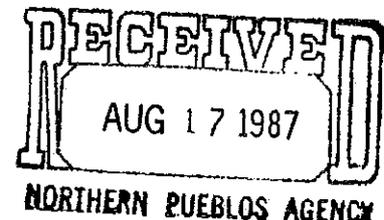
Included in the duties of the Executive Secretariat will be the tracking of official documents, correspondence, or actions under review by the Assistant Secretary - Indian Affairs.

The Bureau's organization chart is also revised to reflect this change.


ACTING Deputy to the Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

- (a) Remove superseded material:
5 BIAM 2, Release 41 (Dated 3/13/87)
130 DM, Organization Structure, Chapter 2, Rel. 2722 (3 sheets)
130 DM 2, Organization Chart, Rel. 2722 (Dated 12/31/86) (1 sheet)
- (b) Insert new material transmitted:
5 BIAM 2, Release 44 (Dated 7/28/87) (3 sheets)
130 DM, Organization Structure, Chapter 2, Rel. 2750 (1 sheet)
130 DM, Organization Chart, Rel. 2750 (Dated 6/23/87)
- (c) Pen-and-ink changes:
None



DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.1

2.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of (1) a headquarters with staff in Washington, D.C.; Boise, Idaho; Portland, Oregon; Albuquerque, New Mexico; Marana, Arizona; Lakewood, Colorado; Aberdeen, South Dakota; and Gallup, New Mexico; (2) middle management offices with regional coverage called Area Offices; (3) tribal level organizations termed agency, sub-agency, and field station; and (4) irrigation project offices. The Bureau is under the supervision of the Assistant Secretary - Indian Affairs who has responsibility for planning, organizing, coordinating, controlling, and directing all activities, programs, and functions assigned to the Bureau of Indian Affairs.

2.2 Headquarters Organization. The Bureau of Indian Affairs headquarters includes the offices of four Deputies to the Assistant Secretary, staff organizational elements, mission-oriented program offices, and support offices as described in this Part. The function of these headquarters components is to provide staff assistance to the Assistant Secretary - Indian Affairs in the exercise of management control over the Bureau of Indian Affairs. Central Office components assist the Assistant Secretary - Indian Affairs by: (1) developing Bureauwide policies, programs, budgets, and justifications; (2) developing Bureauwide legislative programs and reports; (3) providing liaison with other Federal agencies and national Indian organizations regarding Indian programs and Bureau activities; (4) monitoring and evaluating the performance of the headquarters and field establishment; (5) participating in periodic and specific management and program reviews of field operations; (6) advising the Assistant Secretary on Bureau programs, policy matters, regulations, and related matters; and (7) providing to field offices and tribes the specialized programmatic and functional assistance that can be economically and efficiently accomplished on a nationwide basis. Day-to-day operations and program service delivery are the primary functions of the Bureau's field, rather than headquarters, organization.

A. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative planning and congressional relations activities of the Bureau. It provides legislative research and staff assistance in planning, developing and drafting legislation. It reviews and analyzes the legislative needs of the Bureau and tribes and prepares and reports on legislative proposals affecting Indians, Indian tribes, and Bureau operations.

B. The Executive Secretariat Staff is responsible for assuring the proper and timely development and coordination of Bureau documents requiring review, action or signature by the Assistant Secretary - Indian Affairs. The staff provides assistance to the Assistant Secretary - Indian Affairs and his staff by ensuring that documents, correspondence, or actions under review by the Assistant Secretary is complete, accurate, and timely. It implements an automated tracking system with responsibility for ensuring documents or actions are entered into the system with a suspense due date, for reporting on overdue or delayed documents and activities, and for

6/23/87 #2750

Replaces 12/31/86 #2722

Release 5-44, 7/28/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2B

advising initiating offices of revised schedules. The Executive Secretariat serves as a clearinghouse for the consolidation of several channels of information all of which require the Assistant Secretary's action, review or follow-up. The staff ensures that the Assistant Secretary and his/her immediate staff are kept current on constantly changing critical issues. The staff is responsible for working closely with the Departmental Executive Secretariat to ensure Bureau conformance to Secretarial and Departmental guidance and policies and maintains contact with other Departmental Assistant Secretaries and their senior staff to ensure coordination on issues of multi-bureau interest and concern.

C. The Equal Employment Opportunity Staff, in coordination with the Central and Area Offices, develops plans, procedures, and regulations for carrying out the EEO Program to promote equal employment opportunity without regard to race, color, religion, sex, or national origin in all organizational units, locations, occupations, and levels of responsibility. It is responsible for monitoring the continuing application of Indian preference in initial hiring, promotions, and transfers. The staff includes full-time EEO officers located in the field who report to and assist the Bureau EEO Officer. The staff is responsible for all special emphasis employment programs including a Federal Women's Program and Hispanic Program. It also is responsible for EEO provisions of Title VI of the Civil Rights Act of 1964.

D. The Public Information Staff maintains liaison with the media, the public, and other Federal and State agencies. It prepares speeches and articles for key officials in the Bureau, news releases on major developments, general publications and audio-visual materials in support of the Bureau's mission, and special materials as required to provide closer and more timely communication with Indian groups. It prepares material to be used as correspondence aids in answering repetitive public inquiries on current and historic issues. The staff serves as public information consultants to top officials of the Bureau. The office maintains a functional relationship with the Office of Public Affairs, Department of the Interior, and with all public information related activities in the Bureau.

E. The Deputy to the Assistant Secretary - Indian Affairs (Operations) manages those administrative and support organizations, activities, and functions which cross the program directorate and other Deputy to the Assistant Secretary organizations. This Deputy to the Assistant Secretary is responsible for executing the management functions of planning, organizing, staffing, coordinating, controlling, and directing all activities, programs, and organizations assigned to the Offices of Administration, Data Systems, and Facilities Management. The Deputy to the Assistant Secretary provides leadership in the implementation of the Assistant Secretary's directives by developing policies and operating procedures for its assigned functions; provides advice to the Assistant Secretary - Indian Affairs on internal management issues; and identifies the need for and recommends to the Assistant Secretary revisions in Bureauwide goals and objectives. The Deputy to the Assistant Secretary Indian Affairs (Operations) supports the

6/23/87 #2750

Replaces 12/31/86 #2722

Release 5-44, 7/28/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2E

activities of other Deputies to the Assistant Secretary by coordinating the development and issuance of internal Bureau policies, regulations, procedures, standards, and systems required to effectively and efficiently manage their assigned programs and functions; supervises centralized organizations operating Bureau support systems; and provides technical oversight to monitor and evaluate programs and policies approved by the Assistant Secretary for implementation by the Bureau. The Deputy to the Assistant Secretary assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal agencies, the Congress, national Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

F. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) under the supervision of the Assistant Secretary - Indian Affairs is responsible for the line management, direction, and supervision of all Bureau of Indian Affairs education functions, programs, activities, field operations and offices and for the direction of non-education Bureau personnel under the supervision of education officials. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) has primary responsibility for formulating and evaluating the execution of policies, programs, and activities associated with the education function; for obligating funds appropriated for the education function. For assigned programs, the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) is responsible for advising the Assistant Secretary on program specific policy matters and field management issues; coordinating budget development and justification activities; developing information requirements, collecting data, and providing reports and statistical information covering the Bureau's education program; and monitoring and evaluating the execution of policies, programs, and activities. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) is responsible for coordinating assigned activities with other Deputy to the Assistant Secretary offices and for advising the Assistant Secretary on resource allocation decisions and on matters which affect both Indian education programs and those programs assigned to other Deputy to the Assistant Secretary offices. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal Agencies, the Congress, National Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

6/23/87 #2750

Replaces 12/31/86 #2722

Release 5-44, 7/28/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2G

G. The Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) manages those headquarters organizations, activities, and functions which promote the attainment of goals and objectives designed to assist tribes in delivering local governmental services such as social services, housing, training, job placement, law enforcement, judicial services and developing self-governing capabilities. This Deputy to the Assistant Secretary is responsible for executing the management functions of planning, organizing, staffing, coordinating, controlling, and directing all activities and programs assigned to Tribal Services. The Deputy to the Assistant Secretary provides leadership in the implementation of the Assistant Secretary's directives by developing policies, programs, standards, and systems required to effectively and efficiently manage assigned functions and by providing technical oversight of implementation activities undertaken by the field organization. For assigned programs, the Deputy to the Assistant Secretary is responsible for advising the Assistant Secretary on program specific policy matters and field management issues; coordinating budget development and justification activities; monitoring and evaluating the execution of policies, programs, and activities; and providing programmatic technical assistance and nationwide training to operating offices and officials. The Deputy to the Assistant Secretary is responsible for coordinating assigned activities with other Deputy to the Assistant Secretary offices and for advising the Assistant Secretary on resource allocation decisions and on matters affecting both Tribal Services programs and those assigned to other Deputy to the Assistant Secretary offices. The Deputy to the Assistant Secretary assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal agencies, the Congress, National Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

H. The Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) manages those headquarters organizations, activities, and functions associated with economic development and the development, enhancement, and protection of trust property, natural resources, and treaty and statutory rights of Indian tribes and individual Indians in or affecting property held in trust by the Federal government. The Deputy to the Assistant Secretary is responsible for executing the management functions of planning, organizing, staffing, coordinating, controlling, and directing all assigned activities and programs. The Deputy to the Assistant Secretary provides leadership in the implementation of the Assistant Secretary's directives by developing policies, programs, standards, and systems required to effectively and efficiently manage assigned functions and by providing technical oversight of implementation activities undertaken by the field organization. For assigned programs, the Deputy to the Assistant Secretary is responsible for advising the Assistant Secretary on program specific

6/23/87 #2750

Replaces 12/31/86 #2722

Release 5-44, 7/28/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2H

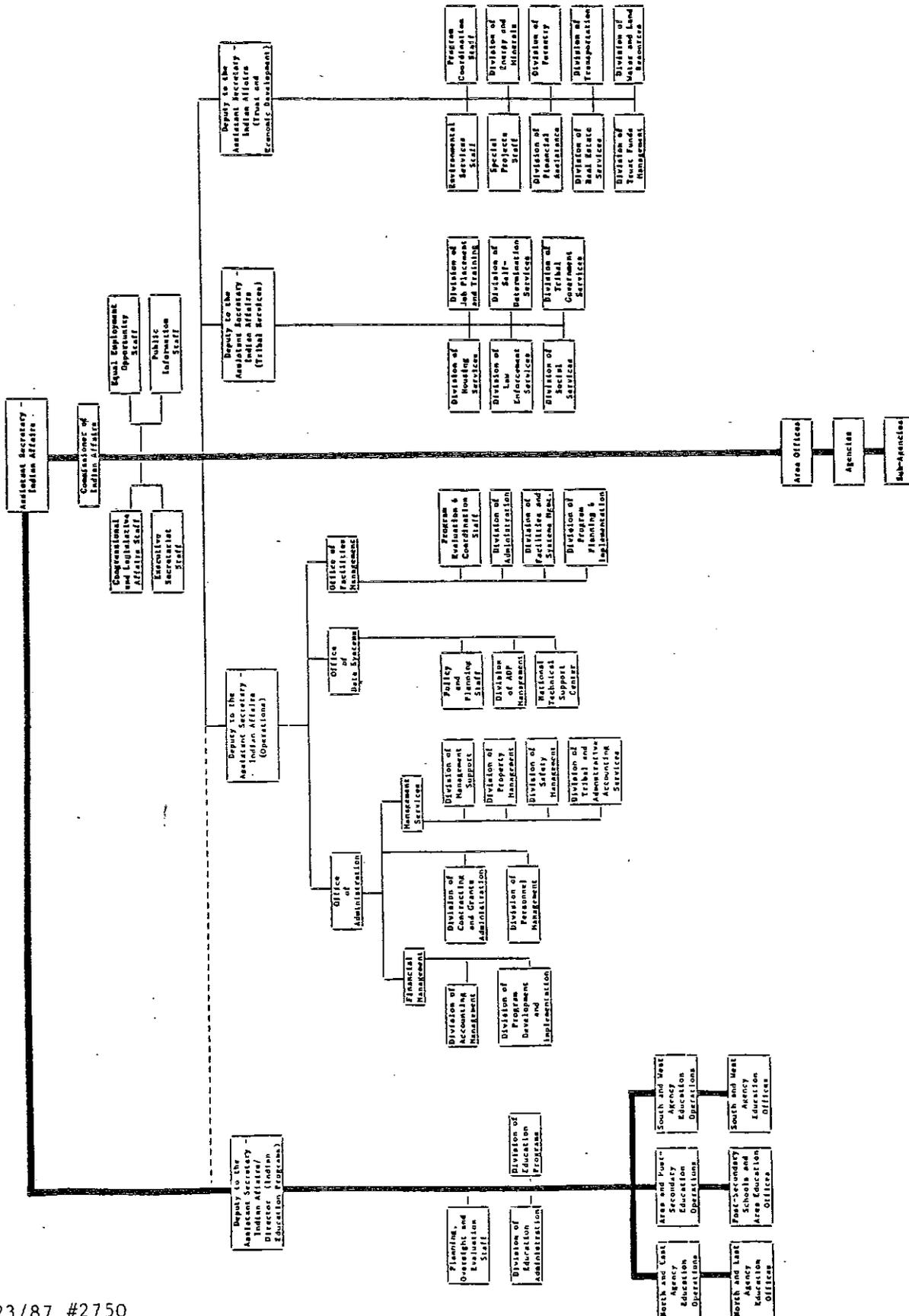
policy matters and field management issues; coordinating budget development and justification activities; monitoring and evaluating the execution of policies, programs, and activities; and providing programmatic technical assistance and nationwide training to operating offices and officials. The Deputy to the Assistant Secretary advises the Assistant Secretary on resource allocation decisions and on those matters which affect both Trust and Economic Development activities and those programs assigned to other Deputy to the Assistant Secretary offices. The Deputy to the Assistant Secretary assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal Agencies, the Congress, National Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

6/23/87 #2750

Replaces 12/31/86 #2722

Release 5-44, 7/28/87

Bureau of Indian Affairs



6/23/87 #2750
Replaces 12/31/86 #2722
Release 5-44, 7/28/87



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM Release 43

JUL 28 1987

Memorandum

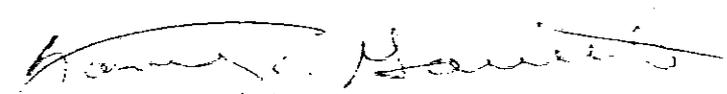
To: Holders of 5 BIAM

From: ^{ACTING} Deputy to the Assistant Secretary - Indian Affairs (Operations)

Subject: Tribal Services - 130 DM 3

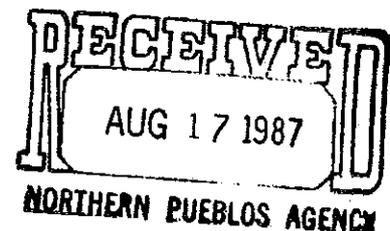
The attached Departmental Manual Release No. 2747, Part 130 DM Chapter 3, dated June 16, 1987, is incorporated into the Bureau of Indian Affairs Manual System in 5 BIAM 2, Organization and Organizational Concepts and Functions.

This release adds criminal investigation responsibilities to the functional statement of the Division of Law Enforcement Services, Office of Tribal Services.


Deputy to the Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

- (a) Remove superseded material:
5 BIAM 2, Release 41 (Dated 3/13/87) (1 sheet)
130 DM, Tribal Services, Chapter 3, Rel. 2722
(Dated 12/31/87)
- (b) Insert new material transmitted:
5 BIAM 2, Release 43 (Dated 7/28/87) (2 sheets)
130 DM, Office of Tribal Services, Chapter 3, Rel. 2747
(Dated 6/16/87)
- (c) Pen-and-ink changes:
None



DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Tribal Services

130 DM 3.1

3.1 Tribal Services. The following organizations provide staff support to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in the execution of responsibility for developing policies, programs, standards, and systems; for monitoring implementation activities undertaken by the field organization; for providing programmatic technical assistance and training to operating offices and officials; and for providing liaison between the Bureau of Indian Affairs and other organizations and officials.

A. The Division of Housing Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) for Bureau programs designed to provide and improve housing for Indians who cannot be served under other Federal-assisted housing programs. The Division serves as liaison to the Department of Housing and Urban Development and the Indian Health Service, coordinating the sanitation facilities construction program with housing construction and improvement programs to achieve optimum benefits for Indians and their communities. Close liaison is also maintained with other governmental agencies, private concerns, tribal bodies, and housing associations to facilitate a broad base financing for Indian housing. The Division also provides technical and administrative assistance to Indian housing authorities in developing project applications and proposals for financial assistance under Federal housing programs.

B. The Division of Job Placement and Training provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) regarding programs leading to the development of job opportunities, on-the-job training, and other services needed to enable Indian individuals seeking work to secure and retain suitable employment. The programs involve a variety of activities related to direct employment services on and off reservation including administrative management contracts with tribal governments; internship programs with private industry and governmental bodies; specialized training with Federal and State agencies; professional guidance to Indian tribes in assisting the development of their manpower potential; and identifying the job opportunities for which Indians will have a preferential right under Public Law 93-638, Sec. 7(b), training Indians to qualify for such jobs, assisting employers and other Federal agencies to locate and hire Indian people, and generally serving to promote the use of Sec. 7(b) as a job creating tool for Indian people. The Division serves as a liaison with other Federal agencies conducting activities that have direct bearing on Indian manpower development resources.

C. The Division of Law Enforcement Services with staff located in Albuquerque, New Mexico, and Marana, Arizona, provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in carrying out responsibilities for policy direction, coordination and support of Bureau law enforcement programs. The Division develops standards and criteria for the selection, training, and duties of law enforcement officers, including programs related to enforcement of trading, hunting, and fishing regulations, and the coordination of such programs with other agencies. The Division is responsible for the direction and operation of special

6/16/87 #2747

Replaces 12/31/86 #2722

Release 5-43, 7/28/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Tribal Services

130 DM 3.1C

investigations of alleged or suspected violations of major Federal Criminal Statutes relating to Indian Country. The Division is assisted in carrying out its responsibilities by staff located in Albuquerque, New Mexico, who are responsible for criminal investigations, police operations, and training. It conducts training for Bureau and tribal law enforcement personnel and monitors contracted law enforcement services. It conducts or insures the conduct of inspections and evaluations on all Bureau law enforcement programs and provides for the conduct of investigations involving alleged misconduct or violations of law by the Bureau or tribal law enforcement personnel. The Division provides for and coordinates emergency law enforcement services to protect life and property on the reservation. The Division maintains and coordinates liaison with law enforcement organizations on the national level and is responsible for the collection and management of criminal justice data for all Indian reservations having Federal/tribal civil or criminal jurisdiction.

D. The Division of Self-Determination Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in carrying out the responsibilities for the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, Title I), and related programmatic portions of the Federal Grant and Cooperative Agreement Act (Pub. L. 95-224), and for continuing programs initiated under the Joint Funding Simplification Act (Pub. L. 95-510) as they pertain to Indian self-determination. It provides policy guidance, coordination, direction, and cohesion for Bureau and tribal initiatives involving the aforementioned statutes and the related contract support and grant functions associated with Title I of Pub. L. 93-638. It identifies and defines problem areas, determines issues to be resolved, monitors implementation activities, recommends modifications in present Bureau policies, procedures, guidelines, systems and structure required in order for the Bureau to be responsive to tribal initiatives involving Title I of Pub. L. 93-638 and Pub. L. 95-224 and as it relates to Pub. L. 93-638.

E. The Division of Social Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in Bureau programs designed to provide social services to Indians and Indian communities. The programs include financial assistance for needy Indians living on reservations; arranging foster care for dependent, neglected, and handicapped Indian children; referral of Indians to local and State agencies for assistance when appropriate; preventive services in both adult and juvenile crime; individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

F. The Division of Tribal Government Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance regarding tribal judicial systems, tribal extension services,

6/16/87 #2747

Replaces 12/31/86 #2722

Release 5-43, 7/28/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Tribal Services

130 DM 3.1F

tribal grants administration, tribal government activities and procedures, U.S. Court of Claims judgments, tribal and judgment rolls, and enrollment appeals requiring action by the Assistant Secretary - Indian Affairs or the Secretary of the Interior.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM, Release 42

JUN 5 1987

Memorandum

To: Holders of 5 BIAM

From: Deputy to the Assistant Secretary - Indian Affairs (Operations)

Subject: Location of Field Offices Change - 130 DM 10

The attached Departmental Manual Release No. 2739, Part 130 DM Chapter 10, dated May 13, 1987, is incorporated into the Bureau of Indian Affairs Manual System in 5 BIAM 2, Organization and Organizational Concepts and Functions.

This release moves the Willow Creek Sub-Agency to Hoopa, California and renames it the Hoopa Sub-Agency. In addition, this release corrects the location of the Northern California Agency to Redding, California and not at Hoopa as was printed on the last release.


Acting Deputy to the Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

- (a) Remove superseded material:
5 BIAM 2, Release 41 (Dated 3/13/87)
130 DM 10, Location of Field Offices, Chapter 10
(Dated 12/31/87)
- (b) Insert new material transmitted:
5 BIAM 2, Release 42 (Dated 6/5/87)
130 DM 10, Location of Field Offices, Chapter 10
(Dated 5/13/87)
- (c) Pen-and-ink changes:
None

(2 sheets)

RECEIVED
BUREAU OF INDIAN AFFAIRS
ALBUQUERQUE AREA OFFICE

JUN 29 1987

AREA DIRECTOR'S OFFICE

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.1

Field Locations:

10.1 Aberdeen Area Office, Aberdeen, South Dakota, (Nebraska, North Dakota, South Dakota):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau Santee Sioux Field Station, Flandreau

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

10.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Ute Mountain Ute Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Jicarilla Agency, Dulce

Laguna Agency, Laguna

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Zuni Agency, Pueblo of Zuni, Zuni

10.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Concho Agency, Concho

Pawnee Agency, Pawnee

Shawnee Agency, Shawnee

5/13/87 #2739

Replaces 12/31/86 #2722

5 BIAM, Release 42, 6/5/87

(

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

(

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.4

10.4 Billings Area Office, Billings, Montana (Montana--Except for a small area under the jurisdiction of Portland, and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow Agency
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

10.5 Juneau Area Office, Juneau, Alaska (Alaska--Except for a small area under the jurisdiction of Portland):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Nome Agency, Nome
Southeast Agency, Juneau

10.6 Minneapolis Area Office, Minneapolis, Minnesota (Iowa, Michigan, Minnesota, and Wisconsin):

Iowa:

Sac and Fox Field Station, Tama

Michigan:

Michigan Agency, Sault Ste. Marie

Minnesota:

Minnesota Agency, Cass Lake
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

10.7 Muskogee Area Office, Muskogee, Oklahoma (Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Miami Agency, Miami
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

5/13/87 #2739

Replaces 12/31/86 #2722

5 BIAM, Release 42, 6/5/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10. Location of Field Offices

130 DM 10.8

10.8 Navajo Area Office, Window Rock, Arizona (Arizona and New Mexico):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Western Navajo Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

10.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

Nevada:

Eastern Nevada Agency, Elko
Western Nevada Agency, Stewart

Utah:

Southern Paiute Field Station, Cedar City
Uintah and Ouray Agency, Fort Duchesne

10.10 Portland Area Office, Portland, Oregon (Parts of Alaska and Montana, Idaho, Oregon, and Washington):

Alaska:

Metlakatla Field Station, Annette Islands Reserve

Montana:

Flathead Agency, Pablo

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Siletz Agency, Siletz
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

5/13/87 #2739

Replaces 12/31/86 #2722

5 BIAM, Release 42, 6/5/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.10

Washington:

Colville Agency, Nespalem
Olympic Peninsula Agency, Hoquiam
Puget Sound Agency, Everett
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Yakima Agency, Toppenish

10.11 Sacramento Area Office, Sacramento, California (California)

California:

Central California Agency, Sacramento
Northern California Agency, Redding
Klamath Sub-Agency, Klamath
Hoopa Sub-Agency, Hoopa
Palm Springs Field Station, Palm Springs
Southern California Agency, Riverside

10.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi, New York, and North Carolina):

Florida:

Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

New York:

New York Field Station, Syracuse

North Carolina:

Cherokee Agency, Cherokee

5/13/87 #2739

Replaces 12/31/86 #2722

5 BIAM, Release 42, 6/5/87



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM Release 41

Memorandum

March 13, 1987

To: Holders of 5 BIAM

From: **ACTING** Deputy to the Assistant Secretary - Indian Affairs (Operations)

Subject: Organization Changes - Bureau of Indian Affairs

The attached Departmental Manual Release No. 2722, Chapters 130 DM 1-11 and 130 DM 2 Chart, dated December 31, 1986, is incorporated into the Bureau of Indian Affairs Manual System in 5 BIAM 2, Organization.

The following organization changes have been made: The functions of the four Deputies to the Assistant Secretary - Indian Affairs are described in 130 DM 2; the functional statement for the Division of Financial Assistance has been moved from Chapter 3 to Chapter 4; and the organizational structure of the Office of Facilities Management has been established as a headquarters organization under the Deputy to the Assistant Secretary - Indian Affairs (Operations).

This release also transfers functions from the Division of Management Research and Evaluation and renames that Division. Organization management responsibilities are transferred to the Division of Personnel Management, and mail management functions are transferred to the Division of Property Management. The Division of Management Research and Evaluation has been renamed the Division of Management Support. The functions of the internal control system and audit coordination, paperwork management, and files and records management continue to be assigned to the Division of Management Support.

Gary C. Bauer
ACTING Deputy to the Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

(a) Remove superseded material:

✓ 130 DM 1	Creation, Objectives, and Functions	(Dated 8/19/80)	(1 sheet)
✓ 130 DM 2	Organization Structure	(Dated 5/13/83)	(2 sheets)
✓ 130 DM 2	Organization Chart	(Dated 12/24/84)	(1 sheet)
✓ 130 DM 3	Tribal Services	(Dated 3/15/82)	(2 sheets)

✓ 130 DM 4	Trust and Economic Development	(Dated 9/22/83)	(2 sheets)
✓ 130 DM 5	Office of Administration	(Dated 12/24/84)	(3 sheets)
✓ 130 DM 6	Field Organization	(Dated 12/4/84)	(1 sheet)
✓ 130 DM 7	Indian Education Programs	(Dated 6/8/83)	(3 sheets)
✓ 130 DM 8	Location of Field Offices	(Dated 7/18/86)	(1 sheet)
✓ 130 DM 9	Map - Area Organization	(no date)	(1 sheets)
✓ 130 DM 10	Places to Obtain Information	(Dated 6/6/79)	(1 sheet)
✓ 130 DM 11	Policies and Procedures	(Dated 6/6/79)	(1 sheet)

This release also supersedes 130 DM 9, Office of Data Systems, Release No. 2612
(Dated 12/24/84) (1 sheet)

(b) Insert new material transmitted:

130 DM 1	Creation, Objectives, and Functions	(Dated 12/31/86)	(1 sheet)
130 DM 2	Organization Structure	(Dated 12/31/86)	(3 sheets)
130 DM 2	Organization Chart	(Dated 12/31/86)	(1 sheet)
130 DM 3	Tribal Services	(Dated 12/31/86)	(1 sheet)
130 DM 4	Trust and Economic Development	(Dated 12/31/86)	(2 sheets)
130 DM 5	Office of Administration	(Dated 12/31/86)	(3 sheets)
130 DM 6	Office of Data Systems	(Dated 12/31/86)	(1 sheet)
130 DM 7	Office of Facilities Management	(Dated 12/31/86)	(1 sheet)
130 DM 8	Indian Education Programs	(Dated 12/31/86)	(3 sheets)
130 DM 9	Field Organization	(Dated 12/31/86)	(1 sheet)
130 DM 10	Location of Field Offices	(Dated 12/31/86)	(2 sheets)
130 DM 11	Places to Obtain Information	(Dated 12/31/86)	(1 sheet)
5 BIAM 2,	Release 41 (Dated 3/13/87)		(22 sheets)

(c) Pen-and-ink changes:

None

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 1 - 11 and 130 DM 2, Chart	SUBJECT ORGANIZATION	RELEASE NUMBER 2722
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	BUREAU OF INDIAN AFFAIRS	DATE DEC 31 1986

EXPLANATION OF MATERIAL TRANSMITTED:

This release publishes the changes to the functions and organization of the Bureau of Indian Affairs approved in Secretary's Order No. 3112. Functions of the four Deputies to the Assistant Secretary - Indian Affairs which were established by that Order are described in 130 DM 2. The functional statement for the Division of Financial Assistance has been moved from Chapter 3 to Chapter 4.

This release also establishes the organizational structure of the Office of Facilities Management which was approved by Secretary's Order No. 3107. The newly-reorganized Office of Facilities Management is a headquarters organization located in Albuquerque, New Mexico, which provides staff support to the Deputy to the Assistant Secretary - Indian Affairs (Operations). The Office has no staff located in Washington, D.C., nor in the Area Offices. However, a Special Assistant to the Deputy to the Assistant Secretary - Indian Affairs (Operations) will be responsible for addressing routine facilities matters requiring headquarters attention. The Special Assistant also will assist the Deputy to the Assistant Secretary in handling facilities management issues which may require immediate attention and/or response by the Bureau to Departmental and Congressional inquiries.

This release provides for the transfer of functions from the Division of Management Research and Evaluation and the renaming of that division. Organization management responsibilities are transferred to the Division of Personnel Management, and mail management functions are transferred to the Division of Property Management. The Division of Management Research and Evaluation has been renamed the Division of Management Support. The functions of internal control system and audit coordination, paperwork management, and files and records management continue to be assigned to the Division of Management Support.

The Bureau's organization chart is republished to show these changes.

Gerard R. Ross
Assistant Secretary - Policy, Budget and
Administration

FILING INSTRUCTIONS:

Remove:

130 DM 1-11 (19 sheets)

Release 5-41, 3/13/87

Insert:

130 DM 1-11 (20 sheets)

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions

130 DM 1.1

1.1 Creation. The Bureau of Indian Affairs was created in the War Department in 1824 and in 1849 was transferred to the Department of the Interior. The Snyder Act of 1921 (42 Stat. 208; 25 U.S.C. 13) provided substantive law for appropriations covering the conduct of activities in the Bureau of Indian Affairs. The scope and character of the authorizations contained in this Act were broadened by the Indian Reorganization Act of 1934 (48 Stat. 984; 25 U.S.C. 461 et seq.); the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450); and Title XI of the Education Amendments of 1978 (Pub. L. 95-561). Delegations of the authority of the Assistant Secretary - Indian Affairs to Bureau officials are published in Part 230 of the Departmental Manual. The Bureau of Indian Affairs Manual contains redelegations of the Assistant Secretary's authority.

1.2 Objectives. The principal objectives of the Bureau are to actively encourage and train Indian and Alaska Native people to manage their own affairs under a trust relationship with the Federal Government; to facilitate, with maximum involvement of Indian and Alaska Native people, full development of their human and natural resource potentials; to mobilize all public and private aids to the advancement of Indian and Alaska Native people for use by them; and to utilize the skill and capabilities of Indian and Alaska Native people in the direction and management of programs for their benefit.

1.3 Functions. The major functions of the Bureau, through which its objectives are to be achieved, include the following:

A. The Bureau works with Indian and Alaska Native people, other Federal agencies, state and local governments and other interested groups in the development and implementation of effective programs for the advancement of Indian and Alaska Native people.

B. The Bureau, in cooperation with Indian and Alaska Native people, seeks for them adequate educational opportunities in public education systems, assists them in the creation and management of educational systems for their own benefit, or provides from Federal resources the educational systems needed.

C. The Bureau actively promotes the improvement of the social welfare of Indian and Alaska Native people by working with them to obtain needed social and community development programs and by providing programs of community service as needed and desired by them.

D. The Bureau works with Indian and Alaska Native people in the development and implementation of programs for their economic advancement and for full utilization of their natural resources consistent with the principles of resource conservation.

Release 5-41, 3/13/87

Release 12/31/86, #3733/87
Replaces 8/19/80 #2288

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions

130 DM 1.3E

E. The Bureau acts as trustee for Indian and Alaskan Native lands and monies held in trust by the United States, for the purpose of assisting the Indian and Alaska Native people realize maximum benefits from such resources.

12/31/86 #2722
Replaces 8/19/80 #2288

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.1

2.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of (1) a headquarters with staff in Washington, D.C.; Boise, Idaho; Portland, Oregon; Albuquerque, New Mexico; Marana, Arizona; Lakewood, Colorado; Aberdeen, South Dakota; and Gallup, New Mexico; (2) middle management offices with regional coverage called Area Offices; (3) tribal level organizations termed agency, sub-agency, and field station; and (4) irrigation project offices. The Bureau is under the supervision of the Assistant Secretary - Indian Affairs who has responsibility for planning, organizing, coordinating, controlling, and directing all activities, programs, and functions assigned to the Bureau of Indian Affairs.

2.2 Headquarters Organization. The Bureau of Indian Affairs headquarters includes the offices of four Deputies to the Assistant Secretary, staff organizational elements, mission-oriented program offices, and support offices as described in this Part. The function of these headquarters components is to provide staff assistance to the Assistant Secretary - Indian Affairs in the exercise of management control over the Bureau of Indian Affairs. Central Office components assist the Assistant Secretary - Indian Affairs by: (1) developing Bureauwide policies, programs, budgets, and justifications; (2) developing Bureauwide legislative programs and reports; (3) providing liaison with other Federal agencies and national Indian organizations regarding Indian programs and Bureau activities; (4) monitoring and evaluating the performance of the headquarters and field establishment; (5) participating in periodic and specific management and program reviews of field operations; (6) advising the Assistant Secretary on Bureau programs, policy matters, regulations, and related matters; and (7) providing to field offices and tribes the specialized programmatic and functional assistance that can be economically and efficiently accomplished on a nationwide basis. Day-to-day operations and program service delivery are the primary functions of the Bureau's field, rather than headquarters, organization.

A. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative planning and congressional relations activities of the Bureau. It provides legislative research and staff assistance in planning, developing and drafting legislation. It reviews and analyzes the legislative needs of the Bureau and tribes and prepares and reports on legislative proposals affecting Indians, Indian tribes, and Bureau operations.

B. The Correspondence Staff is responsible for operating a correspondence control and monitoring system in accordance with Department and Bureau directives, expediting Bureau responses to correspondence of a priority or sensitive nature, and coordinating multiple-type inquiries as necessary. The staff answers inquiries regarding the status of controlled correspondence, generates call-up notices regarding overdue controlled mail, and prepares and distributes a Bureau reading file.

12/31/86 #2722

Replaces 5/13/83 #2496

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2C

C. The Equal Employment Opportunity Staff, in coordination with the Central and Area Offices, develops plans, procedures, and regulations for carrying out the EEO Program to promote equal employment opportunity without regard to race, color, religion, sex, or national origin in all organizational units, locations, occupations, and levels of responsibility. It is responsible for monitoring the continuing application of Indian preference in initial hiring, promotions, and transfers. The staff includes full-time EEO officers located in the field who report to and assist the Bureau EEO Officer. The staff is responsible for all special emphasis employment programs including a Federal Women's Program and Hispanic Program. It also is responsible for EEO provisions of Title VI of the Civil Rights Act of 1964.

D. The Public Information Staff maintains liaison with the media, the public, and other Federal and State agencies. It prepares speeches and articles for key officials in the Bureau, news releases on major developments, general publications and audio-visual materials in support of the Bureau's mission, and special materials as required to provide closer and more timely communication with Indian groups. It prepares material to be used as correspondence aids in answering repetitive public inquiries on current and historic issues. The staff serves as public information consultants to top officials of the Bureau. The office maintains a functional relationship with the Office of Public Affairs, Department of the Interior, and with all public information related activities in the Bureau.

E. The Deputy to the Assistant Secretary - Indian Affairs (Operations) manages those administrative and support organizations, activities, and functions which cross the program directorate and other Deputy to the Assistant Secretary organizations. This Deputy to the Assistant Secretary is responsible for executing the management functions of planning, organizing, staffing, coordinating, controlling, and directing all activities, programs, and organizations assigned to the Offices of Administration, Data Systems, and Facilities Management. The Deputy to the Assistant Secretary provides leadership in the implementation of the Assistant Secretary's directives by developing policies and operating procedures for its assigned functions; provides advice to the Assistant Secretary - Indian Affairs on internal management issues; and identifies the need for and recommends to the Assistant Secretary revisions in Bureauwide goals and objectives. The Deputy to the Assistant Secretary - Indian Affairs (Operations) supports the activities of other Deputies to the Assistant Secretary by coordinating the development and issuance of internal Bureau policies, regulations, procedures, standards, and systems required to effectively and efficiently manage their assigned programs and functions; supervises centralized organizations operating Bureau support systems; and provides technical oversight to monitor and evaluate programs and policies approved by the Assistant Secretary for implementation by the Bureau. The Deputy to the Assistant Secretary assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal agencies, the Congress, national

12/31/86 #2722

Replaces 5/13/83 #2496

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2E

Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

F. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) under the supervision of the Assistant Secretary - Indian Affairs is responsible for the line management, direction, and supervision of all Bureau of Indian Affairs education functions, programs, activities, field operations and offices and for the direction of non-education Bureau personnel under the supervision of education officials. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) has primary responsibility for formulating and evaluating the execution of policies, programs, and activities associated with the education function; for obligating funds appropriated for the education function. For assigned programs, the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) is responsible for advising the Assistant Secretary on program specific policy matters and field management issues; coordinating budget development and justification activities; developing information requirements, collecting data, and providing reports and statistical information covering the Bureau's education program; and monitoring and evaluating the execution of policies, programs, and activities. The Deputy to the Assistant Secretary Indian Affairs/Director (Indian Education Programs) is responsible for coordinating assigned activities with other Deputy to the Assistant Secretary offices and for advising the Assistant Secretary on resource allocation decisions and on matters which affect both Indian education programs and those programs assigned to other Deputy to the Assistant Secretary offices. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal Agencies, the Congress, national Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

G. The Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) manages those headquarters organizations, activities, and functions which promote the attainment of goals and objectives designed to assist tribes in delivering local governmental services such as social services, housing, training, job placement, law enforcement, judicial services and developing self-governing capabilities. This Deputy to the Assistant Secretary is responsible for executing the management functions of planning,

12/31/86 #2722

Replaces 5/13/83 #2496

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2G

organizing, staffing, coordinating, controlling, and directing all activities and programs assigned to Tribal Services. The Deputy to the Assistant Secretary provides leadership in the implementation of the Assistant Secretary's directives by developing policies, programs, standards, and systems required to effectively and efficiently manage assigned functions and by providing technical oversight of implementation activities undertaken by the field organization. For assigned programs, the Deputy to the Assistant Secretary is responsible for advising the Assistant Secretary on program specific policy matters and field management issues; coordinating budget development and justification activities; monitoring and evaluating the execution of policies, programs, and activities; and providing programmatic technical assistance and nationwide training to operating offices and officials. The Deputy to the Assistant Secretary is responsible for coordinating assigned activities with other Deputy to the Assistant Secretary offices and for advising the Assistant Secretary on resource allocation decisions and on matters affecting both Tribal Services programs and those assigned to other Deputy to the Assistant Secretary offices. The Deputy to the Assistant Secretary assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal Agencies, the Congress, national Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

H. The Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) manages those headquarters organizations, activities, and functions associated with economic development and the development, enhancement, and protection of trust property, natural resources, and treaty and statutory rights of Indian tribes and individual Indians in or affecting property held in trust by the Federal government. The Deputy to the Assistant Secretary is responsible for executing the management functions of planning, organizing, staffing, coordinating, controlling, and directing all assigned activities and programs. The Deputy to the Assistant Secretary provides leadership in the implementation of the Assistant Secretary's directives by developing policies, programs, standards, and systems required to effectively and efficiently manage assigned functions and by providing technical oversight of implementation activities undertaken by the field organization. For assigned programs, the Deputy to the Assistant Secretary is responsible for advising the Assistant Secretary on program specific policy matters and field management issues; coordinating budget development and justification activities; monitoring and evaluating the execution of policies, programs, and activities; and providing programmatic technical assistance and nationwide training to operating offices and officials. The Deputy to the Assistant Secretary advises the Assistant Secretary on resource allocation decisions and on those matters which affect both Trust

12/31/86 #2722

Replaces 5/13/83 #2496

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2H

and Economic Development activities and those programs assigned to other Deputy to the Assistant Secretary offices. The Deputy to the Assistant Secretary assists the Assistant Secretary in executing responsibilities for liaison between the Bureau and other Federal Agencies, the Congress, national Indian organizations, and private sector concerns. As assigned by the Assistant Secretary - Indian Affairs, the Deputy to the Assistant Secretary serves as fund control manager for appropriations provided for the programs, functions, and activities assigned in this Part, with responsibility for allocating funds to program and organizational managers, monitoring fund obligations and expenditures, and ensuring that obligations and expenditures do not exceed fund authorizations.

12/31/86 #2722

Replaces 5/13/83 #2496

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Tribal Services

130 DM 3.1

3.1 Tribal Services. The following organizations provide staff support to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in the execution of responsibility for developing policies, programs, standards, and systems; for monitoring implementation activities undertaken by the field organization; for providing programmatic technical assistance and training to operating offices and officials; and for providing liaison between the Bureau of Indian Affairs and other organizations and officials.

A. The Division of Housing Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) for Bureau programs designed to provide and improve housing for Indians who cannot be served under other Federally-assisted housing programs. The Division serves as liaison to the Department of Housing and Urban Development and the Indian Health Service, coordinating the sanitation facilities construction program with housing construction and improvement programs to achieve optimum benefits for Indians and their communities. Close liaison is also maintained with other governmental agencies, private concerns, tribal bodies, and housing associations to facilitate a broad base financing for Indian housing. The Division also provides technical and administrative assistance to Indian housing authorities in developing project applications and proposals for financial assistance under Federal housing programs.

B. The Division of Job Placement and Training provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) regarding programs leading to the development of job opportunities, on-the-job training, and other services needed to enable Indian individuals seeking work to secure and retain suitable employment. The programs involve a variety of activities related to direct employment services on and off reservation including administrative management contracts with tribal governments; internship programs with private industry and governmental bodies; specialized training with Federal and State agencies; professional guidance to Indian tribes in assisting the development of their manpower potential; and identifying the job opportunities that Indians will have a preferential right to under Public Law 93-638, Sec. 7(b), training Indians to qualify for these jobs, assisting employers and other Federal agencies to locate and hire Indian people, and generally serving to promote the use of Sec. 7(b) as a job creating tool for Indian people. The Division serves as liaison with other Federal agencies conducting activities that have direct bearing on Indian manpower development resources.

C. The Division of Law Enforcement Services, with staff located in Albuquerque, New Mexico, and Marana, Arizona, provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in carrying out responsibilities for policy direction, coordination and support of Bureau law enforcement programs. The division develops standards and criteria for the selection, training, and duties of law enforcement officers, including programs related to enforcement of trading, hunting, and fishing regulations, and the coordination of such programs with other agencies. The

12/31/86 #2722

Replaces 3/15/82 #2392

Release 5-41, 3/13/87

(DEPARTMENT OF THE INTERIOR (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Tribal Services

130 DM 3.1C

division is also responsible for conducting and coordinating training for tribal and Bureau law enforcement personnel and for inspecting and evaluating Bureau-funded law enforcement programs. In addition, the division provides nationwide emergency law enforcement services to protect reservation life and property. The division is also responsible for the management of collection, collation, analysis and distribution of criminal justice data activities for all Indian reservations where Federal/tribal civil and criminal jurisdiction exists.

D. The Division of Self-Determination Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in carrying out the responsibilities for the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638, Title I), and related programmatic portions of the Federal Grant and Cooperative Agreement Act (Pub. L. 95-224), and for continuing programs initiated under the Joint Funding Simplification Act (Pub. L. 95-510) as they pertain to Indian self-determination. It provides policy guidance, coordination, direction, and cohesion for Bureau and tribal initiatives involving the aforementioned statutes and the related contract support and grant functions associated with Title I of Pub. L. 93-638. It identifies and defines problem areas, determines issues to be resolved, monitors implementation activities, recommends modifications in present Bureau policies, procedures, guidelines, systems and structure required in order for the Bureau to be responsive to tribal initiatives involving Title I of Pub. L. 93-638 and Pub. L. 95-224 and as it relates to Pub. L. 93-638.

E. The Division of Social Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in Bureau programs designed to provide social services to Indians and Indian communities. The programs include financial assistance for needy Indians living on reservations; arranging foster care for dependent, neglected, and handicapped Indian children; referral of Indians to local and State agencies for assistance when appropriate; preventive services in both adult and juvenile crime; individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

F. The Division of Tribal Government Services provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) in Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance regarding tribal judicial systems, tribal extension services, tribal grants administration, tribal government activities and procedures, U.S. Court of Claims judgments, tribal and judgment rolls, and enrollment appeals requiring action by the Assistant Secretary - Indian Affairs or the Secretary of the Interior.

12/31/86 #2722

Replaces 3/15/82 #2392

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust and Economic Development

130 DM 4.1

4.1 Trust and Economic Development. The following organizations provide staff support to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) in the execution of responsibility for developing policies, programs, standards, and systems; for monitoring implementation activities undertaken by the field organization; for providing programmatic technical assistance and training to operating offices and officials; and for providing liaison between the Bureau of Indian Affairs and other organizations and officials.

A. The Environmental Services Staff provides assistance and advice to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) regarding all matters involving environmental statutes which have application to, or implications for, Indian trust lands. The functions of this staff include recommending policies and drafting guidelines and handbooks for ensuring Bureau compliance with legislation such as the National Environmental Policy Act, the Archaeological Resources Protection Act, the Endangered Species Act, the Clean Air and Water Act, the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), and other statutes dealing with the environment and the preservation of cultural and archaeological resources. In addition, this staff coordinates the review by the Bureau of environmental reports and statements prepared by other Federal agencies. It provides professional assistance to area offices and agencies in implementing Bureau policies and procedures for environmental services.

B. The Program Coordination Staff provides assistance and advice to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) to achieve program coordination for all assigned functions relative to program planning, ADP, budget, finance, procurement, personnel matters, property, reports management and preparation, trust funds, and information systems management. The staff is also responsible for developing internal management systems, processes, and controls and for maintaining liaison with other portions of the Bureau. The staff plans, reviews, and evaluates existing and proposed policies; performs program and process evaluation activities; and provides recommendations. It is responsible for the Land Records activities undertaken by staff in Albuquerque, New Mexico, and the Geographic Information Systems activities in Lakewood, Colorado. The staff is responsible for land records improvement and maintenance; for assuring that land related information essential to the prudent conduct of the Bureau's trust responsibility over Indian resources is adequately recorded, stored, and made retrievable; for providing technical support to the Bureau's title plants; and for periodically reviewing their performance with the Area Directors who have line responsibility for those plants. It prepares trust fund reports and histories; makes adjustments to tribal trust funds and individual Indian money accounts in cases of error; does project research for special fiscal problems; prepares reports for legislation and for litigation cases; and develops special reporting and operational procedures.

C. The Special Projects Staff provides staff assistance and advice to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic

12/31/86 #2722

Replaces 9/22/83 #2521 and 3/15/82 #2392

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust and Economic Development

130 DM 4.1C

Development) in the management of specific projects involving issues of an interdisciplinary, politically sensitive, critical, or one-time nature. These include coordination of responsibilities for and recommending allocations of funds for litigation support and attorney fees requirements; other rights and trust matters that are not specifically related to one particular program or on which special attention is required. Special projects to be handled include Alaska matters (ANCSA and ANILCA); Eastern Indian Land Claims; and the American Indian Religious Freedom Act. The staff maintains continual contact or liaison with other Federal agencies, Indian organizations, and tribal, area, and agency officials concerned with rights issues and special project activities.

D. The Division of Energy and Minerals Resources, with staff located in Lakewood, Colorado, provides staff assistance and advice to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) in analyzing, evaluating, developing, and coordinating Bureauwide Indian energy and mineral resource policies and programs, standards, goals, and objectives; prepares regulations and develops procedures for application by area and agency offices in activities pertaining to the conservation, development and leasing of mineral resources on Indian lands; coordination with other bureaus within the Department and other governmental agencies, and industry personnel; and advises Bureau management on mineral related technical issues. It also reviews mineral accounting procedures; manages the Bureau mineral inventory program; reviews environmental impact statements, giving comments related to mineral resource development; and monitors contracts and production programs in oil and gas. This Division is responsible for economic analyses, and other activities related to: coal, oil, gas, uranium, copper, molybdenum, tungsten, and other energy and mineral resources.

E. The Division of Financial Assistance provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) regarding specific programs designed to aid Indians in obtaining adequate capital for development of Indian resources, and to provide credit and financing services to tribal organizations and individual members. This includes services to obtain funds from conventional and government sources to finance Indian economic self-development, including loans for housing, education, and Indian governmental purposes, and in the investment and use of their own monies for the same purposes. The programs include incentive provisions; financial counseling and analysis; and organizational, accounting, and management services. Also the Division administers programs under the Indian Financing Act of 1974 which include the Revolving Loan Fund, Indian Business Development Grants, and Guaranteed and Insured Loans, and it assists in the establishment, supervision and financing of lending programs for Indian organizations.

F. The Division of Forestry with staff located in Portland, Oregon, and at the Interagency Fire Control Center in Boise, Idaho, provides staff assistance and advice to the Deputy to the Assistant Secretary - Indian Affairs

12/31/86 #2722

Replaces 9/22/83 #2521 and 3/15/82 #2392

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust and Economic Development

130 DM 4.1F

(Trust and Economic Development) and technical assistance to Bureau and tribal organizations in forestry matters. The division is responsible for the formulation and implementation of policies for analyzing, evaluating, developing and coordinating the appraisal and sale of timber, forest inventories and subsequent analysis of inventory data, preparation and revision of multiple-use management plans for the forest land base, forest improvement projects, and forest protection. In compliance with the Bureau's trust responsibilities, this Division exercises program oversight and provides planning and scheduling of Bureau-wide forestry activities at the national level to insure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld; develops, reviews, and keeps current program administration directives controlling the Bureau's forestry operations; coordinates with the Congressional and Legislative Affairs Staff on legislative initiatives to facilitate management of Indian forest resources; and maintains active working relationships with other governmental and private organizations concerned with forestry problems of mutual interest.

G. The Division of Real Estate Services provides staff assistance and advice to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) in activities related to land resources and real property management which include: acquisition, disposal, tenure and management; appraisals and land use planning; sales, exchanges, partitions, issuance of patents in fee, removal of restrictions, grants of rights-of-way; issuance of licenses, permits and leases of real estate under Bureau jurisdiction; lease compliance; assignment of tribal lands to members of tribes; probate matters; cadastral surveys; records research and archival retrieval; and review and evaluation of these activities at the field level. It provides real estate counseling and land use planning to support Bureau and tribal programs in leasing and development of Indian lands and provides overall supervision of the boundary (cadastral) survey program of the Bureau, in concert with the Bureau of Land Management. The Division is responsible for providing staff support for, and consideration of, Statute of Limitations responsibilities, including assistance in identification, preparation, and filing of valid claims; acquisition of the additional evidentiary support, surveys, appraisals, and other materials necessary to support claims filed; proposing legislation where appropriate, and related requirements. It is also responsible for follow up work on the claims that are now part of the Unresolved Indian Rights Issues Program, which consist of forced fee patent and rights of way issues.

H. The Division of Transportation, with staff located in Albuquerque, New Mexico, provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) regarding Bureau programs for analysis, design, construction, and maintenance of roads, bridges, airfields, and other transportation facilities with the ultimate objective of enhancing reservation economics and services to Indian and Alaska Native people. The Division is also responsible for providing

12/31/86 #2722

Replaces 9/22/83 #2521 and 3/15/82 #2392

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust and Economic Development

130 DM 4.1H

computer operated design, inventory, equipment, and transportation project management services. The Division maintains liaison with the United States Department of Transportation and other related transportation agencies.

I. The Division of Trust Funds Management, located in Albuquerque, New Mexico, provides staff assistance in carrying out the Bureau's trust funds management responsibility which includes: investment of trust funds, and responsibilities for IIM accounts management. It accounts for and approves disbursement of tribal and individual Indian monies derived from the sale or lease of tribal resources such as land, timber, minerals and water, and the disbursement of per capita payments, judgments, awards, and claims. The major function of this staff is to assure that a maximum of funds available for investment is placed in accord with the law in a manner which will generate the maximum return on investment, while taking account of tribal and individual Indian needs for available funds. This function also includes: development of procedures for the proper safeguarding, accounting, and reporting of investments and related transactions; development of technical guidance programs for Area, Agency and tribal officials regarding investments; consultation with Area and tribal officials in the development of investment programs which will increase earnings to individual tribes; and maintaining contact with the Treasury Department in regard to investments activities.

J. The Division of Water and Land Resources provides staff assistance and advice to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) in matters relating to planning and development of program standards for Bureauwide water and land resources development which include: irrigation and power project construction and operation and maintenance; and agriculture, range, soil and moisture conservation; fish, wildlife, and outdoor recreation. This Division also provides staff advice for all activities related to the planning, management, conservation development and utilization of the Indians' soil, water, rangeland, fish and wildlife resources; and directs the Bureau's flood plains management program. It provides technical advice and assistance, as required, for the authorization, planning, design, construction, management and operation of Indian irrigation and power projects, water development projects, accounting for irrigation water utilization, and protection of water rights. It is responsible for the review of, and making recommendations concerning, the Bureau's dam safety program and for reviewing and commenting on feasibility studies and other planning reports concerning the development of water and related land resources when Indian lands and water are involved. It is also responsible for coordination of wildlife and game management, hatchery operations, and fish and wildlife enhancement activities, as well as policy guidance and professional assistance to Bureau offices in the development of fish, wildlife, and outdoor recreation plans and activities on Indian trust lands. The Division also provides staff advice and assistance in the areas of water, agriculture, range, hunting and fishing, and other natural resources rights and maintaining liaison with Area and Agency officials on matters which affect Indian lands or water.

12/31/86 #2722

Replaces 9/22/83 #2521 and 3/15/82 #2392

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Office of Administration

130 DM 5.1

5.1 The Office of Administration is responsible for managing administrative services activities, functions, and programs which support the operation of mission programs assigned to the Bureau. Under the supervision of a Director who reports to the Deputy to the Assistant Secretary - Indian Affairs (Operations), the Office develops policies, procedures, and systems to be implemented on a bureauwide basis for administrative programs. These programs include budget formulation and execution, energy conservation, finance and accounting, management analysis, evaluation, personnel management, procurement, property management, internal control systems management, audit coordination, contracting, grants management, program development and implementation, and safety management. The office and its subordinate entities also provide for the development and coordination of training policies, programs and technical assistance support for its assigned programs. The Office administers Bureauwide systems for fiscal accounting and disbursements, and it provides administrative and housekeeping services for the central office, the Eastern Area Office, and the Indian Arts and Crafts Board.

5.2 The Division of Contracting and Grants Administration provides professional and technical leadership and assistance in Bureauwide contract and grants assistance activities. The division has responsibility for planning, directing, coordinating, implementing, evaluating, controlling, and developing Bureau contract and grant policies, procedures and practices. The division provides technical assistance to the central office operating officials in determining material and service needs, procurement sources and options; participates in basic contract negotiations, bids, and award procedures; determines appropriate sources for material and service needs; negotiates, formally advertises and/or awards contracts; authorizes contracts or procurement arrangements; administers and monitors contracts; maintains basic contract/procurement records; prepares recurring reports as required; authorizes appropriate payments; issues operating instructions; and evaluates contract performance.

A. It develops and reviews policies, procedures and guidelines, and recommends policy and legislative materials to support Bureau objectives. It monitors past and present performance to achieve goals; compares performance with Federal standards; and reviews Federal standards, judicial and administrative appeal decisions and appropriate legislative statutes for controlling Bureau efforts.

B. It reviews and evaluates Bureau procurement and grant assistance operations to ensure equity, effectiveness, efficiency and economy, and recommends appropriate administrative actions. It coordinates Bureau contract and grants activities with Federal, state and private agencies for optimizing tribal government development.

C. It assists Bureau field units and tribal governments in contract and grant proposal preparation, negotiation, administration and closeout phases. It conducts training, develops career development systems and prepares

12/31/86 #2722

Replaces 12/24/84 #2612

(DEPARTMENT OF THE INTERIOR (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Office of Administration

130 DM 5.2C

materials for Bureau and tribal personnel related to contracting and grants. The division provides testimony to, and interfaces with, the executive and legislative branches in preparing, discussing, and refining policies for headquarters and field office levels. The division also provides operating contracting services to central office entities located in Washington, D.C., and the Indian Arts and Crafts Board.

5.3 Financial Management, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for financial management functions; for performance of the functions identified with the budget cycle; the operation of fiscal accounting, compensation, and employee data systems; Bureauwide technical assistance in program evaluation; and provides support services in operating budget and fiscal accounting functions. The Office of the Assistant Director serves as a coordination point and central source for Indian population data and for special statistical analyses.

A. The Division of Accounting Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide advice and guidance in areas of accounting, fiscal operations, financial management, accomplishment reporting, centralized payroll, automated personnel records systems, and directs the employee data and compensation, finance, and accounting operations located in Albuquerque, New Mexico. The division develops standards, specifications, and operating procedures. It develops policies, systems, and related procedures to be used throughout the several designated accounting stations of the Bureau.

B. The Division of Program Development and Implementation provides staff assistance to the Assistant Director regarding those functions identified with the budget cycle and program evaluation. In coordination with program directors, the division implements the Bureau's policies and program goals through the budgetary process; develops instructions for use in annual program plans; reviews program requests on the basis of fiscal reasonableness, feasibility and justifiability; reviews proposed tribal comprehensive plans to determine fiscal feasibility for package funding; develops Bureauwide program planning documents; develops budget estimates and justifications; prepares for budget legislative hearings; prepares field planning allowances and tentative allocations. The division performs budget execution functions including continuing resolutions; encoding programs to the finance system; allotting funds, maintaining employment ceiling control, preparing comparisons of actual and planned funds and accomplishments and reporting exceptions between planned and actual conditions. This division is responsible for Bureauwide program evaluation which includes advising the Deputy to the Assistant Secretary - Indian Affairs (Operations), Area Directors, and Superintendents on the effectiveness of Bureau programs in meeting the needs of Indian clientele; providing the leadership role for program evaluation crossing program and staff lines; providing technical assistance to Program and Area Directors, and coordinating and initiating

12/31/86 #2722

Replaces 12/24/84 #2612

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Office of Administration

130 DM 5.3B

program evaluation efforts within the Office of Administration. The division also provides operating budget functions to central office entities located in Washington, D.C., and the Indian Arts and Crafts Board.

5.4 The Division of Personnel Management is responsible for the development, coordination, administration and evaluation of personnel management programs and policies for the entire Bureau.

A. The division formulates objectives, policies, and guidelines for Bureau personnel management activities. It provides for orderly alignment of positions for pay administration, position management, and other personnel and management purposes. It develops standards and criteria for securing and retaining qualified employees, and provides guidance to Bureau management on labor-management relations issues and maintains relationships with employee groups and unions recognized by the Bureau on a national basis.

B. The division initiates and administers comprehensive career development plans and programs, including training and promotion. It oversees employee-management relations to assure that working conditions and employee conduct meet work and public service requirements. It conducts studies and analyses to identify bureau manpower and personnel management needs, current and future, and takes action to satisfy those requirements. It conducts personnel program reviews and evaluations on a Bureauwide basis and recommends to management officials methods for improvement. The division maintains liaison with the U.S. Office of Personnel Management and the Department on personnel management matters. It provides staff assistance to the personnel management officials in the Bureau in the implementation of the policies developed at the Bureau and Department level.

C. The division is responsible for Bureauwide organization analyses, including organization planning, structural development, and staffing. These responsibilities are carried out in cooperation with Financial Management. The division reviews proposed organizational changes and provides analytical support for identifying and evaluating alternative organization approaches. It makes impact assessments, evaluates organizational performance and recommends improvements. It assists managers in the implementation of approved organization and systems changes, including preparing and issuing delegations of authority, performing followup reviews, and monitoring the Bureauwide organization structure. The division conducts scheduled organizational reviews, performs special management studies on request, and manages Bureauwide assessment projects and other special programs, as directed.

D. The division also provides operating personnel services for central office organizations located in Washington, D. C., and other locations in the United States, the Eastern Area Office, and the Indian Arts and Crafts Board.

5.5 Management Services, under the supervision of an Assistant Director, is responsible for the development of policies, programs, and guidelines for the

12/31/86 #2722

Replaces 12/24/84 #2612

((

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Office of Administration

130 DM 5.5

general management functions related to paperwork management, property management, safety management, and financial and administrative analysis.

A. The Division of Management Support provides staff assistance to the Assistant Director with responsibility for internal control systems coordination, audit tracking, files and records management, and all elements of paperwork management for the Bureau. The division plans and implements automated systems for its assigned functions, developing in coordination with the Office of Data Systems computerized tracking and reporting systems, microfilm/computer linkages for directives management, and automated records and files systems. The division provides advisory services and technical assistance related to its functions to the Deputy to the Assistant Secretary - Indian Affairs (Operations), Central Office Directors, Area Directors, and other Bureau officials. It devises training techniques, systems, and materials for use in bringing Bureau Central Office and Field managers to the level of expertise necessary to ensure the effective and efficient operation of internal control, audit tracking, files and records, and paperwork management systems. For these assigned functions, the division represents the Bureau in its interactions with other Federal agencies and Department offices. For its assigned functions, the division provides reports and policy options to the Deputy to the Assistant Secretary - Indian Affairs (Operations).

(1) The division is responsible for initiating, coordinating, and managing the Bureau's management systems evaluation program which includes analyses and evaluations conducted in connection with OMB Circular A-123 and the Federal Managers Financial Integrity Act of 1982, audits conducted by the General Accounting Office and the Interior Department's Office of Inspector General, and reviews performed by other Federal Agencies. It provides technical support, advice, assistance, and training to Central Office and Field staff in the implementation of internal control systems and their periodic review, in audit coordination and tracking, and in tracking implementation of corrective actions taken to overcome weaknesses identified in audit reports and internal control system reviews. It develops and manages automated systems to enhance the management of internal control reviews.

(2) The division is responsible for the Bureauwide planning, development, design, coordination, and management control for the paperwork management elements of information resources management, directives, regulatory management, files, Privacy Act, Freedom of Information Act, correspondence management, microfilm and microfiche technologies, reports and forms, and records management. It reviews the implementation of paperwork management systems, evaluating the effectiveness of their operation in the field and recommending solutions to identified weaknesses. The division reviews and provides for a control over issuance of internal directives, Code of Federal Regulations documents, Federal Register notices, forms, reports, and information collections. It provides technical assistance in the development of Federal Register documents, forms, information collection clearances, internal directives, and responses to Freedom of Information Act requests.

12/31/86 #2722

Replaces 12/24/84 #2612

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Office of Administration

130 DM 5.5A(3)

(3) The division is responsible for the coordination, oversight, and control of documentation management activities, functions, and programs throughout the Bureau of Indian Affairs. As the single point documentation program manager, the division is responsible for ensuring that inactive Central Office documentation is systematically disposed of by retirement to federal records centers, transfer to the National Archives, or by one of several methods of authorized destruction. The division ensures preservation of documentation that reflects the organization, functions, policies, decisions, procedures, and essential transactions of the Bureau and documentation that protects the legal and financial rights of Indian governments and of individuals directly affected by Bureau actions. The division develops Bureauwide policy for establishing a system of supervision, facilities, and criteria to ensure proper maintenance of documents of enduring value and prompt disposition of inactive documentation.

B. The Division of Property Management provides staff assistance to the Assistant Director regarding programs for all Bureau-owned real and personal property, space, mail management, motor vehicle management, and procurement from directed sources. The division is responsible for developing, modifying, reviewing, evaluating, and implementing Bureauwide policies and procedures related to management of personal property, space, mail management, motor vehicles, and procurement from directed sources; maintaining the Bureau Property Management Regulations, incorporating constantly changing Federal and Departmental policies, regulations, and procedures promulgated by Federal regulatory agencies, and providing Bureau oversight and technical assistance to Area and those offices with operational responsibilities. It also performs studies relating to utilization of facilities and disposal systems for excess property. It inventories training needs and conducts training in its assigned functions as needed. The division provides operating services in the areas of procurement, property, supply, and office and house-keeping services to Central Office entities located in Washington, D.C., the Eastern Area Office, and the Indian Arts and Crafts Board.

C. The Division of Safety Management, located in Albuquerque, New Mexico, develops and maintains a Bureauwide safety program which ensures safe and healthful work locations; provides technical guidance, information and staff resources for the conduct of Area safety programs; conducts research and provides engineering services on Bureau safety and health programs; provides technical assistance to Indian tribes and contractors in the establishment and maintenance of safety and health programs; eliminates hazards which may cause accidents (accident prevention); protects lives and physical well-being of Bureau employees and users of Bureau facilities; promotes greater work efficiency by holding the number of accidents to a minimum; ensures lowest possible compensation costs; protects Bureau property; and promotes and ensures high standards of physical fitness of workers on all jobs in the Bureau. The division is a staff function of the Bureau that carries out much of its responsibilities by operating through line officers.

12/31/86 #2722

Replaces 5/13/83 #2612

Release 5-41, 3/13/81

(DEPARTMENT OF THE INTERIOR (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Office of Administration

130 DM 5.5C(1)

(1) It provides staff assistance, coordination, and administration of Departmental and Bureau policies and programs; reviews reports submitted by other government offices relating to Tribal property and takes action, as necessary; reviews architectural and engineering drawings developed by the Office of Facilities Management; reviews contracts for major construction to insure compliance with Occupational Safety and Health Codes and National Fire Standards; and recommends condemnation, closing, or modification of buildings and equipment which are considered hazardous.

(2) The division administers the Bureau motor vehicle program which includes accident investigation and expediting tort claims for the Office of the Solicitor. It has responsibility for drivers' licenses, defensive driver training, and other training necessary to improve individual capability to meet Bureau, state, and Federal requirements. It is responsible for safety in the areas of water transportation and transmission; safety in reservoir and dam areas; safety in handling of radiological materials. It is the technical advisor on safe handling and use of explosives, pest herbicides and toxic substances. It is also technical advisor regarding noise exposure.

(3) It develops and maintains a data base consisting of statistics on accident, injury, fire, and property damage. This information is stored in the main computer and is used to develop trends, determine trouble areas, etc., and serves as a base for accident prevention and safety training.

(4) It develops, distributes, and evaluates the effectiveness of safety training materials for students and teachers in Bureau schools.

(5) The division is also responsible for processing employee compensation claims.

D. The Division of Tribal and Administrative Accounting Services, located in Golden, Colorado, is responsible for the delivery of administrative capacity building technical assistance services to Indian tribes and tribal organizations. The Division provides, or coordinates the provision of, assistance in the assessment, development, installation, and maintenance of management and administrative systems used by Indian tribes in the execution of their governmental responsibilities. It also is responsible for analyzing and making recommendations affecting or initiating actions to correct deficiencies in Bureau operated activities involving the collection, holding, and disbursement of nonappropriated funds.

12/31/86 #2722

Replaces 12/24/84 #2612

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Office of Data Systems

130 DM 6.1

6.1 The Office of Data Systems provides advice to the Deputy to the Assistant Secretary - Indian Affairs (Operations) who is responsible for developing, implementing and reviewing bureau-wide policies, plans, processes, and activities related to ADP and data communications systems. This responsibility encompasses all aspects of ADP and data communications management bureau-wide including reviewing and recommending approval or disapproval of the acquisition, use, modification or discontinuance of any ADP or data communications service or resource that may be requested by any program directorate or any of the Bureau's field offices. The Office provides technical guidance and advice on matters related to or affecting information technology and ADP to all organizations within the Bureau of Indian Affairs; serves as point of contact with officials of the Department of the Interior and as Congressional liaison for ADP matters; represents the Bureau to the Department of the Interior, other Federal agencies, and the public on major data processing issues; and coordinates and provides the Chair for internal committees or task forces concerned with ADP. It provides management direction and support for Bureau production systems and directs the provision of systems analysis and design, data processing operations, user assistance, and ADP training to all elements of the Bureau.

6.2 The Policy and Planning Staff, provides staff assistance and advice to the Director and, in cooperation with appropriate offices, coordinates the development of ADP policies; develops short and long range ADP plans; develops management objectives; and coordinates the development of all financial plans for which the Director is responsible. The staff monitors budget execution; receives, analyzes, assigns, and controls requests for ADP services through the costing, feasibility, approval, and development process. The staff also maintains an automated project management tracking system and serves as focal point for all inquiries regarding ADP projects.

6.3 The Division of ADP Management provides staff advice and assistance to the Director in the areas of requirements analysis; feasibility studies and cost analyses; data standardization; system standardization; ADP forms coordination; ADP acquisition management and support; data base administration; and ADP equipment and data communications management. The division provides liaison services between the Office and ADP users throughout the Bureau in those matters; and develops and implements management information systems for Bureau central office directors.

6.4 The National Technical Support Center, located in Albuquerque, New Mexico, provides leadership and technical direction to all Bureau ADP users in the areas of ADP production operations and control; systems equipment and data communications configuration; systems software maintenance; user support; ADP training, systems acceptability testing; application design and documentation; and application programming. The Center is responsible for maintaining systems, site, and data security; operating a technical information center in support of the users; and managing and coordinating operations at its subordinate Information Management Centers collocated with selected area offices.

12/31/86 #2722

Replaces 12/24/84 #2612

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Office of Facilities Management

130 DM 7.1

7.1 The Office of Facilities Management, located in Albuquerque, New Mexico, provides staff support to the Deputy to the Assistant Secretary - Indian Affairs (Operations) for Bureau programs which provide planning, design, architectural, engineering, construction management, contracting, equipping, evaluation and other technical services related to the construction of new facilities; and major rehabilitation, alteration, equipping, improvement, operation, maintenance and evaluation of existing Bureau buildings, utilities, and grounds, as well as public and tribally operated contract facilities. The Office implements criteria for ranking new construction and facilities improvement and repair projects in accordance with established priorities; recommends criteria for design of space, develops design and construction specifications in accordance with Bureau program requirements; reviews designs to insure compliance with established program specifications and policies; establishes and implements guidelines for selecting equipment; and provides guidance and training of personnel in the use and maintenance of equipment and care of facilities. The Office develops and utilizes computer-oriented data processing systems to perform the various program functions, to report to the Department and to the Congress, and to interface with automated Bureau financial and property management systems. The Office assists the Deputy to the Assistant Secretary - Indian Affairs (Operations) in executing responsibilities related to liaison with the Department, other Federal agencies, the Congress, Bureau line officers, Indian tribal organizations, and the general public.

7.2 The Program Evaluation and Coordination Staff provides professional engineering and analytical assistance and advice to the Director to achieve coordination of all activities undertaken within the Office. The Staff develops and implements internal program and project tracking, monitoring, and evaluation systems and procedures and provides analytical support to identify problems with the facilities management program and recommend solutions. The Staff conducts independent evaluations of projects undertaken within the Office from their conception through correction of warranty deficiencies reporting to the Director on the quality of services provided. It assesses the impacts of policies, laws, Appropriations Committee Reports, regulations, directives, and other external mandates on the facilities program and recommends appropriate actions to bring the Bureau into compliance with these external mandates.

7.3 The Division of Administration is responsible for providing administrative support services to the Office in the areas of contracting and procurement, property management and accountability, budget formulation and execution, management analysis, accounting data entry and reports distribution, mail distribution, and general office services. It serves as liaison between the Office and administrative services organizations not under the supervision of the Director for administrative support in the areas of personnel services, Equal Employment Opportunity, property management, and automated data processing. The Division provides technical assistance to others within the Office in the preparation of administrative documents, reviews completed documents

12/31/86 #2722

New

(DEPARTMENT OF THE INTERIOR (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs (

Chapter 7 Office of Facilities Management

130 DM 7.3

for accuracy and adequacy, and reports on the status of administrative actions in process.

7.4 The Division of Facilities and Systems Management provides staff support to the Director in the management of the Bureau's facilities operation and maintenance (O&M) programs. The Division is responsible for the development of policies, procedures, standards, and guidelines under which the field implements programs for the maintenance of sites and grounds, preventative maintenance of facilities, control of supplies and materials used in operating and maintaining facilities, and routine and scheduled custodial work. The Division is also responsible for the installation and management of telecommunications and other utilities systems; for developing and maintaining an automated data processing system as the major management information source for planning, design, construction, operations, and maintenance of facilities; for coordinating with the area offices the emergency reserve, minor repair, and boiler repair programs; and for managing the Bureau's program for the disposal of facilities. The Division staff provides technical assistance to field facility management personnel in the development and review of annual maintenance work plans for buildings and sites. The Division evaluates the implementation of facilities operation and maintenance programs at the field level; identifies O&M program deficiencies; and recommends modifications in operating practices and procedures. It develops training programs and conducts training necessary to bring operations into conformance with Bureau standards. The Division serves as liaison between the Office and the Division of Safety Management and develops plans for assisting field offices to correct identified safety hazards.

7.5 The Division of Program Planning and Implementation provides staff support to the Director in the management of the Bureau's facility construction and facility improvement and repair programs. The Division develops policies, procedures, standards, and guidelines for its programs and reviews project applications for conformance with established policies, providing recommendations to support line management's priority-setting process. The Division develops long-range plans and recommends budget initiatives which permit the development of budget justifications for meeting the facility construction and improvement needs of the Bureau. The Division is responsible for implementing the planning, design, engineering, construction, and correction of warranty deficiencies phases of all new facilities construction and of major alteration and improvement projects. It is responsible for coordinating these activities with appropriate headquarters and field organizations to assure that land ownership requirements are met and that cost-benefit analyses are conducted. The Division conducts on-site inspections of construction projects with field staff; obtains archaeological, historical preservation, and other required clearances; and reviews backlog projects to determine and validate severity of needs for major improvements and repairs.

12/31/86 #2722
New

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Indian Education Programs

130 DM 8.1

8.1 The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) has line authority for and supervision of the Bureau of Indian Affairs education programs, activities, and functions. Support to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) is provided by both headquarters and field organizational components.

8.2 The Planning, Oversight and Evaluation Staff is responsible for the development of a long-range education planning process from which educational plans, policies, programs and standards can be derived. In consonance with this planning process it is responsible for ensuring the development and use of data bases, forecasts, trends analyses and research and for the preparation of long-range educational policy plans to be used as guides in the development and operation of educational programs. The staff is responsible for developing any other options, recommendations, or documents required for educational policy formulation. The staff is responsible for developing and applying evaluative techniques for monitoring and reviewing program operations. It recommends or develops changes required as a result of monitoring and evaluation efforts, provides information on new policy and/or program requirements or modifications to existing policies and/or programs, and communicates program implementation information and data required for policy formulation and systems design activities. The staff is responsible for the development and implementation of a Bureauwide student assessment system and for establishing criteria to be used in administering the Indian School Equalization Formula. The staff is also responsible for liaison with other Federal agencies, education organizations, and other segments of the Bureau or the Department as may be necessary for the effective and efficient discharge of its functions.

8.3 The Division of Education Administration provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) in the planning, development, and coordination of short-term policies, guidelines, procedures, and standards for the administration of Bureau education programs and functions by establishing and maintaining coordination with the Office of Administration. The division is responsible for implementing new or revised education administration policies and for reviewing policies prepared by others to ensure that administrative control over the education function is exercised by the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs). The division serves as liaison for school construction matters and also maintains liaison with other Federal agencies, education organizations, and other segments of the Bureau or the Department as may be necessary for the discharge of its functions. The division has primary responsibility for the preparation of material used in budget formulation and justification as well as preparation of advices of allotment in the distribution of funds to field operations and for coordinating the annual student counts used as a basis for school funding. The division implements and evaluates the education personnel system established by Public Law 95-561. The division coordinates the determination of education construction requirements and the priorities

12/31/86 #2722

Replaces 6/8/83 #2502

((

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130

Bureau of Indian Affairs

Chapter 8 Indian Education Programs

130 DM 8.3

of this construction with the Office of Facilities Management. The division is also responsible for managing and providing internal administrative services including the development and execution of budgets and financial programs, the development and operation of management information systems, the preparation of accurate and complete reports for submission to the Congress and Indian people regarding the utilization of resources, and the internal preparation of personnel, property, and procurement requests which will be acted upon by the Office of Administration.

8.4 The Division of Education Programs provides staff assistance to the Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) in the development, coordination, and implementation of policies, plans, guidelines, curricula, and standards for the operation of Bureau education programs in accordance with the overall long-range education policies plan. The division is responsible for recommending and providing advice relating to proposed legislation and for maintaining liaison with other parts of the Bureau, other Federal agencies, and counterpart professional organizations in order to provide recommendations and advice in improving and updating Bureau education programs. The division provides technical advice and assistance through the cognizant Assistant Director to agencies, schools, and post-secondary institutions in early childhood, elementary, secondary, and post-secondary education including programs for exceptional students, assistance to public schools (Johnson O'Malley Act) and Title programs, school operations, support services, and out-of-class activities for students in Bureau schools. The division monitors and evaluates the implementation of these programs and provides recommendations for problem solution and program improvement.

8.5 Field Organization. The Deputy to the Assistant Secretary - Indian Affairs/Director (Indian Education Programs) executes education programs at area offices, agencies, schools, and post-secondary institutions operated by the Bureau.

A. Area and Post Secondary Education Operations, under the direction and supervision of an Assistant Director, provides line direction to and supervision over the operation of all Bureau area education offices, post-secondary schools, off-reservation boarding schools and peripheral dormitories. Such functions include policy and procedure formulation, program supervision, budget execution oversight, and technical assistance. It plans, develops, administers, monitors, and evaluates all Indian education program policies, standards, procedures, and feedback systems related to area, post-secondary, off-reservation boarding school, and peripheral dormitory education programs.

(1) Area Education Offices. Each area education office is under the direction of an Area Education Programs Administrator who is a line officer responsible to the Assistant Director for Area and Post Secondary Education Operations for the operation of education programs. An area education office

12/31/86 #2722

Replaces 6/8/83 #2502

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Indian Education Programs 130 DM 8.5A(1)

typically includes several of the following education programs: (i) Public School Assistance (JOM), (ii) Post Secondary Education Programs, (iii) Peripheral Dormitories, (iv) Off-Reservation Boarding Schools, (v) Federal Title Programs, (vi) all education programs within a Bureau agency which has no Bureau operated schools, and (vii) Management Information Support Systems. Area education office functions include:

(a) Representing the Bureau's Indian Education Programs in its dealings with Indians, state governments, other Federal agencies, and the public;

(b) Directing and assisting in the application and implementation of overall policies and programs; providing technical assistance; evaluating performance; and coordinating those features of programs extending beyond the jurisdiction of a single agency;

(c) Recommending revision of policies, procedures and regulations;

(d) Coordinating administrative support services with Bureau area administrative offices on matters under their jurisdiction;

(e) Directing those positions deemed by the Assistant Secretary - Indian Affairs as "directly and substantially" involved in education and assigned to the Area Education Programs Administrators' offices; and

(f) Coordinating, monitoring, and as appropriate, certifying the validity of Management Information System data collected by those local schools which are under the direction of the area education office.

(2) Post-Secondary Schools. The Post-Secondary School Presidents are responsible to the Assistant Director for Area and Post Secondary Education Operations for program directing and operating Haskell Indian Junior College, the Institute of American Indian Arts, and the Southwestern Indian Polytechnic Institute.

(a) Haskell Indian Junior College, located at Lawrence, Kansas, provides a comprehensive junior college program consisting of vocational, technical, business, Indian studies, nursing, and general education programs. The college also serves the Indian community by developing and conducting extension and outreach programs, educational materials, workshops and seminars, and consultative and research services. The college is responsible for providing bureauwide audio visual and printing services by operating a print shop and audio visual production service.

(b) The Institute of American Indian Arts (IAIA), located at Santa Fe, New Mexico, serves the Native American community as a national arts and cultural institution of higher education. IAIA programs include: (i)

(DEPARTMENT OF THE INTERIOR (

DEPARTMENTAL MANUAL

Organization

Part 130

Bureau of Indian Affairs

Chapter 8 Indian Education Programs

130 DM 8.5A(2)(b)

instructional programs leading to an AFA degree, (ii) technical assistance and training services involving on-campus and outreach programs in education, (iii) cooperative programs involving national consortium relationships, and (iv) cultural studies and research and evaluation relating to utilization of the arts as an educational concept and methodology.

(c) Southwestern Indian Polytechnic Institute (SIPI), located at Albuquerque, New Mexico, provides vocational/technical education in those occupations which have a high employment potential. SIPI also offers its Indian students on-the-job training programs, career development, and job placement services.

B. Agency Education Operations, under the direction and supervision of two Assistant Directors, is responsible for all agency education program activities (excluding off-reservation boarding schools and peripheral dormitories), within two designated geographical jurisdictions: (i) South and West Agency Education Operations located at Gallup, New Mexico, encompassing the Albuquerque, Navajo and Phoenix areas; and (ii) North and East Agency Education Operations, encompassing the Aberdeen and Eastern areas. It is also administratively responsible for supervisors of local schools. Agency Education Operations provides policy and procedure formulation, program supervision, budget execution oversight, and technical assistance. It plans, develops, administers, monitors and evaluates all Agency Education Office program policies, standards, procedures and feedback systems.

