



BUREAU OF INDIAN AFFAIRS
Division of Indian Self-Determination Services

FY 2014

TRAINING HANDBOOK



PUBLIC LAW 93-638, AS AMENDED

INDIAN SELF-DETERMINATION AND
EDUCATION ASSISTANCE ACT OF 1975

AND

CONTRACT RELATED COURSES

Course Catalogue

ISSUE DATE: October, 2013

PUBLIC LAW 93-638

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GENERAL INFORMATION

WHY WE TRAIN

We train in order to ensure that all Bureau of Indian Affairs (Bureau), other Federal Agencies, and Tribal personnel are provided the opportunity to receive training in Public Law 93-638 (The Indian Self-determination and Education Assistance Act of 1975), as Amended. We train to ensure that all Bureau employees charged with the responsibility of carrying out the purpose and intent of the Act are provided training. We train to prepare those Bureau employees responsible for all facets in the administration of contracts and grants awarded under the Act do so consistent with applicable laws, rules, and regulations. We train to enable guidance and technical assistance to tribes and tribal staff in order to promote common understanding of the law, regulations, and intent of programs, and acquaint tribal staff and officials of the opportunities for innovative program design, skill development and operation under the Act.

The training curriculum is designed to meet the Self-determination training requirements established for Approving Officials, and Level I and Level II Awarding Officials. Courses are designed to satisfy the needs of Line Officers when functioning as Approving Officials and Self-determination staff delegated authority and certified as Awarding Officials. This Self-determination training guide includes information for furthering continuing education, or maintenance of required courses to allow Bureau, Federal and Tribal staffs to enhance their knowledge, skills, and abilities in contract administration and assist certified Awarding Officials in maintain their certification. Courses listed in support of the Awarding Official training requirements are so identified.

The Division of Self-determination Services (DSDS) encourages Self-determination and Tribal staff to also attend *Federal Acquisition* courses, specifically those that are Federal Acquisition Institute (FAI) approved.

HOW TO REGISTER FOR A COURSE

Courses are open to Federal and Tribal contract and grant personnel who are directly or indirectly responsible for the design, operation, and management of programs which are contractible under Public Law 93-638, as amended.

Bureau, other Federal and Tribal employees interested in attending P.L. 93-638 training courses must contact and register with Central Office West at: 505-414-0272. All other courses are provided via Webinar and registration forms will be sent through your BIA Self-determination Awarding Official Offices. If you are a Federal employee, you can register by clicking on Site in the Bison Connect email and selecting the Division of Self-determination website. For further information, please contact Debra Peebles at: 505-414-0272.

CANCELLATIONS

Registrants unable to attend are urged to report cancellations to the respective training location, or Debra Peebles (505-414-0272) at least two weeks prior to the specific course date so that substitutions can be made. Substitutions may be made until the beginning of the course.

The ISDS reserves the right to cancel any training course. The ISDS will endeavor to notify registered participants prior to the first day of a class if a course is being cancelled.

WAITING LISTS

In the event the number of applicants exceeds the maximum class size, a waiting list will be established for the specific course. The names on the waiting lists will be given priority for the next session of the course (if offered) within the fiscal year.

TUITION/COURSE FEE

There is no tuition or course fee to Bureau, tribal, or other agency staff for any course listed in this Handbook. **Travel and per diem expenses are the responsibility of the participant or the participant's employer.**

NEW!! MATERIALS

The *Division of Self-Determination Services* requires students to download course material to their laptops, desktops, tablets, etc., or print their own hard copies of the material prior to attending class. The Division supports technology that makes it easier to simply download course material to computer-friendly applications, and assists Self-Determination in implementing cost savings as well as eco-friendly measures when conducting these courses.

A list of class material will be emailed to each student as they register for these courses. Students will then need to go to the Self-determination web page and link to Courses Material: <http://www.bia.gov/WhoWeAre/BIA/OIS/Self-Determination/index.htm>.

If students have any issues either downloading or accessing course material, please contact Debra Peebles at: 505-414-0272.

