REGULATION OF THE NATIONAL BORDER MANAGEMENT AUTHORITY
NUMBER 1 OF 2026
ON
DELEGATION OF AUTHORITY TO SIGN OFFICIAL DOCUMENTS CONCERNING PERSONNEL AFFAIRS WITHIN THE PERMANENT SECRETARIAT OF THE NATIONAL BORDER MANAGEMENT AUTHORITY

BY THE GRACE OF ALMIGHTY GOD

THE HEAD OF THE NATIONAL BORDER MANAGEMENT AUTHORITY
OF THE REPUBLIC OF INDONESIA,

Considering :

a. that in order to support in carrying out the duties effectively and to improve personnel affair services, it is necessary to delegate part of the authority to sign official documents concerning personnel affairs from the Minister of Home Affairs, in the capacity as the Head of the National Border Management Authority, to officials within the Permanent Secretariat of the National Border Management Authority;

b. that based on the consideration as referred to in paragraph a, it is necessary to issue a Regulation of the National Border Management Authority on Delegation of Authority to Sign Official Documents Concerning Personnel Affairs within the Permanent Secretariat of the National Border Management Authority;

Having regard to:

1. Law Number 43 of 2008 on State Territory (State Gazette of the Republic of Indonesia Year 2008 Number 177, Supplement to the State Gazette of the Republic of Indonesia Number 4925);
2. Law Number 20 of 2023 on Civil Service (State Gazette of the Republic of Indonesia Year 2023 Number 141, Supplement to the State Gazette of the Republic of Indonesia Number 6897);
3. Government Regulation Number 11 of 2017 on Civil Servant Management (State Gazette of the Republic of Indonesia Year 2017 Number 63, Supplement to the State Gazette of the Republic of Indonesia Number 6037) as amended by Government Regulation Number 17 of 2020 on Amendment to Government Regulation Number 11 of 2017 on Civil Servant Management (State Gazette of the Republic of Indonesia Year 2020 Number 68, Supplement to the State Gazette of the Republic of Indonesia Number 6477);
4. Presidential Regulation Number 12 of 2010 on National Border Management Authority as amended by Presidential Regulation Number 44 of 2017 on Amendment to Presidential Regulation Number 12 of

2010 on National Border Management Authority (State Gazette of the Republic of Indonesia Year 2017 Number 79);

5. Regulation of the National Border Management Authority Number 4 of 2018 on Guidelines for Official Document Drafting within the National Border Management Authority (Official Gazette of the Republic of Indonesia Year 2018 Number 1652);
6. Regulation of the National Border Management Authority Number 2 of 2021 on Organization and Work Procedures of Permanent Secretariat of National Border Management Authority (Official Gazette of the Republic of Indonesia Year 2021 Number 56) as repeatedly amended and most recently amended by Regulation of the National Border Management Authority Number 1 of 2024 on Amendment to Regulation of National Border Management Authority Number 2 of 2021 on Organization and Work Procedures of Permanent Secretariat of the National Border Management Authority (Official Gazette of the Republic of Indonesia Year 2024 Number 163);

HEREBY DECIDES:

To issue : REGULATION OF THE NATIONAL BORDER MANAGEMENT AUTHORITY ON DELEGATION OF AUTHORITY TO SIGN OFFICIAL DOCUMENTS CONCERNING PERSONNEL AFFAIRS WITHIN THE PERMANENT SECRETARIAT OF THE NATIONAL BORDER MANAGEMENT AUTHORITY.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Authority Regulation:

1. National Border Management Authority (Badan Nasional Pengelola Perbatasan), hereinafter abbreviated to BNPP, means the State Border and Border Area Management Authority as referred to in Law Number 43 of 2008 on State Territory.
2. Civil Service (*Aparatur Sipil Negara*), hereinafter abbreviated to ASN, means a profession for civil servants and contract-based government employee who work in the Permanent Secretariat of BNPP.
3. Civil Servant (*Pegawai Negeri Sipil*), hereinafter abbreviated to PNS, means an Indonesian citizen who meets certain requirements, appointed as an ASN Employee on a permanent basis by the civil service appointing officer to occupy a government position.
4. Contract-based Government Employee (*Pegawai Pemerintah dengan Perjanjian Kerja*), hereinafter abbreviated to PPPK, means an Indonesian citizen who meet certain requirements, appointed under a work agreement for a specified period of time in order to carry out governmental duties and/or occupy a government position.

