

INDIAN AFFAIRS MANUAL

1.1 Purpose. This chapter provides information on the competitive areas within which specific Indian Affairs (IA) employees compete for retention under the reduction-in-force (RIF) regulations. A competitive area establishes the boundaries within which employees compete for retention.

1.2 Scope. This policy applies to all offices under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including offices reporting to the AS-IA, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).

This policy does not apply to the Senior Executive Service (SES). RIF procedures for the SES are addressed in 5 CFR 359.405.

1.3 Policy. It is IA’s policy to facilitate compliance with RIF regulations and Department of the Interior (DOI) policy and procedures regarding competitive areas. This includes ensuring that IA employees compete in the same competitive areas.

1.4 Authority.

A. Statutes and Regulations.

- 1) 5 U.S.C. Chapter 35, Retention Preference, Voluntary Separation Incentive Payments, Restoration, and Reemployment
- 2) 5 CFR 351, Reduction in Force

1.5 Responsibilities.

- A. AS-IA** is responsible for ensuring adequate personnel and other resources are available to fulfill IA’s mission and obligations, and for ensuring IA complies with statutory, regulatory, and Departmental Human Capital Management (HCM) requirements.
- B. Deputy Assistant Secretary – Management (DAS-M)** oversees the IA Office of HCM (OHCM), and facilitates IA’s compliance with HCM initiatives, policies, procedures, laws, and regulations.
- C. Director, OHCM** reports to the DAS-M and is responsible for overall policy and direction to IA bureaus and offices with regard to effective human resources (HR) management, including oversight of the RIF process and accurately determining competitive areas for IA employees.

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- D. Directors, BIA and BIE** are responsible for ensuring that appropriate organizational arrangements, resources, and personnel are available to effectively implement IA programs during a RIF.

1.6 Definitions.

- A. Competitive areas** are the geographical and organizational limits within which employees compete for retention in a RIF. Employees in a competitive area compete only with each other; they do not compete with employees in other competitive areas.
- B. Local commuting area** is the geographic area that usually constitutes one area for employment purposes; it is any population center (or two or more neighboring ones) and surrounding localities in which employees live and can be reasonably expected to travel back and forth daily to their place of employment (5 CFR §351.203). The standard local radius is 50 miles from the official duty station.

1.7 Standards, Requirements, and Procedures. Competitive areas for RIF purposes are defined as follows:

- A.** IA Headquarters Offices (i.e., “Central Office”) with duty stations in the Washington, D.C. local commuting area.
- B.** Each of the following organizations will be considered a separate competitive area:
- 1) BIA
 - a. All BIA Regionals and/or Agencies are separate competitive areas even when located in the same commuting area.
 - 2) Office of Justice Services
 - 3) Office of Trust Services
 - 4) Office of Indian Services
 - 5) Office of Emergency Management
 - 6) Office Field Operations
 - 7) BIE
 - a. All BIE-controlled schools are separate competitive areas even when located in the same commuting area.
 - 8) AS-IA
 - 9) Office of Strategic Partnerships


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- 10) Office of Indian Gaming
- 11) Office of Federal Acknowledgment
- 12) Office of Self Governance
- 13) Office of Indian Economic Development
- 14) Office of Budget and Performance Management
- 15) Office of the Chief Financial Officer
- 16) Office of Human Capital Management
- 17) Office of Facilities, Property and Safety Management
- 18) Office of Information Technology
- 19) Division of Administration and Resources Management
- 20) Office of Regulatory Affairs and Collaborative Action
- 21) White House Council on Native American Affairs
- 22) Office of Public Affairs
- 23) Office of Congressional and Legislative Affairs
- 24) Office of Administration
- 25) Office of Freedom of Information Act (FOIA) & Performance
- 26) Office of Policy Support

Unless otherwise specified in writing, the standard competitive area will be comprised of all IA organizations within a commuting area under the same administrative authority (i.e., region, agency, etc.). Therefore, all employees in any one organization identified in 1.7 A. and B. (above) within a commuting area will be in their own competitive area. Two or more organizations identified in 1.7 A. and B. (above) within a commuting area constitute separate competitive areas even though they may share the same physical/geographic location.

Approval

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