

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** This chapter provides for the delegation of the authorities of the Assistant Secretary - Indian Affairs as provided in 209 DM 8, through the Director, Bureau of Indian Affairs (BIA) as provided in 230 DM 1, to the Deputy Bureau Director, Field Operations to fulfill the responsibilities for those functions, programs, and activities assigned to their organizations.
- 1.2 Scope.** This policy applies to the Deputy Bureau Director, Field Operations and the subordinate Regional organizational levels under the authority the Director, BIA. The section on monetary awards does not apply to volunteers, contract employees, and/or partners who are not eligible for monetary awards unless a different authority states otherwise.
- 1.3 Policy.** Subject to the limitations in 209 DM 8.2, 209 DM 8.4B, 230 DM 1.5, and the stipulations in this policy, the Deputy Bureau Director, Field Operations is delegated the program and administrative authorities to fulfill the responsibilities identified in 130 DM 6 and 130 DM 7.
- A. The authority to approve awards** is subject to the following limits:
- 1. Monetary Award – Individual:** Not to exceed \$5,000.
 - 2. Monetary Award – Team:** Not to exceed \$10,000, provided each member in the group receives less than \$5,000.
 - 3. Time-Off Award.** The minimum time-off recognition is one hour; time-off awards shall not exceed 40 hours. Time-off awards cannot be transferred to another agency upon separation of the employee, and employees are not entitled to receive payment for any unused time-off award hours.
 - 4. A combination of awards** to an individual (including team awards) in a consecutive 12-month period that exceeds an individual's approved level must be elevated to the next higher organizational level for approval.
- B. The authority to fill key positions,** including Regional Director, Deputy Regional Director, Agency Superintendents, Field Office Directors, and all positions which are classified at the GS-15 level, must be approved by the Director, Bureau of Indian Affairs.
- 1.4 Redlegation of General Authorities.** Except where redelegation is prohibited by statute, Executive Order, or limitations established by other competent authority, including the limitations in this chapter, the general program authorities specifically related to the functions and responsibilities in 130 DM 6, Field Operations and 130 DM 7, Trust Services are redelegated.
- A. Authorities that May Not Be Redelegated.** Deputy Bureau Director, Field Operations may not redelegate the following authorities:
- 1. Economy Act**

2. Approval to carry over annual leave in excess of 240 hours a year due to operational requirements that precluded employees from using scheduled leave
3. Relocation allowances
4. Authorization and approval of actual subsistence expenses
5. Authority to enter into Memoranda of Understanding
6. Authority to issue or revoke Regional Directives and Regional handbooks.

B. Authorities that are Redelegated only to Regional Directors.

1. Approval of Tribal Charters
2. Approval of Tribal Codes and Ordinances
3. Approval of new Tribal Constitutions and Tribal Constitutional Amendments
4. Approval of Liquor Ordinances
5. Authority to approve Quality Step Increases
6. Authority to approve the payment of actual subsistence expenses, where due to unusual circumstances of a travel assignment, either within or outside the continental United States, the maximum locality lodging plus per diem rate is much less than the amount required to meet the actual and necessary subsistence expenses of the traveler. The authority to approve is for short-term temporary duty travel (maximum of ten business days) and within the limitations established by other authority.
7. Authorization and approval of rooms used for other than lodging
8. Approval of Final Determinations on Enrollment Appeals
9. Approval of designated Tribes' elections.

C. Authorities that Regional Directors May Redelegate only to Deputy Regional Directors, Agency Superintendents, heads of Field Offices, and Division Chiefs within the Regional Office.

All redelegations of authority must be in writing. No other form of redelegation is authorized:

1. Attendance at professional meetings
2. Approval of Indian Mineral Development Act (IMDA) Agreements
3. Selection of a qualified applicant to fill a vacant position, although the position of Deputy Regional Director, Agency Superintendent, Field Office Director, and any other position classified at the GS-15 level must be approved by the Bureau Director.
4. Authority to sign and issue notices to employees of the following:

- a. Proposed adverse actions, and decisions on adverse actions, including non-disciplinary demotions and separations
 - b. Proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance
 - c. Terminations during probationary or trial periods.
5. Approval of additional travel expenses incurred by an employee with a disability
 6. Authority to award contracts and grants pursuant to the Indian Self-Determination Act to Indian tribes and tribal organizations, under the limitations of this document, Section 1.4. D.
 7. The authority to approve awards (time-off, monetary, non-monetary recognition, letters of commendation, certificates, plaques, employee-to-employee recognition and length of service).

D. Limitations on Authorities that are Redelegated.

1. Authority to award and administer Self-Determination contracts and grants to Indian tribes and tribal organizations will be redelegated only to employees who are certified under the Awarding Official Certification System (AOCS).
2. All redelegations of authority made by Regional Directors must be in writing. No other form of redelegation is authorized.
3. The authorities identified in 209 DM 8.2, 209 DM 8.4B, and 230 DM 1.5, are **Exceptions to General Delegations** and are not delegated to Regional Directors.

1.5 Other Authorities That May Be Redelegated.

A. Procurement authority

1. Purchases of \$2,500 or less may be redelegated to any employee through the issuance of a charge card with the purchase line.
2. Purchases in excess of \$2,500 may be redelegated by the Procurement Chief to employees who meet the requirements of the Contracting Officers' Warrant System.