

INDIAN AFFAIRS MANUAL

1.1 Purpose. This chapter describes the Indian Affairs (IA) Performance Management System (IA-PMS) and the support activities provided by the Performance Planning Office (PPO) for this system.

The IA-PMS is the system of record for reporting and analyzing data collected on IA programs. The system consists of: performance measures as defined by the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act (GPRAMA) of 2010; measure definition templates to facilitate consistent reporting; and performance targets for monitoring overall program success.

IA uses the IA-PMS to record quarterly and annual data on bureau-specific and strategic plan (SP) performance measures. Central Office programs, regions, and agencies are required to report on performance measures in a timely and accurate manner and are responsible for the validation and verification (V&V) of all data reported in the IA-PMS. Tribes are highly encouraged to report on performance through a negotiated contract-compact process.

Additionally, the collection of GPRA performance information is a collaborative effort among federal and Tribal partners. The collection of timely, accurate, and appropriate performance information is essential to successful performance management of federal Indian and Alaska Native programs. Tribal governments or tribal organizations operating IA programs under grants, contracts or compacts authorized by the Indian Self-Determination and Education Assistance Act, as amended (25 U.S.C. §450 *et seq.*) are required to comply with policies and procedures if required by statute or regulation.

1.2 Scope. This policy applies to all programs and offices under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including the offices under the AS-IA, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).

1.3 Policy. It is the policy of IA to comply with all applicable federal laws, regulations and Departmental policies and procedures regarding performance management, including required quarterly and annual performance reporting.

1.4 Authority.

A. Statutes and Regulations.

- 1) Public Law (P.L.) 103-62, Government Performance and Results Act (GPRA) of 1993
- 2) P.L. 111-352, GPRA Modernization Act (GPRAMA) of 2010

INDIAN AFFAIRS MANUAL

B. Guidance.

- 1) Executive Order 13450, Improving Government Program Performance, November 13, 2007
- 2) Office of Management and Budget (OMB) Circular A-11, Part 6, Preparation and Submission of Strategic Plans, Annual Performance Plans, and Annual Program Performance Reports
- 3) The GPRA and Performance Management Guidance
- 4) DOI Data Validation and Verification (V&V) Certification guidance

1.5 Responsibilities.

- A. **Deputy Assistant Secretaries and Directors, BIA and BIE** are responsible for certifying that all performance data submitted for their respective programs is accurate and complete, including the ability to provide certification of an established V&V process, and evidence to support submitted data.
- B. **IA Program Directors** are responsible for certifying that all performance data submitted for their respective program is accurate and complete, including the ability to provide certification of an established V&V process, and evidence to support submitted data.
- C. **IA Program Offices** including offices under the AS-IA, BIA, and BIE, and those located at central, regional, district and agency offices are responsible for:
 - 1) reviewing their key functions and developing measures and targets that enable them to accomplish those functions efficiently, effectively, and in-line with IA's and the DOI's mission areas and outcome goals;
 - 2) collecting accurate and complete performance data for the measures and targets established, including:
 - a) establishing appropriate processes to collect performance data and to conduct V&V of the accuracy and completeness of the data;
 - b) collecting evidence of V&V of data, including backup information and narratives that support submitted performance data;
 - c) checking program data using, at a minimum, the Department's suggested V&V process, and providing support (i.e., evidence) for submitted data; and
 - d) certifying (by Regional and Bureau performance management

INDIAN AFFAIRS MANUAL

contacts/managers) that all performance data submitted is accurate and complete, including the ability to provide certification of an established V&V process and evidence to support submitted data.

D. PPO Desk Officers are responsible for:

- 1) coordinating the performance management framework and GPRA reporting process;
- 2) providing guidance and technical assistance;
- 3) reviewing and performing quality control of submitted performance information; and
- 4) examining quarterly reviews of data reported via conference calls with regional, agency and central office programs to ensure accuracy and the established V&V process suggested by the DOI is adhered to.

E. IA-PMS Administrator is responsible for:

- 1) assigning SP measures in IA-PMS upon completion of the DOI Strategic Plan, and assigning bureau-specific measures when they are created;
- 2) entering targets prior to the first quarter of each fiscal year;
- 3) activating, deactivating, and resetting passwords, as required;
- 4) providing guidance, technical assistance and training;
- 5) collecting via XML transmission the quarterly data from the Tribal Data Exchange (TDE); and
- 6) transmitting quarterly data from IA-PMS to DOI's Performance Management Information System (PMIS).

Approval

JASON
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Date