

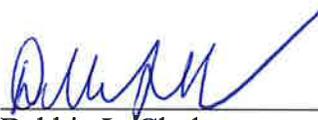
# INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 1 IAM 4	SUBJECT Handbooks to the Indian Affairs Manual	RELEASE NUMBER # 07-52
FOR FURTHER INFORMATION Office of Planning and Policy Analysis		DATE APR 23 2008

**EXPLANATION OF MATERIAL TRANSMITTED:**

Handbooks provide guidance or technical information specific to an activity, program, or function. They are companions to Indian Affairs Manual (IAM) chapters, providing a greater level of detail regarding how Indian Affairs programs and staff carry out their responsibilities. This chapter establishes policy for producing handbooks to the Indian Affairs Manual.



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**FILING INSTRUCTIONS:**

Remove: 1 IAM 4, # 99-06, 10/25/99

Insert: 1 IAM 4

# INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** To establish policy for producing handbooks to the Indian Affairs Manual (IAM).
- 1.2 Scope.** The standard operating procedures and recommended or acceptable practices in Indian Affairs (IA) handbooks are applicable to all IA employees.
- 1.3 Policy.** Handbooks provide guidance or technical information specific to an activity, program, or function. They are companions to IAM chapters, providing a greater level of detail regarding the processes and procedures Indian Affairs employees use to perform their duties. Programs or functions which rely on handbooks, User Guides, or Desk References to supplement the information provided in their IAM chapters are responsible for ensuring that the information in the handbook (User Guide, Desk Reference) conforms to the applicable statutes, regulations, and policies cited in the respective chapter.
- 1.4 Authority.**
- A. The Federal Records Act (44 U.S.C. 3101),** requires the head of each Federal agency to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency. Records should be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.
- B. The Public Information section of the Administrative Procedure Act (5 U.S.C. 552)** requires that the following information be made available to the public: descriptions of the organization, where and how information and decisions can be secured, what and how functions are performed, what requirements must be met to get benefits or services, and what procedures must be followed.
- C. Departmental Manual 381 DM 1** requires that Indian Affairs provide proper documentation of its organization, functions, policies, and procedures.
- 1.5 Guidance.** The Indian Affairs Directives Handbook (1 IAM-H, April 2008), provides instructions and examples to assist those who produce policies and handbooks for IA programs and activities. It includes examples of handbook title (cover) pages, Transmittal sheets and Clearance Records, and instructions for footnoting.
- 1.6 Style.** Handbooks are written in whatever style best conveys the information or instructions contained in the handbook. A standard template is not required, however each handbook must have a title/cover page which states:
- Title of the Handbook (User Guide, Desk Reference)
  - Program the handbook is affiliated with
  - Official Name and address of the issuing office
  - Footnoted date and related IAM chapter

# INDIAN AFFAIRS MANUAL

Handbooks must also be formatted for clarity, including:

- Table of Contents
- Chapter and page numbers which match the table of contents
- Current and accurate names of Indian Affairs offices and officials
- Correct citations and current authorities (i.e., references to C.F.R., U.S.C., official governing policies, regulations, or treaties)
- Illustrations and Appendices in electronic form

## 1.7 Responsibilities.

- A. Central Office and Regional Directors.** The Office with primary subject-matter responsibility (the originating office) develops content, maintains, and updates the information in their handbooks. The originating Office also prepares the handbooks' Transmittal Sheet and Clearance Record. The Transmittal Sheet contains a summary of the handbook content, and an explanation of any change or modification. The Clearance Record reflects the appropriate routing for signature to document concurrence by each reviewing office.
- B. Office of Planning and Policy Analysis (OPPA).** OPPA provides the originating Office with a release number and document identification number. OPPA reviews handbooks and coordinates recommended changes or corrections with the authors prior to the originating Office routing the final document for approval. Once a handbook is signed off, it is returned to OPPA to be stamped with date of issue, entered into the records management system, and forwarded for publication to the Intranet.
- C. "Owners" of Automated Systems.** Organizational units designated as "Owners" of automated systems are authorized to issue handbooks which serve as User Guides for those systems. User Guides are not required to be referenced in the corresponding part/chapter of the IAM.
- D. Signature Authority.** Officials with the authority to sign handbooks to the IAM are: the Director, Bureau of Indian Affairs; Director, Bureau of Indian Education, and, in the case of a handbook as a companion to a Regional Directive, the respective Regional Director.