(1) Agency Education Offices. Each agency education office is under the direction of an Agency Superintendent for Education who is a line officer responsible to the Assistant Director for Agency Education Operations for the operation of education programs. The typical agency education office includes several of the following education programs: (i) Elementary and Secondary Education, (ii) Early Childhood Education, (iii) Exceptional Education, (iv) Student Support Services, (v) Federal Title Programs, (vi) Peripheral Dormitories, (vii) Post Secondary Education, and (viii) Public School Assistance. Agency education offices functions include:

(a) Monitoring and evaluating agency education programs in consultation with agency school boards;

(b) Representing the Bureau's Indian Education Programs in its dealings with Indians, state and local governments, other Federal agencies, and the public;

(c) Directing and assisting in the application and implementation of overall policies and programs, providing technical assistance, evaluating performance, and coordinating those features of programs extending beyond the jurisdiction of a single school within the agency;

12/31/86 #2722

Replaces 6/8/83 #2502

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Indian Education Programs

130 DM 8.5B(1)(d)

(d) Recommending revision of policies, programs, procedures, and regulations;

(e) Coordinating administrative support services with Bureau area and agency administrative offices on matters under their jurisdiction;

(f) Directing those agency positions deemed by the Assistant Secretary - Indian Affairs as "directly and substantially" involved in education and assigned to the Agency Superintendent for Education; and

(g) Coordinating, monitoring, and as appropriate, certifying the validity of Management Information System data collected by those local schools which are under the direction of agency education offices.

(2) Local Schools. Each local school is under the direction of a school supervisor who is administratively responsible to the Agency Superintendent for Education or, in the case of off-reservation boarding schools and some peripheral dormitories, to the Area Education Programs Administrator. Local school programs build upon student cultural and linguistic backgrounds and include some or all of the following:

(a) Instructional Services -- Activities which are associated with providing learning experiences for pupils (all academic programs including the various Federal Title Programs);

(b) Student Resident Services - Activities concerned with providing living accommodations for students in facilities owned and/or operated by the school;

(c) Health Services -- Activities concerned with ensuring appropriate health care and health education for students;

(d) Pupil Transportation Services -- Activities concerned with the conveyance of pupils to and from school and/or to and from activities provided by the school;

(e) Food Services -- Activities concerned with providing food to pupils in a school, including preparing and serving regular and incidental meals in connection with school activities;

(f) Student Support Services -- Activities including but not limited to: Counseling; Testing; Student Activities; Psychological Services; School Social Work Services; Recreation; various student organizations, Student Government, and Student Rights and Responsibilities; and

(g) Interscholastic Programs -- Activities involving student participation among schools.

12/31/86 #2722
Replaces 6/8/83 #2502

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 DM Bureau of Indian Affairs

Chapter 8 Indian Education Programs

130 DM 8.6

8.6. Location of Agency Education Offices and Local Schools. Agency education offices and local schools are distributed throughout the geographic areas served by the Bureau of Indian Affairs.

12/31/86 #2722
Replaces 6/8/83 #2502

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organizations

130 DM 9.1

9.1 Field Organization. The Bureau has divided the United States into twelve areas for the purpose of administering its field activities except for Indian Education Programs. Each area is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona, and the Eastern Area, which is headquartered in Arlington, Virginia. Subordinate to the area offices are agency offices, sub-agencies, and field stations which provide program service delivery to Indian tribes and Indian people and irrigation project offices.

9.2 Area Offices. Each area office is under the direction of an Area Director who, as a line officer, is responsible to the Assistant Secretary - Indian Affairs for all non-education related Bureau activities assigned to the area office. The typical area office includes staff specialists in several or all of those Bureau programs involved in the discharge of the following area responsibilities:

A. Representing the Bureau in its interactions with the Indians, state and local governments, other Federal agencies, and the public;

B. Directing and assisting in the application and implementation of overall policies and programs by operating offices; providing technical advice and review; evaluating performance; and coordinating those features of noneducation-related Bureau programs which extend beyond the jurisdiction of a single operating office;

C. Recommending to the Central Office revisions of policies, programs, procedures, and regulations;

D. Performing functions of an administrative and housekeeping nature which can be done most efficiently at that location;

E. Providing administrative support services to Area Education Programs Administrators and Agency Superintendents for Education; and

F. The Phoenix and Navajo Area Offices are also responsible for administering activities related to the conservation, development, rehabilitation, and use of the land within the former Joint Use Area partitioned to the Navajo and Hopi Indian Tribes, including the approval of transactions related to grazing use and the protection of the rights and property of individual tribal members awaiting relocation or holding life estates.

9.3 Agencies. Agencies are subordinate to the area office and, under the supervision of a Superintendent, are responsible for the conduct of two or more of the activities, programs, and functions of the Bureau on one or more reservations. Within its geographic jurisdiction, the Agency represents the Bureau in its interactions with local Indian governing bodies, municipal and county governments, other Federal agencies, and with the general public.

12/31/86 #2722

Replaces 7/18/86 #2694

((

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organizations

130 DM 9.3

It is responsible for planning, developing, and implementing both short-and long-range programs which meet the needs of the Indian population, tribal governments, and Indian lands within its jurisdiction. The Agency Superintendent, assisted by one or more specialists, directs and supervises the operation of programs administered by the Bureau; provides administrative support services to the programs, facilities, and staff under the direction and supervision of the Agency Superintendent for Education; and monitors, supports, and provides technical assistance to the contractor when an agency program or programs are administered by a contractor organization.

9.4 Sub-agencies. Sub-agencies are subordinate to the Agency and have responsibility for two or more Bureau activities, programs, or functions operated within a limited geographic portion of the Agency's overall jurisdiction. Sub-agencies, managed by a Coordinator who is supervised by the Agency Superintendent and assisted by one or more specialists, are responsible for the execution of the Agency's responsibilities within the limited geographic area.

9.5 Field Stations. Field stations are subordinate to the Area Office and have responsibility for a single activity, program, or function of the Bureau conducted on one or more reservations. Field stations may conduct their activity, program, or function within the geographic jurisdiction of a single area office, or within a portion of an agency's jurisdiction.

9.6 Navajo, San Carlos and Wapato Irrigation Projects. Each of these major irrigation projects is under the direction of a project engineer or manager who reports directly to the Director of the Area in which the project is located. Their primary purpose is the supply of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for projects or private use.

12/31/86 #2722
Replaces 7/18/86 #2694

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.1

Field Locations:

10.1 Aberdeen Area Office, Aberdeen, South Dakota, (Nebraska, North Dakota, South Dakota):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town
Fort Totten Agency, Fort Totten
Standing Rock Agency, Fort Yates
Turtle Mountain Agency, Belcourt

South Dakota:

Cheyenne River Agency, Eagle Butte
Crow Creek Agency, Fort Thompson
Flandreau Santee Sioux Field Station, Flandreau
Lower Brule Agency, Lower Brule
Pine Ridge Agency, Pine Ridge
Rosebud Agency, Rosebud
Sisseton Agency, Sisseton
Yankton Agency, Wagner

10.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Ute Mountain Ute Agency, Towaoc
Southern Ute Agency, Ignacio

New Mexico:

Jicarilla Agency, Dulce
Laguna Agency, Laguna
Mescalero Agency, Mescalero
Northern Pueblos Agency, Santa Fe
Ramah-Navajo Agency, Ramah
Southern Pueblos Agency, Albuquerque
Zuni Agency, Pueblo of Zuni, Zuni

10.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko
Concho Agency, Concho
Pawnee Agency, Pawnee
Shawnee Agency, Shawnee

12/31/86 #2722

Replaces 7/18/86 #2694

(DEPARTMENT OF THE INTERIOR)
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.4

10.4 Billings Area Office, Billings, Montana (Montana--Except for a small area under the jurisdiction of Portland, and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow Agency
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

10.5 Juneau Area Office, Juneau, Alaska (Alaska--Except for a small area under the jurisdiction of Portland):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Nome Agency, Nome
Southeast Agency, Juneau

10.6 Minneapolis Area Office, Minneapolis, Minnesota (Iowa, Michigan, Minnesota, and Wisconsin):

Iowa:

Sac and Fox Field Station, Tama

Michigan:

Michigan Agency, Sault Ste. Marie

Minnesota:

Minnesota Agency, Cass Lake
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

10.7 Muskogee Area Office, Muskogee, Oklahoma (Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Miami Agency, Miami
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

12/31/86 #2722

Replaces 7/18/86 #2694

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.8

10.8 Navajo Area Office, Window Rock, Arizona (Arizona and New Mexico):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Western Navajo Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

10.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

Nevada:

Eastern Nevada Agency, Elko
Western Nevada Agency, Stewart

Utah:

Southern Paiute Field Station, Cedar City
Uintah and Ouray Agency, Fort Duchesne

10.10 Portland Area Office, Portland, Oregon (Parts of Alaska and Montana, Idaho, Oregon, and Washington):

Alaska:

Metlakatla Field Station, Annette Islands Reserve

Montana:

Flathead Agency, Pablo

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Siletz Agency, Siletz
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

12/31/86 #2722

Replaces 7/18/86 #2694

(DEPARTMENT OF THE INTERIOR (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.10

Washington:

Colville Agency, Nespelem
Olympic Peninsula Agency, Hoquiam
Puget Sound Agency, Everett
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Yakima Agency, Toppenish

10.11 Sacramento Area Office, Sacramento, California (California)

California:

Central California Agency, Sacramento
Northern California Agency, Hoopa
Klamath Sub-Agency, Klamath
Willow Creek Sub-Agency, Willow Creek
Palm Springs Field Station, Palm Springs
Southern California Agency, Riverside

10.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi, New York, and North Carolina):

Florida:

Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

New York:

New York Field Station, Syracuse

North Carolina:

Cherokee Agency, Cherokee

12/31/86 #2722
Replaces 7/18/86 #2694

Release 5-41, 3/13/87

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 11 Places to Obtain Information

130 DM 11.1

11.1 Policies and Procedures. Bureau of Indian Affairs policies and procedures are published in the Bureau of Indian Affairs Manual which is available for public inspection and copying at the Area Offices identified in 130 DM 10.

11.2 General Inquiries and Requests. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Assistant Secretary - Indian Affairs, Department of the Interior, Washington, D.C., 20245; the Area Office; or the Agency Office, Bureau of Indian Affairs, in the appropriate city and state.

12/31/86 #2722
Replaces 6/6/79 #2175

Release 5-41, 3/13/87

Master set



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM Release 40

JUL 3 1984

Memorandum

To: Holders of 5 BIAM
From: Deputy Assistant Secretary - Indian Affairs (Operations)
Subject: 5 BIAM 4 - Order of Succession

This release reflects a change in the order of succession for the Deputy Assistant Secretary - Indian Affairs (Operations), and for Central Office Directors as approved by the Assistant Secretary - Indian Affairs and the Deputy Assistant Secretary - Policy, Budget and Administration.

Deputy Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

- ✓ (a) Remove superseded material:
5 BIAM Release 38, 4.5 - 4.6D(2)
(Dated 7/29/84) (1 sheet)
- ✓ (b) Insert new material transmitted:
5 BIAM Release 40, 4.5 - 4.6D(3)
(Dated 7/3/84) (1 sheet)
- (c) Pen-and-ink changes:
None

JW
9.13.84

4.5 Automatic Succession - Deputy Assistant Secretary - Indian Affairs (Operations).

A. The line of succession approved by the Assistant Secretary - Indian Affairs provides that in case of death, resignation, or absence of the Deputy Assistant Secretary - Indian Affairs (Operations), the following officials shall act for him/her in the order listed:

- (1) Director, Office of Indian Services
- (2) Director, Office of Trust Responsibilities
- (3) Director, Office of Indian Education Programs
- (4) Director, Office of Administration

The above designation was approved by the Deputy Assistant Secretary - Policy, Budget, and Administration on May 16, 1983, as required by 302 DM 1.

4.6 Automatic Succession - Directors.

A. In case of the death, resignation, or absence of the Director, Office of Indian Services, the following officials shall act as Director in the order listed:

- (1) Deputy Director, Office of Indian Services
- (2) Chief, Division of Self-Determination Services
- (3) Program Analyst, Office of the Director
- (4) Chief, Division of Social Services

B. In case of the death, resignation, or absence of the Director, Office of Trust Responsibilities, the following officials shall act as Director in the order listed:

- (1) Chief, Division of Real Estate Services
- (2) Chief, Division of Water and Land Resources
- (3) Chief, Division of Forestry
- (4) Chief, Division of Transportation

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Order of Succession

C. In case of the death, resignation, or absence of the Director, Office of Indian Education Programs, the following officials shall act as Director in the order listed:

- (1) Deputy Director, Office of Indian Education Programs
- (2) Assistant Director, Agency Education Operations
- (3) Assistant Director, Area and Post Secondary Education Operations
- (4) Chief, Division of Education Programs
- (5) Chief, Division of Education Administration

D. In case of the death, resignation, or absence of the Director, Office of Administration, the following officials shall act as Director in the order listed:

- (1) Deputy Director, Office of Administration
- (2) Chief, Contracts and Grants Administration Staff
- (3) Assistant Director, Management Services



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

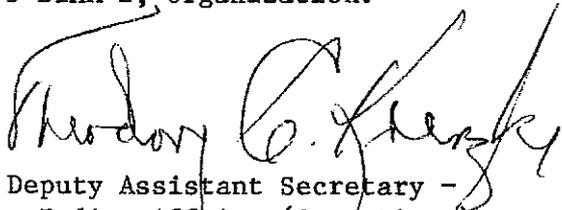
5 BIAM Release 39

Memorandum

April 17, 1984

To: Holders of 5 BIAM
From: Deputy Assistant Secretary - Indian Affairs (Operations)
Subject: Bureau of Indian Affairs Organization

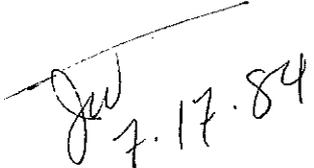
Attached is Departmental Manual Release Number 2523, which is to be incorporated into the Bureau Manual System in 5 BIAM 2, Organization.


Acting Deputy Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

- (a) Remove superseded material:
130 DM 6 Field Organization Release Number 2501 (Dated 6/1/83) (1 Sheet)
- (b) Insert new material:
130 DM 6 Field Organization Release Number 2523 (Dated 10/4/83) (1 Sheet)
- (c) Pen-and-ink changes:
In 130 DM 3.5, first line, insert "Albuquerque, New Mexico, and" in front of "Brigham".

NOTE: Also make the following Pen-and-ink change which was inadvertently omitted from DM Release No. 2496 dated May 13, 1983: Delete paragraph 3.9 in 130 DM 3.



DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Field Organization

130 DM 6.1

6.1 Field Organization. The Bureau has divided the United States into twelve areas for the purpose of administering its field activities except for Indian Education Programs. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona, and the Eastern Area, which is headquartered in Washington, D.C. Subordinate to the area offices are agency offices and field stations which provide program service delivery to Indian tribes and Indian people and irrigation project offices.

6.2 Area Offices. Each area office is under the direction of an Area Director who is responsible to the Assistant Secretary - Indian Affairs for all noneducation related Bureau activities assigned to the area office. The Area Director is a line officer who is typically assisted by a Deputy Area Director or by one or more Assistant Area Directors. The typical area office includes staff specialists in several or all of those Bureau programs involved in the discharge of the following area responsibilities:

A. Representing the Bureau in its dealings with the Indians, state and local governments, other Federal agencies, and the public;

B. Directing and assisting in the application and implementation of overall policies and programs by operating offices; providing technical advice and review; evaluating performance; and coordinating those features of noneducation-related Bureau programs which extend beyond the jurisdiction of a single operating office;

C. Recommending to the Central Office revisions of policies, programs, procedures, and regulations;

D. Performing functions of an administrative and housekeeping nature which can be done most efficiently and economically at that location; and

E. Providing administrative support services to Area Education Programs Administrators and Agency Superintendents for Education.

F. The Phoenix and Navajo Area Offices are also responsible for administering activities related to the conservation, development, rehabilitation, and use of the land within the former Joint Use Area partitioned to the Navajo and Hopi Indian Tribes, including the approval of transactions related to grazing use and the protection of the rights and property of individual tribal members awaiting relocation or holding life estates.

6.3 Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations. The Agency Superintendent is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under the agency jurisdiction. The Agency Superintendent reports to the Area Director of the area in which the agency is located. Assisting the agency superintendent are specialists in several

10/4/83 #2523

Replaces 6/1/83 #2501

BIAM 5 Release 39, 4/17/84

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

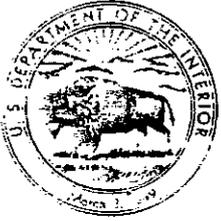
Chapter 6 Field Organization

130 DM 6.3

or all of the Bureau programs as needed. The agency also provides administrative support to the programs, facilities, and staff which are under the supervision of the Agency Superintendent for Education.

6.4 Field Stations. Field Stations, are subordinate to--not a part of--Area Offices, and are comprised of a small staff located on or near remote reservations with responsibility for providing direct services to Indian tribes and individuals for specific and limited program/administrative functions.

6.5 Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. Each of these major irrigation projects is under the direction of a project engineer or manager who reports directly to the Director of the Area in which the project is located. Their primary purpose is the supply of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for projects or private use.



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

PLEASE REFER TO

5 BIAM Release 38
JUL 29 1983

Memorandum

To: Holders of 5 BIAM
From: Deputy Assistant Secretary - Indian Affairs (Operations)
Subject: 5 BIAM 4 - Order of Succession

This release reflects a change in the order of succession for the Deputy Assistant Secretary - Indian Affairs (Operations), and for Central Office Directors as approved by the Assistant Secretary - Indian Affairs and the Deputy Assistant Secretary - Policy, Budget and Administration.


Deputy Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

- (a) Remove superseded material:
5 BIAM Release 18, 4.5 - 4.7E(2)
(Dated 1/14/75) (1 sheet)
- (b) Insert new material transmitted:
5 BIAM Release 36, 4.5 - 4.6C
(Dated 7/29/83) (1 sheet)
- (c) Pen-and-ink changes:
None

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSOrder of Succession4.5 Automatic Succession - Deputy Assistant Secretary - Indian Affairs (Operations).

A. The line of succession approved by the Assistant Secretary - Indian Affairs provides that in case of death, resignation, or absence of the Deputy Assistant Secretary - Indian Affairs (Operations), the following officials shall act for him/her in the order listed:

- (1) Director, Office of Indian Services
- (2) Director, Office of Trust Responsibilities
- (3) Director, Office of Indian Education Programs
- (4) Director, Office of Administration

The above designation was approved by the Deputy Assistant Secretary - Policy, Budget, and Administration on May 16, 1983, as required by 302 DM 1.

4.6 Automatic Succession - Directors.

A. In case of the death, resignation, or absence of the Director, Office of Indian Services, the following officials shall act as Director in the order listed:

- (1) Deputy Director, Office of Indian Services
- (2) Chief, Division of Self-Determination Services
- (3) Program Analyst, Office of the Director
- (4) Chief, Division of Social Services

B. In case of the death, resignation, or absence of the Director, Office of Trust Responsibilities, the following officials shall act as Director in the order listed:

- (1) Chief, Division of Real Estate Services
- (2) Chief, Division of Water and Land Resources
- (3) Chief, Division of Forestry
- (4) Chief, Division of Transportation

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSOrder of Succession

C. In case of the death, resignation, or absence of the Director, Office of Indian Education Programs, the following officials shall act as Director in the order listed:

- (1) Deputy Director, Office of Indian Education Programs
- (2) Assistant Director for Agency Education Operations
- (3) Assistant Director for Area and Post Secondary Education Operations
- (4) Chief, Division of Administrative Support
- (5) Chief, Division of Elementary and Secondary Education

D. In case of the death, resignation, or absence of the Director, Office of Administration, the following officials shall act as Director in the order listed:

- (1) Assistant Director, Financial Management
- (2) Assistant Director, Management Services



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM Release 37

JUL 20 1983

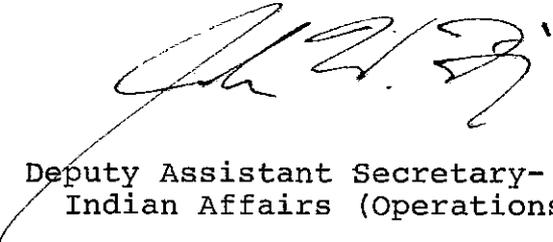
Memorandum

To: Holders of 5 BIAM

From: Deputy Assistant Secretary - Indian Affairs (Operations)

Subject: Bureau of Indian Affairs Organization

Attached are Departmental Manual Release Numbers 2496, 2501, and 2502 which are to be incorporated into the Bureau Manual System in 5 BIAM 2, Organization.


Deputy Assistant Secretary-
Indian Affairs (Operations)

Filing Instructions:

(a) Remove superseded material:

130 DM 2 Organization Chart	(Dated 3/15/82) ✓	(1 sheet)
130 DM 2 Organization Structure	(Dated 8/19/80) ✓	(4 sheets)
130 DM 4 Trust Responsibilities	(Dated 3/15/82) ✓	(4 sheets)
130 DM 6 Field Organization	(Dated 3/15/82) ✓	(2 sheets)
130 DM 7 Indian Education Programs	(Dated 3/15/82) ✓	(7 sheets)
130 DM 8 Location of Field Offices	(Dated 3/15/82) ✓	(4 sheets)

(b) Insert new material transmitted:

130 DM 2 Organization Structure	(Dated 5/13/83) ✓	(3 sheets)
130 DM 4 Trust Responsibilities	(Dated 5/13/83) ✓	(2 sheets)
130 DM 6 Field Organization	(Dated 6/01/83)	(1 sheet)
130 DM 8 Location of Field Offices	(Dated 6/01/83)	(2 sheets)
130 DM 7 Indian Education Programs	(Dated 6/08/83)	(4 sheets)

(c) Pen-and-ink changes:

None

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.1

2.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D.C., area and agency offices located throughout the country, and subordinate field offices. The Bureau is under the supervision of the Assistant Secretary - Indian Affairs. The Assistant Secretary - Indian Affairs is assisted in the supervision of the day-to-day activities of the Bureau by the Deputy Assistant Secretary - Indian Affairs (Operations), including planning, organizing, coordinating, controlling, and directing all activities, programs, functions assigned to the Bureau of Indian Affairs.

2.2 Headquarters Organization. The Bureau of Indian Affairs Headquarters includes staff organizational elements, mission-oriented program offices and support offices, as described in this Part. The overall function of these headquarters organizational components is to assist the Assistant Secretary - Indian Affairs and the Deputy Assistant Secretary - Indian Affairs (Operations) in the exercise of management control over the Bureau of Indian Affairs. Central Office components: (1) develop Bureauwide policies, programs, budgets, and justifications; (2) develop Bureauwide legislative programs and reports; (3) provide liaison with other Federal agencies and national Indian organizations regarding Indian programs and Bureau activities; (4) monitor and evaluate the performance of the field establishment; (5) participate in periodic and specific management and program reviews of field operations; (6) advise the Assistant Secretary - Indian Affairs and the Deputy Assistant Secretary - Indian Affairs (Operations) on Bureau programs, policy matters, regulations and related matters; and (7) provide to field offices and tribes the specialized programmatic and functional assistance that can be economically and efficiently accomplished on a nationwide basis. Day-to-day operations and program service delivery are the primary functions of the Bureau's field, rather than headquarters, organization.

A. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative planning and congressional relations activities of the Bureau. It provides legislative research and staff assistance in planning, developing and drafting legislation. It reviews and analyzes the legislative needs of the Bureau and tribes, and prepares and reports on legislative proposals affecting Indians, Indian tribes, and Bureau operations.

B. The Correspondence Staff is responsible for operating a correspondence control and monitoring system in accordance with Department and Bureau directives, expediting Bureau responses to correspondence of a priority or sensitive nature, and coordinating multiple-type inquiries as necessary. The staff answers inquiries regarding the status of controlled correspondence, generates call-up notices regarding overdue controlled mail, and prepares and distributes a Deputy Assistant Secretary - Indian Affairs (Operations) Reading File.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2C

C. The Equal Employment Opportunity Staff, in coordination with the Central and Area Offices, develops plans, procedures, and regulations for carrying out the EEO Program to promote equal opportunity without regard to race, color, religion, sex, or national origin in all organizational units, locations, occupations, and levels of responsibility. It is responsible for monitoring the continuing application of Indian preference in initial hiring, promotions, and transfers. The staff includes full-time EEO officers located in the field who report to and assist the Bureau EEO Officer. The staff is responsible for all special emphasis programs including a Federal Women's Program and Hispanic Program. It also is responsible for EEO provisions of Title VI of the Civil Rights Act of 1964.

D. The Facilities Engineering Staff, located in Albuquerque, New Mexico, with a liaison office in Washington, D.C., provides staff support to the Assistant Secretary - Indian Affairs for Bureau programs designed to provide architectural, engineering, construction management, contract services, facilities management, and other technical services related to the construction of new facilities. The staff also coordinates the Bureau's program for major rehabilitation, alterations, improvement and maintenance of existing buildings, utilities, grounds, and other facilities. It provides technical services to tribes on construction and design. The staff also provides design, construction, and technical assistance on interdepartmental agreements and to Indians and Alaska Natives as directed.

E. The Public Information Staff maintains liaison with the media, the public, and other Federal and State agencies. It prepares speeches and articles for key officials in the Bureau, news releases on major developments, general publications and audio-visual materials in support of the Bureau's mission, and special materials as required to provide closer and more timely communication with Indian groups. It prepares material to be used as correspondence aids in answering repetitive public inquiries on current and historic issues. The staff serves as public information consultants to top officials of the Bureau. The office maintains a functional relationship with the Office of Public Affairs, Department of the Interior, and with all public information related activities in the Bureau.

F. The School Facilities Staff, located in Albuquerque, New Mexico, provides staff support to the Assistant Secretary - Indian Affairs in the planning, design, construction, equipping, and evaluation of Bureau, public, and tribally operated contract school facilities. The staff develops and implements a Bureau school construction priority system and establishes the criteria by which construction projects will be ranked. It also establishes criteria for design of school space and develops education specifications. The staff reviews designs and insures compliance with established educational specifications and policies and prepares guidelines for selecting equipment. It provides guidance in training of personnel in the use of equipment and care of the facility.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.2F

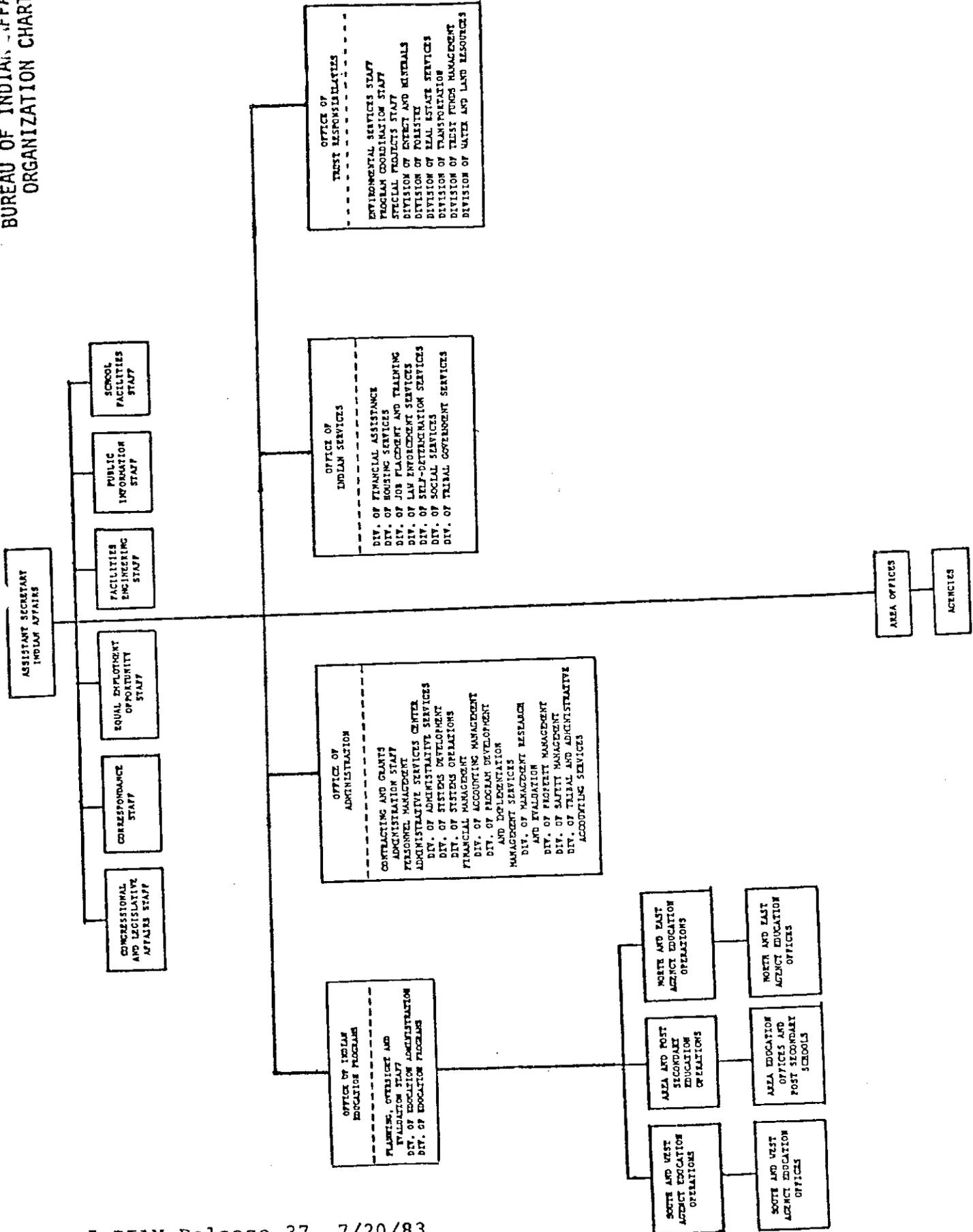
The staff maintains liaison with the Facilities Engineering Staff and the Office of Indian Education Programs. The staff coordinates initiatives, regarding school facilities, with the Office of Indian Education Programs to insure consistency in its actions with overall education goals, policies, and objectives of the Bureau.

5 BIAM Release 37, 7/20/83

5/13/83 #2496

Replaces 8/19/80 #2288

BUREAU OF INDIAN AFFAIRS
ORGANIZATION CHART



DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.1

4.1 The Office of Trust Responsibilities provides staff support to the Assistant Secretary - Indian Affairs in the development and management of Bureau programs associated with Indian trust resources. These include: agriculture, range, energy and minerals, forestry, fisheries, wildlife, water, real property, environmental quality, Indian rights protection, financial trust services, investments, and transportation systems. The Bureau's trust responsibilities include: the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty, and exercise of the authorities delegated by the Secretary of the Interior concerning Indian trust property; providing to Indians the services necessary for them to make decisions required of them in the development of their resources; and administration of those programs designed to facilitate the trust. The Office of Trust Responsibilities plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Assistant Secretary - Indian Affairs for necessary changes or adjustments in the programs and in their implementation. The Office and its subordinate elements also provide for development and coordination of training policies and programs and technical assistance support for its assigned programs.

4.2 The Program Coordination Staff provides assistance and advice to the Director to achieve program coordination for all functions of the Office relative to: program planning, ADP, budget, finance, procurement, personnel matters, property, reports management and preparation, trust funds and information systems management. The staff is also responsible for developing internal management systems, processes and controls, and for maintaining liaison with the other offices of the Bureau. The staff plans, reviews, and evaluates existing and proposed policies, performs program and process evaluation activities, and provides recommendations to the Director. It is responsible for the Land Records activities undertaken by staff in Albuquerque, New Mexico and the Geographic Information Systems activities in Lakewood, Colorado. The staff is responsible for land records improvement and maintenance; for assuring that land related information essential to the prudent conduct of the Bureau's trust responsibility over Indian resources is adequately recorded, stored and made retrievable; for providing technical support to the Bureau's title plants; and for periodically reviewing their performance with the Area Directors who have line responsibility for those plants. It prepares trust fund reports and histories; makes adjustments to tribal trust funds and individual Indian money accounts in cases of error; does project research for special fiscal problems; prepares reports for legislation, and for litigation cases; and develops special reporting and operational procedures.

4.3 The Special Projects Staff provides staff assistance and advice to the Director in the management of specific projects involving issues of an interdisciplinary, politically sensitive, critical or one-time nature. These include coordination of responsibilities for and recommending allocations of

5 BIAM Release 37, 7/20/83

5/13/83 #2496

Replaces 3/15/82 #2392

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.3

funds for litigation support and attorneys fees requirements; other rights and trust matters that are not specifically related to one particular program, or on which special attention is required. Special projects to be handled include Alaska matters (ANCSA and ANILCA); Eastern Indian Land Claims; and American Indian Religious Freedom Act. Staff maintains continual contact or liaison with other Federal agencies, Indian organizations, and tribal, Area and Agency officials concerned with rights issues and special project activities.

4.4 The Environmental Services Staff provides assistance and advice to the Director regarding all matters involving environmental statutes which have application to, or implications for, Indian trust lands. The functions of this staff include recommending policies and drafting guidelines and hand-books for ensuring Bureau compliance with legislation, such as the National Environmental Policy Act, the Archaeological Resources Protection Act, the Endangered Species Act, the Clean Air and Water Act, the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), and other statutes dealing with the environment and the preservation of cultural and archaeological resources. In addition, this staff coordinates the review by the Bureau of environmental reports and statements prepared by other Federal agencies. It provides professional assistance to Area offices and Agencies in implementing Bureau policies and procedures for environmental services.

4.5 The Division of Trust Funds Management, located in Albuquerque, New Mexico, provides staff assistance in carrying out the Bureau's trust funds management responsibility which includes: investment of trust funds, and responsibilities for IIM accounts management. It accounts for and approves disbursement of tribal and individual Indian monies derived from the sale or lease of tribal resources such as land, timber, minerals and water, and the disbursement of per capita payments, judgments, awards, and claims. The major function of this staff is to assure that a maximum of funds available for investment is placed in accord with the law in a manner which will generate the maximum return on investment, while taking account of tribal and individual Indian needs for available funds. This function also includes: development of procedures for the proper safeguarding, accounting, and reporting of investments and related transactions; development of technical guidance programs for Area, Agency and tribal officials regarding investments; consultation with Area and tribal officials in the development of investment programs which will increase earnings to individual tribes; and maintaining contact with the Treasury Department in regard to investment activities.

4.6 The Division of Forestry, with staff located in Lakewood, Colorado and at the Interagency Fire Control Center in Boise, Idaho, provides staff assistance and advice to the Director and technical assistance for the Bureau and tribal organizations in forestry matters. The Division is responsible for the formulation and implementation of policies for analyzing, evaluating, developing and coordinating the appraisal and sale of timber, forest inventories and subsequent analysis of inventory data, preparation and

5 BIAM Release 37, 7/20/83

5/13/83 #2496

Replaces 3/15/82 #2392

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.6

revision of multiple-use management plans for the forest land base, forest improvement projects, and forest protection. In compliance with the Bureau's trust responsibilities, this Division exercises program oversight and provides planning and scheduling of Bureauwide forestry activities at the national level to insure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld; develops, reviews, and keeps current program administration directives controlling the Bureau's forestry operations; and maintains active working relationships with other governmental and private organizations concerned with forestry problems of mutual interest.

4.7 The Division of Energy and Minerals, with staff located in Lakewood, Colorado, provides staff assistance and advice to the Director, in analyzing, evaluating, developing and coordinating Bureauwide Indian energy and mineral resource policies and programs, standards, goals and objectives; prepares regulations and develops procedures for application by Area and Agency offices in activities pertaining to the conservation, development and leasing of mineral resources on Indian lands; coordinates with other Bureaus within the Department and other governmental agencies, and industry personnel; and advises Bureau management on mineral related technical issues. It also reviews mineral accounting procedures; manages the Bureau mineral inventory program; reviews environmental impact statements, giving comments related to mineral resource development; and monitors contracts and production programs in oil and gas. This Division is responsible for economic analyses, and other activities related to: coal, oil, gas, uranium, copper, molybdenum, tungsten, and other energy and mineral resources.

4.8 The Division of Real Estate Services provides staff assistance and advice to the Director, in activities related to land resources and real property management which include: acquisition, disposal, tenure and management; appraisals and land use planning; sales, exchanges, partitions, issuance of patents in fee, removal of restrictions, grants of rights-of-way; issuance of licenses, permits and leases of real estate under Bureau jurisdiction; lease compliance; assignment of tribal lands to members of tribes; probate matters; cadastral surveys; records research and archival retrieval; and review and evaluation of these activities at the field level. It provides real estate counseling and land use planning to support Bureau and tribal programs in leasing and development of Indian lands and provides overall supervision of the boundary (cadastral) survey program of the Bureau, in concert with the Bureau of Land Management. The Division is responsible for providing staff support for, and consideration of, the Statute of Limitations responsibilities, including assistance in identification, preparation, and filing of valid claims; acquisition of the additional evidentiary support, surveys, appraisals, and other materials necessary to support claims filed; proposing legislation where appropriate, and related requirements. It is also responsible for followup work on the claims that are now part of the Unresolved Indian Rights Issues program, which consist of forced fee patent and rights-of-way issues.

5 BIAM Release 37, 7/20/83

5/13/83 #2496

Replaces 3/15/82 #2392

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.9

4.9 The Division of Water and Land Resources provides staff assistance and advice to the Director in matters relating to the planning, development, and establishment of program standards for Bureauwide water and land resources development which include: irrigation and power project construction and operation and maintenance; agriculture, range, soil and moisture conservation; fish, wildlife and outdoor recreation. This Division provides staff advice for all activities related to the planning, management, conservation, development and utilization of the Indians' soil, water, rangeland, fish and wildlife resources; administers the Bureau's pesticide program on Indian lands; and directs the Bureau's flood plains management program. It provides technical advice and assistance, as required, for the authorization, planning, design, construction, management and operation of Indian irrigation and power projects, water development projects, accounting for irrigation water utilization, and protection of water rights. The Division is responsible for review of, and making recommendations concerning, the Bureau's dam safety program and for reviewing and commenting on feasibility studies and other planning reports concerning the development of water and related land resources when Indian lands and water are involved. It is also responsible for coordination of wildlife and game management, hatchery operations, and fish and wildlife enhancement activities, as well as policy guidance and professional assistance to Bureau offices in the development of fish, wildlife and outdoor recreation plans and activities on Indian trust lands. The Division also provides staff advice and assistance in the areas of water, agriculture, range, hunting and fishing and other natural resources rights and maintaining liaison with Area and Agency officials on matters which affect Indian lands or water.

4.10 The Division of Transportation, with staff located in Albuquerque, New Mexico, provides staff assistance and advice to the Director, regarding Bureau programs for analysis, design, construction, and maintenance of roads, bridges, airfields, and other transportation facilities, with the ultimate objective of enhancing reservation economies and services to Indian and Alaska Native people. The Division is also responsible for providing computer operated design, inventory, equipment, and transportation project management services. The Division maintains liaison with the United States Department of Transportation and other related transportation agencies.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Field Organization

130 DM 6.1

6.1 Field Organization. The Bureau has divided the United States into twelve areas for the purpose of administering its field activities except for Indian Education Programs. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona, and the Eastern Area, which is headquartered in Washington, D.C. Subordinate to the area offices are agency offices and field stations which provide program service delivery to Indian tribes and Indian people and irrigation project offices.

6.2 Area Offices. Each area office is under the direction of an Area Director who is responsible to the Assistant Secretary - Indian Affairs for all noneducation related Bureau activities within the Area. The Area Director is a line officer who is typically assisted by a Deputy Area Director or by one or more Assistant Area Directors. The typical area office includes staff specialists in several or all of those Bureau programs involved in the discharge of the following area responsibilities:

A. Representing the Bureau in its dealings with the Indians, state and local governments, other Federal agencies, and the public;

B. Directing and assisting in the application and implementation of overall policies and programs by operating offices; providing technical advice and review; evaluating performance; and coordinating those features of noneducation-related Bureau area programs which extend beyond the jurisdiction of a single operating office;

C. Recommending to the Central Office revisions of policies, programs, procedures, and regulations;

D. Performing functions of an administrative and housekeeping nature which can be done most efficiently and economically on an areawide basis. The area offices headquartered at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive some administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area Offices, respectively. The Eastern Area Office receives some administrative and program support from the Central Office;

E. Providing administrative support services to Area Education Programs Administrators and Agency Superintendents for Education;

F. The Phoenix and Navajo Area Offices are also responsible for administering activities related to the conservation, development, rehabilitation, and use of the land within the former Joint Use Area partitioned to the Navajo and Hopi Indian Tribes, including the approval of transactions related to grazing use and the protection of the rights and property of individual tribal members awaiting relocation or holding life estates.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Field Organization

130 DM 6.3

6.3 Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations. The Agency Superintendent is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under the agency jurisdiction. The Agency Superintendent reports to the Area Director of the area in which the agency is located. Assisting the agency superintendent are specialists in several or all of the Bureau programs as needed. The agency also provides administrative support to the programs, facilities, and staff which are under the supervision of the Agency Superintendent for Education.

6.4 Field Stations. Field Stations, are subordinate to--not a part of--Area Offices, and are comprised of a small staff located on or near remote reservations with responsibility for providing direct services to Indian tribes and individuals for specific and limited program/administrative functions.

6.5 Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. Each of these major irrigation projects is under the direction of a project engineer or manager who reports directly to the Director of the Area in which the project is located. Their primary purpose is the supply of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for projects or private use.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Location of Field Offices

130 DM 8.1

Field Locations:

8.1 Aberdeen Area Office, Aberdeen, South Dakota, (Nebraska, North Dakota, South Dakota):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau Santee Sioux Field Station, Flandreau

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

8.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Ute Mountain Ute Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Jicarilla Agency, Dulce

Laguna Agency, Laguna

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Zuni Agency, Pueblo of Zuni, Zuni

8.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Concho Agency, Concho

Pawnee Agency, Pawnee

Shawnee Agency, Shawnee

5 BIAM Release 37, 7/20/83

6/1/83 #2501

Replaces 3/15/82 #2392

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Location of Field Offices

130 DM 8.4

8.4 Billings Area Office, Billings, Montana (Montana--Except for a small area under the jurisdiction of Portland, and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow Agency
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

8.5 Juneau Area Office, Juneau, Alaska (Alaska--Except for a small area under the jurisdiction of Portland):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Nome Agency, Nome
Southeast Agency, Juneau

8.6 Minneapolis Area Office, Minneapolis, Minnesota (Iowa, Michigan, Minnesota, and Wisconsin):

Iowa:

Sac and Fox Field Station, Tama

Michigan:

Michigan Agency, Sault Ste. Marie

Minnesota:

Minnesota Agency, Cass Lake
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

8.7 Muskogee Area Office, Muskogee, Oklahoma (Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Miami Agency, Miami
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

5 BIAM Release 37, 7/20/83
6/1/83 #2501

Replaces 3/15/82 #2392

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Location of Field Offices

130 DM 8.8

8.8 Navajo Area Office, Window Rock, Arizona (Arizona and New Mexico):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Western Navajo Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

8.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

Nevada:

Eastern Nevada Agency, Elko
Western Nevada Agency, Stewart

Utah:

Southern Paiute Field Station, Cedar City
Uintah and Ouray Agency, Fort Duchesne

8.10 Portland Area Office, Portland, Oregon (Parts of Alaska and Montana, Idaho, Oregon, and Washington):

Alaska:

Metlakatla Field Station, Annette Islands Reserve

Montana:

Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Siletz Agency, Siletz
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Location of Field Offices

130 DM 8.10

Washington:

Colville Agency, Nespalem
Olympic Peninsula Agency, Hoquiam
Puget Sound Agency, Everett
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Yakima Agency, Toppenish

8.11 Sacramento Area Office, Sacramento, California (California)

California:

Central California Agency, Sacramento
Northern California Agency, Hoopa
Palm Springs Field Station, Palm Springs
Southern California Agency, Riverside

8.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi, New York, and North Carolina):

Florida:

Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

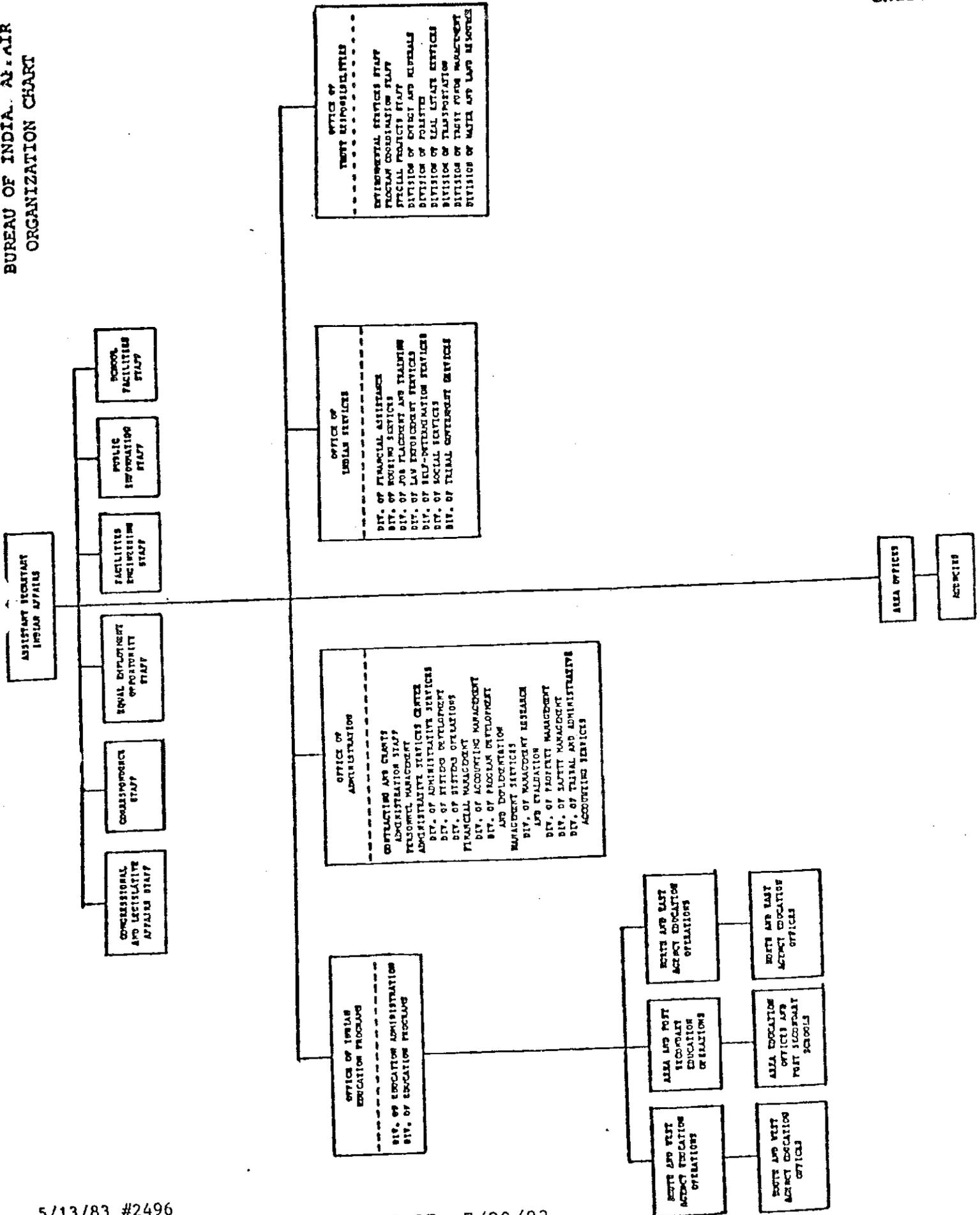
New York:

New York Field Station, Syracuse

North Carolina:

Cherokee Agency, Cherokee

BUREAU OF INDIA AIR
ORGANIZATION CHART



DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130

Bureau of Indian Affairs

Chapter 7 Office of Indian Education Programs

130 DM 7.1

7.1 The Office of Indian Education Programs, within the Bureau of Indian Affairs and under the direction and supervision of the Assistant Secretary - Indian Affairs, is responsible for line direction and management of all Bureau of Indian Affairs education functions including the formulation of policies and procedures, supervision of all program activities undertaken within the Office's jurisdiction, and the approval of the expenditure of funds appropriated for the Bureau of Indian Affairs Indian education function. The Office is headed by a Director who, in accordance with Public Law 95-561, directs and supervises the operation of all personnel directly and substantially involved with the provision of Bureau education services. The Director, through subordinate Assistant Directors, exercises line authority over field education organizations including agency education offices supervising Bureau operated schools and dormitories, Bureau post-secondary institutions, and off-reservation boarding schools. The Director is assisted in carrying out the headquarters functions of the Office by a Deputy Director, a staff level organization, two divisions, and three Assistant Directors.

7.2 The Planning, Oversight and Evaluation Staff is responsible for the development of a long-range education planning process from which educational plans, policies, programs and standards can be derived. In consonance with this planning process it is responsible for ensuring the development and use of data bases, forecasts, trends analyses and research and for the preparation of long-range educational policies plans to be used as guides in the development and operation of educational programs. The staff is responsible for developing any other options, recommendations, or documents required for educational policy formulation. The staff is responsible for developing and applying evaluative techniques for monitoring and reviewing program operations. It recommends or develops changes required as a result of monitoring and evaluation efforts, provides information on new policy and/or program requirements or modifications to existing policies and/or programs, and communicates program implementation information and data required for policy formulation and systems design activities. The staff is responsible for the development and implementation of a Bureauwide student assessment system and for establishing criteria to be used in administering the Indian School Equalization Formula. The staff is also responsible for liaison with other Federal agencies, education organizations, and other segments of the Bureau or the Department as may be necessary for the effective and efficient discharge of its functions.

7.3 The Division of Education Administration provides staff assistance to the Director in the planning, development, and coordination of short-term policies, guidelines, procedures, and standards for the administration of Bureau education programs and functions by establishing and maintaining coordination between the Office of Indian Education Programs and the Office of Administration. The division is responsible for implementing new or revised education administration policies and for reviewing policies prepared by others to ensure that administrative control over the education function is exercised by the Director. The division serves as liaison between the Office of Indian Education Programs and the School Facilities Staff. It also maintains liaison

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130

Bureau of Indian Affairs

Chapter 7 Office of Indian Education Programs

130 DM 7.3

with other Federal agencies, education organizations, and other segments of the Bureau or the Department as may be necessary for the discharge of its functions. The division has primary responsibility for the preparation of material used in budget formulation and justification as well as preparation of advices of allotment through the Office of Financial Management in the distribution of funds to field operations and for coordinating the annual student counts used as a basis for school funding. The division implements and evaluates the education personnel system established by Public Law 95-561. The Division is also responsible for managing and providing internal administrative services for the Office including the development and execution of budgets and financial programs, the development and operation of management information systems, the preparation of accurate and complete reports to the Director for submission to the Congress and Indian people regarding the utilization of resources, and the internal preparation of personnel, property, and procurement requests which will be acted upon by the Office of Administration.

7.4 The Division of Education Programs provides staff assistance to the Director in the development, coordination, and implementation of policies, plans, guidelines, curricula, and standards for the operation of Bureau education programs in accordance with the overall long-range education policies plan. The division is responsible for recommending and providing advice relating to proposed legislation and for maintaining liaison with other parts of the Bureau, other Federal agencies, and counterpart professional organizations in order to provide the Director with recommendations and advice in improving and updating Bureau education programs. The division provides technical advice and assistance through the cognizant Assistant Director to agencies, schools, and post-secondary institutions in early childhood, elementary, secondary, and post-secondary education including programs for exceptional students, assistance to public schools (Johnson O'Malley Act) and Title programs, school operations, support services, and out-of-class activities for students in Bureau schools. In coordination with other parts of the Office, the division monitors and evaluates the implementation of these programs and provides recommendations for problem solution and program improvement.

7.5 Field Organization. The Office of Indian Education Programs has subordinate offices located at area and agency offices of the Bureau, and post secondary institutions operated by the Office of Indian Education Programs. The Office of Indian Education Programs is, through these subordinate offices, responsible for the operation of local schools.

A. Area and Post Secondary Education Operations, under the direction and supervision of an Assistant Director, provides line direction to and supervision over the operation of all Bureau area education offices, post secondary schools, off-reservation boarding schools and peripheral dormitories. Such functions include policy and procedure formulation, program supervision, budget execution oversight, and technical assistance. It plans, develops, administers, monitors, and evaluates all Indian education program policies, standards, procedures, and feedback systems related to area, post secondary, off-reservation boarding schools, and peripheral dormitories education programs.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130

Bureau of Indian Affairs

Chapter 7 Office of Indian Education Programs

130 DM 7.5A(1)

(1) Area Education Offices. Each area education office is under the direction of an Area Education Program Administrator who is a line officer responsible to the Assistant Director for Area and Post Secondary Education Operations for the operation of education programs. An area education office typically includes several of the following education programs: (i) Public School Assistance (JOM), (ii) Post Secondary Education Programs, (iii) Peripheral Dormitories, (iv) Off-Reservation Boarding Schools, (v) Federal Title Programs, (vi) all education programs within a Bureau agency which has no Bureau operated schools, and (vii) Management Information Support Systems. Area education office functions include:

(a) Representing the Bureau's Office of Indian Education Programs in its dealings with Indians, state governments, other Federal agencies, and the public;

(b) Directing and assisting in the application and implementation of overall policies and programs; providing technical assistance; evaluating performance; and coordinating those features of programs extending beyond the jurisdiction of a single agency;

(c) Recommending to the Director revision of policies, procedures and regulations;

(d) Coordinating administrative support services with Bureau area administrative offices on matters under their jurisdiction;

(e) Directing those positions deemed by the Director and the Assistant Secretary - Indian Affairs as "directly and substantially" involved in education and assigned to the Area Education Program Administrators' offices by the Director; and

(f) Coordinating, monitoring, and as appropriate, certifying the validity of Management Information System data collected by those local schools which are under the direction of the area education office.

(2) Post Secondary Schools. The Post Secondary School Presidents are responsible to the Assistant Director for Area and Post Secondary Education Operations for planning, directing, and operating Haskell Indian Junior College, the Institute of American Indian Arts, and the Southwestern Indian Polytechnic Institute.

(a) Haskell Indian Junior College, located at Lawrence, Kansas, provides a comprehensive junior college program consisting of vocational, technical, business, Indian studies, nursing, and general education programs. The college also serves the Indian community by developing and conducting extension and outreach programs, educational materials, workshops and seminars, and consultative and research services. The college is responsible for providing bureauwide audio visual and printing services by operating a print shop and audio visual production service which is administratively assigned to the Intermountain Intertribal School located at Brigham City, Utah.

6/8/83 #2502 5 BIAM Release 37, 7/20/83

Replaces 3/15/82 #2392

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130

Bureau of Indian Affairs

Chapter 7 Office of Indian Education Programs

130 DM 7.5A(2)(b)

(b) The Institute of American Indian Arts (IAIA), located at Santa Fe, New Mexico, serves the Native American community as a national arts and cultural institution of higher education. IAIA programs include: (i) instructional programs leading to an AFA degree, (ii) technical assistance and training services involving on-campus and outreach programs in education, (iii) cooperative programs involving national consortium relationships, and (iv) cultural studies and research and evaluation relating to utilization of the arts as an educational concept and methodology.

(c) Southwestern Indian Polytechnic Institute (SIPI), located at Albuquerque, New Mexico, provides vocational/technical education in those occupations which have a high employment potential. SIPI also offers its Indian students on-the-job training programs, career development, and job placement services.

B. Agency Education Operations, under the direction and supervision of two Assistant Directors, is responsible to the Director for all agency education program activities (excluding off-reservation boarding schools and peripheral dormitories), within two designated geographical jurisdictions: (i) South and West Agency Education Operations, encompassing the Albuquerque, Navajo and Phoenix areas; and (ii) North and East Agency Education Operations, encompassing the Aberdeen, Eastern and Juneau areas. It is also administratively responsible for supervisors of local schools. Agency Education Operations provides policy and procedure formulation, program supervision, budget execution oversight, and technical assistance. It plans, develops, administers, monitors and evaluates all Agency Education Office program policies, standards, procedures and feedback systems.

(1) Agency Education Offices. Each agency education office is under the direction of an Agency Superintendent for Education who is a line officer responsible to the Assistant Director for Agency Education Operations for the operation of education programs. The typical agency education office includes several of the following education programs: (i) Elementary and Secondary Education, (ii) Early Childhood Education, (iii) Exceptional Education, (iv) Student Support Services, (v) Federal Title Programs, (vi) Peripheral Dormitories, (vii) Post Secondary Education, and (viii) Public School Assistance. Agency education offices functions include:

(a) Monitoring and evaluating agency education programs in consultation with agency school boards;

(b) Representing the Bureau's Office of Indian Education Programs in its dealings with Indians, state and local governments, other Federal agencies, and the public;

(c) Directing and assisting in the application and implementation of overall policies and programs, providing technical assistance, evaluating performance, and coordinating those features of programs extending beyond the jurisdiction of a single school within the agency;

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 7 Office of Indian Education Programs 130 DM 7.5B(1)(d)

(d) Recommending to the Director revision of policies, programs, procedures and regulations;

(e) Coordinating administrative support services with Bureau area and agency administrative offices on matters under their jurisdiction;

(f) Directing those agency positions deemed by the Director and the Assistant Secretary - Indian Affairs as "directly and substantially" involved in education and assigned to the Agency Superintendent for Education by the Director, Office of Indian Education Programs; and

(g) Coordinating, monitoring, and as appropriate, certifying the validity of Management Information System data collected by those local schools which are under the direction of agency education offices.

(2) Local Schools. Each local school is under the direction of a school supervisor who is administratively responsible to the Agency Superintendent for Education or, in the case of off-reservation boarding schools and some peripheral dormitories, to the Area Education Programs Administrator. Local school programs build upon student cultural and linguistic backgrounds and include some or all of the following:

(a) Instructional Services -- Activities which are associated with providing learning experiences for pupils (all academic programs including the various Federal Title Programs);

(b) Student Resident Services -- Activities concerned with providing living accommodations for students in facilities owned and/or operated by the school;

(c) Health Services -- Activities concerned with ensuring appropriate health care and health education for students;

(d) Pupil Transportation Services -- Activities concerned with the conveyance of pupils to and from school and/or to and from activities provided by the school;

(e) Food Services -- Activities concerned with providing food to pupils in a school, including preparation and servicing of regular and incidental meals in connection with school activities;

(f) Student Support Services -- Activities including but not limited to: Counseling; Testing; Student Activities; Psychological Services; School Social Work Services; Recreation; various student organizations, Student Government, and Student Rights and Responsibilities; and

(g) Interscholastic Programs -- Activities involving student participation among schools.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 DM Bureau of Indian Affairs

Chapter 7 Office of Indian Education Programs

130 DM 7.6

7.6 Location of Agency Education Offices and Local Schools. Agency education offices and local schools are distributed throughout the geographic areas served by the Bureau of Indian Affairs.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM Release 35

DEC 17 1981

Memorandum

To: Holders of 5 BIAM
From: Chief, Division of Management Research and Evaluation
Subject: Bureau of Indian Affairs Organization

Attached is Departmental Manual Release Number 2362 which is to be incorporated under the Bureau Manual System in 5 BIAM 2, Organization.

Chief, Division of Management
Research and Evaluation

Filing Instructions:

(a) Remove superseded material:

130 DM 2 Organization Chart (Dated 4/22/81)	(1 sheet)
130 DM 3 Indian Services (Dated 4/7/80)	(1 sheet)
130 DM 4 Tribal Resources Development (Dated 1/29/80)	(2 sheets)
130 DM 5 Trust Responsibilities (Dated 5/2/80)	(3 sheets)

(b) Insert new material:

130 DM 2 Organization Chart (Dated 11/17/81)	(1 sheet)
130 DM 3 Indian Services (Dated 11/17/81)	(2 sheets)
130 DM 4 Trust Responsibilities (Dated 11/17/81)	(3 sheets)

(c) Pen-and-ink changes:

None

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 3, 4, and 130 DM 2, Organization Chart	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 2362
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE NOV 17 1981

EXPLANATION OF MATERIAL TRANSMITTED:

This release provides revised organizational statements for the Bureau of Indian Affairs which incorporate changes approved since the last revision of the 130 DM.

Those functions which have been approved for continuation in FY 1982 and which were previously assigned to the Office of Tribal Resources Development are transferred to other headquarters level organizations of the Bureau of Indian Affairs. It also abolishes the immediate office of the Director, Office of Tribal Resources Development, and the Division of Business Enterprise Development.

The Division of Financial Assistance and the Division of Job Placement and Training are transferred to the Office of Indian Services, and the Division of Transportation is transferred to the Office of Trust Responsibilities.

The Organization Chart of the Bureau of Indian Affairs has been modified to reflect these changes.

Under Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 2 Organization Chart
(1 sheet)
130 DM 3
(1 sheet)
130 DM 4
(2 sheets)
130 DM 5
(3 sheets)

Insert:

130 DM 2 Organization Chart
(1 sheet)
130 DM 3
(2 sheets)
130 DM 4
(3 sheets)

DEPARTMENT OF THE INTERIOR 3
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130 DM 3.1

3.1 The Office of Indian Services provides staff support to the Commissioner of Indian Affairs in the development and management of Bureau programs designed to promote the welfare and development of individual Indians and Indian communities, to assist tribes in developing local governmental services for Indian communities and to assist tribes in developing their capabilities for self-government. These programs include social services, job placement and training, financial and housing assistance, law enforcement, tribal government development, and tribal planning. The Office of Indian Services plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs. It participates in the allocation of Bureau resources for respective program operations and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation. The Office of Indian Services is headed by a Director reporting to the Commissioner. In carrying out these responsibilities, the Director is supported by eight divisions.

3.2 The Division of Financial Assistance provides staff assistance to the Director regarding specific programs designed to aid Indians in obtaining adequate capital for development of Indian resources, and to provide credit and financing services to tribal organizations and individual members. This includes services to obtain funds from conventional and government sources to finance Indian economic self-development, including loans for housing, education, and Indian governmental purposes, and in the investment and use of their own monies for the same purposes. The programs include incentive provisions; financial counselling and analysis; and organizational, accounting, and management services. Also the Division administers programs under the Indian Financing Act of 1974 which includes the Revolving Loan Fund, Indian Business Development Grants, and Guaranteed and Insured Loans, and assists in the establishment, supervision and financing of lending programs for Indian organizations. The Division includes a credit examining staff located in Denver, Colorado.

3.3 The Division of Housing Services provides staff assistance to the Director for Bureau programs designed to provide and improve housing for Indians who cannot be served under other federally-assisted housing programs. The Division serves as liaison to the Department of Housing and Urban Development (HUD) and the Indian Health Service (IHS), coordinating the sanitation facilities construction program with housing construction and improvement programs to achieve optimum benefits for Indians and their communities. Close liaison is also maintained with other governmental agencies, private concerns, tribal bodies, and housing associations to facilitate a broad base financing for Indian housing. The Division also provides technical and administrative assistance to Indian housing authorities in developing project applications and proposals for financial assistance under Federal housing programs.

3.4 The Division of Job Placement and Training provides staff assistance to the Director regarding programs leading to the development of job opportunities, on-the-job training, and other services needed to enable Indian individuals seeking work to secure and retain suitable employment. The programs involve a

11/17/81 #2362

Replaces 4/7/80 #2250 and 1/29/80 #2235

Release 5-35, 12/17/81

(DEPARTMENT OF THE INTERIOR ()
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130 DM 3.4

variety of activities related to direct employment services on and off reservation including administrative management contracts with tribal governments, internship programs with private industry and governmental bodies; specialized training with Federal and State agencies; professional guidance to Indian tribes in assisting the development of their manpower potential; and identifying the job opportunities that Indians will have a preferential right to under Pub. L. 93-638, Sec. 7(b), training Indians to qualify for these jobs, assisting employers and other Federal agencies to locate and hire Indian people, and generally serving to promote the use of 7(b) as a job creating tool for Indian people. The Division serves as liaison with other federal agencies conducting activities that have direct bearing on Indian manpower development resources.

3.5 The Division of Law Enforcement Services provides staff assistance to the Director in carrying out the Commissioner's responsibilities for policy direction, coordination and support of Bureau law enforcement programs. The division develops standards and criteria for the selection, training, and duties of law enforcement officers, including programs related to enforcement of trading, hunting, and fishing regulations, and the coordination of such programs with central offices of other agencies. The division is also responsible for inspecting and evaluating Bureau-funded law enforcement programs. In addition, the division provides administrative supervision for the nucleus staff of the Special Operations Service Unit (a specially trained, emergency police force) located at Brigham City, Utah.

3.6 The Division of Self-Determination Services provides staff assistance to the Director in carrying out the responsibilities for the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, Title I, and related programmatic portions of the Federal Grant and Cooperative Agreement Act, Pub. L. 95-224, and for continuing programs initiated under the Joint Funding Simplification Act, Pub. L. 95-510 as they pertain to Indian self-determination. It provides policy guidance, coordination, direction, and cohesion for Bureau and tribal initiatives involving the aforementioned statutes and the related contract support and grant functions associated with Title I of Pub. L. 93-638. It identifies and defines problem areas, determines issues to be resolved, monitors implementation activities, recommends modifications in present Bureau policies, procedures, guidelines, systems and structure required in order for the Bureau to be responsive to tribal initiatives involving Title I of Pub. L. 93-638 and Pub. L. 95-224 and as it relates to Pub. L. 93-638.

3.7 The Division of Social Services provides staff assistance to the Director in Bureau programs designed to provide social services to Indians and Indian communities. The programs include financial assistance for needy Indians living on reservations, arranging foster care for dependent, neglected, and handicapped Indian children; referral of Indians to local and State agencies for assistance when appropriate; preventive services in both adult and juvenile crime; individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

11/17/81 #2362

Replaces 4/7/80 #2250 and 1/29/80 #2235

Release 5-35, 12/17/81

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130 DM 3.8

3.8 The Division of Tribal Government Services provides staff assistance to the Director in Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance regarding tribal judicial systems, tribal extension services, tribal grants administration, tribal government activities and procedures, U. S. Court of Claims judgments, tribal and judgment rolls, and enrollment appeals requiring action by the Assistant Secretary - Indian Affairs or the Secretary of the Interior.

3.9 The Division of Tribal Planning Services provides staff assistance to the Director in the development of Bureau policies and guidelines relating to tribal long-range program planning for Bureau mission programs. The Division provides advice and assistance in the area of agricultural extension services. It also assists and/or coordinates the operation of Bureau and other Federal programs which either manage or promote consideration of youth and aged needs as they affect comprehensive tribal plans.

Release 5-35, 12/17/81

11/17/81 #2362

Replaces 4/7/80 #2250 and 1/29/80 #2235

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.1

4.1 The Office of Trust Responsibilities provides staff support to the Commissioner of Indian Affairs in the development and management of Bureau programs associated with Indian trust resources, including: agricultural, range, mineral, forest, wildlife and water resources; real property management; financial trust services; transportation systems; environmental quality; investment of Indian trust funds; and Indian rights protection. The Bureau's trust responsibilities include: the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty; exercise of the authorities delegated by the Secretary of the Interior concerning Indian trust property; for providing to Indians the services necessary for them to make decisions required of them in the development of their resources; and administration of those programs designed to facilitate the trust. The Office of Trust Responsibilities plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the programs and in their implementation.

4.2 Program and Management Services Staff provides staff assistance and advice to the Director and performs program coordination for all functions of the Office relative to: program planning, budget, finance, procurement, personnel matters, property, reports management and preparation. The staff also develops internal management controls. Continual cooperation and liaison is maintained with the Office of Administration in accomplishing the objectives and services of this staff.

4.3 The Rights Protection Staff provides staff assistance and advice to the Director regarding all matters involving rights issues, which include water rights, the rights afforded by tribal sovereignty, such as: contractual rights, tax immunity or exemption, zoning and other land use; and also provides technical assistance in preparation of legislation and legislative reports. It maintains continual contact, or liaison, with other Federal agencies, tribal officials, and Area and Agency office officials concerned with Indian rights.

4.4 The Environmental Services Staff provides assistance and advice to the Director regarding all matters relating to the environmental statutes which have application to, or implications for, Indian trust lands. The functions of this staff include recommending policies and drafting guidelines and handbooks for ensuring Bureau compliance with legislation such

Release 5-35, 12/17/81

11/17/81 #2362

Replaces 5/2/80 #2258 and 1/29/80 #2235

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.4

as the National Environmental Policy Act, the Endangered Species Act, the Clean Air and Water Act, and other statutes dealing with the environment and the preservation of cultural and archaeological resources. In addition, this staff coordinates the review of environmental reports and statements prepared by other Federal agencies. It provides professional assistance to Area Offices and Agencies in implementing Bureau policies and procedures for environmental services.

4.5 The Division of Trust Funds Management with staff located in Albuquerque, New Mexico, provides staff assistance to the Director in carrying out the Bureau's trust funds management responsibility which includes: trust funds research, reporting and technical assistance; investment of trust funds, and responsibilities for IIM and IMPL management. It accounts for and approves disbursement of tribal and individual Indian monies deriving from the sale or lease of tribal resources such as land, timber, minerals and water, and the disbursement of per capita payments, judgments, awards, and claims. The Division performs two distinct functions.

A. The first of these is primarily research oriented, with regard to: preparation of trust funds reports and histories; adjustment of tribal trust funds and individual Indian money accounts in cases of error; preparation of financial data for contracts and leases of automated accounting systems; project research for special fiscal problems; reports for litigation cases; and development of special reporting and operational procedures. This element maintains liaison with the Investments Branch in Albuquerque, New Mexico, and with the Division of Tribal Government Services in the Office of Indian Services, relative to judgments, awards, Indian claims, and related matters.

B. The other major function of this Division is assuring that a maximum of funds available for investment are placed in accord with the law in a manner which will generate the maximum return on investment, while taking account of tribal and individual Indian needs for available funds. This function also includes: development of procedures for the proper safeguarding, accounting, and reporting of investments and related transactions; development of technical guidance programs for Area, Agency, and tribal officials regarding investments; consultation with Area and tribal officials in the development of investment programs which will increase earnings to individual tribes; and maintaining contact with the Treasury Department in regard to investment activities.

Release 5-35, 12/17/81

11/17/81 #2362

Replaces 5/2/80 #2258 and 1/29/80 #2235

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.6

4.6 The Division of Forestry with staff located in Boise, Idaho, and Fort Collins, Colorado, provides staff assistance and advice to the Director in the formulation and implementation of policies for the activities of appraisal and sale of timber, forest inventories and subsequent analysis of inventory data, preparation and revision of multiple-use management plans for the forest land base, forest improvement projects, and forest protection. In compliance with the Bureau's trust responsibilities, this Division exercises program oversight and provides planning and scheduling of Bureau-wide forestry activities at the national level to insure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld; develops, reviews, and keeps current program administration directives controlling the Bureau's forestry operations; coordinates with the Congressional and Legislative Affairs Staff on legislative initiatives to facilitate management of Indian forest resources; and maintains active working relationships with other governmental and private organizations concerned with forestry problems of mutual interest.

4.7 The Division of Energy and Minerals Resources, with staff located in Denver, Colorado, provides staff assistance and advice to the Director regarding coordination of Bureauwide Indian energy and mineral resource policies, standards, goals and objectives; proposing, developing, and coordinating all Bureau programs involving Indian energy and mineral resource management; preparation of regulations and development of procedures for application by Area and Agency offices in activities pertaining to the conservation, development and leasing of mineral resources on Indian lands; coordination with other Agencies within the Department and other governmental agencies, and industry personnel; advice to Bureau management on mineral related technical issues; review of mineral accounting procedures; supervision of the Bureau mineral inventory program; review of environmental impact statements, giving comments related to mineral resource development; monitoring of contracts and production programs in oil and gas; economic analyses, and other activities related to: coal, oil, gas, uranium, copper, molybdenum, tungsten, and other mineral resources. It is also responsible for direct assistance to Area offices in the negotiation of agreements and monitoring compliance with the terms of mineral agreements, as well as liaison with the Bureau of Mines' Mineral Availability System, the Geological Survey, the Bureau of Land Management, and the Office of Surface Mining officials located in Denver.

Release 5-35, 12/17/81

11/17/81 #2362

Replaces 5/2/80 #2258 and 1/29/80 #2235

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.8

4.8 The Division of Real Estate Services, with staff located in Albuquerque, New Mexico, provides staff assistance and advice to the Director in activities related to land resources and real property management which include: acquisition, disposal, tenure and management; appraisals and land use planning; land records improvement and maintenance; sales, exchanges, partitions, issuance of patents in fee, removal of restrictions, grants of rights-of-way; issuance of licenses, permits and leases of real estate under Bureau jurisdiction, assignment of tribal lands to members of tribes, probate matters; and review and evaluation of these activities at the field level. Provides technical staff duties of real estate counseling and land use planning to support Bureau and tribal programs in leasing and development of Indian lands; is responsible for assuring that land related information essential to the prudent conduct of the Bureau's trust responsibility over Indian resources is adequately recorded, stored, and made retrievable; provides technical support for the five Bureau title plants, and periodically reviews their performance with the Area Directors who have line responsibility for them.

4.9 The Division of Water and Land Resources with staff located in Denver, Colorado, provides staff assistance and advice to the Director in matters relating to planning and development of program standards for Bureauwide water and land resources development which include: irrigation and power project construction and operation and maintenance; and agriculture, range, soil and moisture conservation. This Division also provides staff advice for all activities related to the planning, management, conservation, development and utilization of the Indians' soil, water, and range land resources; administers the Bureau's pesticide program on Indian lands; and directs the Bureau's flood plains management program. Provides technical advice and assistance, as required, for the authorization, planning, design, construction, management and operation of Indian irrigation and power projects, water development projects, water utilization, and protection of water rights. Responsible for review of, and making recommendations concerning, the Bureau's dam safety program; reviews and comments on feasibility studies and other planning reports concerning the development of water and related land resources when Indian lands and water are involved. Provides liaison with Area and Agency office officials on matters which affect Indian lands or water.

4.10 The Division of Fish, Wildlife, and Recreation provides staff advice and assistance to the Director in the area of hunting and fishing rights, fish and game management, fishery and hatchery operations, and fish and game management, fishery and hatchery operations, and

Release 5-35, 12/17/81

11/17/81 #2362

Replaces 5/2/80 #2258 and 1/29/80 #2235

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Trust Responsibilities

130 DM 4.10

fish and game enhancement activities. In addition, it is responsible for policy guidance and professional assistance to Bureau offices in the development of wildlife and outdoor recreation plans and activities on Indian trust lands. This Division provides staff support to Bureau activities in negotiating agreements between tribes and states and in developing positions in international negotiations.

4.11 The Division of Transportation provides staff assistance to the Director regarding Bureau programs for analysis, design, construction, and maintenance of roads, bridges, airfields, and other transportation facilities with the ultimate objective of enhancing reservation economics and services to Indian and Alaska Native people. The Division includes a technical support staff in Albuquerque, New Mexico, which provides the Area and Agency Offices with Highway Safety Program services and with computer operated design, inventory, equipment, and project management services. The Division maintains liaison with Federal Highway Administration, National Highway Traffic Safety Administration and the Federal Aviation Administration.

Release 5-35, 12/17/81

11/17/81 #2362

Replaces 5/2/80 #2258 and 1/29/80 #2235



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM Release 34

JUL 25 1980

Memorandum

To: Holders of 5 BIAM

From: Chief, Division of Management Research and Evaluation

Subject: Bureau Organization Changes

Enclosed is Departmental Release No. 2258 which is to be incorporated into the Bureau Manual System as 5 BIAM 2.

Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
- | | |
|---|------------|
| 130 DM 2 Organization Chart (Dated 4/7/80) | (1 sheet) |
| 130 DM 5 Trust Responsibilities (Dated 1/29/80) | (1 sheet) |
- (b) Insert new material transmittal:
- | | |
|--|------------|
| 130 DM 2 Organization Chart (Dated 5/2/80) | (1 sheet) |
| 130 DM 5 Trust Responsibilities (Dated 5/2/80) | (3 sheets) |
- (c) Pen-and-ink changes:
- None

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 5 and 130 DM 2 Chart	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 2258
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE MAY 2 1980

EXPLANATION OF MATERIAL TRANSMITTED:

This Manual Release publishes the revised organization of the Office of Trust Responsibilities and incorporates changes approved since the last release of the Bureau of Indian Affairs' organization chart.

The Office of Trust Responsibilities has been organized to incorporate a new Division of Energy and Minerals Resources and to elevate certain branch level subdivisions to division status. This reorganization of the Office of Trust Responsibilities recognizes and reaffirms the commitment of the Bureau of Indian Affairs to provide the best possible organization structure for the office in order to responsibly administer those programs affecting Indian trust assets. It is in consonance with mandates expressed by Native American and Indian Tribal organizations through their concerns for a more responsive structure.

The Bureau of Indian Affairs Organization Chart has been modified to reflect these changes.


Secretary of the Interior

FILING INSTRUCTIONS:

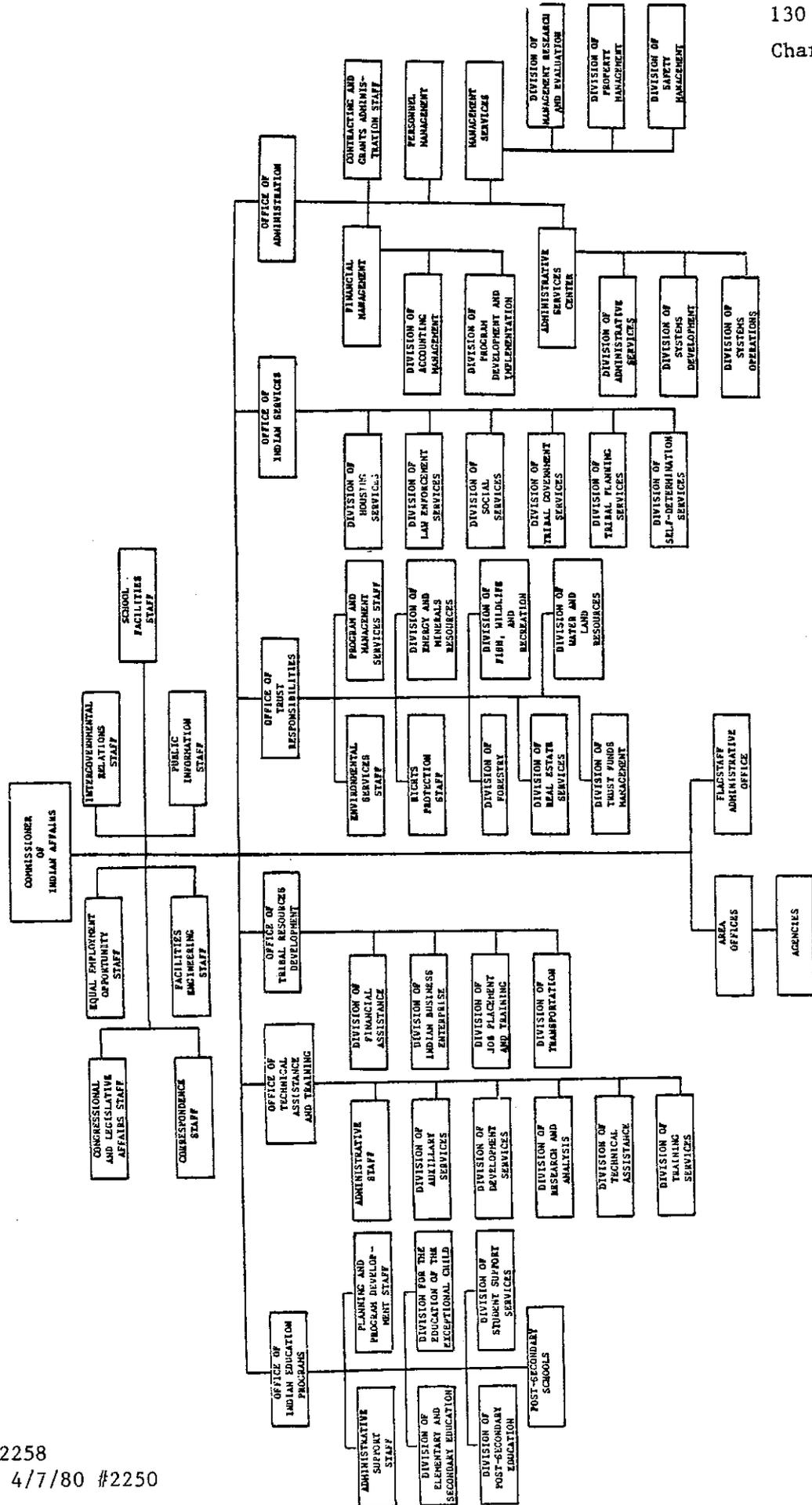
Remove:

130 DM 2, Organization Chart
(1 sheet)
130 DM 5
(1 sheet)

Insert:

130 DM 2, Organization Chart
(1 sheet)
130 DM 5
(3 sheets)

BUREAU OF INDIAN AFFAIRS
ORGANIZATION CHART



Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130 DM 5.1

5.1 The Office of Trust Responsibilities provides staff support to the Commissioner of Indian Affairs in the development and management of Bureau programs associated with Indian trust resources, including: agricultural, range, mineral, forest, wildlife and water resources; real property management, financial trust services, and environmental quality; investment of Indian trust funds; and Indian rights protection. The Bureau's trust responsibilities include: the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty; exercise of the authorities delegated by the Secretary of the Interior concerning Indian trust property; for providing to Indians the services necessary for them to make decisions required of them in the development of their resources; and administration of those programs designed to facilitate the trust. The Office of Trust Responsibilities plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and make recommendations to the Commissioner for necessary changes or adjustments in the programs and in their implementation.

5.2 Program and Management Services Staff provides staff assistance and advice to the Director and performs program coordination for all functions of the Office relative to: program planning, budget, finance, procurement, personnel matters, property, reports management and preparation. The staff also develops internal management controls. Continual cooperation and liaison is maintained with the Office of Administration in accomplishing the objectives and services of this staff.

5.3 The Rights Protection Staff provides staff assistance and advice to the Director regarding all matters involving rights issues, which include water rights, the rights afforded by tribal sovereignty, such as: contractual rights, tax immunity or exemption, zoning and other land use; and also provides technical assistance in preparation of legislation and legislative reports. It maintains continual contact, or liaison, with other Federal agencies, tribal officials, and Area and Agency office officials concerned with Indian rights.

