

INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-4)

DOCUMENT IDENTIFICATION NUMBER NPM-HR-8A1	SUBJECT Updated Indian Affairs Excellence Program	RELEASE NUMBER 07-32
FOR FURTHER INFORMATION Office of Human Capital Management		DATE OCT 02 2007

EXPLANATION OF MATERIAL TRANSMITTED:

This memorandum amends and updates the National Policy Memorandum NPM-HR-8, issued July 7, 2006, Release #110, by updating and extending the "expired" date to July 7, 2008. The previous submission was titled: Indian Excellence Program. This policy will remain in effect until the new expiration date, unless it is incorporated into the Indian Affairs Manual prior to that date.

This update renames the program to *Indian Affairs Excellence Program* and renames its first component to Indian Affairs Honors Program. Also, this establishes the Indian Affairs Graduate / Professional Honors Program as one of the hiring programs under the Indian Affairs Honors Program. Finally, this revises the academic requirements for the Indian Affairs High School Honors Program and the Indian Affairs Community College / Technical School Honors Program.



Debbie L. Clark
Deputy Assistant Secretary – Indian Affairs (Management)

ADDITIONAL INSTRUCTIONS:

Comments: None

Replaces: NPM-HR-8



United States Department of the Interior

OFFICE OF THE SECRETARY
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National Policy Memorandum

**Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management
Office of Human Capital Management**

Number: NPM-HR-8A1

Effective: July 7, 2007

Expires: July 7, 2008

Title: Updated Indian Affairs Excellence Program

1. Purpose

This memorandum amends and updates the National Policy Memorandum NPM-HR-8, issued July 7, 2006, Title: Indian Excellence Program. This update extends the “Expires” date to July 7, 2008, and retitles the program to Indian Affairs Excellence Program. This memorandum also retitles the first component of the Indian Affairs Excellence Program to Indian Affairs Honors Program, and establishes the Indian Affairs Graduate / Professional Honors Program as one of the hiring programs under the Indian Affairs Honors Program. Finally, this memorandum revises the academic requirements for the Indian Affairs High School Honors Program and the Indian Affairs Community College / Technical School Honors Program. This policy will remain in effect until the new expiration date, unless it is incorporated into the Indian Affairs Manual prior to that date.

2. Scope

The occupational series that may be recruited and filled under the Indian Affairs Honors Program are listed in Attachments 1.C and 1.D of Chapter One of the Indian Affairs Excellence Program Handbook.

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 and the Bureau of Indian Education: (1) the Indian Affairs High School Honors Program; (2) the Indian Affairs Community College / Technical School Honors Program; (3) the Indian Affairs College / University Honors Program; and (4) the Indian Affairs Graduate / Professional Honors Program. The revised Chapter One of the Indian Affairs 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 Affairs Honors Program.

4. Roles and Responsibilities

The Deputy Assistant Secretary – Indian Affairs (Management) is responsible for administering this policy.

The Office of Human Capital Management 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 and/or BIA have hiring needs.

Managers and Supervisors are responsible for identifying positions which are amenable for recruitment and filling under the Indian Affairs 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 and/or the BIE have hiring needs.

5. Approvals

for  

Debbie L. Clark Date
Deputy Assistant Secretary – Indian Affairs (Management)