



United States Department of the Interior

BUREAU OF INDIAN EDUCATION
Washington, D.C. 20240

IN REPLY REFER TO:

JUL 02 2010

MEMORANDUM

To: Deputy Director for School Operations, Associate Deputy Directors,
Assistant Deputy Director for Administration, and Education Line
Officers

Through: *JH* Director, Bureau of Indian Education *Jacqueline M. Cheek*

From: Deputy Director, Policy, Evaluation and Post Secondary Education *Stephanie Birdwell*

Subject: Indian Affairs Manual (IAM) Drafting Session, Part One

The Bureau of Indian Affairs (BIE), Office of Policy, Evaluation and Post Secondary Education will be hosting a national drafting session to update and convert the Bureau of Indian Affairs Manual (BIAM) into the Indian Affairs Manual (IAM) format. The meeting will be held August 3-4, 2010 at the National Indian Programs Training Center (NIPTC), 1011 Indian School Rd, NW, Suite 254, Albuquerque, New Mexico 87104 from 9 A.M. to 4:30 P.M.

The Indian Affairs Manual (IAM) is the primary policy guidance format for BIE employees and BIE operated schools. The manual currently consists of three chapters. Sessions will be held in 2010-2011 to update the manual in phases. This initial session will introduce participants to the project and provide background information necessary to update the document. Please identify subject matter experts from each of your divisions to participate and attend. Experts must have the ability to provide substantial input on national policy language and content and be able to participate for the entire two-day session.

Please submit the name of the participants that will attend on behalf of your office to Juanita Keesing at juanita.keesing@bie.edu no later than July 23, 2010. For further information, please contact Juanita Keesing at (202) 208-3559 or Brandi Sweet at (202) 208-5504.

Indian Affairs Manual (IAM) Drafting Session–Part One

AGENDA

August 3-4, 2010

**9 A.M to 4:30
P.M.**

**National Indian
Program
Training Center
(NIPTC)**

1011 Indian School Rd. NW,
Suite 254
Albuquerque, NM 87104

■ **DAY 1**

- Participant Introductions
- Introduction to Working Session
- BIAM Background & History Presentation
 - Break
- Review of DRAFT IAM Conversion
 - Lunch
- IAM Drafting Chapter 1
 - Break
- IAM Drafting Continued
- Adjournment

■ **DAY 2**

- IAM Drafting Continued
 - Break
- IAM Drafting Continued
 - Lunch
- IAM Drafting Continued
 - Break
- Adjournment