5.4 The Environmental Services Staff provides assistance and advice to the Director regarding all matters relating to the environmental statutes which have application to, or implications for, Indian trust lands. The functions of this staff include recommending policies and drafting guidelines and handbooks for ensuring Bureau compliance with legislation such

5/2/80 #2258

Replaces 1/29/80 #2235

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130 DM 5.4

as the National Environmental Policy Act, the Endangered Species Act, the Clean Air and Water Act, and other statutes dealing with the environment and the preservation of cultural and archaeological resources. In addition, this staff coordinates the review of environmental reports and statements prepared by other Federal agencies. It provides professional assistance to Area Offices and Agencies in implementing Bureau policies and procedures for environmental services.

5.5 The Division of Trust Funds Management with staff located in Albuquerque, New Mexico, provides staff assistance to the Director in carrying out the Bureau's trust funds management responsibility which includes: trust funds research, reporting and technical assistance; investment of trust funds, and responsibilities for IIM and IMPL management. It accounts for and approves disbursement of tribal and individual Indian monies deriving from the sale or lease of tribal resources such as land, timber, minerals and water, and the disbursement of per capita payments, judgments, awards, and claims. The Division performs two distinct functions.

A. The first of these is primarily research oriented, with regard to: preparation of trust funds reports and histories; adjustment of tribal trust funds and individual Indian money accounts in cases of error; preparation of financial data for contracts and leases of automated accounting systems; project research for special fiscal problems; reports for litigation cases; and development of special reporting and operational procedures. This element maintains liaison with the Investments Branch in Albuquerque, New Mexico, and with the Division of Tribal Government Services in the Office of Indian Services, relative to judgments, awards, Indian claims, and related matters.

B. The other major function of this Division is assuring that a maximum of funds available for investment are placed in accord with the law in a manner which will generate the maximum return on investment, while taking account of tribal and individual Indian needs for available funds. This function also includes: development of procedures for the proper safeguarding, accounting, and reporting of investments and related transactions; development of technical guidance programs for Area, Agency, and tribal officials regarding investments; consultation with Area and tribal officials in the development of investment programs which will increase earnings to individual tribes; and maintaining contact with the Treasury Department in regard to investment activities.

5/2/80 #2258

Replaces 1/29/80 #2235

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130 DM 5.6

5.6 The Division of Forestry with staff located in Boise, Idaho, and Fort Collins, Colorado, provides staff assistance and advice to the Director in the formulation and implementation of policies for the activities of appraisal and sale of timber, forest inventories and subsequent analysis of inventory data, preparation and revision of multiple-use management plans for the forest land base, forest improvement projects, and forest protection. In compliance with the Bureau's trust responsibilities, this Division exercises program oversight and provides planning and scheduling of Bureau-wide forestry activities at the national level to insure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld; develops, reviews, and keeps current program administration directives controlling the Bureau's forestry operations; coordinates with the Congressional and Legislative Affairs Staff on legislative initiatives to facilitate management of Indian forest resources; and maintains active working relationships with other governmental and private organizations concerned with forestry problems of mutual interest.

5.7 The Division of Energy and Minerals Resources, with staff located in Denver, Colorado, provides staff assistance and advice to the Director regarding coordination of Bureauwide Indian energy and mineral resource policies, standards, goals and objectives; proposing, developing, and coordinating all Bureau programs involving Indian energy and mineral resource management; preparation of regulations and development of procedures for application by Area and Agency offices in activities pertaining to the conservation, development and leasing of mineral resources on Indian lands; coordination with other Agencies within the Department and other governmental agencies, and industry personnel; advice to Bureau management on mineral related technical issues; review of mineral accounting procedures; supervision of the Bureau mineral inventory program; review of environmental impact statements, giving comments related to mineral resource development; monitoring of contracts and production programs in oil and gas; economic analyses, and other activities related to: coal, oil, gas, uranium, copper, molybdenum, tungsten, and other mineral resources. It is also responsible for direct assistance to Area offices in the negotiation of agreements and monitoring compliance with the terms of mineral agreements, as well as liaison with the Bureau of Mines' Mineral Availability System, the Geological Survey, the Bureau of Land Management, and the Office of Surface Mining officials located in Denver.

5/2/80 #2258
Replaces 1/29/80 #2235

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130 DM 5.8

5.8. The Division of Real Estate Services, with staff located in Albuquerque, New Mexico, provides staff assistance and advice to the Director in activities related to land resources and real property management which include: acquisition, disposal, tenure and management; appraisals and land use planning; land records improvement and maintenance; sales, exchanges, partitions, issuance of patents in fee, removal of restrictions, grants of rights-of-way; issuance of licenses, permits and leases of real estate under Bureau jurisdiction, assignment of tribal lands to members of tribes, probate matters; and review and evaluation of these activities at the field level. Provides technical staff duties of real estate counseling and land use planning to support Bureau and tribal programs in leasing and development of Indian lands; is responsible for assuring that land related information essential to the prudent conduct of the Bureau's trust responsibility over Indian resources is adequately recorded, stored, and made retrievable; provides technical support for the five Bureau title plants, and periodically reviews their performance with the Area Directors who have line responsibility for them.

5.9 The Division of Water and Land Resources with staff located in Denver, Colorado, provides staff assistance and advice to the Director in matters relating to planning and development of program standards for Bureauwide water and land resources development which include: irrigation and power project construction and operation and maintenance; and agriculture, range, soil and moisture conservation. This Division also provides staff advice for all activities related to the planning, management, conservation, development and utilization of the Indians' soil, water, and range land resources; administers the Bureau's pesticide program on Indian lands; and directs the Bureau's flood plains management program. Provides technical advice and assistance, as required, for the authorization, planning, design, construction, management and operation of Indian irrigation and power projects, water development projects, water utilization, and protection of water rights. Responsible for review of, and making recommendations concerning, the Bureau's dam safety program; reviews and comments on feasibility studies and other planning reports concerning the development of water and related land resources when Indian lands and water are involved. Provides liaison with Area and Agency office officials on matters which affect Indian lands or water.

5.10 The Division of Fish, Wildlife, and Recreation provides staff advice and assistance to the Director in the area of hunting and fishing rights, fish and game management, fishery and hatchery operations, and fish and game management, fishery and hatchery operations, and

5/2/80 #2258

Replaces 1/29/80 #2235

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130 DM 5.10

fish and game enhancement activities. In addition, it is responsible for policy guidance and professional assistance to Bureau offices in the development of wildlife and outdoor recreation plans and activities on Indian trust lands. This Division provides staff support to Bureau activities in negotiating agreements between tribes and states and in developing positions in international negotiations.

5/2/80 #2258
Replaces 1/29/80 #2235



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

5 BIAM Release 33

IN REPLY REFER TO:

MAR 24 1980

Memorandum

To: Holders of 5 BIAM

From: Acting Chief, Division of Management Research and Evaluation

Subject: Bureau of Indian Affairs Organization

Attached is Departmental Manual Release Number 2239 which is to be incorporated under the Bureau Manual System in 5 BIAM 2, Organization.


Acting Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM 10 (Dated 8-23-79) (3 sheets)
- (b) Insert new material transmitted:
130 DM 10 (Dated 2-21-80) (3 sheets)
- (c) Pen-and-ink changes:
None



DEPARTMENTAL MANUAL

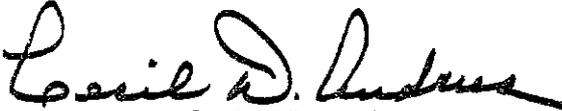


TRANSMITTAL SHEET

PART 130 DM 10	SUBJECT Organization	RELEASE NUMBER 2239
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	Bureau of Indian Affairs	DATE FEB 21 1980

EXPLANATION OF MATERIAL TRANSMITTED:

This release establishes the Laguna Agency at Laguna, New Mexico, to serve the Pueblo of Laguna. Part 130 DM 10 is revised to incorporate this newly authorized agency by adding an appropriate reference in 130 DM 10.2.


Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 10
(3 sheets)

Insert:

130 DM 10
(3 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.1

10.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton Indian Boarding School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau Santee Sioux Field Office, Flandreau

Flandreau Boarding School, Flandreau

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

10.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver

Ute Mountain Ute Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque

Jicarilla Agency, Dulce

Laguna Agency, Laguna

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Zuni Agency, Pueblo of Zuni, Zuni

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.3

10.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Chilocco Boarding School, Chilocco

Concho Agency, Concho

Concho Boarding School, Concho

Oklahoma City Field Employment Assistance Office, Oklahoma City

Fort Sill School, Lawton

Pawnee Agency, Pawnee

Riverside Boarding School, Anadarko

Shawnee Agency, Shawnee

10.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning

Crow Agency, Crow

Flathead Agency, Ronan

Flathead Irrigation Project, St. Ignatius

Fort Belknap Agency, Harlem

Fort Peck Agency, Poplar

Northern Cheyenne Agency, Lama Deer

Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

10.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage

Bethel Agency, Bethel

Fairbanks Agency, Fairbanks

Mt. Edgecumbe Boarding School, Mt. Edgecumbe

Nome Agency, Nome

Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

2/21/80 #2239

Replaces 8/23/79 #2198

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.6

10.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste. Marie

Minnesota:

Minnesota Agency, Cass Lake

Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Illinois:

Field Employment Assistance Office, Chicago

Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

10.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore

Carter Seminary Dormitory, Ardmore

Eufaula Dormitory, Eufaula

Field Employment Assistance Office, Tulsa

Jones Academy, Ardmore

Okmulgee Agency, Okmulgee

Osage Agency, Pawhuska

Miami Agency, Miami

Seneca Boarding School, Wyandotte

Sequoyah Boarding School, Tahlequah

Tahlequah Agency, Tahlequah

Talihina Agency, Talihina

Wewoka Agency, Wewoka

Texas:

Dallas Field Employment Assistance Office, Dallas

10.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle

Fort Defiance Agency, Fort Defiance

Western Navajo Agency, Tuba City

2/21/80 #2239

Replaces 8/23/79 #2198

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.8

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

10.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, California, Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
Uintah and Ouray Agency, Fort Duchesne

10.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Siletz Agency, Siletz
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

2/21/80 #2239

Replaces 8/23/79 #2198

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.10

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Olympic Peninsula Agency, Hoquiam
Puget Sound Agency, Everett
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Yakima Agency, Toppenish

10.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School, see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles
Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

10.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida: Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D.C.:

Washington Field Employment Assistance Office

10.13 Flagstaff Administrative Office, Flagstaff, Arizona



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

5 BIAM Release 32

IN REPLY REFER TO:

MAR 24 1980

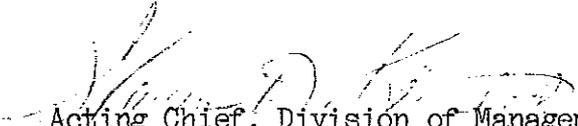
Memorandum

To: Holders of 5 BIAM

From: Acting Chief, Division of Management Research and Evaluation

Subject: Bureau of Indian Affairs Organization

Attached is Departmental Manual Release Number 2235 which is to be incorporated under the Bureau Manual System in 5 BIAM 2, Organization.


Acting Chief, Division of Management
Research and Evaluation

Filing Instructions:

(a) Remove superseded material:

130 DM 3 (Dated 12-19-77)	(1 sheet)
130 DM 4 (Dated 12-19-77)	(2 sheets)
130 DM 5 (Dated 12-19-77)	(1 sheet)
130 DM 8 (Dated 6-6-79)	(1 sheet)

(b) Insert new material transmitted:

130 DM 3 (Dated 1-29-80)	(1 sheet)
130 DM 4 (Dated 1-29-80)	(2 sheets)
130 DM 5 (Dated 1-29-80)	(1 sheet)
130 DM 8 (Dated 1-29-80)	(1 sheet)

(c) Pen-and-ink changes:

None



RECEIVED
BUREAU OF INDIAN AFFAIRS
ALBUQUERQUE AREA OFFICE

APR 21 1980

AREA DIRECTOR'S OFFICE

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 3, 4, 5 and 8	SUBJECT ORGANIZATION	RELEASE NUMBER 2235
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	Bureau of Indian Affairs	DATE JAN 29 1980

EXPLANATION OF MATERIAL TRANSMITTED:

This release revises the organization statement for the Office of Technical Assistance and Training (OTAT) and establishes divisions under that Office. Additional entities and functions have been consolidated as part of OTAT. These changes include the following transfers and consolidation:

1. The following entities and functions will be geographically moved from Central Office, Washington, D. C. to Brigham City, Utah:
 - a. The technical assistance function within the Division of Tribal Planning Services, Office of Indian Services (130 DM 3.1E);
 - b. The technical assistance and training function within the Division of Self-Determination Services, Office of Indian Services (130 DM 3.1F) and;
 - c. The Tribal and Administrative Accounting Services Staff, Office of Trust Responsibilities (130 DM 5.1B)
2. Supervision of the Indian Technical Assistance Center, Office of Tribal Resources Development located in Lakewood, Colorado, (supervisory transfer only). (130 DM 4.1D)
3. The Cartographic Unit, now located organizationally under Anadarko Area Office, will be relocated to Brigham City, Utah.
4. Supervision of the Continental Divide Training Center, currently under the jurisdiction of the Navajo Area Office, will be transferred to OTAT (supervisory transfer only).


 Secretary of the Interior

FILING INSTRUCTIONS:

REMOVE:

130 DM 3
130 DM 4
130 DM 5
130 DM 8

(1 Sheet)
(2 Sheets)
(1 Sheet)
(1 Sheet)

INSERT:

130 DM 3
130 DM 4
130 DM 5
130 DM 8

(1 Sheet)
(2 Sheets)
(1 Sheet)
(1 Sheet)

Department of the Interior,
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130 DM 3.1

3.1 The Office of Indian Services provides staff support to the Commissioner of Indian Affairs in the development and management of Bureau programs designed to promote the welfare and development of individual Indians and Indian communities; to assist tribes in developing local governmental services for Indian Communities; and to assist tribes in developing their capabilities for self-government. These programs include Social Services, Housing, Law Enforcement, Tribal Government, Tribal Planning and Self-Determination.

The Office of Indian Services plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs. It participates in the allocation of Bureau resources for respective program operations, and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

The Office of Indian Services is headed by a Director reporting to the Commissioner. The Director is supported by six Division Chiefs in carrying out his responsibilities.

A. The Division of Housing Services provides staff assistance to the Director for Bureau programs designed to provide and improve housing for Indians that cannot be served under other federally-assisted housing programs. The Division serves as liaison to the Department of Housing and Urban Development (HUD) and the Indian Health Service (IHS) coordinating the sanitation facilities construction program with the housing construction and improvement programs to achieve optimum benefits for Indians and their communities. Close liaison is also maintained with other governmental agencies, private concerns, tribal bodies, and housing associations to facilitate a broad financing for Indian housing. The Division also provides technical and administrative assistance to Indian housing authorities in developing project applications and proposals for financial assistance under Federal housing programs.

B. The Division of Law Enforcement Services provides staff assistance to the Director in carrying out the Commissioner's responsibilities for policy direction, coordination, and support of Bureau Law Enforcement programs. The Division prescribes standards and criteria for the selection, training, and duties of law enforcement officers, including programs related to enforcement of trading, hunting and fishing regulations and the coordination of such programs with central offices of other agencies. The Division is also responsible for inspecting and evaluating Bureau-funded law enforcement programs. In addition, the Division provides administrative supervision for the nucleus staff of the Special Operations Service Unit (a specially trained, emergency police force) located at the U.S. Indian Police Training and Research Center, Brigham City Utah.

1/29/80 #2235

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130 DM 3.1C

C. The Division of Social Services provides staff assistance to the Director in Bureau programs designed to provide Social Services to Indians and Indian communities. The programs include financial assistance for needy Indians living on reservations; arranging foster care for dependent, neglected and handicapped Indian children; referral of Indians to local and State agencies for assistance when appropriate; prevention services in both adult and juvenile crime; individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

D. The Division of Tribal Government Services provides staff assistance to the Director in Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance regarding tribal judicial systems, tribal extension services, tribal grants administration, tribal government activities and procedures, Indian Claims Commission and U.S. Court of Claims judgments, tribal and judgment rolls, and enrollment appeals requiring action by the Assistant Secretary - Indian Affairs or the Secretary of the Interior.

E. The Division of Tribal Planning Services provides staff assistance to the Director in the development of Bureau policies and guidelines relating to tribal long range program planning for Bureau mission programs. The Division provides advice and assistance in the area of agricultural extension services. It also assists and/or coordinates the operation of Bureau and other Federal programs which either manage or promote consideration of youth and aged needs as they affect comprehensive tribal plans.

F. The Division of Self-Determination Services provides staff assistance to the Director in carrying out the responsibilities for coordination and support made available to tribal and Bureau staff in support of Title I of the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450). The Division develops procedures for activities related to the Act, particularly in the administration of grants for improvement of tribal governments as authorized in 88 Stat. 2203 (25 U.S.C. 450). The Division is also responsible for compliance monitoring of Title I activities undertaken by the Bureau.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Tribal Resources Development

130 DM 4.1

4.1 The Office of Tribal Resources Development provides staff support to the Commissioner of Indian Affairs in the development and management of Bureau programs which provide technical and financial assistance to enhance the economic development of Indian reservations and their people. The Office includes programs designed to assist Indian tribal organizations and individuals in (1) business enterprise development, with strong emphasis on Indian ownership and entrepreneurship; (2) securing credit and financing from conventional and governmental sources to finance Indian economic self-development, which includes loans for resources and business development, housing, public utility facilities, education, and other purposes; (3) qualifying for, finding, and occupying jobs both on and off-reservation, consistent with the need, capabilities, and aspirations of Indians; and providing training opportunity for those adult Indians who have no skill or need to upgrade their skill in order to become employable; and (4) providing management and technical services associated with roads construction and maintenance programs.

The Office of Tribal Resources Development plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feed-back systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the programs and their implementation. The Office of the Director is assisted in carrying out these functions by a management system group located in Albuquerque, New Mexico.

The Office of Tribal Resources Development is headed by a Director reporting to the Commissioner. The Director is supported by four Division Chiefs in carrying out his responsibilities.

A. The Division of Indian Business Enterprise provides staff assistance to the Director regarding Bureau activities designed to assist Indians in business enterprise development on Indian reservations. This is encouraged and assisted through various programs of technical and financial aid including but not limited to: (1) assistance in the development of specific commercial and business enterprise with emphasis on Indian ownership, entrepreneurship, and employment; (2) specialized assistance to identify, evaluate and publicize Indian enterprise development opportunities and Indian commercial and business resources potentials; (3) professional guidance in business enterprise development, planning and management counseling; (4) inducement of manufacturers and businessmen to locate on or near reservation areas; (5) assistance in development of processing plants and facilities based on reservation resources, agricultural, mineral,

1/29/80 #2235

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Tribal Resources Development

130 DM 4.1A

forestry and other facilities; (6) economic research and technical assistance such as market analyses, feasibility determination, short and long-range business development plans, and reservation resources inventories of natural, human and capital assets; and (7) coordination of on-the-job training assistance.

B. The Division of Financial Assistance provides staff assistance to the Director regarding specific programs designed to aid Indians in obtaining adequate capital for development of Indian resources, and to provide credit and financing services to Tribal organization and individual members. This includes services to obtain funds from conventional and government sources to finance Indian economic self-development, including loans for housing, education, and Indian governmental purposes, and in the investment and use of their own monies for the same purposes. The programs include incentive provisions; financial counselling and analysis; and organizational, accounting, and management services. Also the Division administers programs under the Indian Financing Act of 1974 which includes the Revolving Loan Fund, Indian Business Development Grants, and Guaranteed and Insured Loans, and assists in the establishment, supervision and financing of lending programs for Indian organizations. The Division includes a credit examining staff located in Denver, Colorado.

C. The Division of Job Placement and Training provides staff assistance to the Director regarding Bureau programs leading to the development of job opportunities, on-the-job training, and other services needed to enable Indian individuals seeking work to secure and retain suitable employment. The programs involve a variety of activities related to direct employment services on and off reservation including administrative management contracts with tribal governments, internship programs with private industry and governmental bodies; specialized training with Federal and State agencies; professional guidance to Indian tribes in assisting the development of their manpower potential; and identifying the job opportunities that Indians will have a preferential right to under P.L. 93-638, Sec. 7(b), training Indians to qualify for these jobs, assisting employers and other Federal agencies to locate and hire Indian people, and generally serving to promote the use of 7(b) as a job creating tool for Indian people. The Division serves as liaison with other federal agencies conducting activities that have direct bearing on Indian manpower development resources.

1/29/80 #2235
Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Tribal Resources Development

130 DM 4.1D

D. The Division of Transportation provides staff assistance to the Director regarding Bureau programs for analysis, design, construction, and maintenance of roads, bridges, airfields, and other transportation facilities with the ultimate objective of enhancing reservation economics and services to Indian and Alaska Native people. The Division includes a technical support staff in Albuquerque, New Mexico, which provides the Area and Agency Offices with Highway Safety Program services and with computer operated design, inventory, equipment, and project management services. The Division maintains liaison with Federal Highway Administration, National Highway Traffic Safety Administration and the Federal Aviation Administration.

1/29/80 #2235
Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130 DM 5.1

5.1 The Office of Trust Responsibilities provides staff support to the Commissioner of Indian Affairs in the development and management of programs relative to the Bureau's trust and legal responsibilities. This includes (1) the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty; (2) the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to Indians the services necessary for them to make decisions required of them in the application of these various laws; and (3) administration of those programs which are provided to facilitate the trust.

The Office of Trust Responsibilities plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

The Office of Trust Responsibilities is headed by a Director reporting to the Commissioner. The Director is supported by two Division Chiefs and staff personnel in carrying out his responsibilities.

A. The Rights Protection Staff is located organizationally within the Office of the Director, in consonance with the desire of the tribal community. This office provides staff assistance and advice to the Director regarding all matters involving rights protection which includes water rights, land titles, boundary disputes, trespass, hunting and fishing rights, contractual rights, the rights afforded by tribal sovereignty which include tax immunity or exemption, and the rights to regulate hunting and fishing, zoning and other land use. It provides liaison between the field offices and the Department on specific cases to bring about an administrative or judicial solution and provides technical expertise in preparation of legislation and legislative reports.

B. The Division of Trust Facilitation provides staff assistance and advice to the Director regarding Bureau activities designed to assist the Indians with professional guidance concerning environmental quality services to protect Indian interests and provide a program to comply with NEPA; in the management, protection, and development of the Indians' agricultural resources, soil and moisture conservation, and in their irrigation construction and operation and maintenance projects.

1/29/80 #2235

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130 DM 5.1C

C. The Division of Trust Services provides staff assistance and advice to the Director regarding the Bureau activities designed to provide the Indians with professional guidance in the management, protection, and development of their real estate, (forest, range, wildlife and parks, and energy and mineral resources) and in land use planning and appraisals. The Division is responsible for maintaining trust resources records to assure that land related information essential to the prudent conduct of the Secretary's trust responsibilities is adequately recorded, stored, and made retrievable.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Office of Technical Assistance and Training 130 DM 8.1

8.1 The Office of Technical Assistance and Training (OTAT), located in Brigham City, Utah, provides staff support to the Commissioner of Indian Affairs in the development, management and operation of technical assistance and training (TA&T) activities for Alaskan Natives and Indian tribes. The Office has a responsibility to strengthen and enhance Indian Self-Determination through planning, developing, and delivering integrated TA&T programs to assist in developing tribal governmental managerial and administrative capabilities of an Indian tribe or Alaskan Native group.

A. The Office also assumes a supportive role in providing technical assistance and training which assists the Bureau mission programs in reaching their objectives. This is accomplished by developing and carrying out TA&T; and services which are responsive to the requests of the Bureau central and field offices.

B. The Director is supported by staff personnel assigned directly to him/her who have responsibility for: (1) consultation with other Federal agencies, local governments, Alaskan Native Corporations, tribal governments, national Indian organizations, colleges, universities, and other institutions involved in TA&T; and (2) establishing, coordinating, scheduling and maintaining a priority system for TA&T services.

The Office of Technical Assistance and Training is headed by a Director reporting to the Commissioner. The Director is supported by five Division Chiefs and staff personnel.

8.2 The Administrative Staff provides administrative support services to the Office. It is responsible for planning, developing and implementing administrative activities for the Office in the areas of budget, finance, personnel, procurement, contracting, property and supply, facilities management, and safety. It is responsible for analysis and coordination of program budgets and policies for the Office of Technical Assistance and Training. The staff maintains OTAT's portion of the Bureau's manual and Code of Federal Regulations.

8.3 The Division of Auxiliary Services provides specialized media, graphics, audiovisual services, cartographic design and reproduction services in support of OTAT programs. It is responsible for production of communication media and instructional devices and aids which enhance learning.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Office of Technical Assistance and Training

130 DM 8.4

8.4 The Division of Development Services is responsible for the development of program curricula including courses of study, preparation of text and media materials, identification of instructional and visual materials, and appropriate learning aids. The Division monitors and evaluates program curricula effectiveness by performance of special studies, surveys, testing and evaluation analyses.

8.5 The Division of Research and Analysis is responsible for conducting research into Alaska Native and Indian tribal governmental needs for local tribal government capacity building, development of strategies for meeting these needs and the development of broad technical assistance and training objectives. The Division collects and disseminates data on current research, evaluates the effectiveness of TA&T programs, identifies program innovations and recommends modifications to OTAT programs to meet current and future needs. The Division performs special studies as requested by program and field offices in support of Bureau mission programs.

8.6 The Division of Technical Assistance Services is responsible for designing and delivering an integrated technical assistance program to assist in developing tribal governmental managerial and administrative capabilities of an Alaskan Native group or Indian tribe. The Division also provides special technical assistance support upon request from program and field offices for Alaskan Native and Tribal Organizations.

The Division is responsible for Indian Action Team Programs which are administered by the Indian Technical Assistance Center (ITAC) located, in Lakewood, Colorado. The Division is also responsible for providing tribal administrative and accounting services in support of tribal requests for technical assistance.

8.7 The Division of Training Services provides on-site and on-campus training programs and services to Alaskan Natives and Indian tribes for individual and tribal government capacity building. The Division also provides training for Bureau employees within the objectives, policies, and guidelines required by appropriate Executive Orders, Office of Personnel Management, Department of Interior and Bureau personnel management directives.

1/29/80 #2235

Replaces 6/6/79 #2175



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM Release 31

MAR 13 1980

Memorandum

To: Holders of 5 BIAM

From: Commissioner of Indian Affairs

Subject: 5 BIAM 5 Committee Management

This release transmits the revised 5 BIAM 5 on Committee Management to reflect the policy of the Bureau, the Department of the Interior, and the General Services Administration.

William Hallett
Commissioner of Indian Affairs

Filing Instructions:

- ✓ (a) Remove superseded material:
5 BIAM 0 Table of Contents (dated 6/14/72) (1 sheet)
5 BIAM 5.1-5.7 and Illustration 1 (dated 6/22/70) (4 sheets)
- ✓ (b) Insert new material transmitted:
5 BIAM 0 Table of Contents (dated 3/13/80) (1 sheet)
5 BIAM 5.1-5.7 (dated 3/13/80) (10 sheets)
- (c) Pen-and-ink changes:
None

Filed 5.14.80
RAN

RECEIVED
MAY 14 11 38 AM '80
BUREAU OF INDIAN AFFAIRS
GENERAL SERVICES ADMINISTRATION

RECEIVED

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Table of Contents

1. Organizational Concepts
 - .1 Policy on Centralization-Decentralization
 - .2 Line and Staff Functional Organization
 - .3 Community Organization Process
 - .4 Cooperation with Other Organizations
 - .5 Organizational Levels of the Bureau and Their Relationships
 - .6 Unity of Command
 - .7 Personnel Working Concurrently for Two Organizations
2. Organizational Statements
3. Organizational Procedures
 - .1 Objectives
 - .2 Submission of Organization Charts
 - .3 Approval of Organizational Changes
 - .4 Terminology
 - .5 Nomenclature
 - .6 Charts
 - .7 Charting Techniques
 - .8 Functional StatementsIllustrations .1 through 5
4. Order of Succession
5. Committee Management
 - .1 General
 - .2 Advisory Committee Management
 - .3 Interagency Committees
 - .4 Departmental Committees
 - .5 Intrabureau Committees
 - .6 Intergovernmental and Other Committees
 - .7 Participation in State, Local (Town, City, County, District), Tribal, and Community Committees

5. COMMITTEE MANAGEMENT

5.1 General. A. The purpose of this section is to clarify laws, rules, and regulations affecting committee management; outline the role of committees in the Bureau; and specify necessary reporting and record keeping for committees. Control and proper administration of committees are a necessity. However, we do not intend for this section to result in time-consuming procedures or costly reporting requirements. Recordkeeping should be kept to the minimum.

B. Committees provide a useful tool of management when used as an advisory body and when the joint views of group members are desirable. A committee is used improperly when it replaces an official as a decision maker or diffuses his/her responsibility. In using committees, it should be remembered that committees are costly and time-consuming. The advantages from use of a committee must warrant the expenditure of time, money, and personnel.

C. Information on Privacy Act requirements for committee management is published in Federal Register, Vol. 42, No. 69, April 11, 1977 (Systems of Records), and Public Law 93-579 Privacy Act of December 31, 1974, (5 USC 552a, Sec. 3 (R)(3)).

5.2 Advisory Committee Management.

A. Purpose. This section provides guidelines for the implementation of the Federal Advisory Committee Act, Public Law 92-463 and OMB Circular A-63 (Revised), March 27, 1974, entitled Advisory Committee Management.

B. Policy. In the application of this section these principles should be followed.

(1) The task of Advisory Committees shall be solely that of giving advice unless otherwise provided by law.

(2) Advisory Committees shall be limited to those that are essential. Advisory committees which are not fulfilling their purpose should be terminated.

(3) The recommendations of the advisory committees should be considered by those who sought advice while the responsible Federal official retains authority for decisions.

(4) Advisory Committee meetings should be open to the public.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Committee Management

C. Authority and Responsibility.

(1) The Secretary of the Interior is authorized to establish, appoint members, to use, revise or abolish advisory committees.

(2) The Office of the Assistant Secretary - Policy, Budget, and Administration has the following responsibilities:

(a) The Department Committee Management Officer directs and supervises the Department's committee management effort and is responsible for:

(i) Providing staff leadership and support for the committee management program;

(ii) Reviewing proposed committee management actions that require Secretarial approval;

(iii) Establishing methods and procedures for the maintenance of necessary records;

(iv) Gathering data on and coordinating determinations of continuances of advisory committees and required reports;

(v) Maintaining liaison with the General Services Administration on these determinations and reports; and

(vi) Overseeing the implementation and compliance with the provisions of OMB Circular A-63.

(b) Office of Personnel Management is responsible for prescribing standards and procedures regarding:

(i) Uniform pay guidelines;

(ii) Basic orientation of advisory committee members; and

(iii) Review of statements of employment and financial interests submitted by advisory committee members who are special Government employees.

(c) Office of Audit and Investigation is responsible for conducting audits of advisory committee activities, records, and program management as part of its continuing Departmentwide audit program. It also prescribes criteria for the preparation and review of statements of employment and financial interests required of committee members as provided in 308 DM 8.3.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

(3) The Office of the Solicitor is responsible for providing legal advice on possible conflict of interest; and furnishing liaison with the Department of Justice concerning the application of Public Law 92-463, Federal Advisory Committee Act; Executive Order No. 11769, Advisory Committee Management; Executive Order No. 11222, (Prescribing Standards of Ethical Conduct for Government Officers, and Employees); and Public Law 87-849, (an act to strengthen the criminal law relating to bribery, graft, and conflicts of interest).

(4) The Assistant Secretary - Indian Affairs is responsible for establishing and operating a committee management program and will appoint a Committee Management Officer.

(5) The Division of Management Research and Evaluation will perform the function of the Committee Management Officer. The Division will be responsible for the Bureau's Committee Management Program and for maintaining necessary Central Office records.

(6) Central Office/Area Directors are responsible for coordinating all advisory committee management activity within their jurisdiction. The Central Office/Area Directors will forward information on establishing advisory committees to the Division of Management Research and Evaluation.

D. Types of Advisory Committees.

(1) Presidential Advisory Committee: An advisory committee established or utilized by the President.

(2) Statutory Committee: Established by statute.

(3) Non-statutory Committee: Established by the head of an agency.

E. Proposals to establish advisory committees will include the following items:

(1) A memorandum to the Secretary of the Interior requesting establishment of an advisory committee. The memorandum should include a description of the need and purpose of the committee (see 308 DM 2.6).

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

(2) A proposed Federal Register Notice, to be signed by the Secretary, should include a written certification to the effect that creation of the advisory committee is in the public interest and a description of the nature and purpose of the committee. Such notice must be published at least 15 days prior to the filing of the charter. The following format for the certification may be used:

Certification

I hereby certify that the (name of the committee) is in the public interest in connection with the performance of duties imposed on the Department of the Interior by (cite statutory authority).

Date

Secretary of the Interior

(3) Charter. Section 9(c) of Public Law 92-463 provides that no advisory committee shall meet or take any action until a charter has been filed. Advisory committee charters shall contain the following mandatory and optional items of information:

(a) Mandatory Items. The following items of information must be included in all committee charters:

(i) The committee's official title;

(ii) The committee's objectives and the scope of its activity and the period of time necessary for the committee to carry out its purposes;

(iii) The office or official to whom the committee reports;

(iv) The office responsible for providing the necessary support for the committee;

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

- (v) A description of the duties for which the committee is responsible and, if such duties are not solely advisory, a specification of authority for such functions;
- (vi) The estimated annual operating costs in dollars and employee-years for the committee;
- (vii) Any special funding required;
- (viii) Allowance for committee members (compensation, travel, per diem, etc.);
- (ix) The estimated number and frequency of committee meetings;
- (x) The committee's termination date, if less than two years from the date of the committee's establishment. Otherwise, a statement should be included that the termination date will be two years from the date the charter is filed, unless it is renewed by the Secretary two years before that date;
- (xi) A description of the committee's membership (i.e. qualifications for membership, disciplines to be represented, etc.);
- (xii) Size of the committee and tenure of members;
- (xiii) Criteria for designating the chairman; and
- (xiv) A citation of the specific statute imposing those duties must be cited.
- (b) Optional Items. The following items of information should be included in advisory committee charters to the extent that they apply:
- (i) Justification for dual or rotating chairmanship;
- (ii) Any special terms of membership; and
- (iii) Specific arrangements for staff support and costs of operating the committee.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

(c) Advisory committee charters should be prepared as separate and distinct formal documents. Approved formal charters become permanent records of the committee, and copies are filed with the Secretary of the Interior; with the standing committees of the Senate and the House of Representatives having legislative jurisdiction over the Bureau of Indian Affairs; and the Library of Congress. The addresses are:

Library of Congress
Exchange and Gift Division
Federal Advisory Committee Desk
Washington, D.C. 20540

Honorable _____
Chairman, Committee on Interior
and Insular Affairs
United States Senate
Washington, D.C. 20510

Honorable _____
Chairman, Committee on Interior
and Insular Affairs
House of Representatives
Washington, D.C. 20515

Honorable _____
Chairman, Subcommittee on
Indian Affairs
United States Senate
Washington, D.C. 20510

(4) Membership of an advisory committee shall be fairly balanced in terms of the points of view represented and functions to be performed by the committee. Special emphasis should be placed on selecting minorities and women. Information and procedures for appointing members to advisory committees are stated in 308 DM 8.1.

(5) Review Process. Proposals are forwarded to the Bureau Committee Management Officer, Division of Management Research and Evaluation, for review and coordination. The Bureau Committee Management Officer will forward proposals to the Department Committee Management Officer through the Assistant Secretary - Indian Affairs and the Solicitor.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

The Department Committee Management Officer is responsible for all management review actions and coordinating necessary for establishing advisory committees, including consultation with the General Services Administration.

F. Meetings.

(1) No advisory committee shall hold any meetings except at the call or with advance approval of a designated Federal employee. (See paragraph 8 of Appendix 1 of 308 DM 2.)

(2) A notice of each advisory committee meeting and the agenda shall be published in the Federal Register. Such notice should be published at least 15 days before the date of the meeting. The notice should include the following information:

- (a) Name of advisory committee;
- (b) Time and place of meeting;
- (c) Purpose of the meeting (where appropriate, a summary of the agenda);
- (d) Name of person to be contacted for information.

(3) Closed or Restricted Meeting. Specific authority regarding closed or restricted meetings is described in paragraph 8 of Appendix 1 of 308 DM 2. However, any proposal to close or restrict any advisory committee meeting must be reviewed and approved by the Office of the Solicitor.

(4) Minutes of Meetings. Detailed minutes shall be kept of each meeting, including, to the extent practicable, meeting of formal and informal subgroups. The chairman of each committee shall designate a member or other person to keep the minutes. (For detailed information see paragraph 8 of appendix 1 of 308 DM 2.)

G. Committee Expenses. There are specific restrictions and guidelines regarding the expenditure of funds for advisory committees (See 308 DM 2.13).

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

H. Reviews and Reports.

(1) Annual Comprehensive Review. OMB Circular No. A-63, Appendix 1B of 308 DM requires periodic review of the activities of advisory committees and determination of the necessity for their continuation. Specific requirements for reports, the reviews, and the determinations are not described here as the provisions may change from time to time.

(2) Annual Committee Report. Each advisory committee established or used by the Bureau shall prepare an annual report describing its membership, functions, and actions (see paragraph 9 of Appendix 1 and OMB Circular No. A-63).

(3) Other Reports. Periodically the Bureau of Indian Affairs will request information on each advisory committee for various committee management reports.

(4) Filing of Reports. Eight copies of all reports issued, made, or approved by the advisory committee are required to be filed with the Library of Congress. One copy of the letter transmitting each report will be sent to the Department Committee Management Officer, Office of the Assistant Secretary - Policy, Budget, and Administration.

I. Renewal of Advisory Committees.

(1) Tenure. Public Law 92-463 provides generally that an advisory committee, established by the Department of Interior or by statute, whose duration is not otherwise fixed by law, shall terminate not later than two years from the date of its establishment, unless the Secretary shall determine in writing, prior to the expiration of the two-year term, that the committee's continued existence is in the public interest. The Secretary may renew the committee for additional terms by making a similar determination prior to the end of each subsequent two-year period.

(2) Termination Dates. Termination dates for the Bureau's advisory committees are determined as prescribed in 5 BIAM 2E(3)(a)(x). The termination date for any subcommittee or subgroup of an advisory committee shall be the same as that of the parent committee.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

(3) Renewal Action. Renewal actions for advisory committees are as follows:

(a) The Secretary must determine that renewal is necessary and inform the General Services Administration by letter not more than 60 days nor less than 30 days before the committee expires of the determination and reason for it.

(b) A notice of the renewal shall be published in the Federal Register.

(c) A new charter shall be filed. Procedures are the same as those prescribed in 5 BIAM 2E for establishing committees.

(d) Other information on renewal actions is given in paragraph 9 of Appendix 1 of 308 DM and Appendix 1A.

(4) Termination or Abolishment. A committee may terminate on the date specified in its charter, or the Secretary may approve a proposal sent to him/her through the Department Committee Management Officer, Office of the Assistant Secretary - Policy, Budget, and Administration to terminate the committee.

(a) Proposals should include recommendations for the disposition of committee records.

(b) Proposals to terminate committees established by law, Executive Order, or Presidential direction must be referred to the General Services Administration.

(c) When the proposed termination of a committee has been finally determined, letters of appreciation for service rendered (if appropriate) and notification of termination should be sent to all members.

J. Revision to Charters. Authority rests with the Secretary to make revisions regarding advisory committee missions and operations. However, minor or administrative revisions may be made to advisory committee charters without Secretarial approval. Such minor revisions are limited to updating items concerning costs, frequency of meetings, and other administrative aspects. All other proposed revisions must be reviewed and approved by the Secretary. Procedures for requesting revisions are the same as those prescribed for establishing committees (5 BIAM 2E).

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management5.3 Interagency Committees.

A. Purpose. This section provides guidelines for establishing and/or participating on interagency committees.

B. Policy. In the application of this section these principles should be followed:

(1) Interagency committees will not be used to administer or conduct a function which is the assigned responsibility of an organizational entity of the Bureau.

(2) Before proposing to establish an interagency committee, the proposing official should determine that the functions cannot be performed by existing organizations or individuals within the Federal service or by an interagency committee already in existence or by enlarging the mission of an existing interagency committee.

(3) An interagency committee which is expected to be in existence more than twelve months shall be made up of full time officials or employees of two or more departments or agencies of the Federal Government.

C. Authority and Responsibility.

(1) The Secretary of the Interior establishes, changes or abolishes committees dealing with matters affecting more than one program area and Presidential and Cabinet level committees.

(2) The Assistant Secretary - Policy, Budget, and Administration is authorized to establish, change, or abolish committees dealing with administrative matters.

(3) The Solicitor is authorized to establish, change, or abolish committees dealing with legal matters.

(4) The appropriate Assistant Secretary is authorized to establish, change, or abolish committees dealing with one program area within the jurisdiction of one Assistant Secretary. The Assistant Secretary may authorize heads of bureaus and offices under his/her jurisdiction to conduct committee operations in this category.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Managemnt

D. Types of Interagency Committees. (For detailed information see 308 DM 3.4).

(1) Standing Committees are committees created to perform a continuing function which might require continuation beyond the initial term.

(2) Ad Hoc Committees are temporary committees established to serve a specific purpose or situation and are not expected to last beyond a year.

(3) Field Coordinating or Liaison Groups are interagency work groups in the field which carry out some coordinating or liaison functions.

E. Establishing Interagency Committees.

(1) A proposal to create an interagency committee may be initiated by any Bureau official. Proposals to establish interagency committees will include the following items:

(a) A memorandum to the authorizing Departmental official (5 BIAM 5.3C) requesting establishment of the committee. The memorandum should include a description of the need and purpose of the committee.

(b) Charters. Interagency committee charters shall contain the same information as required for advisory committee charters (see 5 BIAM 5.2E(3)).

F. Committee Expenses. There are specific restrictions and guidelines regarding the expenditures of funds for interagency committees (see 308 DM 3.7).

G. Records and Reports.

(1) The Bureau official initiating the interagency committee is responsible for maintaining required records such as:

(a) Bureau-created Interagency Committees.

(i) Copy of the committee's charter;

(ii) Current list of all members including titles and organizations;

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

(iii) Copies of or references to all published and unpublished work;

(iv) Minutes of all meetings;

(v) Information on subcommittees;

(vi) Data regarding staffing and funding; and

(vii) Cost associated with the committee including total annual employee-hours expended and total dollar cost (including employee-hour costs) and associated papers.

(b) Bureau participation in other Agency Committees.

(i) Name of committee;

(ii) Committee's function;

(iii) Sponsoring agency;

(iv) Name, title and organization of the committee's executive secretary;

(v) Name, title, and organization of Bureau representative;

(vi) Other agencies represented;

(vii) Total annual employee-hours expended and total dollar cost (including member cost to the Bureau for participation in the committee); and

(viii) All associated paper regarding Bureau/Departmental approval of participation and changes.

(2) The Bureau's Committee Management Officer will require various reports from time to time for periodic review.

H. Participation in Committees of Other Agencies.

(1) A memorandum for Bureau participation in interagency committees established by other Federal agencies will be approved by the authorized official listed in 5 BIAM 5.3C. The memorandum should contain the following items:

(a) Name of committee;

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

- (b) The committee's functions;
- (c) The sponsoring agency;
- (d) Name, title and organization of the Bureau's proposed member; and
- (e) Estimated annual dollar cost to the Bureau for participation in the committee.

(2) Bureau representatives on interagency committees shall be regular employees of the Bureau. Service on interagency committees shall be considered as part of an employee's regular duties and no employee will receive an additional compensation for such committee service over and above his/her regular compensation as an employee. Proposals to terminate a Bureau representative on an interagency committee created by another agency should include only enough information to justify the withdrawal, and are addressed to the authorizing official.

I. Selection and Conduct of Bureau Members. Selection of a Bureau employee as a committee member shall be based on the individual's ability to provide information relating to the business of the committee. The employee selected for service on an interagency committee shall present the official view, rather than his/her personal view, on all problems under consideration. He/she shall defend this position in such committee deliberations. However, he/she may make concessions provided they are within the framework of his/her instructions or are subject to further review. He/she shall be responsible for keeping the interested officials of the Bureau informed on actions taken by the committee.

J. Bureau Personnel Providing Assistance to Departmental Representatives.

(1) Certain interagency committees are created to deal with matters affecting various bureaus or offices within the Department. The official authorized to designate the Department representative may choose to supply him or her with persons to act as advisors. Those designated as advisors, acting either individually or as an advisory group, would be responsible for providing technical assistance or policy matter guidance to the representative.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Committee Management

(2) A Departmental representative may find that the activities of an interagency committee call for skills beyond his/her field of competence. When this situation becomes apparent, appropriate assistance should be requested.

(3) The provision of assistance should be considered and, if appropriate, initiated concurrently with the appointment of a Departmental employee to serve on such a committee. Thereafter, the question of the necessity for assistance to the Departmental representative should be considered at the time of periodic committee review.

(4) Departmental representatives on interagency committees shall keep those persons designated as advisors informed of committee actions, including those relating to the agenda, minutes of meetings, and published reports.

5.4 Departmental Committees.

A. Purpose. This section provides guidelines for establishing and/or participating on Departmental Committees.

B. Policy. A Departmental committee is any committee (excluding ad hoc or informal committees) which is composed wholly of employees from two or more bureaus or offices of the Department and may be used by the authorized Secretarial official for the following reasons:

- (1) To coordinate similar, related or overlapping activities;
- (2) To develop project plans and operating procedures;
- (3) To conduct studies or surveys;
- (4) To provide advice and other such cooperative services.

C. Authority. The authority to establish, change or abolish a departmental committee is vested in the Secretarial Officers noted in 5 BIAM 5.3C.

D. Establishing Departmental Committees. The establishment of a departmental committee may be proposed by the authorized Secretarial official or by a bureau or office which has an interest in the creation of such a committee. Proposals for change or abolishment may originate from the same sources.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

(1) A proposal to establish, change, or abolish a departmental committee shall be prepared for the approval of the authorizing Secretarial official (5 BIAM 5.3C).

(a) A charter should be prepared containing the information noted in the list of items required for committee charters (5 BIAM 5.2E(3)(a)) and any other information which would be useful for proper consideration.

(b) A proposal to substantially change or to decrease the membership of a committee should include only enough detail to explain the change requested or justify the decrease.

(c) A proposal to abolish a committee should also include recommendations for disposition of the committee's records.

(2) The official exercising authority is responsible for the assignment of purpose, selection of members, schedule of meetings, tenure of members, required reports, recordkeeping, duration of committee, etc.

(3) After approval, the official or organization designated in the committee's charter will carry out all management and administrative actions associated with the operation of the committee.

E. Selection of Members. Selection of a Bureau employee as a member of a Departmental committee may be based on the employee's particular expertise, or on the capability as a representative of his/her bureau or office. The authorizing official, in requesting a bureau or office to select or to make available the services of an employee, should indicate whether he/she is expected to be an expert or a bureau/office representative. If the employee is to represent his/her organization, he/she is expected to express its official position, to make agreements which are subject to further review within his/her organization, and to keep his/her supervising officials fully informed about committee activity.

F. Membership and Expenses. The members of Departmental committees shall be employees of the Department. Service on Departmental committees shall be considered as part of an employee's regular duties, and no employee will receive any additional compensation as an employee. Statements of Employment and Financial Interests (Form DI 212) will be required to be filed with the appropriate Solicitor based on determination made by the authorizing official that the committee is subject to the Conflict of Interest Statutes and Regulations.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

Statements of Employment and Financial Interests (For DI 212) will be required to be filed with the appropriate solicitor based on determination made by the authorizing official that the committee is subject to the Conflict of Interest Statutes and Regulations.

G. Administrative Support. While the responsibility for the management of a Departmental committee rests with the authorized Secretarial official, the administrative support is generally provided by the bureau or office principally concerned with the Committee's activities.

5.5 Intrabureau Committees.

A. Purpose. This section provides guidelines for establishing intrabureau committees.

B. Policy. Intrabureau committees may be used by the Assistant Secretary - Indian Affairs and/or authorized Bureau officials to provide advice, evaluate programs, develop program plans and operating procedures, conduct studies or reviews, coordinate program activities, make determinations or other such consultative services.

C. Authority. The Assistant Secretary - Indian Affairs and/or authorized Bureau officials are authorized (5 BIAM 5.1B) to create, change or abolish intrabureau committees.

D. Establishing intrabureau committees.

(1) The Bureau official establishing an intrabureau committee is responsible for the preparation of standards and procedures for the management of intrabureau committees. Information should include:

- (a) Assignment of purpose;
- (b) Selection of members;
- (c) Schedule of meetings;
- (d) Tenure of members;
- (e) Required reports;
- (f) Record-keeping; and stating duration of committee.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

(2) The Bureau official will coordinate the creation, changes and abolishment of intrabureau committees with the Division of Management Research and Evaluation.

E. Selection of Members. Members of intrabureau committees shall be employed by the Bureau of Indian Affairs.

F. Records and Reports. The Bureau official sponsoring the intrabureau committee is responsible for maintaining required records such as:

- (1) Purpose of the committee;
- (2) Current list of all members including titles and organizations;
- (3) Copies of or references to all published and unpublished work of the committee;
- (4) Minutes of all meetings;
- (5) Costs associated with the committee including total annual employee-hours expended and total dollar cost (including employee hour costs); and
- (6) Any associated papers.

The Department Committee Management Officer will require various reports from time to time for periodic reviews and for external reporting requirements. Specific requirements and items to be reported are not described in this section as the provisions may change from time to time.

5.6 Intergovernmental and Other Committees.

A. Purpose. This section provides guidelines for using intergovernmental and other committees.

B. Policy. There are other types of committees used by the Department which may not consist of Federal employees like intrabureau, departmental, or interagency committees. Such non-federally created committees, though advisory in nature, may not be composed of members representing the general public. These committees may:

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

- (1) Be composed wholly of representatives of State and local governments (Intergovernmental); or
- (2) Be composed wholly of representatives of various nonprofit organizations (Non-profit); or
- (3) Be local civil committees whose primary function is to render service with respect to a Federal program (Public Services).

C. Exclusion from Requirements. Any local civic group whose primary function is that of rendering a public service with respect to a Federal program, or any State or local committee, council, board, commission, or similar group established to advise or make recommendations to State or local officials or agencies are exempt from the requirements of the Federal Advisory Committee Act (Public Law 92-463). The Bureau considers tribal committees to be local committees.

D. Subject to Provisions of Public Law 92-463. The use of the types of committees described in B above, which are not exempted by C above, is subject to the same approval authority as prescribed for advisory committees 5 BIAM 5.2. To the extent that the Bureau proposes to use such committees, appropriate approvals as described in 5 BIAM 5.2 must be obtained by the using office.

E. Applicability. The provisions of D above apply only to such committees as are used by the Bureau. The provisions for participation in State, local, and community committees not used by the Bureau are described in 5 BIAM 5.7.

5.7 Participation in State, Local (Town, City, County, District), Tribal and Community Committees.

A. Purpose. This section provides guidelines for participating in State, local, and community committees.

B. Policy. When an invitation to participate is extended to the employee as an individual and not in his/her capacity as a Federal official (particularly in such groups as community welfare or local citizen improvement associations), such participation is considered as personal and outside the sphere of his/her Federal employment.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

Any participation in such committee activity during official duty hours is chargeable to annual leave. No supervisory approval is necessary for such personal participation (except for leave purposes).

(2) When the invitation to participation in local, State, Tribal, or community advisory or coordination groups is extended to the employee in his/her official capacity, the employee's acceptance is contingent on the approval of the Bureau.

(3) Participation in local and State government advisory and coordinating groups, when invited, is encouraged as a matter of executive support for intergovernmental affairs. However, there may be occasions when, because of an unusual situation, it may be necessary to decline the invitation to participate. Such occasions should be handled with discretion and with full consent of the official who would have ordinarily approved the participation.

C. Procedures. The Bureau official approving participation will notify the Division of Management Research and Evaluation (Bureau Committee Management Officer) of all approvals and terminations of participation in such committee activities to facilitate any reporting requirements of the Office of the Secretary.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:
MR&E

Oct. 15, 1979
5 BIAM Release 30

Memorandum

To: Holders of 5 BIAM

From: Acting Chief, Division of Management Research
and Evaluation

Subject: Bureau of Indian Affairs Organization

Attached is Departmental Manual Release Number 2198 which is to be incorporated under the Bureau Manual Systems as 5 BIAM 2, Location of Field Offices.

Sam Adams

Acting Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM 10 (Dated 6-7-79) (3 sheets)
- (b) Insert new material transmitted:
130 DM 10 (Dated 8-23-79) (3 sheets)
- (c) Pen-and-ink-changes:
None

Copies to
100
110
120
200
200
300
400
500
Budget

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 10	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 2198
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE AUG 23 1979

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release revises 130 DM 10 to reflect the establishment of the Siletz Agency at Siletz, Oregon. 130 DM 10.10 is appropriately revised.


James A. Joseph
Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 10
(3 sheets)

Insert:

130 DM 10
(3 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.1

10.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton Indian Boarding School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau Santee Sioux Field Office, Flandreau

Flandreau Boarding School, Flandreau

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

10.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver

Ute Mountain Ute Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque

Jicarilla Agency, Dulce

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Zuni Agency Pueblo of Zuni, Zuni

8/23/79 #2198

Replaces 6/7/79 #2178

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.3

10.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Chilocco Boarding School, Chilocco

Concho Agency, Concho

Concho Boarding School, Concho

Oklahoma City Field Employment Assistance Office, Oklahoma City

Fort Sill School, Lawton

Pawnee Agency, Pawnee

Riverside Boarding School, Anadarko

Shawnee Agency, Shawnee

10.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning

Crow Agency, Crow

Flathead Agency, Ronan

Flathead Irrigation Project, St. Ignatius

Fort Belknap Agency, Harlem

Fort Peck Agency, Poplar

Northern Cheyenne Agency, Lame Deer

Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

10.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage

Bethel Agency, Bethel

Fairbanks Agency, Fairbanks

Mt. Edgecumbe Boarding School, Mt. Edgecumbe

Nome Agency, Nome

Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

8/23/79 #2198

Replaces 6/7/79 #2178

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.6

10.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste Marie

Minnesota:

Minnesota Agency, Cass Lake

Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Illinois:

Field Employment Assistance Office, Chicago

Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

10.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma---see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore

Carter Seminary Dormitory, Ardmore

Eufaula Dormitory, Eufaula

Field Employment Assistance Office, Tulsa

Jones Academy, Ardmore

Okmulgee Agency, Okmulgee

Osage Agency, Pawhuska

Miami Agency, Miami

Seneca Boarding School, Wyandotte

Sequoyah Boarding School, Tahlequah

Tahlequah Agency, Tahlequah

Talihina Agency, Talihina

Wewoka Agency, Wewoka

Texas:

Dallas Field Employment Assistance Office, Dallas

10.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle

Fort Defiance Agency, Fort Defiance

Western Navajo Agency, Tuba City

8/23/79 #2198

Replaces 6/7/79 #2178

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices 130 DM 10.8

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

10.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, California, Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
Uintah and Ouray Agency, Fort Duchesne

10.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Siletz Agency, Siletz
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

8/23/79 #2198

Replaces 6/7/79 #2178

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.10

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Olympic Peninsula Agency, Hoquiam
Puget Sound Agency, Everett
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Yakima Agency, Toppenish

10.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School, see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles

Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

10.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida: Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D.C.:

Washington Field Employment Assistance Office

10.13 Flagstaff Administrative Office, Flagstaff, Arizona

8/23/79 #2198

Replaces 6/7/79 #2178



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

JUL 17 1979

5 BIAM Release 29

Memorandum

To: Holders of 5 BIAM

From: *W. D. Keister* Chief, Division of Management Research and Evaluation

Subject: Bureau of Indian Affairs Organization

Attached is Departmental Manual Release Number 2178 which is to be incorporated under the Bureau Manual Systems as 5 BIAM 2, Location of Field Office.

W. D. Keister
Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM 10 (3 sheets)
Dated 6/6/79
- (b) Insert new material transmitted:
130 DM 10 (3 sheets)
- (c) Pen-and-ink-changes:
None

copies to
100
110
120
200
220 Badgett
230
300
400
500

DEPARTMENTAL MANUAL

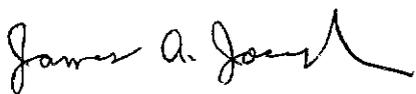


TRANSMITTAL SHEET

PART 130 DM 10	SUBJECT ORGANIZATION Bureau of Indian Affairs Location of Field Offices	RELEASE NUMBER 2178
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE JUN 7 1979

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release revises 130 DM 10 to reflect the establishment of the Olympic Peninsula Agency at Hoquiam, Washington, and the redesignation of the Western Washington Agency at Everett, Washington, as the Puget Sound Agency. 130 DM 10.10 is appropriately revised.


Uncol Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 10
(3 sheets)

Insert:

130 DM 10
(3 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.1

10.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton Indian Boarding School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau Santee Sioux Field Office, Flandreau

Flandreau Boarding School, Flandreau

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

10.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver

Ute Mountain Ute Agency, Montezuma

Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque

Jicarilla Agency, Dulce

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Zuni Agency Pueblo of Zuni, Zuni

6/7/79 #2178

Replaces 6/6/79 #2175

(Department of the Interior (

DEPARTMENTAL MANUAL

(

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.3

10.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Chilocco Boarding School, Chilocco

Concho Agency, Concho

Concho Boarding School, Concho

Oklahoma City Field Employment Assistance Office, Oklahoma City

Fort Sill School, Lawton

Pawnee Agency, Pawnee

Riverside Boarding School, Anadarko

Shawnee Agency, Shawnee

10.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning

Crow Agency, Crow

Flathead Agency, Ronan

Flathead Irrigation Project, St. Ignatius

Fort Belknap Agency, Harlem

Fort Peck Agency, Poplar

Northern Cheyenne Agency, Lama Deer

Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

10.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage

Bethel Agency, Bethel

Fairbanks Agency, Fairbanks

Mt. Edgecumbe Boarding School, Mt. Edgecumbe

Nome Agency, Nome

Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

6/7/79 #2178

Replaces 6/6/79 #2175

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.6

10.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste Marie

Minnesota:

Minnesota Agency, Cass Lake

Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Illinois:

Field Employment Assistance Office, Chicago

Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

10.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas) (Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore

Carter Seminary Dormitory, Ardmore

Eufaula Dormitory, Eufaula

Field Employment Assistance Office, Tulsa

Jones Academy, Ardmore

Okmulgee Agency, Okmulgee

Osage Agency, Pawhuska

Miami Agency, Miami

Seneca Boarding School, Wyandotte

Sequoyah Boarding School, Tahlequah

Tahlequah Agency, Tahlequah

Talihina Agency, Talihina

Wewoka Agency, Wewoka

Texas:

Dallas Field Employment Assistance Office, Dallas

10.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle

Fort Defiance Agency, Fort Defiance

Western Navajo Agency, Tuba City

6/7/79 #2178

Replaces 6/6/79 #2175

(Department of the Interior (

DEPARTMENTAL MANUAL

(

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.8

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

10.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, California, Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon

Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
Uintah and Ouray Agency, Fort Duchesne

10.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

6/7/79 #2178

Replaces 6/6/79 #2175

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.10

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Olympic Peninsula Agency, Hoquiam
Puget Sound Agency, Everett
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Yakima Agency, Toppenish

10.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School, see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles

Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

10.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida: Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood
Mississippi:
Choctaw Agency, Philadelphia
Ohio:
Field Employment Assistance Office, Cleveland
North Carolina:
Cherokee Agency, Cherokee
New York:
New York Field Office, Syracuse
Washington, D.C.:
Washington Field Employment Assistance Office

10.13 Flagstaff Administrative Office, Flagstaff, Arizona

6/7/79 #2178.

Replaces 6/6/79 #2175



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

JUL 17 1979

5 BIAM Release 28

Memorandum

To: Holders of 5 BIAM
From: *acting* Chief, Division of Management Research and Evaluation
Subject: Bureau of Indian Affairs Organization

Attached is Departmental Manual Release Number 2175 which is to be incorporated under the Bureau Manual Systems as 5 BIAM 2, Location of Field Office.

Norman D. Kistler
Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM 2, chart 8 dtd 3/7/79 (1 sheet)
130 DM 8-10 and map 9, map - 9/1/78 (6 sheets)
dated 9/1/78 10 - 12/19/77
- (b) Insert new material transmitted:
130 DM 2, chart (1 sheet)
130 DM 8-11 and map (7 sheets)
- (c) Pen-and-ink changes:
None

*copies to
A.D.
Division Chief
110
120
220 Badgett*

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 8, 9, 10, and 11	SUBJECT Organization	RELEASE NUMBER 2175
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	Bureau of Indian Affairs	DATE JUN 6 1979

EXPLANATION OF MATERIAL TRANSMITTED:

This release establishes the Office of Technical Assistance and Training in the Bureau of Indian Affairs and incorporates changes approved since the last revision. These changes include the following revisions:

1. The Indian Police Training and Research Center and the Division of Audio-Visual Services will both be moved to the new office with no geographic move. The reference to the Indian Police Training and Research Center currently found in 130 DM. 3.1B is deleted.

2. The Planning Support Group, now located organizationally under the Billings Area Office, will be moved geographically from Billings, Montana, to Brigham City, Utah to become part of this new office. The reference to the Planning Support Group currently found in 130 DM 9.4 is deleted.

3. The National Indian Training Center will be moved organizationally from Phoenix Area Office to the new office. There is no geographic move. The reference to the National Indian Training Center currently found in 130 DM 9.9 is deleted.

4. This proposed change also deletes one paragraph describing the function of the training of Indian children and all education employees in safety education which was assigned to the Office of Administration, Division of Safety Management (130 DM 7.1F(5)), located in Albuquerque, New Mexico.

Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

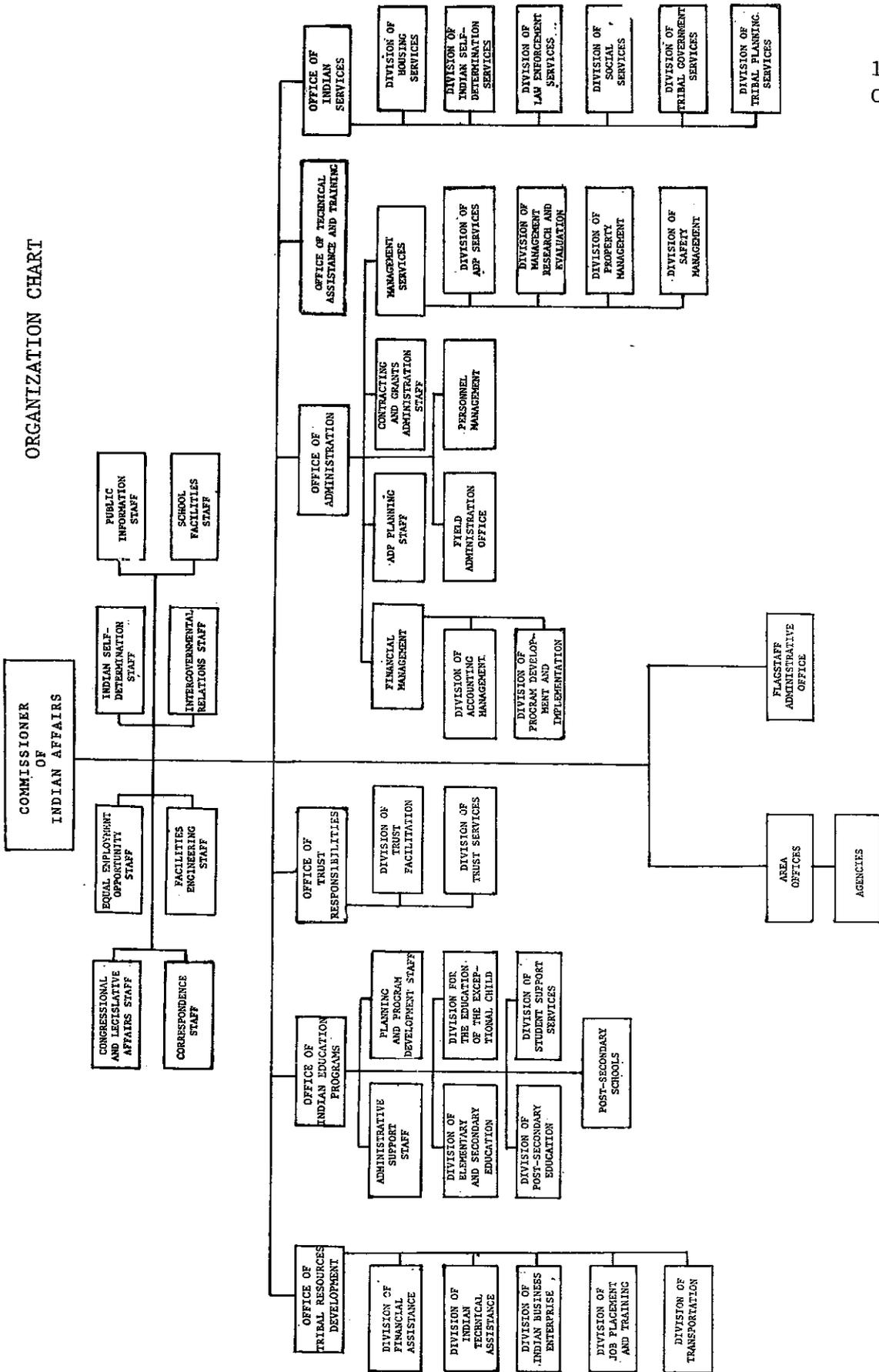
130 DM 2, Chart (1 sheet)
30 DM 8-10 and Map (6 sheets)

Insert:

130 DM 2, Chart (1 sheet)
130 DM 8-11 and Map (7 sheets)

BUREAU OF INDIAN AFFAIRS

ORGANIZATION CHART



130 DM 2
Chart

6/6/79 #2175

Replaces 3/7/79 #2159

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Office of Technical Assistance and Training

130 DM 8.1H

H. Identifies TAT needs and develops systems to meet these needs; conducts general research, and needs assessments; identifies innovative practices; catalogs and makes available professional resources; provides technical assistance in appraisals and analysis.

6/6/79 #2175

New

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Office of Technical Assistance and Training

130 DM 8.1

8.1 The Office of Technical Assistance and Training, located in Brigham City, Utah, provides staff support to the Commissioner of Indian Affairs in the development and management of programs which provide direct use oriented technical assistance and training (TAT) services in all programs for Alaskan Natives and Indian tribes. This Office has a special responsibility to strengthen and enhance Indian Self-Determination through comprehensive technical assistance and training programs and activities. The Office has prime responsibility for technical assistance and training activities which are undertaken for Bureau of Indian Affairs operating programs and employees, Native Americans, and individuals. The Office:

A. Trains Bureau employees within objectives, policies, and guidelines developed by the Division of Personnel Management, Branch of Employee Development.

B. Plans and develops technical assistance and training activities; develops guidelines, policy, and legislative initiatives; provides back-up material for hearings and related matters; prepares budget estimates, formulations, justifications, and execution for financial programs.

C. Maintains liaison with other Federal agencies, local governments, Alaskan Native Corporations, tribal governments, national Indian organizations, colleges, universities, and other institutions involved in technical assistance and training.

D. Develops education extension programs and cooperative agreements with appropriate Bureau and non-Bureau degree granting institutions; and provides instructional services through continuing education and training programs.

E. Produces curriculum materials including layout, visuals, and audio-visual and video aids in support of technical assistance and training activities.

F. Develops standards to determine extent of compliance; provides for monitoring, coordinating, appraising and directing technical assistance and training program activities throughout the Bureau; develops and maintains TAT material for the Bureau Manual and the Code of Federal Regulations; and provides a Bureauwide TAT management information system.

G. Collects and disseminates technical assistance and training information.

6/6/79 #2175

New

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organization

130 DM 9.1

Field Organization. The Bureau has divided the United States into twelve areas for the purpose of administering its field activities. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona, and the Eastern Area, which is headquartered in Washington, D.C. In addition to the twelve area offices, the Bureau has established the Flagstaff Administrative Office which is organizationally comparable in status to an Area office.

Subordinate to the area offices are eighty agency offices which provide program service delivery to Indian tribes and Indian people, off-reservation boarding schools, and irrigation project offices.

9.1 Area Offices. Each Area office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He is typically assisted by a Deputy Area Director or by one or more Assistant Area Directors who are redelegated line authority. The typical Area office includes staff specialists in several or all of the Bureau programs required in the discharge of the following Area responsibilities;

A. Represent the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies;

B. Direct and assist in the application and implementation of overall policies and programs by operating offices, providing the technical advice and review, evaluating performance and coordinating those features of the programs which extend beyond the jurisdiction of a single operating office;

C. Recommend to the Central Office revisions of policies, programs, procedures, and regulations;

D. Perform functions of an administrative and housekeeping nature which can be done most efficiently and economically on an Areawide basis. The Area offices headquartered at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive some administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area offices, respectively. The Eastern Area receives some administrative and program support from the Washington Office.

9.2 The Flagstaff Administrative Office, located in Flagstaff, Arizona, is under the direction of a Project Officer who is responsible to the Commissioner of Indian Affairs for the performance of those functions related to the use

6/6/79 #2175

Revisions 3/7/79 #2159

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organization

130 DM 9.2

and management of lands within the former Joint Use Area and any other lands which may come under the jurisdiction of the Office. The Project Officer is a line officer and has been delegated the same authority as an Area Director.

The responsibility of the office is to carry out the Federal Government's trust responsibility for protecting, developing, and rehabilitating the land within the former Joint Use Area; to approve transactions related to grazing use under the rule of 25 CFR 153; to achieve compliance of the Hopi and Navajo Tribes and their individual members in carrying out the U.S. District Court mandates and the provisions of P.L. 93-521; to undertake judicial administration, law enforcement, and crime prevention on matters related to the use and restoration of resources including the protection of U.S. Government personnel, equipment, and property; and to advise the Commissioner on other activities related to the former Joint Use Area.

It also coordinates the efforts of other Federal agencies; state, local, and tribal governments; and private sources in carrying out the functions of the office.

9.3 Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (.4 and .5 below). The Superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his/her jurisdiction. He/she reports to the Director of the Area in which the agency is located. Assisting the Superintendent are specialists in several or all of the Bureau programs as needed.

9.4 Off-Reservation Boarding Schools. Boarding schools which are not located on reservations are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Director of the Area in which the school is located (except when schools are totally contracted).

9.5 Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. Each of these major irrigation projects is under the direction of a Project Engineer or Manager who reports directly to the Director of the Area in which the project is located. Their primary purpose is the supply of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

6/6/79 #2175

Replaces 3/7/79 #2159

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.1

10.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton Indian Boarding School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau Santee Sioux Field Office, Flandreau

Flandreau Boarding School, Flandreau

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

10.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver

Ute Mountain Ute Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque

Jicarilla Agency, Dulce

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Zuni Agency Pueblo of Zuni, Zuni

6/6/79 #2175

Replaces 9/1/78 #2114

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.3

10.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Chilocco Boarding School, Chilocco

Concho Agency, Concho

Concho Boarding School, Concho

Oklahoma City Field Employment Assistance Office, Oklahoma City

Fort Sill School, Lawton

Pawnee Agency, Pawnee

Riverside Boarding School, Anadarko

Shawnee Agency, Shawnee

10.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning

Crow Agency, Crow

Flathead Agency, Ronan

Flathead Irrigation Project, St. Ignatius

Fort Belknap Agency, Harlem

Fort Peck Agency, Poplar

Northern Cheyenne Agency, Lama Deer

Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

10.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage

Bethel Agency, Bethel

Fairbanks Agency, Fairbanks

Mt. Edgecumbe Boarding School, Mt. Edgecumbe

Nome Agency, Nome

Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

6/6/79 #2175

Replaces 9/1/78 #2114

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.6

10.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste Marie

Minnesota:

Minnesota Agency, Cass Lake

Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Illinois:

Field Employment Assistance Office, Chicago

Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

10.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore

Carter Seminary Dormitory, Ardmore

Eufaula Dormitory, Eufaula

Field Employment Assistance Office, Tulsa

Jones Academy, Ardmore

Okmulgee Agency, Okmulgee

*Osage Agency, Pawhuska

Miami Agency, Miami

Seneca Boarding School, Wyandotte

Sequoyah Boarding School, Tahlequah

Tahlequah Agency, Tahlequah

Talihina Agency, Talihina

Wewoka Agency, Wewoka

Texas:

Dallas Field Employment Assistance Office, Dallas

10.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle

Fort Defiance Agency, Fort Defiance

Western Navajo Agency, Tuba City

6/6/79 #2175

Replaces 9/1/78 #2114

(Department of the Interior ()
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130 DM 10.8

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

10.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, California, Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon

Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
Uintah and Ouray Agency, Fort Duchesne

10.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

6/6/79 #2175

Replaces 9/1/78 #2114

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices 130 DM 10.10

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Spokane Agency, Wellpinit

Wapato Irrigation Project, Wapato
Western Washington, Agency, Everett
Yakima Agency, Toppenish

10.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School, see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles

Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

10.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida: Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D.C.:

Washington Field Employment Assistance Office

10.13 Flagstaff Administrative Office, Flagstaff, Arizona

6/6/79 #2175

Replaces 9/1/78 #2114

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 11 Places to Obtain Information 130 DM 11.1

11.1 Policies and Procedures. Bureau of Indian Affairs policies and procedures are published in the Bureau of Indian Affairs Manual which is available for public inspection and copying at the Area Offices identified in 130 DM 9.

11.2 General Inquiries and Requests. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Assistant Secretary for Indian Affairs, Department of the Interior, Washington, D.C., 20245; the Area Office; or the Agency Office, Bureau of Indian Affairs, in the appropriate city and state.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Field Organization

130 DM 8.1

Field Organization. The Bureau has divided the United States into twelve areas for the purpose of administering its field activities. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona, and the Eastern Area which is headquartered in Washington, D.C. In addition to the twelve area offices, the Bureau has established the Flagstaff Administrative Office which is organizationally comparable in status to an Area Office.

Subordinate to the area offices are eighty-two agency offices which provide program service delivery to Indian tribes and Indian people, off-reservation boarding schools, and irrigation project offices.

8.1 Area Offices. Each Area Office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He is typically assisted by a Deputy Area Director or by one or more Assistant Area Directors who are redelegated line authority. The typical Area Office includes staff specialists in several or all of the Bureau programs required in the discharge of the following Area responsibilities:

(1) Represent the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies;

(2) Direct and assist in the application and implementation of overall policies and programs by operating offices, providing the technical advice and review, evaluating performance and coordinating those features of the programs which extend beyond the jurisdiction of a single operating office;

(3) Recommend to the Central Office revisions of policies, programs, procedures, and regulations;

(4) Perform functions of an administrative and housekeeping nature which can be done most efficiently and economically on an Area-wide basis. The Areas headquartered at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive some administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area Offices, respectively. The Eastern Area receives some administrative and program support from the Washington Office.

8.2 The Flagstaff Administrative Office located in Flagstaff, Arizona, is under the direction of a Project Officer who is responsible to the Commissioner for the performance of those functions related to the use

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Field Organization

130 DM 8.2

and management of lands within the former Joint Use Area and any other lands which may come under the jurisdiction of the Office. The Project Officer is a line officer and has been delegated the same authority as an Area Director.

The Office acts to carry out the Federal Government's trust responsibility for protecting, developing, and rehabilitating the land within the former Joint Use Area; to approve transactions related to grazing use under the rule of 25 CFR 153; to achieve compliance of the Hopi and Navajo Tribes and their individual members in carrying out the U.S. District Court mandates and the provisions of P.L. 93-638; to undertake judicial administration, law enforcement, and crime prevention on matters related to the use and restoration of resources including the protection of U.S. Government personnel, equipment, and property; and to advise the Commissioner on other activities related to the former Joint Use Area.

It also coordinates the efforts of other Federal agencies, state, local and tribal governments, and private sources in carrying out the functions of the office.

8.3 Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (.4 and .5 below). The Superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his jurisdiction. He reports to the Director of the Area in which the agency is located. Assisting the Superintendent are specialists in several or all of the Bureau programs as needed.

8.4 Off-Reservation Boarding Schools. Boarding schools which are not located on reservations are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Director of the Area in which the school is located (except when schools are totally contracted).

8.5 Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. Each of these major irrigation projects is under the direction of a Project Engineer or Manager who reports directly to the Director of the Area in which the project is located. Their primary purpose is the supply of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

3/7/79 #2159

Replaces 12/19/77 #2051

5 BOAM 2

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Field Organization 130 DM 9.1

Field Organization. The Bureau has divided the United States into twelve areas for the purpose of administering its field activities. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona, and the Eastern Area, which is headquartered in Washington, D.C. In addition to the twelve area offices, the Bureau has established the Flagstaff Administrative Office which is organizationally comparable in status to an Area office.

Subordinate to the area offices are eighty agency offices which provide program service delivery to Indian tribes and Indian people, off-reservation boarding schools, and irrigation project offices.

9.1 Area Offices. Each Area office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He is typically assisted by a Deputy Area Director or by one or more Assistant Area Directors who are redelegated line authority. The typical Area office includes staff specialists in several or all of the Bureau programs required in the discharge of the following Area responsibilities;

- A. Represent the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies;
- B. Direct and assist in the application and implementation of overall policies and programs by operating offices, providing the technical advice and review, evaluating performance and coordinating those features of the programs which extend beyond the jurisdiction of a single operating office;
- C. Recommend to the Central Office revisions of policies, programs, procedures, and regulations;
- D. Perform functions of an administrative and housekeeping nature which can be done most efficiently and economically on an Areawide basis. The Area offices headquartered at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive some administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area offices, respectively. The Eastern Area receives some administrative and program support from the Washington Office.

9.2 The Flagstaff Administrative Office, located in Flagstaff, Arizona, is under the direction of a Project Officer who is responsible to the Commissioner of Indian Affairs for the performance of those functions related to the use

6/6/79 #2175
Revisions 3/7/79 #2159

5 BOAM Rel 28 7.17.79

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organization

130 DM 9.2

and management of lands within the former Joint Use Area and any other lands which may come under the jurisdiction of the Office. The Project Officer is a line officer and has been delegated the same authority as an Area Director.

The responsibility of the office is to carry out the Federal Government's trust responsibility for protecting, developing, and rehabilitating the land within the former Joint Use Area; to approve transactions related to grazing use under the rule of 25 CFR 153; to achieve compliance of the Hopi and Navajo Tribes and their individual members in carrying out the U.S. District Court mandates and the provisions of P.L. 93-521; to undertake judicial administration, law enforcement, and crime prevention on matters related to the use and restoration of resources including the protection of U.S. Government personnel, equipment, and property; and to advise the Commissioner on other activities related to the former Joint Use Area.

It also coordinates the efforts of other Federal agencies; state, local, and tribal governments; and private sources in carrying out the functions of the office.

9.3 Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (.4 and .5 below). The Superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his/her jurisdiction. He/she reports to the Director of the Area in which the agency is located. Assisting the Superintendent are specialists in several or all of the Bureau programs as needed.

9.4 Off-Reservation Boarding Schools. Boarding schools which are not located on reservations are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Director of the Area in which the school is located (except when schools are totally contracted).

9.5 Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. Each of these major irrigation projects is under the direction of a Project Engineer or Manager who reports directly to the Director of the Area in which the project is located. Their primary purpose is the supply of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

6/6/79 #2175

Replaces 3/7/79 #2159



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

5 BIAM, Release 27
April 10, 1979

Memorandum

To: Holders of 5 BIAM
From: Chief, Division of Management Research
and Evaluation
Subject: Bureau of Indian Affairs Organization

Enclosed is Departmental Manual Release No. 2159, which is to be incorporated into the Bureau Manual System as 5 BIAM 2. The most important change is the reactivation of the vacant position of Commissioner of Indian Affairs.

Chief, Division of Management Research
and Evaluation

Filing Instructions

- (a) Remove Superseded Material:
 - 130 DM 2 and Organization Chart (3 sheets)
Dated 12/19/77
 - 130 DM 6 (2 sheets)
Dated 12/19/77
 - 130 DM 7 (4 sheets)
Dated 12/19/77
 - 130 DM 8 (1 sheet)
Dated 12/19/77
- (b) Insert New Material Transmitted:
 - 130 DM 2 and Organization Chart (3 sheets)
 - 130 DM 6 (2 sheets)
 - 130 DM 7 (4 sheets)
 - 130 DM 8 (1 sheet)
- (c) Pen and Ink Changes:
None

*copies to
a 10
Division Chiefs
110
120 - Budget
220
9/13/79*



DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 2, 6, 7, and 8	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 2159
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE MAR 7 1979

EXPLANATION OF MATERIAL TRANSMITTED:

This release revises the organization description of the Bureau of Indian Affairs and incorporates changes approved since the last revision. These changes include the following significant revisions:

1. The chapters are amended to reflect a recent Secretarial decision to reactivate the vacant position of Commissioner of Indian Affairs;
2. The Facilities Engineering Staff and the School Facilities Staff are organizationally placed directly under the Commissioner of Indian Affairs;
3. The Division for the Education of the Exceptional Child and the Division of Student Support Services are added to the Office of Indian Education Programs, and the Cultural Studies Staff and the Indian Education Resources Center are deleted;
4. The Central Office Personnel Services functions are consolidated in Washington, D. C.; and
5. Minor language changes are made in the functional statements for the Equal Employment Opportunity Staff; the Office of Administration, Management Services; and Area Offices.

Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 2 and Organization Chart
(3 sheets)
130 DM 6
(2 sheets)
130 DM 7
(4 sheets)
130 DM 8
(1 sheet)

Insert:

130 DM 2 and Organization Chart
(3 sheets)
130 DM 6
(2 sheets)
130 DM 7
(4 sheets)
130 DM 8
(1 sheet)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.1

2.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D.C., Area Offices located throughout the country, and subordinate field offices within each area. The Commissioner of Indian Affairs is the chief executive officer of the Bureau. In the execution of his/her duties related to the day-to-day operation of the Bureau, the Commissioner is assisted by a deputy who shares responsibility for the proper management of the Bureau's activities. Each Area office is under the supervision of an Area Director who also supervises several field installations.

2.2 Headquarters Organization. The Bureau headquarters consists of the Office of the Commissioner which includes component staff organizational units described below (130 DM 2.3A through H); four mission-oriented program offices as described in chapters 3 through 6; and one support office as described in chapter 7.

The functions of the headquarters organizational components are to assist the Commissioner in exercise of management control over the operation of the Bureau. Specifically, the Central Office components: (1) develop Bureauwide policies, programs, budgets, and justifications; (2) develop Bureauwide legislative programs and reports; (3) provide liaison with other Federal agencies and national Indian organizations regarding Indian programs and Bureau activities; (4) monitor and evaluate the performance of the field establishment; (5) participate in periodic and specific management and program reviews of field operations; and (6) advise the Commissioner on Bureau programs, policy matters and regulations; and on specific items or cases. Day-to-day operations and program service delivery are the functions of the Bureau's field, rather than Central Office, organization.

2.3 Office of the Commissioner. The Commissioner of Indian Affairs, under the direction and supervision of the Assistant Secretary - Indian Affairs, is responsible for the direction of the Bureau of Indian Affairs. The Commissioner of Indian Affairs, as chief executive of the Bureau, is responsible for executing the policies established by the Assistant Secretary - Indian Affairs by developing Bureau policies, regulations, and procedures; and for coordination and liaison with the Office of the Assistant Secretary, the Office of Management and Budget, the Congress, Indian organizations and individuals, and members of the public. The Commissioner is responsible for planning, directing and controlling Bureauwide activities and performance. The Commissioner of Indian Affairs provides advice and assistance to the Assistant Secretary - Indian Affairs on all matters within the purview of the Bureau. The Commissioner is assisted in these functions,

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.3A

particularly in the internal management of the Bureau, by the Deputy Commissioner.

A. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative planning and congressional relations activities of the Bureau. It provides legislative research and staff assistance in planning, developing, and drafting legislation. It reviews and analyzes the legislative needs of the Bureau and tribes, and prepares and reports on legislative proposals affecting Indians, Indian tribes and Bureau operations.

B. The Correspondence Staff is responsible for operating a correspondence control and monitoring system in accordance with Department and Bureau directives, expediting Bureau responses to correspondence of a priority or sensitive nature, coordinating multiple-type inquiries as necessary. The staff answers inquiries regarding the status of controlled correspondence, generates call up notices regarding overdue controlled mail, and prepares and distributes a Commissioner's Reading File.

C. The Equal Employment Opportunity Staff, in coordination with the Central and Area Offices, develops plans, procedures, and regulations for carrying out the EEO Program to promote equal opportunity without regard to race, color, religion, sex, or national origin in all organizational units, locations, occupations, and levels of responsibility. It is responsible for monitoring the continuing application of Indian preference in initial hiring, promotions, and transfers. The Staff includes full-time EEO officers located in the field who report to and assist the Bureau EEO Officer. The staff is responsible for all Special Emphasis Programs including a Federal Women's Program and a Hispanic Program. It also is responsible for EEO provisions of Title VI of the Civil Rights Act of 1964.

D. The Facilities Engineering Staff, located in Albuquerque, New Mexico, with a liaison office in Washington, D.C. provides staff support to the Commissioner for Bureau programs designed to provide architectural, engineering, construction management, contract services, facilities management, and other technical services related to the construction of new facilities. The Staff also coordinates the Bureau's program for major rehabilitation, alterations, improvement and maintenance of existing buildings, utilities, grounds and other facilities. It provides technical services to tribes on construction and design. The Staff also provides design, construction and technical assistance on interdepartmental agreements and to Indians and Alaska Natives as directed.

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.3E

E. The Indian Self-Determination Staff serves as the principal policy development and coordination point for the implementation of the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450) within the Bureau. It provides guidance, coordination, direction, and cohesion to all Bureau efforts related to the Act. It serves as the focal point in the Bureau for action on matters related to the Act which require the Commissioner's attention. It identifies and defines problem areas, determines issues to be resolved, monitors implementation activities, recommends modifications in present Bureau policies, procedures, systems, and structure required in order for the Bureau to respond to tribes which wish to make use of the Act.

F. The Intergovernmental Relations Staff provides liaison with other Federal agencies at the national and regional council level. It also provides coordination with the national headquarters of organizations of State and local government. Its primary purpose is to promote active consideration of the needs of Indian people in the administration of public programs. The Intergovernmental Relations Staff identifies and maintains information on Federal financial and technical resources available to Indian people. It serves as the focal point in the Bureau for international Indian Affairs. It leads in developing information for the Indian people on the availability of Federal assistance programs, eligibility requirements and the benefits to be received from the programs.

G. The Public Information Staff maintains liaison with the media, the public, and other Federal and State agencies. It prepares speeches and articles for key officials in the Bureau, news releases on major developments, general publications and audio-visual materials in support of the Bureau's mission, and special materials as required to provide closer and more timely communication with Indian groups. It prepares material to be used as correspondence aids in answering repetitive public inquiries on current and historic issues. The Public Information Staff serves as public information consultants to top officials of the Bureau. The office maintains a functional relationship with the Office of Public Affairs, Department of the Interior, and with all public information related activities in the Bureau.

H. The School Facilities Staff, located in Albuquerque, New Mexico provides staff support to the Commissioner in the entire planning, design, construction, equipping and evaluation of Bureau, public, and tribally operated contract school facilities. The Staff develops and implements a Bureau school construction priority system and establishes the criteria by which construction projects will be ranked.

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

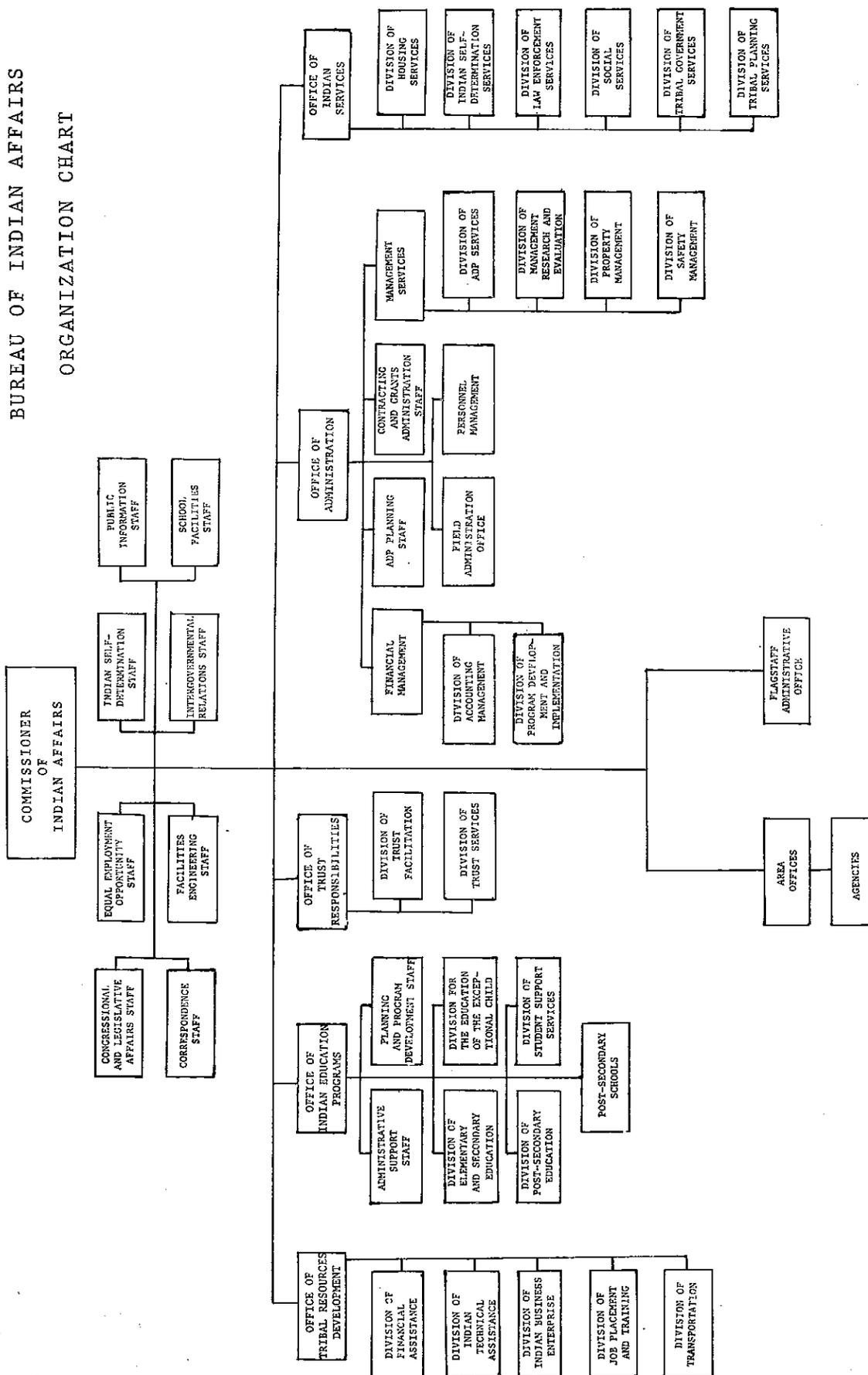
Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130 DM 2.3H

It establishes criteria for design of school space and develops educational specifications. The Staff reviews designs and insures compliance with established educational specifications and policies. The Staff prepares guidelines for selecting equipment. It provides guidance in training of school personnel in the use of equipment and care of the facility. The Staff maintains liaison with the Facilities Engineering Staff and the Office of Indian Education Programs. The Staff closely coordinates initiatives regarding school facilities with the Office of Indian Education Programs to insure consistency in its actions with overall education goals, policies, and objectives of the Bureau.

BUREAU OF INDIAN AFFAIRS
ORGANIZATION CHART



3/7/79 #2159
Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130 DM 6.1

6.1 The Office of Indian Education Programs provides staff support to the Commissioner of Indian Affairs in the development and management of Bureau programs which provide educational opportunities to Indian youth at either Bureau, public, or tribally operated schools. The Office is the focal point for and provides leadership in Indian education, making recommendations to the Commissioner in all aspects of Indian education. The Office is responsible for the coordination of planning, policy development, and resource allocation with other Bureau of Indian Affairs Offices as these activities affect or are impacted by the education program. This Office has responsibility for developing program policy directives that will insure implementation by the areas, agencies and schools of legislatively mandated programs. This Office plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems relating to Indian education, thus insuring compliance with laws, regulations, and Departmental and Bureau policy. It participates in the allocation of Bureau resources for respective program operations and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation to insure programmatic effectiveness and product reliability in BIA education. The Director of the Office of Indian Education Programs has direct line authority for the three Bureau Post-Secondary Institutions: Haskell Indian Junior College, the Institute of American Indian Arts, and Southwestern Indian Polytechnic Institute.

A. The Administrative Support Staff provides staff services to the Director by maintaining liaison with the Office of Administration on all budget, finance, procurement and contracts, property management, procedural, organization, staffing, and personnel matters. It is responsible for the coordination of all administrative services to and within the Office of Indian Education Programs, for technical advice on internal administrative actions, and for developing and maintaining internal administrative files.

B. The Planning and Program Development Staff provides staff assistance to the Director by developing short and long range plans and procedures for Bureau educational programs, by evaluating, coordinating and setting standards for education programs, by planning, developing, and operating the Management Information System, and by formulating future budgets. In coordination with the Divisions within the Office of Indian Education Programs, the Staff researches and develops new educational policies and prepares and/or edits major Bureau education publications, speeches, reports, rules, regulations and program guidelines. The Staff collects, analyzes, and disseminates data and information; reviews, analyzes, and drafts proposed

3/7/79 #2159

Replaces 12/19/77 #2051

(Department of the Interior (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130 DM 6.1B

legislation; provides recommendations concerning legislative needs and coordinates with the Bureau Congressional and Legislative Affairs Staff. The Staff conducts Bureau educational research and develops standards and criteria for measuring the effectiveness of the Bureau education program. This Staff is responsible for informing the Director of new and innovative education techniques and making recommendations for problem solution and program improvements, and providing liaison between the OIEP and the school facilities staff.

C. The Division of Elementary and Secondary Education provides staff assistance to the Director in the development of policy, plans guidelines, curricula, and standards for early childhood, elementary, and secondary education programs in the Bureau and contract schools. It provides coordination for monitoring and evaluation activities for programs at the elementary and secondary level. In addition, the Division has responsibility for monitoring and evaluating the implementation of Titles I and IV of ESEA and other legislatively mandated programs. The Division maintains liaison with other Federal education agencies and counterpart professional organizations in order to provide recommendations and advice to the Director to effect improvement and updating of programs in early childhood, elementary, and secondary education. The Division recommends relevant legislation and provides advice relating to proposed legislation affecting Indian education programs. The Division coordinates its initiatives with other Divisions and Staff offices within the Office of Indian Education Programs to insure consistency and uniformity of direction, objectives, and policies.

D. The Division for the Education of the Exceptional Child provides staff assistance to the Director in the development of policy, plans, guidelines, curricula, and standards to secure full and equal education services for all exceptional Indian children, including pre-schoolers, attending Bureau and tribally operated schools and state institutions serving Indian children placed by BIA. The Division has responsibility for monitoring and evaluating the implementation of programs legislatively mandated which serve the exceptional Indian child. The Division coordinates its initiatives with other Divisions and Staff offices within the Office of Indian Education Programs to insure consistency and uniformity of direction, objectives, and policies. The Division maintains liaison with other Federal education agencies and counterpart professional organizations in order to provide recommendations and advice to the Director to effect improvement and updating of programs in education of exceptional children.

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130 DM 6.1F

E. The Division of Post-Secondary Education provides staff assistance to the Director in the development of plans, guidelines, policy, and standards for post-secondary education programs in the Bureau of Indian Affairs. The Division has responsibility for monitoring and evaluating the implementation of post-secondary education programs. It works directly with other Federal agencies and Indian interest groups; maintains liaison with the U.S. Office of Education, Association of Indian Boards of Regents, and Indian controlled community colleges; it provides coordinating activities and advocacy for the three Bureau operated post-secondary schools and Indian controlled community colleges; and it recommends legislation relevant to post-secondary education programs. The Division is responsible for developing programs related to the placement of Indian graduates of post-secondary educational institutions. The Division coordinates its initiatives with other Divisions and Staff offices within the Office of Indian Education Programs to insure consistency and uniformity of direction, objectives, and policies.

F. The Division of Student Support Services provides staff assistance to the Director in the development of standards, plans, guidelines, and policies for out-of-class activities at Bureau schools. The Division has responsibility for monitoring and evaluating the implementation of programs for out-of-class activities. The Division coordinates its initiatives with other Divisions and Staff offices within the Office of Indian Education Programs to insure consistency and uniformity of direction, objectives, and policies.

G. Post-Secondary Schools. The Presidents of the Post-Secondary Schools are responsible to the Director of Indian Education Programs for planning, directing, and operating Haskell Indian Junior College, the Institute of American Indian Arts and the Southwestern Indian Polytechnic Institute.

Haskell Indian Junior College provides a comprehensive junior college program. The program consists of a five track program of vocational/technical, business, Indian studies, nursing, and general education. The college also serves the Indian community by developing and conducting extension and outreach programs, materials and educational tools, workshops and seminars, consultative and research services.

The Institute of American Indian Arts (IAIA) serves the Native American community as a national arts and cultural institution of higher education. IAIA functions to provide four major areas of service: (1) instructional programs leading to an AFA degree through

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130 DM 6.1G Cont.

a four major fields program offered by several departments, primarily located on campus; (2) a technical assistance and training service involving on-campus and outreach services in such fields as early childhood training, teacher training in the arts, and bilingual-bicultural education; (3) cooperative programs involving national consortium relationships such as the Union of Independent Colleges of Art and other BIA and Indian controlled community colleges; and (4) cultural studies research and evaluation particularly relating to utilization of the arts as an educational concept and methodology.

Southwestern Indian Polytechnic Institute (SIPI) provides vocational-technical education in those occupations which have a high employment potential. SIPI also offers its Indian students on-the-job training programs, career development, and job placement services.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130 DM 7.1

7.1 The Office of Administration is responsible for providing staff support to the Commissioner of Indian Affairs in the development and management of Bureau programs designed to provide support services to all parts of the Bureau. These programs include the functions of automatic data processing, budget, energy conservation, finance and accounting, management research and evaluation, personnel management, procurement, property management, contracting, program development and implementation, and safety management. The Office also administers Bureauwide systems for fiscal accounting and disbursements, payroll, and personnel records; operates a computer services center; and provides for administrative and housekeeping services for the Central Office, the Eastern Area, and the Indian Arts and Crafts Board.

A. The ADP Planning Staff is responsible for developing a Bureau ADP Management Plan in cooperation with the Assistant Director for Management Services and other Central and Area Offices. It develops and implements policies, guidelines, and standards relating to all phases of ADP and provides liaison with the Department, other Interior bureaus and Federal and non-Federal activities engaged in ADP management. It monitors Bureau activities for compliance with established ADP standards, guidelines, regulations, and plans. It assists headquarters and Area Offices in identifying and obtaining alternative sources of ADP support. It recommends ADP support budgets, resource allocations, and major equipment acquisitions to the Commissioner.

B. The Contracting and Grants Administration Staff provides professional and technical leadership and assistance in Bureauwide contract and grants assistance activities. The Staff has authority and responsibility for planning, directing, coordinating, implementing, evaluating, controlling and developing Bureau contract and grant policies, procedures and practices. The Staff provides technical assistance to the Central Office operating officials in determining material and service needs, procurement sources and options; participates in basic contract negotiations, bids, and award procedures; determines appropriate sources for material and service needs; negotiates, formally advertises and/or awards contracts; authorizes contracts or procurement arrangements; administers and monitors contracts; maintains basic contract/procurement records; prepares recurring reports as required; authorizes appropriate payments; issues operating instructions; and evaluates contract performance.

The Staff develops and reviews policies, procedures, guidelines, and recommends policy and legislative materials to support Bureau objectives. It monitors past and present performance to achieve goals; compares performance with Federal standards; and reviews Federal

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130 DM 7.1B

standards, judicial and administrative appeal decisions, and appropriate legislative statutes for controlling Bureau efforts.

It reviews and evaluates Bureau procurement and grant assistance operations to ensure equity, effectiveness, efficiency and economy and recommends appropriate administrative actions. It coordinates Bureau contract and grants activities with Federal, State, and private agencies for optimizing tribal government development.

It assists Bureau field units and tribal governments in contract and grant proposal preparation, negotiation, administration, and closeout phases. It conducts training and career development systems and prepares materials for Bureau and tribal personnel related to contracting and grants. The Staff provides testimony and interfaces with the executive and legislative branches in preparing, discussing and refining policies for headquarters and field office levels. The Staff also provides operating contracting services to Central Office entities located in Washington, D. C., and the Indian Arts and Crafts Board.

C. The Field Administration Office, located in Albuquerque, New Mexico, provides support services to Central Office installations located in Albuquerque, New Mexico, and other selected locations. This includes budget and fiscal accounting functions, contracting, energy conservation, office and housekeeping services, property and supply, and procurement.

D. Financial Management, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for financial management functions; for performance of the functions identified with the budget cycle; and the operation of fiscal accounting, compensation, employee data systems; and Bureauwide technical assistance in program evaluation; and provides support services in operating budget and fiscal accounting functions. The Office of the Assistant Director serves as a coordination point and central source for Indian population data and for special statistical analyses.

(1) The Division of Accounting Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide advice and guidance in areas of accounting, fiscal operations, financial management, accomplishment reporting, centralized payroll, automated personnel records systems, and directs the employee data and compensation, finance and accounting operations located in Albuquerque, New Mexico.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130 DM 7.1D(1)

The Division develops standards, specifications and operating procedures for these functions. It develops policies, systems, and procedures to be used throughout the several designated accounting stations of the Bureau.

(2) The Division of Program Development and Implementation provides staff assistance to the Assistant Director regarding those functions identified with the budget cycle and program evaluation. In coordination with program directors, the Division implements the Bureau's policies and program goals through the budgetary process; develops instructions for use in annual program plans; reviews program requests on the basis of fiscal reasonableness, feasibility and justifiability; reviews proposed tribal comprehensive plans to determine fiscal feasibility for package funding; develops Bureauwide program planning documents; develops budget estimates and justifications; prepares for budget legislative hearings; prepares field planning allowances and tentative allocations. The Division performs budget execution functions, including continuing resolutions, encoding programs to the finance system, allotting funds, position and personnel ceilings control, comparisons of actual and planned funds and accomplishments, and reporting exceptions between planned and actual conditions. This Division is responsible for Bureauwide Program Evaluation which includes advising the Commissioner, Area Directors and Superintendents on the effectiveness of Bureau programs in meeting the needs of Indian clientele; providing the leadership role for program evaluation crossing program and staff lines; providing technical assistance to Program and Area Directors, and coordinating and initiating program evaluation efforts within the Office of Administration. The Division also provides operating budget and fiscal accounting functions to Central Office entities located in Washington, D.C., Eastern Area Office and the Indian Arts and Crafts Board.

E. Personnel, under the supervision of the Chief Personnel Officer, is responsible for the development, coordination, administration and evaluation of personnel management programs and policies for the entire Bureau.

The Chief Personnel Officer also serves as Chief, Division of Personnel Management. The Division formulates objectives, policies and guidelines for Bureau personnel management activities. It provides for orderly alignment of positions for pay administration, position management, and other personnel and management purposes. It develops standards and criteria for securing and retaining qualified employees, and provides guidance to Bureau management on labor-management

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130 DM 7.1E

relations issues and maintains relationships with employee groups and unions recognized by the Bureau on a national basis.

The Division initiates and administers comprehensive career development plans and programs, including training and promotion. It oversees employee-management relations to assure that working conditions and employee conduct meet work and public service requirements. It engages in studies and analyses to identify bureau manpower and personnel management needs, current and future, and takes action to satisfy those requirements. It conducts personnel program reviews and evaluations on a Bureauwide basis and recommends to management officials methods for improvement. The Division maintains liaison with the Civil Service Commission and the Department on personnel management matters. It provides staff assistance to the personnel management officials in the Bureau in the implementation of the policies developed at the Bureau and Department level.

The Division also provides operating personnel services for Central Office organizations located in Washington, D.C., and other locations in the United States, the Eastern Area Office, and the Indian Arts and Crafts Board.

F. Management Services, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for the general management functions related to property management, safety management, and administrative procedures. It is responsible for reviewing alleged irregularities within the Bureau's scope of operation. It is also responsible for providing for centralized ADP services for Bureauwide computerized systems; and administrative management and housekeeping services.

(1) The Division of Automated Data Processing (ADP) Services, located in Albuquerque, New Mexico, has the responsibility and the authority for providing Bureauwide ADP Services. The Division has technical responsibility and authority for research, development, implementation and evaluation of all ADP systems, technologies, and equipment for general Bureauwide use. The Division prepares Bureauwide policies, plans, guidelines and standards relative to ADP and its use. The Division provides system design, data base design, and programming services under a centralized design mode of operations. It maintains and operates a computer center, the services of which are available to all elements of the Bureau and the tribes served. The Division is responsible for the preparation of all ADP reports as required by Federal Regulations. It evaluates and recommends to the Assistant Director, Management Services, the Director of

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130 DM 7.1F(2)

Administration, and to the Commissioner the acquisition of computer, telecommunication and peripheral equipment and/or contractual services that are required to support the ADP Management Plan and Objectives of the Bureau. The Division assists the ADP Planning Staff in the preparation of the Bureau ADP Management Plan.

(2) The Division of Management Research and Evaluation provides staff support to the Assistant Director in the development, coordination, administration, and evaluation of management practices and policies for the Bureau. The Division provides advisory services and technical assistance to the Commissioner, Central Office Directors, Area Directors, and other Bureau officials in management research, organization evaluation, organization analysis, paperwork management, management systems development, management improvement programs, and managerial operating methods and procedures.

The Division is responsible for Bureauwide organization analyses, including: organization planning, structural development, and staffing. These responsibilities are carried out in cooperation with Personnel Management and Financial Management. The Division reviews proposed organizational changes and provides analytical support for identifying and evaluating alternative organization approaches. It makes impact assessments, evaluates organizational performance and recommends improvements. It assists managers in the implementation of approved organization and systems changes, performing follow-up reviews, and monitoring the Bureauwide organization structure. The Division conducts scheduled organizational reviews, performs special management studies on request, coordinates audit and investigative reports and responses, and manages Bureauwide assessment projects and other special programs, as directed.

The Division is also responsible for the Bureauwide planning, development, design, coordination, and managerial control of the following paperwork management elements: correspondence, directives, delegations of authority, reports and forms, mail, files, records disposition, microfilming, vital records, Federal Register requirements, and administration of the Freedom of Information and Privacy Acts. It is also responsible for providing all paperwork operations except the Communication Center (mail services) to Central Office entities located in Washington, D.C., Eastern Area Office, and the Indian Arts and Crafts Board.

(3) The Division of Property Management provides staff assistance to the Assistant Director regarding programs for all Bureau owned real and personal property, space, motor vehicle management, and

3/7/79 #2159

Replaces 12/19/77 #2051

(Department of the Interior (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130 DM 7.1F(3)

procurement from directed sources. The Division is responsible for: (1) developing, modifying, reviewing, evaluating, and implementing Bureauwide policies and procedures related to management of real and personal property, space, and motor vehicles, and procurement from directed sources; (2) maintaining the Bureau Property Management Regulations, incorporating constantly changing Federal and Departmental policies, regulations, and procedures promulgated by Federal regulatory agencies; and (3) providing Bureau oversight and technical assistance to Area and those offices with operational responsibilities. Performing studies relating to utilization of facilities, disposal systems for excess property, and inventory training needs and conducting training in areas as needed. The Division includes an office in Albuquerque, New Mexico, which provides Bureauwide Fedstrip and Property Inventory Services. The Division provides operating services in the areas of procurement, property, supply, office and housekeeping services, and the Communication Center (mail services) to Central Office entities located in Washington, D. C., Eastern Area Office, and the Indian Arts and Crafts Board.

(4) The Division of Safety Management develops and maintains a Bureauwide safety program which: (1) insures safe and healthful work locations; (2) provides technical guidance, information and staff resources for the conduct of Area safety programs; (3) conducts research and provides engineering services on Bureau safety and health programs; (4) provides technical assistance to Indian tribes, and contractors in the establishment and maintenance of safety and health programs; (5) eliminates hazards which may cause accidents (accident prevention); (6) protects lives and physical well-being of Bureau employees and users of Bureau facilities; (7) promotes greater work efficiency by holding the number of accidents to a minimum; (8) insures lowest possible compensation costs; (9) protects Bureau property; and (10) promotes and insures high standards of physical fitness of workers on all jobs in the Bureau. The Division is a staff function of the Bureau that carries out much of its responsibilities by operating through line officers.

It provides staff assistance, coordination, and administration of Departmental and Bureau policies and programs; reviews reports submitted by other government offices relating to Tribal property and takes action, as necessary; reviews architectural and engineering drawings developed by Facilities Engineering or Architectural Engineering contractors for major construction to insure compliance with Occupational Safety and Health Codes, and National Fire Standards; and recommends condemnation closing or modifications of buildings and equipment which are considered hazardous.

3/7/79 #2159

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130 DM 7.1F(4)

The Division administers the Bureau motor vehicle program which includes accident investigation and expediting Tort Claims for the Solicitor's Office. It has final responsibility for drivers' licenses, defensive driving training and other training necessary to improve individual capability to meet Bureau, state and federal requirements. It is responsible for safety in the areas of water transportation and transmission; safety in reservoir and dam areas; safety in handling of radiological materials. It is the technical advisor on safe handling and use of explosives, pesticides, herbicides, and toxic substances. It is also technical advisor regarding noise exposure.

It develops and maintains a data base consisting of statistics on accident, injury, fire and property damage. This information is stored in the main computer and is used to develop trends, determine trouble areas, etc., and serves as a base for accident prevention and safety training.

It develops safety training materials for students and teachers in Bureau schools, and is responsible for their distribution and use, and subsequent evaluation for effectiveness.

The Division is also responsible for processing employee compensation claims and for operating the safety programs in the Central Office and Field Administrative Office, Albuquerque, New Mexico.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

MIKE CALABAZA

ON REPLY REFER TO:

5 BIAM Release 26

SEP 29 1978

Memorandum

To: Holders of 5 BIAM
From: Chief, Division of Management Research and Evaluation
Subject: Bureau of Indian Affairs Organization

Enclosed is Departmental Manual Release Number 2114 which is to be incorporated into the Bureau Manual Systems as 5 BIAM 2, location of Field Office.

Chief, Division of Management Research and Evaluation

Filing Instructions

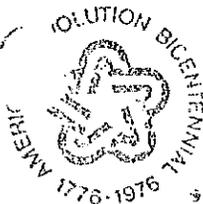
- (a) Remove superseded material:
130 DM 9 and map
Dated 12/19/77 (4 sheets)
- (b) Insert new material transmitted:
130 DM 9 and map (4 sheets)
- (c) Pen and Ink changes:
None

BUREAU OF INDIAN AFFAIRS
RECEIVED

OCT 23 1978

24 OCT 1978

INST. OF AMER. IND. ARTS
SANTA FE, NEW MEXICO 87501



DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 9	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 2114
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE SEP 1 1978

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 9, documents the relocation of the Minnesota Agency from Bemidji, Minnesota to Cass Lake, Minnesota. 130 DM 9.6 is appropriately revised.

Acting *James A. Joseph*
Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 9 and Map
(4 sheets)

Insert:

130 DM-9 and Map
(4 sheets)

9.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town
 Fort Totten Agency, Fort Totten
 Standing Rock Agency, Fort Yates
 Turtle Mountain Agency, Belcourt
 Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte
 Crow Creek Agency, Fort Thompson
 Flandreau School, Flandreau
 Lower Brule Agency, Lower Brule
 Pine Ridge Agency, Pine Ridge
 Rosebud Agency, Rosebud
 Sisseton Agency, Sisseton
 Yankton Agency, Wagner

9.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver
 Ute Mountain Ute Agency, Towaoc
 Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque
 Jicarilla Agency, Dulce
 Mescalero Agency, Mescalero
 Northern Pueblos Agency, Santa Fe
 Ramah-Navajo Agency, Ramah
 Southern Pueblos Agency, Albuquerque
 Pueblo of Zuni, Zuni

9.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko
 Chilocco School, Chilocco
 Concho Agency, Concho

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130 DM 9.3

Concho School, Concho
Employment Assistance Field Office, Oklahoma City
Fort Sill School, Lawton
Pawnee Agency, Pawnee
Riverside School, Anadarko
Shawnee Agency, Shawnee

9.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lama Deer
Planning Support Group, Billings
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

9.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

9.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste Marie

Minnesota:

Minnesota Agency, Cass Lake
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

9/1/78 #2114

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130 DM 9.6

Illinois:

Field Employment Assistance Office, Chicago
Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

9.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in
Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Carter Seminary, Ardmore
Eufaula Dormitory, Eufaula
Field Employment Assistance Office, Tulsa
Jones Academy, Ardmore
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami
Seneca Indian School, Wyandotte
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

Texas:

Field Employment Assistance Office, Dallas

9.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Western Navajo Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

9.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, California,
Nevada, and Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon

9/1/78 #2114

Replaces 12/19/77 #2051

(Department of the Interior)
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130 DM 9.9

Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
National Indian Training Center, Brigham City
Uintah and Ouray Agency, Fort Duchesne

9.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespalem
Field Employment Assistance Office, Seattle
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Western Washington, Agency, Everett
Yakima Agency, Toppenish

9.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School, see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles

9/1/78 #2114

Replaces 12/19/77 #2051

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130 DM 9.11

Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

9.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi,
North Carolina, New York and Ohio):

Florida:

Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

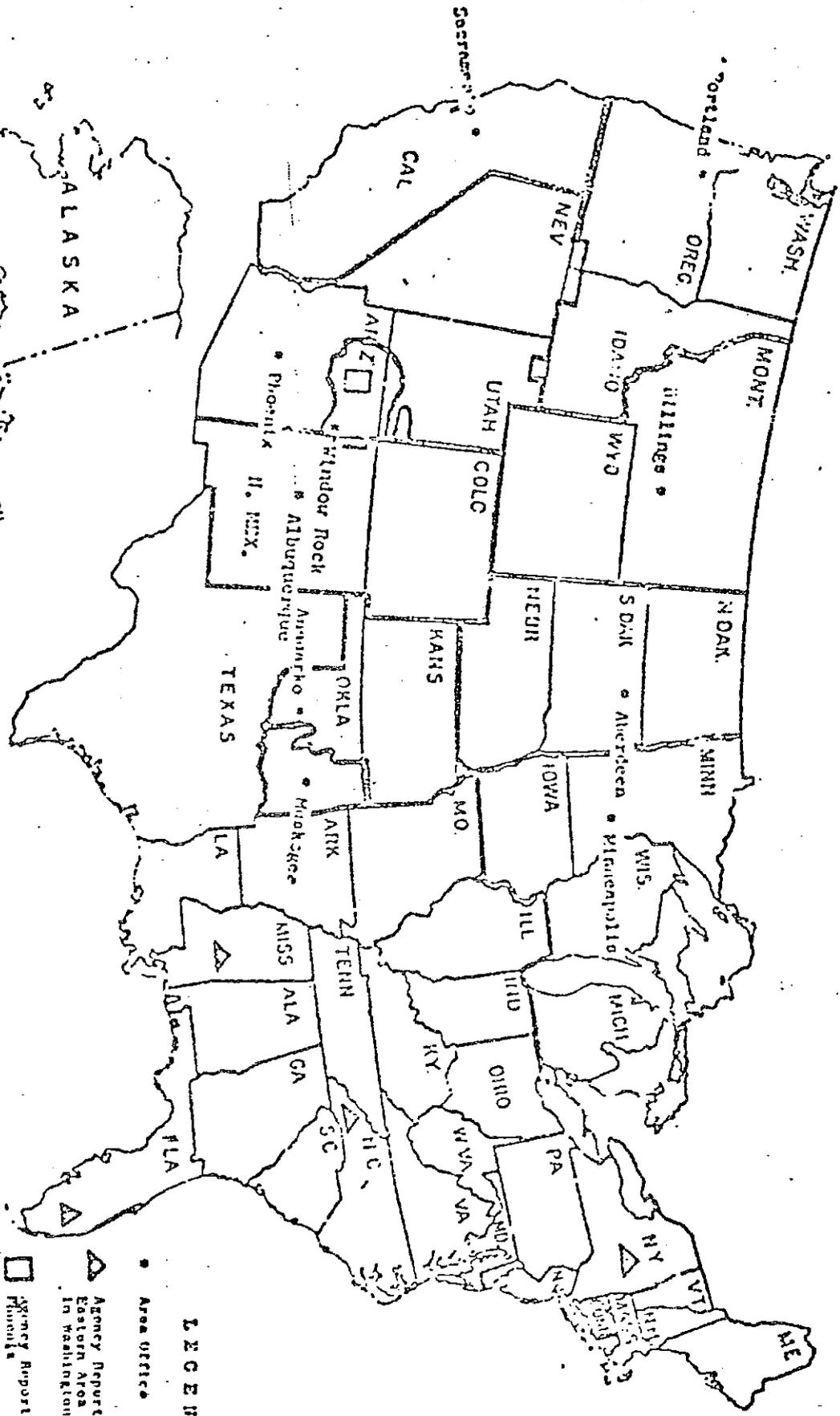
New York Field Office, Syracuse

Washington, D.C.:

Washington Field Employment Assistance Office

9.13 Flagstaff Administrative Office, Flagstaff, Arizona

AREA ORGANIZATION--BUREAU OF INDIAN AFFAIRS



LEGEND

- Area Office
- △ Agency Reporting to Eastern Area headquartered in Washington, D.C.
- Agency Reporting to Phoenix



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

FILE

IN REPLY REFER TO:
MR&E

5 BIAM Release 25

JAN 26 1978

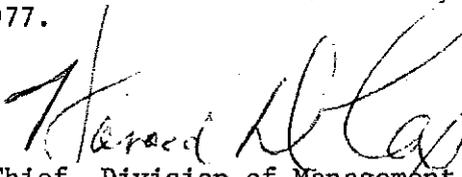
Memorandum

To: Holders of 5 BIAM

From: Chief, Division of Management Research and Evaluation

Subject: Bureau of Indian Affairs Organization

Enclosed is Departmental Manual Release Number 2051 which is to be incorporated into the Bureau Manual System as 5 BIAM 2. An explanation of changes since the last approved organization change is shown on the Departmental Manual Transmittal Sheet signed by the Secretary of the Interior on December 17, 1977.


Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM I-10 (18 sheets)
- (b) Insert new material transmitted:
130 DM I-10 (20 sheets)
- (c) Pen-and-ink changes:
None



DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 1-10	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 2051
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE DEC 19 1977

EXPLANATION OF MATERIAL TRANSMITTED:

This release publishes the organization of the Bureau of Indian Affairs and incorporates changes approved since the last revision. These changes include revisions (1) to reflect that the Bureau is now headed by an Assistant Secretary rather than a Commissioner; (2) to show the addition of two Deputy Assistant Secretaries and their relationship to the existing Bureau organization; (3) to reflect the placement of staff offices for the Assistant Secretary and the two Deputies; (4) to change titles of existing organizational units; (5) to elevate the Indian Technical Assistance Center from Branch to Division status; (6) to add responsibilities to the functions of the Division of Tribal Planning Services, the Office of Trust Responsibilities, and the Equal Employment Opportunity Staff; and (7) to delete the Policy Planning Staff, the Tribal and Administrative Services Staff with transfer of function to the Office of Trust Responsibilities, and the Office of Support Services with transfer of functions to Management Services.


Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 1-10
(18 sheets)

Insert:

130 DM 1-10
(20 sheets)

5 Bian 25 ✓
1-26-78

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions

130 DM 1.1

1.1 Creation. The Bureau of Indian Affairs was created in the War Department in 1824 and in 1849 was transferred to the Department of the Interior. The Snyder Act of 1921 (42 Stat. 208; 25 U.S.C. 13) provided substantive law for appropriations covering the conduct of activities by the Bureau of Indian Affairs. The scope and character of the authorizations contained in this Act were broadened by the Indian Reorganization Act of 1934 (48 Stat. 984; U.S.C. 461 et seq.) and by the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450). The authority of the Assistant Secretary for Indian Affairs as delegated to him by the Secretary of the Interior is set forth in Parts 205 and 230 of the Departmental Manual. The authority of subordinate officers and employees as redelegated by the Assistant Secretary for Indian Affairs or as redelegated by others in the Bureau is set forth in the Bureau of Indian Affairs Manual.

1.2 Objectives. The principal objectives of the Bureau are to actively encourage and train Indian and Alaska Native people to manage their own affairs under a trust relationship with the Federal Government; to facilitate, with maximum involvement of Indian and Alaska Native people, full development of their human and natural resource potentials; to mobilize all public and private aids to the advancement of Indian and Alaska Native people for use by them; and to utilize the skill and capabilities of Indian and Alaska Native people in the direction and management of programs for their benefit.

1.3 Functions. The major functions of the Bureau through which its objectives are to be achieved include the following:

A. The Bureau works with Indian and Alaska Native people, other Federal agencies, state and local governments and other interested groups in the development and implementation of effective programs for the advancement of Indian and Alaska Native people.

B. The Bureau, in cooperation with Indian and Alaska Native people, seeks for them adequate educational opportunities in public education systems, assists them in the creation and management of educational systems for their own benefit, or provides from Federal resources the educational systems needed.

C. The Bureau actively promotes the improvement of the social welfare of Indian and Alaska Native people by working with them to obtain needed social and community development programs and by providing programs of community service as needed and desired by them.

D. The Bureau works with Indian and Alaska Native people in the development and implementation of programs for their economic advancement

12/19/77 #2051

Replaces 11/24/75 #1815

5 BIA M 2
1-26-78

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions

130 DM 1.3D

and for full utilization of their natural resources consistent with the principles of resource conservation.

E. The Bureau acts as trustee for Indian and Alaskan Native lands and monies held in trust by the United States, for the purpose of assisting the Indian and Alaska Native people realize maximum benefits from such resources.

1

000000

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130 DM 9.1

9.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau School, Flandreau

Lower Brule Agency, Lower Brule

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

9.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver

Ute Mountain Ute Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque

Jicarilla Agency, Dulce

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Pueblo of Zuni, Zuni

9.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Chilocco School, Chilocco

Concho Agency, Concho

12/19/77 #2051

Replaces 7/13/76 #1902

*5 BIAW Release 25
1.26.78*

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130 DM 9.3

Concho School, Concho
Employment Assistance Field Office, Oklahoma City
Fort Sill School, Lawton
Pawnee Agency, Pawnee
Riverside School, Anadarko
Shawnee Agency, Shawnee

9.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Planning Support Group, Billings
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

9.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

9.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste Marie

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

5 BUREAU

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130 DM 9.6

Illinois:

- Field Employment Assistance Office, Chicago
- Industrial Development Center, Chicago

Iowa:

- Sac and Fox Area Field Office, Tama

9.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

- Ardmore Agency, Ardmore
- Carter Seminary, Ardmore
- Eufaula Dormitory, Eufaula
- Field Employment Assistance Office, Tulsa
- Jones Academy, Ardmore
- Okmulgee Agency, Okmulgee
- Osage Agency, Pawhuska
- Miami Agency, Miami
- Seneca Indian School, Wyandotte
- Sequoyah High School, Tahlequah
- Tahlequah Agency, Tahlequah
- Talihina Agency, Talihina
- Wewoka Agency, Wewoka

Texas:

- Field Employment Assistance Office, Dallas

9.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

- Chinle Agency, Chinle
- Fort Defiance Agency, Fort Defiance
- Western Navajo Agency, Tuba City

New Mexico:

- Eastern Navajo Agency, Crownpoint
- Navajo Irrigation Project, Farmington
- Shiprock Agency, Shiprock

9.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona, California, Nevada, and Utah).

Arizona:

- Colorado River Agency, Parker
- Fort Apache Agency, White River
- Fort Yuma Agency, Yuma
- Hopi Agency, Keams Canyon

5 BUREAU Release 25
1.26.78

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130 DM 9.9

Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
National Indian Training Center, Brigham City
Uintah and Ouray Agency, Fort Duchesne

9.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Western Washington, Agency, Everett
Yakima Agency, Toppenish

9.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School, see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles

12/19/77 #2051

Replaces 7/13/76 #1902

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130 DM 9.11

Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

9.12 Eastern Area Office, Washington, D.C. (Florida, Mississippi,
North Carolina, New York and Ohio):

Florida:

Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D.C.:

Washington Field Employment Assistance Office

9.13 Flagstaff Administrative Office, Flagstaff, Arizona

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 10 Places to Obtain Information 130 DM 10.1

10.1 Policies and Procedures. Bureau of Indian Affairs policies and procedures are published in the Bureau of Indian Affairs Manual which is available for public inspection and copying at the Area Offices identified in 130 DM 9.

10.2 General Inquiries and Requests. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Assistant Secretary for Indian Affairs, Department of the Interior, Washington, D.C. 20245; the Area Office; or the Agency Office, Bureau of Indian Affairs, in the appropriate city and state.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C. 20245

IN REPLY REFER TO:

BIAM Release 5-24

SEP 7 1976

Memorandum

To: Holders of 5 BIAM

From: Chief, Division of Management
Research and Evaluation

Subject: Bureau Organization Changes

RECEIVED

SEP 20 1976

ALBUQUERQUE INDIAN SCHOOL
ADMINISTRATION

Enclosed are Departmental Manual Release Nos. 1901, 1902, and 1914, which are to be incorporated into Part 5 of the Bureau of Indian Affairs Manual. The departmental releases should be filed as 5 BIAM 2.1.



Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
- | | |
|-------------------------------------|------------|
| ✓ 130 DM 2, Chart, dated 7/9/76 | (1 sheet) |
| ✓ 130 DM 3, dated 11/24/76 11/24/76 | (1 sheet) |
| ✓ 130 DM 6, dated 2/6/76 | (2 sheets) |
| ✓ 130 DM 7, dated 3/29/76 | (3 sheets) |
| 130 DM 9, dated 11/24/76 | (3 sheets) |
- (b) Insert new material transmitted:
- | | |
|-----------------|------------|
| 130 DM 2, Chart | (1 sheet) |
| 130 DM 3 | (1 sheet) |
| 130 DM 6 | (2 sheets) |
| 130 DM 7 | (3 sheets) |
| 130 DM 9 | (3 sheets) |
- (c) Pen-and-ink changes:
None



Save Energy and You Serve America!

5 BIA M 2.1

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 7	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 1901
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE JUL 9 1976

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 7 provides a revised organization description for the Office of Administration.

In compliance with the Department's Action Plan for Improvement of Personnel Management within the BIA this release changes the organizational placement of Personnel to provide for the Chief Personnel Officer to report directly to the Director, Office of Administration and the placement of the Branch of Personnel Services and the personnel function in the Albuquerque Field Administrative Office under Personnel.

This change also adds an additional function to the Division of Management Research and Evaluation. It is now the primary contact and coordination point for reporting and reviewing alleged irregularities within the Bureau's scope of operation.

Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 7 (3 sheets)
130 DM 2,
Chart (1 sheet)

Insert:

130 DM 7 (3 sheets)
130 DM 2,
Chart (1 sheet)

BOAM Release 5-24

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1

.1 The Office of Administration is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to provide support services to all parts of the Bureau. These programs include the functions of audit, automatic data processing, budget, facilities engineering, energy conservation, finance and accounting, management research and evaluation, personnel management, procurement, property management, contracting, program development and implementation, and safety management. The Office also administers Bureauwide systems for fiscal accounting and disbursements, payroll, and personnel records; operates a computer services center; provides for architectural and engineering services for new facility construction; and provides for administrative and housekeeping services for the Central Office, the Eastern Area, and the Indian Arts and Crafts Board.

A. The ADP Planning and Policy Staff, in coordination with the Assistant Director for Support Services, the Policy Planning Staff, and Central and Area Offices, is responsible for development of the BIA ADP Management Plan. Develops and implements policies, guidelines, and standards relating to all phases of ADP and provides liaison with the Department, other Interior bureaus and Federal and non-Federal activities engaged in ADP management. Monitors Bureau activities for compliance with established ADP standards, guidelines, regulations, and plans. Assists headquarters and Area Offices in identifying and obtaining alternative sources of ADP support. Recommends ADP support budgets, resource allocations, and major equipment acquisitions to the Commissioner.

B. The Contracting and Grants Administrative Staff provides staff assistance to the Director regarding Bureauwide contracting and grants administration. The Office is responsible for planning, development, promulgation and implementation of Bureau contracts and grants policies and procedures.

It reviews Bureauwide contracting and grant operations for effectiveness and recommends appropriate action. It provides technical leadership to contracting and grants administration functions throughout the Bureau. It develops and identifies contracting and grants administration training material and conducts training sessions for Bureau contracting and grants administration personnel. It also develops and devises innovative procedures and methods that may be used to broaden Indian self-determination in all phases of the contracting and grants administration activities within the Bureau.

7/9/76 #1901

Replaces 3/29/76 #1871

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1C

C. The Equal Employment Opportunity Staff. The Central Office Equal Employment Opportunity Officer has full delegated authority and functional responsibility from the Commissioner for administering the Equal Employment Opportunity Program. This is an independent Staff located within the Office of Administration. The Staff, in coordination with the Central and Area Offices, develops plans, procedures, and regulations in carrying out the EEO Program to promote equal opportunity without regard to race, color, religion, sex, or national origin in all organizational units, locations, occupations, and levels of responsibility. It is also responsible for monitoring the continuing application of Indian preference in initial hiring, promotions, and transfers. The Staff includes a Federal Women's Coordinator who has the responsibility to assure that equal opportunity for women is an integral part of the overall EEO Program.

D. The Tribal and Administrative Accounting Services Staff provides an accounting service to Tribes on their request, including Tribal Housing Authorities. The staff assists Tribes in training personnel in accounting techniques, principles and practices on request. Also provided are internal administrative audits of Indian Service Special Disbursing Agent accounts, Imprest Fund Cashiers, and Student Activity Funds. The Office includes a staff office in Littleton, Colorado.

.2 Financial Management, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for financial management functions; for performance of the functions identified with the budget cycle; and the operation of fiscal accounting, compensation, and employee data systems. The Office of Assistant Director serves as a coordination point and central source for Indian population data and for special statistical analysis.

A. The Division of Accounting Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide advice and guidance in areas of accounting, fiscal operations, financial management, accomplishment reporting, centralized payroll, and automated personnel records systems; directs the employee data and compensation, finance and accounting operations located in Albuquerque, New Mexico. The Division develops standards, specifications and operating procedures for these functions. It develops policies, systems, and procedures to be used throughout the several designated accounting stations of the Bureau.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.2B

B. The Division of Program Development and Implementation provides staff assistance to the Assistant Director regarding those functions identified with the budget cycle. In coordination with program directors, the Division implements the Commissioner's policies and program goals through the budgetary process; develops instructions for use in annual program plans; reviews program requests on the basis of fiscal reasonableness, feasibility and justifiability; reviews proposed tribal comprehensive plans to determine fiscal feasibility for package funding; develops Bureauwide program planning documents; develops budget estimates and justifications; prepares for budget legislative hearings; prepares field planning allowances and tentative allocations. Performs budget execution functions, including continuing resolutions, encoding programs to the finance system, allotting funds, position and personnel ceilings, comparisons of actual and planned funds and accomplishments, and reporting exceptions between planned and actual conditions.

.3 Personnel, under the supervision of the Chief Personnel Officer, is responsible for the development, coordination, administration and evaluation of personnel management programs and policies for the entire Bureau.

A. The Division of Personnel Management. The Chief Personnel Officer serves in a dual capacity as Chief, Division of Personnel Management. The Division formulates objectives, policies and guidelines for Bureau personnel management activities; provides for orderly alignment of positions for pay administration, position management, and other personnel and management purposes; and develops standards and criteria for securing and retaining qualified employees; and provides guidance to Bureau management on labor-management relations issues and maintains relationships with employee groups and unions recognized by the Bureau on a national basis.

It initiates and administers comprehensive career development plans and programs, including training and promotion; oversees employee-management relations to assure that working conditions and employee conduct meet work and public service requirements; engages in studies and analyses to identify bureau manpower and personnel management needs, current and future, and takes action to satisfy these requirements; conducts personnel program reviews and evaluations on a Bureauwide basis and recommends to management officials methods for improvement. Maintains liaison with the Civil Service Commission and the Department on personnel management matters. The Division provides staff assistance to the personnel management officials in the Bureau in the implementation of the policies developed at the Bureau and Department level.

7/9/76 #1901

Replaces 3/29/76 #1871

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.3A

The Division also provides operating personnel services for Central Office organizations located in Washington, D.C., and west of the Mississippi, Eastern Area activities and the Indian Arts and Crafts Board. This includes a personnel services staff located in Albuquerque, New Mexico.

.4 Supporting Services, under the supervision of an Assistant Director, is responsible for providing centralized ADP services for Bureauwide computerized systems and administrative management and housekeeping services for support of Central Office and Eastern Area activities.

A. The Division of Automatic Data Processing Services, located in Albuquerque, New Mexico, is responsible for providing Bureauwide automatic data processing services. It advises, consults and assists in developing automated management, administrative and mission-oriented systems. The Division provides ADP systems and programming services. Maintains and manages a computer center in an intra-Bureau sharing environment. Evaluates and recommends, to the ADP Planning and Policy Staff through the Assistant Director of Support Services, the acquisition of computer equipment as required in support of the Bureau's ADP Management Plan.

B. The Division of Administrative Services is responsible for planning, programming, budgeting, and providing support services for Central Office organizations located in Washington, D. C., and west of the Mississippi, Eastern Area activities, and the Indian Arts and Crafts Board. This includes procurement, supply, contracting, property, energy conservation, office and housekeeping services; operating budget and fiscal accounting functions; paperwork operations. This Division includes the Field Administrative Office in Albuquerque, New Mexico, which provides support services to Central Office installations located in Albuquerque, New Mexico, and other selected locations.

.5 Management Services, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for the general management functions related to facilities engineering; property and safety management; and administrative procedures and programs; and reporting and reviewing alleged irregularities within the Bureau's scope of operation.

A. The Division of Facilities Engineering, located in Albuquerque, New Mexico, with a liaison office in Washington, D. C., provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide architectural,

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.5A

engineering and other technical services related to the construction of new facilities. The Division coordinates the Bureau's program for major rehabilitation, alterations, improvement and maintenance of existing buildings, utilities, grounds and other facilities and provides technical services to tribes on construction and design. The Division also provides design and construction services on interdepartmental agreements and to Indian and Alaska Natives as directed.

B The Division of Management Research and Evaluation provides staff assistance to the Assistant Director regarding the Bureau's managerial functions. Conducts management studies throughout the Bureau on organization structures, staffing validations and utilization of resources. Reviews and examines the Bureau's administrative systems for effectiveness which includes analysis of work flow, procedures and accomplishments. Conducts or coordinates evaluation studies on managerial, administrative operations and program operations as they relate to management. Provides technical assistance on evaluations of specific functional areas. Analyzes, for management purposes, evaluation reports prepared by other organizational segments in the Bureau. Responsible for Bureauwide paperwork management programs including records management, directives management, reports and forms control, Federal Register publications, and delegations of authority. Reviews, for top management, requests for revisions in organizational structures, delegations of authority and Bureauwide directives. Performs special studies or projects, having Bureauwide significance, as directed. Serves as coordinating and contact point for the Department's Audit and Investigation Office in monitoring and follow up on Departmental Audit and Review, GAO and FBI reports.

C. The Division of Property Management provides staff assistance to the Assistant Director regarding Bureau programs for property management and procurement from established sources. The Division is responsible for development, promulgation and implementation of Bureau policies and procedures for all such programs, and reviews and evaluates these programs for effectiveness and recommends appropriate action. It provides Bureau oversight for procurement services on items which have Bureauwide or multiarea applications. It provides for technical leadership for the management of these programs throughout the Bureau.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

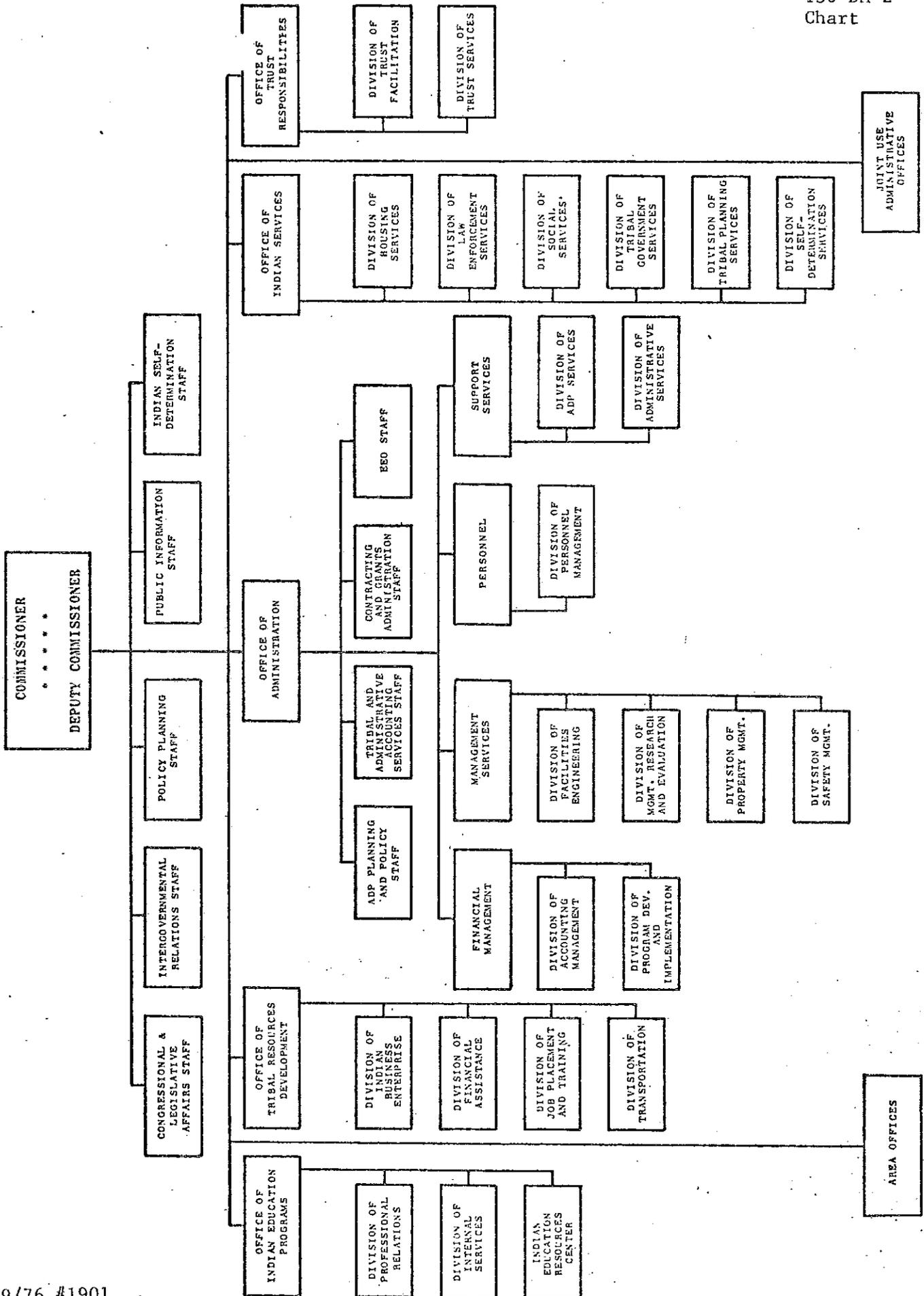
Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.5D

D. The Division of Safety Management provides staff assistance to the Assistant Director regarding Bureau safety matters. This includes programs relating to the prevention of accidents, reduction of injuries and fatalities, improvement of health safety conditions, processing of compensation cases, occupational health and safety programs, and highway safety programs. The Division also reviews architectural and engineering drawings on major construction of buildings and utilities for compliance with national fire standards. The Division develops internal and tribal safety programs including policies and guidelines for these programs. It develops policies, procedures and standards for Bureauwide fire prevention and fire protection programs. It conducts investigations and collects data for the Solicitor's Office on tort claims.

BUREAU OF INDIAN AFFAIRS ORGANIZATION



7/9/76 #1901
Replaces 3/29/76 #1871

5 BIA M 2.1

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 6 & 9	SUBJECT ORGANIZATION	RELEASE NUMBER 1902
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	Bureau of Indian Affairs	DATE JUL 13 1976

EXPLANATION OF MATERIAL TRANSMITTED:

This manual release revises 130 DM 6, the organizational structure and functional statements for the Office of Indian Education Programs. This release: (1) abolishes the Division of Professional Relations and the Division of Internal Services; (2) revises the functions of the Indian Education Resources Center; (3) establishes the Cultural Studies Staff, Management Support Staff, the Planning and Program Development Staff, the Division of Elementary and Secondary Education and the Division of Post-Secondary Education; and (4) transfers line authority for the three Post-Secondary Institutes (Haskell Indian Junior College, the Institute of American Indian Arts and Southwestern Indian Polytechnic Institute) from the field to the Office of Indian Education Programs.

Additionally, 130 DM 9, Location of Field Offices, is updated and issued with this release.

Richard White
Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

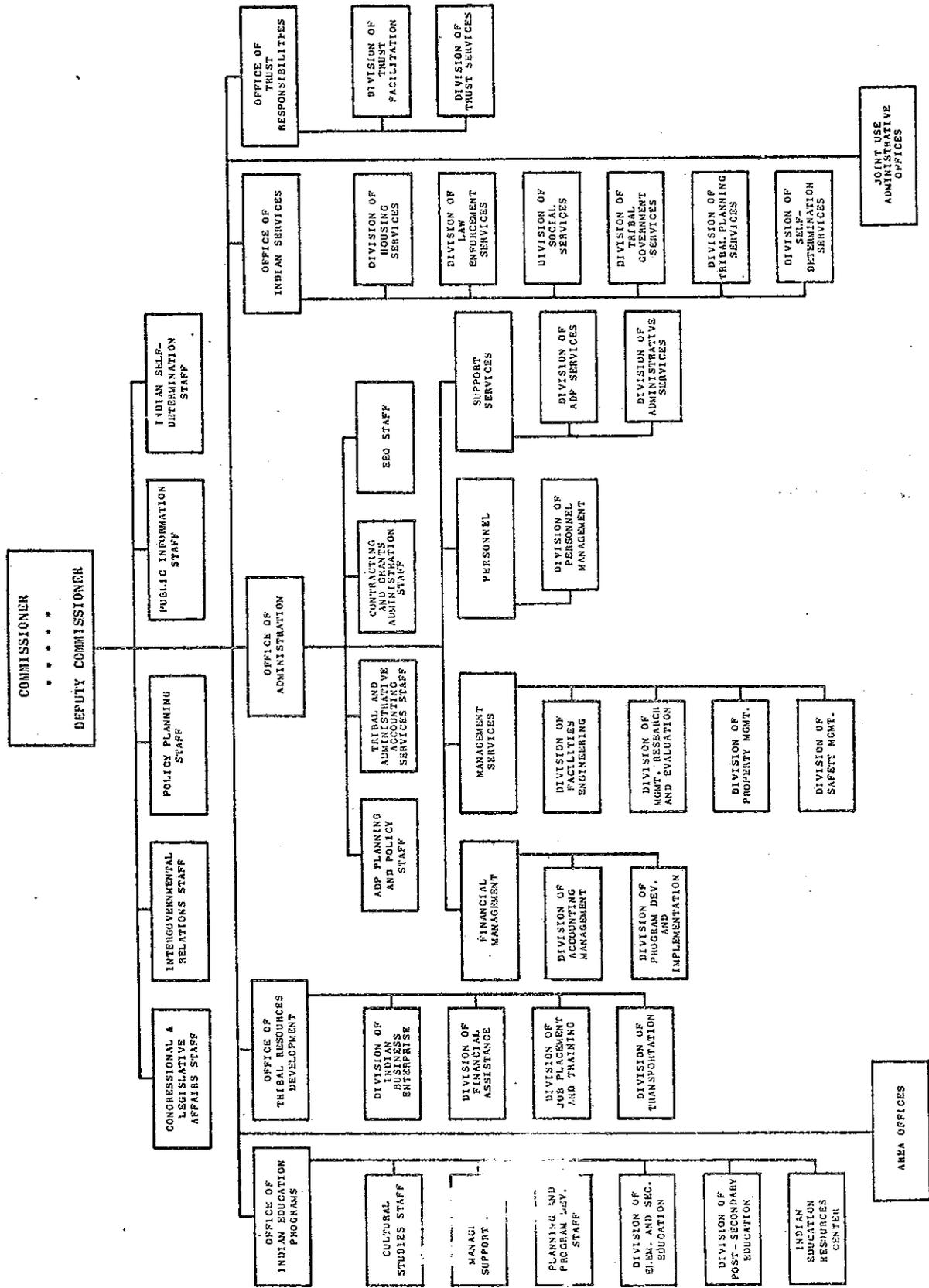
- 130 DM 2, Chart
(1 sheet)
- 130 DM 6
(2 sheets)
- 130 DM 9
(3 sheets)

Insert:

- 130 DM 2, Chart
(1 sheet)
- 130 DM 6
(2 sheets)
- 130 DM 9
(3 sheets)

BIA M Release 5-24

BUREAU OF INDIAN AFFAIRS ORGANIZATION



Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130.6.1

.1 The Office of Indian Education Programs is responsible for providing staff support to the Commissioner in the development and management of Bureau programs which will provide educational opportunities to Indian youth and adults in either Bureau, public, or private schools. The Office provides technical and supportive assistance to field offices responsible for educational programs. This Office plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation. The Director of Indian Education Programs has line authority for the three Bureau Post-Secondary Institutions: Haskell Indian Junior College, the Institute of American Indian Arts, and Southwestern Indian Polytechnic Institute.

A. The Cultural Studies Staff, located in Santa Fe, New Mexico, provides staff assistance to the Director. It provides cultural research as applied in education and community development; provides for development of cultural research data for utilization in policy and program formulation and coordinates with the Planning and Program Development Staff; and provides for cultural studies development through interagency cooperation in resources (human, material, funding) development, innovative education program investigation involving direct contact with Indian communities, educational agencies, and major resources facilities.

B. The Management Support Staff provides staff services to the Director in the financial management, planning, and fiscal accountability within the Office of Indian Education Programs. It maintains liaison with the Office of Administration on all budget execution, finance, procurement, procedural, and personnel matters; coordinates its financial management planning activities with the Director's Planning and Program Development Staff; and provides educational information /data as input for budget justification.

C. The Planning and Program Development Staff provides staff assistance to the Director by developing short and long range plans and procedures for new educational programs, the evaluation of existing programs, and budget formulation. The Staff researchs and develops new educational policies, reviews and analyzes proposed legislation, provides recommendations concerning legislative needs, and coordinates with the Bureau Congressional and Legislative Affairs Staff. The Staff coordinates the educational research and evaluation programs and keeps the Director informed of new and innovative education techniques, policies, and procedures, and their relationships to practices of other Federal agencies, state agencies, and local school systems.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs 130.6.1C

The staff maintains liaison with the Commissioner's Office of Policy Planning in overall Bureau planning efforts, and coordinates planning activities with the Divisions in the Office of Indian Education Programs and with other federal agencies with like responsibilities.

D. The Division of Elementary and Secondary Education provides staff assistance to the Director in the development of education programs in Bureau schools. It coordinates Johnson O'Malley Programs, Elementary and Secondary Education Act Title Programs, and other flow-through programs. The Division maintains liaison with other Federal, State, and local education agencies regarding Indian Education Programs and needs. The Division recommends relevant legislation to the Education Planning and Program Development Staff, and provides advice and/or input into proposed legislation directed at affecting government policy, as it relates to Indian Education Programs.

E. The Division of Post-Secondary Education provides staff assistance to the Director in the development, administration, and monitoring of post-secondary education programs in the Bureau of Indian Affairs. It is responsible for working directly with Bureau post-secondary education institutions. The Division coordinates post-secondary education programs with other Federal agencies and Indian interest groups; maintains liaison with the U.S. Office of Education, Association of Indian Boards of Regents, and Indian controlled community colleges; recommends legislation relevant to post-secondary education programs; provides policy guidance and liaison with other Federal agencies in regard to the Bureau Higher Education Scholarship programs; provides staff support for special higher education programs.

.2 The Indian Education Resources Center, located in Albuquerque, New Mexico, provides coordination of supervision for five divisions which are: (1) Continuing Education; (2) Educational Assistance; (3) Educational Audio-Visual Services; (4) Education Evaluation and Research; and (5) School Facilities. The Office provides staff and technical assistance to the Director.

A. The Division of Continuing Education provides technical assistance for coordinating adult education and vocational training activities.

B. The Division of Educational Assistance provides technical assistance for monitoring and evaluating Johnson O'Malley, Elementary and Secondary Education Title Programs, and assigned flow-through programs.

C. The Division of Educational Audio-Visual Services, located in Brigham City, Utah, provides Bureau educational programs with films for

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130.6.2C

classroom teaching, vocational instruction and teacher training; and provides a film library and media production training for Indian students; and is responsible for coordinating non-educational films and materials with the Public Information Staff in compliance with applicable regulations and Departmental Manual requirements (471 DM).

D. The Division of Education Evaluation and Research provides technical assistance for research and data collection required to evaluate Bureau education programs.

E. The Division of School Facilities provides technical assistance in coordinating long-range plans for construction, establishing criteria for design of school space, developing educational equipment specifications; provides procurement of school equipment and trains school members in the usage of equipment. The Division maintains liaison with the Division of Facilities Engineering.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130.9.1

.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town
Fort Totten Agency, Fort Totten
Standing Rock Agency, Fort Yates
Turtle Mountain Agency, Belcourt
Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte
Crow Creek Agency, Fort Thompson
Flandreau School, Flandreau
Lower Brule Agency, Lower Brule
Pine Ridge Agency, Pine Ridge
Rosebud Agency, Rosebud
Sisseton Agency, Sisseton
Yankton Agency, Wagner

.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver
Ute Mountain Ute Agency, Towaoc
Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque
Jicarilla Agency, Dulce
Mescalero Agency, Mescalero
Northern Pueblos Agency, Santa Fe
Ramah-Navajo Agency, Ramah
Southern Pueblos Agency, Albuquerque
Pueblo of Zuni, Zuni

.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Horton Agency, Horton

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130.9.3

Oklahoma:

Anadarko Agency, Anadarko
Chilocco School, Chilocco
Concho Agency, Concho
Concho School, Concho
Employment Assistance Field Office, Oklahoma City
Fort Sill School, Lawton
Pawnee Agency, Pawnee
Riverside School, Anadarko
Shawnee Agency, Shawnee

.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Planning Support Group, Billings
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste Marie

7/13/76 #1902

Replaces 11/24/75 #1815

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.6

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Illinois:

Field Employment Assistance Office, Chicago
Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in
Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Carter Seminary, Ardmore
Eufaula Dormitory, Eufaula
Field Employment Assistance Office, Tulsa
Jones Academy, Ardmore
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami
Seneca Indian School, Wyandotte
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

Texas:

Field Employment Assistance Office, Dallas

.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Western Navajo Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130.9.9

.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona--see Navajo Area Office for other offices in Arizona; Sherman Indian High School, California; Nevada; and Intermountain School and NITC, Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
National Indian Training Center, Brigham City
Uintah and Ouray Agency, Fort Duchesne

.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Western Washington Agency, Everett
Yakima Agency, Toppenish

7/13/76 #1902

Replaces 11/24/75 #1815

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Office 130.9.11

.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles
Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

.12 Eastern Area Office, Washington, D. C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida:

Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D.C.:

Washington Field Employment Assistance Office,

.13 Joint Use Administrative Office, Flagstaff, Arizona



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C. 20245

522T

IN REPLY REFER TO:

BIAM Release 5-23

March 2, 1976

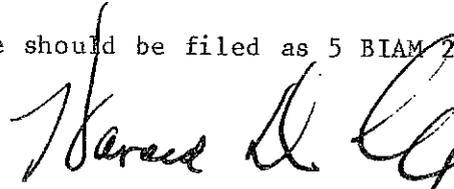
Memorandum

To: Holders of 5 BIAM

From: Chief, Division of Management
Research and Evaluation

Subject: Bureau Organization Changes

Enclosed is Departmental Manual Release No. 1839, which is to be incorporated into part 5 of the Bureau of Indian Affairs Manual. The departmental release should be filed as 5 BIAM 2.1.



Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM 6, dated 5/20/74 (1 sheet)
- (b) Insert new material transmitted:
130 DM 6, dated 2/6/76 (2 sheets)
- (c) Pen-and-ink-changes:
None



Save Energy and You Serve America!

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 6	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 1839
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE FEB 6 1976

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 6, provides a revised organization description for the Office of Indian Education Programs.

The statement for the Office of Indian Education Programs is revised to show an additional function, the transfer of the Research and Cultural Studies Development Staff (RCSDS) back to the Central Office jurisdiction. The transfer will not change the scope and function of the Cultural Staff as a national program.

The basic objectives of the unit are to (1) provide for cultural research as applied in education and community development; (2) provide for development of cultural research data for utilization in policy and program formulation; and (3) provide for cultural studies development through interagency cooperation in resources (human, material, funding) development, innovative education program investigation involving direct contact with Indian communities, educational agencies and major resource facilities.


Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 6
(1 sheet)

Insert:

130 DM 6
(2 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130.6.1

.1 The Office of Indian Education Programs is responsible for providing staff support to the Commissioner in the development and management of Bureau programs which will provide educational opportunities to Indian youth and adults in either Bureau, public, or private schools. The office provides technical and supportive assistance to field offices responsible for educational programs.

The Office of Indian Education Programs plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation. The Office includes a research and cultural studies development staff which provides for (1) cultural research as applied in education and community development; (2) development of cultural research data for utilization in policy and program formulation; and (3) cultural studies development through interagency cooperation in resources (human, material, funding) development, innovative education program investigation involving direct contact with Indian communities, educational agencies and major resource facilities.

A. The Division of Professional Relations provides staff assistance to the Director in developing and carrying out liaison with Federal and other agencies regarding Indian education programs and needs. It provides a review and analysis of new and proposed legislation and/or reports prepared by the Bureau's Congressional and Legislative Affairs Staff and makes recommendations concerning legislative needs.

B. The Division of Internal Services provides staff assistance to the Director by providing education input into budget justifications, reviews of fiscal accountability, and development of an educational information system. It maintains liaison with the Office of Administration on all budget, procurement, procedural and personnel matters affecting the Director's office. The Division coordinates the preparation and dissemination of correspondence within the Director's office. It develops education budget policies and standards.

.2 The Indian Education Resources Center located in Albuquerque, New Mexico, provides coordination of supervision for five Divisions which are: (1) Continuing Education; (2) Evaluation, Research and Development; (3) Educational Assistance; (4) School Facilities and (5) Educational Audio-Visual Services. This office provides assistance to the Director and is under the supervision of an Administrator.

2/6/76 #1839

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130.6.2A

A. The Division of Continuing Education provides staff assistance to the Director regarding career development programs including the adult education, scholarship, and adult vocational training activities for the Bureau. The Division coordinates these programs and provides interagency liaison between Federal and other agencies that have post secondary programs. It develops general policies and standards for its assigned programs.

B. The Division of Evaluation, Research and Development provides staff assistance to the Director by coordinating the evaluation and review of educational programs which will provide information to effect long-range or immediate improvement in programs. It reviews new and innovative educational and home living programs for Bureau schools. The Division provides consultant services to Area Offices and interagency programs and maintains a continuing study on developments of media and materials used in educational programs. It develops general educational policies and standards.

C. The Division of Educational Assistance provides staff assistance to the Director regarding the Johnson O'Malley, Elementary and Secondary Education Act titles and other flow-through funding programs. The Division coordinates these programs for the Director. It assists in the development of plans for specific services to Indian students in public or contract schools. It provides for the development, administration and monitoring of the various title programs for the Elementary and Secondary Education Act and other programs administered by the Office of Education. It develops general policies and standards for its assigned programs.

D. The Division of School Facilities provides staff assistance to the Director, Area Offices, and school administrators in developing educational specifications for school construction. It assists in the development of long-range plans for construction of school buildings, criteria for the management of school space, procurement of school equipment, selection of school sites, and training for school staff members in the usage of new equipment. It develops general policies and standards for its assigned programs.

E. The Division of Educational Audio-Visual Services, located in Brigham City, Utah, provides Bureau educational programs with educational films for classroom teaching, vocational instruction and teacher training. It plans and produces visual materials for use in the Bureau's educational and other programs

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130.6.2E

including films, slides, sound and video-tapes, charts, graphs, photographs, booklets, pamphlets and posters. It provides film library and media production training for Indian students. The Division is responsible for coordinating noneducational films and materials with the Public Information Staff and complying with applicable regulations and Departmental Manual requirements (471 DM).

2/6/76 #1839

Replaces 5/20/74 #1640



IN REPLY REFER TO:

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C. 20245

Bel 22

Memorandum

FEB 13 1976

To: Holders of 5 BIAM

From: Chief, Division of Management Research
and Evaluation

Subject: Bureau Organization Changes

Enclosed is Departmental Manual Release Nos. 1815 and 1819 which are to be incorporated into part 5 of the Bureau of Indian Affairs Manual. The departmental releases should be filed as 5 BIAM 1.1.

Chief, Division of Management
Research and Evaluation

Filing Instructions:

(a) Remove superseded material:

✓ 130 DM 1, dated 1/8/70	(1 sheet)
✓ 130 DM 2, dated 11/20/74	(1 sheet)
✓ 130 DM 2, Chart, dated 11/20/74	(1 sheet)
✓ 130 DM 3, dated 11/24/75 9.30.75	(1 sheet)
✓ 130 DM 7, dated 4/16/75	(3 sheets)
130 DM 8, dated 5/20/74	(1 sheet)
130 DM 9, dated 8/13/75	(3 sheets)



Save Energy and You Serve America!

(b) Insert new material transmitted:

130 DM 1	(1 sheet)
130 DM 2	(2 sheets)
130 DM 2 Chart	(1 sheet)
130 DM 3	(1 sheet)
130 DM 7	(3 sheets)
130 DM 8	(1 sheet)
130 DM 9	(3 sheets)

(c) Pen-and-ink changes:

None

DEPARTMENTAL MANUAL



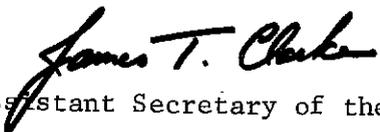
TRANSMITTAL SHEET

PART 130 DM 1, 2, 3, 7, 8, & 9	SUBJECT ORGANIZATION Bureau of Indian Affairs Location of Field Offices	RELEASE NUMBER 1815
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE NOV 24 1975

EXPLANATION OF MATERIAL TRANSMITTED:

This release revises the organization description of the Bureau of Indian Affairs and incorporates those modifications required to implement the Indian Self-Determination and Education Assistance Act (88 Stat. 2203, 25 U.S.C. 450) which have been identified and approved since the last revision. These changes include the reference to P.L. 93-638 in the paragraph covering creation of the Bureau; the addition of a staff to monitor and direct activities within the Office of the Commissioner; the addition of a Division of Self-Determination Services to the Office of Indian Services; and the addition of grants management capability in the Contracting and Grants Administration Staff in the Office of Administration.

This release also changes: (1) the title of the Pierre Boarding School to the Pierre Indian Learning Center (Aberdeen Area); (2) the title of the Tuba City Agency to the Western Navajo Agency (Navajo Area); and (3) the location of the Eastern Nevada Agency from Owyhee, Nevada to Elko, Nevada.


Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 1 (1 sheet)
130 DM 2 (1 sheet)
130 DM 2 Chart (1 sheet)
130 DM 3 (1 sheet)
130 DM 7 (3 sheets)
130 DM 8 (1 sheet)
130 DM 9 (3 sheets)

Insert:

130 DM 1 (1 sheet)
130 DM 2 (2 sheets)
130 DM 2 Chart (1 sheet)
130 DM 3 (1 sheet)
130 DM 7 (3 sheets)
130 DM 8 (1 sheet)
130 DM 9 (3 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions

130.1.1

.1 Creation. The Bureau of Indian Affairs was created in the War Department in 1824 and in 1849 was transferred to the Department of the Interior. The Snyder Act of 1921 (42 Stat. 208; 25 U.S.C. 13) provided substantive law for appropriations covering the conduct of activities by the Bureau of Indian Affairs. The scope and character of the authorizations contained in this Act were broadened by the Indian Reorganization Act of 1934 (48 Stat. 984; 25 U.S.C. 461 et seq.) and by the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450). The authority of the Commissioner of Indian Affairs as delegated to him by the Secretary of the Interior is set forth in Parts 205 and 230 of the Departmental Manual. The authority of subordinate officers and employees as redelegated by the Commissioner or as redelegated by others in the Bureau is set forth in the Bureau of Indian Affairs Manual or in addenda thereto.

.2 Objectives. The principal objectives of the Bureau are to actively encourage and train Indian and Alaska Native people to manage their own affairs under the trust relationship to the Federal Government; to facilitate, with maximum involvement of Indian and Alaska Native people, full development of their human and natural resource potentials; to mobilize all public and private aids to the advancement of Indian and Alaska Native people for use by them; and to utilize the skill and capabilities of Indian and Alaska Native people in the direction and management of programs for their benefit.

.3 Functions. The major functions of the Bureau through which its objectives are to be achieved include the following:

A. The Bureau works with Indian and Alaska Native people, other Federal agencies, state and local government and other interested groups in the development and implementation of effective programs for the advancement of Indian and Alaska Native people.

B. The Bureau, in cooperation with Indian and Alaska Native people, seeks for them adequate educational opportunities in public education systems, assists them in the creation and management of educational systems for their own benefit, or provides from Federal resources the educational systems needed.

C. The Bureau actively promotes the improvement of the social welfare of Indian and Alaska Native people by working with them to obtain needed social and community development programs and by

11/24/75 #1815

Replaces 1/8/70 #1169

Department of the Interior
DEPARTMENTAL MANUAL

~~Organization~~ ~~Part 130 Bureau of Indian Affairs~~

~~Chapter 1 Creation, Objectives, and Functions~~ ~~130.1.3C~~

providing programs of community service which are needed and desired by them.

D. The Bureau works with Indian and Alaska Native people in the development and implementation of programs for their economic advancement and for full utilization of their natural resources consistent with the principles of resource conservation.

E. The Bureau acts as trustee for Indian and Alaska Native lands and monies held in trust by the United States, assisting them to realize maximum benefits from such resources.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.1

.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D. C., Area offices, and subordinate field installations located throughout the country. The Commissioner of Indian Affairs is the chief executive of the Bureau. Each Area office is under the supervision of an Area Director who also supervises several field installations.

.2 Headquarters Organization. The Bureau headquarters consists of the Office of the Commissioner, which includes five component organizational units as described below; four mission-oriented program offices as described in Chapters 3 through 6; and one administrative support office as described in Chapter 7. Day-to-day operations are carried on by the Bureau's Area and other field offices.

