



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Washington, D.C. 20240

National Policy Memorandum

Office of the Director

Number: NPM-EDUC-34

Effective: 3/16/2022

Expires: 3/16/2023

Title: Process for Annual Updates for Johnson O'Malley (JOM) Contracts

1. Purpose

The Bureau of Indian Education (BIE) has developed this memorandum to provide guidance for ensuring the annual listing of Johnson O'Malley (JOM) contractors is current and updated on an annual basis.

2. Scope

This policy applies to all BIE Office of Sovereignty in Indian Education personnel with oversight responsibilities of JOM contractors operating their JOM programs through P.L. 93-638 and P.L. 102-477 contracts, Self-Governance compacts, and BIE Education grants.

3. Policy

A. Updating Existing Contractor Information:

On or before March 15 of each year, JOM Program Specialists will transmit written communication to all current JOM contractors requesting:

- 1) their student count for the current school year, and
- 2) confirmation/changes of their local point of contact (POC) for the JOM program.

Because the submission of the annual student count will impact the JOM funding amount for the following school year, the deadline for receiving the annual student count and POC information, will be June 1 of each year.

If a JOM contractor fails to confirm their JOM POC prior to June 1, JOM Program Specialists will continue to make every effort to contact each contractor individually until the requested confirmation is received or the below described October 1 deadline is reached.

If a JOM contractor does not respond by October 1, the JOM Program Specialists will utilize the most recent POC and contact information in the annual JOM contractor listing.

B. Adding New Contractors:

Before August 15 of each year, JOM Program will identify any new JOM contractors who will begin operating a program in the following school year. On September 1 of each year, the JOM program will update the JOM contractor listing for that school year.

C. Removing Contractors:

Before August 15 of each year, the JOM program will identify any JOM contractors who express a desire to terminate end their JOM program during the following school year. On September 1 of each year, the JOM program will update the JOM contractor listing for that school year.

D. Reporting Timeline

March 15	BIE will reach out to JOM contractors, requesting the Student Count for the current school year and confirmation/changes of the JOM program POC. <i>The deadline to receive this information is June 1.</i>
June 1	Deadline for JOM contractors to provide the student count for the current school year and confirmation/changes of the JOM program POC. If the JOM contractor fails to provide this information by the deadline, the JOM Program Specialists will continue to make every effort to contact each contractor until the requested information is received by October 1 (<i>otherwise, the most recent POC information and student count available will be used.</i>)
August 15	BIE will identify new and JOM contractors and JOM contractors who wish to terminate their contract
September 1	JOM program will update the JOM contractor listing for the school year – including adding and removing contractors.
October 1	Deadline for Confirmation. If the JOM contractor does not respond by this deadline, BIE will utilize the most recent POC information in the annual JOM contractor listing.

4. Roles and Responsibilities

- A. **Office of the Director, BIE** is responsible for the oversight of the Office of Sovereignty in Indian Education administration.
- B. **Office of Sovereignty in Indian Education, BIE** is responsible for the oversight of the JOM program and annual count.
- C. **JOM Program Specialists** are responsible for implementing this policy and for working with JOM contractors in their assigned regions to assure the contractors submit the information in accordance with this policy.

5. Approval

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Tony L. Dearman
Director, Bureau of Indian Education

Date