

INDIAN AFFAIRS MANUAL

Part 3

Delegations of Authority

Chapter 2

Delegations to the Office Directors under the Principal Deputy
Assistant Secretary – Indian Affairs

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- 1.1 Purpose.** This chapter provides for the delegation of the authorities of the Assistant Secretary - Indian Affairs (AS-IA) through the Principal Deputy Assistant Secretary - Indian Affairs (PDAS), as provided in 209 Departmental Manual (DM) 8, to the Office Directors reporting to the PDAS to fulfill the responsibilities for those functions, programs, and activities assigned to their organizations as documented in 110 DM 8.2.
- 1.2 Scope.** This policy applies to the offices of the AS-IA that report to the PDAS, specifically: the Executive Director, White House Council on Native American Affairs (WHCNA); the Director, Office of Regulatory Affairs and Collaborative Action (RACA); and the Principal Director, External Affairs.
- 1.3 Program Authorities.** Subject to the limitations in 209 DM 8 and 210 DM 8, the PDAS is delegated all program and administrative authorities of the AS-IA necessary to fulfill the responsibilities identified in 110 DM 8. The Office Directors reporting to the PDAS are further delegated the program and administrative authorities to fulfill the responsibilities identified in 110 DM 8.2 assigned to their respective organizations, subject to the stipulations set forth in this policy.
- 1.4 Redlegation of Program Authorities.** Except where redelegation is prohibited by statute, Executive Order, or limitations established by other competent authority, including the limitations in this chapter, the program and administrative authorities assigned in 110 DM 8.2 to the respective organizational Office Directors may be further redelegated by the Office Directors to an appropriate supervisor/manager as appropriate/needed.
- 1.5 Limitations on Authorities that are Redelegated.**
- A. General**
- Office Directors may not redelegate the authority to review and surname directives.¹ The PDAS signs all directives for offices that report to the PDAS.
- B. Performance, Monetary, and Non-Monetary Awards**
- Office Directors may not redelegate the authority to review and approve Employee Performance Appraisal Plans (EPAPs) and Individual Development Plans (IDPs).
 - Office Directors may not redelegate the authority to approve awards (i.e., time-off, monetary, non-monetary recognition, letters of commendation, certificates, plaques, employee-to-employee recognition).

¹ An individual in an “acting” capacity may review and surname on behalf of the Office Director.

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3. Office Directors may not redelegate the performance appraisal reconsideration process (see also 28 IAM 8).
4. All award considerations should follow the Department's policies as documented in 370 DM 451; specifically, 370 DM 451.1 - 451.4. Guidance is also provided in 28 IAM 9: Awards and Recognition. Proposed awards must include a justification statement.² Appendix A in 370 DM 451.4 provides guidance for evaluating and justifying a proposed award amount.

C. Authority to Fill Key Positions and Other Personnel Matters

1. Office Directors may not redelegate the decision to hire employees for their respective office.
2. All positions which are classified at the GS-15 level must be reviewed and approved by the PDAS.
3. Office Directors may not redelegate the authority to sign and issue notices to employees of the following:
 - a. Proposed adverse actions, and decisions on adverse actions, including 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.
4. Office Directors may not redelegate the following actions:
 - a. Approval of additional travel expenses incurred by an employee with a disability.
 - b. Authorization and approval of actual subsistence expenses.
 - c. Authorization and approval of rooms used for other than lodging.

² As documented in 370 DM 451.2, the annual EPAP may be used for the performance-based award justification, but other awards, such as a STAR award, must use the DI-451 form.

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D. Specific Program Delegations

1. The **Director, RACA** is delegated the authority to serve as Indian Affairs' (IA) liaison to the Office of the Federal Register (OFR) and to the Department of the Interior's (DOI) Office of the Executive Secretariat regarding IA's regulatory matters and IA documents to be published in the Federal Register. This includes managing IA's access to related accounts and systems, such as the Regulatory Affairs Combined Information System (ROCIS).

Approval



Bryan Newland
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1-15-2025
Date