

# INDIAN AFFAIRS MANUAL

Part 3

Delegations of Authority

Chapter 6

Delegations to the Deputy Bureau Director (BIA), Indian Services  
and the Deputy Bureau Director (BIA), Trust Services

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

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- C. Relocation allowances
- D. Authorization and approval of actual subsistence expenses
- E. Appointment or transfers of Superintendents
- F. Authority to approve plans or changes in plans for the use or distribution of Judgment Funds
- G. Authority to enter into Memoranda of Understanding.

## 1.6 Authorities That May Be Redelegated.

- A. Attendance at professional meetings
- B. Travel Authorizations and temporary duty travel expenses
- C. 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. Selection of a qualified applicant to fill a vacant position, although the position of Associate Deputy Bureau Director, Division Chief, and all positions which are classified at the GS-15 level must be approved by the Bureau Director.
- E. Authority to sign and issue notices to employees of the following:
  - 1. Proposed adverse actions, and decisions on adverse actions, including nondisciplinary demotions and separations
  - 2. Proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance
  - 3. Terminations during probationary or trial periods.
- F. 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.
- G. Authorization and approval of rooms used for other than lodging
- H. Authorization and approval of additional travel expenses incurred by an employee with a disability
- I. Authority to enter into fund transfer agreements
- J. Authority to issue and revoke Directives and handbooks.

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**1.7 Unique Authorities That May Be Redelegated.** The following authorities of the Assistant Secretary - Indian Affairs, delegated through the Director, BIA only to the Deputy Bureau Director, Trust Services, may be redelegated:

- A. Land Management Programs, 205 DM 14.1 in accordance with 609 DM 1
- B. Wildland Fire Management, 620 DM 1