NOTE: if printing hard copies, do not print the PowerPoint in color; this should save on color toner and cost to your Agency.

COURSE PARTICIPANTS WITH SPECIAL NEEDS

Registrants should provide notice of special needs; this will allow the ISDS Training Office to make any necessary arrangements prior to the commencement of the training session.

LOCATION

Your computer and phone!

Once you register, you will be sent a link to your selected Webinar.

- The audio conference # is always: **(866) 615-666/Passcode: 530354736.**

For teacher-led training, host regions are encouraged to select training sites convenient for tribes within their jurisdiction. Each participant is responsible for making their own travel and hotel arrangements. A training announcement will be issued which identifies the training course, the training location, and any specific hotel accommodation arrangements, such as blocking a number of rooms and arranging special room rates.

Training sessions in Albuquerque, NM will be hosted by the National Indian Programs Training Center (NIPTC) 1011 Indian School Rd. NW., Albuquerque, NM 87104. DOI University and Central Office will issue training announcements of ISDS Training.

COURSE SCHEDULE REVISIONS/ADDITIONS

Course data and training locations are subject to change. Training participants will be informed of any revisions prior to the beginning of the training session.

CERTIFICATES

The Regional Offices will award certificates to federal students who have fully attended the course, and achieved an 80% average on all core curriculum and/or graded material. Achieving a level of accuracy in each course assists in determining competency and the knowledge necessary toward Awarding Official certification in accordance with the Awarding Official's Certification System. Central Office West will issue Certificates for P.L. 93-638 courses taken at NIPTC.

The Regional Offices will issue retake exams for those federal personnel who do not initially pass on the first sitting. If they do not pass the second exam, their supervisor will issue a third and final attempt. They will be required to retake the course if they should not pass the third and final attempt.

The participant list shall include the name, job title, mailing address, and telephone number for each participant. The participant list and sign-in or registration sheets shall be used for preparation of the certificates to ensure that names are legible and accurate in documentation and correct spelling for certificates. Certificates may take up to four weeks for delivery!

SPECIAL REQUESTS

Special Requests for training are “unscheduled courses”. All courses listed as Basic and General courses in this handbook are available on request. Bureau Regional and Agency Offices, or Indian tribes and tribal organizations, may request a special course be provided at a location within their region through the local Bureau Office. Training site location and training material copying will be the responsibility of the requesting Bureau entity. **Submit a written request identifying the specific course and proposed dates for training to Terrence Parks, Division Chief, Indian Self-Determination Services: terrence.parks@bia.gov.**

NOTE: Provision of training shall be subject to the availability of the instructor.

COURSE DESCRIPTIONS FY-2014

638 OFFICIAL TRAINING COURSES

Training courses offered under this section will cover all aspects of Public Law 93-638, as Amended. They also cover those aspects necessary for the administration and oversight of contracts under the Act; and provide the basic training requirements for certification as a Level I awarding official. Specific training and experience requirements for certification as a Level I Awarding Official are found in the Awarding Official Certification System Handbook.

REQUIRED COURSES

<p><i>PUBLIC LAW 93-638, AS AMENDED, AND THE IMPLEMENTING REGULATIONS (25 CFR, Chapter V, Part 900, Subparts A - P)</i></p>	<p>Training will cover sections 2 - 9 and Title I of Pub. Law 93-638, as amended, and the implementing regulations (25 CFR 900). This is a required course for new delegate Agency representatives, Awarding Officials, Agency program staff, and anyone interested in obtaining Self-Determination contracts.</p>
<p><i>AWARDING OFFICIAL'S TECHNICAL REPRESENTATIVE (AOTR/SAOTR) and Approving Official Training</i></p>	<p>Participants through lecture, discussions, and case studies will learn the role and responsibilities of the Awarding Official's Technical Representative (AOTR), and the Subordinate Awarding Official's Technical Representative (SAOTR), in the self-determination contracting process. Interaction with the Awarding Official and the Approving Official will be addressed. The AOTR/SAOTR environment as it relates to standards of conduct and ethics will also be discussed.</p> <p>NOTE: This course is mandatory for all persons who are, or will be, identified as an AOTR or SAOTR.</p>
<p><i>CONTRACT ADMINISTRATION Section 105 of the Act Subpart F of the Regulations Inclusive</i></p>	<p>This course provides training on contract administration process and procedures. Emphasis is on performance-based specifications. Instruction relates regulations to internal and external administrative procedures. Participants will review and discuss Program Standards and Statement of Work, and Management Systems. The course involves lecture, group discussion and assignments.</p> <p>Emphasis is on the "how to" of Self-determination contract administration. Instruction relates regulations to internal and external administrative procedures.</p>