The functions of the headquarters organizational components are to assist the Commissioner in the exercise of management control over the operation of the Bureau. Specifically, the Central Office components: (1) coordinate and assist in the development of Bureauwide policies, programs, budgets, and justifications; (2) develop Bureauwide legislative programs and reports; (3) carry on liaison with other Federal agencies and national Indian organizations regarding Indian programs and needs; (4) monitor and evaluate the performance of the field establishment; (5) participate in periodic and special management and program reviews of field operations; and (6) advise the Commissioner on Bureau programs, policy matters and regulations, and on specific items or cases.

.3 Office of the Commissioner. The Commissioner of Indian Affairs establishes policies, directs total operations, and represents the Bureau in dealings with Congress, the Department, other Federal agencies, the Indian people, and the public. He is assisted in these functions, particularly in the internal management of the Bureau, by a Deputy Commissioner; and by Assistants to the Commissioner who perform a variety of tasks which require focus within the immediate Office of the Commissioner.

A. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative development and congressional relations activities of the Bureau. It provides legislative research and staff assistance in planning, developing, and drafting legislation. It reviews and analyzes the legislative needs of the Bureau and tribes, and prepares and reports on legislative proposals affecting Indians and Indian tribes as well as Bureau operations.

11/24/75 #1815

Replaces 11/20/74 #1696

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.3B

B. The Intergovernmental Relations Staff serves as a coordination point for liaison with other Federal agencies at the national and regional council level and the national headquarters of organizations of State and local government officials in order to promote active consideration of the needs of Indian people in the administration of Federal programs. It identifies and maintains information on Federal financial and technical resources available to Indian people. It serves as the focal point in the Bureau for international Indian affairs. It also serves as a focal point for developing information for the Indian people on the availability of Federal assistance programs, the eligibility requirements and the benefits to be received from the programs.

C. The Policy Planning Staff at the direction of the Commissioner, develops and defines the Bureau's mission, policies and objectives including developing long range plans and objectives in coordination with Bureau activities such as legislation, budget, and evaluation processes; identifies strategic problems requiring resolution or study; develops Bureauwide forecasts and innovative planning for future Bureau requirements and needs; performs special studies and evaluations to insure that the Bureau's mission, policies and objectives reflect the future needs of the Indian people and the Bureau.

The Office, in coordination with Central and Area Offices, identifies Bureauwide management information requirements; develops and maintains a time phased BIA Management Information Plan designed to meet these validated information requirements. Monitors, in coordination with Central and Area Offices, the development, support, and implementation of automated and non-automated management information systems, advising the Commissioner of their adequacy and status and recommending adjustments as necessary, to meet requirements of the BIA Management Information Plan.

D. The Public Information Staff maintains liaison with the media, the public, and other Federal and State agencies. It prepares speeches and articles for key officials in the Bureau, news releases on major developments, general publications, and audio-visual materials in support of the Bureau's mission; and special materials as required to provide closer and more timely communication with Indian groups. It prepares special material to be used as correspondence aids in answering repetitive public inquiries on current and historic issues. The Public Information Staff is headed by a Chief of Public Information who reports directly to the Commissioner of Indian Affairs. The staff serves as information consultants to other top officials of the Bureau. The Office maintains a functional relationship with the Office of Communications, Department of the Interior and with all public information related activities in the Bureau.

11/24/75 #1815

Replaces 11/20/74 #1696

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

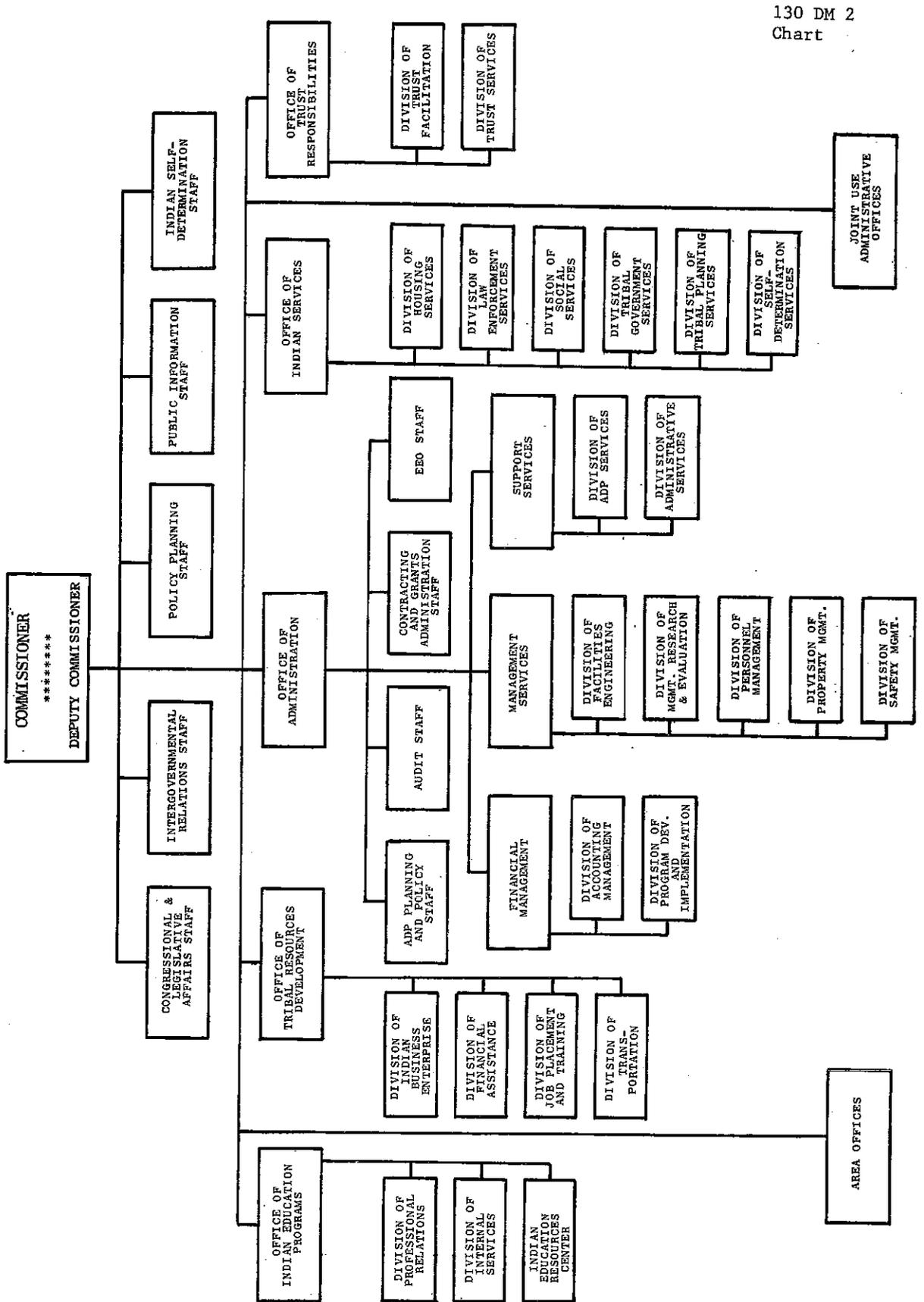
130.2.3E

E. The Indian Self-Determination Staff, at the direction of the Commissioner, serves as the coordination point for implementation of the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450) within the Bureau. It provides guidance coordination, direction, and cohesion to all Bureau efforts related to the Act. It serves as the focal point in the Bureau for action on matters related to the Act which require the Commissioner's attention. It identifies and defines problem areas, determines issues to be resolved, monitors implementation activities, and recommends modifications in present Bureau policies, procedures, systems, and structure required in order for the Bureau to respond to tribes which wish to take advantage of the Act.

11/24/75 #1815

Replaces 11/20/74 #1696

BUREAU OF INDIAN AFFAIRS ORGANIZATION



Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130.3.1

.1 The Office of Indian Services is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to promote the welfare and development of individual Indians and Indian communities, assist tribes in developing local governmental services for Indian communities and assist tribes in developing their capabilities for self-government. These programs include Social Services, Housing, Law Enforcement, Tribal Government, and Tribal Planning.

The Office of Indian Services plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Housing Services provides staff assistance to the Director regarding Bureau programs to provide and improve housing for Indians in Indian areas. The Division also maintains liaison with the Central Office of the Department of Housing and Urban Development on housing and other HUD programs to achieve the greatest possible potential benefits to Indians and their communities. In addition, the Division maintains liaison with the central office of the Indian Health Service to assure the coordination of the sanitation facilities construction program with the housing production and improvement programs in Indian areas.

B. The Division of Law Enforcement Services provides staff assistance to the Director in carrying out the Commissioner's responsibilities for policy direction, coordination, and support for Bureau Law Enforcement programs; prescribing standards and criteria for the selection, training, and duties of law enforcement officers. This includes programs related to enforcement of trading regulations, enforcement of hunting and fishing regulations, and the coordination of such programs with the central offices of other agencies. In addition, the Division is responsible for inspecting and evaluating BIA funded law enforcement programs.

C. The Division of Social Services provides staff assistance to the Director regarding Bureau programs designed to provide Social Services to assist Indians and Indian communities in coping with social problems and to better utilize and develop community resources. The programs include financial assistance for needy Indians living on reservations; arranging foster care for dependent, neglected and handicapped Indian children; referral of Indians to local and State

11/24/75 #1815

Replaces 7/18/75 #1777

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130.3.1D

agencies for assistance where appropriate; prevention services in both adult and juvenile crime; both individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

D. The Division of Tribal Government Services provides staff assistance to the Director regarding Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance in areas of tribal judicial systems, tribal extension services, tribal government activities and procedures, tribal and judgment rolls, and enrollment appeals requiring action by the Commissioner or the Secretary of the Interior.

E. The Division of Tribal Planning Services provides staff assistance to the Director in providing guidelines to generate inherent tribal long-range and program planning capability. It provides staff leadership in the development, programming and funding of comprehensive plans reflecting the socio-economic and other needs as stated by individual tribal communities. It provides technical direction through the Director of Indian Services to field personnel who provide direct planning services to Indian tribes. Promotes consideration of youth and aged needs in comprehensive tribal plans.

F. The Division of Self-Determination Services provides staff assistance to the Director in carrying out the responsibilities for coordination, support, and provision of training and technical assistance which is made available to tribal and Bureau staff in support of Title I of the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450). The Division develops procedures for and provides technical assistance in activities related to the Act, particularly in the administration of grants for improvement of tribal governments as authorized in 88 Stat. 2203 (25 U.S.C. 450). The Division is also responsible for monitoring for compliance with programmatic guidelines the training, technical assistance, and grants activities undertaken by the Bureau.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1

.1 The Office of Administration is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to provide support services to all parts of the Bureau. These programs include the functions of audit, automatic data processing, budget, facilities engineering, energy conservation, finance and accounting, management research and evaluation, personnel management, procurement, property management, contracting, program development and implementation, and safety management. The Office also administers Bureauwide systems for fiscal accounting and disbursements, payroll, and personnel records; operates a computer service center; provides for architectural and engineering services for new facility construction; and provides for administrative and housekeeping services for the Central Office, the Eastern Area, and the Indian Arts and Crafts Board.

A. The Audit Staff provides audit services to tribes and certain Bureau programs. The services involve training of tribal personnel in accounting techniques, principles and practices; audit of Bureau Indian Special Disbursing Agent accounts; audit of Employment Assistance and Imprest Fund Cashiers; and provision of administrative accounting service as requested including Tribal Housing Authorities and Bureau contracts. The Office includes a staff office in Littleton, Colorado.

B. The ADP Planning and Policy Staff, in coordination with the Assistant Director for Support Services, the Policy Planning Staff, and Central and Area Offices, is responsible for development of the BIA ADP Management Plan. Develops and implements policies, guidelines, and standards relating to all phases of ADP and provides liaison with the Department, other Interior bureaus and Federal and non-Federal activities engaged in ADP management. Monitors Bureau activities for compliance with established ADP standards, guidelines, regulations, and plans. Assists headquarters and Area Offices in identifying and obtaining alternative sources of ADP support. Recommends ADP support budgets, resource allocations, and major equipment acquisitions to the Commissioner.

C. The Contracting and Grants Administration Staff provides staff assistance to the Director regarding Bureauwide contracting and grants administration. The Office is responsible for planning, development, promulgation and implementation of Bureau contracts and grants policies and procedures.

~~It reviews Bureauwide contracting and grant operations for effectiveness and recommends appropriate action. It provides technical leadership to contracting and grants administration functions throughout the Bureau. It develops and identifies contracting and grants administration training material and conducts training sessions for Bureau contracting and grants administration personnel.~~

11/24/75 #1815

Replaces 4/16/75 #1749

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1C

It also develops and devises innovative procedures and methods that may be used to broaden Indian self-development in all phases of the contracting and grants administration activities within the Bureau.

D. The Equal Employment Opportunity Staff. The Central Office Equal Employment Opportunity Officer has full delegated authority and functional responsibility from the Commissioner for administering the Equal Employment Opportunity Program. This is an independent Staff located within the Office of Administration. The Staff, in coordination with the Central and Areas Offices, develops plans, procedures, and regulations in carrying out the EEO Program to promote equal opportunity without regard to race, color, religion, sex, or national origin in all organizational units, locations, occupations, and level of responsibility. It is also responsible for monitoring the continuing application of Indian preference in initial hiring, promotions, and transfers. The Staff includes a Federal Women's Coordinator who has the responsibility to assure that equal opportunity for women is an integral part of the overall EEO Program.

.2 Financial Management, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for financial management functions; for performance of the functions identified with the budget cycle; and the operation of fiscal accounting, compensation, and employee data systems. The Office of the Assistant Director serves as a coordination point and central source for Indian population data and for special statistical analysis.

A. The Division of Accounting Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide advice and guidance in areas of accounting, fiscal operations, financial management, accomplishment reporting, centralized payroll, and automated personnel record systems; directs the employee data and compensation, finance and accounting operations located in Albuquerque, New Mexico. The Division develops standards, specifications and operating procedures for these functions. It develops policies, systems, and procedures to be used throughout the several designated accounting stations of the Bureau.

B. The Division of Program Development and Implementation provides staff assistance to the Assistant Director regarding those functions identified with the budget cycle. In coordination with program directors, the Division implements the Commissioner's policies and program goals through the budgetary process; develops instructions for use in annual program plans; reviews program requests on the basis of fiscal reasonableness, feasibility and justifiability; reviews proposed tribal comprehensive plans to determine fiscal feasibility for package funding; develops Bureauwide program planning documents; develops budget estimates

11/24/75 #1815

Replaces 4/16/75 #1749

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.2B

and justifications; prepares for budget legislative hearings; prepares field planning allowances and tentative allocations. Performs budget execution functions, including continuing resolutions, encoding programs to the finance system, allotting funds, position and personnel ceiling, comparisons of actual and planned funds and accomplishments, and reporting exceptions between planned and actual conditions.

.3 Support Services, under the supervision of an Assistant Director, is responsible for providing centralized ADP services for Bureauwide computerized systems and administrative management and housekeeping services for support of Central Office and Eastern Area activities.

A. The Division of Automatic Data Processing Services, located in Albuquerque, New Mexico, is responsible for providing Bureauwide automatic data processing services. It advises, consults and assists in developing automated management, administrative and mission-oriented systems. The Division provides ADP systems and programming services. Maintains and manages a computer center in an intra-Bureau sharing environment. Evaluates and recommends, to the ADP Planning and Policy Staff through the Assistant Director of Support Services, the acquisition of computer equipment as required in support of the Bureau's ADP Management Plan.

B. The Division of Administrative Services is responsible for planning, programming, budgeting, and providing support services for Central Office organizations located in Washington, D. C., and West of the Mississippi, Eastern Area activities, and the Indian Arts and Crafts Board. This includes procurement, supply, contracting, property, energy conservation, office and housekeeping services; operating budget and fiscal accounting functions; operating personnel services; paper-work operations; and Central Office controlled mail. This Division includes an Administrative Office in Albuquerque, New Mexico, which provides support services to Central Office installations located in Albuquerque, New Mexico, and other selected locations.

.4 Management Services, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for the general management functions related to facilities engineering; personnel, property, and safety management; and administrative procedures and programs. This office is the primary contact and coordination point for reporting and reviewing alleged irregularities within the Bureau's scope of operation.

11/24/75 #1815

Replaces 4/16/75 #1749

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.4A

A. The Division of Facilities Engineering located in Albuquerque, New Mexico, with a liaison office in Washington, D. C., provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide architectural, engineering and other technical services related to the construction of new facilities. The Division coordinates the Bureau's program for major rehabilitation, alterations, improvement and maintenance of existing buildings, utilities, grounds and other facilities and provides technical services to tribes on construction and design. The Division also provides design and construction services on interdepartmental agreements and to Indian and Alaska Natives as directed.

B. The Division of Management Research and Evaluation provides staff assistance to the Assistant Director regarding the Bureau's managerial functions. Conducts management studies throughout the Bureau on organization structures, staffing validations and utilization of resources. Reviews and examines the Bureau's administrative systems for effectiveness which includes analysis of work flow, procedures and accomplishments. Conducts or coordinates evaluation studies on managerial, and administrative operations and program operations as they relate to management. Provides technical assistance on evaluations of specific functional areas. Analyzes, for management purposes, evaluation reports prepared by other organizational segments in the Bureau. Responsible for Bureauwide paperwork management programs including records management, directives management, reports and forms control, Federal Register publications, and delegations of authority. Reviews, for top management, requests for revisions in organizational structures, delegations of authority and Bureauwide directives. Performs special studies or projects, having Bureauwide significance, as directed.

C. The Division of Personnel Management provides staff assistance to the Assistant Director in the development, coordination, administration and evaluation of personnel management programs and policies for the entire Bureau. The Division formulates objectives, policies and guidelines for Bureau personnel management activities; provides for orderly alignment of positions for pay administration, position management, and other personnel and management purposes; and develops standards and criteria for securing and retaining qualified employees; and provides guidance to Bureau management on labor-management relation issues and maintains relationships with employee groups and unions recognized by the Bureau on a national basis.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.4C

It initiates and administers comprehensive career development plans and programs, including training and promotion; oversees employee-management relations to assure that working conditions and employee conduct meet work and public service requirements; engages in studies and analyses to identify bureau manpower and personnel management needs, current and future, and takes action to satisfy these requirements; conducts personnel program reviews and evaluations; and maintains liaison with the Civil Service Commission and the Department on personnel management matters. The Division provides staff assistance to the personnel management officials in the Bureau in the implementation of the policies developed at the Bureau and Department level.

D. The Division of Property Management provides staff assistance to the Assistant Director regarding Bureau programs for property management, and procurement from established sources. The Division is responsible for development, promulgation and implementation of Bureau policies and procedures for all such programs, and reviews and evaluates these programs for effectiveness and recommends appropriate action. It provides Bureau oversight for procurement services on items which have Bureauwide or multiarea applications. It provides for technical leadership for the management of these programs throughout the Bureau.

E. The Division of Safety Management provides staff assistance to the Assistant Director regarding Bureau safety matters. This includes programs relating to the prevention of accidents, reduction of injuries and fatalities, improvement of health safety conditions, processing of compensation cases, occupational health and safety programs, and highway safety programs. The Division also reviews architectural and engineering drawings on major construction of buildings and utilities for compliance with national fire standards. The Division develops internal and tribal safety programs including policies and guidelines for these programs. It develops policies, procedures and standards for Bureauwide fire prevention and fire protection programs. It conducts investigations and collects data for the Solicitor's Office on tort claims.

11/24/75 #1815

Replaces 4/16/75 #1749

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Field Organization 130.8.1

.1 Field Organization. For the purpose of administering its field activities, the Bureau has divided the United States into twelve areas. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona, and the Eastern Area which is headquartered in Washington, D. C.

A. Area Offices. Each Area Office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He is typically assisted by a Deputy Area Director or by one or more Assistant Area Directors who are redelegated line authority. The typical Area Office includes staff specialists in several or all of the Bureau programs to assist in the discharge of the following Area responsibilities:

(1) Represent the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies with respect to the Area's jurisdiction;

(2) Direct and assist in the application and implementation of overall policies and programs by operating offices, provide the necessary technical advice and review, evaluate performance and coordinate those features of programs which are wider in scope of application than the jurisdiction of a single operating office;

(3) Recommend to the Central Office revisions of policies, programs, procedures, and regulations; and

(4) Perform functions of an administrative and housekeeping nature which can be done most efficiently and economically on an Areawide basis. The Areas headquartered at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area Offices, respectively. The Eastern Area receives administrative and program support from the Washington Office.

B. The Joint Use Administrative Office located in Flagstaff, Arizona, is an operating office responsible to the Commissioner for carrying out those functions related to the use and management of lands within the Joint Use Area. The Office will act to achieve the fullest cooperation and compliance of the Hopi and Navajo Tribes and their individual members to resolve the problems within the Joint Use Area. It provides for judicial administration, law enforcement, and crime prevention services to the Indian people located within this area. It also seeks to obtain assistance from other Federal agencies, states, local and tribal governments, and private sources in carrying out the functions of the office.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Field Organization 130.8.1C

C. Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (D and E). The Superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his jurisdiction. He reports to the Area Director of the area in which the agency is located. Assisting the Superintendent are specialists in several or all of the Bureau programs, as needed.

D. Off-Reservation Boarding Schools. Boarding schools which are not located on reservations are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Area Director of the Area in which the school is located (except when schools are totally contracted).

E. Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. These major irrigation projects are under the direction of a Project Engineer or Manager who reports directly to the Area Director of the Area in which the project is located. Their primary purpose is the supplying of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.1

.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Crow Creek Agency, Fort Thompson

Flandreau School, Flandreau

Lower Brule Agency, Lower Brule

Pierre Indian Learning Center, Pierre

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver

Ute Mountain Ute Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque

Institute of American Indian Arts, Santa Fe

Jicarilla Agency, Dulce

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Ramah-Navajo Agency, Ramah

Southern Pueblos Agency, Albuquerque

Southwestern Indian Polytechnic Institute, Albuquerque

Pueblo of Zuni, Zuni

.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Haskell Indian Junior College - Lawrence

Horton Agency, Horton

11/24/75 #1815

Replaces 8/13/75 #1781

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130.9.3

Oklahoma:

Anadarko Agency, Anadarko
Chilocco School, Chilocco
Concho Agency, Concho
Concho School, Concho
Employment Assistance Field Office, Oklahoma City
Fort Sill School, Lawton
Pawnee Agency, Pawnee
Riverside School, Anadarko
Shawnee Agency, Shawnee

.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Planning Support Group, Billings
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Wrangell School, Wrangell
Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle.

.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste Marie

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130 9 6

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Illinois:

Field Employment Assistance Office, Chicago
Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in
Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Carter Seminary, Ardmore
Eufaula Dormitory, Eufaula
Field Employment Assistance Office, Tulsa
Jones Academy, Ardmore
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami
Seneca Indian School, Wyandotte
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

Texas:

Field Employment Assistance Office, Dallas

.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Western Navajo Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130.9.9

.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona--see Navajo Area Office for other offices in Arizona; Sherman Indian High School, California; Nevada; and Intermountain School and NITC, Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Elko
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
National Indian Training Center, Brigham City
Uintah and Ouray Agency, Fort Duchesne

.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Western Washington Agency, Everett
Yakima Agency, Toppenish

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Office 130.9.11

.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles
Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

.12 Eastern Area Office, Washington, D. C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida:

Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D.C.:

Washington Field Employment Assistance Office, Arlington, Va.

.13 Joint Use Administrative Office, Flagstaff, Arizona

.14 Headquarters Offices located in the field:

Colorado:

Denver Liaison Office, Denver
Indian Technical Assistance Center, Denver
Credit Examining Staff, Denver
Supervisory Landscape Architect, Denver
Tribal Financial Analysis Service, Littleton

New Mexico:

Indian Education Resources Center, Albuquerque
Field Support Services Office, Albuquerque

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 3	SUBJECT ORGANIZATION	RELEASE NUMBER 1819
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	Bureau of Indian Affairs	DATE DEC 11 1975

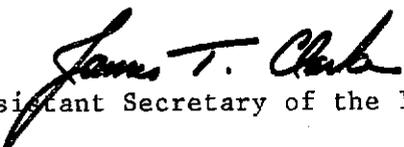
EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 3, provides a revised organization description for the Division of Law Enforcement Services under the Office of Indian Services.

The statement for the Division of Law Enforcement Services is revised to show an additional function, the establishment of the Special Operations Service Unit. This Unit will provide the Bureau with a rapidly mobilized, specially trained group whose purpose is to respond nationwide to emergency situations where lives and property of Indian and non-Indian citizens on reservations are endangered. Its specific function is to maintain civil order, conduct investigations, perform assigned intelligence gathering duties, stabilize community affairs, and provide expert testimony where required.

In carrying out its functions, the Unit will serve as the main BIA police force on the particular reservation where it has been sent. The decision to activate and deploy the Unit shall rest with the Commissioner after consultation with Area and tribal officials at the point of trouble.

The Unit will consist of police officers from several reservations who will be on call at all times. The Unit, when activated, will be supervised by a Commander who reports directly to the Commissioner. During periods of training and non-deployment, the Commander and a nucleus staff are under the administrative supervision of the Chief, Division of Law Enforcement Services and are located at the U. S. Indian Police Training and Research Center, Brigham City, Utah.


Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 3 (1 sheet)

Insert:

130 DM 3 (1 sheet)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services 130.3.1

.1 The Office of Indian Services is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to promote the welfare and development of individual Indians and Indian communities, to assist tribes in developing local governmental services for Indian Communities, and to assist tribes in developing their capabilities for self-government. These programs include Social Services, Housing, Law Enforcement, Tribal Government, and Tribal Planning.

The Office of Indian Services plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Housing Services provides staff assistance to the Director regarding Bureau programs to provide and improve housing for Indians in Indian areas. The Division also maintains liaison with the Central Office of the Department of Housing and Urban Development on housing and other HUD programs to achieve the greatest possible potential benefits to Indians and their communities. In addition, the Division maintains liaison with the central office of the Indian Health Service to assure the coordination of the sanitation facilities construction program with the housing construction and improvement programs in Indian areas.

B. The Division of Law Enforcement Services provides staff assistance to the Director in carrying out the Commissioner's responsibilities for policy direction, coordination, and support for Bureau Law Enforcement programs; prescribing standards and criteria for the selection, training, and duties of law enforcement officers. This includes programs related to enforcement of trading regulations, enforcement of hunting and fishing regulations, and the coordination of such programs with the central offices of other agencies. The Division is also responsible for inspecting and evaluating BIA funded law enforcement programs. In addition, the Division will provide administrative supervision for the nucleus staff of the Special Operations Service Unit (a specially trained, emergency police force) located at the U.S. Indian Police Training and Research Center, Brigham City, Utah.

C. The Division of Social Services provides staff assistance to the Director regarding Bureau programs designed to provide Social Services to assist Indians and Indian communities in coping

12/11/75 #1819

Replaces 11/24/75 #1815

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services 130.3.1D

with social problems and to better utilize and develop community resources. The programs include financial assistance for needy Indians living on reservations; arranging foster care for dependent, neglected and handicapped Indian children; referral of Indians to local and State agencies for assistance where appropriate; prevention services in both adult and juvenile crime; both individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

D. The Division of Tribal Government Services provides staff assistance to the Director regarding Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance in areas of tribal judicial systems, tribal extension services, tribal grants administration capability, tribal government activities and procedures, Indian Claims Commission and U. S. Court of Claims judgments, tribal and judgment rolls, and enrollment appeals requiring action by the Commissioner or the Secretary of the Interior.

E. The Division of Tribal Planning Services provides staff assistance to the Director in providing guidelines to generate inherent tribal long-range and program planning capability. It provides staff leadership in the development, programming and funding of comprehensive plans reflecting the socio-economic and other needs as stated by individual tribal communities. It provides technical direction through the Director of Indian Services to field personnel who provide direct planning services to Indian tribes. Promotes consideration of youth and aged needs in comprehensive tribal plans.

F. The Division of Self-Determination Services provides staff assistance to the Director in carrying out the responsibilities for coordination, support, and provision of training and technical assistance which is made available to tribal and Bureau staff in support of Title I of the Indian Self-Determination and Education Assistance Act of 1975 (88 Stat. 2203; 25 U.S.C. 450). The Division develops procedures for and provides technical assistance in activities related to the Act, particularly in the administration of grants for improvement of tribal governments as authorized in 88 Stat. 2203 (25 U.S.C. 450). The Division is also responsible for monitoring for compliance with programmatic guidelines the training, technical assistance, and grants activities undertaken by the Bureau.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C. 20245

IN REPLY REFER TO:

BIAM Release 5-21

SEP 30 1975

Memorandum

To: Holders of 5 BIAM

From: Chief, Division of Management
Research and Evaluation

Subject: Bureau Organization Changes

Enclosed are Departmental Manual Release Nos. 1777 and 1781 which are to be incorporated into part 5 of the Bureau of Indian Affairs Manual. The departmental releases should be filed as 5 BIAM 2.1.

Chief, Division of Management
Research and Evaluation

Filing Instructions:

(a) Remove superseded material:

130 DM 3, dated 5/20/74	(1 sheet)
130 DM 4, dated 5/20/74	(1 sheet)
130 DM 5, dated 11/20/74	(1 sheet)
130 DM 9, dated 2/27/75	(3 sheets)

(b) Insert new material transmitted:

130 DM 3	(1 sheet)
130 DM 4	(1 sheet)
130 DM 5	(1 sheet)
130 DM 9	(3 sheets)

(c) Pen-and-ink changes:

None



Save Energy and You Serve America!

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

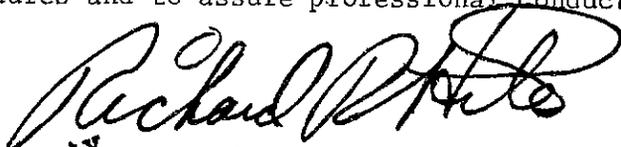
PART 130 DM 3	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 1777
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE JUL 18 1975

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 3, provides a revised organization description for the Division of Law Enforcement Services under the Office of Indian Services.

The statement for the Division of Law Enforcement Services is revised to show an additional function, the inspection and evaluation of BIA funded law enforcement programs.

The change complies with the Departmental requirement (446 DM 2.2J) that each Bureau shall establish a professional law enforcement inspection and evaluation capability to assure compliance with Departmental and Bureau law enforcement policies, standards and procedures and to assure professional conduct.


Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 3 (1 sheet)

Insert:

130 DM 3 (1 sheet)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130.3.1

.1 The Office of Indian Services is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to promote the welfare and development of individual Indians and Indian communities, assist tribes in developing local governmental services for Indian communities and assist tribes in developing their capabilities for self-government. These programs include Social Services, Housing, Law Enforcement, Tribal Government, and Tribal Planning.

The Office of Indian Services plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Housing Services provides staff assistance to the Director regarding Bureau programs to provide and improve housing for Indians in Indian areas. The Division also maintains liaison with the Central Office of the Department of Housing and Urban Development on housing and other HUD programs to achieve the greatest possible potential benefits to Indians and their communities. In addition, the Division maintains liaison with the central office of the Indian Health Service to assure the coordination of the sanitation facilities construction program with the housing production and improvement programs in Indian areas.

B. The Division of Law Enforcement Services provides staff assistance to the Director in carrying out the Commissioner's responsibilities for policy direction, coordination, and support for Bureau Law Enforcement programs; prescribing standards and criteria for the selection, training, and duties of law enforcement officers. This includes programs related to enforcement of trading regulations, enforcement of hunting and fishing regulations, and the coordination of such programs with the central offices of other agencies. In addition, the Division is responsible for inspecting and evaluating BIA funded law enforcement programs.

C. The Division of Social Services provides staff assistance to the Director regarding Bureau programs designed to provide Social Services to assist Indians and Indian communities in coping with social problems and to better utilize and develop community resources. The programs include financial assistance for needy Indians living on reservations; arranging foster care for dependent, neglected and handicapped Indian children; referral of Indians to local and State

7/18/75 #1777

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130.3.1D

agencies for assistance where appropriate; prevention services in both adult and juvenile crime; both individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

D. The Division of Tribal Government Services provides staff assistance to the Director regarding Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance in areas of tribal judicial systems, tribal extension services, tribal government activities and procedures, tribal and judgment rolls, and enrollment appeals requiring action by the Commissioner or the Secretary of the Interior.

E. The Division of Tribal Planning Services provides staff assistance to the Director in providing guidelines to generate inherent tribal long-range and program planning capability. It provides staff leadership in the development, programming and funding of comprehensive plans reflecting the socio-economic and other needs as stated by individual tribal communities. It provides technical direction through the Director of Indian Services to field personnel who provide direct planning services to Indian tribes. Promotes consideration of youth and aged needs in comprehensive tribal plans.

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 4, 5, 9	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 1781
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE AUG 13 1975

EXPLANATION OF MATERIAL TRANSMITTED:

This release incorporates changes approved since the last revision of 130 DM. These changes are: (1) re-entry into the manual of the Indian Technical Assistance Center, Denver, Colorado, and the National Indian Training Center, Brigham City, Utah, both of which were omitted from the latest releases due to an administrative oversight; (2) deletion of the Rights Protection Staff Office located in Denver, Colorado, which has completed its participation on the intra-Departmental task force studying Western United States water matters; (3) elevation of the Fort Yuma Subagency to agency status; and (4) establishment of the Michigan Agency to be located in Sault Ste. Marie, Michigan, which will provide Bureau services to Indian individuals and tribal groups within the state of Michigan.


Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 4
(1 sheet)
130 DM 5
(1 sheet)
130 DM 9
(3 sheets)

Insert:

130 DM 4
(1 sheet)
130 DM 5
(1 sheet)
130 DM 9
(3 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Tribal Resources Development

130.4.1

.1 The Office of Tribal Resources Development is responsible for providing staff support to the Commissioner in the development and management of Bureau programs to provide technical and financial assistance to enhance the economic development of Indian reservations and their people. The Office includes programs designed to assist Indian tribal organizations and individuals in (1) business enterprise development, with strong emphasis on Indian ownership and entrepreneurship; (2) securing credit and financing from conventional and governmental sources to finance all sorts of Indian economic self-development, including loans for resources and business development, housing, public utility facilities, education, and other purposes; (3) qualifying for, finding, and occupying jobs both on and off reservation, consistent with the needs, capabilities, and aspirations of Indians; and (4) providing management and technical services associated with roads construction and maintenance programs.

The Office of Tribal Resources Development plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Indian Business Enterprise, provides staff assistance to the Director regarding Bureau activities designed to assist the Indians in business enterprise development on Indian reservations. This is encouraged and assisted through various programs of technical and financial aid including but not limited to: (1) assistance in the development of specific commercial and industrial enterprises with emphasis on Indian ownership, entrepreneurship, and employment; (2) specialized assistance to identify, evaluate and publicize Indian enterprise development opportunities and Indian commercial and industrial resources potentials; (3) professional guidance in business enterprise development, planning and management counseling; (4) inducement of manufacturers and businessmen to locate on or near reservation areas; (5) assistance in development of resource oriented agricultural, mineral and other facilities; (6) economic research and technical assistance such as market analyses, feasibility determinations, short and long-range business development plans, and reservation resources inventories of natural, human and capital assets.

B. The Division of Financial Assistance provides staff assistance to the Director regarding specific programs designed to aid Indians in obtaining adequate capital for development of Indian resources, and to provide credit and financing services to Tribal

8/13/75 #1781

Replaces 5/20/74 #1640

(Department of the Interior (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Tribal Resources Development

130.4.1B

organizations and individual members. This includes services to obtain funds from conventional and governmental sources to finance all types of Indian economic self-development, including loans for housing, education, and Indian governmental purposes, and in the investment and use of their own moneys for the same purposes. The programs include incentive provisions; financial counseling and analysis; and organizational, accounting, and management services. Also, the Division administers Revolving Loan Fund programs for the Bureau and assists in the establishment, supervision and financing of lending programs for Indian organizations. The Division includes a credit examining staff located in Denver, Colorado.

C. The Division of Job Placement and Training provides staff assistance to the Director regarding Bureau programs leading to the development of job opportunities, on-the-job training, and other services needed to enable Indian individuals seeking work to secure and retain suitable employment. The programs involve a variety of activities related to direct employment services on-and off-reservation, including administrative management contracts with tribal governments, internship programs with private industry and governmental bodies, specialized training with federal and state agencies, and professional guidance to Indian tribes in assisting the development of their manpower potential. The Division acts as liaison with other federal agencies conducting activities that have direct bearing on Indian manpower development resources. The Division includes a branch called the Indian Technical Assistance Center in Denver, Colorado, which administers and monitors Indian Action Team contracts and which provides technical assistance and expertise to tribes with Indian Action Team contracts.

D. The Division of Transportation provides staff assistance to the Director regarding Bureau programs for analysis, design, construction, and maintenance of roads, bridges, airfields, and other transportation facilities with the ultimate objective of enhancing reservation economics and services to Indian and Alaska Native people. The Division includes a technical support staff in Albuquerque, New Mexico, which provides the Area and Agency Offices with computer operated design, inventory equipment and project cost management services.

8/13/75 #1781

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130.5.1

.1 The Office of Trust Responsibilities is responsible for providing staff support to the Commissioner in the development and management of programs relative to the Bureau's trust and legal responsibilities. This includes (1) the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty; (2) the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to Indians the services necessary for them to make decisions required of them in the application of these various laws; and (3) administration of those programs which are provided to facilitate the trust.

The functions regarding the protection of the rights as cited in (1) above are performed in the Office of the Director. This encompasses (a) all matter involving rights which include water rights, land titles, boundary disputes, trespass, hunting and fishing rights, contractual rights, the rights afforded by tribal sovereignty which include tax immunity or exemption, and the right to regulate hunting and fishing, zoning and other land use; (b) liaison between field offices and the Department on specific cases to bring about an administrative or judicial solution; and (c) provision of technical expertise in preparation of legislation and legislative reports.

The Office of Trust Responsibilities plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Trust Facilitation provides staff assistance and advice to the Director regarding Bureau programs concerning environmental quality, irrigation operation and maintenance, irrigation construction, and soil and moisture conservation..

B. The Division of Trust Services provides staff assistance and advice to the Director regarding the Bureau's real estate, forestry, range, and Indian trust fund programs; and directs the Bureau's trust fund investment operations in Albuquerque, New Mexico. Provides staff work, assistance and advice pertaining to the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to the Indians the services necessary for them to make decisions required for them in the application of these various laws.

8/13/75 #1781

Replaces 11/20/74 #1696

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130.9.1

.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town
Fort Totten Agency, Fort Totten
Standing Rock Agency, Fort Yates
Turtle Mountain Agency, Belcourt
Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte
Crow Creek Agency, Fort Thompson
Flandreau School, Flandreau
Lower Brule Agency, Lower Brule
Pierre Boarding School, Pierre
Pine Ridge Agency, Pine Ridge
Rosebud Agency, Rosebud
Sisseton Agency, Sisseton
Yankton Agency, Wagner

.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver
Ute Mountain Ute Agency, Towaoc
Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque
Institute of American Indian Arts, Santa Fe
Jicarilla Agency, Dulce
Mescalero Agency, Mescalero
Northern Pueblos Agency, Santa Fe
Ramah-Navajo Agency, Ramah
Southern Pueblos Agency, Albuquerque
Southwestern Indian Polytechnic Institute, Albuquerque
Pueblo of Zuni, Zuni

.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Haskell Indian Junior College - Lawrence
Horton Agency, Horton

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.3

Oklahoma:

Anadarko Agency, Anadarko
Chilocco School, Chilocco
Concho Agency, Concho
Concho School, Concho
Employment Assistance Field Office, Oklahoma City
Fort Sill School, Lawton
Pawnee Agency, Pawnee
Riverside School, Anadarko
Shawnee Agency, Shawnee

.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Planning Support Group, Billings
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Wrangell School, Wrangell
Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Michigan:

Michigan Agency, Sault Ste. Marie, Michigan

8/13/75 #1781

Replaces 2/27/75 #1729

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130.9.6

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Illinois:

Field Employment Assistance Office, Chicago
Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in
Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Carter Seminary, Ardmore
Eufaula Dormitory, Eufaula
Field Employment Assistance Office, Tulsa
Jones Academy, Ardmore
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami
Seneca Indian School, Wyandotte
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

Texas:

Field Employment Assistance Office, Dallas

.8 Navajo Area Office, Window Rock, Arizona (Arizona, New Mexico):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Tuba City Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

8/13/75 #1781

Replaces 2/27/75 #1729

(Department of the Interior ()
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices 130 9 9

.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona--see Navajo Area Office for other offices in Arizona; Sherman Indian High School, California; Nevada; and Intermountain School and NITC, Utah).

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Fort Yuma Agency, Yuma
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Owyhee
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Intermountain School, Brigham City
National Indian Training Center, Brigham City
Uintah and Ouray Agency, Fort Duchesne

.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Western Washington Agency, Everett
Yakima Agency, Toppenish

8/13/75 #1781

Replaces 2/27/75 #1729

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.11

.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Field Employment Assistance Office, San Jose
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles
Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

.12 Eastern Area Office, Washington, D. C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida:

Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D. C.:

Washington Field Employment Assistance Office, Arlington, Va.

.13 Joint Use Administrative Office, Flagstaff, Arizona



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

BIAM Release 5-20

JUL 15 1975

Memorandum

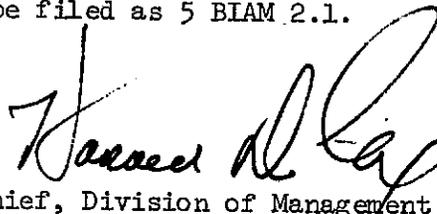
To: Holders of 5 BIAM

From: Chief, Division of Management Research
and Evaluation

Subject: Bureau Organization - Revision of the Office of
Administration

Enclosed is Departmental Manual Release No. 1749 which is to be incorporated into part 5 of the Bureau of Indian Affairs Manual.

The Departmental release should be filed as 5 BIAM 2.1.


Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM 7.1-4c (3 sheets)
- (b) Insert new material transmitted:
130 DM 7 (3 sheets)
- (c) Pen-and-ink changes:
None

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 7	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 1749
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs		DATE APR 16 1975

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 7, provides a revised organization description for the Office of Administration in the Bureau of Indian Affairs.

Under the Office of Administration, the Equal Employment Opportunity Staff's statement has been revised showing the Equal Employment Opportunity Officer having full functional responsibility for the EEO Program.

Richard White
Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 7
(3 sheets)

Insert:

130 DM 7
(3 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1

.1 The Office of Administration is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to provide support services to all parts of the Bureau. These programs include the functions of audit, automatic data processing, budget, facilities engineering, energy conservation, finance and accounting, management research and evaluation, personnel management, procurement, property management, contracting, program development and implementation, and safety management. The Office also administers Bureauwide systems for fiscal accounting and disbursements, payroll, and personnel records; operates a computer service center; provides for architectural and engineering services for new facility construction; and provides for administrative and housekeeping services for the Central Office, the Eastern Area, and the Indian Arts and Crafts Board.

A. The Audit Staff provides audit services to tribes and certain Bureau programs. The services involve training of tribal personnel in accounting techniques, principles and practices; audit of Bureau Indian Special Disbursing Agent accounts; audit of Employment Assistance and Imprest Fund Cashiers; and provision of administrative accounting service as requested including Tribal Housing Authorities and Bureau contracts. The Office includes a staff office in Littleton, Colorado.

B. The ADP Planning and Policy Staff, in coordination with the Assistant Director for Support Services, the Policy Planning Staff, and Central and Area Offices, is responsible for development of the BIA ADP Management Plan. Develops and implements policies, guidelines, and standards relating to all phases of ADP and provides liaison with the Department, other Interior bureaus and Federal and non-Federal activities engaged in ADP management. Monitors Bureau activities for compliance with established ADP standards, guidelines, regulations, and plans. Assists headquarters and Area Offices in identifying and obtaining alternative sources of ADP support. Recommends ADP support budgets, resource allocations, and major equipment acquisitions to the Commissioner.

C. The Contracting Staff provides staff assistance to the Director regarding Bureauwide contracting from nonestablished sources. The Office is responsible for development, promulgation and implementation of Bureau policies and procedures for all such contracts. It also develops and reviews the regulations, guidelines, procedures and techniques related to Bureau contracting matters and recommends appropriate action. It reviews and evaluates Bureauwide contracting for effectiveness and recommends appropriate action. It provides technical leadership to contracting functions throughout the Bureau. It develops and identifies contracting training material and conducts training sessions for Bureau and Indian tribal contracting personnel.

4/16/75 #1749

Replaces 11/20/74 #1696

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1C

It also develops and devises innovative procedures and methods that may be used to broaden Indian self-development in all phases of contracting with the Bureau.

D. The Equal Employment Opportunity Staff. The Central Office Equal Employment Opportunity Officer has full delegated authority and functional responsibility from the Commissioner for administering the Equal Employment Opportunity Program. This is an independent Staff located within the Office of Administration. The Staff, in coordination with the Central and Areas Offices, develops plans, procedures, and regulations in carrying out the EEO Program to promote equal opportunity without regard to race, color, religion, sex, or national origin in all organizational units, locations, occupations, and level of responsibility. It is also responsible for monitoring the continuing application of Indian preference in initial hiring, promotions, and transfers. The Staff includes a Federal Women's Coordinator who has the responsibility to assure that equal opportunity for women is an integral part of the overall EEO Program.

.2 Financial Management, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for financial management functions; for performance of the functions identified with the budget cycle; and the operation of fiscal accounting, compensation, and employee data systems. The Office of the Assistant Director serves as a coordination point and central source for Indian population data and for special statistical analysis.

A. The Division of Accounting Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide advice and guidance in areas of accounting, fiscal operations, financial management, accomplishment reporting, centralized payroll, and automated personnel record systems; directs the employee data and compensation, finance and accounting operations located in Albuquerque, New Mexico. The Division develops standards, specifications and operating procedures for these functions. It develops policies, systems, and procedures to be used throughout the several designated accounting stations of the Bureau.

B. The Division of Program Development and Implementation provides staff assistance to the Assistant Director regarding those functions identified with the budget cycle. In coordination with program directors, the Division implements the Commissioner's policies and program goals through the budgetary process; develops instructions for use in annual program plans; reviews program requests on the basis of fiscal reasonableness, feasibility and justifiability; reviews proposed tribal comprehensive plans to determine fiscal feasibility for package funding; develops Bureauwide program planning documents; develops budget estimates

4/16/75 #1749

Replaces 11/20/74 #1696

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.2B

and justifications; prepares for budget legislative hearings; prepares field planning allowances and tentative allocations. Performs budget execution functions, including continuing resolutions, encoding programs to the finance system, allotting funds, position and personnel ceiling, comparisons of actual and planned funds and accomplishments, and reporting exceptions between planned and actual conditions.

.3 Support Services, under the supervision of an Assistant Director, is responsible for providing centralized ADP services for Bureauwide computerized systems and administrative management and housekeeping services for support of Central Office and Eastern Area activities.

A. The Division of Automatic Data Processing Services, located in Albuquerque, New Mexico, is responsible for providing Bureauwide automatic data processing services. It advises, consults and assists in developing automated management, administrative and mission-oriented systems. The Division provides ADP systems and programming services. Maintains and manages a computer center in an intra-Bureau sharing environment. Evaluates and recommends, to the ADP Planning and Policy Staff through the Assistant Director of Support Services, the acquisition of computer equipment as required in support of the Bureau's ADP Management Plan.

B. The Division of Administrative Services is responsible for planning, programming, budgeting, and providing support services for Central Office organizations located in Washington, D. C., and West of the Mississippi, Eastern Area activities, and the Indian Arts and Crafts Board. This includes procurement, supply, contracting, property, energy conservation, office and housekeeping services; operating budget and fiscal accounting functions; operating personnel services; paper-work operations; and Central Office controlled mail. This Division includes an Administrative Office in Albuquerque, New Mexico, which provides support services to Central Office installations located in Albuquerque, New Mexico, and other selected locations.

.4 Management Services, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for the general management functions related to facilities engineering; personnel, property, and safety management; and administrative procedures and programs. This office is the primary contact and coordination point for reporting and reviewing alleged irregularities within the Bureau's scope of operation.

4/16/75 #1749

Replaces 11/20/74 #1696

(Department of the Interior (

DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.4A

A. The Division of Facilities Engineering located in Albuquerque, New Mexico, with a liaison office in Washington, D. C., provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide architectural, engineering and other technical services related to the construction of new facilities. The Division coordinates the Bureau's program for major rehabilitation, alterations, improvement and maintenance of existing buildings, utilities, grounds and other facilities and provides technical services to tribes on construction and design. The Division also provides design and construction services on interdepartmental agreements and to Indian and Alaska Natives as directed.

B. The Division of Management Research and Evaluation provides staff assistance to the Assistant Director regarding the Bureau's managerial functions. Conducts management studies throughout the Bureau on organization structures, staffing validations and utilization of resources. Reviews and examines the Bureau's administrative systems for effectiveness which includes analysis of work flow, procedures and accomplishments. Conducts or coordinates evaluation studies on managerial, and administrative operations and program operations as they relate to management. Provides technical assistance on evaluations of specific functional areas. Analyzes, for management purposes, evaluation reports prepared by other organizational segments in the Bureau. Responsible for Bureauwide paperwork management programs including records management, directives management, reports and forms control, Federal Register publications, and delegations of authority. Reviews, for top management, requests for revisions in organizational structures, delegations of authority and Bureauwide directives. Performs special studies or projects, having Bureauwide significance, as directed.

C. The Division of Personnel Management provides staff assistance to the Assistant Director in the development, coordination, administration and evaluation of personnel management programs and policies for the entire Bureau. The Division formulates objectives, policies and guidelines for Bureau personnel management activities; provides for orderly alignment of positions for pay administration, position management, and other personnel and management purposes; and develops standards and criteria for securing and retaining qualified employees; and provides guidance to Bureau management on labor-management relation issues and maintains relationships with employee groups and unions recognized by the Bureau on a national basis.

4/16/75 #1749

Replaces 11/20/74 #1696

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.4C

It initiates and administers comprehensive career development plans and programs, including training and promotion; oversees employee-management relations to assure that working conditions and employee conduct meet work and public service requirements; engages in studies and analyses to identify bureau manpower and personnel management needs, current and future, and takes action to satisfy these requirements; conducts personnel program reviews and evaluations; and maintains liaison with the Civil Service Commission and the Department on personnel management matters. The Division provides staff assistance to the personnel management officials in the Bureau in the implementation of the policies developed at the Bureau and Department level.

D. The Division of Property Management provides staff assistance to the Assistant Director regarding Bureau programs for property management, and procurement from established sources. The Division is responsible for development, promulgation and implementation of Bureau policies and procedures for all such programs, and reviews and evaluates these programs for effectiveness and recommends appropriate action. It provides Bureau oversight for procurement services on items which have Bureauwide or multiarea applications. It provides for technical leadership for the management of these programs throughout the Bureau.

E. The Division of Safety Management provides staff assistance to the Assistant Director regarding Bureau safety matters. This includes programs relating to the prevention of accidents, reduction of injuries and fatalities, improvement of health safety conditions, processing of compensation cases, occupational health and safety programs, and highway safety programs. The Division also reviews architectural and engineering drawings on major construction of buildings and utilities for compliance with national fire standards. The Division develops internal and tribal safety programs including policies and guidelines for these programs. It develops policies, procedures and standards for Bureauwide fire prevention and fire protection programs. It conducts investigations and collects data for the Solicitor's Office on tort claims.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

BIAM Release 5-19

JUN 3 1975

Memorandum

To: Holders of 5 BIAM

From: Chief, Division of Management Research
and Evaluation

Subject: Bureau Organization - Location of Field Offices

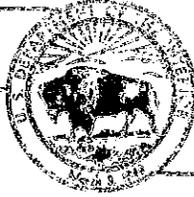
Enclosed is Departmental Manual Release No. 1729 which is to be incorporated into part 5 of the Bureau of Indian Affairs Manual. The departmental release should be filed as 5 BIAM 2.1

Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
130 DM 11-12 (3 sheets)
- (b) Insert new material transmitted:
130 DM 9-10 (4 sheets)
- (c) Pen-and-ink changes:
None

DEPARTMENTAL MANUAL

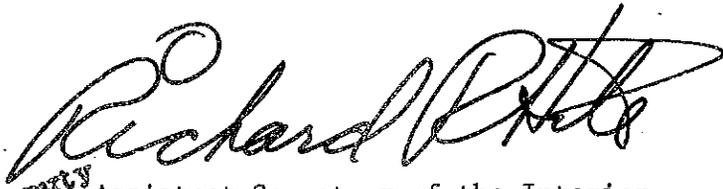


TRANSMITTAL SHEET

PART	SUBJECT	RELEASE NUMBER
130 DM 9 and 10	ORGANIZATION	1729
FOR FURTHER INFORMATION, CONTACT	Bureau of Indian Affairs	DATE
Bureau of Indian Affairs	Location of Field Offices	FEB 27 1975

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 9 and 10, incorporates changes in location of field offices that have been approved since our last revision in 1971. This includes new field offices, transfer of jurisdictional responsibility, and change in titles.


DEPUTY Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 11 (2 sheets)
130 DM 12 (1 sheet)

Insert:

130 DM 9 (3 sheets)
130 DM 10 (1 sheet)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.1

.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town
Fort Totten Agency, Fort Totten
Standing Rock Agency, Fort Yates
Turtle Mountain Agency, Belcourt
Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte
Crow Creek Agency, Fort Thompson
Flandreau School, Flandreau
Lower Brule Agency, Lower Brule
Pierre Boarding School, Pierre
Pine Ridge Agency, Pine Ridge
Rosebud Agency, Rosebud
Sisseton Agency, Sisseton
Yankton Agency, Wagner

.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Field Employment Assistance Office, Denver
Ute Mountain Ute Agency, Towaoc
Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque
Institute of American Indian Arts, Santa Fe
Jicarilla Agency, Dulce
Mescalero Agency, Mescalero
Northern Pueblos Agency, Santa Fe
Ramah-Navajo Agency, Ramah
Southern Pueblos Agency, Albuquerque
Southwestern Indian Polytechnic Institute, Albuquerque
Pueblo of Zuni, Zuni

.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Haskell Indian Junior College - Lawrence
Horton Agency, Horton

2/27/75 #1729

Replaces 11/12/71 #1362

(Department of the Interior)
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.3

Oklahoma:

Anadarko Agency, Anadarko
Chilocco School, Chilocco
Concho Agency, Concho
Concho School, Concho
Employment Assistance Field Office, Oklahoma City
Fort Sill School, Lawton
Pawnee Agency, Pawnee
Riverside School, Anadarko
Shawnee Agency, Shawnee

.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lama Deer
Planning Support Group, Billings
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and the Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Wrangell School, Wrangell
Southeast Agency, Juneau

Washington:

Seattle Liaison Office, Seattle

.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan, Illinois and Iowa):

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

2/27/75 #1729

Replaces 11/12/71 #1362

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.6

Illinois:

Field Employment Assistance Office, Chicago
Industrial Development Center, Chicago

Iowa:

Sac and Fox Area Field Office, Tama

.7 Muskogee Area Office, Muskogee, Oklahoma (Oklahoma and Texas)
(Part of Oklahoma--see Anadarko Area Office for other offices in
Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Carter Seminary, Ardmore
Eufaula Dormitory, Eufaula
Field Employment Assistance Office, Tulsa
Jones Academy, Ardmore
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami
Seneca Indian School, Wyandotte
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

Texas:

Field Employment Assistance Office, Dallas

.8 Navajo Area Office, Window Rock, Arizona, (Arizona, New Mexico
and Utah):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Tuba City Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

Utah:

Intermountain School, Brigham City

.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona--see Navajo
Area Office for other offices in Arizona; Sherman Indian High School
and Fort Yuma Subagency, California; Nevada; and Utah--except Inter-
mountain School, see Navajo Area Office):

Arizona:

Colorado River Agency, Parker

2/27/75 #1729

Replaces 11/12/71 #1362

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.9

Fort Apache Agency, White River
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix Indian High School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Eastern Nevada Agency, Owyhee
Stewart Boarding School, Stewart
Western Nevada Agency, Stewart

Utah:

Uintah and Ouray Agency, Fort Duchesne

.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa Indian School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem
Field Employment Assistance Office, Seattle
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Western Washington Agency, Everett
Yakima Agency, Toppenish

.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School and Fort Yuma Subagency, see Phoenix Area Office):

California:

Central California Agency, Sacramento
Field Employment Assistance Office, (Oakland/San Francisco),
Alameda
Field Employment Assistance Office, Los Angeles
Field Employment Assistance Office, San Jose
Hoopa Agency, Hoopa
Industrial Development Center, Los Angeles
Madera Residential Training Center, Madera
Palm Springs Area Field Office, Palm Springs
Southern California Agency, Riverside

2/27/75 #1729

Replaces 11/12/71 #1362

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Location of Field Offices

130.9.12

.12 Eastern Area Office, Washington, D. C. (Florida, Mississippi, North Carolina, New York and Ohio):

Florida:

Miccosukee Tribe of Indians of Florida, Tamiami Station
Seminole Agency, Hollywood

Mississippi:

Choctaw Agency, Philadelphia

Ohio:

Field Employment Assistance Office, Cleveland

North Carolina:

Cherokee Agency, Cherokee

New York:

New York Field Office, Syracuse

Washington, D. C.:

Washington Field Employment Assistance Office, Arlington, Va.

.13 Joint Use Administrative Office, Flagstaff, Arizona

2/27/75 #1729

Replaces 11/12/71 #1362

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Places to obtain Information

130.10.1

.1 Policies and Procedures. Bureau of Indian Affairs policies and procedures are published in the Bureau of Indian Affairs Manual which is available for public inspection and copying at the Area Offices identified in 130 DM 9.

.2 General Inquiries and Requests. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Commissioner of Indian Affairs, Department of the Interior, Washington, D. C. 20245; the Area Office; or the Agency Office, Bureau of Indian Affairs, in the appropriate city and state.

2/27/75 #1729

Replaces 11/12/71 #1362

INT: 5604-75



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C. 20245

File

IN REPLY REFER TO:

BIAM Release 5-18

JAN 14 1975

Memorandum

To: Holders of 5 BIAM
From: Commissioner of Indian Affairs
Subject: 5 BIAM 4, Order of Succession

The material transmitted reflects the current order of succession for the Commissioner, the Deputy Commissioner, and the Central Office Directors.

Morris Thompson
Commissioner of Indian Affairs

Filing Instructions:

- (a) Remove superseded material:
5 BIAM 4.5 - 4.7H(1), dated 8/25/72 (2 sheets)
- (b) Insert new material transmitted:
5 BIAM 4.5 - 4.7E(2) (1 sheet)
- (c) Pen-and-ink changes:
None

RECEIVED

FEB 3, 1975

ALBUQUERQUE INDIAN SCHOOL
ADMINISTRATION



Save Energy and You Serve America!

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Order of Succession

4.5 Automatic Succession - Commissioner

A. The line of succession approved by the Secretary provides that in case of the death, resignation, or absence of the Commissioner, the following official shall act for him:

(1) The Deputy Commissioner is delegated all the authority of the Commissioner. Therefore, the Deputy Commissioner or those acting for the Deputy Commissioner will perform the functions of the Commissioner in his absence.

The above designation was approved by the Assistant Secretary - Management on December 17, 1974, as required by 302 DM 1.5.

4.6 Automatic Succession - Deputy Commissioner

A. The line of succession approved by the Secretary provides that in the case of death, resignation, or absence of the Deputy Commissioner, the following officials shall act for him in the order listed:

- (1) Director, Office of Administration
- (2) Director, Office of Indian Services
- (3) Director, Office of Trust Responsibilities
- (4) Director, Office of Tribal Resources Development
- (5) Director, Office of Indian Education Programs

The above designations were approved by the Assistant Secretary - Management on December 17, 1974, as required by 302 DM 1.5.

4.7 Automatic Succession - Directors

A. In case of the death, resignation, or absence of the Director, Office of Administration, the following officials shall act for him in the order listed:

- (1) Assistant Director, Management Services
- (2) Assistant Director, Financial Management.
- (3) Chief, Division of Personnel Management

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSOrder of Succession

B. In case of the death, resignation, or absence of the Director, Office of Indian Services, the following officials shall act for him in the order listed:

- (1) Chief, Division of Social Services
- (2) Program Planning Specialist
- (3) Chief, Division of Tribal Government Services

C. In the case of the death, resignation, or absence of the Director, Office of Trust Responsibilities, the following officials shall act for him in the order listed:

- (1) Deputy Director, Office of Trust Responsibilities
- (2) Chief, Division of Trust Services
- (3) Chief, Division of Trust Facilitation
- (4) Rights Protection Officer

D. In the case of death, resignation, or absence of the Director, Office of Tribal Resources Development, the following officials shall act for him in the order listed:

- (1) Deputy Director, Office of Tribal Resources Development
- (2) Economist
- (3) Chief, Division of Transportation
- (4) Chief, Division of Financial Assistance

E. In the case of death, resignation, or absence of the Director, Office of Indian Education Programs, the following officials shall act for him in the order listed:

- (1) Chief, Division of Professional Relations
- (2) Chief, Division of Internal Services



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C. 20245

IN REPLY REFER TO:

BIAM Release 5-17

December 16, 1974

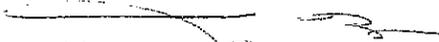
Memorandum

To: Holders of 5 BIAM

From: Director of Administration

Subject: Bureau Organization

Enclosed is Departmental Manual Release Number 1696 which is to be incorporated into Part 5, Chapters 2, 5, and 7 of the Bureau of Indian Affairs Manual. This release reflects changes or additions in the description for the Office of the Commissioner (130. 2.3 and 130. 2.3C), Office of Trust Responsibilities (130. 5.1B), and Office of Administration (130. 7.1B, 7.2A, and 7.3). Also included in this release is a revised organization chart depicting the Bureau's structure through the Division level.


Director of Administration

Filing Instructions:

- (a) Remove superseded material:
- | | |
|--------------------|------------|
| 130 DM 2 | (1 sheet) |
| Organization Chart | (1 sheet) |
| 130 DM 5 | (1 sheet) |
| 130 DM 7 | (2 sheets) |



Save Energy and You Serve America!

((

(b) Insert new material transmitted:

130 DM 2

(1 sheet)

Organization Chart

(1 sheet)

130 DM 5

(1 sheet)

130 DM 7

(3 sheets)

(c) Pen-and-ink changes:

None

Enclosure

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 2, 5, and 7	SUBJECT Organization	RELEASE NUMBER 1696
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	Bureau of Indian Affairs	DATE NOV 20 1974

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, 130 DM 2, 5 and 7, provides a revised organization description for the Office of the Commissioner, Office of Administration and Office of Trust Responsibilities in the Bureau of Indian Affairs.

The statement for the Office of the Commissioner is revised to expand the functional statement for the Policy Planning Staff in 130 DM 2.3C. Functions are added regarding the Staff's responsibilities pertaining to the BIA Management Information Plan.

The organization alignment for the Office of Administration in 130 DM 7 has been significantly revised as follows:

1. The Administrative Services Center, formerly described in 130 DM 7.2, is reorganized to strengthen executive representation and to consolidate fragmented program and administrative functions. The functions of the Division of ADP Services, formerly described in 130 DM 7.2A, have been reassigned as follows:

(a) ADP planning and policy responsibilities are assigned to the ADP Planning and Policy Staff which is established and described in 130 DM 7.1B; and

(b) ADP service operations retained by the Division of ADP Services are now described in 130 DM 7.3A. The Division of Operations, formerly described in 130 DM 7.2B, is abolished and its functions are absorbed by the Branch of Employee Compensation and Data and the Branch of Finance and Accounting which are reassigned to the Division of Accounting Management as shown in 130 DM 7.2A.

2. Financial management functions, formerly published in 130 DM 7.3, are now described in 130 DM 7.2.

3. The tribal trust fund investment functions formerly described in 130 DM 7.2B are reassigned to the Office of Trust Responsibilities, Division of Trust Services (130 DM 5).

4. A new Assistant Director for Support Services is added in 130 DM 7.3. Descriptions for the Division of ADP Services, as noted in paragraph 1 above, and a Division of Administrative Services, which is

established, are added as subordinate units. The Division of Administrative Services, described in 130 DM 7.3B, absorbs the functions of the Division of Support Services, formerly described in 130 DM 7.4F, which is abolished.

5. The description of the Division of Personnel Management in 130 DM 7.4C has been revised and expanded. No other changes have been made in the description for the Management Services Directorate (130 DM 7.4) other than that described in paragraph 4 above.



Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 2
(1 sheet)
130 DM 2, Organization Chart
(1 sheet)
130 DM 5
(1 sheet)
130 DM 7
(2 sheets)

Insert:

130 DM 2
(1 sheet)
130 DM 2, Organization Chart
(1 sheet)
130 DM 5
(1 sheet)
130 DM 7
(3 sheets)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.1

.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D. C., Area offices, and subordinate field installations located throughout the country. The Commissioner of Indian Affairs is the chief executive of the Bureau. Each Area office is under the supervision of an Area Director who also supervises several field installations.

.2 Headquarters Organization. The Bureau headquarters consists of the Office of the Commissioner, which includes four component organizational units as described below; four mission-oriented program offices as described in Chapters 3 through 6; and one administrative support office as described in Chapter 7. Day-to-day operations are carried on by the Bureau's Area and other field offices.

The functions of the headquarters organizational components are to assist the Commissioner in the exercise of management control over the operation of the Bureau. Specifically, the Central Office components: (1) coordinate and assist in the development of Bureauwide policies, programs, budgets, and justifications; (2) develop Bureauwide legislative programs and reports; (3) carry on liaison with other Federal agencies and national Indian organizations regarding Indian programs and needs; (4) monitor and evaluate the performance of the field establishment; (5) participate in periodic and special management and program reviews of field operations; and (6) advise the Commissioner on Bureau programs, policy matters and regulations, and on specific items or cases.

.3 Office of the Commissioner. The Commissioner of Indian Affairs establishes policies, directs total operations, and represents the Bureau in dealings with Congress, the Department, other Federal agencies, the Indian people, and the public. He is assisted in these functions, particularly in the internal management of the Bureau, by a Deputy Commissioner; and by Assistants to the Commissioner who perform a variety of tasks which require focus within the immediate Office of the Commissioner.

A. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative development and congressional relations activities of the Bureau. It provides legislative research and staff assistance in planning, developing, and drafting legislation. It reviews and analyzes the legislative needs of the Bureau and tribes, and prepares and reports on legislative proposals affecting Indians and Indian tribes as well as Bureau operations.

11/20/74 #1696

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.3B

B. The Intergovernmental Relations Staff serves as a coordination point for liaison with other Federal agencies at the national and regional council level and the national headquarters of organizations of State and local government officials in order to promote active consideration of the needs of Indian people in the administration of Federal programs. It identifies and maintains information on Federal financial and technical resources available to Indian people. It serves as the focal point in the Bureau for international Indian affairs. It also serves as a focal point for developing information for the Indian people on the availability of Federal assistance programs, the eligibility requirements and the benefits to be received from the programs.

C. The Policy Planning Staff at the direction of the Commissioner, develops and defines the Bureau's mission, policies and objectives including developing long range plans and objectives in coordination with Bureau activities such as legislation, budget, and evaluation processes; identifies strategic problems requiring resolution or study; develops Bureauwide forecasts and innovative planning for future Bureau requirements and needs; performs special studies and evaluations to insure that the Bureau's mission, policies and objectives reflect the future needs of the Indian people and the Bureau.

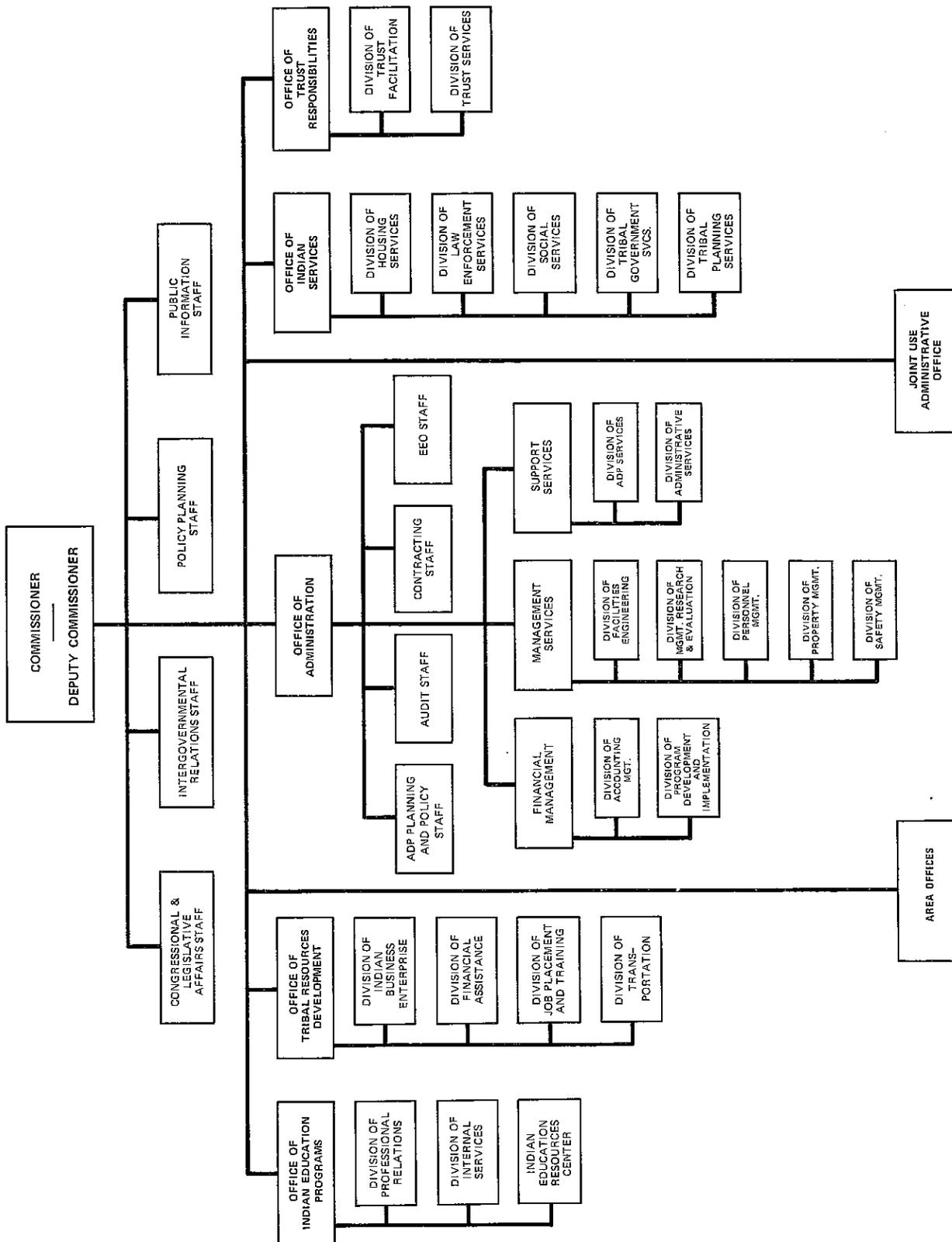
The Office, in coordination with Central and Area Offices, identifies Bureauwide management information requirements; develops and maintains a time phased BIA Management Information Plan designed to meet these validated information requirements. Monitors, in coordination with Central and Area Offices, the development, support, and implementation of automated and non-automated management information systems, advising the Commissioner of their adequacy and status and recommending adjustments as necessary, to meet requirements of the BIA Management Information Plan.

D. The Public Information Staff maintains liaison with the media, the public, and other Federal and State agencies. It prepares speeches and articles for key officials in the Bureau, news releases on major developments, general publications, and audio-visual materials in support of the Bureau's mission; and special materials as required to provide closer and more timely communication with Indian groups. It prepares special material to be used as correspondence aids in answering repetitive public inquiries on current and historic issues. The Public Information Staff is headed by a Chief of Public Information who reports directly to the Commissioner of Indian Affairs. The staff serves as information consultants to other top officials of the Bureau. The Office maintains a functional relationship with the Office of Communications, Department of the Interior and with all public information related activities in the Bureau.

11/20/74 #1696

Replaces 5/20/74 #1640

BUREAU OF INDIAN AFFAIRS ORGANIZATION



Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130.5.1

.1 The Office of Trust Responsibilities is responsible for providing staff support to the Commissioner in the development and management of programs relative to the Bureau's trust and legal responsibilities. This includes (1) the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty; (2) the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to Indians the services necessary for them to make decisions required of them in the application of these various laws; and (3) administration of those programs which are provided to facilitate the trust.

The functions regarding the protection of the rights as cited in (1) above are performed in the Office of the Director. This encompasses (a) all matter involving rights which include water rights, land titles, boundary disputes, trespass, hunting and fishing rights, contractual rights, the rights afforded by tribal sovereignty which include tax immunity or exemption, and the right to regulate hunting and fishing, zoning and other land use; (b) liaison between field offices and the Department on specific cases to bring about an administrative or judicial solution; (c) provision of technical expertise in preparation of legislation and legislative reports; and (d) a Rights Protection Staff Office located in Denver, Colorado.

The Office of Trust Responsibilities plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Trust Facilitation provides staff assistance and advice to the Director regarding Bureau programs concerning environmental quality, irrigation operation and maintenance, irrigation construction, and soil and moisture conservation.

B. The Division of Trust Services provides staff assistance and advice to the Director regarding the Bureau's real estate, forestry, range, and Indian trust fund programs; and directs the Bureau's trust fund investment operations in Albuquerque, New Mexico. Provides staff work, assistance and advice pertaining to the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to the Indians the services necessary for them to make decisions required for them in the application of these various laws.

11/20/74 #1696

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1

.1. The Office of Administration is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to provide support services to all parts of the Bureau. These programs include the functions of audit, automatic data processing, budget, equal employment, facilities engineering, energy conservation, finance and accounting, management research and evaluation, personnel management, procurement, property management, contracting, program development and implementation, and safety management. The Office also administers Bureauwide systems for fiscal accounting and disbursements, payroll, and personnel records; operates a computer service center; provides for architectural and engineering services for new facility construction; and provides for administrative and housekeeping services for the Central Office, the Eastern Area, and the Indian Arts and Crafts Board.

A. The Audit Staff provides audit services to tribes and certain Bureau programs. The services involve training of tribal personnel in accounting techniques, principles and practices; audit of Bureau Indian Special Disbursing Agent accounts; audit of Employment Assistance and Imprest Fund Cashiers; and provision of administrative accounting services as requested including Tribal Housing Authorities and Bureau contracts. The Office includes a staff office in Littleton, Colorado.

B. The ADP Planning and Policy Staff, in coordination with the Assistant Director for Support Services, the Policy Planning Staff, and Central and Area Offices, is responsible for development of the BIA ADP Management Plan. Develops and implements policies, guidelines, and standards relating to all phases of ADP and provides liaison with the Department, other Interior bureaus and Federal and non-Federal activities engaged in ADP management. Monitors Bureau activities for compliance with established ADP standards, guidelines, regulations, and plans. Assists headquarters and Area offices in identifying and obtaining alternative sources of ADP support. Recommends ADP support budgets, resource allocations, and major equipment acquisitions to the Commissioner.

C. The Contracting Staff provides staff assistance to the Director regarding Bureauwide contracting from nonestablished sources. The Office is responsible for development, promulgation and implementation of Bureau policies and procedures for all such contracts. It also develops and reviews the regulations, guidelines, procedures and techniques related to Bureau contracting matters and recommends appropriate action. It reviews and evaluates Bureauwide contracting for effectiveness and recommends appropriate action. It provides technical leadership to contracting functions throughout the Bureau. It develops and identifies contracting training material and conducts training sessions for Bureau and Indian tribal contracting personnel. It also develops and devises innovative procedures and methods that may be used to broaden Indian self-development in all phases of contracting with the Bureau.

11/20/74 #1696

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.1D

D. The Equal Employment Opportunity Staff develops and monitors a continuing affirmative action program designed to promote, under applicable law and regulations, equal employment opportunity throughout the Bureau. The office includes a Federal Women's Coordinator who has the responsibility to assure that equal opportunity for women is an integral part of the overall equal employment opportunity program.

.2 Financial Management, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for financial management functions; for performance of the functions identified with the budget cycle; and the operation of fiscal accounting, compensation, and employee data systems. The office of the Assistant Director serves as a coordination point and central source for Indian population data and for special statistical analysis.

A. The Division of Accounting Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide advice and guidance in areas of accounting, fiscal operations, financial management, accomplishment reporting, centralized payroll, and automated personnel record systems; directs the employee data and compensation, finance and accounting operations located in Albuquerque, New Mexico. The Division develops standards, specifications and operating procedures for these functions. It develops policies, systems, and procedures to be used throughout the several designated accounting stations of the Bureau.

B. The Division of Program Development and Implementation provides staff assistance to the Assistant Director regarding those functions identified with the budget cycle. In coordination with program directors, the Division implements the Commissioner's policies and program goals through the budgetary process; develops instructions for use in annual program plans; reviews program requests on the basis of fiscal reasonableness, feasibility and justifiability; reviews proposed tribal comprehensive plans to determine fiscal feasibility for package funding; develops Bureauwide program planning documents; develops budget estimates and justifications; prepares for budget legislative hearings; prepares field planning allowances and tentative allocations. Performs budget execution functions, including continuing resolutions, encoding programs to the finance system, allotting funds, position and personnel ceiling, comparisons of actual and planned funds and accomplishments, and reporting exceptions between planned and actual conditions.

11/20/74 #1696

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.3

.3 Support Services, under the supervision of an Assistant Director, is responsible for providing centralized ADP services for Bureauwide computerized systems and administrative management and housekeeping services for support of Central Office and Eastern Area activities.

A. The Division of Automatic Data Processing Services, located in Albuquerque, New Mexico, is responsible for providing Bureauwide automatic data processing services. It advises, consults and assists in developing automated management, administrative and mission-oriented systems. The Division provides ADP systems and programming services. Maintains and manages a computer center in an intra-Bureau sharing environment. Evaluates and recommends, to the ADP Planning and Policy Staff through the Assistant Director of Support Services, the acquisition of computer equipment as required in support of the Bureau's ADP Management Plan.

B. The Division of Administrative Services is responsible for planning, programming, budgeting, and providing support services for Central Office organizations located in Washington, D.C.; and West of the Mississippi, Eastern Area activities, and the Indian Arts and Crafts Board. This includes procurement, supply, contracting, property, energy conservation, office and housekeeping services; operating budget and fiscal accounting functions; operating personnel services; paper-work operations; and Central Office controlled mail. This Division includes an Administrative Office in Albuquerque, New Mexico, which provides support services to Central Office installations located in Albuquerque, New Mexico, and other selected locations.

.4 Management Services, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for the general management functions related to facilities engineering; personnel, property, and safety management; and administrative procedures and programs. This office is the primary contact and coordination point for reporting and reviewing alleged irregularities within the Bureau's scope of operation.

11/20/74 #1696

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.4A

A. The Division of Facilities Engineering located in Albuquerque, New Mexico, with a liaison office in Washington, D. C., provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide architectural, engineering and other technical services related to the construction of new facilities. The Division coordinates the Bureau's program for major rehabilitation, alterations, improvement and maintenance of existing buildings, utilities, grounds and other facilities and provides technical services to tribes on construction and design. The Division also provides design and construction services on interdepartmental agreements and to Indian and Alaska Natives as directed.

B. The Division of Management Research and Evaluation provides staff assistance to the Assistant Director regarding the Bureau's managerial functions. Conducts management studies throughout the Bureau on organization structures, staffing validations and utilization of resources. Reviews and examines the Bureau's administrative systems for effectiveness which includes analysis of work flow, procedures and accomplishments. Conducts or coordinates evaluation studies on managerial, and administrative operations and program operations as they relate to management. Provides technical assistance on evaluations of specific functional areas. Analyzes, for management purposes, evaluation reports prepared by other organizational segments in the Bureau. Responsible for Bureauwide paperwork management programs including records management, directives management, reports and forms control, Federal Register publications, and delegations of authority. Reviews, for top management, requests for revisions in organizational structures, delegations of authority and Bureauwide directives. Performs special studies or projects, having Bureauwide significance, as directed.

C. The Division of Personnel Management provides staff assistance to the Assistant Director in the development, coordination, administration and evaluation of personnel management programs and policies for the entire Bureau. The Division formulates objectives, policies and guidelines for Bureau personnel management activities; provides for orderly alignment of positions for pay administration, position management, and other personnel and management purposes; and develops standards and criteria for securing and retaining qualified employees; and provides guidance to Bureau management on labor-management relation issues and maintains relationships with employee groups and unions recognized by the Bureau on a national basis.

11/20/74 #1696

Replaces 5/20/74 #1640

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.4C

It initiates and administers comprehensive career development plans and programs, including training and promotion; oversees employee-management relations to assure that working conditions and employee conduct meet work and public service requirements; engages in studies and analyses to identify bureau manpower and personnel management needs, current and future, and takes action to satisfy these requirements; conducts personnel program reviews and evaluations; and maintains liaison with the Civil Service Commission and the Department on personnel management matters. The Division provides staff assistance to the personnel management officials in the Bureau in the implementation of the policies developed at the Bureau and Department level.

D. The Division of Property Management provides staff assistance to the Assistant Director regarding Bureau programs for property management, and procurement from established sources. The Division is responsible for development, promulgation and implementation of Bureau policies and procedures for all such programs, and reviews and evaluates these programs for effectiveness and recommends appropriate action. It provides Bureau oversight for procurement services on items which have Bureauwide or multiarea applications. It provides for technical leadership for the management of these programs throughout the Bureau.

E. The Division of Safety Management provides staff assistance to the Assistant Director regarding Bureau safety matters. This includes programs relating to the prevention of accidents, reduction of injuries and fatalities, improvement of health safety conditions, processing of compensation cases, occupational health and safety programs, and highway safety programs. The Division also reviews architectural and engineering drawings on major construction of buildings and utilities for compliance with national fire standards. The Division develops internal and tribal safety programs including policies and guidelines for these programs. It develops policies, procedures and standards for Bureauwide fire prevention and fire protection programs. It conducts investigations and collects data for the Solicitor's Office on tort claims.

