

# INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 1 IAM 5	SUBJECT Regional Directives	RELEASE NUMBER # 07-53
FOR FURTHER INFORMATION Office of Planning and Policy Analysis		DATE <b>APR 23 2008</b>

**EXPLANATION OF MATERIAL TRANSMITTED:**

Regional Directives further implement Indian Affairs Manual (IAM) policies and directives at the regional level and pertain only to Indian Affairs employees within the jurisdiction of a Regional Office. Although they convey additional instructions that may apply only to specific regions, regional directives must not conflict with established Indian Affairs policies and procedures.



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**FILING INSTRUCTIONS:**

Remove: 1 IAM 5, 10/25/99

Insert: 1 IAM 5

# INDIAN AFFAIRS MANUAL

Part 1  
Chapter 5

Indian Affairs Directives System  
Regional Directives

Page 1

- 1.1 Purpose.** To establish policy for producing and issuing Regional Directives (RDs).
- 1.2 Scope.** Regional Directives pertain to Indian Affairs employees within the jurisdiction of a Regional Office. Regional Directors should publish delegations of their authority in a regional directive.
- 1.3 Policy.** Regional Directives are companions to IAM chapters - providing additional information and instructions that apply to employees within the jurisdiction of Regional Offices. Although they convey additional instructions that may apply only to specific regions, regional directives must not conflict with established Indian Affairs (IA) policies and procedures.
- 1.4 Authority. Departmental Manual 381 DM 1** requires that Indian Affairs provide proper documentation of its organization, functions, policies, and procedures. Regional Directors are authorized to issue directives which refine policies in the Indian Affairs Manual, or which pertain to matters not covered by existing directives and apply only to the employees within regional jurisdiction.
- 1.5 Guidance.** The Indian Affairs Directives Handbook (1 IAM-H, April 2008) provides the instructions to publish regional directives. It includes templates and examples of Regional Directives, Transmittal sheets, and Clearance Records. The handbook is located on the BIA intranet <http://inside.bia.gov/> at Directives > Current Directives > Handbooks, or can be obtained by contacting the Office of Planning and Policy Analysis, 2051 Mercator Drive, Reston, Virginia, 20191.
- 1.6 Style.** Regional Directives are written in the same style and format as IAM chapters. They are differentiated by adding a hyphen and the two-letter Regional Office Letter Code to the associated IAM chapter number (for example, 53 IAM 3 - MW). In the organization of the Indian Affairs Manual, they are placed following the respective IAM chapter which the regional directive supplements.

Regional Directives convey basic requirements and should be limited to a few pages. They should be written in plain language which is easily understood. Technical language may be included in a handbook for a specific group of employees trained for a specific task, but in general, technical language and legal jargon should be avoided. Acronyms should be used sparingly and only after the complete words for the acronym have been spelled out the first time it is used in a document.

- 1.7 Formatting.** The header of a regional directive mirrors the IAM chapter header it is affiliated with, then adds a third line which identifies the Region designation and the region-specific title of the RD. A header for a regional directive from the Forestry program in the Midwest Region would look like this:

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## INDIAN AFFAIRS MANUAL

Part 53

Forestry

Chapter 3

Contract Sales of Forest Products

MW Region Tribal Direct Payments from Purchasers of Forest Products Page 1

# 07-53

Replaces 1 IAM 5 #99-06, 10/25/99

# INDIAN AFFAIRS MANUAL

**1.8 Regional Office Letter Codes.** Regional document identification numbers are designated by adding the two-letter Regional Office Letter Codes to the IAM chapter number. The twelve regions under the purview of Indian Affairs are:

AK	Alaska	NW	Northwest
EA	Eastern	PA	Pacific
EO	Eastern Oklahoma	RM	Rocky Mountain
GP	Great Plains	SO	Southern Plains
MW	Midwest	SW	Southwest
NA	Navajo	WE	Western

**1.9 Responsibilities.**

**A. Regional Office.** Since the function of Regional Directives is to tailor IA policies to the unique needs or business processes of individual regions, the regional subject-matter-experts are critical to identifying the information which provides evidence of carrying out official responsibilities and managing the organization.

The authoring regional Office is responsible for developing or updating directive content; circulating drafts for internal review and comment; preparing the Transmittal Sheet and Clearance Record for the documents' review and concurrence; and ensuring the material is distributed in electronic or printed format.

**B. Office of Planning and Policy Analysis (OPPA)** provides guidance and assistance for the development of Regional Directives. OPPA assigns a release number and document identification number; reviews documents for format and proper delegation of authority; and coordinates any recommended changes or corrections with the authoring office. When documents are final and signed by the appropriate official, they are returned to OPPA to stamp the document with date of issue, enter it into the records management system, and forward for publication to the Intranet.

**C. Signature Authority.** Officials with the authority to sign regional directives are: the Director, Bureau of Indian Affairs; Director, Bureau of Indian Education; and the respective Regional Directors.