COURSE DESCRIPTIONS FY-2014

638 OFFICIAL TRAINING COURSES

Training courses offered under this section will cover all aspects of Public Law 93-638, as Amended. They also cover those aspects necessary for the administration and oversight of contracts under the Act; and with the courses required for Level I certification as a prerequisite, provide the basic training requirements for certification as a Level II awarding official. Specific training and experience requirements for certification as a Level II Awarding Official are found in the Awarding Official Certification System Handbook.

REQUIRED COURSES

<p style="text-align: center;"><i>CONSTRUCTION CONTRACTING UNDER PUB. LAW 93-638-Section 105/25 CFR, Part 900, Subpart J</i></p>	<p>This course will provide in depth coverage of Construction Contracting under Pub. Law 93-638, as amended and 25 CFR, Chapter V, Part 900, Subpart J. It will include coverage on the preparation, negotiation, and award of construction contracts using the authority of Pub. Law 93-638, as amended. Development of specifications and drawings, inspection of work and performance standards will be emphasized to detail responsibilities of all parties to a contract. The course involves lecture, group discussion and case studies.</p>
<p style="text-align: center;"><i>CONTRACT DISPUTES ACT / ALTERNATIVE DISPUTES RESOLUTION (CDA/ADR) and APPEALS TRAINING</i></p>	<p>This course through lecture, group discussion and exercises will provide participants with a basic understanding of the Contract Disputes Act and procedures, the Alternative Disputes Resolution process, and the Appeals process and procedures.</p>
<p style="text-align: center;"><i>SECTION 108 OF THE ACT</i></p>	<p>This course covers all aspects of the terms and conditions of the Model Contract Agreement for non-construction contracts and grants.</p> <p>Who should attend: Tribes, AOTRs, Awarding Officials, Superintendents, and Self-determination Specialists.</p>

COURSE DESCRIPTIONS FY-2014

APPROVING OFFICIAL COURSES

Training courses offered under this section will cover the necessary aspects of Public Law 93-638, as Amended for Line Officers. The courses are designed to cover those aspects necessary for the Line Officers to perform their duties as Awarding Officials. These courses are provided as a single training session for Line Officers, or can be attended consecutively. See note below.

REQUIRED COURSES

<p><i>APPROVING OFFICIAL SEE AOTR COURSE</i></p>	<p>Training will cover the role, duties, and responsibilities of the Approving Official via the Delegation of Authority 13 IAM. This is a required course for Line Officers. This course is conducted with a one-day AOTR brush-up training.</p>
<p><i>AWARDING OFFICIAL'S TECHNICAL REPRESENTATIVE (AOTR)</i></p>	<p>Participants through lecture, discussions, and case studies will learn the role and responsibilities of the Awarding Official's Technical Representative (AOTR), and the Subordinate Awarding Official's Technical Representative (SAOTR), in the Self-Determination contracting process. Interaction with the awarding official and the approving official will be addressed. The AOTR/SAOTR environment as it relates to standards of conduct and ethics will also be discussed. This course is provided with a one-day Approving Official Training.</p>

NOTE: The Approving Official session is mandatory for all persons who are, or will be, identified as an Approving Official.

