

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** To institutionalize training requirements for Bureau of Indian Affairs (BIA) personnel designated as an Approving Official, Awarding Official Technical Representative (AOTR), or Subordinate Awarding Official's Technical Representative (SAOTR) on Self Determination (SD) contracts and/or grants as authorized by Public Law (P.L.) 93-638, as amended.
- 1.2 Scope.** This policy applies to all BIA personnel designated as an Approving Official, AOTR, or SAOTR for SD contracts and/or grants as authorized by P.L. 93-638, as amended.
- 1.3 Policy.** BIA supports and assists efforts of federally recognized Indian Tribes to plan, conduct, and administer programs and services provided for the benefit of the Indian Tribe or members of the Tribe. This policy ensures BIA staff are adequately trained to efficiently perform their responsibilities while maintaining technical proficiency.
- 1.4 Authority.**

A. Statutes and Regulations.

- 1) P.L. 93-638, Indian Self-Determination and Education Assistance Act (ISDEAA) of 1975, as amended.
- 2) P.L. 104-156, Single Audit Act Amendments of 1996
- 3) 41 U.S.C. §§601-613, Contract Disputes Act of 1978, as amended.
- 4) 25 CFR Chapter I, Subchapter M, ISDEAA Program
- 5) 25 CFR 900, Contracts Under the ISDEAA
- 6) 43 CFR 4, Subpart D, Rules Applicable in Indian Affairs Hearings and Appeals
- 7) 43 CFR 12, Administrative and Audit Requirements and Cost Principals for Assistance Programs

B. Handbooks.

- 1) Internal Agency Procedures Handbook for Non-Construction Contracting Under Title I of the ISDEAA¹

¹ This handbook is located on the Office of Indian Services' webpage here: <https://www.bia.gov/bia/ois/dsd>

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- 2) 13 IAM 3-H: Indian Self-Determination Awarding Official Certification System (AOCS) Handbook

1.5 Responsibilities.

- A. **Director, BIA** discharges the duties delegated from the Principal Deputy Assistant Secretary - Indian Affairs to provide oversight to the Office of Indian Services (OIS).
- B. **Deputy Bureau Director (DBD), OIS, BIA** provides direction and support for the execution and coordination of BIA's implementation of the ISDEAA. The DBD OIS also approves requests for attending externally provided (i.e., not developed/offered by OIS) ISDEAA-specific training.
- C. **Chief, Division of Self-Determination Services (DSD) OIS, BIA** is responsible for:
 - 1) monitoring, guidance, technical support, and advisory services, including the development of BIA processes and procedures for SD pursuant to governing statutes and policies;
 - 2) providing technical assistance and a training curriculum on program specific components;
 - 3) approving Regional Implementation Plans for the exercise of contract and grant authority at the field level;
 - 4) recommending certifications; and
 - 5) developing and providing a training curriculum for Federal Government and Tribal officials in support of the execution of SD program(s) and services.
- D. **DBD, Field Operations, BIA** provides support to the Regional Directors (RDs) to fulfill their responsibilities, and ensures the consistent implementation of the ISDEAA.
- E. **RD, BIA** is responsible for the consistent application of overall policies, procedures, and implementation of SD awards within their administrative jurisdictional area(s) pursuant to governing statutes and established policies and procedures.
- F. **Superintendent/Field Representative, BIA** is responsible for the daily operations of the field site's SD responsibilities as designated by the RD (with administrative jurisdiction) pursuant to governing statutes and established policies and procedures.

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- G. Approving Official** is responsible for determining the contractability of a program, function, and/or activity, and approving or declining contract proposals, among other tasks. The responsibilities of Approving Officials are set forth in, and governed by, the ISDEAA and 25 CFR 900. All Line Officers are considered to be Approving Officials for proposals to contract programs, services, functions, activities, or portions thereof within their area of administrative jurisdiction. A separate certificate or designation letter is not required.
- H. AOTR** is responsible for programmatic and administrative support as trained and designated by an Awarding Official for a specific contract and/or grant. An AOTR is appointed by the Awarding Official with a designation letter.
- I. SAOTR** is responsible for programmatic and administrative support as trained and designated by an Awarding Official for a specific contract and/or grant. A SAOTR is appointed by the Awarding Official with a designation letter.

1.6 Standards, Requirements, and Procedures.

A. Training Requirements and Courses.

- 1) **Approving Official***: Once an individual is hired as a Line Officer, they are automatically assigned as the Approving Official and must complete the “Approving Official Training” every four years. This course information is communicated and provided by the OIS DSD as part of an annual training schedule.

* While Approving Officials are technically exempt from the mandatory pre-requisite requirement for P.L. 93-638, as amended, and the Implementing Regulations training course pre-requisite requirement, OIS DSD strongly recommends that they take it.

- 2) **AOTR and SAOTR****: These designations are required to complete the “Awarding Official’s Technical Representative (AOTR)/Subordinate Awarding Official’s Technical Representative (SAOTR) Training” course every four years. This course information is communicated and provided by the OIS DSD as part of an annual training schedule.

** An AOTR/SAOTR designation for a construction contract(s) requires the successful completion of the “Construction Contracting under P.L. 93-638, Section 105, 25 CFR, Part 900, Subpart J Training” course. This course information is also communicated and provided by the OIS DSD as part of an annual training schedule.

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No staff may undertake the duties of an AOTR or SAOTR until the mandatory training has been completed and the individual is designated in the specific role by the Awarding Official. The Awarding Official will issue a designation letter to the staff upon completion of the mandatory requirements.

- 3) **Awarding Official:** The training requirements for an Awarding Official are documented in 13 IAM 3: Awarding Official Certification System.

B. Training Hours.

The number of hours and the timeframe in which an employee must take maintenance training depends upon their position/designation. Failure to satisfy the required hours of maintenance training may result in an employee losing their designation.

- 1) **Approving Official:** Must complete 16 hours of maintenance training every four years.
- 2) **AOTR and SAOTR:** Must complete 24 hours of maintenance training every four years to maintain their appointment.

As stated above, Awarding Officials follow the training requirements, including the required number of hours of training, as documented in 13 IAM 3.

Employees are encouraged to complete additional Federal Acquisition and/or other contracting related courses to strengthen their knowledge and capabilities.

ISDEAA-specific training that is not developed and offered by OIS must be approved by the DBD OIS prior to registration and/or attendance of the training. Non-ISDEAA maintenance training may be taken by a source issuing training credit hours or a certificate of completion.

Approval

Darryl LaCounte
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Darryl LaCounte
Director, Bureau of Indian Affairs

Date