

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Indian Health Service

Refer to: OTA

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ALBUQUERQUE INDIAN HEALTH SERVICE CIRCULAR NO. 93-04

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**FILLING KEY AREA POSITIONS - TRIBAL PARTICIPATION**

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1. **PURPOSE.** To establish policy and procedure(s) for Indian Tribal participation in filling key positions in the Albuquerque Area Indian Health Service (AAIHS).
2. **BACKGROUND.** It has been established that Indian Tribes have demonstrated concern with the selection for key positions within the AAIHS. This policy, to the extent prescribed by law, will allow for input and/or participation by the affected Tribal representatives in the selection of candidates for key positions.
3. **AUTHORITY.** Indian Health Service Merit Promotion Plan (MPP), Indian Health Service Excepted Service Examining Plan (ESEP); Delegation of Appointing Authority TN 86.10; Delegation of Selecting Authority Selecting Civil Service Personnel dated 11/26/90; HHS Instruction 250-5, FPM Chapter 250.
4. **COVERAGE.** The following are key positions in the AAIHS covered by this policy:

Deputy Director/Chief Medical Officer

Executive Officer/Associate Director, Office of Administration & Management

Service Unit Directors

Associate Director, Office of Tribal Activities

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Distribution: All Indian Health Manual Holders  
Date: April 9, 1993

5. **DEFINITIONS.** The following definitions are applicable to this circular.
  - A. **Appointing Official:** The individuals, usually the Personnel Officer/Human Resources Manager, delegated authority to appoint applicants/candidates for employment into federal service after verifying that all legal, regulatory, and policy requirements have been adhered to in each selection action.
  - B. **Candidate/Applicant:** An individual who applies for consideration to be appointed to a vacant position.
  - C. **Excepted Service Examining Plan:** The policy and procedure requirements for appointment into the excepted service of the Indian Health Service.
  - D. **Merit Promotion Plan:** The policy and procedure requirements for appointment into the Indian Health Service. .
  - E. **Selecting Official:** Individuals, usually immediate supervisors of the position to be filled, who are delegated the authority to review and evaluate candidates for the vacant position and select the best qualified applicant.
  - F. **Tribal Representatives:** Persons designated to represent the interest of their respective organizations.
  
6. **POLICY.** Due to the requirements of the authorities listed in "Authority" above, tribal participation in the evaluation and selection of candidates for key management positions in the AAIHS will consist of and be limited to:
  - A. Advise the Area Director in writing of any known knowledges, skills, and/or abilities for the vacant position which were not contained in the previous recruit action and which the Tribe feels is critical for the job.
  - B. Advise the Area Director in writing of any selective placement factors that they feel may be appropriate for the position to be filled.
  - C. Designate one person from a tribe and/or tribal organization, upon request, to represent their respective

interests by participating in the interviewing of candidates for the position in question. The Area Director, AAIHS, will request participation from only those tribe(s) who will be affected by the position to be filled, i.e., Southern Colorado Ute Service Unit Director would be Southern Ute and Ute Mountain Ute Tribes, Mescalero Service Unit Director would be Mescalero Apache Tribe, etc. The Tribal representative(s) would participate as part of the Area interview panel which includes review of applications for the position, assigning numerical scores to the answers to the interview questions for each candidate, combining numerical scores for each candidate with the scores of the rest of the interview plan members, ranking the applicants by their total score, and submitting the results to the Selecting Official.

The interviews will be arranged by the Selecting Official who will prepare interview questions and crediting scoring plans relevant to the position to be filled.

Because of the personal information contained in the candidate's application each interviewer shall be briefed on the Privacy Act requirements and the consequences of divulging protected information.

Staff members of the Division of Personnel Management will provide advice and staff assistance during the entire process as required and/or requested by the Selecting Official.

The Selecting Official shall complete the appropriate selection of the Certificate of Eligibles and the selection made thereon shall be final.

6. REFERENCES

Indian Health Service Merit Promotion Plan (MPP).

Indian Health Service Excepted Service Examining Plan.

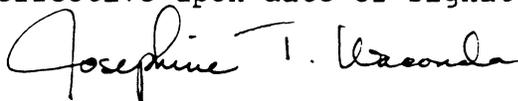
Delegation of Appointing Authority, TN 86-10.

IHS Delegation of Selecting Civil Service Personnel (11-26-90).

HHS Instruction 250-5, FPM Chapter 250.

7. EFFECTIVE DATE

This circular is effective upon date of signature.

A handwritten signature in cursive script that reads "Josephine T. Waconda".

Josephine T. Waconda  
Assistant Surgeon General  
Area Director  
Albuquerque Area Indian Health Service