

# INDIAN AFFAIRS MANUAL

---

Part 73

Tribal Government Services

Chapter 2

Tribal Leaders Directory

Page 1

---

- 1.1 Purpose.** This chapter establishes the authorities and responsibilities of the Division of Tribal Government Services (TGS) to manage the content, information, and standards for the Indian Affairs' (IA) Tribal Leaders Directory.
- 1.2 Scope.** This policy applies to all Division of Tribal Government Services staff, including agency and regional offices, involved in moderating and contributing to the maintenance of the Tribal Leaders Directory.
- 1.3 Policy.** It is IA's policy to provide an electronic database containing the most up-to-date contact information for Tribal leadership and Bureau of Indian Affairs (BIA) regional and agency leadership.

**1.4 Authority.**

**A. Statutes and Regulations.**

- 1) 25 U.S.C. §§ 2 and 9, Bureau of Indian Affairs: Duties of Commissioner and Regulations by President

**B. Guidance.**

- 1) Executive Order 13175: Consultation and Coordination with Indian Tribal Governments, November 6, 2000
- 2) 512 Department Manual (DM) 4, Department of the Interior Policy on Consultation with Indian Tribes

**1.5 Responsibilities.**

**A. Central Office Moderator,** within TGS, Office of Indian Services, is responsible for providing the infrastructure and process for content editing; providing the regional and agency designated points of contact (POCs) with technical instructions and training, upon request, for content editing; and instructing regional and agency POCs on how to get access and approval for editing the Directory. In addition, the Moderator has the authority to approve all content edits for final publication in the Tribal Leaders Directory.

**B. Regional Directors (RDs), BIA** are responsible for designating both, regional and agency POCs.

**C. Regional Designated POCs** ensure that all new Tribal leadership and contact information received from the agency(ies) is entered into the Content Editor. In

# INDIAN AFFAIRS MANUAL

Part 73  
Chapter 2

Tribal Government Services  
Tribal Leaders Directory

Page 2

instances where there is no agency POC, the regional POC is responsible for compiling the information received from the Tribes. The regional POC verifies the accuracy of the information entered by the agency POC and maintains editing authority within the Content Editor to allow for final approval and publication by the Moderator. In addition, the regional POC is responsible for informing the Central Office Moderator of the regional and agency POCs for updating and editing the contact information.

- D. Agency Designated POCs** are responsible for gathering the current Tribal leadership and contact information from Tribes in order to verify the accuracy of the Tribal Leaders Directory. If the agency POC does not have access to the Content Editor, he/she is responsible for informing the regional POC and forwarding the Tribal information so updates can be made to the Tribal Leaders Directory by the regional POC.

## 1.6 Definitions.

- A. Content** is the contact and leadership information that is uploaded, edited, and moderated internally by the Moderator of the Tribal Leaders Directory.
- B. Content Editor** is the software program used to edit the contents of the Tribal Leaders Directory.

## Approval

Darryl LaCounte

Digitally signed by Darryl  
LaCounte  
Date: 2023.02.06 08:36:11 -05'00'

2/06/23

Darryl LaCounte  
Director, Bureau of Indian Affairs

Date