

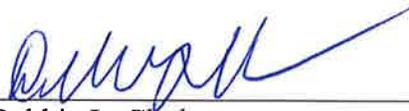
# INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 1 IAM 7	SUBJECT Regional Policy Memoranda (RPMs)	RELEASE NUMBER # 07-55
FOR FURTHER INFORMATION Office of Planning and Policy Analysis		DATE <b>APR 23 2008</b>

**EXPLANATION OF MATERIAL TRANSMITTED:**

Regional policy memoranda adapt policy to circumstances unique to particular regions. RPMs are effective for one year and can be extended for one year, after which the policies published in RPMs should be incorporated into an IAM chapter, or superseded by updated guidance. Regional policy cannot conflict with or supersede national policy.



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Deputy Assistant Secretary - Indian Affairs  
(Management)

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**FILING INSTRUCTIONS:**

Remove: None

Insert: 1 IAM 7

# INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** To establish policy for producing and issuing Regional Policy Memoranda.
- 1.2 Scope.** Regional policy memoranda (RPMs) pertain to Indian Affairs employees within the jurisdiction of a Regional Office.
- 1.3 Policy.** Regional policy memoranda are temporary policies which adapt interim national policy to circumstances unique to particular regions. RPMs are effective for one year and can be extended for one year, after which the policies published in RPMs should be incorporated into a Regional Directive or superseded by updated guidance. Regional policy cannot conflict with or supersede national policy.
- 1.4 Authority.**
- A.** 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.
- B. Departmental Manual 381 DM 1** requires that Indian Affairs (IA) provide proper documentation of its organization, functions, policies, and procedures.
- 1.5 Guidance.** The Indian Affairs Directives Handbook (1 IAM-H, April 2008) provides the instructions to publish regional policy memoranda. It includes templates and examples of RPMs, Transmittal sheets, and Clearance Records. The handbook is located on the 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 policy memoranda should be written in plain language which is easily understood. 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 Responsibilities.**
- A. Director, Bureau of Indian Affairs (BIA); Director, Bureau of Indian Education (BIE), and Regional Directors** are responsible for ensuring that the information in RPMs for the programs and functions within their authority, is accurate and up-to-date.
- B. Regional Offices** (including Districts) are responsible for ensuring that the policy and processes in regional memoranda conform to applicable statutes, regulations and policies, and that regional policy is consistent with the directives in the Indian Affairs Manual. The authoring Office is responsible for developing content; circulating drafts for internal review and comment; preparing the Transmittal Sheet and Clearance Record for the RPMs' formal review and concurrence; and ensuring the material is appropriately distributed in electronic or printed format.

**C. Office of Planning and Policy Analysis (OPPA)** provides guidance and assistance for developing regional policy memoranda. OPPA assigns a release number and document identification number; reviews memoranda for format and proper delegation of authority; and coordinates recommended changes or corrections with the authoring office. When RPMs are final and signed by the appropriate officials, 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 IA Intranet.

**D. Signature Authority.** Officials with the authority to sign regional policy memoranda are: the Director, BIA; Director, BIE, and Regional Directors.

### 1.8 Definitions.

**A. Clearance Record (Form DI 228).** The Clearance Record is used during the final review and signature process (surnaming) to document concurrence by each reviewing official. Instructions and examples for completing the Clearance Record are in the Directives Handbook.

**B. Directive.** A means of written communication that conveys policy, initiates or governs actions, conduct, or procedures.

**C. Document Identification Number.** The document identification number is the unique identification number for the directive being issued. For RPMs, the number is constructed of: the acronym for the type of directive; the two-letter Regional Office Letter Code for the region producing the directive (i.e., "MW"); the Issuing Office Letter Code; and a consecutive number based on the originating Office's production of directives. For example, an RPM pertaining to employees within the jurisdiction of Midwest Region, further refining an NPM for Trust may read **RPM-MW-TRUS-5**. Instructions for constructing the document identification number, and the Regional Office Letter Codes, are in the Directives Handbook.

**D. Indian Affairs (IA).** Includes the Offices of the Assistant Secretary-Indian Affairs (AS-IA), the BIA, and the BIE. The organization and functions of the components of Indian Affairs are described in 110 DM 8, 130 DM 8 and 130 DM 9.

**E. Proper Documentation.** Identifying what information needs to be created or received to provide documented evidence of carrying out official responsibilities; managing the organization; and meeting the Department's legal responsibilities.

**F. Transmittal Sheet (Form DI 416).** The Transmittal Sheet contains a brief summary of the material in the memorandum and provides primary point of contact information (usually the author). Instructions for completing Transmittal sheets are in the Directives Handbook.