



**Date:** January 2, 2004 OPS-04-12

**To:** All Employees

**From:** Director  
Albuquerque Area Indian Health Service

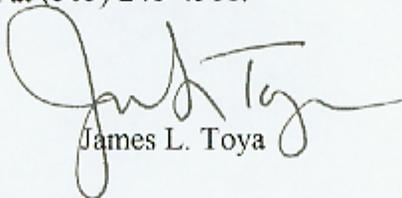
**Subject:** Policy Guidance on Employees Serving on Tribal Governments

The purpose of this memorandum is to provide policy guidance regarding Albuquerque Area Indian Health Service employees serving on tribal governments. Any IHS employee who is elected or appointed to serve on a tribal governing body, must receive prior approval before serving.

To obtain approval to serve on a tribal governing body, the following documents must be submitted to the Division of Human Resources (DHR), Albuquerque Area Office:

1. Request of Approval for Outside Activity (HHS Form 520)
2. Employee's Position Description
3. Tribal Governing Bodies Charter
4. Tribal Chairman's name and address
5. Immediate Supervisors recommendation

DHR will obtain the Area Director's recommendation and forward the request on to the Program Integrity and Ethics Staff (PIES), Office of Management Support, IHS. Once PIES receives the request, and the request contains all the information mentioned above, a letter will be sent to the Tribal Chairman requesting their input. Upon receipt of their reply, PIES will formulate a recommendation and submit the request to the Director, IHS. Should you have any questions, please feel free to contact DHR at (505) 248-4511.

  
James L. Toya