

INDIAN AFFAIRS MANUAL

1.1 Purpose. This chapter documents the policy, authorities, and responsibilities of the Indian Affairs' (IA) Human Capital Management (HCM) function. It also provides an overview of the programs and services provided by IA's Office of HCM (OHCM).

The OHCM provides policies and procedures, oversight, evaluations, technical assistance, and other Human Resources (HR) services, including staffing and recruitment; classification; personnel security; benefits, retirement and payroll; employee and labor relations; HR information systems; and workforce development. OHCM provides HR services to all IA and Bureau of Indian Affairs (BIA) offices, as well as assistance and oversight for the Bureau of Indian Education's (BIE) HR functions and oversight for BIA's field HR offices.

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

1.3 Policy. It is the policy of IA to comply with all applicable federal laws and regulations, and implement equitable uniform guidance for all IA employees.

1.4 Authority.

A. Statutes and Regulations.

- 1) 5 U.S.C. Part III, Employees
- 2) 25 U.S.C. Chapter 36, Indian Employment, Training and Related Services
- 3) 5 CFR Chapter I, Subpart A, Civil Services Rules and Subpart B, Civil Service Regulations
- 4) 5 CFR Chapter II, Merit Systems Protection Board
- 5) 5 CFR Chapter VI, Federal Retirement Thrift Investment Board
- 6) 5 CFR Chapter XIV, Federal Labor Relations Authority, General Counsel of the Federal Labor Relations Authority and Federal Service Impasses Panel
- 7) 5 CFR XXV, Department of the Interior
- 8) 25 CFR Chapter I, Subpart A, Bureau of Indian Affairs, Department of the Interior – Procedures and Practice

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- 9) 25 CFR Part 12, Subpart D - Qualifications and Training Requirements

B. Guidance.

- 1) 205 Departmental Manual (DM) 8, Personnel Management
- 2) 370 DM, Departmental Personnel Program
- 3) 373 DM, Equal Opportunity
- 4) Departmental Human Resources Policies¹

1.5 Responsibilities.

- A. AS-IA** is responsible for ensuring adequate personnel and other resources are available to fulfill IA's mission and obligations, and for ensuring IA complies with statutory, regulatory, and Departmental HCM requirements.
- B. Deputy Assistant Secretary – Management (DAS-M)** oversees the IA OHCM, and facilitates IA's compliance with HCM initiatives, policies, procedures, laws, and regulations.
- C. Director, OHCM** reports to the DAS-M and is responsible for:
 - 1) developing comprehensive policies to guide all aspects of IA's HCM, including workforce analysis and succession planning, classification, position management, employee development, staffing and retention, employee relations, labor relations, performance management, ethics, work life benefits, retirements, payroll, and HR information systems;
 - 2) administering the personnel security and suitability program for all IA organizations;
 - 3) administering HR technology systems within the offices of the AS-IA, the BIA, and the BIE;
 - 4) acting as the IA liaison with the Department, Office of Personnel Management (OPM), and the Office of Inspector General (OIG) for administrative (personnel) inquiries/referrals;
 - 5) supervising the field Human Resources Offices (HROs); and

¹ These policies are found on DOI's webpage here: <https://www.doi.gov/document-library/human-resources-policy>

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- 6) monitoring and evaluating IA's compliance with equal employment and Indian Preference for staffing, promotions, reassignments, and transfers for employees in the offices reporting to the AS-IA and in BIA.

D. Policy, Programs and Evaluation is responsible for the development of HR policies, procedures, and strategies, and evaluates and monitors their effectiveness and administration at all levels.

E. HR Operations is responsible for HR programs within the AS-IA-level offices, BIA Office of Trust Services, BIA Office of Justice Services, and BIA for classification services; position management; staffing, recruitment and retention; personnel action processing; records management; benefits; payroll administration; retirement; personnel security; labor and employee relations; ethics; HR information systems; and delegated examining unit services. Additionally, they are responsible for:

- 1) overseeing HR Operations located at Central Office; Anadarko, Oklahoma; Albuquerque, New Mexico; and Billings, Montana, all of which provide the full range of HR services;
- 2) monitoring, evaluating, and ensuring that all equal employment laws and regulations are appropriately applied; and
- 3) monitoring, evaluating, and ensuring that Indian Preference laws for staffing, promotions, reassignments, and transfers for employees are appropriately applied.

F. Managers/Supervisors are responsible for:

- 1) building and managing their workforce based on organizational goals, budget considerations, and staffing needs;
- 2) ensuring that employees are appropriately recruited and selected in accordance with hiring rules and regulations;
- 3) ensuring that employees are appraised and rewarded according to IA and Departmental policies and procedures; and
- 4) addressing performance problems.

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1.6 Standards, Requirements, and Procedures.

If there is no current IA policy or guidance for a particular HCM program, activity, or requirement, IA managers and employees will follow Departmental policy and guidance. If there is no current Departmental policy or guidance, IA managers and employees will follow policy and guidance issued by the OPM, which is generally found in 5 CFR.

Approval

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