<p><u>TWO ONLINE COURSES</u></p> <ul style="list-style-type: none"> • <i>P.L.93-638</i> • <i>Awarding Official's Technical Representative/ Subordinate Official's Technical Representative</i> 	<p>This year the Office of Self-Determination Services presents P.L. 93-638, as Amended, and AOTR/SAOTR online, as well as in the classroom. Students are able to take this course at their desk from their computer. Link to either online course through <i>DOI Learn</i> or by going to the Bureau of Indian Affairs website and clicking on "<i>Organization</i>" then clicking on "<i>Office of Indian Services</i>". Select "<i>Self-Determination Services</i>", scroll to "<i>Online Courses</i>" and choose either, P.L.93-638, as Amended, or, AOTR/SAOTR .</p> <p>After completing either of these courses you will be able to print out a certificate showing you have passed the final exam at 80% or better.</p> <p><i>For classroom coursework in either P.L. 93-638, or AOTR/SAOTR call your Region's Awarding Official for dates and times.</i></p>
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COURSE DESCRIPTIONS FY-2014

MAINTENANCE COURSES

These courses are designed to provide increased knowledge in Federal acquisition and Pub. Law 93-638, as amended, as well as, areas identified as important to Bureau management. These courses are maintenance courses and apply to the body of knowledge available for Pub. Law 93-638 contracting.

GENERAL COURSES

<i>PROGRAM STANDARDS AND STATEMENT OF WORK</i>	This course provides insight to the preparation of Program Standards and Statements of Work. Instruction relates regulations to internal and external administrative procedures. Participants will develop Program Standards and Statements of Work, and an Annual Funding Agreement. The course involves lecture, group discussion and assignments (case study type issues).
<i>BASIC INDIRECT COST (Contract Support Course Training)</i>	This course provides a basic instruction on managing Indirect Cost. Addresses terminology, and Indirect Cost Computation. Through lecture, case studies, and assignments participants will learn the terms used in indirect cost and the basics of managing indirect cost.
<i>Contract Support Policy And Shortfall Computation (Contract Support Cost Training)</i>	This course provides basic instruction on the Bureau of Indian Affairs Direct Contract Support Policy. Through lecture and group discussion participants will learn the purpose and intent of these documents
<i>Start-up and Pre-Award Contract Support Cost Training</i>	This course is intended to provide basic understanding and uniform implementation of the Bureau of Indian Affairs Contract Support Policy and Section 106 of the Act regarding Start-up and Pre-Award CSC.
<i>Contract Administration Part I & II Inclusive, (Management Systems)</i>	The two courses are conducted in a workshop format. Emphasis is on "Management Systems" (Finance, Property, and Procurement). Instruction relates regulations to internal and external administrative procedures. Participants discuss management systems concerns. The course involves lecture, group discussion and assignments (case study type issues). It provides training on the review and monitoring of management systems aspect of contract administration.

COURSE DESCRIPTIONS FY-2014

BASIC COURSES

Training courses offered under this section provide an introduction to the Delegation of Authority process, general Federal acquisition and Public Law 93-638, as amended. These are the basic courses and are available to the Bureau of Indian Affairs, other Federal Agencies, and tribal employees.