11/20/74 #1696

Replaces 5/20/74 #1640

UNITED STATES
DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Washington, D. C. 20245

BIAM Release 5-16

June 18, 1974

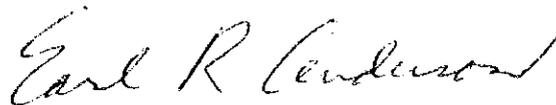
Memorandum

To: Holders of 5 BIAM

From: Acting Chief, Division of Management Research
and Evaluation

Subject: Bureau Organization

Enclosed is Departmental Manual Release No. 1640 which is to be incorporated into part 5 of the Bureau of Indian Affairs Manual. The departmental release should be filed as 5 BIAM 2.1.



Acting Chief, Division of Management
Research and Evaluation

Filing Instructions:

- (a) Remove superseded material:
- | | |
|-------------------------------|-------------|
| 130 DM 2-10 | (11 Sheets) |
| Chart | (1 Sheet) |
| Map | (1 Sheet) |
| (retain 130 DM 1, 11, and 12) | |
- (b) Insert new material transmitted:
- | | |
|------------|------------|
| 130 DM 2-8 | (8 Sheets) |
| Chart | (1 Sheet) |
| Map | (1 Sheet) |
- (c) Pen-and-ink changes:
- None

Office of Alaska Native Affairs
Room 557, BIA Bldg.

BIAM 39

INT: 5887-74

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 130 DM 2-8	SUBJECT ORGANIZATION Bureau of Indian Affairs	RELEASE NUMBER 1640
FOR FURTHER INFORMATION, CONTACT Bureau of Indian Affairs	Bureau of Indian Affairs	DATE MAY 20 1974

EXPLANATION OF MATERIAL TRANSMITTED:

This release publishes the organization of the Bureau of Indian Affairs established by Secretarial Order 2954 dated May 11, 1973, in the Departmental Manual. It also describes the subordinate organizational units within each of the directorships established by the Secretarial Order. Secretarial Order 2954 was designed to transfer day-to-day operational activities of the Bureau of Indian Affairs to the field, reduce nonessential Central Office support staff, and increase the effectiveness of the delivery system for service to Indians. Adjustments and refinements have been incorporated to respond to the comments and views of Indian leaders and other interested parties where such changes were considered to be an improvement over the original plan.


Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 2 (2 sheets)
Organization Chart (1 sheet)
130 DM 3 (1 sheet)
130 DM 4 (1 sheet)
130 DM 5 (2 sheets)
130 DM 6 (1 sheet)
130 DM 7 (1 sheet)
130 DM 8 (1 sheet)
Map (1 sheet)
130 DM 9 (1 sheet)
130 DM 10 (1 sheet)

Insert:

130 DM 2 (1 sheet)
Organization Chart (1 sheet)
130 DM 3 (1 sheet)
130 DM 4 (1 sheet)
130 DM 5 (1 sheet)
130 DM 6 (1 sheet)
130 DM 7 (2 sheets)
130 DM 8 (1 sheet)
Map (1 sheet)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.1

.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D. C., Area offices, and subordinate field installations located throughout the country. The Commissioner of Indian Affairs is the chief executive of the Bureau. Each Area office is under the supervision of an Area Director who also supervises several field installations.

.2 Headquarters Organization. The Bureau headquarters consists of the Office of the Commissioner, which includes four component organizational units as described below; four mission-oriented program offices as described in Chapters 3 through 6; and one administrative support office as described in Chapter 7. Day-to-day operations are carried on by the Bureau's Area and other field offices.

The functions of the headquarters organizational components are to assist the Commissioner in the exercise of management control over the operation of the Bureau. Specifically, the Central Office components: (1) coordinate and assist in the development of Bureauwide policies, programs, budgets and justifications; (2) develop Bureauwide legislative programs and reports; (3) carry on liaison with other Federal agencies and national Indian organizations regarding Indian programs and needs; (4) monitor and evaluate the performance of the field establishment; (5) participate in periodic and special management and program reviews of field operations; and (6) advise the Commissioner on Bureau programs, policy matters and regulations, and on specific items or cases.

.3 Office of the Commissioner. The Commissioner of Indian Affairs establishes policies, directs total operations, and represents the Bureau in dealings with Congress, the Department, other Federal agencies, the Indian people, and the public. He is assisted in these functions, particularly in the internal management of the Bureau, by a Deputy Commissioner; and by Assistants to the Commissioner who perform a variety of tasks which require focus within the immediate Office of the Commissioner. This office controls the flow of sensitive and priority correspondence throughout the Central Office.

A. The Congressional and Legislative Affairs Staff reviews and coordinates all legislative development and congressional relations activities of the Bureau. It provides legislative research and staff assistance in planning, developing, and drafting legislation. It reviews and analyzes the legislative needs of the Bureau and tribes, and prepares and reports on legislative proposals affecting Indians and Indian tribes as well as Bureau operations.

5/20/74 #1640

Replaces 3/24/72 #1413

(Department of the Interior (
 DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.1B

B. The Intergovernmental Relations Staff serves as a coordination point for liaison with other Federal agencies at the national and regional council level and the national headquarters of organizations of state and local government officials in order to promote active consideration of the needs of Indian people in the administration of Federal programs. It identifies and maintains information on Federal financial and technical resources available to Indian people. It serves as the focal point in the Bureau for international Indian affairs. It also serves as a focal point for developing information for the Indian people on the availability of assistance programs, the eligibility requirements and the benefits to be received from the programs.

C. The Policy Planning Staff at the direction of the Commissioner, develops and defines the Bureau's mission, policies and objectives including developing long range plans and objectives in coordination with Bureau activities such as legislation, budget, and evaluation processes; identifying strategic problems requiring resolution or study; developing Bureauwide forecasts and innovative planning for future Bureau requirements and needs; performing special studies and evaluations to insure that the Bureau's mission, policies and objectives reflect the future needs of the Indian people and the Bureau.

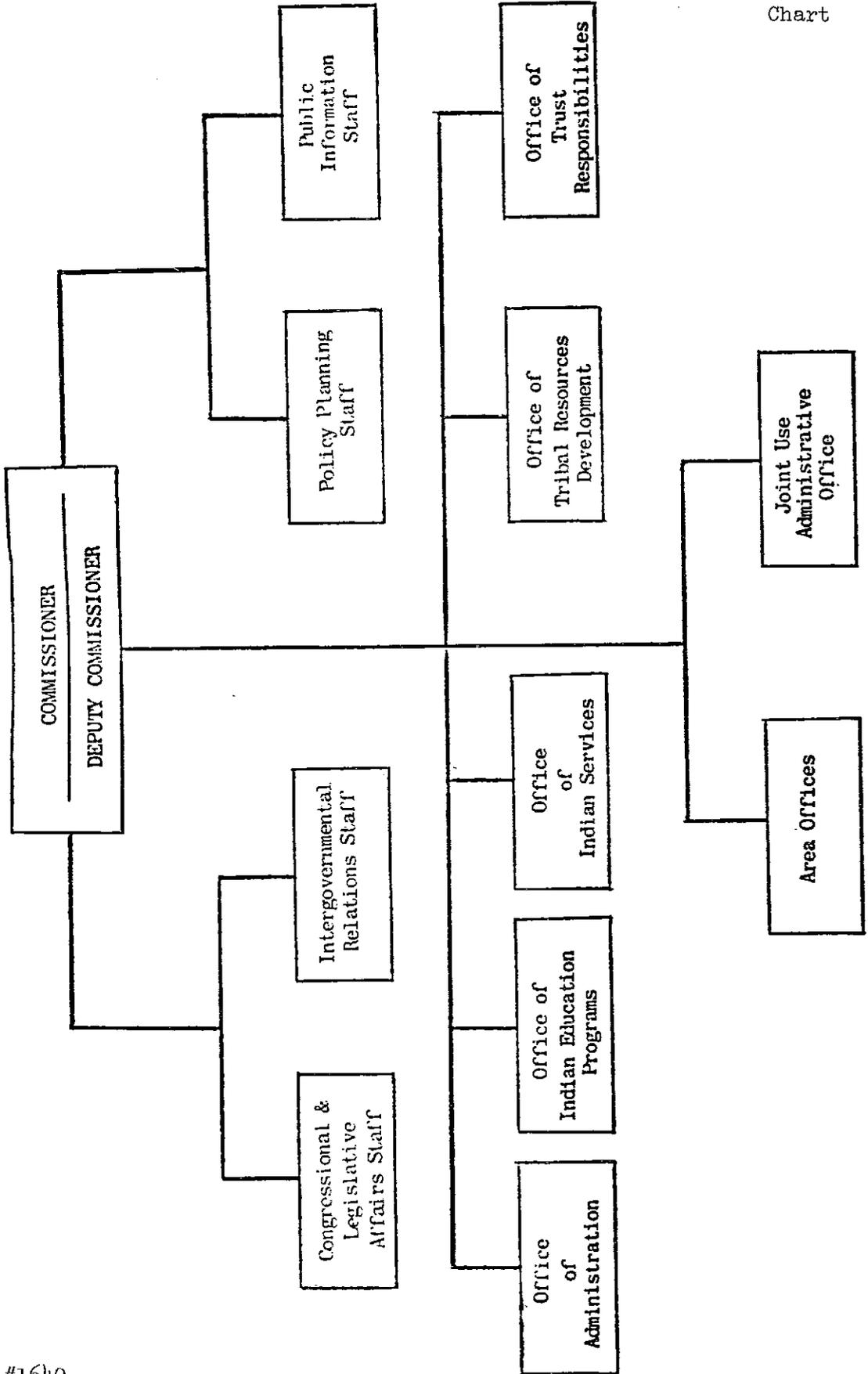
D. The Public Information Staff maintains liaison with the media, the public, and other Federal and State agencies. It prepares speeches, and articles for key officials in the Bureau, news releases on major developments, general publications, and audio visual materials in support of the Bureau's mission; and special materials as required to provide closer and more timely communication with Indian groups. It prepares special material to be used as correspondence aides in answering repetitive public inquiries on current and historic issues. The Public Information Staff is headed by a Chief of Public Information who reports directly to the Commissioner of Indian Affairs. The staff serves as information consultants to other top officials of the Bureau. The Office maintains a functional relationship with the Office of Communications, Department of the Interior and with all public information related activities in the Bureau.

5/20/74 #1640

Replaces 3/24/72 #1413

ORGANIZATION

BUREAU OF INDIAN AFFAIRS



Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130.3.1

.1 The Office of Indian Services is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to promote the welfare and development of individual Indians and Indian communities, assist tribes in developing local governmental services for Indian communities and assist tribes in developing their capabilities for self-government. These programs include Social Services, Housing, Law Enforcement, Tribal Government, and Tribal Planning.

The Office of Indian Services plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Housing Services provides staff assistance to the Director regarding Bureau programs to provide and improve housing for Indians in Indian areas. The Division also maintains liaison with the Central Office of the Department of Housing and Urban Development on housing and other HUD programs to achieve the greatest possible potential benefits to Indians and their communities. In addition, the Division maintains liaison with the central office of the Indian Health Service to assure the coordination of the sanitation facilities construction program with the housing production and improvement programs in Indian areas.

B. The Division of Law Enforcement Services provides staff assistance to the Director regarding Bureau programs designed to provide law enforcement services. This includes programs related to law enforcement, the provision for training of personnel in police work, enforcement of trading regulations, enforcement of hunting and fishing regulations, and the coordination of such programs with the central offices of other agencies.

C. The Division of Social Services provides staff assistance to the Director regarding Bureau programs designed to provide Social Services to assist Indians and Indian communities in coping with social problems and to better utilize and develop community resources. The programs include financial assistance for needy Indians living on reservations; arranging foster care for dependent, neglected and handicapped Indian children; referral of Indians to

5/20/74 #1640

Replaces 3/16/72 #1409

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Indian Services

130.3.1C

local and State agencies for assistance where appropriate; prevention services in both adult and juvenile crime; both individual and family counseling services; community organizational services to improve the lives of Indian people; and assistance to tribes in the development of tribal social services programs and tribal work experience programs for employable recipients of assistance.

D. The Division of Tribal Government Services provides staff assistance to the Director regarding Bureau programs relating to tribal special services, tribal management services, and tribal enrollment services. This involves providing advice and assistance in areas of tribal judicial systems, tribal extension services, tribal government activities and procedures, tribal and judgment rolls, and enrollment appeals requiring action by the Commissioner or the Secretary of the Interior.

E. The Division of Tribal Planning Services provides staff assistance to the Director in providing guidelines to generate inherent tribal long-range and program planning capability. It provides staff leadership in the development, programming and funding of comprehensive plans reflecting the socio-economic and other needs as stated by individual tribal communities. It provides technical direction through the Director of Indian Services to field personnel who provide direct planning services to Indian tribes. Promotes consideration of youth and aged needs in comprehensive tribal plans.

5/20/74 #1640

Replaces 3/16/72 #1409

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Tribal Resources Development

130.4.1

.1 The Office of Tribal Resources Development is responsible for providing staff support to the Commissioner in the development and management of Bureau programs to provide technical and financial assistance to enhance the economic development of Indian reservations and their people. The Office includes programs designed to assist Indian tribal organizations and individuals in (1) business enterprise development, with strong emphasis on Indian ownership and entrepreneurship; (2) securing credit and financing from conventional and governmental sources to finance all sorts of Indian economic self-development, including loans for resources and business development, housing, public utility facilities, education, and other purposes; (3) qualifying for, finding, and occupying jobs both on and off reservation, consistent with the needs, capabilities, and aspirations of Indians; and (4) providing management and technical services associated with roads construction and maintenance programs.

The Office of Tribal Resources Development plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Indian Business Enterprise, provides staff assistance to the Director regarding Bureau activities designed to assist the Indians in business enterprise development on Indian reservations. This is encouraged and assisted through various programs of technical and financial aid including but not limited to: (1) assistance in the development of specific commercial and industrial enterprises with emphasis on Indian ownership, entrepreneurship, and employment; (2) specialized assistance to identify, evaluate and publicize Indian enterprise development opportunities and Indian commercial and industrial resources potentials; (3) professional guidance in business enterprise development, planning and management counseling; (4) inducement of manufacturers and businessmen to locate on or near reservation areas; (5) assistance in development of resource oriented agricultural, mineral and other facilities; (6) economic research and technical assistance such as market analyses, feasibility determinations, short and long-range business development plans, and reservation resources inventories of natural, human and capital assets.

B. The Division of Financial Assistance provides staff assistance to the Director regarding specific programs designed to aid Indians in obtaining adequate capital for development of Indian resources, and to provide credit and financing services to Tribal

5/20/74 #1640

Replaces 4/17/72 #1423

(Department of the Interior ()
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Tribal Resources Development

130.4.1B

organizations and individual members. This includes services to obtain funds from conventional and governmental sources to finance all types of Indian economic self-development, including loans for housing, education, and Indian governmental purposes, and in the investment and use of their own moneys for the same purposes. The programs include incentive provisions; financial counseling and analysis; and organizational, accounting, and management services. Also, the Division administers Revolving Loan Fund programs for the Bureau and assists in the establishment, supervision and financing of lending programs for Indian organizations. The Division includes a credit examining staff located in Denver, Colorado.

C. The Division of Job Placement and Training provides staff assistance to the Director regarding Bureau programs leading up to the development of job opportunities, on the job training, and other services needed to enable Indian individuals seeking work to secure and retain suitable employment. The programs involve a variety of activities related to direct employment services on an off reservation, including administrative management contracts with tribal governments, internship programs with private industry and governmental bodies, specialized training with federal and state agencies, and professional guidance to Indian tribes in assisting the development of their manpower potential. This would include administering and coordinating Indian Action Team contracts. The Division acts as liaison with other federal agencies conducting activities that have direct bearing on Indian manpower development resources.

D. The Division of Transportation provides staff assistance to the Director regarding Bureau programs for analysis, design, construction, and maintenance of roads, bridges, airfields, and other transportation facilities with the ultimate objective of enhancing reservation economies and services to Indian and Alaska Native people. The Division includes a technical support staff in Albuquerque, New Mexico, which provides the Area and Agency Offices with computer operated design, inventory equipment and project cost management services.

5/20/74 #1640

Replaces 4/17/72 #1423

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Trust Responsibilities

130.5.1

.1 The Office of Trust Responsibilities is responsible for providing staff support to the Commissioner in the development and management of programs relative to the Bureau's trust and legal responsibilities. This includes (1) the protection of the rights of Indians in their trust property and those rights affecting trust property that are afforded by tribal sovereignty; (2) the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to Indians the services necessary for them to make decisions required of them in the application of these various laws; and (3) administration of those programs which are provided to facilitate the trust.

The functions regarding the protection of the rights as cited in (1) above are performed in the Office of the Director. This encompasses (a) all matter involving rights which include water rights, land titles, boundary disputes, trespass, hunting and fishing rights, contractual rights, the rights afforded by tribal sovereignty which include tax immunity or exemption, and the right to regulate hunting and fishing, zoning and other land use; (b) liaison between field offices and the Department on specific cases to bring about an administrative or judicial solution; (c) provision of technical expertise in preparation of legislation and legislative reports; and (d) a Westwide Water Study unit located in Denver, Colorado.

The Office of Trust Responsibilities plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Trust Facilitation provides staff assistance and advice to the Director regarding Bureau programs concerning environmental quality, irrigation operation and maintenance, irrigation construction, and soil and moisture conservation.

B. The Division of Trust Services provides staff assistance and advice to the Director regarding the Bureau's real estate, forestry, range, and Indian trust fund programs. Provides staff work, assistance and advice pertaining to the exercise of the authorities vested in the Secretary of the Interior by various laws concerning Indian trust property and for providing to the Indians the services necessary for them to make decisions required for them in the application of these various laws.

5/20/74 #1640

Replaces 8/8/72 #1471

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130.6.1

.1 The Office of Indian Education Programs is responsible for providing staff support to the Commissioner in the development and management of Bureau programs which will provide educational opportunities to Indian youth and adults in either Bureau, public or private schools. The office provides technical and supportive assistance to field offices responsible for educational programs.

The Office of Indian Education Programs plans, develops, monitors, and evaluates programs, policies, standards, procedures, and feedback systems for its assigned programs; participates in the allocation of Bureau resources for respective program operations; and makes recommendations to the Commissioner for necessary changes or adjustments in the program and in its implementation.

A. The Division of Professional Relations provides staff assistance to the Director in developing and carrying out liaison with Federal and other agencies regarding Indian education programs and needs. It provides a review and analysis of new and proposed legislation and/or reports prepared by the Bureau's Congressional and Legislative Affairs Staff and makes recommendations concerning legislative needs.

B. The Division of Internal Services provides staff assistance to the Director by providing education input into budget justifications, reviews of fiscal accountability, and development of an educational information system. It maintains liaison with the Office of Administration on all budget, procurement, procedural and personnel matters affecting the Director's office. The Division coordinates the preparation and dissemination of correspondence within the Director's office. It develops education budget policies and standards.

.2 The Indian Education Resources Center located in Albuquerque, New Mexico, provides coordination of supervision for five Divisions which are: (1) Continuing Education; (2) Evaluation, Research and Development; (3) Educational Assistance; and (4) School Facilities and (5) Media Services. This office provides assistance to the Director and is under the supervision of an Administrator.

A. The Division of Continuing Education provides staff assistance to the Director regarding career development programs including the adult education, scholarship and adult vocational training activities for the Bureau. The Division coordinates these programs and provides interagency liaison between Federal and other agencies that have post secondary programs. It develops general policies and standards for its assigned programs.

5/20/74 #1640

Replaces 4/19/72 #1430

(Department of the Interior ()
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Indian Education Programs

130.6.2B

B. The Division of Evaluation, Research and Development provides staff assistance to the Director by coordinating the evaluation and review of educational programs which will provide information to affect long-range or immediate improvement in programs. It reviews new and innovative educational and home living programs for Bureau schools. The Division provides consultant services to Area Offices and interagency programs and maintains a continuing study on developments of media and materials used in educational programs. It develops general educational policies and standards.

C. The Division of Educational Assistance provides staff assistance to the Director regarding the Johnson O'Malley, Elementary and Secondary Education Act titles and other flow-through funding programs. The Division coordinates these programs for the Director. It assists in the development of plans for specific services to Indian students in public or contract schools. It provides for the development, administration and monitoring of the various title programs for the Elementary and Secondary Education Act and other programs administered by the Office of Education. It develops general policies and standards for its assigned programs.

D. The Division of School Facilities provides staff assistance to the Director, Area Offices, and school administrators in developing educational specifications for school construction. It assists in the development of long range plans for construction of school buildings and criteria for the management of school space, procurement of school equipment and in the selection of school sites, and training for school staff members in the usage of new equipment. It develops general policies and standards for its assigned programs.

E. The Division of Educational Audio-Visual Services located in Brigham City, Utah, provides Bureau educational programs with educational films for classroom teaching, vocational instruction and teacher training. It plans and produces visual materials for use in the Bureau's educational and other programs including films, slides, sound and video-tapes, charts, graphs, photographs, booklets, pamphlets and posters. It provides film library and media production training for Indian students. The Division is responsible for coordinating noneducational films and materials with the Public Information Staff and complying with applicable regulations and Departmental manual requirements (471 DM and 472 DM).

5/20/74 #1640

Replaces 4/19/72 #1430

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 7 Administration 130.7.1

.1 The Office of Administration is responsible for providing staff support to the Commissioner in the development and management of Bureau programs designed to provide support services to all parts of the Bureau. These programs include the functions of audit, automatic data processing, budget, equal employment, facilities engineering, finance and accounting, management research and evaluation, personnel management, procurement, property management, contracting, program development and implementation, and safety management. The Office is also responsible for providing support and housekeeping services for the Central Office, Eastern Area, and the Indian Arts and Crafts Board. It also administers the Bureau's systems for centralized payroll, automated personnel, accounting, and automatic data processing through its Administrative Services Center located in Albuquerque, New Mexico.

A. The Audit Staff provides audit services to tribes and certain Bureau programs. The services involve training of tribal personnel in accounting techniques, principles and practices; audit of Bureau Indian Special Disbursing Agent accounts; audit of Employment Assistance and Imprest Fund Cashiers; and provision of administrative accounting services as requested including Tribal Housing Authorities and Bureau contracts. The Office includes a staff office in Littleton, Colorado.

B. The Contracting Staff provides staff assistance to the Director regarding Bureauwide contracting from nonestablished sources. The division is responsible for development, promulgation and implementation of Bureau policies and procedures for all such contracts. The division develops and reviews the regulations, guidelines, procedures and techniques related to Bureau contracting matters and recommends appropriate action. It reviews and evaluates Bureauwide contracting for effectiveness and recommends appropriate action. It provides technical leadership to contracting functions throughout the Bureau. It develops and identifies contracting training material and conducts training sessions for Bureau and Indian tribal contracting personnel. It also develops and devises innovative procedures and methods that may be used to broaden Indian self-development in all phases of contracting with the Bureau.

C. The Equal Employment Opportunity Staff develops and monitors a continuing affirmative action program designed to promote, under applicable law and regulations, equal employment opportunity throughout the Bureau. The office includes a Federal Women's Coordinator who has the responsibility to assure that equal opportunity for women is an integral part of the overall equal employment opportunity program.

.2 The Administrative Services Center located in Albuquerque, New Mexico, under the supervision of an Assistant Director, is responsible for providing facilities and services for the administration of the Bureauwide centralized administrative and management systems which

5/20/74 #1640

Replaces 2/16/72 #1399

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Administration

130.7.2

are automatic data processing related. The Center provides and operates a centralized data processing facility. The Office of the Assistant Director includes an Administrative Office responsible for providing personnel, teacher recruitment liaison, equal employment opportunity, financial, and procurement and property services to Central Office installations in Albuquerque, New Mexico, and other selected locations.

A. The Division of Automatic Data Processing Services is responsible for administering the Bureauwide automatic data processing program. It develops and implements policies, guidelines, and standards relating to all phases of ADP and provides liaison with the Department and all Bureau activities. It advises, consults, and assists in developing automated management, administrative, and mission-oriented systems. It provides ADP systems and programming services, and monitors Bureau activities for compliance with established ADP standards, guidelines, and regulations. The Division maintains and manages a computer center in an intra-bureau sharing environment. The Division plans for new ADP equipment and/or services in cooperation with user organizations. It also evaluates and recommends to the Director of Administration the acquisition of computer equipment as required in support of Bureau ADP plans. The Division includes special units for developing and administering automatic data processing systems for land use and resources, tribal enrollment and judgments, education systems, payroll, personnel, accounting, planning and evaluation, and engineering support systems.

B. The Division of Operations performs centralized administrative functions which include maintenance of accounting records, preparation of consolidated financial and personnel reports, payroll operations, voucher examination operations, maintenance of personnel computerized records, maintenance of tribal trust fund records for investment purpose and performance of the mechanics of tribal trust fund investment.

.3 Financial Management, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for financial management functions and for performance of the functions identified with the budget cycle. The office of the Assistant Director serves as a coordination point and central source for Indian population data and for special statistical analysis.

A. The Division of Accounting Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide advice and guidance in areas of accounting, fiscal operations, financial management, accomplishment reporting, and information systems. The Division develops standards, specifications and operating procedures for these functions. It develops policies, systems, and procedures to

5/20/74 #1640

Replaces 2/16/72 #1399

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 7 Administration 130.7.3A

be used throughout the several designated accounting stations of the Bureau.

B. The Division of Program Development and Implementation provides staff assistance to the Assistant Director regarding those functions identified with the budget cycle. In coordination with program directors, the Division implements the Commissioner's policies and program goals through the budgetary process; develops instructions for use in annual program plans; reviews program requests on the basis of fiscal reasonableness, feasibility and justifiability; reviews proposed tribal comprehensive plans to determine fiscal feasibility for package funding; develops Bureauwide program planning documents; develops budget estimates and justifications; prepares for budget legislative hearings; prepares field planning allowances and tentative allocations. Performs budget execution functions, including continuing resolutions, encoding programs to the finance system, allotting funds, position and personnel ceiling, comparisons of actual and planned funds and accomplishments, and reporting exceptions between planned and actual conditions.

.4 Management Services, under the supervision of an Assistant Director, is responsible for the development of policies, programs and guidelines for the general management functions. The Assistant Director supervises the support and housekeeping services for the Washington Office, Eastern Area, and the Indian Arts and Crafts Board. This office is the primary contact and coordination point for reporting and reviewing alleged irregularities within the Bureau's scope of operation.

A. The Division of Facilities Engineering located in Albuquerque, New Mexico, with a liaison office in Washington, D. C., provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide architectural, engineering and other technical services related to the construction of new facilities. The Division coordinates the Bureau's program for major rehabilitation, alterations, improvement and maintenance of existing buildings, utilities, grounds and other facilities and provides technical services to tribes on construction and design. The Division also provides design and construction services on interdepartmental agreements and to Indian and Alaska Natives as directed.

B. The Division of Management Research and Evaluation provides staff assistance to the Assistant Director regarding the Bureau's managerial functions. Conducts management studies throughout the Bureau on organization structures, staffing validations and utilization of resources. Reviews and examines the Bureau's administrative systems for effectiveness which includes analysis of work flow, procedures and accomplishments. Conducts or coordinates evaluation studies on managerial, and administrative operations; and program operations as they relate to management. Provides technical assistance on evaluations of specific functional areas.

5/20/74 #1640

Replaces 2/16/72 #1399

(Department of the Interior ()
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 7 Administration 130.7.4B

Analyzes, for management purposes, evaluation reports prepared by other organizational segments in the Bureau. Responsible for Bureauwide paperwork management programs including records management, directives management, reports and forms control, Federal Register publications, and delegations of authority. Reviews, for top management, request for revisions in organizational structures, delegations of authority and Bureauwide directives. Performs special studies or projects, having Bureauwide significance, as directed.

C. The Division of Personnel Management provides staff assistance to the Assistant Director regarding the Bureau programs designed to provide personnel management services. The division develops Bureauwide programs and policies for obtaining and managing these personnel resources. This includes such programs as personnel management evaluation; position classification; pay administration; position management; recruitment and placement; manpower planning and forecasting; training; career development; employee relations; labor relations; incentive awards; and employee benefits.

D. The Division of Property Management provides staff assistance to the Assistant Director regarding Bureau programs for property management, and procurement from established sources. The division is responsible for development, promulgation and implementation of Bureau policies and procedures for all such programs, and reviews and evaluates these programs for effectiveness and recommends appropriate action. It provides Bureau oversight for procurement services on items which have Bureauwide or multiarea applications. It provides for technical leadership for the management of these programs throughout the Bureau.

E. The Division of Safety Management provides staff assistance to the Assistant Director regarding Bureau safety matters. This includes programs relating to the prevention of accidents, reduction of injuries and fatalities, improvement of health safety conditions, processing of compensation cases, occupational health and safety programs, and highway safety programs. The division also reviews architectural and engineering drawings on major construction of buildings and utilities for compliance with national fire standards. The division develops internal and tribal safety programs including policies and guidelines for these programs. It develops policies, procedures and standards for Bureauwide fire prevention and fire protection programs. It conducts investigations and collects data for the Solicitor's Office on tort claims.

F. The Division of Support Services provides staff assistance to the Assistant Director regarding Bureau programs designed to provide administrative support and housekeeping services for the Washington Office, Eastern Area, and the Indian Arts and Crafts Board. This includes services related to contracting, facilities engineering, finance, office services, personnel, procurement, and property.

5/20/74 #1640

Replaces 2/16/72 #1399

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Field Organization 130.8.1

.1 Field Organization. For the purpose of administering its field activities, the Bureau has divided the United States into twelve areas. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona and the Eastern Area which is headquartered in Washington, D.C.

A. Area Offices. Each Area Office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He is typically assisted by a Deputy Area Director or by one or more Assistant Area Directors who are redelegated line authority. The typical Area Office includes staff specialists in several or all of the Bureau programs to assist in the discharge of the following Area responsibilities:

(1) Represent the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies with respect to the Area's jurisdiction;

(2) Direct and assist in the application and implementation of overall policies and programs by operating offices, provide the necessary technical advice and review, evaluate performance and coordinate those features of programs which are wider in scope of application than the jurisdiction of a single operating office;

(3) Recommend to the Central Office revisions of policies, programs, procedures, and regulations; and

(4) Perform functions of an administrative and housekeeping nature which can be done most efficiently and economically on an Area-wide basis. The Areas headquartered at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area Offices, respectively. The Eastern Area receives administrative and program support from the Washington Office.

B. The Joint Use Administrative Office located in Flagstaff, Arizona, is an operating office responsible to the Commissioner for carrying out those functions related to the use and management of lands within the Joint Use Area. The office will act to achieve the fullest cooperation and compliance of the Hopi and Navajo Tribes and their individual members to resolve the problems within the Joint Use Area. It provides for judicial administration, law enforcement, and crime prevention services to the Indian people located within this area. It also seeks to obtain assistance from other Federal agencies; states, local and tribal governments; and private sources in carrying out the functions of the office.

5/20/74 #1640

Replaces 1/14/72 #1387

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Field Organization 130.8.1C

C. Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (D and E). The Superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his jurisdiction. He reports to the Area Director of the area in which the agency is located. Assisting the Superintendent are specialists in several or all of the Bureau programs, as needed.

D. Off-Reservation Boarding Schools. Boarding schools which are not located on reservations are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Area Director of the Area in which the school is located.

E. Flathead, Navajo, San Carlos, and Wapato Irrigation Projects.

These major irrigation projects are under the direction of a Project Engineer or Manager who reports directly to the Area Director of the Area in which the project is located. Their primary purpose is the supplying of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

5/20/74 #1640

Replaces 1/14/72 #1387

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20242

BIAM Release 5-15

August 31, 1972

Memorandum

To: Holders of 5 BIAM 2

From: Commissioner of Indian Affairs

Subject: Bureau Organization - Office of Education Programs

Enclosed is Departmental Manual Release Number 1471 which is to be incorporated into Part 5, Chapter 2, of the Bureau of Indian Affairs Manual. This release changes the name of the Office of Education's Instructional Service Center (ISC) located at Brigham City, Utah, to the National Indian Training Center (NITC). Responsibility for the NITC program has been assigned to the Division of Adult Education (130.5.1A).


DEPUTY Commissioner

Enclosure

Filing Instructions:

- (a) Remove superseded material:
130 DM 5, dated 2/16/72 (2 sheets)
- (b) Insert new material transmitted:
130 DM 5, dated 8/8/72 (2 sheets)
- (c) Pen-and-ink changes:
None

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Numbe.

1471

Date: AUG 8 1972

Part:

130 DM 5

Subject: Organization
Bureau of Indian Affairs
Office of Education
Programs

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 5, changes the name of the Bureau of Indian Affairs Instructional Service Center (ISC) located in Brigham City, Utah, to the National Indian Training Center (NITC).

A change in 130 DM 5.1A has been made to include the National Indian Training Center.

130 DM 5.1D has been expanded to include those functions of ISC which were not absorbed by NITC.



~~DEPUTY~~

Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:
130 DM 5
(2 sheets)

Insert:
130 DM 5
(2 sheets)

Replaces 2/16/72 (Release No. 1399)

Department of the Interior
DEPARTMENTAL MANUAL

Organizational Part 130 Bureau of Indian Affairs

Chapter 5 Education Programs 130.5.1

.1 The Office of Education Programs is responsible for administering programs which will provide educational opportunities to Indian youth and adults in either Bureau, public or private schools as well as in non-school settings. The Office is under the supervision of a Director and includes staff specialists to review and evaluate education programs and related legislation; for directing and coordination of school operations; to develop programs of assistance to public schools enrolling Indian students and to Indian students in public or private schools; for the planning and development of educational programs for Bureau schools; to coordinate the acquisition and maintenance of educational facilities; to develop programs which will meet the needs of Indian students but which are not provided in the classroom; and for basic and continuing education of Indian adults. The Office includes the following divisions:

A. The Division of Adult Education develops and arranges training for adult Indians and Alaska Natives in both basic skills and in achieving a higher level of achievement; develops general guidelines for obtaining greater tribal involvement in more meaningful adult education; and provides interagency liaison between Federal agencies having Adult Education programs. The Division includes the National Indian Training Center (NITC) located in Brigham City, Utah. The NITC coordinates with the Civil Service Commission's representative and the Bureau's Division of Personnel Management in developing training courses which will provide educational and training opportunities for Indians. The training will include courses in Indian leadership, communication skills, human needs, and school needs. The Center will also provide training for employees of Federal, State and local governmental agencies working with Indian people.

B. The Division of Communication Services is responsible for communicating the policies, objectives, plans, and guidelines to Bureau education program personnel and for development of educational publications and newsletters.

C. The Division of Educational Assistance located in Albuquerque, New Mexico, assists in the development of plans for specific services to Indian children in public schools; and provides assistance in the development and administration of the various titles of the Elementary and Secondary Education Act and other programs administered by the U.S. Office of Education.

Department of the Interior
DEPARTMENTAL MANUAL

Organizational Part 130 Bureau of Indian Affairs

Chapter 5 Education Programs 130.5.1D

D. The Division of Educational Planning and Development located in Albuquerque, New Mexico, reviews and develops new and innovated educational programs for Bureau and public schools educating Indian children; assists schools in the organization and operation of media centers and maintains a continuing study on developments of media and materials used in media centers; provides consultant services to various education and inter-agency programs; and performs or monitors selected research on specific education problems.

E. The Division of Evaluation and Program Review conducts or arranges for evaluation studies and program reviews which provide information to effect long-range or immediate improvements in the education program, including direct evaluation of major components of the program to determine effectiveness; evaluation assistance to individual schools to develop an effective internal self-evaluation system; performing compliance reviews of specific Johnson-O'Malley contracts with states and tribal groups; and monitoring evaluation of all ESEA Title programs.

F. The Division of Internal Services coordinates educational program planning; budget and fund allocation activities; and administrative functions in the Central Office for education programs including maintenance of records and reports which contain data pertinent to various educational interests.

G. The Division of Legislative Review develops, reviews and prepares legislation on Indian education coordinating with other governmental agencies, Indian interest groups and others on education matters. The Division also provides for interagency coordination of educational matters.

H. The Division of School Facilities located in Albuquerque, New Mexico, provides assistance in developing physical facility requirements for the Bureau education program; in the development of long-range plans for construction and maintenance of school buildings and criteria for the management of school space and procurement of school equipment; and in the selection of school sites.

I. The Division of School Operations Coordination reviews and evaluates programs and operational problems related to off-reservation boarding schools and post-secondary schools operated by the Bureau; develops and coordinates general enrollment policies, curricula and administrative systems among off-reservation boarding

Department of the Interior
DEPARTMENTAL MANUAL

Organizational

Part 130 Bureau of Indian Affairs

Chapter 5 Education Programs

130.5.1I

schools; provides technical assistance to the post-secondary schools and to the schools at Seminole, Choctaw and Cherokee Agencies; and facilitates communication and interaction between off-reservation boarding schools.

J. The Division of Student Services located in Albuquerque, New Mexico, develops and evaluates programs, policies and legislation to provide pupil personnel services to help students in Bureau schools and in schools operated by Indians and Alaska Natives overcome individual handicaps through special education, psychological consultation, child guidance and school social work, including diagnostic and remedial services; and assists in the administration of scholarship grants for higher education.

.2 The Field Services Administrator located in Albuquerque, New Mexico, provides coordination and supervision to the organizational units of the Office of Education Programs which are located in Albuquerque, New Mexico. The Field Services Administrator is responsible for maintaining and operating the Bureau's film and professional libraries; and providing supervision for the Office of Education Programs film crew.

8/8/72 (Release No. 1471)
Replaces 2/16/72 (Release No. 1399)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20242

BIAM Release 5-14

August 25, 1972

Memorandum

To: Holders of 5 BIAM

From: Commissioner of Indian Affairs

Subject: 5 BIAM 4, Order of Succession-Central Office
Directors

The material transmitted reflects the current order of
succession for the Central Office Directors.

Louis R. Bruce
Commissioner

Filing Instructions:

- (a) Remove superseded material:
5 BIAM 4.5 through 4.7 Automatic Succession-
Directors, dated 6/14/72 and 9/25/70 (2 sheets)
- (b) Insert new material:
5 BIAM 4.5 through 4.7 Automatic Succession-
Directors, dated (2 sheets)
- (c) Pen-and-ink changes:
None

RECEIVED
SEP 20 1972
ALBUQUERQUE INDIAN SCHOOL
ADMINISTRATION

Organization and Organizational Concepts and Functions
Order of Succession

4.5 Automatic Succession - Commissioner

A. The line of succession approved by the Secretary provides that in case of the death, resignation, or absence of the Commissioner, the following officials shall act for him in the order listed:

- (1) Deputy Commissioner
- (2) Director of Economic Development
- (3) Director of Engineering

The above designations were approved by the Assistant Secretary--Public Land Management on June 8, 1972, as required by 302 DM 1.5.

4.6 Automatic Succession - Deputy Commissioner

A. The line of succession approved by the Secretary provides that in the case of the death, resignation, or absence of the Deputy Commissioner the following officials, shall act for him in the order listed:

- (1) Director of Administrative Services
- (2) Director of Fiscal Plans and Management
- (3) Director of Management Systems

The above designations were approved by the Assistant Secretary--Public Land Management on June 8, 1972, as required by 302 DM 1.5.

4.7 Automatic Succession - Directors

A. In case of the death, resignation, or absence of the Director of Economic Development, the following officials shall act for him in the order listed:

- (1) Natural Resources Officer
- (2) Program Budget Coordinator
- (3) Inter-governmental Relations Officer

Organization and Organizational Concepts and Functions
Order of Succession

B. In case of the death, resignation, or absence of the Director of Engineering, the following officials shall act for him in the order listed:

- (1) Engineering Adviser
- (2) Chief, Division of Transportation
- (3) Chief, Division of Indian Technical Assistance

C. In case of the death, resignation, or absence of the Director of Education Programs, the following officials shall act for him in the order listed:

- (1) Deputy Director of Education Programs
- (2) Chief, Division of Internal Services
- (3) Chief, Division of Legislative Review
- (4) Chief, Division of Communication Services

D. In case of the death, resignation, or absence of the Director of Community Services, the following officials shall act for him in the order listed:

- (1) Program Budget Coordinator
- (2) Chief, Division of Community Development
- (3) Chief, Division of Social Services

E. In case of the death, resignation, or absence of the Director of Administrative Services, the following officials shall act for him in the order listed:

- (1) Chief, Division of Personnel Management
- (2) Chief, Division of Property and Supply Management
- (3) Chief, Division of Contracting Services

Organization and Organizational Concepts and Functions
Order of Succession

F. In case of the death, resignation, or absence of the Director of Fiscal Plans and Management, the following officials shall act for him in the order listed:

- (1) Chief, Division of Budget
- (2) Chief, Division of Program Analysis
- (3) Chief, Division of Statistics

G. In case of the death, resignation, or absence of the Director of Management Systems, the following officials shall act for him in the order listed:

- (1) Chief, Division of Management and Systems
Development
- (2) Chief, Division of Systems Standards and
Control

H. In case of the death, resignation, or absence of the Director of Office of Planning, the following official shall act for him:

- (1) Chief, Comprehensive Planning and Evaluation

UNITED STATES
DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Washington, D.C. 20242

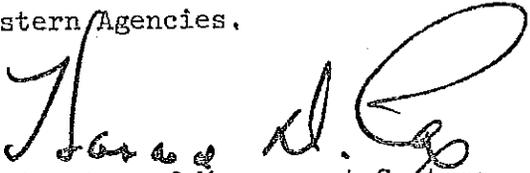
BIAM Release 5-13

July 7, 1972

Memorandum

To: Holder of 5 BIAM
From: Director of Management Systems
Subject: Director of Southeastern Agencies

Enclosed is Departmental Manual Release 1445 which is to be incorporated into 5 BIAM 2. This release reflects the establishment of a Director of Southeastern Agencies.


Director of Management Systems

Filing Instructions:

- (a) Remove superseded material:
130 DM 10 (1 sheet)
130 DM Chart (1 sheet)
- (b) Insert new material transmitted:
130 DM 10 (1 sheet)
130 DM Chart (1 sheet)
- (c) Pen-and-ink changes:
None

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Number

1445

Date:

MAY 18 1972

Part:

130 DM 10

Subject:

ORGANIZATION
Bureau of Indian Affairs

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 10 adds a new office, Director of Southeastern Agencies to the Bureau of Indian Affairs organization statement

Charles E. Easley

ACTING Deputy Assistant Secretary--Management
and Budget

FILING INSTRUCTIONS:

Remove:

130 DM 10
(1 sheet)
Chart

Insert:

130 DM 10
(1 sheet)
Chart

Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Field Organizations

130.10.1

.1 Field Organization. For the purpose of administering its field activities, the Bureau has divided the United States into eleven areas. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona. The Cherokee, Choctaw, and Seminole Agencies, located in the Southeastern part of the United States, are not geographically within an Area and report to the Director of Southeastern Agencies in Washington, D. C.

A. Area Offices. Each Area Office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He is assisted by a Deputy Area Director or by one or more Assistant Area Directors who are redelegated line authority. The typical Area Office includes staff specialists in several or all of the Bureau programs to assist in the discharge of the following Area responsibilities:

(1) Represent the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies with respect to the Area's jurisdiction;

(2) Direct and assist in the application and implementation of overall policies and programs by operating offices, provide the necessary technical advice and review, evaluate performance and coordinate those features of programs which are wider in scope of application than the jurisdiction of a single operating office;

(3) Recommend to the Central Office revisions of policies, programs, procedures, and regulations; and

(4) Perform functions of an administrative and housekeeping nature which can be done most efficiently and economically on an Area-wide basis. Area Offices at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area Offices, respectively.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 10 Field Organizations 130.10.1B

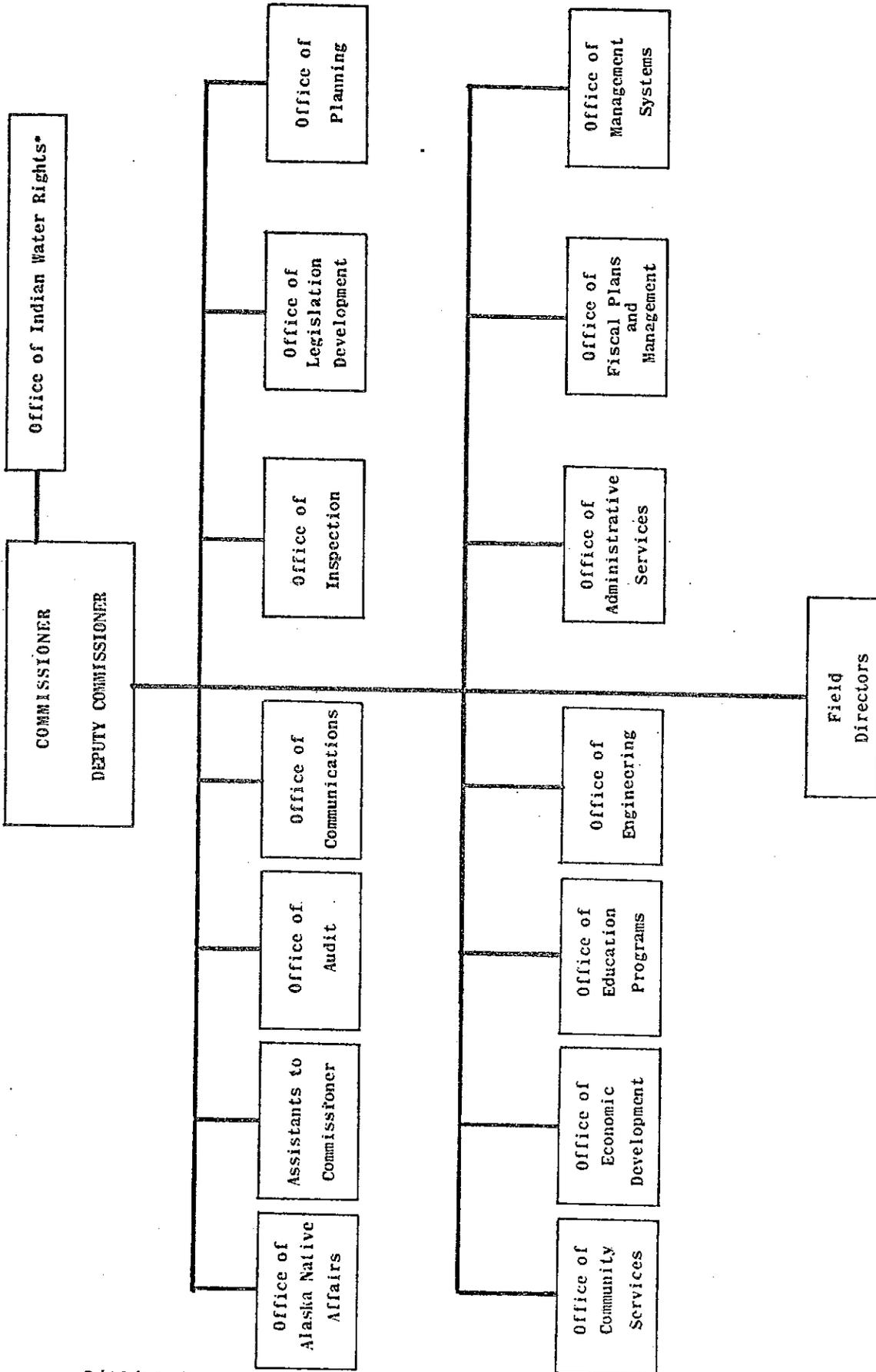
B. Director of Southeastern Agencies. The Director is responsible to the Commissioner for activities of the Bureau with Cherokee, Choctaw (including services to the Chitimacha Tribe in Louisiana), and Seminole Agencies; the Miccosukee Tribe; and any other Bureau activities in the Southeastern United States. The Director is a line officer with responsibilities similar to those of Area Directors. Assistance in discharging his responsibilities is provided, at his request, by Central Office program offices and divisions. The Office of the Director is headquartered in Washington, D.C.

C. Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (D and E). The Superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his jurisdiction. He reports to the Area Director of the area in which the agency is located, except for the Cherokee, Choctaw, and Seminole Agencies which are responsible to the Director of Southeastern Agencies. Assisting the Superintendent are specialists in several or all of the Bureau programs, as needed.

D. Off-Reservation Boarding Schools. Boarding schools which are not located on reservations are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Area Director of the area in which the school is located, except for the School Superintendent of the Institute of American Indian Arts who reports to the Director of Education Programs in the Washington Office.

E. Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. These major irrigation projects are under the direction of a Project Engineer or Manager who reports directly to the Area Director of the area in which the project is located. Their primary purpose is the supplying of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

HEADQUARTERS ORGANIZATION - BUREAU OF INDIAN AFFAIRS



5/18/72 (Release No. 1445)

*Reports directly to the Commissioner who reports directly to the Secretary on Water Rights matters.

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20242

BIAM Release 5-12

June 14, 1972

Memorandum

To: Holders of 5 BIAM

From: Commissioner of Indian Affairs

Subject: 5 BIAM 4, Order of Succession - Central Office.

The material transmitted reflects the current order of succession for the Commissioner and Deputy Commissioner. This release eliminates the line of succession for the former position of the Associate Commissioner for Support Services. The new lines of succession for Central Office Directors will be issued at a later date.


Deputy Commissioner

Filing Instructions:

- (a) Remove superseded material:
5 BIAM 0 - Table of Contents, dated 9/10/71 (1 sheet)
5 BIAM 4.5 through 4.8C, dated 9/10/71 (1 sheet)
- (b) Insert new material:
5 BIAM 0 - Table of Contents, dated (1 sheet)
5 BIAM 4.5 - through 4.7C, dated (1 sheet)
- (c) Pen-and-ink changes:
None

Organization and Organizational Concepts and Functions
Table of Contents

1. Organizational Concepts

- .1 Policy on Centralization - Decentralization
- .2 Line-and-Staff Functional Organization
- .3 Community Organization Process
- .4 Cooperation with other Organizations
- .5 Organizational Levels of the Bureau and their Relationships
- .6 Unity of Command
- .7 Personnel Working Concurrently for two Organizations

2. Organizational Statements

- .1 Organization

3. Organizational Procedures

- .1 Objectives
- .2 Submission of Organization Charts
- .3 Approval of Organizational Changes
- .4 Terminology
- .5 Nomenclature
- .6 Charts
- .7 Charting Techniques
- .8 Functional Statements
 Illustrations 1 through 5

4. Order of Succession

- .1 Introduction
- .2 Authority of Acting Officials
- .3 Procedures for Establishing Automatic Orders of Succession
- .4 Procedures for Designating Acting Officials for Specific Periods
- .5 Automatic Succession - Commissioner
- .6 Automatic Succession - Deputy Commissioner
- .7 Automatic Succession - Directors

Organization and Organizational Concepts and Functions
Table of Contents

5. Committee Management

- .1 General
- .2 Definitions
- .3 Legal and Regulatory Requirements
- .4 Authority and Responsibility
- .5 Establishment, Use and Termination of Committees
- .6 Employment of Experts and Consultants
- .7 Records and Reporting
 - Illustration 1

Organization and Organizational Concepts and Functions
Order of Succession

4.5 Automatic Succession - Commissioner

A. The line of succession approved by the Secretary provides that in case of the death, resignation, or absence of the Commissioner, the following officials shall act for him in the order listed:

- (1) Deputy Commissioner
- (2) Director of Economic Development
- (3) Director of Engineering

4.6 Automatic Succession - Deputy Commissioner

A. The line of succession approved by the Secretary provides that in the case of the death, resignation, or absence of the Deputy Commissioner the following officials, shall act for him in the order listed:

- (1) Director of Administrative Services
- (2) Director of Fiscal Plans and Management
- (3) Director of Management Systems

The above designations were approved by the Assistant Secretary--Public Land Management on June 8, 1972, as required by 302 DM 1.5.

4.7 Automatic Succession - Directors

A. In case of the death, resignation, or absence of the Director of Education Programs, the following officials shall act for him in the order listed:

- (1) Deputy Director for Education Programs
- (2) Director, Division of Legislative Liaison
- (3) Director, Division of Internal Services

Organization and Organizational Concepts and Functions
Order of Succession

B. In case of the death, resignation, or absence of the Director of Economic Development; the following officials shall act for him in the order listed:

- (1) Deputy Director for Economic Development
- (2) Chief, Natural Resources
- (3) Chief, Industrial Development and Tourism

C. In case of the death, resignation, or absence of the Director of Community Services, the following officials shall act for him in the order listed:

- (1) Deputy Director for Community Services
- (2) Chief, Social Services
- (3) Chief, Tribal Operations



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20242

IN REPLY REFER TO:

Management Research

BIAM Release 5-11

May 30, 1972

Memorandum

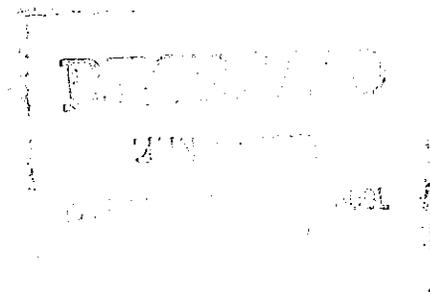
To: Holders of 5 BIAM
From: Commissioner of Indian Affairs
Subject: Southeastern Agencies Organization

This manual release incorporates the functions of the Director of Southeastern Agencies into the Bureau of Indian Affairs Manual and defines the relationships of Central Office officials to the new organization.


Deputy Commissioner

Filing Instructions:

- (a) Remove superseded material:
5 BIAM 0 (Table of Contents) (1 sheet)
- (b) Insert new material transmitted:
5 BIAM 0 (Table of Contents) (1 sheet)
5 BIAM 6 (1 sheet)
- (c) Pen-and-ink changes:
None



Organization and Organizational Concepts and Functions
Table of Contents

1. Organizational Concepts

- .1 Policy on Centralization - Decentralization
- .2 Line-and-Staff Functional Organization
- .3 Community Organization Process
- .4 Cooperation with other Organizations
- .5 Organizational Levels of the Bureau and their Relationships
- .6 Unity of Command
- .7 Personnel Working Concurrently for two Organizations

2. Organizational Statements

- .1 Organization

3. Organizational Procedures

- .1 Objectives
- .2 Submission of Organization Charts
- .3 Approval of Organizational Changes
- .4 Terminology
- .5 Nomenclature
- .6 Charts
- .7 Charting Techniques
- .8 Functional Statements
 Illustrations 1 through 5

4. Order of Succession

- .1 Introduction
- .2 Authority of Acting Officials
- .3 Procedures for Establishing Automatic Orders of Succession
- .4 Procedures for Designating Acting Officials for Specific Periods
- .5 Automatic Succession - Commissioner
- .6 Automatic Succession - Deputy Commissioner
- .7 Automatic Succession - Associate Commissioner
- .8 Automatic Succession - Directors

5. Committee Management

- .1 General
- .2 Definitions
- .3 Legal and Regulatory Requirements

Table of Contents

- .4 Authority and Responsibility
 - .5 Establishment, Use and Termination of Committees
 - .6 Employment of Experts and Consultants
 - .7 Records and Reporting
 - Illustration 1
6. Southeastern Agencies
- .1 Responsibilities of the Director of Southeastern Agencies
 - .2 Responsibilities of Central Office Officials
 - .3 Relationship Between Staff Offices and Southeastern Agencies
 - .4 Routing of Documents

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Southeastern Agencies

6. Southeastern Agencies. Bureau activities in the Southeastern United States (Cherokee Agency; Choctaw Agency, including the Chitimacha Tribe in Louisiana; Seminole Agency; and the Miccosukee Tribe) are supervised by the Director of Southeastern Agencies.

.1 Responsibilities of the Director of Southeastern Agencies. The Director is the same as an Area Director. He is a line officer and in discharging his responsibilities:

A. Represents the Bureau in its dealings with the Indians, the public, state governments, and other Federal agencies with respect to the Southeastern United States.

B. Directs and assists in the application and implementation of overall policies and programs by operating offices and coordinates those features of programs which are wider in scope of application than the jurisdiction of an operating office.

C. Maintains effective supervision over operating offices by review of the accomplishment of stated objectives and goals.

D. Recommends to the Commissioner and Deputy Commissioner revisions in policies, programs, procedures, and regulations.

E. Coordinates and controls the provision of staff services to the Southeastern Agencies.

.2 Responsibilities of Central Office Officials. Central Office Directors and Division Chiefs are responsible for providing Area Office type staff services to the Southeastern Agencies jurisdiction including staff services to the Director, staff services to the Agencies, and general and administrative housekeeping functions.

.3 Relationship Between Staff Offices and Southeastern Agencies. The Director of Southeastern Agencies is an Area Director for the agencies under his jurisdiction. In recognition of this role significant contacts between Central Office staff offices and Southeastern Agencies should be reported to the Director. All travel to Southeastern Agencies will be coordinated with the Director.

BUREAU OF INDIAN AFFAIRS MANUAL 5 BIAM 6.4
ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Southeastern Agencies

.4 Routing of Documents. The Director of Southeastern Agencies may prescribe to his Superintendents procedures for routing correspondence and other documents. Staff offices are expected to observe these procedural flows.

HA

UNITED STATES
DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Washington, D. C. 20242

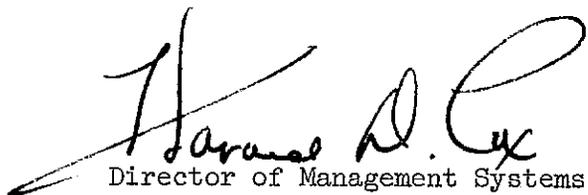
BIAM Release 5-10

May 22, 1972

Memorandum

To: Holders of 5 BIAM
From: Director of Management Systems
Subject: Bureau Organization

Enclosed are Departmental Manual Releases 1409, 1413, 1423, 1428 and 1430 which are to be incorporated into 5 BIAM 2.1. These releases provide the division level structure for the Offices of Community Services, Economic Development, Management Systems, and Engineering and establish an Office of Alaska Native Affairs. Do not file the organizational chart transmitted by Departmental Manual Release 1413, dated March 24, 1972, since it is superseded by Release 1430, dated April 19, 1972.


Director of Management Systems

Filing Instructions:

- (a) Remove superseded material:
 - 130 DM 2 - 4 dated 11/12/71 (4 sheets)
 - 130 DM 6 dated 11/12/71 (1 sheet)
 - 130 DM 9 dated 11/12/71 (1 sheet)
 - 130 DM Chart dated 11/12/71 (1 sheet)

(

(

(

(b) Insert new material transmitted:

130 DM 2 dated 3/24/72	(2 sheets)
130 DM 3 dated 3/16/72	(1 sheet)
130 DM 4 dated 4/17/72	(1 sheet)
130 DM 6 dated 4/19/72	(1 sheet)
130 DM 9 dated 4/17/72	(1 sheet)
130 DM Chart dated 4/19/72	(1 sheet)

(c) Pen-and-ink changes:

None

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Numb.

1430

Date: APR 19 1972

Part:

130 DM 6

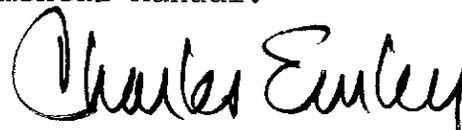
Subject:

ORGANIZATION

Bureau of Indian Affairs

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 6, incorporates the division level structure of the Office of Engineering of the Bureau of Indian Affairs into the Departmental Manual.



Deputy Assistant Secretary--Management
and Budget

FILING INSTRUCTIONS:

Remove:

130 DM 6
(1 sheet)

Chart
(1 sheet)

Insert:

130 DM 6
(1 sheet)

Chart
(1 sheet)

Replaces 11/21/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Engineering 130.6.1

.1 The Office of Engineering is responsible for programs providing engineering and related technical services and support to Bureau programs and Indian tribes. The Office is under the supervision of the Director of Engineering and includes staff specialists for programs related to irrigation and multipurpose water development projects; reservation transportation systems; and the construction, maintenance, and operation of buildings and utilities. The Office also furnishes engineering technical assistance to Indians, including but not limited to the Indian Action Teams and reservation fire protection services. The Office includes the following Divisions:

A. The Division of Indian Technical Assistance identifies the engineering and technical needs of Indians and Alaska natives and prepares, coordinates, and evaluates a defined Bureauwide program of engineering technical assistance. The Division provides available engineering expertise and resources to Indians and Alaska natives, as requested, for development of engineering aspects of long range reservation plans, feasibility studies for development of Indian resources, training of local personnel in engineering related skills such as reservation fire protection and Indian Action Teams, and assisting tribes and Indian organizations in obtaining engineering related resources from other governmental agencies or private firms. The Division includes an Indian Technical Assistance Center located in Denver, Colorado, and a Reservation Fire Protection Coordinator in Albuquerque, New Mexico.

B. The Division of Irrigation plans, reviews, and coordinates Bureau-wide programs for construction, extension, improvement, operation and maintenance, and collection of revenues for Indian irrigation projects and related power systems. The Division is concerned with the total operation and environment of Indian irrigation and related power facilities with particular emphasis on their effective and safe utilization in keeping with comprehensive reservation plans by the Indians and basinwide resources development plans by the Corps of Engineers, Bureau of Reclamation, and other government agencies engaged in irrigation and power activities on and adjacent to Indian reservations.

4/19/72 (Release No. 1430)
Replaces 11/21/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Engineering

130.6.1C

C. The Division of Plant Design and Construction, located in Albuquerque, New Mexico, provides the architectural, engineering, and related technical services required for the design and construction of new facilities and the major rehabilitation of existing buildings and utilities as required to carry out Bureau programs. The Division also provides design and construction services on interdepartmental agreements and to Indians and Alaska natives as directed. The Division includes Branches of Administration, Architecture, Engineering, Contracts, Force Account, and Contract Construction Management. The Division, also includes an Anchorage Field Office which provides construction services to Alaska.

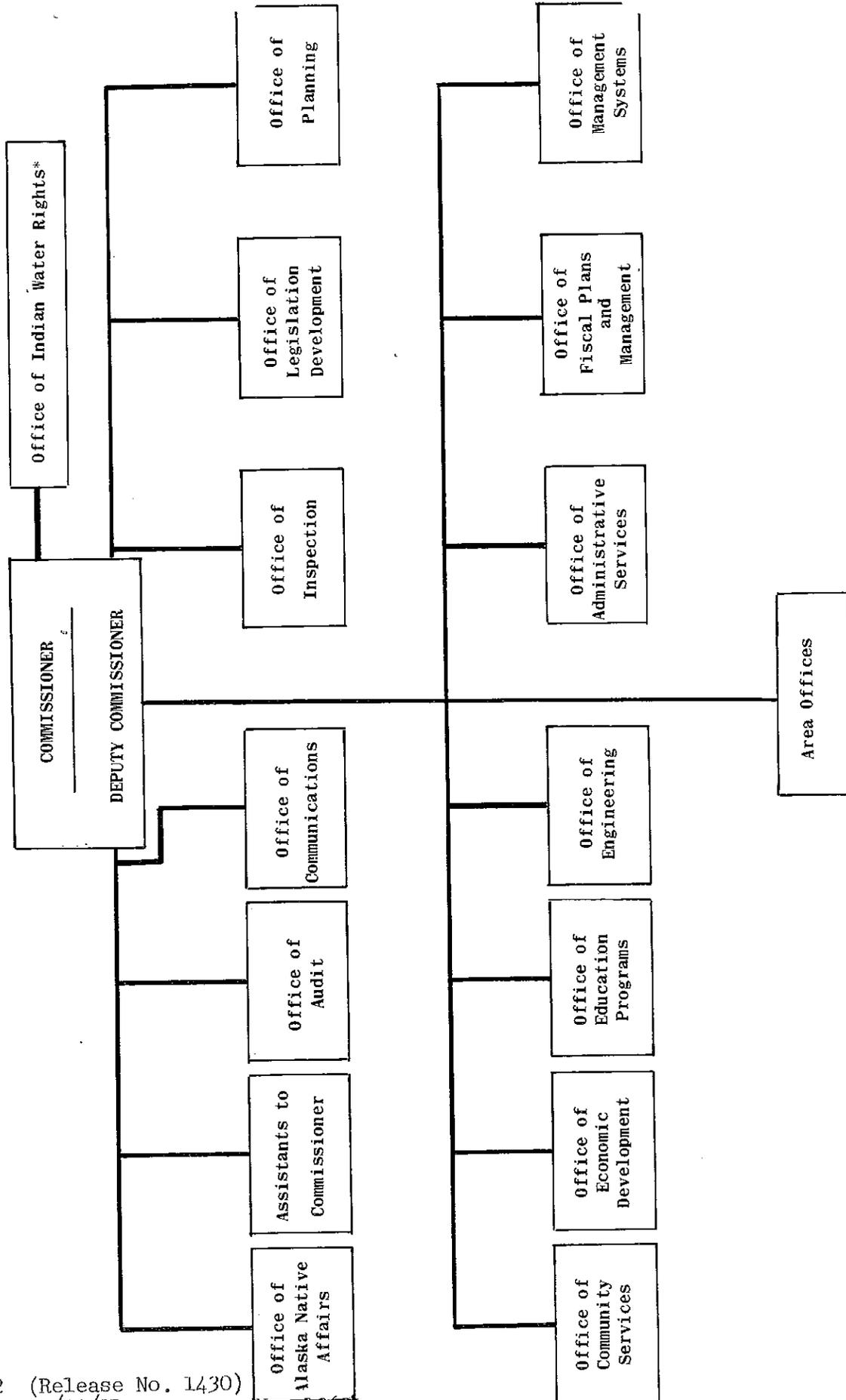
D. The Division of Plant Management, reviews, and coordinates Bureau-wide programs for major alteration, improvement, operation, repair and maintenance of existing buildings, utilities, grounds, and related Bureau facilities. The Division is concerned with the total operation and environment of existing Bureau plant facilities, with particular emphasis on their effective and safe utilization. The Division includes the Plant Management Engineering Center located in Denver, Colorado.

E. The Division of Transportation plans, reviews, and coordinates Bureau-wide programs for the location, construction and maintenance of roads, bridges, airfields, and other transportation facilities to serve Indians and Alaska native people. The Division is concerned with the total operation and environment of the Bureau's transportation facilities and transportation systems. The Division includes a transportation Central Design Office in Albuquerque, New Mexico.

F. The Engineering Systems Staff develops and evaluates systems for the management of resources provided to engineering organizations. The staff provides assistance to engineering divisions in programming, development of engineering information systems and cost code structures, standardization of engineering manpower specifications, and related projects. The Staff includes a Data Control and Evaluation Office in Albuquerque, New Mexico.

4/19/72 (Release No. 1430)
Replaces 11/21/71 (Release No. 1362)

HEADQUARTERS ORGANIZATION - BUREAU OF INDIAN AFFAIRS



*Reports directly to the Commissioner who reports directly to the Secretary on Water Rights matters.

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Rele
Num

1409

Date:

MAR 16 1972

Part:

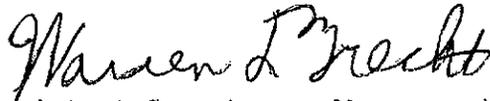
130 DM 3

Subject:

ORGANIZATION
Bureau of Indian Affairs
Office of Community Services

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 3, describes the division level organization structure of the Office of Community Services in the Bureau of Indian Affairs.



Deputy Assistant Secretary - Management and Budget

FILING INSTRUCTIONS:

Remove

130 DM 3
(1 sheet)

Replaces 11/12/71 (Release No. 1362)

Insert:

130 DM 3
(1 sheet)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Community Services

130.3.1

.1 The Office of Community Services is responsible for programs which will promote the welfare and development of individual Indians and Indian communities, provide for municipal type governmental services for Indian communities and assist tribes in self-government. The Office is under the supervision of a Director and includes staff specialists for programs related to manpower development, social welfare, Indian housing, administration of justice, crime prevention and law enforcement, tribal operations, and community development. It also includes a Program and Budget Coordinator who coordinates the Office's fiscal plans and programs with the Office of Fiscal Plans and Management. The Office is responsible for intergovernmental coordination, involving personal contact with other Federal, state and local agencies in identifying programs relating to the Office's responsibilities and in relaying information to these agencies concerning Indian needs. A description of each program division follows:

A. The Division of Community Development develops and evaluates programs, policies and legislation which assist the membership of Indian communities to achieve the highest possible degree of social, political and economic independence and self-sufficiency.

B. The Division of Employment Assistance develops and evaluates programs, policies, and legislation for the enhancement of employment opportunities for Indians. This is accomplished through on-the-job training, vocational and pre-vocational training and guidance which includes residential training for low-skilled and undereducated adults and their families, job placement services including the encouragement of firms to employ Indians, and assistance to Indians in moving to communities where employment or training is available. It also includes assistance and counseling in community living and housing at the point of employment. It is responsible for the evaluation and coordination of Bureau participation in the national Job Corps program.

C. The Division of Housing Assistance develops and evaluates programs, policies, and legislation to provide and improve housing for Indian people and to assist and train Indians in the initiation and management of housing programs. It provides community planning services identifying available programs from the Department of Housing and Urban Development and aids tribes in obtaining such programs. It provides grants to Indians to repair and renovate their houses and build new houses for those people who cannot be helped by other Federal programs.

3/16/72 (Release No. 1409)

Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Community Services

130.3.1D

D. The Division of Judicial, Enforcement and Prevention Services develops and evaluates programs, policies, and legislation for providing law and order services and administration of justice on Indian lands. This includes programs related to law enforcement, training of Indian personnel in police and judicial work, operation of tribal courts, crime prevention, probation and parole, handling juvenile offenders, regulation of trading, hunting and fishing, and the coordination of such programs with other agencies.

E. The Division of Social Services develops and evaluates programs, policies, and legislation for provision of social services to assist Indians in coping with social problems and to better utilize available community resources. These include providing individual counseling, financial assistance for needy Indians on reservations, arranging foster care and appropriate institutional care for dependent, neglected and handicapped Indian children, and referral of Indians to local or state agencies for whose programs they may be eligible. Programs to assist tribes in the development of tribal social services programs and tribal Work Experience Programs for employable recipients of assistance are also included.

F. The Division of Tribal Operations develops and evaluates programs, policies, and legislation for development and improvement of tribal governments and political processes. It is responsible for the development of sound relations between the Bureau and Indian and Alaska Native governmental and interest groups on Bureau policies and activities and for obtaining information on their policies and objectives. The Division furnishes advice on tribal rolls and assistance and training for Indians in self-government. The Division performs staff review and initiates Bureau action to approve or disapprove certain tribal enactments including tribal enrollment appeals requiring action by the Commissioner or the Secretary of the Interior. It maintains liaison with the Indian Claims Commission and reviews and initiates Bureau action, as required. As necessary, the Division performs research to define beneficiaries of claims awards and coordinates the development and preparation of judgement fund legislation. It provides special historical research services. The Division has the following Branches: Branch of Enrollment; Branch of Tribal Government; Branch of Special Projects.

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Releas
Number:

1413

Date: MAR 24 1972

Part: 130 DM 2

Subject: Organization
Bureau of Indian Affairs

EXPLANATION OF MATERIAL TRANSMITTED:

This release establishes an Office of Alaska Native Affairs which will coordinate and provide staff leadership in implementation of the Alaska Native Claims Settlement Act for the Bureau of Indian Affairs.



Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 2
(2 sheets)

Chart
(1 sheet)

Insert:

130 DM 2
(2 sheets)

Chart
(1 sheet)

Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure 130.2.1

.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D.C., Area Offices, and subordinate field installations located throughout the country. The Commissioner of Indian Affairs is the chief executive of the Bureau. Each Area Office is under the supervision of an Area Director who also supervises several field installations.

.2 Headquarters Organization. The Bureau headquarters consists of the Office of the Commissioner which includes eight component organizational units as described below; four mission-oriented program offices as described in Chapters 3 through 6; and three administrative support offices as described in Chapters 7 through 9.

The functions which are general to all components of the headquarters include the development of objectives, policies, and general procedures for Bureau wide programs; presentation and support of legislative and budgetary proposals to higher echelons of Government and the Congress; evaluation of performance; and liaison with other Federal agencies and national Indian interest organizations.

.3 Office of the Commissioner. The Commissioner of Indian Affairs directs the total operations of the Bureau and generally represents the Bureau in dealings with the Congress, the Department, Indian people, and the public. He is assisted in these functions, particularly as related to internal management of the Bureau, by a Deputy Commissioner and the following staff offices:

A. Assistants to the Commissioner perform functions or provide staff guidance to the Commissioner or Deputy Commissioner on a variety of tasks which for political or other reasons require focus within the immediate Office of the Commissioner. Continuing assignments include responsibility for such functions as the conduct of the Equal Employment Opportunity program and liaison with selected Federal Regional Councils.

B. The Office of Audit provides accounting and audit services to tribes and to Bureau programs. The services include examination of tribe, tribal organization or Bureau program operations; review of student activity funds and banks; and audit of Indian Special Disbursing Agent and cashier

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure 130.2.3B (Cont.)

accounts. The Office's workload consists of on-going assignments such as the above and special assignments, ordered by the Commissioner or Deputy Commissioner, which may be of a highly sensitive nature or involve several programs of the Bureau.

C. The Office of Communications maintains liaison with the press, the public, Congress, and other Federal and state agencies. It develops general publications, photographic and art work in support of the Bureau's mission. It serves as the general point of contact for Congressional staff or Members in handling miscellaneous inquiries. It provides general information on Bureau programs and the needs of Indian people to other Federal agencies and states and also serves as an information source on the programs of other agencies which are available to Indians.

D. The Office of Inspection performs special reviews to identify and correct operational weaknesses which might reflect upon the efficiency or integrity of the Bureau. It serves as a focal point for investigation of sensitive matters and coordination with the Departmental Office of Inspection.

E. The Office of Legislation Development provides legislative research and staff assistance in planning, developing, drafting, and reviewing proposed legislation. It coordinates appearances of Bureau officials before the Congress and maintains liaison with the Congress on legislative matters. The Office also provides professional assistance in developing and reviewing proposed regulation changes to implement legislative and policy changes.

F. The Office of Planning provides staff assistance for developing the overall policies and objectives of the Bureau and developing innovative program concepts. It also provides overall staff leadership in the development, programming, and funding of comprehensive plans which will set forth on a reservation-by-reservation basis the activities to be undertaken and the funding requirements for such activities. It provides for coordination of development of all types of plans at all levels within the Bureau and overall staff leadership for meeting the Bureau's environmental quality responsibilities under the National Environmental Act of 1969.

3/24/72 (Release No. 1413)
Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

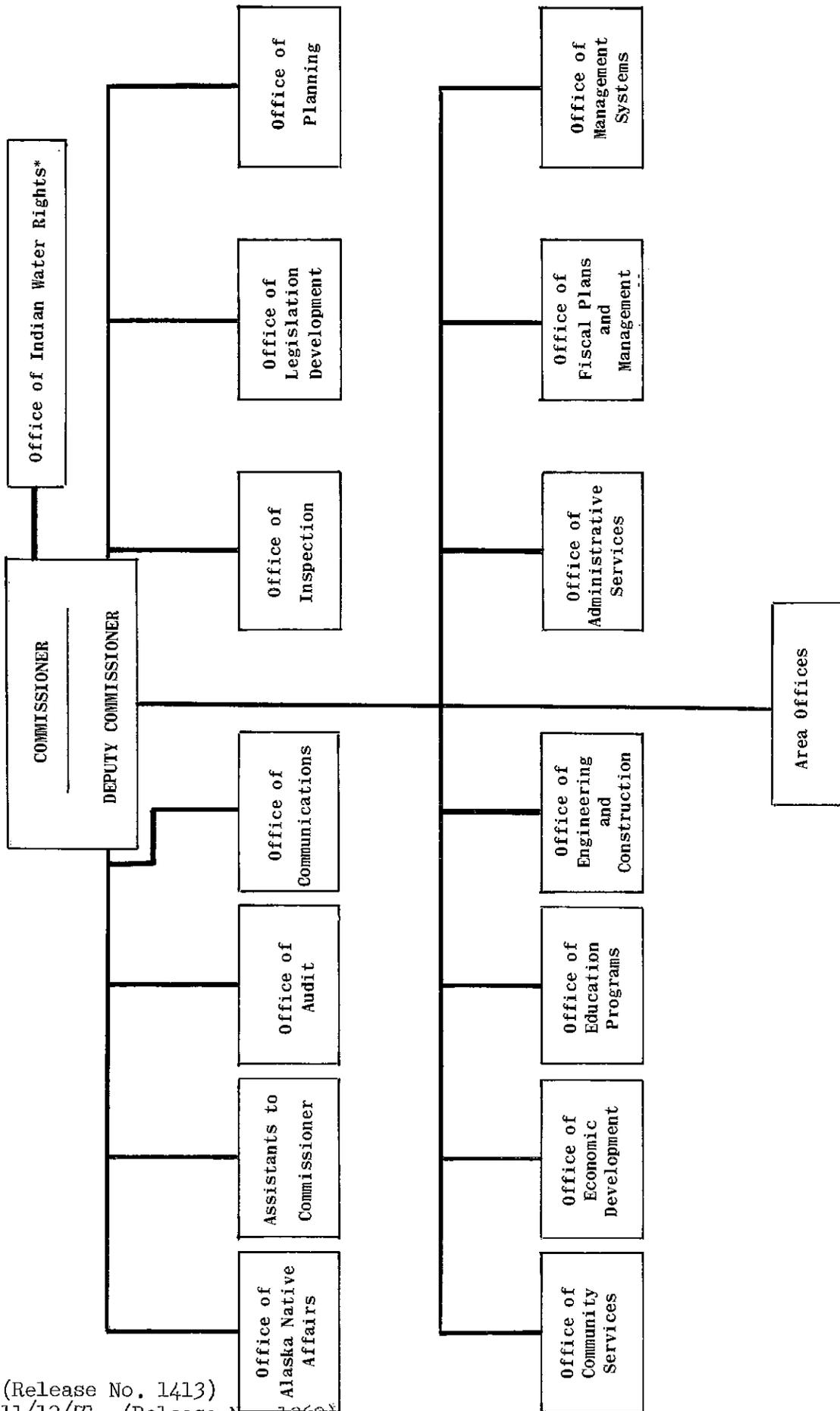
130.2.3G

G. The Office of Alaska Native Affairs provides staff leadership and Washington, D.C. coordination in implementing the provisions of the Alaska Native Claims Settlement Act and in providing developmental assistance for the Alaska Native people. The office is responsible for a study of all Federal programs designed to benefit Alaska Natives and a report to Congress with recommendations for future management and operation of these programs as required by Section 2 of the Alaska Native Claims Settlement Act.

.4 Indian Water Rights. The Commissioner reports directly to the Secretary of Interior on matters related to the assertion and protection of the water rights of those Indians for whom the Department acts as trustee. He is assisted in the performance of functions related to these responsibilities by an Office of Indian Water Rights which performs such functions as the identification of problems, development of technical data concerning water rights, administrative corrective action in defense of the water rights and the timely preparation of suits to protect Indian rights for submission to the Department of Justice for filing in the courts. The Office provides technical guidance to field teams working on Indian water rights matters.

3/24/72 (Release No. 1413)
Replaces 11/12/71 (Release No. 1362)

HEADQUARTERS ORGANIZATION BUREAU OF INDIAN AFFAIRS



*Reports directly to the Commissioner who reports directly to the Secretary on Water Rights matters.

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Number.

1423

Date:

APR 17 1972

Part:

130 DM 4

Subject:

ORGANIZATION
Bureau of Indian Affairs

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 4, incorporates the division level structure of the Office of Economic Development of the Bureau of Indian Affairs into the Departmental Manual.

ACTING Deputy

Charles Easley

Assistant Secretary--Management
and Budget

FILING INSTRUCTIONS:

Remove:

130 DM 4
(1 sheet)

Insert:

130 DM 4
(1 sheet)

Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 4 Economic Development 130.4.1

1. The Office of Economic Development is responsible for programs which enhance the economic development of Indian reservations and the management and utilization of Indian natural resources. The Office is under the supervision of a Director and includes staff specialists for programs related to industrial, commercial, tourism and outdoor recreation development; credit and financing; range and agricultural management and development; forest management and development; and real estate management services. The Office includes a Program and Budget Coordinator who coordinates the Office's fiscal plans and programs with the Office of Fiscal Plans and Management. The Office is responsible for intergovernmental coordination, involving personal contact with other Federal, state and local agencies in identifying programs relating to the Office's responsibilities and in relaying information to these agencies concerning Indian needs. The Office includes the following divisions:

A. The Division of Credit and Financing develops and evaluates programs, policies, and legislation to aid Indians in obtaining funds from conventional and governmental sources to finance all types of Indian economic self-development, including loans for housing, education, and Indian governmental purposes, and in the investment and use of their own moneys for the same purposes. The programs include incentive provisions, financial counseling and analysis, and organizational, accounting and management services. The Division administers Revolving Loan Fund programs of the Bureau and assists in the establishment, supervision, and financing of lending programs of Indian organizations. The Division includes the following branches: Branch of Accounting; Branch of Customary Financing; Branch of Loan Guarantee and Insurance; Branch of Revolving Credit Funds; Branch of Tribal Bonds; Branch of Tribal Funds.

B. The Division of Industrial and Tourism Development develops and evaluates programs, policies, and legislation relating to the creation of job opportunities on or near Indian lands by the development of industrial, commercial tourist and outdoor recreation facilities and the development of Indian products. The Division provides economic analysis, plant location services and business statistics and reports to foster job creation. It coordinates industrial education leadership training for Indians enabling them to perfect self-sustaining local development programs and assists in

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 4 Economic Development 130.4.1C

district and regional economic planning activities. The Division includes the following branches: Branch of Commercial and Business Development; Branch of Industrial Plant Location; Branch of Technical Services; Branch of Tourism and Outdoor Recreation Development.

