

INDIAN AFFAIRS MANUAL

2.1 General Delegations. Certain authorities delegated to the Commissioner of Indian Affairs by the Assistant Secretary - Indian Affairs in 230 DM 1 are delegated to the directors of: Economic Development, Indian Gaming Management, Facilities Management and Construction, Law Enforcement Services, Management and Administration, Tribal Services, and Trust Responsibilities:

- A. Attendance at Professional Meetings, 205 DM 2(1)(A).
- B. Administrative Services:
 - (1) Advertising, 205 DM 5.1;
 - (2) Long Distance Telephone Calls, 205 DM 5.4; and
 - (3) Economy Act, 205 DM 5.6
- C. Budget and Financial Administration:
 - (1) Certification of Time and Attendance Reports, 205 DM 6.2
 - (2) Collection of Erroneous Payments Made to Employees, 205 DM 6.4
- D. Personnel Management, 205 DM 8.
- E. Travel and Transportation:
 - (1) Relocation Allowances, 105 DM 15.2; and
 - (2) Travel Authorizations and Temporary Duty Travel Expenses, 105 DM 15.5.

2.2 Limitations on General Delegations. The authority to approve awards to employees is subject to the following limits:

Type of Award	Amount of Award
Time Off Award	Minimum - 1 hour. Maximum: No limit other than that imposed by organizational mission and workload.
Monetary Award	Not to exceed \$3,500.
Monetary Award - Team	Not to exceed \$5,000

2.3 Redelegation of General Authorities.

- A. Directors may not delegate the following authorities:
 - (1) Advertising;
 - (2) Economy Act;
 - (3) Collection of erroneous payments made to employees;
 - (4) Relocation allowances;
 - (5) Authorization and approval of actual subsistence expenses;
 - (6) Authorization and approval of rooms used for other than lodging;

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- (7) Authorization and approval of additional travel expenses incurred by an employee with a disability;
- (8) Approval of Quality Step Increases; and
- (9) Approval of monetary awards to teams.

B. Directors may delegate the following authorities only to the Division Chief level:

- (1) Attendance at Professional Meetings;
- (2) Travel Authorizations and Temporary Duty Travel Expenses;
- (3) Approval of handbooks intended for bureau-wide use.
- (4) Approval of Time Off Awards;
- (5) Approval of Monetary Awards up to \$2500;
- (6) Selection of a qualified applicant to fill a vacant position;
- (7) Authority to sign and issue notices to employees of the following:

- (a) proposed adverse actions, and decisions on adverse actions, including non-disciplinary demotions and separations;
- (b) proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance; and
- (c) terminations during probationary or trial periods.

C. Directors and Division Chiefs may delegate all other authorities to first level supervisors.

2.4 General Delegations to the Director, Office of Management and Administration.

- A. Library Books, Subscriptions and Memberships, 205 DM 5.3.
- B. Leases, 205 DM 5.5.
- C. Imprest Funds and Designation of Cashiers, 205 DM 6.1.
- D. Designation of Certifying Officers, 205 DM 6.6.
- E. Designation of Collection Officers, 205 DM 6.7.
- F. Designation of Disbursing Officers, 205 DM 6.8.
- G. Prescribe Statistical Sampling, 205 DM 6.10.
- H. Suspension or Termination of Collection Activity, 205 DM 7.1.
- I. Personal Property Management, 205 DM 9.
- J. Real Property Management, 205 DM 10.
- K. Procurement and Contracting, 205 DM 11.
- L. Contractor Provided Services, 205 DM 15.7

2.5 Limitations on Redelegation of General Authorities by the Director, Office of Management and Administration.

- A. The authorities delegated under 2.4(A) and (L) may not be redelegated.
- B. The authority delegated under 2.4(H) is limited to \$5,000 and may not be redelegated.

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C. The procurement authority --

(1) for micro purchases may be delegated through warranted officers to any employee.

(2) for purchases in excess of \$2500 may be delegated only to employees who meet the requirements of the Contracting Officers' Warrant System.

2.5 General Delegations to the Director, Office of Facilities Management and Construction.

- A. Leases, 205 DM 5.5.
- B. Personal Property Management, 205 DM 9.
- C. Real Property Management, 205 DM 10.

2.7 General Delegations to the Director, Office of Trust Responsibilities.

- A. Issuance of Archeological and Paleontological Permits, 205 DM 3.
- B. Land Management Programs, 205 DM 14.1.
- C. Fire Protection and Assistance, 129 DM 1.
- D. Designation of Disbursing Officers, 205 DM 6.8.

2.8 Program Delegations. Subject to the limitations contained in 200 DM 1, 209 DM 8, 230 DM 1, and this Part of the Indian Affairs Manual, Directors may exercise all of the program authority of the Commissioner of Indian Affairs necessary to fulfill the responsibilities for those functions, programs, and activities assigned to their organizations.