

INDIAN AFFAIRS MANUAL

Part 3

Delegations of Authority

Chapter 3

Delegations to the Office Directors under the
Deputy Assistant Secretary – Management (DAS-M)

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1.1 Purpose. This chapter provides for the delegation of the authorities of the Principal Deputy Assistant Secretary - Indian Affairs (PDAS) as provided in 209 Departmental Manual (DM) 8, through the Deputy Assistant Secretary - Management (DAS-M) as provided in 210 DM 8, to the Office Directors reporting to the DAS-M to fulfill the responsibilities for those functions, programs, and activities assigned to their respective organizations as provided in 110 DM 8.5.

1.2 Scope. This policy applies to the offices of the AS-IA that report to the DAS-M, specifically: the DAS-M Chief of Staff (COS), which includes the Division of Administration and Resources Management; the Director, Office of Budget and Performance Management (OBPM); the Chief Financial Officer (CFO)¹; the Director, Office of Human Capital Management (OHCM); the Director, Office of Facilities, Property, and Safety Management; and the Associate Chief Information Officer (ACIO), Office of Information Technology (OIT).

1.3 Program Authorities. Subject to the limitations in 210 DM 8, the DAS-M is delegated all program and administrative authorities of the PDAS necessary to fulfill the responsibilities identified in 110 DM 8.5. The COS to the DAS-M, CFO, DAS-M Office Directors, and ACIO are further delegated the program and administrative authorities to fulfill the responsibilities identified in 110 DM 8.5 assigned to their respective organizations, subject to the stipulations set forth in this policy.

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 and administrative authorities assigned in 110 DM 8.5 to the COS, CFO, Office Directors, and ACIO may be further redelegated by them to an appropriate supervisor/manager as appropriate/needed.

1.5 Limitations on Authorities that are Redelegated.

A. General

1. The COS to the DAS-M, CFO, Office Directors, and ACIO may not redelegate the authority to review and surname directives.² The DAS-M signs all directives for offices that report to the DAS-M.

¹ The redelegation of authority from the CFO to the Deputy CFO and others within the OCFO is currently documented in 3 IAM 10: Delegations to Deputy CFO and Division Chiefs.

² An individual in an “acting” capacity may review and surname on behalf of the COS, CFO, Office Directors, and ACIO.

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B. Performance, Monetary, and Non-Monetary Awards

1. The COS to the DAS-M, CFO, Office Directors, and ACIO may not redelegate the authority to review and approve Employee Performance Appraisal Plans (EPAPs) and Individual Development Plans (IDPs).
2. The COS to the DAS-M, CFO, Office Directors, and ACIO 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).
3. The COS to the DAS-M, CFO, Office Directors, and ACIO 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.³ 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. The COS to the DAS-M, CFO, Office Directors, and ACIO may not redelegate the decision to hire employees for their respective offices.
2. All positions which are classified at the GS-15 level must be reviewed and approved by the DAS-M.
3. The COS to the DAS-M, CFO, Office Directors, and ACIO 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.

³ 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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4. The COS to the DAS-M, CFO, Office Directors, and ACIO 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.

D. Specific Program Delegations

1. The CFO is delegated the authority in accordance with 205 DM 7 to suspend or terminate collection on a debt or compromise claims of the United States for property or money that are (1) within the jurisdiction of the bureau, and (2) when the principal balance of the debt does not exceed \$100,000. Debts that exceed \$100,000 must be referred to the Office of the Solicitor (SOL) for referral to the Department of Justice (DOJ) in accordance with 205 DM 7.2. B. This authority may not be redelegated.
 - a. The CFO retains the authority as the IA **Bureau Procurement Executive**⁴ (BPE). The BPE is the accountable official in the contracting activity and oversees the **Head of Contracting Activity** (HCA). The HCA is responsible for managing contracting activities, including providing management and oversight for contracting activities. The BPE and HCA have the overall responsibility for managing all of IA's contracting activities as delegated in 205 DM 11. The BPE and HCA may redelegate procurement authority to qualified personnel in accordance with 205 DM 11.3 B.

⁴ Acquisition authority is redelegated from the Department's Chief Acquisition Officer (CAO) and Senior Procurement Executive (SPE) to the BPE and HCA as provided in 205 DM 11, 41 U.S.C. § 1702, 48 CFR 1400, and DOI-AAAP-0159.

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1.6 Specific Authorities That May Not Be Redelegated.

- A. As documented in 210 DM 8.2 B. (2), the DAS-M must consult with the SOL to cancel, compromise, or modify debts that arise under the Indian Financing Act (IFA); this authority cannot be redelegated.

Approval

JASON
FREIHAGE

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Jason Freihage
Deputy Assistant Secretary – Management

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