COURSES

<p><i>DELEGATE AGENCY TRAINING (Implementation of the Delegation of Signature Authority provided in P.L.93-638 and AOTR Training)</i></p>	<p>Delegation of Authority to the Agency level is the policy of the Bureau of Indian Affairs. This course provides an overview of the delegation process and addresses delegation of signature authority for P. L. 93-638 contracts in particular. The duties and responsibilities of Agency staff under this delegation of authority will be discussed. Training follows 13 IAM, Chapter 2.</p>
<p><i>FEDERAL ACQUISITION PROCESS</i></p>	<p>Training will provide a basic overview of the Federal acquisition process and its goals, the elements of a contract, and the basic statutes and regulations that control the Federal acquisition process. Training will discuss how P. L. 93-638, as amended, changes the normal acquisition process.</p>
<p><i>INTRODUCTION TO PUBLIC LAW 93-638, AS AMENDED (Two and 1/2 - Day Course)</i> <i>Pre-requisite to all Self-determination Trainings</i></p>	<p>Training will cover P. L. 93-638 and its major amendments (P. L. 100-472, 101-644 Title II, and 103-413). Training will provide a historical overview and introduction.</p> <p>2.5 Day Course: For those employees with continuous or on-going involvement with Pub. Law 93-638 on a daily basis. Individuals who should attend this course include: Program personnel and Contracting personnel. Third day is set aside for a final exam.</p>
<p><i>SINGLE AUDIT A-133</i></p>	<p>This is designed to improve student's skills understanding and answering Audit issues. Students will review audit "Findings" and "Corrective Action Plans" through the guidance of the Indian Affairs Manual, OMB Circular A-133, and the Office of Assessment and Evaluation's Handbook.</p>
<p><i>SECTION 102 OF THE ACT (2-HOUR COURSE)</i></p>	<p>This course discusses Self-determination proposals, and, the approval and declination time frame.</p>

**PUBLIC LAW 93-638
FY-2014 TRAINING SCHEDULE**

COURSE	DATE	LOCATION
<p>Public Law 93-638, as Amended (Law) and 25 CFR, Chapter V, Part 900, Subparts through P (Regulations)</p> <p><i>Recommended for: All Federal and Tribal contract and grant personnel who are directly or indirectly responsible for the design, operation and management of programs which are contractible under Public Law 93-638, as amended.</i></p>	<p>January 7-8, 2014 9:30 am – 12:30 pm Each day</p> <p>May 13-14, 2014 9:30 am – 12:30 pm Each day</p> <p>June 24-26, 2014 8:30-11:30 am Each day Includes creating budgets</p>	<p align="center">Webinar</p>
<p>Awarding Official's Technical Representative Approving Official/Superintendent Law and Regulations</p> <p>Instructor: Debra Peebles</p> <p>Prerequisites: P.L. 93-638</p> <p><i>Recommended for: All AOTRs, SAOTRs, Line Officers, Superintendents and Regional Directors</i></p>	<p>February 11-13, 2014 9:30 am-12:30 pm Each day</p> <p>June 11-13, 2014 9:30-12:30</p> <p>July 15-17, 2014 9:30-12:30</p>	<p align="center">Webinar</p>
<p align="center"><i>Section 102 of the Act</i></p>	<p>January 14, 2014</p> <p>9:30-11:30 am Or 1:30-3:30 pm</p>	<p align="center">Webinar</p>
<p align="center"><i>Section 108 of the Act</i></p>	<p>January 22, 2014</p> <p>10 am-12 pm</p>	<p align="center">Webinar</p>

**PUBLIC LAW 93-638
FY-2013 TRAINING SCHEDULE**

<p align="center">Construction Contracts Under P. L. 93-638, Section 105 (25 CFR, Chapter V, Part 900, Subpart J)</p> <p align="center">Prerequisites: P.L. 93-638</p> <p><i>Recommended for: All Federal and Tribal personnel working with Subpart J Self-determination construction Regulations.</i></p>	<p align="center">11/13-14, 2013 9:30-12:30 pm</p> <p align="center">August 5-7, 2014 9:30 am-12:30 pm</p>	<p align="center">Webinar</p>
<p align="center">Contract Administration Section 105/Subpart F</p> <p align="center">Prerequisites: P.L. 93-638</p> <p><i>Recommended for: All Federal and Tribal personnel requiring further guidance in the Administrative requirements in Self-determination contracting.</i></p>	<p align="center">April 3, 2014 9:30-3:30 (Lunch Break)</p>	<p align="center">Webinar</p>
<p align="center"><i>The Regulations, 25 CFR, Part 900 Subparts A-P</i></p>	<p align="center">April 8, 2014 9:30-3:30 (Lunch Break)</p>	<p align="center">Webinar</p>
<p align="center"><i>Contract Support Costs</i></p> <p align="center">Prerequisites: P.L. 93-638</p> <p><i>Recommended for: All Federal and Tribal personnel requiring further guidance in Contract Support Cost and its application to the Shortfall.</i></p>	<p align="center">July 21, 2014 9:30-12:30 pm</p>	<p align="center">Webinar</p>

