



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240



National Policy Memorandum

Assistant Secretary - Indian Affairs Deputy Assistant Secretary – Management Office of Human Resources

Number: NPM-HR-8
Title: Indian Excellence Program

Effective: July 7, 2006
Expires: July 7, 2007

1. Purpose

To establish the Indian Excellence Program (IEP) in the Bureau of Indian Affairs (BIA). The IEP is designed to attract the best qualified Indian candidates to work for BIA, to ensure that selectees have the competencies they need to do their work, and to ensure that employees maintain and develop competencies that will help BIA achieve its mission goals.

2. Scope

The IEP will be developed in stages. This first stage establishes the Indian Honors Programs that focus on recruiting outstanding Indian students for initial entry-level appointment in occupations for which the BIA has hiring needs. Attachments 1.C and 1.D of the Indian Excellence Program Handbook list the occupational series that may be recruited and filled under the IEP.

3. Policy

Under the authority of Title 25 U.S.C. 472, the following hiring programs are established for designated positions in the Bureau of Indian Affairs: (1) the Indian College / University Honors Program; (2) the Indian High School Honors Program; and (3) the Indian Community College / Technical School Honors Program. Chapter 1 of the Indian Excellence Program Handbook (Attached) provides information about each of these hiring programs, including the targeted recruitment audience, the types of appointments that may be made, and the qualifications requirements. The Handbook also provides the process for accelerated hiring under the Indian Honors Programs.

4. Roles and Responsibilities

The Deputy Assistant Secretary – Management is responsible for administering this policy.

The Office of Human Resources is responsible for providing information and guidance to managers, supervisors, and employees.

Servicing Human Resources Offices are responsible for assisting managers and supervisors in implementing the provisions of this program, and for managing the accelerated hiring process to recruit for and fill positions in occupational series for which the BIA has hiring needs.

Managers and Supervisors are responsible for identifying positions which are amenable for recruitment and filling under the Indian Honors Programs, and for working with their servicing Human Resources Office to implement the programs and to identify and hire outstanding Indian students on initial entry-level appointments in occupations for which the BIA has hiring needs.

5. Approvals

/signed/ Debbie L. Clark

July 7, 2006

Debbie L. Clark
Deputy Assistant Secretary - Management

Date