C. The Division of Natural Resources develops and evaluates programs, policies, and legislation related to the development, conservation and management of Indian land and property. The programs provide for the management of forest land and timber resources and the application of forest management practices to improve productive capacity of forest lands. They provide for assistance to Indians in management, conservation, development and utilization of soil, water, and range resources. Division activities include programs to provide valuation data on Indian land and mineral resources, topographic mapping and geologic surveys in support of real estate transactions, urban type land use planning, and other developmental planning; for the maintenance of land records and examination of titles; and for assistance to Indians in the acquisition, disposition, leasing of their lands and resources. Division activities also include agriculture extension services, such as, advice in areas of agriculture and home economics, distribution of surplus commodities, and advice on nutritional matters concerning these commodities. The Division includes the following branches: Branch of Forestry; Branch of Land Operations; Branch of Real Estate Services.

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Number

1428

Date:

APR 17 1972

Part:

130 DM 9

Subject:

Organization
Bureau of Indian Affairs

EXPLANATION OF MATERIAL TRANSMITTED:

This release 130 DM 9 incorporates the division level structure of the Office of Management Systems of the Bureau of Indian Affairs into the Departmental Manual.

Charles Ewley

ACTING deputy Assistant Secretary--Management and Budget

FILING INSTRUCTIONS:

Remove:

130 DM 9
(1 sheet)

Insert:

130 DM 9
(1 sheet)

Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Management Systems

130.9.1

.1 The Office of Management Systems is responsible for the development of administrative and management systems which will provide for the organization, direction, control, and coordination of Bureau operations and for provision of automatic data processing services to all parts of the Bureau. The Office is under the supervision of a Director and includes specialists for the functions of management and systems analysis, including management information system development, paperwork management, and computer programming and operation. The Office also includes a Coordinator, located in Albuquerque, New Mexico, who provides staff assistance of a general administrative nature in the carrying out of Albuquerque based activities.

A. The Division of Automatic Data Processing Operations located in Albuquerque, New Mexico, provides centralized automatic data processing services to the Bureau. Services provided include systems specification and detail design based on the basic system designs prepared in the Division of Management and Systems Development; and programming, testing, implementation and operation of automatic data processing systems. The Division participates in initial development of projects as required. Its responsibilities include collection and reduction of data into machine readable media; scheduling of jobs to be processed through the computer; operation of the computer and related equipment and the distribution of their outputs.

B. The Division of Employee Data and Compensation located in Albuquerque, New Mexico, is responsible for maintenance and operation of the Bureau's payroll and personnel information systems. This includes input maintenance and retrieval of personnel information on employees and positions within the Bureau; preparation of the bi-weekly payroll; maintaining leave records; accounting for payroll deductions; and making special and required reports of personnel and payroll data to both Bureau officials and other official sources. It is also responsible for developing new personnel/payroll techniques, programs and systems designed for ADP applications and/or field implementation.

C. The Division of Management and Systems Development provides consultative assistance to Bureau management and program personnel on administrative management and information systems and on organization and authority structures. Services provided by the Division include general management and systems analysis; management and systems modernization planning; development of automatic data processing systems requirements and basic system designs which can be converted to system specifications and detailed designs by analysts within the Division of Automatic Data

4/17/72 (Release No. 1428)

Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Management Systems

130.9.1.D

Processing Operations; and assistance in the procurement of similar services from sources outside the Bureau. The Division is also responsible for leadership in the various management improvement efforts required of the Bureau by other agencies, including those of OMB Circular A-44.

D. The Division of Systems Standards and Control is responsible for development of standards to be met in the development and utilization of administrative, management and information systems of the Bureau and for control of systems through evaluation and review of their execution. The standards involved include those for automatic data processing system documentation and utilization; for the general records management functions of creation; storage, retrieval and disposition; for directives management; and for reports, forms and other non-automation information processing systems. The Division is also responsible for development of operating procedures and systems to facilitate the internal management of the Office of Management Systems.

4/17/72 (Release No. 1428)
Replaces 11/12/71 (Release No. 1362)

HW

DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Washington, D. C. 20242

BIAM Release 5-9

March 21, 1972

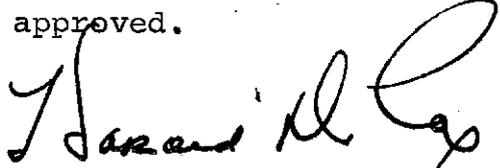
Memorandum

To: Holders of 5 BIAM

From: Director of Management Systems

Subject: Bureau Organization

Enclosed are Departmental Releases 1387 and 1399. These releases incorporate the infrastructure of the Offices of Fiscal Plans and Management, Education Programs, and Administrative Services into the Departmental Manual. This 5 BIAM release incorporates these pages of the Departmental Manual into 5 BIAM 2.1. The infrastructure for the remaining offices are being developed and will be incorporated into 5 BIAM 2.1 when formalized and approved.


Director of Management Systems

Enclosure

Filing Instructions:

- (a) Remove superseded material:
- | | |
|------------------------------|-----------|
| 130 DM 5 | (1 sheet) |
| 130 DM 7 | (1 sheet) |
| 130 DM 8 | (1 sheet) |
| (retain remainder of 130 DM) | |
- (b) Insert new material transmitted:
- | | |
|-------------------------|------------|
| 130 DM 5 (Release 1399) | (2 sheets) |
| 130 DM 7 (Release 1399) | (1 sheet) |
| 130 DM 8 (Release 1387) | (1 sheet) |
- (c) Pen-and-ink changes:
None

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Number

1399

Date: FEB 16 1972

Part: 130 DM 5 and 7

Subject: ORGANIZATION
Bureau of Indian Affairs
Education - Administrative Services

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 5 and 7, describes the division level organization structure of the Office of Education Programs and the Office of Administrative Services in the Bureau of Indian Affairs.



Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 5
(1 sheet)
130 DM 7
(1 sheet)

Insert:

130 DM 5
(2 sheets)
130 DM 7
(1 sheet)

Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organizational

Part 130 Bureau of Indian Affairs

Chapter 5 Education Programs

130.5.1

.1 The Office of Education Programs is responsible for administering programs which will provide educational opportunities to Indian youth and adults in either Bureau, public or private schools as well as in non-school settings. The Office is under the supervision of a Director and includes staff specialists to review and evaluate education programs and related legislation; for directing and coordination of school operations; to develop programs of assistance to public schools enrolling Indian students and to Indian students in public or private schools; for the planning, and development of educational programs for Bureau schools; to coordinate the acquisition and maintenance of educational facilities; to develop programs which will meet the needs of Indian students but which are not provided in the classroom; and for basic and continuing education of Indian adults. The Office includes the following divisions:

A. The Division of Adult Education develops and arranges training for adult Indians and Alaska Natives in both basic skills and in achieving a higher level of achievement. It develops general guidelines for obtaining greater tribal involvement in more meaningful adult education. It also provides interagency liaison between Federal agencies having Adult Education programs.

B. The Division of Communication Services is responsible for communicating the policies, objectives, plans, and guidelines to Bureau education program personnel and for development of educational publications and newsletters.

C. The Division of Educational Assistance located in Albuquerque, New Mexico, assists in the development of plans for specific services to Indian children in public schools; and provides assistance in the development and administration of the various titles of the Elementary and Secondary Education Act and other programs administered by the U.S. Office of Education.

D. The Division of Educational Planning and Development located in Albuquerque, New Mexico, reviews and develops new and innovative educational programs for possible use in Bureau schools; performs or monitors selected research on specific educational problems; and provides technical assistance on new programs to public schools educating Indian children.

Department of the Interior
DEPARTMENTAL MANUAL

Organizational Part 130 Bureau of Indian Affairs

Chapter 5 Education Programs 130.5.1E

E. The Division of Evaluation and Program Review conducts or arranges for evaluation studies and program reviews which provide information to effect long-range or immediate improvements in the education program, including direct evaluation of major components of the program to determine effectiveness; evaluation assistance to individual schools to develop an effective internal self-evaluation system; performing compliance reviews of specific Johnson-O'Malley contracts with states and tribal groups; and monitoring evaluation of all ESEA Title programs.

F. The Division of Internal Services coordinates educational program planning; budget and fund allocation activities; and administrative functions in the Central Office for education programs including maintenance of records and reports which contain data pertinent to various educational interests.

G. The Division of Legislative Review develops, reviews and prepares legislation on Indian education coordinating with other governmental agencies, Indian interest groups and others on education matters. The Division also provides for interagency coordination of educational matters.

H. The Division of School Facilities located in Albuquerque, New Mexico, provides assistance in developing physical facility requirements for the Bureau education program; in the development of long-range plans for construction and maintenance of school buildings and criteria for the management of school space and procurement of school equipment; and in the selection of school sites.

I. The Division of School Operations Coordination reviews and evaluates programs and operational problems related to off-reservation boarding schools and post-secondary schools operated by the Bureau; develops and coordinates general enrollment policies, curricula and administrative systems among off-reservation boarding schools; provides technical assistance to the post-secondary schools and to the schools at Seminole, Choctaw and Cherokee Agencies; and facilitates communication and interaction between off-reservation boarding schools.

2/16/72 (Release No. 1399)
Replaces 11/12/71 (Release No. 1362)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 5 Education Programs 130.5.1J

J. The Division of Student Services headquartered at Albuquerque, New Mexico, develops and evaluates programs, policies and legislation to provide pupil personnel services to help students in Bureau schools and in schools operated by Indians and Alaska Natives overcome individual handicaps through special education, psychological consultation, child guidance and school social work, including diagnostic and remedial services; and assists in the administration of scholarship grants for higher education.

K. An Instructional Services Center, located in Brigham City, Utah, develops instructional material and training program for Bureau Schools.

.2 The organizational units of the Office of Education Programs which are located in Albuquerque, New Mexico and Brigham City, Utah, are coordinated and supervised by a Field Services Administrator who is physically located in Albuquerque.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 7 Administrative Services 130.7.1D

D. The Division of Safety Management located in Albuquerque, N. M., develops and evaluates programs, policies, and legislation for the prevention of accidents, reduction of injuries and fatalities, improvement of health and safety conditions, and processing of tort and injury compensation cases. The Division includes a Safety Liaison Officer located in the Washington Office.

E. The Records and Mail Management Services Office provides records and mail operating services for the Washington Office. The Office is responsible for the maintenance and disposition of records in the Washington Office and selected field units of the Bureau.

F. The Field Support Services Office located at Albuquerque, New Mexico, provides administrative and house-keeping services for the Central Office field units located in Albuquerque, N. M., Denver, Colorado, Brigham City, Utah, and Santa Fe, New Mexico. The Office includes the branches of: Personnel, Property and Supply, Property and Supply Liaison, and Teacher Recruitment which recruits teachers Bureauwide.

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Number :

1387

Date: January 14, 1972

Part: 130 DM 8

Subject: ORGANIZATION

Bureau of Indian Affairs

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 8, incorporates the division level structure of the Office of Fiscal Plans and Management of the Bureau of Indian Affairs into the Departmental Manual.



Deputy Assistant Secretary - Management and Budget

FILING INSTRUCTIONS:

Remove:

130 DM 8
(1 sheet)

Replaces 11/12/71 (Release No. 1362)

Insert:

130 DM 8
(1 sheet)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Fiscal Plans and Management

130.8.1

.1 The Office of Fiscal Plans and Management is responsible for programs which support all parts of the Bureau in the programming, acquisition, control, accounting, and expenditure of financial resources. The Office is under the supervision of a Director and includes staff specialists to assist in the documentation of programs and plans and conversion of those programs and plans into budgetary requests, account for Bureau and Indian trust financial resources, and analyze the feasibility and justifiability of new and on-going programs. The Office includes the following divisions:

A. The Division of Budget develops annual and supplemental budget estimates. It assists in the presentation of the budget to the Department, Office of Management and Budget, and Congressional appropriations committees and coordinates preparation of testimony for hearings. It administers the distribution and control of appropriations and manpower resources.

B. The Division of Financial Management, with offices in Washington, D. C., and Albuquerque, New Mexico, plans, coordinates, and evaluates the financial operations of the Bureau. It reviews and analyzes Bureau fiscal accounting systems for Bureau fiscal resources including trust funds. The Division provides professional assistance in the interpretation, preparation, and administration of related fiscal and financial regulations and the development of programs for investment, utilization, and control of Indian and Alaska Native trust funds. The Division includes the following branches: Branch of Financial Systems, Branch of Financial Operations, Branch of Investments and Indian Service Special Disbursing Agent, Branch of Research, and Branch of Liaison and Service.

C. The Division of Program Analysis is responsible for conducting program development and analysis in support of Bureau operations and fiscal and budgetary plans. It performs studies to evaluate program alternatives; appraise program effectiveness; and establish a basis for selection of priorities, alternative levels of funding, program mixes, and program formulation. The Division provides advisory services on techniques of program development and analysis. It prepares program documentation in accordance with OMB Circular A-11.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Fiscal Plans and Management 130.8.1D

D. The Division of Statistics coordinates the planning development and technical direction of statistical activities and programs, including provision of statistical analysis in support of special studies and statistical controls and techniques for the solution of basic problems.

1/14/72 (Release No. 1387)
Replaces 11/12/71 (Release No. 1362)

UNITED STATES
DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Washington, D. C. 20242

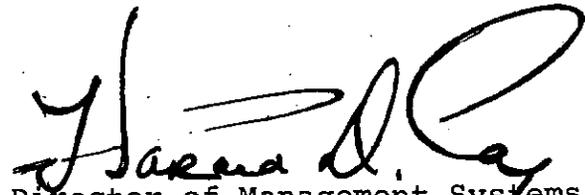
BIAM Release 5-8

DEC 18 1971

Memorandum

To: Holders of 5 BIAM
From: Director of Management Systems
Subject: Bureau Organization

Enclosed is Departmental Manual Release Number 1362 which is to be incorporated into part 5 of the Bureau of Indian Affairs Manual. The departmental release should be filed as 5 BIAM 2.1.


Director of Management Systems

Filing Instructions:

- (a) Remove superseded material:
130 DM 2-8, dated 1/8/70 (12 sheets)
130 DM Chart, dated 1/8/70 (1 sheet)
(Retain map and 130 DM 1, do not remove)
- (b) Insert new material transmitted:
130 DM 2-8, dated 11/12/71 (13 sheets)
130 DM Chart, dated 11/12/71 (1 sheet)
- (c) Pen-and-ink changes:
None

UNITED STATES
DEPARTMENT OF THE INTERIOR

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Release
Number:

1362

Date: November 12, 1971

Part: 130 DM 2 - 12

Subject: Organization
Bureau of Indian Affairs

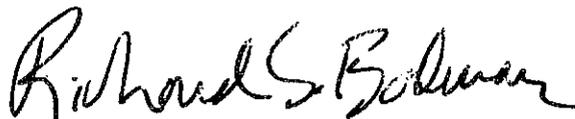
EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 2-12, reflects a reorganization of the headquarters office of the Bureau of Indian Affairs. The reorganization results in the discontinuance of seven Offices formerly described in 130 DM 2-4 as follows: Intergovernmental Relations, Legislative and Tribal Relations, Public Information, Associate Commissioner for Education and Programs, Associate Commissioner for Support Services, Management Services, and Operating Services.

Eight new Offices are created as follows: Indian Water Rights (130 DM 2.4), Communications (130 DM 2.3C), Legislation Development (130 DM 2.3E), Planning (130 DM 2.3F), Engineering and Construction (130 DM 6), Administrative Services (130 DM 7), Fiscal Plans and Management (130 DM 8), and Management Systems (130 DM 9).

Other significant changes include: Creation of an Office of Audit and Office of Inspection by movement of former division level units to the Office of the Commissioner (130 DM 2.3B and D); movement of the adult education function from the Office of Community Services to the Office of Education Programs and of agricultural extension from the Office of Community Services to the Office of Economic Development; addition of tribal relations and tribal affairs management program functions to the Office of Community Services; addition of Job Corps activities to the Office of Economic Development. Several relatively minor changes in the Bureau field structure which have been previously adopted are incorporated into 130 DM 11.

Descriptions of headquarters division level offices and listings of headquarters units which are located in the field are not included in this release. These details will be published as further revisions to 130 DM in the near future as final decisions are reached on the infrastructure of the various offices described in chapters 3 through 8.



Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 2-8
(12 sheets)
Chart
(1 sheet)

Insert:

130 DM 2-12
(13 sheets)
Chart
(1 sheet)

Retain Map, Do Not Remove

Replaces 1/8/70 (Release No. 1169)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure 130.2.1

.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D.C., Area Offices, and subordinate field installations located throughout the country. The Commissioner of Indian Affairs is the chief executive of the Bureau. Each Area Office is under the supervision of an Area Director who also supervises several field installations.

.2 Headquarters Organization. The Bureau headquarters consists of the Office of the Commissioner which includes seven component organizational units as described below; four mission-oriented program offices as described in Chapters 3 through 6; and three administrative support offices as described in Chapters 7 through 9.

The functions which are general to all components of the headquarters include the development of objectives, policies, and general procedures for Bureau wide programs; presentation and support of legislative and budgetary proposals to higher echelons of Government and the Congress; evaluation of performance; and liaison with other Federal agencies and national Indian interest organizations.

.3 Office of the Commissioner. The Commissioner of Indian Affairs directs the total operations of the Bureau and generally represents the Bureau in dealings with the Congress, the Department, Indian people, and the public. He is assisted in these functions, particularly as related to internal management of the Bureau, by a Deputy Commissioner and the following staff offices:

A. Assistants to the Commissioner perform functions or provide staff guidance to the Commissioner or Deputy Commissioner on a variety of tasks which for political or other reasons require focus within the immediate Office of the Commissioner. Continuing assignments include responsibility for such functions as the conduct of the Equal Employment Opportunity program, coordination of independent agencies reporting to the Central Office, and liaison with selected Federal Regional Councils.

B. The Office of Audit provides accounting and audit services to tribes and to Bureau programs. The services include examination of tribe, tribal organization or Bureau program operations; review of student activity funds and banks; and audit of Indian Special Disbursing Agent and cashier

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure 130.2.3B (Cont.)

accounts. The Office's workload consists of on-going assignments such as the above and special assignments, ordered by the Commissioner or Deputy Commissioner, which may be of a highly sensitive nature or involve several programs of the Bureau.

C. The Office of Communications maintains liaison with the press, the public, Congress, and other Federal and state agencies. It develops general publications, photographic and art work in support of the Bureau's mission. It serves as the general point of contact for Congressional staff or Members in handling miscellaneous inquiries. It provides general information on Bureau programs and the needs of Indian people to other Federal agencies and states and also serves as an information source on the programs of other agencies which are available to Indians.

D. The Office of Inspection performs special reviews to identify and correct operational weaknesses which might reflect upon the efficiency or integrity of the Bureau. It serves as a focal point for investigation of sensitive matters and coordination with the Departmental Office of Inspection.

E. The Office of Legislation Development provides legislative research and staff assistance in planning, developing, drafting, and reviewing proposed legislation. It coordinates appearances of Bureau officials before the Congress and maintains liaison with the Congress on legislative matters. The Office also provides professional assistance in developing and reviewing proposed regulation changes to implement legislative and policy changes.

F. The Office of Planning provides staff assistance for developing the overall policies and objectives of the Bureau and developing innovative program concepts. It also provides overall staff leadership in the development, programming, and funding of comprehensive plans which will set forth on a reservation-by-reservation basis the activities to be undertaken and the funding requirements for such activities. It provides for coordination of development of all types of plans at all levels within the Bureau and overall staff leadership for meeting the Bureau's environmental quality responsibilities under the National Environmental Act of 1969.

.4 Indian Water Rights. The Commissioner reports directly to the Secretary of Interior on matters related to the

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure 130.2.4 (Cont.)

assertion and protection of the water rights of those Indians for whom the Department acts as trustee. He is assisted in the performance of functions related to these responsibilities by an Office of Indian Water Rights which performs such functions as the identification of problems, development of technical data concerning water rights, administrative corrective action in defense of the water rights and the timely preparation of suits to protect Indian rights for submission to the Department of Justice for filing in the courts. The Office provides technical guidance to field teams working on Indian water rights matters.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 3 Community Services 130.3.1

.1 The Office of Community Services is responsible for programs which will promote the welfare and development of individual Indians and Indian communities, provide for municipal type governmental services for Indian communities and assist tribes in self-government. The Office is under the supervision of a Director and includes staff specialists for programs related to social welfare, Indian housing, administration of justice, crime prevention and law enforcement, tribal operations, and community development.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 4 Economic Development 130.4.1

.1 The Office of Economic Development is responsible for programs directed at improving the economic status of Indian people and the management and utilization of Indian natural resources. The Office is under the supervision of a Director and includes staff specialists for programs related to manpower development; industrial, commercial, and tourism development; credit and financing; range and agricultural management and development; forest management and development; outdoor recreation; and real estate management services.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 5 Education Programs 130.5.1

.1 The Office of Education Programs is responsible for programs which will provide educational opportunities to Indian youth and adults in either Bureau, public or private schools. The Office is under the supervision of a Director and includes staff specialists to review and evaluate education programs and related legislation, for coordination of school operations, to develop programs of assistance to public schools enrolling Indian students and to Indian students in public or private schools, for the planning and development of educational programs for Bureau schools, to coordinate the acquisition and maintenance of educational facilities, to develop programs which will meet the needs of Indian students but which are not provided in the classroom and for basic and continuing education of Indian adults.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Engineering and Construction 130.6.1

.1 The Office of Engineering and Construction is responsible for programs to provide professional engineering and construction services and support to Indian people and other Bureau programs. The Office is under the supervision of a Director and includes staff specialists for programs related to irrigation and multipurpose water development projects; reservation transportation systems; and the construction, maintenance, and operation of buildings and utilities.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 7 Administrative Services 130.7.1

1. The Office of Administrative Services is responsible for programs to provide administrative and housekeeping services to all parts of the Bureau. The Office is under the supervision of a Director and includes staff specialists for the functions of personnel management, contracting services, property and supply management, and safety. The office also provides office services and records and communications services for the operation of the Washington Office and selected field units of the Bureau.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Fiscal Plans and Management 130.8.1

.1 The Office of Fiscal Plans and Management is responsible for programs which support all parts of the Bureau in the acquisition, control, accounting, and expenditure of financial resources. The Office is under the supervision of a Director and includes staff specialists to assist in the conversion of programs and plans into budgetary requests, account for Bureau and Indian trust financial resources, and analyze the feasibility and justifiability of new and on-going programs.

11/12/71 (Release No. 1362)
Replaces 1/8/70 (Release No. 1169)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Management Systems

130.9.1

.1 The Office of Management Systems is responsible for the development of administrative and management systems which will provide for the organization, direction, control, and coordination of Bureau operations and for provision of automatic data processing services to all parts of the Bureau. The Office is under the supervision of a Director and includes specialists for the functions of management and systems analysis, management information system development, paperwork management, and computer programming and operation.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 10 Field Organizations 130.10.1

.1 Field Organization. For the purpose of administering its field activities, the Bureau has divided the United States into eleven areas. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona.

A. Area Offices. Each Area Office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He is assisted by a Deputy Area Director or by one or more Assistant Area Directors who are redelegated line authority. The typical Area Office includes staff specialists in several or all of the Bureau programs to assist in the discharge of the following Area responsibilities:

(1) Represent the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies with respect to the Area's jurisdiction;

(2) Direct and assist in the application and implementation of overall policies and programs by operating offices, provide the necessary technical advice and review, evaluate performance and coordinate those features of programs which are wider in scope of application than the jurisdiction of a single operating office;

(3) Recommend to the Central Office revisions of policies, programs, procedures, and regulations; and

(4) Perform functions of an administrative and housekeeping nature which can be done most efficiently and economically on an Area-wide basis. Area Offices at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California, receive administrative support from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona, Area Offices, respectively.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 10 Field Organizations 130.10.1B

B. Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (C and D). The Superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his jurisdiction. He reports to the Area Director of the area in which the agency is located, except for the Cherokee, Mississippi Choctaw, and Seminole Agencies which are responsible to the Commissioner. Assisting the Superintendent are specialists in several or all of the Bureau programs, as needed.

C. Off-Reservation Boarding Schools. Boarding schools which are not located on reservations are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Area Director of the area in which the school is located, except for the School Superintendent of the Institute of American Indian Arts who reports to the Director of Education Programs in the Washington Office.

D. Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. These major irrigation projects are under the direction of a Project Engineer or Manager who reports directly to the Area Director of the area in which the project is located. Their primary purpose is the supplying of water to Indian irrigable lands. The projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 11 Location of Field Offices 130.11.1

.1 Aberdeen Area Office, Aberdeen, South Dakota, (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town
Fort Totten Agency, Fort Totten
Standing Rock Agency, Fort Yates
Turtle Mountain Agency, Belcourt
Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte
Crow Creek Agency, Fort Thompson
Flandreau School, Flandreau
Lower Brule Agency, Lower Brule
Pierre School, Pierre
Pine Ridge Agency, Pine Ridge
Rosebud Agency, Rosebud
Sisseton Agency, Sisseton
Yankton Agency, Wagner

.2 Albuquerque Area Office, Albuquerque, New Mexico (Colorado and New Mexico):

Colorado:

Ute Mountain Agency, Towaoc
Southern Ute Agency, Ignacio

New Mexico:

Albuquerque Indian School, Albuquerque
Jicarilla Agency, Dulce
Mescalero Agency, Santa Fe
Northern Pueblos Agency, Santa Fe
Southern Pueblos Agency, Albuquerque
Southwestern Indian Polytechnic Institute, Albuquerque
Zuni Pueblo and Agency, Zuni

.3 Anadarko Area Office, Anadarko, Oklahoma (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Haskell Indian Junior College, Lawrence
Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko
Chilocco School, Chilocco
Concho Agency, Concho
Concho School, Concho
Fort Sill School, Lawton
Pawnee Agency, Pawnee
Riverside School, Anadarko
Shawnee Agency, Shawnee

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 11 Location of Field Offices 130.11.4

.4 Billings Area Office, Billings, Montana (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow Agency
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Rocky Boy's Agency, Box Elder

Wyoming

Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Juneau
Wrangell School, Wrangell

.6 Minneapolis Area Office, Minneapolis, Minnesota (Minnesota, Wisconsin, Michigan; and Iowa):

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Red Lake

Wisconsin:

Great Lakes Agency, Ashland

Iowa:

Sac and Fox Area Field Office, Tama

.7 Muskogee Area Office, Muskogee Oklahoma (Part of Oklahoma-- see Anadarko Area Office for other offices in Oklahoma):

Oklahoma:

Ardmore Agency, Ardmore
Carter Seminary, Ardmore
Eufaula Dormitory, Eufaula
Five Civilized Tribes Agency, Muskogee
Jones Academy, Hartshorne
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 11 Location of Field Offices 130.11.8

Oklahoma (Continued)

Seneca Indian School, Wyandotte
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah
Talihina Agency, Talihina
Wewoka Agency, Wewoka

.8 Navajo Area Office, Window Rock, Arizona, (Arizona, New Mexico, Utah, and Colorado):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Tuba City Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

Utah:

Intermountain School, Brigham City

.9 Phoenix Area Office, Phoenix, Arizona (Part of Arizona--see Navajo Area Office for other offices in Arizona; Sherman Indian High School and Fort Yuma Subagency, California; Nevada; and Utah--except Intermountain School, see Navajo Area Office):

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Cannon Agency, Valentine

California:

Sherman Indian High School, Riverside

Nevada:

Nevada Agency, Stewart

Utah:

Uintah and Ouray Agency, Fort Duchesne

.10 Portland Area Office, Portland, Oregon (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 11 Location of Field Offices 130.11.11

Oregon:

Chemawa School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem
Spokane Agency, Wellpinit
Wapato Irrigation Project, Wapato
Western Washington Agency, Everett
Yakima Agency, Toppenish

.11 Sacramento Area Office, Sacramento, California (California, except Sherman Indian High School and Fort Yuma Subagency, see Phoenix Area Office):

California:

California Agency, Sacramento
Hoopa Agency, Hoopa
Palm Springs Office, Palm Springs
Riverside Agency, Riverside

.12 Independent Offices, reporting directly to the Commissioner:

Cherokee Agency, Cherokee, North Carolina
Mississippi Choctaw Agency, Philadelphia, Mississippi
New York Field Office, Syracuse, New York
Seminole Agency, Hollywood, Florida

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

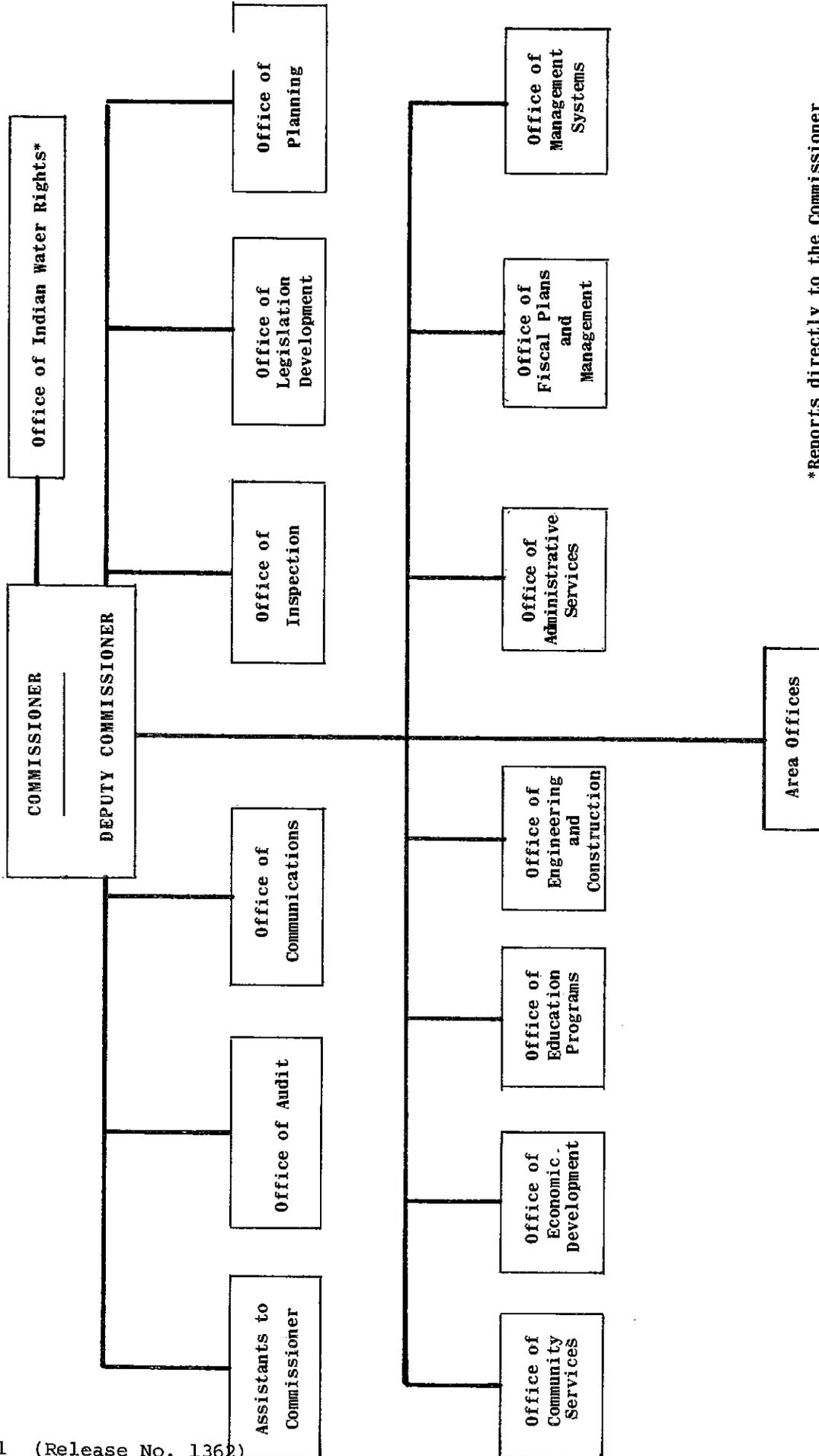
Chapter 12 Places to Obtain Information 130.12.1

.1 Policies and Procedures. Bureau of Indian Affairs policies and procedures are published in the Bureau of Indian Affairs Manual which is available for public inspection and copying at the Area Offices identified in 130 DM 11.

.2 General Inquiries and Requests. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Commissioner of Indian Affairs, Department of the Interior, Washington, D. C. 20242; the Area Office; or the Agency Office, Bureau of Indian Affairs, in the appropriate city and state.

HEADQUARTERS ORGANIZATION - BUREAU OF INDIAN AFFAIRS

130 DM 2



*Reports directly to the Commissioner who reports directly to the Secretary on Water Rights matters.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

RECEIVED
OCT 13 1971
ALBUQUERQUE INDIAN SCHOOL
ADMINISTRATION

BIAM Release 5-7

SEP 10 1971

Memorandum

To: Holders of 5 BIAM
From: Commissioner of Indian Affairs
Subject: 5 BIAM 4, Order of Succession

The material transmitted reflects the current Order of Succession for the Commissioner, Deputy Commissioner, Associate Commissioner and certain Directors.


Deputy Commissioner

Filing instructions:

- (a) Remove superseded material:
- | | |
|---|-----------|
| 5 BIAM 0 (Dated 9/25/70) | (1 sheet) |
| 5 BIAM 4.1 through 4.4B (Dated 8/31/70) | (1 sheet) |
| 5 BIAM 4.5 through 4.7C (Dated 9/25/70) | (1 sheet) |
- (b) Insert new material:
- | | |
|--|------------|
| 5 BIAM 0 (Dated 9/10/71) | (1 sheet) |
| 5 BIAM 4.1 through 4.7C (Dated 9/10/71) | (2 sheets) |
- (c) Pen-and-ink changes:
None

BUREAU OF INDIAN AFFAIRS MANUAL 5 BIAM 4.1
Organization and Organizational Concepts and Functions
Order of Succession

4.1 Introduction

An organization must continue to function regardless of planned or unplanned absences of key personnel. Automatic orders of succession provide for qualified personnel to immediately and automatically fill these key positions in an acting capacity. Designations may also be made of specific individuals to fill positions for specific periods of time. This chapter provides the procedures for assuring succession to key positions at all times.

4.2 Authority of Acting Officials

Acting officials will have full authority to perform the duties of the position for which they are designated "acting" unless limitations of authority are stated in writing by the designating authority. Limitations, if any, should be as few as possible so as not to handicap the acting official in performing the duties of the position.

The acting official should keep a record of any important actions taken during the period of designation. This will keep the incumbent aware of all important decisions made during his absence.

4.3 Procedures for Establishing Automatic Orders of Succession

A. Central Office

(1) Automatic orders of succession designating acting officials for Commissioner, Deputy Commissioner, Associate Commissioner, and Directors are contained in paragraphs 4.5 through 4.8 of this chapter. Designations for other officials require a memorandum of designation approved by the immediate supervisor of the position to be filled.

(2) Secretarial approval is required for the line of automatic succession to the positions of Commissioner, Deputy Commissioner and Associate Commissioner.

(3) The number of designations for a given position should be sufficient to allow for multiple absences among those designated.

(4) Designations should be by position title rather than by individual names.

BUREAU OF INDIAN AFFAIRS MANUAL 5 BIAM 4.3A(5)
Organization and Organizational Concepts and Functions
Order of Succession

(5) Selection should be based on one or more of the following:

(a) Training and development of employee for further advancement.

(b) Qualifications of employee to serve in the position to be filled.

(c) Employee duties which relate to those being assumed.

(6) Memorandum designations of acting capacities are not required when the automatic line of succession is to be applied.

B. Field Offices

Automatic orders of succession designating acting officials for Area Directors, Deputy Area Directors, Assistant Area Directors, Agency Superintendents, and Heads of Offices (School Superintendents, Project Engineers, Officers-in-Charge) should be published in each Area's manual. The factors cited in paragraph 4.3A above will be applied.

4.4 Procedures for Designating Acting Officials for Specific Periods.

A. Temporary Provisions for Acting Officials. There may be occasions when provisions for automatic succession are inadequate or non-existent. When such a situation occurs or is anticipated, temporary arrangements should be made in a manner similar to that in which automatic succession is provided. Temporary arrangements should be in writing (memorandum to the employee) and must be issued or approved by the official having supervision over or appointing authority for the position to be temporarily filled. Oral designations should be made infrequently and should not exceed 4 working hours. The designations should specify, insofar as possible, the period to be covered. Designations may be by individual name rather than position title when made for a specific period.

B. Memorandums designating acting officials for the Commissioner, Deputy Commissioner, Associate Commissioner, and Directors should be circulated throughout the Central Office and to Area Directors. Designations for other officials need only be submitted to their immediate supervisor.

4.5 Automatic Succession - Commissioner

A. The line of Succession approved by the Secretary provides that in case of the death, resignation, or absence of the Commissioner, the following officers or employees shall act as Commissioner in the order indicated:

- (1) Deputy Commissioner
- (2) Associate Commissioner for Support Services
- (3) Directors, Offices of Education Programs; Economic Development; Community Services; Management Services and Operating Services.

4.6 Automatic Succession - Deputy Commissioner

A. In the event of the death, resignation, or absence of the Deputy Commissioner, the following officials shall act for him in the order listed:

- (1) Associate Commissioner for Support Services
- (2) Directors, Offices of Education Programs; Economic Development; Community Services; Management Services and Operating Services.

4.7 Automatic Succession - Associate Commissioner

A. In case of the death, resignation or absence of the Associate Commissioner for Support Services, the following officials shall act for him in the order listed:

- (1) Deputy Associate Commissioner for Support Services
- (2) Director of Management Services
- (3) Director of Operating Services

4.8 Automatic Succession - Directors

A. In case of the death, resignation, or absence of the Director of Education Programs, the following officials shall act for him in the order listed:

Organization and Organizational Concepts and Functions
Order of Succession

- (1) Deputy Director for Education Programs
- (2) Director, Division of Legislative Liaison
- (3) Director, Division of Internal Services

B. In case of the death, resignation, or absence of the Director of Economic Development; the following officials shall act for him in the order listed:

- (1) Deputy Director for Economic Development
- (2) Chief, Natural Resources
- (3) Chief, Industrial Development and Tourism

C. In case of the death, resignation, or absence of the Director of Community Services, the following officials shall act for him in the order listed:

- (1) Deputy Director for Community Services
- (2) Chief, Social Services
- (3) Chief, Tribal Operations

RECEIVED

OCT 14 1970

ALBUQUERQUE INDIAN SCHOOL
ADMINISTRATION

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

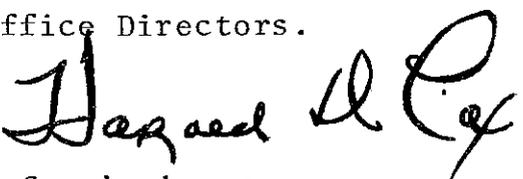
BIAM Release 5-6

SEP 25 1970

Memorandum

To: Holders of BIAM
From: Commissioner of Indian Affairs
Subject: 5 BIAM 4.7, Order of Succession -
Central Office Directors

The material transmitted reflects the current order of succession for the Central Office Directors.


ACTING Commissioner

Filing instructions for material transmitted:

(a) Remove superseded material:

5 BIAM 0 - Table of Contents, dated 8/31/70 (1 sheet)

(b) Insert new material:

5 BIAM 0 - Table of Contents, dated 9/25/70 (1 sheet)

5 BIAM 4.7 - Automatic Succession -
Directors, dated 9/25/70 (1 sheet)

(c) Pen-and-ink changes:

None

Organization and Organizational Concepts and Functions
Order of Succession

D. In the case of the death, resignation, or absence of the Director of Operating Services, the following officials shall act for him in the order listed:

- (1) Deputy Director for Operating Services
- (2) Chief, Personnel Management
- (3) Chief, Plant Management
- (4) Chief, Property and Supply Management

E. In the case of the death, resignation, or absence of the Director of Management Services, the following officials shall act for him in the order listed:

- (1) Deputy Director for Management Services
- (2) Chief, Budget
- (3) Chief, Program Analysis and Development
- (4) Chief, Management Research

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

RECEIVED

SEP 17 1970

ALBUQUERQUE FEDERAL COURTHOUSE
ALBUQUERQUE, N.M.

BIAM Release 5 - 5

AUG 31 1970

Memorandum

To: Holders of BIAM
From: Commissioner of Indian Affairs
Subject: 5 BIAM 4, Order of Succession - Central Office

The material transmitted reflects the current order of succession for the Commissioner and Associate Commissioners and provides for the procedures involved in establishing automatic orders of succession and designating acting officials for specific periods. The lines of succession for Central Office Directors will be issued at a later date.

Louis R. Bruce
Commissioner

Filing instructions for material transmitted:

- (a) Remove superseded material:
5 BIAM 0 - Table of Contents, dated 6/22/70 (1 sheet)
- (b) Insert new material:
5 BIAM 0 - Table of Contents, dated 8/31/70 (1 sheet)
5 BIAM 4 - Order of Succession, dated 8/31/70 (2 sheets)
- (c) Pen-and-ink changes:
None

Be

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

BIAM Release 5- 4

Memorandum

June 22, 1970

To: Holders of 5 BIAM
From: Commissioner of Indian Affairs
Subject: Committee Management

The enclosed material is the Bureau instructions on committee management. It provides guidance on the use and operation of committees. Bureau of the Budget and Departmental requirements applicable to the Bureau are included generally. References for additional material are made in the event an in-depth review is required.

Russ R. Bruce
Commissioner

Filing instructions for material transmitted:

(a) Remove superseded material:

5 BIAM 0 (dated 9/25/68) (1 sheet)

(b) Insert new material transmitted:

5 BIAM 0 (dated 6/22/70) (1 sheet)
5 BIAM 5.1 through 5 BIAM 5.7B (4 sheets)
(dated 6/22/70)

(c) Pen-and-ink changes:

None

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

Committee Management

5.1 General: The purpose of this section is to clarify laws, rules, and regulations affecting committee management; outline the role of committees in the Bureau; and specify necessary reporting and record keeping for committees. Control and proper administration of committees is a necessity. However, we do not intend for this section to result in time-consuming procedures or costly reporting requirements. Recordkeeping should be kept to the minimum required in Section 5.7 of this part consistent with the needs of effective management.

Committees provide a useful tool of management when used as an advisory body and when the joint views of group members are desirable. A committee is used improperly when it replaces an official as a decision maker or diffuses his responsibility. In using committees, it should be remembered that committees are costly and time-consuming. The advantages from use of a committee must warrant the expenditure of time, money, and personnel.

5.2 Definitions: Various regulations govern different types of committees. Accordingly, the category a committee may fall into becomes of importance.

A. Committee: Any commission, council, board, conference, panel, task force or other similar group, or any subcommittee or other subgroup thereof established by the Department (or authorized subordinate official) or used by it for the rendering of advice or for any other purpose.

B. Interagency Committee: Any committee established by an official of an executive agency and composed entirely of officers and employees from two or more departments or agencies of the Government. If an interagency committee also has members from the public, it is both an interagency committee and an advisory committee.

C. Advisory Committee: Any committee that is formed by, or with the approval of the Secretary in the interest of obtaining advice or recommendations, or for any other purpose, and that is not composed wholly of officers and employees of the Government. The term also includes any such committee that is not formed by, or with the approval of, the Secretary but only during any period when it is being utilized by the Department in the same manner as an advisory committee formed by the Department. (e.g., Committee formed originally by the Secretary of Health, Education, and Welfare might be utilized by the Secretary of the Interior.)

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

D. Departmental Committee: Any committee (excluding ad hoc or informal committees) composed wholly of employees of two or more bureaus or offices of the Department.

E. Intrabureau Committee: Any committee (excluding ad hoc or informal committees) established by the head of a bureau or office of the Department and composed entirely of employees of that bureau or office.

F. Informal Work Group: Any group established on an ad hoc or temporary basis to consider a specific item is considered an informal work group or ad hoc group. Such a group is not considered a committee and the following requirements pertaining to committees do not apply. The major distinguishing characteristic of an informal work group is that it is clearly temporary in nature. BOB Circular A-63 suggests the use of terms such as conference, task force, team, party, group, panel, etc., to denote these groups.

5.3 Legal and Regulatory Requirements:

A. Statutes govern the expenditure of public funds for committees purposes. No public moneys or any appropriation made by Congress shall be used to pay the expenses of a committee or for expenses in connection with the work of a committee unless the creation of the committee is authorized by law. Neither shall Federal employees be detailed to such a committees or personal services be provided to such a committee (35 Stat. 1027; 31 USC 673). However, interagency committees engaging in authorized activities of common interest to the participating Departments or Agencies are exempt from this restriction (59 Stat. 134; 31 USC 691).

B. The Bureau of the Budget controls the establishment, use and termination of interagency committees through BOB Circular A-63. Some important requirements of this circular are:

1. The use of dual and rotating chairmen is discouraged. Prior BOB clearance is required.

2. Appropriations should be programmed by the chairing agency. Transfer of funds from other participating agencies require prior BOB clearance.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
Committee Management

3. Standing interagency committees should be terminated as soon as possible and ordinarily not later than the end of the second fiscal year after that in which they were established. Extensions must be justified in writing.

4. Interagency committees should be reported to the Bureau of the Budget by April 30 of each year.

C. Executive Order 11007 of February 26, 1962, prescribes regulations for the formation and use of advisory committees. Some important requirements are:

1. No advisory committee shall be formed or utilized unless, (a) specifically authorized by law or, (b) specifically determined as a matter of formal record by the head of the department or agency to be in the public interest in connection with the performance of duties imposed on that Department or Agency by law. Authority to create advisory committees remains with the Secretary of the Interior.

2. Unless specifically authorized by law to the contrary, recommendations of advisory committees are solely advisory and determinations of action to be taken shall be made solely by officers and employees of the Government.

3. The Executive Order outlines specific rules for meetings and operations of advisory committees.

D. Part 308 of the Departmental Manual (Committee Management) contains the Department's policies and procedures for committee management. It identifies authorities and responsibilities for committee management and outlines departmental reporting and operating procedures.

5.4 Authority and Responsibility.

A. The Secretary of the Interior or another Departmental official must approve actions relative to interagency, advisory, or departmental committees.

B. The Commissioner of Indian Affairs.

1. Is responsible for establishing and operating a committee management program.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

2. Is responsible for appointing a Committee Management Officer to be responsible for the Bureau committee management program.

3. May exercise authority relative to the establishment, use, and termination of intrabureau committees.

C. The Management Research Staff shall provide a member of its staff as Committee Management Officer. This officer shall be responsible for the Bureau Committee Management program and for maintaining necessary Central Office records.

D. Area Directors and Superintendents at Cherokee, Miccosukee, and Seminole Agencies are responsible for the effective and proper use of committees within their jurisdiction. They may establish, use, and terminate intrabureau committees composed of employees within their jurisdiction as necessary for the effective and efficient operations of Bureau programs.

5.5 Establishment, Use, and Termination of Committees.

A. Approval Procedures: Requests to create or substantially change a committee subject to Commissioner or Departmental approval should be submitted in writing to the Committee Management Officer, Management Research Staff. As a minimum the request should contain the items required to be maintained as committee records in 5 BIAM 5.7 below. Additional information is required for interagency and advisory committees by DM 308.2.9.

Area Directors may issue procedures for establishment, use and termination of committees within their jurisdiction provided adequate records are maintained in accordance with 5 BIAM 5.7 below.

B. Selection of Members: Selection of members should be based on the individual's ability to provide information relative to the business of the committee. A member of the Bureau who is selected for service on an advisory, interagency, or departmental committee shall present the official view of the Bureau and Department rather than his personal view.

C. Committee expenses:

1. No public moneys or appropriations may be used for the payment of compensation or expenses of a committee unless the committee is authorized by law or regulation.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

2. Payment of additional compensation to an employee by virtue of his services on or to a committee is prohibited. This does not mean travel and per diem which is not considered additional compensation.

3. Payments in support of an interagency or departmental committee require prior clearance from the Commissioner.

D. Membership on non-Bureau Committees: Membership of Bureau personnel on committees chaired by other Federal, State, or local agencies or Indian tribes is encouraged and may be approved by Area Directors or persons designated by them when membership is in the Bureau's interest.

5.6 Employment of Experts and Consultants: Experts and Consultants are frequently used on committees because of their expert knowledge. They often provide a valuable service in committee work. However, no committee meeting shall be held except at the call of, or with the advance approval of, a full-time salaried officer or employee of the Department or Bureau and this employee must formulate or approve the agenda of the meetings. All meetings shall be under the chairmanship of, or conducted in the presence of, a full-time salaried officer or employee of the Department or of the Bureau.

Experts and consultants fall under certain special laws and regulations in their employment, conduct and termination. The Division of Personnel Management is responsible for employment of experts and consultants as part of their personnel program. Chapter 304 of the Federal Personnel Manual and DM addition to the FPM (370 DM 304) are the appropriate manual references.

5.7 Records and Reporting.

A. Membership on committees of other organizations: No records or reports are required on committees chaired by another organization. The chairing organization is responsible for any records and reporting. Payments in support of a committee chaired by another agency require prior approval of the Bureau of the Budget.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSCommittee Management

B. The Bureau Committee Management Officer shall maintain the records enumerated below for Central Office, advisory, and interagency committees. Field offices shall maintain the same records for field committees. Additional requirements for advisory and interagency committees are contained in 308 DM 2.9. Required records on all committees are:

1. Name.
2. Date, method, and basis of establishment. This should include copies of the Presidential, Secretarial, or Bureau order, letter, memorandum, or agreement authorizing creation of the committee.
3. Purpose or function. A brief statement should record the purpose for which the committee was created.
4. Type of organization. Identify whether permanent or temporary and if temporary give the estimated date of termination.
5. Representation. Membership lists should be maintained showing the names, position titles, and organizational units of committee members.
6. Meetings. List the last date of meeting or if periodic the frequency of meeting.

Form DI-1320 is a 5" by 8" card which may be used to record this information. A sample is attached as Illustration I (5 BIAM 5).

There is no reporting requirement for intrabureau committees.

OFFICIAL NAME OF COMMITTEE OR SUBCOMMITTEE:		BUREAU/OFFICE RESPONSIBLE:	
TYPE OF COMMITTEE: <input type="checkbox"/> Public Advisory <input type="checkbox"/> Industry Advisory <input type="checkbox"/> Interagency <input type="checkbox"/> Departmental		HOW ESTABLISHED: <input type="checkbox"/> Legislation <input type="checkbox"/> Executive Order <input type="checkbox"/> Dir. of President <input type="checkbox"/> Secretary <input type="checkbox"/> _____	
MEMBERSHIP APPTD. BY: <input type="checkbox"/> President <input type="checkbox"/> Congress (Law) <input type="checkbox"/> Secretary <input type="checkbox"/> _____		BU./OFF. PARTICIPATION: <input type="checkbox"/> Chairman <input type="checkbox"/> Member DATE ESTABLISHED:	
<input type="checkbox"/> IF APPROPRIATE: <input type="checkbox"/> Dual or Rotating Chair <input type="checkbox"/> Funding by Member Agencies		Names of Bureau Representatives:	
STATEMENT OF PURPOSE:			
OFFICIAL RESPONSIBLE FOR MAINTENANCE OF RECORDS ON COMMITTEE:			
(Name) _____ (Title) _____		(Room No.) _____ (Phone No.) _____	
DL-1320 (3/65) U. S. DEPARTMENT OF THE INTERIOR		COMMITTEE MANAGEMENT DATA	

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

RECEIVED

APR 20 1970

ALPHEUS W. INDIAN SCHOOL
ADMINISTRATION

BIAM Release 5-3

March 10, 1970

Memorandum

To: Holders of Bureau of Indian Affairs Manual
From: Acting Director, Management Services
Subject: Bureau Organization

Enclosed is Departmental Manual Release Number 1169 which is to be incorporated into Part 5 of the Bureau of Indian Affairs Manual. The Departmental release should be filed as 5 BIAM 2.1.

Robert P. Lipp
Acting Director
Management Services

Filing instructions for material transmitted:

- (a) Remove superseded material: ✓
130 DM I through 12, dated 12/23/68 (16 sheets)
130 DM Chart (1 sheet)
130 DM Map (1 sheet)
- (b) Insert new material transmitted: ✓
130 DM I through 8, dated 3/10/70 (13 sheets)
130 DM Chart (1 sheet)
- (c) Pen-and-ink changes:
None

UNITED STATES
DEPARTMENT OF THE INTERIOR

APR 20 1970

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Relc
Number:

1169

Date: January 8, 1970

Part: 130 DM 1-8

Subject:
ORGANIZATION
Bureau of Indian Affairs

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 1-8, reflects revisions in the organization of the Headquarters office of the Bureau of Indian Affairs. An Office of the Associate Commissioner for Education and Programs is established (130 DM 3) with three subordinate staff offices: Education Programs (130 DM 3.2A), Community Services (130 DM 3.2B) and Economic Development (130 DM 3.2C). An Office of the Associate Commissioner for Support Services is established (130 DM 4) with two subordinate staff offices: Management Services (130 DM 4.2A) and Operating Services (130 DM 4.2B).

The release consolidates the organizational and functional statements of the Bureau of Indian Affairs from 12 to 8 chapters. It includes appropriate updating of those chapters not involved in the major revision cited above.


Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

130 DM 1-12 & Chart
(18 sheets)

Insert:

130 DM 1-8
(13 sheets)
Chart
(1 sheet)

Replaces 11/21/68 (Release 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions 130.1.1

.1 Creation. The Bureau of Indian Affairs was created in the War Department in 1824 and in 1849 was transferred to the Department of the Interior. The Snyder Act of 1921 (42 Stat. 208; 25 U.S.C. 13) provided substantive law for appropriations covering the conduct of activities by the Bureau of Indian Affairs. The scope and character of the authorizations contained in this Act were broadened by the Indian Reorganization Act of 1934 (43 Stat. 984; 25 U.S.C. 461 et seq.). The authority of the Commissioner of Indian Affairs as delegated to him by the Secretary of the Interior is set forth in Secretary's Order 2508, as amended, and in Parts 205 and 230 of the Departmental Manual. The authority of subordinate officers and employees as redelegated by the Commissioner or as redelegated by others in the Bureau is set forth in the Bureau of Indian Affairs Manual or in addenda thereto.

.2 Objectives. The principal objectives of the Bureau are to actively encourage and train Indian and Alaska Native people to manage their own affairs under the trust relationship to the Federal Government; to facilitate, with maximum involvement of Indian and Alaska Native people, full development of their human and natural resource potentials; to mobilize all public and private aids to the advancement of Indian and Alaska Native people for use by them; and to utilize the skill and capabilities of Indian and Alaska Native people in the direction and management of programs for their benefit.

.3 Functions. The major functions of the Bureau through which its objectives are to be achieved include the following:

A. The Bureau works with Indian and Alaska Native people, other Federal agencies, state and local government and other interested groups in the development and implementation of effective programs for the advancement of Indian and Alaska Native people.

B. The Bureau, in cooperation with Indian and Alaska Native people, seeks for them adequate educational opportunities in public education systems, assists them in the creation and management of educational systems for their own benefit, or provides from Federal resources the educational systems needed.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions 130.1.3C

C. The Bureau actively promotes the improvement of the social welfare of Indian and Alaska Native people by working with them to obtain needed social and community development programs and by providing programs of community service which are needed and desired by them.

D. The Bureau works with Indian and Alaska Native people in the development and implementation of programs for their economic advancement and for full utilization of their natural resources consistent with the principles of resource conservation.

E. The Bureau acts as trustee for Indian and Alaska Native lands and monies held in trust by the United States, assisting them to realize maximum benefits from such resources.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure 130.2.1

.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D. C., Area Offices and subordinate field installations located throughout the country. The Commissioner of Indian Affairs is the chief executive of the Bureau. Each Area Office, supervising several field installations, is in the charge of an Area Director.

.2 Headquarters Organization. Bureau headquarters consists of the Office of the Commissioner, the Office of the Associate Commissioner for Education and Programs (see Chapter 3) and the Office of the Associate Commissioner for Support Services (see Chapter 4). The principal functions of the headquarters are the development of broad policies and programs for Bureau contributions to the advancement of Indian and Alaska Native people and for the effective and efficient internal management of the Bureau.

.3 Office of the Commissioner.

A. The Commissioner of Indian Affairs is responsible for the development of Bureau programs and policies for the advancement of Indian people and for the supervision and direction of all Bureau activities. Assistants to the Commissioner provide staff guidance and assistance in areas of special interest such as economics, communications, automatic data processing, and the application of modern management techniques.

B. The Office of Intergovernmental Relations is responsible for liaison with the National Council of Indian Opportunity in the Office of the Vice President and with other Federal agencies in order to promote active consideration of the needs of Indian and Alaska Native people in the administration of Federal programs. The Office is also responsible for the development of Bureau programs and Bureau implementation of Department programs for cooperation with state and local governments and with the field offices of other Federal agencies. It is responsible for Bureau programs of assistance to state and local systems and grants for higher education of Indian and Alaska Native students.

C. The Office of Legislative and Tribal Relations coordinates with the Office of the Secretary, the Legislative Counsel

Department of the Interior
DEPARTMENTAL MANUAL

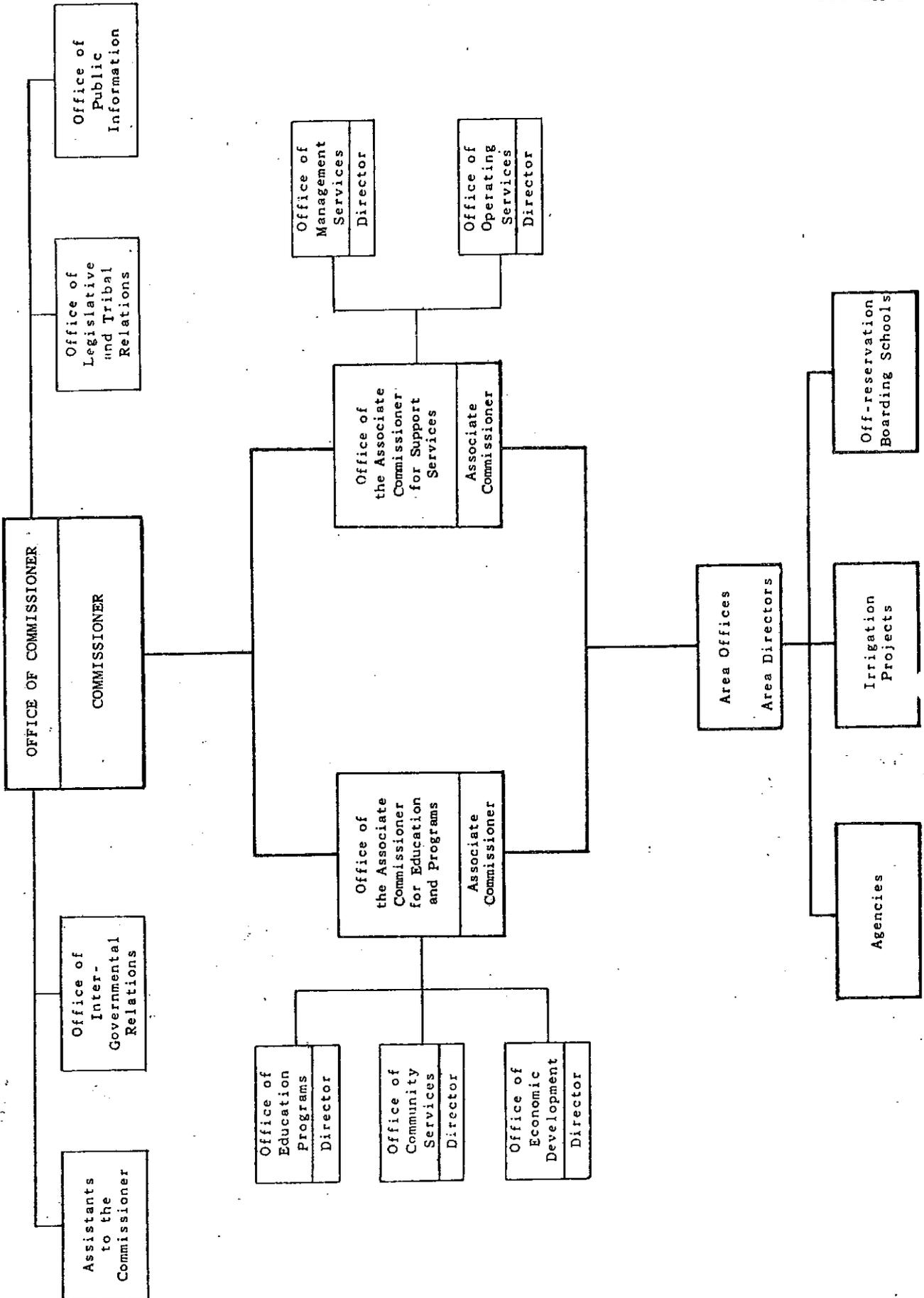
Organization Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure 130.2.3D

and Congressional offices on program legislation and other matters of interest to the Congress. It is responsible for the development of sound relations between the Bureau and Indian and Alaska Native governmental and interest groups on matters of mutual interest, including methods for advising these groups on Bureau policies and activities, for obtaining information on their policies and objectives, and for providing a direct channel for Tribes on legislative matters. The Office is principal staff adviser to the Commissioner on legislative and tribal relations matters and also provides legislative research and staff assistance in planning, developing and drafting legislation for the Bureau.

D. The Office of Public Information maintains liaison with the press, radio, and television media to inform the public of Bureau activities. It develops programs to improve the relationship of the Bureau with the general public. To improve the understanding of the Indian and Alaska Native people and the Bureau, the Office creates general publications and audio-visual materials. Acting in a professional role, it provides staff services to the Advisory Publications Review Board and to other units of the Bureau engaged in the creation and control of materials to inform the public.

ORGANIZATION - BUREAU OF INDIAN AFFAIRS



1/8/70 (release No. 1169)
 Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 3 Education and Programs 130.3.2A(4)

(4) to provide personal services to help students in Bureau schools and in schools operated by Indians and Alaska Natives overcome individual handicaps through special education, psychological consultation, child guidance and school social work, including diagnostic and remedial services.

B. The Office of Community Services, under the supervision of a Director, provides special and professional staff assistance related to programs

(1) to assist Indian and Alaska Native communities to achieve the highest possible degree of social, political, and economic independence and self-sufficiency, including Bureau programs for adult education and extension services.

(2) to provide and improve housing for Indian and Alaska Native people and to assist and train them in the initiation and management of housing development and improvement programs.

(3) for providing law and order services and administration of justice on Indian lands, including programs related to law enforcement, training of Indian personnel, operation of tribal courts, crime prevention, probation and parole, juveniles, and regulation of trading, hunting and fishing.

(4) for provision of social services to assist Indians and Alaska Natives to deal with social problems, including programs for providing individual counseling; financial assistance for needy Indians on reservations; arranging foster care and appropriate institutional care for dependent, neglected and handicapped Indian or Alaska Native children; cooperation with local or state agencies for whose programs Indians or Alaska Natives may be eligible; and to assist tribes in the development of tribal social service and work experience programs.

(5) for development and improvement of tribal government and political processes, including advice on tribal employment of attorneys and expert witnesses and the preparation of tribal rolls; and for performance of required Bureau actions related to the approval or disapproval of tribal enactments, liaison with the Indian Claims Commission, the definition of beneficiaries of claims awards, and the development of judgment fund legislation.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Education and Programs

130.3.2C

C. The Office of Economic Development, under the supervision of a Director, provides special and professional staff assistance related to programs

(1) to aid Indians and Alaska Natives in obtaining funds from conventional and governmental sources to finance all types of economic self-development, including loans for housing, education, and Indian and Alaska Native governmental purposes, and in the investment and use of their own moneys for the same purposes, including programs for incentive provisions; financial counseling and analysis; organizational, accounting and management services; administration of Revolving Loan Fund activities; and to assist in the establishment, supervision, and financing of lending programs of Indian and Alaska Native organizations.

(2) for the enhancement of employment opportunities for Indians and Alaska Natives through on-the-job training, vocational and pre-vocational training and guidance, including programs of residential training for illiterate adults and their families; job placement services and the encouragement of firms to employ Indians and Alaska Natives; assistance to Indians and Alaska Natives in moving to communities where employment or training is available with assistance and counseling in community living and housing at the point of employment; the special "Alaska Native Hire Program"; and the supervision of Field Employment Assistance Offices located in major employment centers and selected pre-vocational training centers.

(3) for the creation of job opportunities on or near Indian lands by the development of industrial, commercial, and tourist facilities and the development of Indian and Alaska Native products, including the provision of economic analysis, plant location services and business statistics and reports to foster job creation; and the coordination of industrial education leadership training for Indians and Alaska Natives which enable them to perfect self-sustaining local development programs and participate in district and regional economic planning activities.

(4) for the development, conservation and management of Indian and Alaska Native lands and property, including

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Support Services

130.4.1

.1 The Associate Commissioner for Support Services exercises the delegated authority of the Commissioner in the line direction of programs and operations which provide administrative management and engineering support to programs for the advancement of Indian and Alaska Native people.

.2 The Office of the Associate Commissioner for Support Services at the headquarters includes the following offices which provide specialized staff assistance in the planning, development and evaluation of administrative and engineering support programs and in the accomplishment of centralized service activities related to program planning, budgeting, fiscal control and data processing:

A. The Office of Management Services, under the supervision of a Director, provides special and professional staff services related to:

(1) program planning and analysis, including special studies to evaluate program alternatives, appraise program effectiveness, and establish a basis for the selection of priorities, alternate levels of funding, program mixes and program formulation; cost benefit analyses; and studies and plans for reservation development.

(2) the development of annual and supplemental budget estimates, the presentation of such requests to the Department, Bureau of the Budget and congressional appropriations committees, and the administration of appropriation and manpower distribution and control systems.

(3) accounting for, control of and reporting on the utilization and status of Bureau financial reports, including professional assistance in the interpretation preparation and administration of related fiscal and financial regulations and the development of programs for investment, utilization and control of Indian and Alaska Native trust funds.

(4) examination and accounting services for various Bureau and tribal accounts, including tribal and tribal housing authority accounting operations; student activity funds and banks; Indian Special Disbursing Agent and cashier accounts; and training of local personnel, Indians and Alaska Natives in accounting techniques and principles.

1/8/70 (Release No. 1169)

Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 4 Support Services 130.4.2A(5)

(5) planning, development and technical direction of statistical activities and programs, including provision of statistical analyses in support of special studies and statistical controls and techniques for the solution of basic problems.

(6) development and evaluation of management and administrative systems, including systems for management of records, data handling, organization management, manpower requirements validation, directives, Incentive Awards and Cost Reduction and Management Improvement.

B. The Office of Operating Services, under the supervision of a Director, provides special and professional staff and operating services related to:

(1) the management of the personnel resources of the Bureau including programs for classification, wage and salary administration, recruitment and placement, training, career development, position management, employee and labor relations and manpower planning and forecasting.

(2) the management of the personal and real property resources of the Bureau and trust properties used in Bureau programs, including the acquisition, utilization, disposal, distribution and storage of property and supplies and procurement and contract matters.

(3) inspections and reviews to identify and correct any operational weakness which might reflect upon the efficiency or integrity of the Bureau.

(4) prevention of accidents, reduction of injuries and fatalities, improvement of health and safety conditions, and processing of tort and injury compensation cases.

(5) the maintenance and operation of Bureau plant facilities and the provision of advice, training and assistance to Indian tribes and Alaska Natives on engineering matters related to plant facilities.

(6) architectural, engineering and technical services for the design, construction and evaluation of buildings and

1/8/70 (Release No. 1169)

Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Support Services

130.4.2B(7)

utilities needed to carry out Bureau programs and for other agencies on the basis of interdepartmental agreements, including advice to Indian tribes and Alaska Natives on construction matters.

(7) location, construction and maintenance of roads, airfields and other transportation facilities to serve Indian and Alaska Native people.

(8) the operation of the Bureau computer facility in Albuquerque, New Mexico.

(9) the evaluation and coordination of Bureau participation in the national Job Corps program.

(10) internal personnel and office operation services for the Washington Office and selected field locations which report to the Washington Office.

1/8/70 (Release No. 1169)
Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 5 Field Organizations 130.5.1

.1 Central Office organizations located in the field. There are a number of Bureau of Indian Affairs organizational units located outside of Washington, D. C. (field), which are within the headquarters jurisdiction. These offices are:

A. Office of Intergovernmental Relations. A Division of Public School Relations located in Albuquerque, New Mexico, provides services related to assistance to state and local school systems and higher education grants (see 130.2.3B).

B. Office of the Associate Commissioner for Education and Programs.

(1) Field Employment Assistance Offices are located in Chicago, Illinois; Cleveland, Ohio; Dallas, Texas; Denver, Colorado; and Los Angeles, Oakland and San Jose, California; to provide destination services for clients of Employment Assistance programs. Residential training centers are located in Madera, California, and in Roswell, New Mexico (see 130.3.2(2)).

(2) Field Industrial Development offices located in Chicago, Illinois, and Los Angeles, California, are responsible for contacts with industry within the respective geographic regions (see 130.3.2C(3)).

(3) A Division of School Facilities located in Albuquerque, New Mexico, provides professional guidance on the educational requirements and assures that Indians and Alaska Natives participate in the design, construction and equipping of school plant facilities. An education Instructional Materials Center is located in Brigham City, Utah (see 130.3.2A(2)).

(4) A Forestry Service Center is located in Littleton, Colorado, to provide professional assistance to Bureau field offices and Indian and Alaska Native people in the management of their forest resources (see 130.3.2C(4)).

C. Office of the Associate Commissioner for Support Services.

(1) A majority of the personnel of the Accounting Services Staff is located in Littleton, Colorado (see 130.4.2A(4)).

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 5 Field Organizations 130.5.1C(2)

The headquarters Division of Financial Management is located in Albuquerque, New Mexico (see 130.4.2A(3)).

(2) The Indian Affairs Data Center (see 130.4.2B(8)) and the headquarters Divisions of Plant Design and Construction (see 130.4.2B(6)) and Safety Management (see 130.4.2B(4)) are located in Albuquerque, New Mexico. A Plant Management Engineering Center is located in Littleton, Colorado (see 130.4.2B(5)).

.2 Field Organization. For the purpose of administering its field activities, the Bureau has divided the United States into eleven areas. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located in Window Rock, Arizona.

A. Area Offices. Each Area Office is under the direction of an Area Director who is responsible to the Associate Commissioners for all activities of the Bureau within the Area. The Area Director is a line officer and is assisted by one or more Assistant Area Directors having delegated line authority. The typical Area Office includes staff specialists in several or all of the Bureau programs who assist in the discharge of the following Area Office responsibilities:

(1) Representing the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies with respect to the Area jurisdiction;

(2) Directing and assisting in the application and implementation of overall policies and programs by operating offices, providing the necessary technical advice and review, and coordinating those features of such programs which are wider in scope of application than the jurisdiction of the operating office;

(3) Maintaining effective supervision over operating offices by review of the accomplishment of stated objectives and goals through application and implementation of approved policies and procedures;

(4) Recommending to the Central Office revisions on policies, programs, procedures, and regulations; and

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 5 Field Organizations 130.5.2A(5)

(5) Performing functions of an administrative and housekeeping nature which can be done efficiently and economically on an Area-wide basis.

Area Offices at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California; receive administrative support (housekeeping activities) from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona; Area Offices, respectively.

B. Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (C and D). The superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his jurisdiction. He reports to the Area Director of the area in which the agency is located, except for the Cherokee, Seminole, and Miccosukee Agencies which are responsible to the Commissioner. Assisting the Superintendent are specialists in several or all of the Bureau programs, as needed.

C. Off-Reservation Boarding Schools. Boarding Schools located off the reservation are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Area Director of the area in which the school is located, except for the Institute of American Indian Arts which reports to the Associate Commissioner for Education and Programs in the Washington Office.

D. Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. These major irrigation projects are under the direction of a Project Engineer or Manager who reports directly to the Area Director of the Area in which the project is located. Their primary purpose is the supplying of water to Indian irrigable lands. In addition, the projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

1/8/70 (Release No. 1169)
Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 8 Principal Officials 130.8.1

.1 Headquarters.

Commissioner.....Louis R. Bruce
Associate Commissioner for
 Education and Programs.....
Associate Commissioner for
 Support Services.....
Director of Intergovernmental
 Relations.....
Public Information Officer.....
Director of Education Programs.....
Director of Community Services.....
Director of Economic Development.....
Director of Management Services.....
Director of Operating Services.....

.2 Field Officials

Area Director, Aberdeen.....Martin N. B. Holm
Area Director, Albuquerque.....Walter O. Olson
Area Director, Anadarko.....Sidney M. Carney
Area Director, Billings.....James F. Canan
Area Director, Juneau.....Charles A. Richmond
Area Director, Minneapolis.....Owen D. Morken
Area Director, Muskogee.....Virgil N. Harrington
Area Director, Navajo.....Graham E. Holmes
Area Director, Phoenix.....W. Wade Head
Area Director, Portland.....Dale M. Baldwin
Area Director, Sacramento.....William E. Finale

1/8/70 (Release No. 1169)
Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Location of Field Offices 130.6.1

.1 Aberdeen Area Office, Aberdeen, S. Dak. (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Flandreau School, Flandreau

Pierre Agency, Pierre

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

Yankton Agency, Wagner

.2 Albuquerque Area Office, Albuquerque, N. Mex. (Colorado and New Mexico):

Colorado:

Ute Mountain Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Jicarilla Agency, Dulce

Mescalero Agency, Mescalero

Northern Pueblos Agency, Santa Fe

Southern Pueblos Agency, Albuquerque

Zuni Agency, Zuni

.3 Anadarko Area Office, Anadarko, Okla. (Kansas and Western Oklahoma--see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Haskell Institute, Lawrence

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Chilocco School, Chilocco

Concho Agency, Concho

Pawnee Agency, Pawnee

Shawnee Agency, Shawnee

1/8/70 (Release No. 1169)

Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Location of Field Offices 130.6.4

.4 Billings Area Office, Billings, Mont. (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow Agency
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lame Deer
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Southeast Agency, Juneau
Wrangell School, Wrangell

.6 Minneapolis Area Office, Minneapolis, Minn. (Minnesota, Wisconsin, Michigan; and Sac and Fox School, Tama, Iowa):

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Redlake

Wisconsin:

Great Lakes Agency, Ashland

Iowa:

Sac and Fox Area Field Office, Tama

.7 Muskogee Area Office, Muskogee Okla. (Part of Oklahoma-- see Anadarko Area Office for other offices in Oklahoma; Choctaw Agency, Philadelphia, Mississippi):

Oklahoma:

Ardmore Agency, Ardmore
Five Civilized Tribes Agency, Muskogee
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah

~~1~~
Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Location of Field Offices 130.6.4

.4 Billings Area Office, Billings, Mont. (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning
Crow Agency, Crow Agency
Flathead Agency, Ronan
Flathead Irrigation Project, St. Ignatius
Fort Belknap Agency, Harlem
Fort Peck Agency, Poplar
Northern Cheyenne Agency, Lama Deer
Rocky Boy's Agency, Box Elder

Wyoming:

Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and Seattle Liaison Office, Seattle, Washington):

Alaska:

Anchorage Agency, Anchorage
Bethel Agency, Bethel
Fairbanks Agency, Fairbanks
Mt. Edgecumbe School, Mt. Edgecumbe
Nome Agency, Nome
Southeast Agency, Juneau
Wrangell School, Wrangell

.6 Minneapolis Area Office, Minneapolis, Minn. (Minnesota, Wisconsin, Michigan; and Sac and Fox School, Tama, Iowa):

Minnesota:

Minnesota Agency, Bemidji
Red Lake Agency, Redlake

Wisconsin:

Great Lakes Agency, Ashland

Iowa:

Sac and Fox Area Field Office, Tama

.7 Muskogee Area Office, Muskogee Okla. (Part of Oklahoma-- see Anadarko Area Office for other offices in Oklahoma; Choc-taw Agency, Philadelphia, Mississippi):

Oklahoma:

Ardmore Agency, Ardmore
Five Civilized Tribes Agency, Muskogee
Okmulgee Agency, Okmulgee
Osage Agency, Pawhuska
Miami Agency, Miami
Sequoyah High School, Tahlequah
Tahlequah Agency, Tahlequah

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Location of Field Offices 130.6.8

Oklahoma (Continued)

Talihina Agency, Talihina

Wewoka Agency, Wewoka

Mississippi:

Choctaw Agency, Philadelphia

.8 Phoenix Area Office, Phoenix, Ariz. (Part of Arizona--see Navajo Area Office for other offices in Arizona; Sherman Institute and Fort Yuma Subagency, California; Nevada; and Utah--except Intermountain School, under Navajo Area Office):

Arizona:

Colorado River Agency, Parker

Fort Apache Agency, White River

Hopi Agency, Keams Canyon

Papago Agency, Sells

Phoenix School, Phoenix

Pima Agency, Sacaton

Salt River Agency, Scottsdale

San Carlos Agency, San Carlos

San Carlos Irrigation Project, Coolidge

Truxton Canon, Valentine

California:

Sherman Institute

Nevada:

Nevada Agency, Stewart

Utah:

Uintah and Ouray Agency, Fort Duchesne

.9 Portland Area Office, Portland, Ore. (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall

Northern Idaho Agency, Lapwai

Oregon:

Chemawa School, Chemawa

Umatilla Agency, Pendleton

Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Coulee Dam

Wapato Irrigation Project, Wapato

Western Washington Agency, Everett

Yakima Agency, Toppenish

1/8/70 (Release No. 1169)

Replaces 11/21/68 (Release No. 1086)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Location of Field Offices 130.6.10

.10 Sacramento Area Office, Sacramento, Calif. (California, except Sherman Institute and Fort Yuma Subagency, under Phoenix Area Office):

California:

California Agency, Sacramento
Hoopa Area Field Office, Hoopa
Palm Springs Office, Palm Springs
Riverside Area Field Office, Riverside

.11 Navajo Area Office, Window Rock, Arizona. (Arizona, New Mexico, Utah, and Colorado):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Tuba City Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

Utah:

Intermountain School, Brigham City

.12 Independent Offices: The Cherokee Agency, Cherokee, North Carolina; Miccosukee Agency, Homestead, Florida; the Seminole Agency, Hollywood, Florida; and the New York Field Office, Salamanca, New York, report directly to the Commissioner of Indian Affairs in Washington, D. C.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Location of Field Offices 130.6.10

.10 Sacramento Area Office, Sacramento, Calif. (California, except Sherman Institute and Fort Yuma Subagency, under Phoenix Area Office):

California:

- California Agency, Sacramento
- Hoopla Area Field Office, Hoopa
- Palm Springs Office, Palm Springs
- Riverside Area Field Office, Riverside

.11 Navajo Area Office, Window Rock, Arizona. (Arizona, New Mexico, Utah, and Colorado):

Arizona:

- Chinle Agency, Chinle
- Fort Defiance Agency, Fort Defiance
- Tuba City Agency, Tuba City

New Mexico:

- Eastern Navajo Agency, Crownpoint
- Navajo Irrigation Project, Farmington
- Shiprock Agency, Shiprock

Utah:

- Intermountain School, Brigham City

.12 Independent Offices: The Cherokee Agency, Cherokee, North Carolina; Miccosukee Agency, Homestead, Florida; the Seminole Agency, Hollywood, Florida; and the New York Field Office, Salamanca, New York, report directly to the Commissioner of Indian Affairs in Washington, D. C.

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 6 Location of Field Offices 130.6.13

.13 Central Office organizations located in the field:

A. Office of Intergovernmental Relations

Division of Public School Relations..Albuquerque, N.Mex.

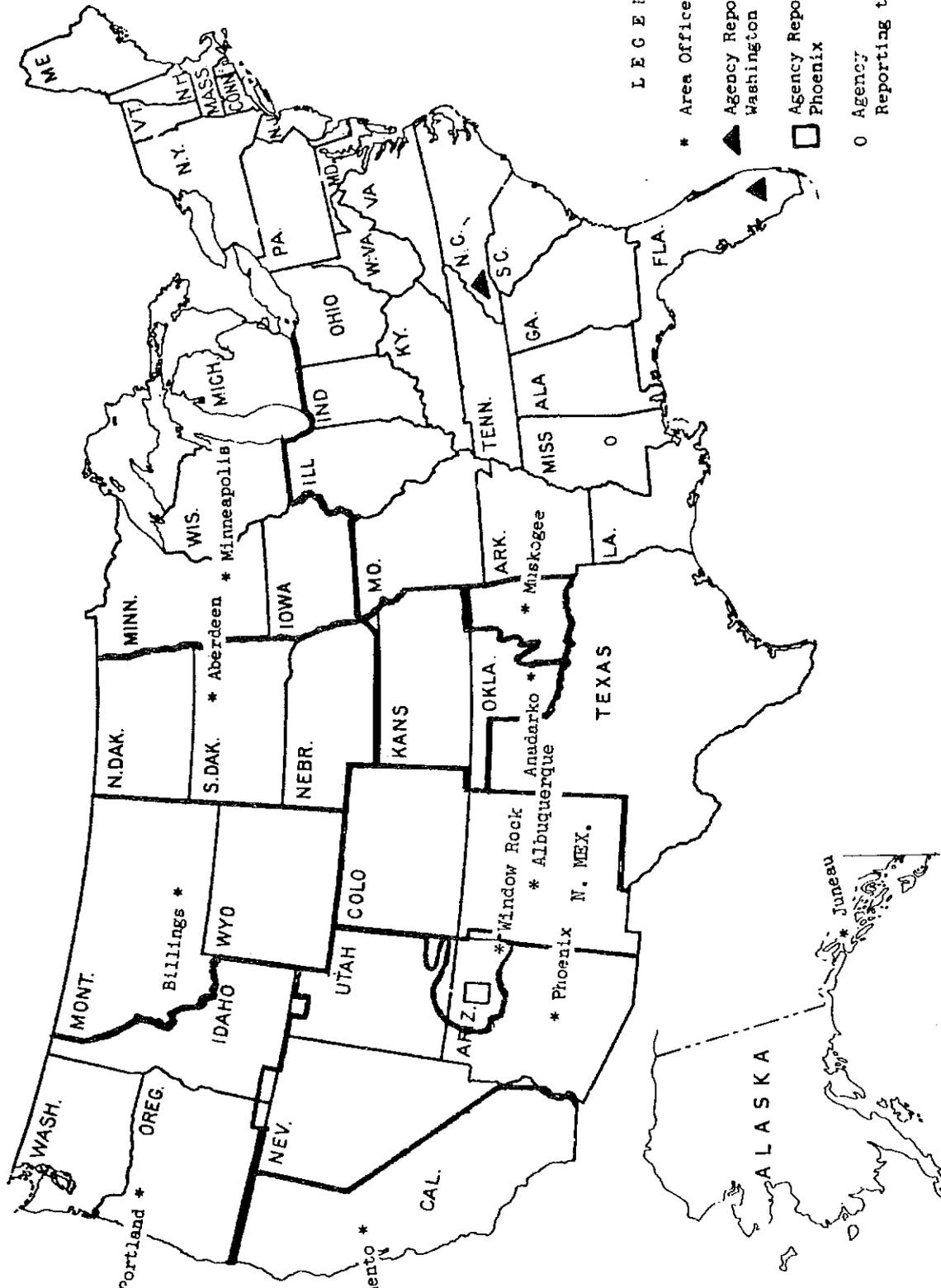
B. Office of the Associate Commissioner for Education and Programs

Division of School Facilities.....Albuquerque, N.Mex.
Field Employment Assistance Office...Chicago, Illinois
Field Employment Assistance Office...Cleveland, Ohio
Field Employment Assistance Office...Dallas, Texas
Field Employment Assistance Office...Denver, Colorado
Field Employment Assistance Office...Los Angeles, Calif.
Field Employment Assistance Office...Oakland, Calif.
Field Employment Assistance Office...San Jose, Calif.
Field Industrial Development Office..Chicago, Illinois
Field Industrial Development Office..Los Angeles, Calif.
Forestry Service Center.....Littleton, Colo.
Institute of American Indian Arts....Santa Fe, N.Mex.
Instructional Materials Center.....Brigham City, Utah
Madera Training Center.....Madera, Calif.
Roswell Training Center.....Roswell, N.Mex.

