

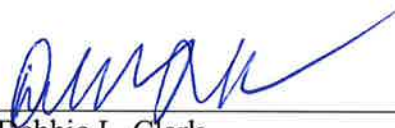
INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

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EXPLANATION OF MATERIAL TRANSMITTED:

The Bureau of Indian Affairs Manual (BIAM) is being superseded in its entirety and replaced by the Indian Affairs Manual (IAM). The Indian Affairs Manual documents the current authorities, policies, and procedures of the activities under the jurisdiction of the Assistant Secretary - Indian Affairs



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FILING INSTRUCTIONS:

Remove: 0 IAM 1, # 97-01, 6/27/97

Insert: 0 IAM 1

INDIAN AFFAIRS MANUAL

Part 0

Introduction and Index

Chapter 1

Introduction

Page 1

- 1.1 Purpose.** This chapter provides an introduction to Indian Affairs (IA) policies and directives.
- 1.2 Scope.** Compliance with the Indian Affairs Manual is mandatory for IA employees, including ASIA, BIA, BIE, Tribal governments or organizations operating Indian Affairs programs under grants, contracts or compacts authorized by the Indian Self Determination and Education Assistance Act, as amended (25 U.S.C. §450 *et seq.*) may be required to comply with policies if required by statute or regulation. Policies applicable to tribal contractors, grantees, or compactors will clearly state the statutory or regulatory basis requiring compliance.
- 1.3 Policy.** The Bureau of Indian Affairs Manual (BIAM) is being superseded in its entirety and replaced by the Indian Affairs Manual (IAM). The Indian Affairs Manual documents the current authorities, policies, and procedures of the activities under the jurisdiction of the Assistant Secretary - Indian Affairs, including organizational descriptions and general directives for each Indian Affairs function or program as prescribed in the Index. Existing BIAM chapters will continue in effect only until replaced by IAM chapters, or revoked or rescinded.
- 1.4 Authority.** The **Federal Records Act (44 U.S.C. 3101)**, the Public Information section of the **Administrative Procedure Act (5 U.S.C. 552)**, and **Departmental Manual 381 DM 1** require that Indian Affairs produce records containing adequate and proper documentation of the organization, functions, policies, procedures, and essential transactions of the agency. Records should furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.
- 1.5 Unwritten directives.** Policies are not created for every contingency. In the course of daily operations, situations arise which require specific and timely action by IA employees and managers. Nothing in this Manual shall be interpreted to preclude the issue of a lawful order or directive by an official in Indian Affairs acting within the scope of their authority.
- 1.6 Government-wide Policies, Directives, and Guidance.** Federal employees are required to comply with orders, regulations, circulars, and official directives issued by agencies outside of Indian Affairs including, but not limited to: Executive Orders, the Department of the Interior Manual (DM), and guidance and directives issued by the Office of Management and Budget (OMB), the Office of Personnel Management (OPM), the Department of Treasury, and the General Services Administration (GSA).
- 1.7 Style.** The Indian Affairs Manual is organized into sections called Parts, which are the major functions and programs under the authority of the Assistant Secretary-Indian Affairs (for example; Human Capital Management, Trust, Information Technology). Each Part is further divided into chapters, which describe in general what each program or functional area does and under what authority they do it. The Parts and chapters are listed in the IAM Index.