

# INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** This chapter provides an overview of the audit liaison functions performed by the Indian Affairs' (IA) Division of Internal Evaluation and Assessment (DIEA).
- 1.2 Scope.** This policy applies to all programs and offices under the authority of the Assistant Secretary-Indian Affairs (AS-IA), including AS-IA offices, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).
- 1.3 Policy.** IA will comply with all applicable Federal laws and regulations, and with all Department of the Interior (DOI) policies and procedures regarding external audits and internal control reviews, and ensure that resources are available to facilitate compliance.
- 1.4 Authority.**
  - A. Statutes and Regulations.**
    - 1) P.L. 97-255, Federal Managers' Financial Integrity Act of 1982 (FMFIA)
    - 2) P.L. 104-208, Federal Financial Management Improvement Act of 1996 (FFMIA)
    - 3) P.L. 101-576, Chief Financial Officers Act of 1990 (CFO Act)
    - 4) P.L. 104-156, Single Audit Act Amendments of 1996
    - 5) 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - B. Guidance.**
    - 1) Office of Management and Budget (OMB) Circular A-50, Audit Follow-up
    - 2) OMB Circular A-123 , Management's Responsibility for Internal Control
    - 3) OMB Circular A-127, Policies and Standards for Financial Management Systems
    - 4) OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations
    - 5) 110 Departmental Manual (DM) 8, Office of the Assistant Secretary - Indian Affairs
    - 6) 340 DM 1, Management Accountability and Control – General Policy and Responsibilities
    - 7) 360 DM, Departmental Audits
    - 8) 361 DM 1, Audit Follow-up – General Audit Follow-up Responsibilities

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## C. Handbooks.

DOI Internal Control and Audit Follow-up (ICAF) Handbook:  
<https://portal.doi.net/OS/PMB/PFM/default.aspx>

*(Please note: you must use Internet Explorer to access this Handbook as well as request permission to access it once on the site; it is only available to DOI employees)*

## 1.5 Responsibilities.

- A. **AS-IA** is responsible for ensuring that program and operational controls are established, maintained, evaluated, and reported. The AS-IA will:
- 1) provide reasonable assurance that its programs achieve their intended results;
  - 2) ensure resources are used consistently with agency mission and are protected from waste, fraud, and abuse;
  - 3) ensure laws and regulations are followed; and
  - 4) ensure reliable and timely information is maintained and used for decision making.

The AS-IA is also responsible for facilitating a culture of integrity and accountability, including participating and responding in a timely manner to internal and external audits, investigations, and reviews; correcting and monitoring deficiencies when discovered; implementing recommendations as agreed; and implementing a quality assurance process to review and improve internal controls on an ongoing basis.

- B. **Directors, BIA and BIE, and the Principal Deputy Assistant Secretary (PDAS), Deputy Assistant Secretary-Policy and Economic Development (DAS-PED), and the Deputy Assistant Secretary-Indian Affairs (Management) (DAS-M)** are all responsible for establishing and maintaining a system of internal control within their individual bureaus and offices, including ensuring consistency and compliance with all laws, regulations, and guidance as outlined in 1.4 above.

Specifically, they are responsible for ensuring that program and operational controls are developed, implemented, and functioning as intended; conducting and documenting internal control reviews in order to provide annual assurance statements to the AS-IA; disclosing control weaknesses, and developing and implementing corrective actions; and working with internal and external auditors and evaluators to respond to audits, investigations, and reviews in a timely and effective manner, including implementing recommendations as agreed.

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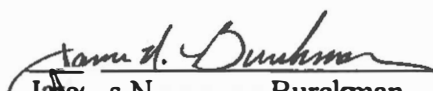
- C. **IA Program Management and Offices**, including AS-IA and Bureau Central Offices, Regional, and Agency offices, are responsible for implementing and/or following a system of controls that facilitate effective and efficient use of resources and achieving program results, such as developing and following operational policies and procedures; developing and implementing improvements as needed to facilitate a strong control environment; and actively participating in internal and external audits, investigations, and reviews as required, including providing timely and accurate responses for data and other information requests.

## 1.6 Overview.

The DIEA provides guidance and oversight to ensure that internal controls are established and maintained for IA programs, organizations, and functions including the following:

- 1) Providing assistance and ensuring that IA organizations implement and comply with internal control guidelines established by DOI and other Federal agencies such as OMB and the Government Accountability Office (GAO). This includes developing annual internal control review plans; conducting internal control reviews and assessments; identifying program and operational deficiencies; and developing the IA Annual Assurance Statement for Internal Control.
- 2) Providing guidance, oversight, and reporting compliance for financial audits of Tribal contractors and grantees; and providing financial guidance and assistance to IA organizations on the Single Audit Act, OMB Circular A-133, and 2 CFR 200.
- 3) Conducting internal IA financial and program reviews to ensure that programs achieve their intended results; that resources are used consistently with agency mission and are protected from waste, fraud, and mismanagement; and that programs and resources are in compliance with laws, regulations, policies, and procedures.
- 4) Serving as the IA financial audit liaison/point of contact (excluding matters pertaining to the annual financial audit) to the Department's Office of Financial Management, DOI Office of Inspector General (OIG), GAO, and other agency OIGs pertaining to financial audit issues (including Tribal financial audit matters).

## Approval

  
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Assistant Secretary – Indian Affairs

8/2/16  
Date