<p>Contract Support Costs Start-up and Pre-Award</p> <p>Prerequisites: P.L. 93-638 Recommended for: Awarding Officials, Self-determination Specialists, AOTRs, Line Officers, Tribal Finance Personnel working with CSC.</p>	<p>July 23, 2014 9:30-11:30 am</p>	<p>Webinar</p>
<p>Alternative Disputes Resolution Training (ADR)/</p> <p>Prerequisites: P.L. 93-638 Recommended for: Federal Personnel working in the Self-determination Arena, particularly Awarding Officials and their staff.</p>	<p>July 30-31, 2013</p>	<p>Webinar</p>
<p>Single Audit/Circular A-133</p> <p>Prerequisite: P.L. 93-638 Recommended for: All Federal and Tribal personnel requiring further guidance in the Administrative requirements in Self-determination contracting.</p>	<p>February 19, 2014 10 – 12 pm</p> <p>February 21, 2014 10 – 12 pm</p> <p>June 17, 2014 9:30 - 12:30 pm</p> <p>June 18, 2014 9:30 – 12:30 pm</p>	<p>Webinar</p>
<p>Section 106 of the Act</p>	<p>March 3, 2014 10:30 – 1 pm</p> <p>March 5, 2014 10:30 – 1 pm</p>	<p>Webinar</p>

**Public Law 93-638
FY-2014 Training Schedule
Contact Persons for Regional Class Enrollment and Arrangements:**

NAME	REGION	ADDRESS	TELEPHONE/FAX
Kirk Meyer	Eastern	Eastern Regional Office 545 Marriott Drive Nashville, TN 37214	(615) 564-6962 Fax:(615) 564-6525
Sherry Smith	Eastern Oklahoma	Eastern Oklahoma Regional Office 3100 Peak Blvd Muskogee, OK 74402	(918) 781-4646 Fax:(918) 781-4663
Yvonne LaRocque	Great Plains	Great Plains Regional Office 115 4 th Avenue, SE Aberdeen, SD 57401	(605) 226-7426 Fax:(605) 226-4663
Frances Price	Navajo	Navajo Regional Office P.O. Box 1060 Gallup, NM	(505) 863-8311 Fax: (505) 863-8324
Nilah Devaney	Northwest	Northwest Regional Office 911 Northeast 11 th Avenue Portland, OR 97232	(503) 872-2867 Fax:(503) 231-6810
Sunshine Jordan	Pacific	Pacific Regional Office 2800 Cottage Way Sacramento, CA 95825	(916) 978-6024 Fax: (916) 978-6099
Stella Corbin	Rocky Mountain	Rocky Mountain Regional Office 316 North 26 th Street, Room 4051 Billings, MT 59101	(406) 247-7983 Fax:(406) 247-7566
Kelly Moore	Southern Plains	Southern Plains Regional Office WCD Office Complex P.O. Box 368 Anadarko, OK 73005	(405) 247-1574 Fax:(405) 247-6409
OPEN	Southwest	1001 Indian School Rd. NW Southwest Region Albuquerque, NM 87104	(505) 563-3363 Fax: (505) 563-3060
Carolyn Richards	Western	Western Regional Office Indian Self-Determination Services 2600 North Central Avenue Phoenix, Arizona 85004	602-379-4189 (P) Fax: 602-379-4590
Michelle McCormick	Mid-West	Midwest Regional Office 1 Federal Dr., Rm. 550 Ft. Snelling, MN 55111	(612) 725-4507 Fax:(612) 713-4435
Dee Ayotte	Alaska Region	Alaska Regional Office P.O. Box 25520 Anchorage, AK 99802-5520	(907) 271-4083 Fax: (907)271-4083