C. Office of the Associate Commissioner for Support Services

Accounting Services Staff.....Littleton, Colo.
Division of Financial Management.....Albuquerque, N.Mex.
Division of Safety Management.....Albuquerque, N.Mex.
Division of Plant Design & Const.....Albuquerque, N.Mex.
Indian Affairs Data Center.....Albuquerque, N.Mex.
Plant Management Engineering Center..Littleton, Colo.

AREA ORGANIZATION--BUREAU OF INDIAN AFFAIRS



11/21/68 (Release No. 1086)
 Replaces 12/6/67(Re. No. 993) and 2/16/68 (Rel. No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization Part 130 Bureau of Indian Affairs

Chapter 7 Places to Obtain Information and Make Requests 130.7.1

.1 Policies and Procedures: Bureau of Indian Affairs policies and procedures are published in the Bureau of Indian Affairs Manual which is available for public inspection and copying at the Area Offices identified in 130.6.

.2 General Inquiries and Requests. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Commissioner of Indian Affairs, Department of the Interior, Washington, D.C. 20242, or the Area Director, Bureau of Indian Affairs Area Office, in the appropriate city and state.

.3 Publications. Free publications relating to the history and languages of the Indians may be obtained from the Bureau of American Ethnology, Smithsonian Institution, Washington, D.C. 20560.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

FD
2/13/69

BIAM Release 5-2

December 23, 1968

file
5 BIAM

Memorandum

To: Holders of 5 BIAM
From: Chief, Management Research Staff
Subject: Bureau Organization

This release incorporates into the Bureau of Indian Affairs Manual, Departmental Manual Release 1086, Organization of the Bureau of Indian Affairs, Dated November 21, 1968. The release completely revises Part 130 DM 1-12.

Acting Chief, Management Research Staff

Filing instructions for material transmitted:

- (a) Remove superseded material:
None

- (b) Insert new material transmitted:
130 DM 1-12 (16 sheets)
Chart (1 sheet)
Map (1 sheet)✓

- (c) Pen-and-ink changes:
None

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

October 10, 1968

OCT 10 1968

Rm
10/28/68

file
5 IAM

Memorandum

To: Holders of 5 BIAM
From: Chief, Management Research
Subject: Distribution of 5 BIAM

Distribution of Chapters 1, 2, and 3 of 5 BIAM is being made without the inclusion of Chapter 4. Chapter 4 will not be completed until we have received an updating of Area Automatic Lines of Succession.

It will be appreciated if the Area Directors will submit to us as soon as possible their current Lines of Succession.


Chief, Management Research

filed 520 - Data Center
UNITED STATES
DEPARTMENT OF THE INTERIOR
18/24
AB 11/8

Release Number: *1086*
Prd for filing

Date: November 21, 1968

Part: 130 DM 1 - 12

Subject: ORGANIZATION
Bureau of Indian Affairs

DEPARTMENTAL MANUAL

TRANSMITTAL SHEET

Per 2

EXPLANATION OF MATERIAL TRANSMITTED:

This release, 130 DM 1-12, expands the organization and functional statement of the Bureau of Indian Affairs to twelve chapters. There are separate chapters for each organizational unit to facilitate publication of unit changes. While the structure of the Bureau at the Assistant Commissioner level is the same as previously published in Manual Release No. 993, December 6, 1967, there are changes in the activities below that level which were last described in Manual Release No. 808, March 7, 1966. Objectives and functions have been restated for clarity and program emphasis, and organizational terminology for activities below the Assistant Commissioner level has been changed in accordance with 101 DM 7.2. Substantive organization changes, including unit name revisions to reflect changes in functions, are:

Assistant Commissioner for Community Services: Education raised to Assistant Commissioner level on December 6, 1967. Added units: Program Planning and Analysis Staff, Community Development Staff, Division of Housing Assistance from Economic Development, Division of Tribal Operations.

Assistant Commissioner for Economic Development: Consolidation of the functions of the former branches of Real Property Management, Forestry, Land Operations, and Real Estate Appraisal into a new Division of Resource Development. Transfer of the functions of the Branch of Roads to the Division of Transportation under the Assistant Commissioner for Engineering.

Assistant Commissioner for Education: New organizational structure consisting of three Staffs and five Divisions.

Assistant Commissioner for Administration: Added units: Management Research Staff, Division of Job Corps, Division of Safety Management. Former Branches of Plant Design and Construction and Plant Management to the Assistant Commissioner for Engineering.

Assistant Commissioner for Engineering: New organizational structure consisting of three Divisions.

Assistant Commissioner for Program Coordination, established December 6, 1967: New organizational structure consisting of two Divisions.

George E. Robinson
Deputy Assistant Secretary for Administration

FILING INSTRUCTIONS:

Remove:
130 DM (All)
(7 sheets), Chart & Map

Complete

Insert:
130 DM 1 - 12
(~~18~~ sheets), chart & Map

Replaces 12/6/67 (Release No. 993)
2/16/68 (Release No. 1017)

(Copy made for Eper office file)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions

130.1.1

.1 Creation. The Bureau of Indian Affairs was created in the War Department in 1824 and in 1849 was transferred to the Department of the Interior. The Snyder Act of 1921 (42 Stat. 208; 25 U.S.C. 13) provided substantive law for appropriations covering the conduct of activities by the Bureau of Indian Affairs. The scope and character of the authorizations contained in this Act were broadened by the Indian Reorganization Act of 1934 (48 Stat. 984; 25 U.S.C. 461 et seq.). The authority of the Commissioner of Indian Affairs as delegated to him by the Secretary of the Interior is set forth in Secretary's Order 2508, as amended, and in Parts 205 and 230 of the Departmental Manual. The authority of subordinate officers and employees as re-delegated by the Commissioner or by others in the Bureau is set forth in the Indian Affairs Manual.

.2 Objectives. The objectives of the Bureau are full participation of the Indian people in the life of modern America, sharing fully in economic opportunity, social justice, and the national standard of living. The Indian people are to be provided with the opportunity to remain in their homelands without surrendering their dignity or to move to the cities of America equipped with the skills to live in equality.

.3 Functions. The functions of the Bureau through which assistance to the Indian people and the Natives of Alaska is provided are as follows:

A. The Bureau, working in partnership with the Indian people (both tribes and individuals), strives for the means by which responsibility of the Federal government for the management of Indian property and internal affairs becomes exclusively vested in the Indian people themselves.

B. In addition to its coordination of activities with other governmental organizations--Federal, State, and local--the Bureau promotes effort by these agencies to assure Indians of full access to the opportunities and benefits of their programs. It also solicits participation of these organizations in programs developed specifically for Indians.

C. The Bureau provides services which are public in nature--such as education, welfare aid, roads--when they are not available to Indian people from other agencies and, conversely, promotes the transfer of such responsibilities to other sources as they become available.

11/21/68 (Release 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 1 Creation, Objectives, and Functions

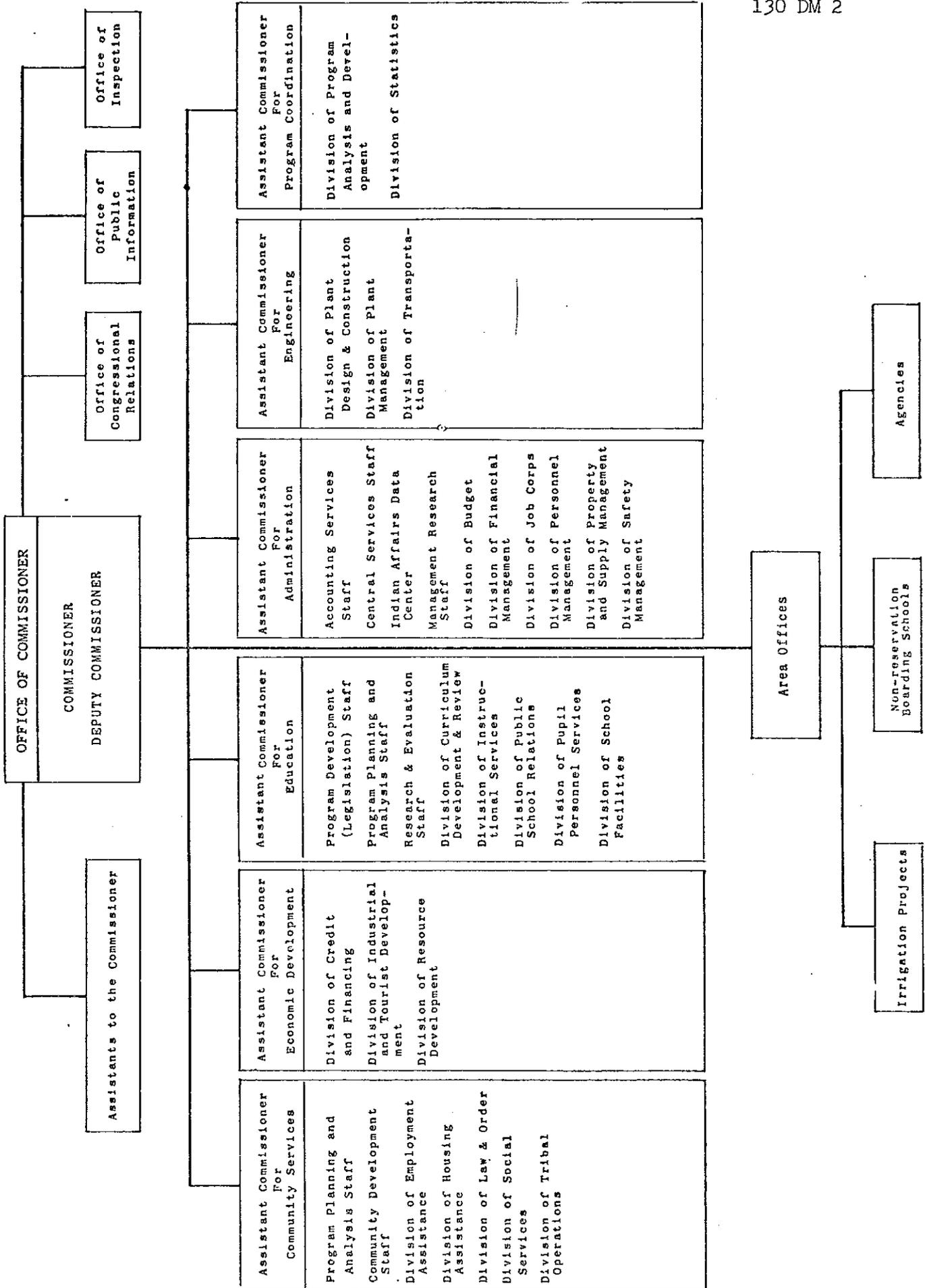
130.1.3D

D. The Bureau acts as trustee for Indian lands and moneys held in trust by the United States and assists the owners to realize the maximum economic return from such resources.

E. Through programs designed to provide greater Indian employment by the development of natural resources and attraction of industries, the Indian people are provided the opportunity to live in their respective communities with dignity. For those Indian people who wish to move to urban areas, the Bureau provides the education, training and guidance needed to allow full participation--economically and socially--in the new environment.

11/21/68 (Release No. 1086)
Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

ORGANIZATION-BUREAU OF INDIAN AFFAIRS



Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.1

.1 Overall Organization. The overall organization of the Bureau of Indian Affairs consists of a headquarters in Washington, D. C., Area Offices and subordinate field installations located throughout the country. The Commissioner of Indian Affairs is the chief executive of the Bureau. Each Area Office, supervising several field installations, is in the charge of an Area Director.

.2 Headquarters Organization. The headquarters consists of the Office of the Commissioner, three program offices--Community Services, Economic Development, and Education--and three supporting offices--Administration, Engineering, and Program Coordination. The primary functions of the headquarters are the development and evaluation of programs, policies, and legislation for the advancement of Indian people and liaison with other federal agencies to assure consideration of Indians in their programs.

A. Commissioner of Indian Affairs is responsible for the direction and supervision of all Bureau activities and for the development of programs, policies, and directives. A Deputy Commissioner acts for the Commissioner in the general operation of the Bureau. Assistants to the Commissioner and staff offices provide guidance and assistance in areas of special interest such as interagency relations, economics, and communications. The staff offices of the Office of the Commissioner are as follows:

(1) The Office of Congressional Relations coordinates with the Office of the Secretary and Congressional offices on program legislation and other matters of interest to the Congress. It informs Indian people and other interested groups on the Federal legislative process and specific legislative matters. It provides legislative research and staff assistance in planning, developing, and drafting legislation.

(2) Office of Public Information maintains liaison with the press, radio, and television media to inform the public of Bureau activities. It develops programs to improve the relationship of the Bureau with the general public. To improve the understanding of the Indian people and the Bureau, the Office creates general publications and audio-visual

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 2 Organization Structure

130.2.2A(2)(cont)

materials. Acting in a professional role, it provides staff services to the Advisory Publications Review Board and to other units of the Bureau engaged in the creation and control of materials to inform the public.

(3) The Office of Inspection, upon assignment, performs special reviews to identify and correct any operational weakness which might reflect upon the efficiency or integrity of the Bureau.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Community Services

130.3.1

.1 The Office of the Assistant Commissioner for Community Services directs the development, implementation and evaluation of programs which promote the social and political development of Indian individuals and communities. These include provision of job training and employment assistance, and also programs for housing, law and order services, social welfare services, and improvement of tribal operations.

The Office of the Assistant Commissioner for Community Services includes the following staffs and divisions:

A. The Program Planning and Analysis Staff reviews and analyzes program plans and estimates for the total Community Services program and is responsible for the preparation and coordination of the Office's budget, including supportive data. It develops and implements policies and procedures for the Office's statistical programs and prepares special analytical studies in connection with the Planning, Programming, and Budgeting System. It serves as the Office's liaison with the Office of the Assistant Commissioner for Program Coordination.

B. The Community Development Staff develop and evaluate programs, policies and legislation which assist the membership of Indian communities to achieve the highest possible degree of social, political and economic independence and self-sufficiency. It maintains liaison with applicable Bureau programs and coordinates them with other governmental and private agencies. It furnishes specialized assistance for the Bureau's Adult Education and Extension Services programs.

C. The Division of Employment Assistance develops and evaluates programs, policies, and legislation for the enhancement of employment opportunities for Indians. This is accomplished through on-the-job training, vocational and pre-vocational training and guidance which includes residential training for illiterate adults and their families, job placement services including the encouragement of firms to employ Indians, and assistance to Indians in moving to communities where employment or training is available. It also includes assistance and counseling in community living and housing at the point of employment. The Division supervises the operations of Field Employment Assistance Offices located in major employment centers and selected pre-vocational training centers.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 3 Community Services

130.3.1D

D. The Division of Housing Assistance develops and evaluates programs, policies, and legislation to provide and improve housing for Indian people and to assist and train Indians in the initiation and management of housing programs. The Division maintains liaison with other governmental and private agencies to promote and coordinate housing programs for Indians.

E. The Division of Law and Order develops and evaluates programs, policies, and legislation for providing law and order services and administration of justice on Indian lands. This includes programs related to law enforcement, training of Indian personnel, operation of tribal courts, crime prevention, probation and parole, juveniles, trading, hunting and fishing, and the coordination of such programs with other agencies.

F. The Division of Social Services develops and evaluates programs, policies, and legislation for provision of social services to assist Indians in coping with social problems and to better utilize available community resources. These include providing individual counseling, financial assistance for needy Indians on reservations, arranging foster care and appropriate institutional care for dependent, neglected and handicapped Indian children, and referral of Indians to local or state agencies for whose programs they may be eligible. Programs to assist tribes in the development of tribal social services programs and tribal Work Experience Programs for employable recipients of assistance are also included.

G. The Division of Tribal Operations develops and evaluates programs, policies, and legislation for development and improvement of tribal governments and political processes. These include the furnishing of advice on tribal employment of attorneys and expert witnesses, preparation of tribal rolls and assistance and training for Indians in self-government. The Division performs staff review and initiates Bureau action to approve or disapprove certain tribal enactments including tribal enrollment appeals requiring action by the Commissioner or the Secretary of the Interior. It maintains liaison with the Indian Claims Commission and reviews and initiates Bureau action, as required. As necessary, the Division performs research to define beneficiaries of claims awards and coordinates the development and preparation of judgment fund legislation. It provides special historical research services and also coordinates visits by tribal delegations to the Central Office.

11/21/68 (Release 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Economic Development

130.4.1

.1 The Office of Assistant Commissioner for Economic Development directs the development, evaluation, and implementation of programs for land resource management, business and commercial development, and developmental financing. These programs are designed to assist Indians in the management, conservation, and development of their real estate and natural resources, to encourage and assist the establishment of enterprises on or near Indian lands, and to attract industry to Indian communities where they will provide additional jobs for the Indian peoples near home. Programs are developed to provide financing for Indian development utilizing private, Bureau, and other governmental resources. The Office provides staff for administrative planning and fiscal programming for economic development programs and furnishes technical services such as preparation of social and economic studies.

The Office of the Assistant Commissioner for Economic Development includes the following divisions:

A. The Division of Credit and Financing develops and evaluates programs, policies, and legislation to aid Indians in obtaining funds from conventional and governmental sources to finance all types of Indian economic self-development, including loans for housing, education, and Indian governmental purposes, and in the investment and use of their own moneys for the same purposes. The programs include incentive provisions, financial counseling and analysis, and organizational, accounting and management services. The Division administers Revolving Loan Fund programs of the Bureau and assists in the establishment, supervision, and financing of lending programs of Indian organizations.

B. The Division of Industrial and Tourist Development develops and evaluates programs, policies, and legislation relating to the creation of job opportunities on or near Indian lands by the development of industrial, commercial, and tourist facilities and the development of Indian products. The Division provides economic analysis, plant location services and business statistics and reports to foster job creation. It coordinates industrial education leadership training for Indians enabling them to perfect self-sustaining local development programs and assists in district and regional economic planning activities.

C. The Division of Resource Development develops and evaluates programs, policies, and legislation related to the development, conservation and management of Indian lands and property. The programs provide for the

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 4 Economic Development

130.4.1C (Cont)

management of forest land and timber resources and the application of forest management practices to improve productive capacity of forest lands. They provide for assistance to Indians in management, conservation, development and utilization of soil, water, range, fish, wildlife, and outdoor recreation resources and include planning, designing, construction, operating and maintaining irrigation or multipurpose water development projects and related power systems. Division activities include programs to provide valuation data on Indian land and mineral resources, topographic mapping and geologic surveys in support of real estate transactions, urban type land use planning, and other developmental planning; for the maintenance of land records and examination of titles; and for assistance to Indians in the acquisition, disposition, and leasing of their lands and resources.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Education

130.5.1

.1 The Office of the Assistant Commissioner for Education advises the Commissioner, Deputy Commissioners, and Area Directors on the management of education programs within the Bureau. It directs the development, evaluation, and execution of programs designed to provide educational opportunities which meet the needs of Indian children, including Native children of Alaska. Through its direction, the Indian people are encouraged to participate in the operation of education programs. The Office supervises the efforts of the Bureau promoting assumption by various States of the responsibility for the education of Indian and Native children through public school systems.

The Office of the Assistant Commissioner for Education includes the following staffs and divisions:

A. The Research and Evaluation Staff conduct or cause to be conducted basic research and evaluation studies the results of which provide information for wide and long-range applications in the field of Indian education. It serves as a coordinating point at which problems and vaguely defined needs of the total education program are assembled, evaluated and articulated into the nature and amount of data and information required. The Staff arranges for the information to be gathered, either directly by the Bureau or by other agencies and contractors. It also develops and operates a system for disseminating technical information received from such studies and evaluations to program units for development of program applications.

B. The Program Planning and Analysis Staff coordinates the educational program planning activities of the Bureau and allocates funds based on established priorities. It develops PPB oriented cost-effectiveness systems for program development and operation. The Staff maintains general statistics required in the planning of programs and makes fiscal surveys of current and long-range programs for a comparison with alternative approaches. It also helps prepare the education budget for the Bureau.

C. The Program Development (Legislation) Staff reviews proposed, pending, and enacted legislation to stimulate and coordinate Bureau participation in all opportunities for improved Indian education. It assists in the initial development of new education programs, the qualifications for which are not found in the requirements of any existing projects, and develops the requisite administrative and contract procedures. The Staff reviews proposed projects from the field and assigns each to the proper Division for further substantive study. It maintains liaison with legislative staffs of the Bureau, the Department, and other agencies concerned with education and, upon assignment, works with Congressional Committee Staffs.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Education

130.5.1D

D. The Division of Curriculum Development and Review develops and evaluates programs and policies for determining curricula requirements and development and implementation of curricula. The Division develops curricula specifications for contract studies and monitors the studies once they are underway. With material content gained from such studies and that obtained from field testing and consultations, it develops broad curricula outlines; the outlines are formed in units and combinations to permit necessary adaptations and conformities by Area and local staffs depending on the prevailing educational conditions. The Division provides field demonstrations for curriculum material use and reviews its effectiveness after implementation. The Division includes branches of General Support, Language Arts, Early Childhood Education, and Social Sciences.

E. The Division of Instructional Services develops and evaluates programs and policies for school administration and instructional procedures in the field. It serves to establish guidelines for the administrative operation of the school system, including boarding schools, providing consultative resources in the design and implementation of exemplary and innovative projects. In cooperation with the area offices, the Division conducts periodic studies in terms of prescribed goals for Indian education, identifying areas of weakness and recommending expansion of sound approaches wherever possible. It develops and interprets methods and standards of instruction as well as coordinates teacher training and orientation programs. The Division acts as the catalytic agent which melds the talents and resources both of the Central Office staff and the area unit into a administrative organization that is efficient and effective.

F. The Division of Public School Relations, located in Albuquerque, New Mexico, provides assistance in the implementation of Federal legislation relating to Indian and Alaska Native children in public schools--management of the Johnson-O'Malley Program--administration of higher

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 5 Education

130.5.1F(cont)

education programs, and in the development and evaluation of programs, policies, and legislation to provide the transfer of Bureau schools into public school systems. It encourages and assists the establishment of Indian boards of education, and it searches for other means to give Indian people experience and authority in the administrative operation of school systems. When the resources are available and when there is a desire by tribes for such responsibility, the Division develops programs providing for tribal operation of school systems under formal agreements.

G. The Division of Pupil Personnel Services develops and evaluates programs, policies, and legislation to provide personal services to help students of Indian schools overcome individual handicaps through special education, psychological consultation, child guidance, and school social work. It provides consultive services, in the related professional fields, for students within and without the classrooms to aid them in their psychological development. It develops procedures and methods for diagnostic and remedial services and makes periodic reviews to evaluate their effectiveness and recommends adaptations of new and improved techniques when applicable. The Division includes branches of Special Education, Guidance and Counseling, Psychological Services, and School Social Work. Work.

H. The Division of School Facilities, located in Albuquerque, New Mexico, in coordination with the Office of the Assistant Commissioner for Engineering, provides assistance in developing physical facility requirements for the Bureau education program. It assists in the development of long-range plans for construction and maintenance of school buildings and develops criteria for the management of school space and the procurement of school equipment. It also assists in the selection of school sites.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Administration

130.6.1

.1 The Office of the Assistant Commissioner for Administration advises the Commissioner, Deputy Commissioners, and Area Directors on administrative management of the Bureau. It directs the development and evaluation of programs for managing Bureau resources of personnel, funds, and personal and real property and provides assistance in the investment, utilization, and control of Indian trust funds. The Office directs programs for procurement and contracting, safety, and organization management. It supervises the coordination with other agencies of the establishment and operation of Job Corps activities on Indian trust lands and operation of the Indian Affairs Data Center.

An Engineering Contract Advisor, within the immediate Office of the Assistant Commissioner for Administration, provides staff assistance in the development and evaluation of programs related to construction contract policies and procedures. He assists in the training of contracting officers and others involved in the administration of construction and architectural-engineering contracts.

The Office of the Assistant Commissioner for Administration includes the following staffs and divisions:

A. The Accounting Services Staff headquartered at Washington, D.C., with the majority of personnel located at Littleton, Colorado, provides examination and accounting services for various Bureau and tribal accounts and trains local personnel in accounting techniques and principles. It furnishes account examination services for tribes, student activity funds and banks, Bureau Indian Service Special Disbursing Agent accounts, and cashier accounts of Employment Assistance Offices. It provides accounting assistance to tribal housing authorities and helps establish tribal accounting systems. Upon assignment, the Staff provides administrative accounting services such as cost studies, examination of leases and other agreements for compliance with stipulations and audit and reconciliation of various special accounts.

B. The Central Services Staff provides administrative support--including services related to property and supply, financial operations, personnel, and office management--for the Washington Office and specific subordinate installations located in the field.

C. The Indian Affairs Data Center, located in Albuquerque, New Mexico, provides centralized computer operation for the Bureau and coordinates computer use with other bureaus and agencies. It develops

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Administration

130.6.1C(Cont.)

data processing applications, systems and programs required in substantive and administrative programs. The Center manages the operation of data processing equipment and procedures to meet the Bureau's needs in the field of automatic data processing.

D. The Management Research Staff Develops and evaluates programs, policies, and legislation relating to management practices, procedures documentation, organization management, and manpower requirement validation. It serves as the Washington focal point for automatic data processing and assists in the development of data handling systems, reports, and forms. The Staff also assists in the evaluation and coordination of the Incentive Awards and Cost Reduction and Management Improvement Programs.

E. The Division of Budget develops annual and supplemental budget estimates. It assists in the presentation of the budget to the Office of the Secretary, Bureau of the Budget, and congressional appropriations committees. The Division participates with the Office of the Assistant Commissioner for Program Coordination in presenting financial information for use in the preparation and submission of the Bureau Program Memorandum, financial plans, manpower requirement projections, and in the implementation of the PPB System. It coordinates the distribution and control of appropriations and manpower resources.

F. The Division of Financial Management, headquartered in Albuquerque, New Mexico, with liaison personnel in Washington, D. C., plans, coordinates, and evaluates the financial operations of the Bureau. It reviews, analyzes and interprets Bureau Fiscal accounting reports, and develops and maintains control accounts and accounting systems for Bureau fiscal resources, including trust funds. The Division assists in the interpretation, preparation, and administration of related fiscal and financial regulations. It develops programs for the investment, utilization, and control of Indian trust funds.

G. The Division of Job Corps formulates Bureau policies and procedures for the development, execution, and evaluation of the Job Corps program in the field. It maintains liaison with the Office of Job Corps Coordinator, the Office of Economic Opportunity, and other agencies concerned with the establishment and operation of Job Corps facilities on Indian lands.

11/21/68 (Release No. 1086)
Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 6 Administration

130.6.1H

H. The Division of Personnel Management develops and evaluates programs, policies, and legislation for managing the personnel resources of the Bureau including the programs for classification, wage and salary administration, recruitment and placement, training, career development, position management, employee and labor relations activities, and manpower planning and forecasting.

I. The Division of Property and Supply Management develops and evaluates programs, policies, and legislation for management of personal and real property resources of the Bureau, including trust properties used in Bureau programs. It develops programs of acquisition, utilization, disposal, distribution and storage, and procurement and contract administration. The Division also assists in the development of programs for the management of records and space for the Bureau.

J. The Division of Safety Management, located in Albuquerque, New Mexico, develops and evaluates programs, policies, and legislation to reduce fatalities and injuries and improve health and safety conditions for federal employees, tribal groups, and individual Indians. It develops management of accident prevention and motor vehicle operation programs. The Division also assists in gathering information and processing tort and injury compensation claims.

11/21/68 (Release No. 1086)
Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Engineering

130.7.1

.1 The Office of the Assistant Commissioner for Engineering provides staff services to assist line officials determine requirements for design, construction, alteration, maintenance and operation of Bureau facilities including buildings, utilities, roads and related structures. It provides architectural and engineering services for the Bureau, tribal groups and other Federal agencies as required. In addition, it develops and evaluates programs, policies and legislation to obtain, manage and utilize physical plant facilities to meet the needs of the Bureau.

The Office of the Assistant Commissioner for Engineering includes the following divisions:

A. The Division of Plant Design and Construction, located in Albuquerque, New Mexico, provides the architectural, engineering and technical services for the design, construction and evaluation of buildings and utilities needed to carry out Bureau programs including advice to tribes, or as required by inter-Departmental agreements. It also conducts continuing studies of new building materials, design concepts and functional relationships as a basis for recommending their incorporation into Bureau's building construction needs.

The Division includes an Engineering Adviser, located in Washington, D. C., who provides staff liaison and technical advice to the Assistant Commissioner for Engineering on matters pertaining to plant design and construction.

B. The Division of Plant Management develops and evaluates programs, policies, and legislation for maintenance and operation of the Bureau's facilities. It also provides technical advice and assistance to Indian tribes on engineering matters involving plant facilities.

The Division directs the activities of the Plant Management Engineering Center located in Littleton, Colorado. The Center's technical staff provides engineering, evaluative and consulting services to operating field offices in the maintenance and operation of physical plant facilities and in assisting tribal groups to utilize and develop plant facilities. The Center coordinates the development of technical guides, applicable management practices and techniques required to effectively utilize the Bureau's plant facilities.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 7 Engineering

130.7.1C

C. The Division of Transportation develops and evaluates programs, policies and legislation for location, construction and maintenance of roads, airfields and other transportation facilities to serve Indians. It promotes the assumption of responsibility for such facilities by state and local governments.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 8 Program Coordination

130.8.1

.1 The Office of the Assistant Commissioner for Program Coordination performs staff duties in the development of overall program priorities, policies and reporting requirements. It supervises development and provides technical assistance in implementation of statistical programs. It serves as focal point for preparation of the Bureau's Program Memorandum and conducts special studies as required for program decision making. The Office maintains liaison with the Department and the Bureau of the Budget on Planning, Programming and Budgeting (PPB) matters.

The Office of the Assistant Commissioner for Program Coordination includes the following divisions:

A. The Division of Program Analysis and Development conducts continuing analysis of the Bureau's program goals and progress. Program analysis, special studies, evaluation of program alternatives, appraisal of program effectiveness form a basis for the selection of priorities, alternate levels of funding, program mixes and program formulation. It coordinates preparation of the Bureau Program Memorandum and provides inputs to its preparation, and furnishes guidelines to field offices in preparation of area and agency program memoranda. As required, the Division undertakes special studies which provide the analytic groundwork for program decisions. It prepares budget justifications in cooperation with the Office of the Assistant Commissioner for Administration. The Division coordinates Washington Office responsibilities in preparing for the Commissioner's approval comprehensive programs for reservation development including those resulting from the planned use of judgment funds and other tribal income. Program data requirements are established by the Division for the development and maintenance of a Management Information System. In addition, it also furnishes leadership for the conduct of economic and program analysis at all levels in the Bureau and provides staff assistance to the Office of the Commissioner with respect to planning for the withdrawal of special Federal services to Indian tribes.

B. The Division of Statistics coordinates planning, development and technical direction of statistical activities, and develops a comprehensive program comparable in scope and character with other government statistical programs. Among its programs, the Division develops and maintains current data on Indian population, assists in developing input data and requirements for a Management Information System, provides statistical analysis to support special studies, and recommends statistical controls and techniques in the solution of basic problems.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organizations

130.9.1

.1 Central Office organizations located in the field. There are a number of Bureau of Indian Affairs organizational units located outside of Washington, D.C. (field), which are within the headquarters jurisdiction. These offices are:

A. Community Services: Field Employment Assistance offices are located in Chicago, Illinois; Cleveland, Ohio; Dallas, Texas; Denver, Colorado; and Los Angeles, Oakland and San Jose, California; to provide destination services for clients of Employment Assistance programs. A residential training center is located in Madera, California (see 130.3.1C).

B. Economic Development: Field Industrial Development offices located in Chicago, Illinois and Los Angeles, California, are responsible for contacts with industry within the respective geographic regions (see 130.4.1B).

C. Education: The headquarters Division of Public School Relations (see 130.5.1F) and School Facilities (see 130.5.1H) are located in Albuquerque, New Mexico.

D. Administration: A majority of the personnel of the Accounting Services Staff is located in Littleton, Colorado (see 130.6.1A). The Indian Affairs Data Center (see 130.6.1C) and the headquarters Divisions of Financial Management (see 130.6.1F) and Safety Management (see 130.6.1J) are located in Albuquerque, New Mexico.

E. Engineering: The headquarters Division of Plant Design and Construction is located in Albuquerque, New Mexico (see 130.7.1A). The Plant Management Engineering Center is located in Littleton, Colorado (see 130.7.1B).

.2 Field Organization. For the purpose of administering its field activities, the Bureau has divided the United States into eleven areas. Each is designated by the name of the city in which the area office is located, except the Navajo Area Office, which is located at Window Rock, Arizona.

A. Area Offices. Each Area Office is under the direction of an Area Director who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer and

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organizations

130.9.2A(Cont.)

is assisted by one or more Assistant Area Directors having line authority. The typical Area Office includes staff specialists in several or all of the Bureau programs who assist in the discharge of the following Area Office responsibilities:

(1) Representing the Bureau in its dealings with the Indians, the public, State governments, and other Federal agencies with respect to the Area jurisdiction;

(2) Directing and assisting in the application and implementation of overall policies and programs by operating offices, providing the necessary technical advice and review, and coordinating those features of such programs which are wider in scope of application than the jurisdiction of the operating office;

(3) Maintaining effective supervision over operating offices by review of the accomplishment of stated objectives and goals through application and implementation of approved policies and procedures;

(4) Recommending to the Central Office revisions in policies, programs, procedures, and regulations; and

(5) Performing functions of an administrative and housekeeping nature which can be done efficiently and economically on an Area-wide basis.

Area Offices at Anadarko, Oklahoma; Minneapolis, Minnesota; and Sacramento, California; receive administrative support (housekeeping activities) from the Muskogee, Oklahoma; Aberdeen, South Dakota; and Phoenix, Arizona; Area Offices, respectively.

B. Agencies. Agencies, the third organizational level of the Bureau, may conduct several or all of the activities of the Bureau on one or more reservations, in contrast to other types of field installations which may have specialized activities (C and D). The superintendent of an agency is responsible for the development and execution of immediate and long-range programs to fit the needs of the people and the reservation(s) under his jurisdiction. He reports to the Area Director of the area in which the agency is located, except for the Cherokee, Seminole, and Miccosukee Agencies which are responsible to the Commissioner. Assisting him are specialists in the fields of Economic Development, Community Services, Education, Administration, and Engineering, as needed.

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 9 Field Organizations

130.9.2C

C. Non-Reservation Boarding Schools. Boarding schools located off the reservation are used for the education of Indian children who otherwise would not be able to attend school. The schools are under the direction of a School Superintendent who reports directly to the Area Director of the Area in which the school is located, except for the Institute of American Indian Arts which reports to the Assistant Commissioner for Education.

D. Flathead, Navajo, San Carlos, and Wapato Irrigation Projects. These major irrigation projects are under the direction of a Project Engineer or Manager who reports directly to the Area Director of the area in which the project is located. Their primary purposes is the supplying of water to Indian irrigable lands. In addition, the projects may also serve non-Indian lands and provide electrical services to the reservation and adjacent areas for project or private use.

11/21/68 (Release No. 1086)
Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Location of Field Offices

130.10.1

.1 Aberdeen Area Office, Aberdeen, S. Dak. (North Dakota, South Dakota, and Nebraska):

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town

Fort Totten Agency, Fort Totten

Standing Rock Agency, Fort Yates

Turtle Mountain Agency, Belcourt

Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Eagle Butte

Flandreau School, Flandreau

Pierre Agency, Pierre

Pine Ridge Agency, Pine Ridge

Rosebud Agency, Rosebud

Sisseton Agency, Sisseton

.2 Albuquerque Area Office, Albuquerque, N. Mex. (Colorado and New Mexico):

Colorado:

Ute Mountain Agency, Towaoc

Southern Ute Agency, Ignacio

New Mexico:

Jicarilla Agency, Dulce

Mescalero Agency, Mescalero

United Pueblos Agency, Albuquerque

Zuni Agency, Zuni

.3 Anadarko Area Office, Anadarko, Okla. (Kansas and Western Oklahoma-- see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Haskell Institute, Lawrence

Horton Agency, Horton

Oklahoma:

Anadarko Agency, Anadarko

Chilocco School, Chilocco

Concho Agency, Concho

Pawnee Agency, Pawnee

Shawnee Agency, Shawnee

.4 Billings Area Office, Billings, Mont. (Montana and Wyoming):

Montana:

Blackfeet Agency, Browning

Crow Agency, Crow Agency

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Locations of Field Offices

130.10.4(Cont.)

Montana (Continued)

- Flathead Agency, Ronan
- Flathead Irrigation Project, St. Ignatius
- Fort Belknap Agency, Harlem
- Fort Peck Agency, Poplar
- Northern Cheyenne Agency, Lama Deer
- Rocky Boy's Agency, Box Elder

Wyoming:

- Wind River Agency, Fort Washakie

.5 Juneau Area Office, Juneau, Alaska (Alaska and Seattle Liaison Office, Seattle, Washington):

Alaska:

- Anchorage Agency, Anchorage
- Bethel Agency, Bethel
- Fairbanks Agency, Fairbanks
- Mt. Edgecumbe School, Mt. Edgecumbe
- Nome Agency, Nome
- Southeast Agency, Juneau
- Wrangell School, Wrangell

.6 Minneapolis Area Office, Minneapolis, Minn. (Minnesota, Wisconsin, Michigan; and Sac and Fox School, Tama, Iowa):

Minnesota:

- Minnesota Agency, Bemidji
- Red Lake Agency, Red Lake

Wisconsin:

- Great Lakes Agency, Ashland

.7 Muskogee Area Office, Muskogee, Okla. (Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma; Choctaw Agency, Philadelphia, Mississippi):

Oklahoma:

- Ardmore Agency, Ardmore
- Five Civilized Tribes Agency, Muskogee
- Okmulgee Agency, Okmulgee
- Osage Agency, Pawhuska
- Miami Agency, Miami
- Sequoyah High School, Tahlequah
- Tahlequah Agency, Tahlequah
- Talihina Agency, Talihina
- Wewoka Agency, Wewoka

Mississippi:

- Choctaw Agency, Philadelphia

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Locations of Field Offices

130.10.8

.8 Phoenix Area Office, Phoenix, Ariz. (Part of Arizona--see Navajo Area Office for other offices in Arizona; Sherman Institute and Fort Yuma Subagency, California; Nevada; and Utah--except Intermountain School, under Navajo Area Office):

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix School, Phoenix
Pima Agency, Sacaton
Salt River Agency, Scottsdale
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge
Truxton Canyon, Valentine

California:

Sherman Institute

Nevada:

Nevada Agency, Stewart

Utah:

Uintah and Ouray Agency, Fort Duchesne

.9 Portland Area Office, Portland, Ore. (Idaho, Oregon, and Washington--except Seattle Liaison Office, under Juneau Area Office):

Idaho:

Fort Hall Agency, Fort Hall
Northern Idaho Agency, Lapwai

Oregon:

Chemawa School, Chemawa
Umatilla Agency, Pendleton
Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Coulee Dam
Wapato Irrigation Project, Wapato
Western Washington Agency, Everett
Yakima Agency, Toppenish

.10 Sacramento Area Office, Sacramento, Calif. (California, except Sherman Institute and Fort Yuma Subagency, under Phoenix Area Office):

California:

California Agency, Sacramento
Hoopa Area Field Office, Hoopa
Palm Springs Office, Palm Springs
Riverside Area Field Office, Riverside

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 10 Locations of Field Offices

130.10.11

.11 Navajo Area Office, Window Rock, Arizona. (Arizona, New Mexico, Utah, and Colorado):

Arizona:

Chinle Agency, Chinle
Fort Defiance Agency, Fort Defiance
Tuba City Agency, Tuba City

New Mexico:

Eastern Navajo Agency, Crownpoint
Navajo Irrigation Project, Farmington
Shiprock Agency, Shiprock

Utah:

Intermountain School, Brigham City

.12 Independent Offices: The Cherokee Agency, Cherokee, North Carolina; Miccosukee Agency, Homestead, Florida; the Seminole Agency, Hollywood, Florida; and the New York Field Office, Salamanca, New York, report directly to the Commissioner of Indian Affairs in Washington, D. C.

.13 Central Office organizations located in the field:

Community Services:

Field Employment Assistance Office.....Chicago, Illinois
Field Employment Assistance Office.....Cleveland, Ohio
Field Employment Assistance Office.....Dallas, Texas
Field Employment Assistance Office.....Denver, Colorado
Field Employment Assistance Office.....Los Angeles, Calif.
Field Employment Assistance Office.....Oakland, California
Field Employment Assistance Office.....San Jose, California
Madera Training Center.....Madera, California
Roswell Training Center.....Roswell, New Mexico

Economic Development:

Field Industrial Development Office.....Chicago, Illinois
Field Industrial Development Office.....Los Angeles, Calif.

Education:

Division of Public School Relations.....Albuquerque, New Mex.
Division of School Facilities.....Albuquerque, New Mex.
Institute of American Indian Arts.....Santa Fe, New Mexico

Administration:

Accounting Services Staff.....Littleton, Colorado
Indian Affairs Data Center.....Albuquerque, N. Mex.
Division of Financial Management.....Albuquerque, N. Mex.
Division of Safety Management.....Albuquerque, N. Mex.

Engineering:

Division of Plant Design & Construction.....Albuquerque, N. Mex.
Plant Management Engineering Center.....Littleton, Colorado

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 11 Places to Obtain Information and Make Requests

130.11.1

.1 Policies and Procedures: Bureau of Indian Affairs policies and procedures are published in the Bureau of Indian Affairs Manual which is available for public inspection and copying at the Area Offices identified in 130.10.

.2 General Inquiries and Requests. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Commissioner of Indian Affairs, Department of the Interior, Washington, D. C. 20242, or the Area Director, Bureau of Indian Affairs Area Office, in the appropriate city and state.

.3 Publications. Free publications relating to the history and languages of the Indians may be obtained from the Bureau of American Ethnology, Smithsonian Institution, Washington, D. C. 20560.

Department of the Interior
DEPARTMENTAL MANUAL

Organization

Part 130 Bureau of Indian Affairs

Chapter 12 Principal Officials

130.12.1

.1 Headquarters.

Commissioner.....Robert L. Bennett
Deputy Commissioner.....Theodore W. Taylor
Assistant to the Commissioner.....Roderick H. Riley
Assistant to the Commissioner.....Virginia Hart
Assistant to the Commissioner.....Will Rogers, Jr.
Public Information Officer.....W. Joynes Macfarlan
Assistant Commissioner for Community Services...Wm. R. Carmack, Jr.
Deputy Assistant Commissioner.....Ralph R. Reeser
Assistant Commissioner for Economic Development..George W. Hubley
Deputy Assistant Commissioner.....Charles P. Corke
Assistant Commissioner for Education.....Charles N. Zellers
Deputy Assistant Commissioner.....W. Desmond Phillips
Assistant Commissioner for Administration.....J. Leonard Norwood
Deputy Assistant Commissioner.....Donald J. Proulx
Assistant Commissioner for Engineering.....Frederic M. Haverland
Assistant Commissioner for Program Coordination..Fred H. Massey

.2 Field Officials

Area Director, Aberdeen Area Office.....Martin N. B. Holm
Area Director, Albuquerque Area Office.....Walter O. Olson
Area Director, Anadarko Area Office.....Sidney M. Carney
Area Director, Billings Area Office.....James F. Canan
Area Director, Juneau Area Office.....Charles A. Richmond
Area Director, Minneapolis Area Office.....Owen D. Morken
Area Director, Muskogee Area Office.....Virgil N. Harrington
Area Director, Navajo Area Office.....Graham E. Holmes
Area Director, Phoenix Area Office.....W. Wade Head
Area Director, Portland Area Office.....Dale M. Baldwin
Area Director, Sacramento Area Office.....William E. Finale

11/21/68 (Release No. 1086)

Replaces 12/6/67 (Release No. 993) and 2/16/68 (Release No. 1017)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

BM
11/26/68

BIAM Release 5-1

September 25, 1968

Memorandum

To: Holders of Indian Affairs Manual, Parts 12 and 33
Indian Tribal Governing Bodies

From: Commissioner of Indian Affairs

Subject: Bureau Organization

The enclosed release updates Bureau manual material pertaining to organization (12 IAM and 33 IAM) into the new BIAM form. You may note that Part 130 of the Departmental Manual is incorporated as published last December and February. The new Part 130 which reflects the new terminology prescribed in this release and also provides more details on the headquarters organization has not been finally approved. A separate release will be made as soon as approval is received.

The major changes included in this release may be summarized as follows:

- a. The objectives of the community organization process and cooperation with other organizations are adopted as basic concepts for Bureau organization.
- b. An effort is made to state other organization concepts and the functions appropriate to each organizational level more clearly.
- c. The date for submission of revised organization documents is changed from June 30 to July 31 of each year.
- d. Area Director authority to approve organizational changes has been expanded and clarified.
- e. The terminology and nomenclature for use within the Bureau has been revised to restrict use of the term "Office," to provide for "Division" as a major organizational designation, and to restrict use of the titles "Director" and "Superintendent."
- f. Program management groups are identified as the preferred organizational pattern below the division level.

Although this release officially establishes new preferred terminology for the total Bureau, use of the new terminology and nomenclature for Central Office units should be withheld until our new functional statement is approved. Field units may apply the new terminology at the line officer's discretion upon receipt of this release.

Where necessary, new organization charts and functional statements should be submitted upon receipt of this release. That is, you should not wait until next July to submit new organization documents unless you are reasonably sure that those now on file are current.


ACTING Commissioner

Filing instructions for material transmitted:

(a) Remove superseded material:

Remove and destroy: 12 IAM in total
33 IAM 6 in total

(b) Insert new material transmitted:

File new material in the appropriate order with the new BIAM material received to date. BIAM releases to date are:

BIAM Release 0-1
BIAM Release 5-1
BIAM Release 24-1
BIAM Release 33-1

(c) Pen-and-ink changes:

None

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL CONCEPTS

1.1 Policy on Centralization-Decentralization. Bureau policy is to decentralize authorities and responsibilities for the conduct of program activities and for decisions related thereto to the lowest organizational level feasible and practical. Authority and responsibility for final decisions on Bureau programs, budgets, and legislation are generally retained at headquarters. Evaluation of program and activities is a responsibility for all levels of the organization.

The desirability of geographic centralization or decentralization of Bureau installations will be considered on an individual basis. Major consideration will be given to the impact of Bureau action on the benefits to Indian people and to economy of operation.

1.2 Line-Staff Functional Organization. The Bureau plan of organization provides for three major organizational levels headed by line officers and for further assignment of responsibility where practicable to staff officers on a functional basis; e.g., as outlined for the Central Office in 5 BIAM 3. The organization plan, therefore, is an application of the conventional line-and-staff arrangement but is designed to be flexible enough for active Indian participation. This involves the concept that each Bureau official is primarily either a line officer with authority to direct the activity of given organization unit(s) or a staff officer with responsibility to advise and assist but not with authority to direct. The primary connecting links of administering major program and policy decisions are between the line officers of the Central Office, Area Offices, and operating offices.

1.3 Community Organization Process. A primary program objective of the Bureau is to promote community organization and development processes among Indian people. Success in this objective requires increasing involvement of Indian people in decision making, planning, operation and management of programs for their benefit. To the extent feasible, Bureau organization patterns will be developed to promote these processes.

1.4 Cooperation with other Organizations. There are many Federal, State, and local government agencies providing services to the general population that are also available to Indian people. Officials at all levels of the Bureau should encourage the Indian people to seek these services either as individuals or as a tribal government. Organizational patterns and processes should facilitate involvement of these agencies in the total program.

1.5 Organizational Levels of the Bureau and Their Relationships. The organization of the Bureau of Indian Affairs provides for three levels of administration:

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL STATEMENTS

Central Office
Area Offices
Agencies and local facilities (operating offices)

The organizational structure of each of the three levels follows the same general pattern but differs according to local needs.

A. Central Office. The Central Office responsibility encompasses all activities of the Bureau of Indian Affairs. The Commissioner of Indian Affairs has the overall responsibility for directing and controlling activities of the Bureau and discharges this responsibility by:

(1) Formulating overall programs, objectives, policies, goals, and procedures necessary to guide all Bureau activities toward reaching the goals and objectives;

(2) Directing the review of performance by the Area Offices in accomplishing stated objectives and goals through the application of approved policies and procedures;

(3) Rendering decisions on matters which require action by the Central Office or on appeal from field office decision;

(4) Representing the Bureau in its dealings on a Bureau-wide basis with the Department, the President, the Congress, other Federal agencies, and the public;

(5) Approving major internal organizational changes proposed to meet operational needs and improve efficiency and coordination of operations; and

(6) Performing work that can be done more efficiently or effectively by the Central Office.

B. Area Office. The second administrative level in the organizational structure is the Area Office. Each Area Office is under the supervision of an Area Director, who is responsible to the Commissioner for all activities of the Bureau within the Area. The Area Director is a line officer. He discharges his responsibilities by:

(1) Representing the Bureau in its dealings with the Indians, the Public, State governments, and other Federal agencies with respect to his Area jurisdiction;

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL STATEMENTS

(2) Directing and assisting in the application and implementation of overall policies and programs by operating offices; providing the necessary technical advice and review; and coordinating those features of such programs which are wider in scope of application than the jurisdiction of the operating office;

(3) Maintaining effective supervision over operating offices by review of the accomplishment of stated objectives and goals through application and implementation of approved policies and procedures;

(4) Recommending to the Central Office revisions in policies, programs, procedures, and regulations; and

(5) Performing functions of an administrative and housekeeping nature which can be done more efficiently and economically on an Area-wide basis.

C. Operating Offices. Agencies, Area Field Offices and local facilities are the primary operating offices of the Bureau. As such they deal directly and in partnership with the Indian individuals and groups within their jurisdiction. Operating offices are responsible for ensuring that Bureau programs are operated to produce maximum benefits for the Indian people.

Each operating office is under the direction of a line officer who is responsible to the Area Director within whose jurisdiction the facility is located. The operating level line officer is responsible for directing, coordinating, and controlling all activities in accordance with policies, procedures, and regulations established by the Commissioner and the Area Director to accomplish program objectives. These responsibilities are carried out with the aid of assistants, who may also exercise line authority, consistent with their responsibilities.

There are several types of offices under an Area office: Agencies, Area Field Offices, nonreservation schools, and independent irrigation projects. Each type varies in character and function according to the kind of operation performed; they are organized to produce specific benefits through direct contacts and cooperation with the Indians. An operating level office may have one or more subordinate installations, depending upon the nature and scope of its activities and the organizational needs of the particular jurisdiction.

An example of this is an agency which has a school or irrigation project geographically separated from the Agency headquarters. Another example would be subagencies which are under the jurisdiction of an agency, and report directly to the Agency Superintendent.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL STATEMENTS

1.6 Unity of Command. Delegation of authority is made through the normal line of supervision, i.e., Commissioner to Area Director, Area Director to Superintendent. The delegation of authority by a superior to a subordinate does not relieve the superior of responsibility for the performance of his subordinate. A subordinate, although he may receive advice and guidance from other technical or staff employees, is responsible to one supervisor for the performance of his work.

1.7 Personnel Working Concurrently for Two Jurisdictions.

A. Inter-Area Arrangements. Whenever budget limitations, workload quantities, or other factors make it necessary that professional or technical personnel divide work between two or more areas, the Area Directors concerned, in cooperation with each other, determine initially the amount of time that such employees are to spend on work of each separate Area, and the Area Office at which the employees are to be headquartered. The work schedule dividing the employees' time between the Areas is determined jointly by all Area Directors concerned, with the initiative being taken by the Area Director at whose office the employees concerned are headquartered.

The employees involved operate under the direction of the Area Director in whose Area they are currently working, just as though they were full-time employees at that Area Office.

B. Inter-Operating Office Arrangements. Whenever budget limitations, workload quantities, or other factors, make it necessary that certain personnel divide their time between two or more operating offices, the superintendents of the offices concerned jointly proceed exactly as outlined with respect to agreements between Area Directors in A above. However, all such agreements are subject to the approval of the Area Director concerned. The employees concerned are under the direction of the head of the office for which they are currently working.

C. Details of Area Office Personnel to Agencies and Local Facilities. Whenever it becomes necessary for Area Office employees to be temporarily detailed to perform work at an operating office, they are under the direction of the Superintendent just as though they were full-time employees of the Agency.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONSORGANIZATIONAL STATEMENTS

2.1 Organization. The organization chart and functional statements as published in 130 DM are incorporated into Part 5 BIAM 2.

More detailed statements as to the functions of the individual Central Office organizational units may be incorporated in pertinent manual parts if considered appropriate. Area Offices will issue manual addenda to reflect the local organization as required by local circumstances.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

ORGANIZATIONAL PROCEDURES

3.1 Objectives. The Bureau uses organization charts and functional statements to portray reporting relationships among officials and promote more efficient and effective execution of programs. Other uses are:

A. Organization Planning. The process of putting on paper basic facts about an organization, such as who is located in what organizational unit, stimulates thinking about more effective organizational relationships. This thinking can result in eliminating unnecessary duplicating and overlapping functions, and in streamlining procedures.

B. Coordination. A thorough understanding of who is responsible, to whom for what, will reduce friction and help insure harmonious cooperation.

C. Administrative Responsibility. Organization charts together with position descriptions enable top line officers to hold specific individuals accountable for the effective discharge of specific responsibilities. Conversely, those held accountable are made conscious of the limits of their responsibilities and the areas in which their efforts are to be concentrated.

3.2 Submission of Organization Charts. Organization charts, accompanied by functional statements, shall be prepared by each Area Office and submitted to the Central Office by July 31 of each year or when changed. A separate organization chart shall be prepared for each Area Office, Agency, Subagency, Area Field Office, and local facility. The charts and functional statements shall be submitted in triplicate and shall be addressed to the Commissioner, Attention: Management Research.

The prescriptions of this chapter or of any provision of the Manual are not intended to make organizations unduly inflexible. Deviations from general organizational patterns are permitted if sufficiently justified by memorandum to the appropriate authority (see 3.3 E).

A. Annual Revision of Charts and Statements. If there is no change in the organization charts and functional statements by an area office or operating office, a simple affirmation that the previously submitted charts and statements are currently accurate will meet the requirements of 3.2 above.

If minor changes are required in certain functional statements, new statements for only those organizational units affected need be submitted. However, revised functional statements will be prepared so that they replace entire functional statement pages.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL PROCEDURES

B. Schools and Independent Irrigation Projects. The pattern of organization found in a typical agency cannot be followed in schools and irrigation projects. Only those portions of this chapter not conflicting with accepted organization of irrigation projects and schools need be observed. Justifications for such deviations are not required.

3.3 Approval of Organization Changes. Approval of the Central Office shall be obtained before changes are made which will affect substantially the degree of service provided for the Indians. The opening, closing or significant modification of organizational level or size designation will normally fall within this category. This is necessary because the consolidation of services of two installations may affect the services to the Indians to such a degree that complaints or requests for explanation will be presented to the Central Office. Departmental clearance of certain changes within this category is required by DM 101.5.1B.

A. Central Office. For clarity of organizational arrangements and efficiency of operations each office and/or division in the Central Office shall maintain in the part of the Manual pertaining to its functions at the Central Office level an organization chart and functional statement. These documents will reflect the organization down to and including the branch or program management group level. The documents are to be prepared by Office and/or Division concerned, cleared with Management Research and approved by the appropriate Assistant Commissioner.

Any establishment, abolition or consolidation of previously approved functional units at the branch level or above must be approved by the Office of the Secretary.

No personnel action shall be processed by the Branch of Personnel unless the position involved is covered by an organizational chart and functional statement approved by a line officer. If the proposed personnel action would affect the existing organizational structure, it must be accompanied by a proposed amendment to the approved organization chart and functional statement.

B. Area Office. Area Directors are authorized to organize Area Office functions as they deem appropriate to carry out the assigned responsibilities.

All proposals for establishment, abolition, or consolidation of branches, divisions, or major staff functions under the immediate supervision of the Area Director shall be forwarded for Central Office concurrence before they are implemented.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS

ORGANIZATIONAL PROCEDURES

C. Operating Office. Area Directors are authorized to approve operating office organizations, except as qualified below. Area Directors may delegate to Superintendents and other heads of operating offices authority to approve organizational changes. Any organizational change which results in the movement of an operating office, or a substantial subdivision thereof, from one location to another shall be cleared in advance with the Central Office. Also, any establishment, abolition, consolidation, or change in designation of an operating office shall be forwarded for Central Office concurrence before implementation or announcement.

D. Restrictions on Authority. In exercising the authority to organize area and operating offices delegated in B and C above, Area Directors will be guided by the general provisions of this chapter and the organizational principles in 5 BIAM 1.

E. Approval Procedure. All requests for field organizational changes requiring the Central Office concurrence as outlined above, shall include the following:

(1) A memorandum addressed to the Commissioner, Attention: Management Research, containing a justification of the requested change, a description of the change, the advantages and disadvantages thereof, and its probable effect on related functions.

(2) Pertinent amendments to existing organizational charts and functional statements.

(3) If the requested organizational change will involve personnel classification changes which require Central Office action, the necessary Position Description, and appropriate SF 52's, Request for Personnel Action. (These may be submitted later if deemed appropriate.)

3.4 Terminology. The following terms have a specific meaning:

A. Office of the Commissioner. The Office of the Commissioner includes the Commissioner's immediate staff, such as the Deputy Commissioner and those special assistants who do not require staffs of sufficient size to warrant establishment of a separate organizational unit.

B. Office of . . . The term "Office of . . ." may also be applied to the Assistant Commissioner's, Area Director's, and Superintendent's offices, and to special staff units which report direct to the Commissioner or Area Director. Care should be exercised in applying the terminology below these levels to avoid distortion of the relative importance given the term "Office" in government organization.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL PROCEDURES

C. Division. A division is an organizational unit whose head reports to an Assistant Commissioner, Area Director or Superintendent, and when specifically approved by the Central Office, an Assistant Area Director. A division must have a full-time chief to be so designated. It may be based on either functional or geographic distribution of workload and authority.

Within the Central Office, the designation Staff will be used to identify organizational units having division level rank when:

- (1) The activities involved pertain only to Central Office functions;
- (2) The activities involved are carried out by the Central Office for the total Bureau (although some portions of the activities may be performed by other organizational units at Area or Agency levels).
- (3) The activities involved cross several divisions.

D. Organization below division level. Formal organization below the division level within the Bureau should be established only when the numbers of personnel involved necessitate additional subordinate supervisors.

A preferred alternative to rigid subordinate organization is to use flexible program management groups for identified functions or groups of functions within the division. Flexible program management groups provide for easy adjustment on a non-permanent basis of the number and types of personnel available for accomplishment of the function. Their use is encouraged where the capability for variation of staff resources intermittently will enhance division performance.

The program management group structure consists of one or more senior program officers responsible for a given function, project or set of functions. Each senior program officer supervises a variable number of specialists and/or generalists based on current workload. Personnel below the senior program officer level may be assigned to a specific senior program officer for routine supervision, but this supervisory relationship becomes secondary when the employee is assigned to a different senior program officer for current workload.

When division workload necessitates rigid subordinate organizational units, each with fixed staff, fund resources, and continuing functions, the hierarchal organizational designations established by the Department (DM 101.7) will be used.

These designations are:

First sub-division level	-	Branch
Second sub-division level	-	Section
Third sub-division level	-	Unit
Fourth sub-division level	-	Sub-unit

Rigid organization below the division level will normally be associated with production and/or processing workload of significant volume.

3.5 Nomenclature. Standard organizational titles should be used whenever possible:

A. The titles applied to Central Office organizational units should be used for Area and other field organizations wherever appropriate. In designating organizational units, organizational titles, not budget or appropriation titles, should be used. For example, "Division of Social Services" is an organizational title; "Welfare and guidance services" is a budget title. In designating officials the following standard nomenclature shall be used throughout the Bureau:

(1) Director: The term "Director" will be used only in relation to the head of Bureau Area Offices, i.e., Area Director, Assistant Area Director, or Assistant to the Area Director.

(2) Superintendent: The term "Superintendent" will be used only in relation to the head of Bureau field offices; i.e., Agency Superintendent, Assistant Superintendent, or Assistant to the Superintendent.

(3) The heads of divisions, staffs, branches, or lower level units will be designated "Chief"; e.g., Chief, Division of Plant Management.

3.6 Charts. The organization charts and functional statements submitted to the Central Office shall portray only Division (or equivalent) and organizational units above the Division level as a general rule. Where divisional responsibilities involve important subordinate units, they may be included for clarity. The chart which portrays the organization of the Area Office should show all independent field jurisdiction (operating offices) which report to the Area Office, including agencies, area field offices, irrigation projects, and non-reservation boarding schools.

A. Charting Office of Area Director. The box showing the immediate office of the Area Director is the one place where all staff positions will be listed by organizational title and grade (see Illustrations.) The

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL PROCEDURES

placing of a position in the immediate office of the Area Director does not mean, of course, that the position so portrayed exercises the authority possessed by the Area Director but that the position exercises such immediate staff functions as may be assigned by the Area Director.

B. Charting of Operating Offices. The individual organization charts for agencies, area field offices, etc., shall show all subjurisdictions reporting to them such as subagencies, districts, or other facilities.

3.7 Charting Techniques. The following techniques will be helpful in preparing charts:

A. Consistency and Sequence. Consistency and uniformity of presentation of organization charts and functional statements are important. Organizational titles in charts should be identical to, and follow the same sequence as, organizational titles in the functional statements. Divisions should appear alphabetically from left to right on the chart and subordinate units should appear alphabetically from left to right within the division. (Where alphabetical arrangement will destroy the symmetry of the chart, this rule need not be observed). Similarly, functional statements should be arranged in alphabetical order for each of the respective levels.

B. Page Size. Page size should be 8" x 10½" and pages should be numbered consecutively. If necessary, organization charts may be prepared on 10½" x 16" paper with an accordion fold to 8" x 10½". However, 8" x 10½" is preferable and if mechanics require a chart to be prepared on larger paper, frequently it can be reduced to 8" x 10½" without destroying its legibility.

C. Indexing. A general table of contents should be provided at the beginning of the submission.

D. Grouping. Materials should be grouped in the following order:

- (1) Table of contents
- (2) Area Office Chart, indicating divisions, branches, and field offices reporting to the Area Office.
- (3) Functional statements in the order indicated in 3.7A above.

ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL PROCEDURES

(4) First operating office organization chart in alphabetical order followed by functional statement, second operating office organization chart in alphabetical order, followed by functional statement, etc.

E. Solid Line. A solid line leading from one organizational box to another will represent line authority. If an operating office reports to an area office branch, the solid line will run from the operating office to the Branch, not to the immediate office of the Area Director. For example if an irrigation project reports to the Area Division of Land Operations on a line authority basis the solid line should run from the project to the Division on the area office chart. (Such an organizational arrangement, however, should be avoided whenever practicable. Staff officers at the Central Office and area levels generally possess no line authority except over their immediate subordinates. At the operating level, of course, officials frequently have combined line and staff responsibilities. For that reason it is sometimes proper to depict an irrigation project as reporting to the agency Land Operations Officer or a school reporting to the agency Principal.

F. Broken Connecting Lines. Broken lines connecting one chart box to another should be used whenever one box is not a part of the official Bureau organization but when the function is intimately associated with the work of the Bureau. An example at the Central Office level is the Indian Arts and Crafts Board; at the area level, the Field Solicitor. Functional statements are not necessary for organizational units so depicted.

G. Double Lines. A box drawn within a box indicates that all or some of the positions in that organizational unit are financed by tribal funds but are under the administrative supervision of a Bureau employee. If an entire jurisdiction is financed wholly by tribal funds, the jurisdiction chart may be drawn as if it were financed wholly by Federal funds, with an explanatory note on the chart.

H. Technical Advice on Guidance. No attempt should be made to indicate technical advice or guidance on a chart; only line authority should be portrayed.

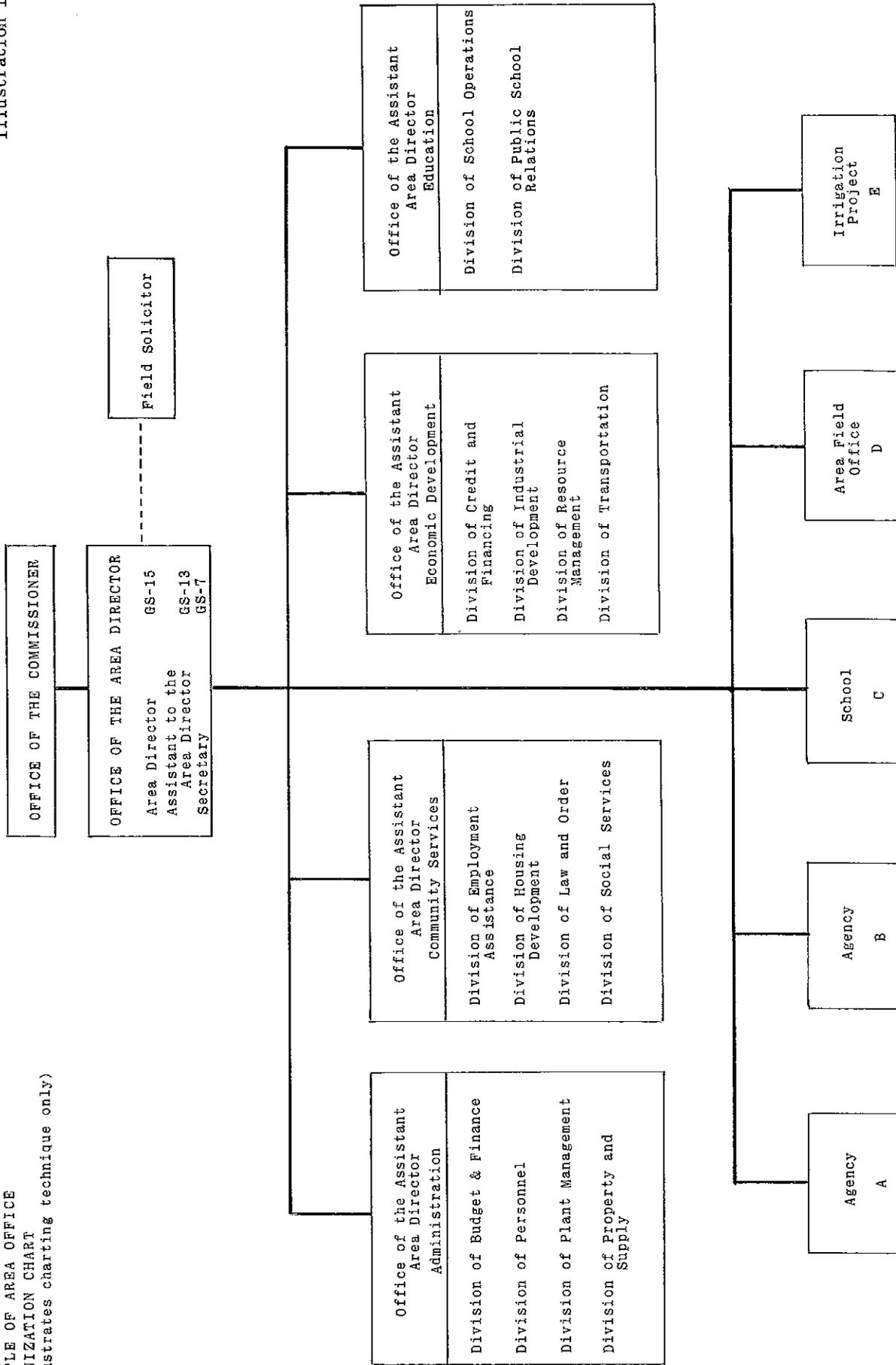
3.8 Functional Statements. The functional statements shall include all recognized organizational units in the jurisdiction; therefore, they should include all the organizational units found on their corresponding charts.

Particular attention should be paid to the preparation of complete, but concise functional statements and to clearly indicating reporting relationships. Care should be taken in differentiating between the functions of

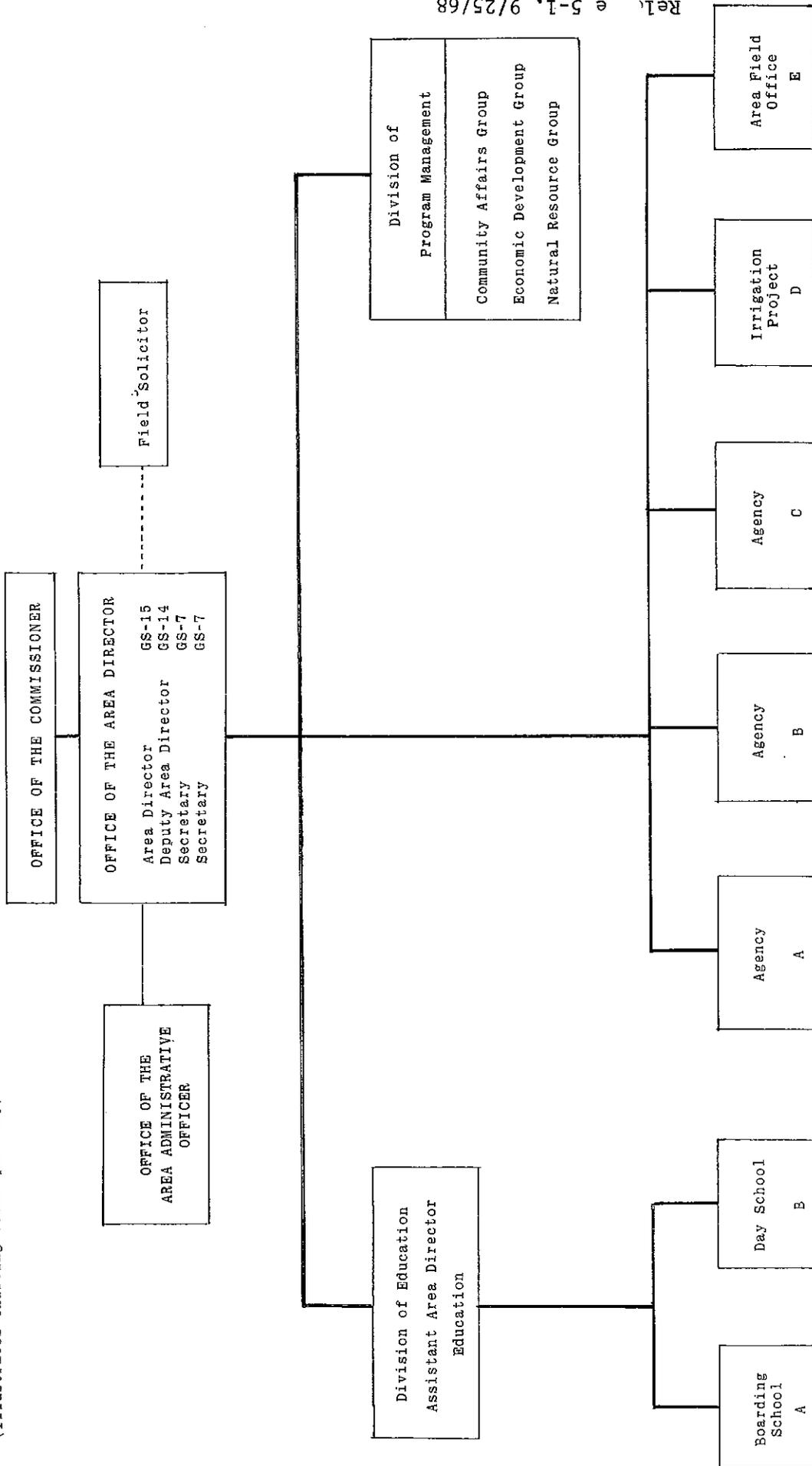
ORGANIZATION AND ORGANIZATIONAL CONCEPTS AND FUNCTIONS
ORGANIZATIONAL PROCEDURES

officers in charge of various subsidiary offices. It should be made clear in descriptive terms of line and staff relationships, how such officials as agency superintendents, sub-agency superintendents, area field representatives, administrative officers in charge of area field offices, district agents, etc., differ in the scope of their major responsibilities and authorities.

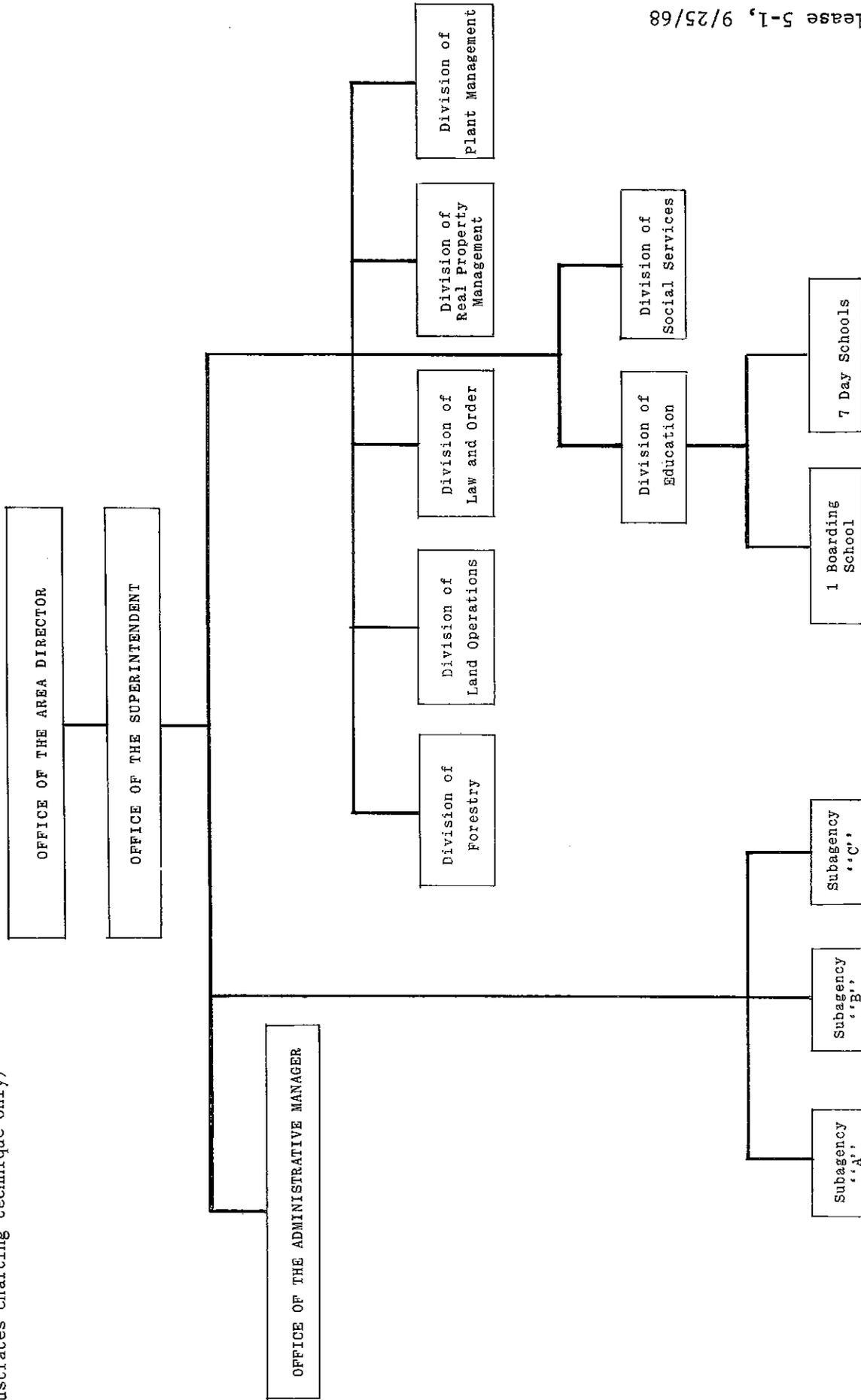
EXAMPLE OF AREA OFFICE
ORGANIZATION CHART
(illustrates charting technique only)



EXAMPLE OF AREA OFFICE
ORGANIZATION CHART
(illustrates charting technique only)

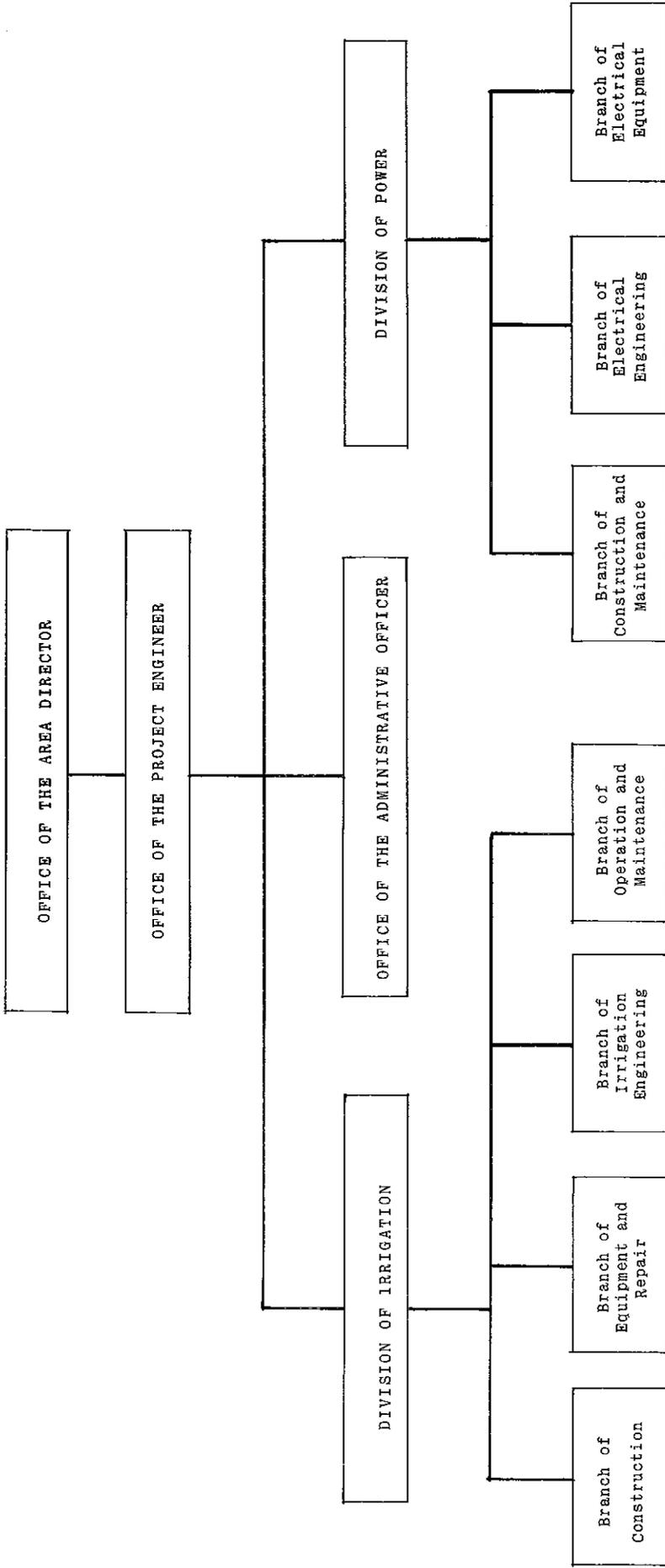


Example of Agency
Organization Chart
(Illustrates charting technique only)



EXAMPLE 4 INDEPENDENT IRRIGATION PROJECT ORGANIZATION CHART
 (PROJECT ENGINEER REPORTS DIRECTLY TO THE AREA DIRECTOR)
 (Illustrates charting technique only)

5 BIAM 3
 Illustration 4



EXAMPLE OF A SCHOOL ORGANIZATION CHART
 (SCHOOL SUPERINTENDENT REPORTS DIRECTLY TO AREA DIRECTOR)
 (Illustrates charting technique only)