5. Minister of Home Affairs in the capacity as the Head of BNPP means the Head of the National Border Management Authority.
6. Head of Bureau means Head responsible for managing personnel affairs.
7. First-Level Senior Executive Officer means an officer who holds a position equivalent to echelon II.
8. General Service Position means a position equivalent to a general functional position.
9. Administrative position means a group of positions that involve functions and duties related to public services, government administration, and development, consisting of middle management position, supervisory positions, and General Service position.
10. Specialist position means a group of positions having functions and duties relating to specific services based on specific expertise and/or skill.
11. Leave means an authorized absence from work for a certain period of time.
12. Signing of Official Documents means a right, duty, and responsibility of an official to sign such official documents in accordance with the duties and authority of his or her position.
13. Permanent Secretariat of National Border Management Authority (Sekretariat Tetap Badan Nasional Pengelola Perbatasan) hereinafter referred to Settap BNPP means a Secretariat in a ministry having duties and responsibilities in the field of government home affairs.

Article 2

(1) The Minister of Home Affairs in the capacity of Head of BNPP is authorized to sign official documents concerning personnel affairs.
(2) The Minister of Home Affairs in the capacity of Head of BNPP delegates the authority on Signing Official Documents Concerning Personnel Affairs as referred to in paragraph (1) to officials within Settap BNPP.

Article 3

The official documents concerning personnel affairs as referred to in Article 2 are in the following forms and structure:
a. legal products in the form of a decision; and
b. letters.

Article 4

The officials within Settap BNPP as referred to in Article 2 paragraph (2) are as follows:
a. Secretary of BNPP; and
b. Head of Bureau.

Article 5

(1) The Secretary of BNPP signs official documents concerning personnel affairs in the forms and structure of a legal product in the form of a decision as referred to in Article 3 subparagraph a, including:

a. appointments and transfers to supervisory positions within Settap BNPP;
b. temporary suspension and reinstatement of PNS subject to temporary suspension occupying supervisory positions and PNS holding the rank of *penata tingkat I* grade III/d or below, due to criminal offenses;
c. transfer from an Administrative Position to a Specialist Position;
d. transfer from a General Service Position to a Specialist Position;
e. appointment and promotion for ASN holding an intermediate, junior, and first Specialist Position;
f. temporary dismissal, termination, and reinstatement of ASN occupying an intermediate, junior, and first Specialist Position;
g. adjustment/inpassing of an intermediate, junior, and first Specialist Position for PNS;
h. promotion of PNS from the rank of *Pembina* grade IV/a to the rank of *pembina* grade IV/b;
i. review of working period for PNS holding the rank of *pembina tingkat I* grade IV/b or above;
j. honorable discharge as a PNS, with or without pension benefits, upon their own request for the rank of *pembina* grade IV/a or above;
k. a substitute of the original personnel affairs' decision for PNS holding the rank of *pembina*, grade IV/a or above;
l. the appointment of interim official (Plt.) or official in charge (Plh.) of First-Level Senior Executive Positions, Middle Management Positions; and Supervisory Positions.
m. study assignments for PNS.

(2) The Secretary of BNPP is authorized to sign official documents related to personnel affairs in the form and structure of a letter as referred to in Article 3 subparagraph b, including:
a. formation proposal for the ASN candidates to the Minister administering government affairs in the field of civil service and bureaucratic reform;
b. assignment instructions for participants in level II leadership education and training;
c. statement on the inauguration of high-level senior executive positions;
d. a statement confirming the holder of high-level senior executive positions;
e. a statement concerning the performance of duties in high-level senior executive positions;
f. a request for the deployment of PNS from central or local government agencies to Settap BNPP;
g. the return of PNS who have been deployed by Settap of BNPP to their original agencies;
h. approval of a written request from a central or local government agency to deploy PNS to Settap BNPP;

i. requests and statements of approval for the transfer of PNS holding the rank of *pembina* grade IV/a or above;
j. a letter of approval from the Head of the State Civil Service Agency for the promotion of PNS to hold the rank of *pembina tingkat I* grade IV/b and above;
k. approval letter from the Head of the State Civil Service Agency regarding the review of working period of PNS holding the rank of *pembina tingkat I* grade IV/b and above;
l. periodic salary increases and adjustments to periodic salary increases for PNS holding the rank of *pembina tingkat I* grade IV/b and above;
m. a proposal to terminate the employment of PNS with pension rights holding the rank of *pembina tingkat I*, grade IV/b and above;
n. annual Leave, sick Leave, maternity Leave, extended Leave, and Leave for important reasons for PNS occupying senior leadership positions and senior expert functional positions within Settap BNPP; and
o. all Leave requests to be taken abroad for First-Level Senior Executive Officer and below, as well as specialist officers.

Article 6

(1) The Head of Bureau is authorized to sign official documents concerning personnel affairs in the form and structure of legal product in the form of a decision as referred to in Article 3 subparagraph a, including:
a. promotion of PNS from the rank of *penata tingkat I* grade III/d or below;
b. excerpts from decision on the appointment and dismissal from and within first-level senior executive positions or below and Specialist Positions within Settap BNPP;
c. extension of the retirement age for PNS holding Specialist Positions;
d. appointments and transfers within supervisory positions;
e. appointments and transfers within from General Service positions;
f. appointments of contract-based government employee;
g. review of working period for PNS holding the rank of *pembina* grade IV/a or below;
h. honorable discharge as a PNS, with or without pension benefits, upon their own request for PNS holding the rank of *penata tingkat I* grade III/d or below; and
i. substitute of original personnel affair decision for PNS holding the rank of *penata tingkat I* grade III/d or below.

