



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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## Memorandum

To: Deputy Assistant Secretaries  
Director, Bureau of Indian Affairs  
Director, Bureau of Indian Education  
All Regional and Office Directors

From: Lawrence S. Roberts  
Acting Assistant Secretary – Indian Affairs

Subject: Indian Affairs Policy and Directives

As you fulfill the daily, programmatic functions that are so important to meeting Indian Country's needs, please set aside some time to ensure that your office's operational policy (including functions, delegations, and responsibilities) is accurately documented in the Indian Affairs Manual (IAM). Documentation of your operational policy is vitally important, not just because it is required by law<sup>1</sup>, but because it provides a framework to guide program decisions, promotes consistency in staff performance of functions, and furthers accountability to facilitate desired results. The Departmental Manual requires all bureau offices and programs to review their policies and directives for need and accuracy on a biennial basis.<sup>2</sup>

The IAM is the primary source of Indian Affairs (IA) operational policy.<sup>3</sup> The IAM replaced the Bureau of Indian Affairs Manual (BIAM) in 1997,<sup>4</sup> and changes in technology, organization, the law, and processes have superseded BIAM content. Your office's IAM chapters should reflect these changes.

Upon receipt of this memorandum, please ensure that you and your staff are no longer relying on BIAMs. Please also undertake a review of your IAM chapters to ensure they are as complete, current, and accurate as possible, and coordinate all IAM chapter drafts and updates through the IA Office of Regulatory Affairs & Collaborative Action (RACA). The RACA provides overall management of the IA Directives System, including all IAM chapters and other policy documents. The RACA staff are on standby to assist you in the process of updating your IAM chapters, as well as any other policy needs (e.g., policy memoranda, handbooks). Please contact Ms. Shannon Simpson, RACA Policy Specialist (703) 390-6328 or Ms. Amanda Begay, RACA Policy Specialist (703) 390-6758, for assistance.

Thank you in your continued efforts to keep the IAM as up-to-date as possible.

<sup>1</sup> The Federal Records Act (44 U.S.C. 3101) and the Administrative Procedures Act (5 U.S.C. 552) mandate that Federal agencies develop, and make available to the public, proper documentation of their organization and functions.

<sup>2</sup> 381 DM 1.

<sup>3</sup> For more detail on the IA Directives System and all six components, please see: <http://www.bia.gov/WhatWeDo/Knowledge/Directives/index.htm>.

<sup>4</sup> From 1997 to 2003, multiple release memoranda and conversion tables were created to document the conversion of BIAM parts and chapters to IAM parts and chapters. The Index of IAM chapters and historical BIAM chapters can be found here: <http://www.bia.gov/WhatWeDo/Knowledge/Directives/BIAM/index.htm>.