(2) The Head of Bureau is authorized to sign official documents concerning personnel affairs in the form and structure of a letter as referred to in Article 3 subparagraph b, including:

a. approval form from the Head of the National Civil Service Agency for determination of employee identification numbers to PNS candidate;
b. approval form from the Head of the National Civil Service Agency for the assignment as a PNS who has exceeded two (2) years;
c. personal information of ASN;
d. placement of ASN candidates;
e. study assignment pre-departure form;
f. extension of the study assignment deadline;
g. assignment order for Pre-service education and training participants;
h. assignment for participants in level III and level IV leadership education and training;
i. assignment order for participants in technical education and training;
j. assignment order for participants in special position education and training;
k. assignment order regarding to knowledge sharing;
l. inauguration statements for first-level senior executive positions and below, as well as Specialist Positions within Settap BNPP;
m. a statement regarding the implementation of duties in first-level senior executive positions and below and Specialist Positions within Settap BNPP;
n. a statement regarding the holding of positions from first-level senior executive and below and Specialist Positions, within Settap BNPP;
o. minutes of the oath-taking ceremony for ASN;
p. report on educational advancement and the inclusion of academic titles;
q. statement of approval for the transfer of PNS holding the rank of *penata tingkat I* grade III/d or below;
r. transfer approval notes from the Head of the National Civil Service Agency for PNS holding the rank of *pembina* grade IV/a or below;
s. request for approval of a transfer for PNS holding the rank of *penata tingkat I* grade III/d or below;
t. statement of approval from the Head of the State Civil Service Agency for PNS regarding any promotion from the rank of *pengatur muda* grade II/a to *pembina* Grade IV/a;
u. statement of approval from the Head of the State Civil Service Agency for PNS regarding working period review from the rank of *pengatur muda* grade II/a to pembina grade IV/a;
v. periodic salary increases and adjustments to periodic salary increases for PNS ranging from *pengatur muda* grade II/a to *pembina* grade IV/a;
w. proposal to dismiss PNS with pension rights, ranging from *pengatur muda* grade II/a to *pembina* grade IV/a;
x. cover letter of Decision on employee transfer, promotion, working period review, periodic salary increases, and PNS dismissal.
y. list of prospective retirees;

z. a request to the Head of the National Civil Service Agency for Leave not covered by the government;
aa. a statement of never being subjected to disciplinary action;
bb. annual Leave, sick Leave, maternity Leave, extended Leave, and Leave for important reasons for PNS holding positions middle management positions and below, intermediate specialist positions and below, and skilled specialist Positions within Settap BNPP;
cc. certificate of the adjustment exam for promotion;
dd. civil service exam certificate;
ee. certificate of technical training in personnel affairs;
ff. other technical training certificates in accordance with laws and regulations;
gg. periodic salary increases for PNS ranging from *pengatur muda* grade II/a to *pembina* grade IV/a;
hh. signing of the employment agreement for contract-based government employee;
ii. annual Leave, sick Leave, maternity Leave for Contract-based Government Employee; and
jj. periodic salary increases for contract-based government employee.

(3) The appointment, transfer, and the granting of Leave as referred to in paragraphs (1) and (2) is coordinated with the secretary of BNPP through the Head of the Bureau.

Article 7

This Authority Regulation shall enter into force on the date of its promulgation.

In order to make this Authority Regulation known to the public, it is hereby ordered that it be promulgated by its publication in the Official Gazette of the Republic of Indonesia.

Issued in Jakarta
on 26 January 2026

MINISTER OF HOME AFFAIRS OF THE REPUBLIC OF INDONESIA AS HEAD OF THE NATIONAL BORDER MANAGEMENT AUTHORITY OF THE REPUBLIC OF INDONESIA,

signed

MUHAMMAD TITO KARNAVIAN

Promulgated in Jakarta
on 18 February 2026

DIRECTOR GENERAL OF LEGISLATION OF
THE MINISTRY OF LAW OF
THE REPUBLIC OF INDONESIA,

signed

DHAHANA PUTRA

OFFICIAL GAZETTE OF THE REPUBLIC OF INDONESIA OF 2026 NUMBER 102.

Prepared and issued as an official translation

Jakarta, 15 September 2026
DIRECTOR GENERAL OF LEGISLATION
FOR THE MINISTER OF LAW
OF THE REPUBLIC OF INDONESIA,

DHAHANA PUTRA

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