

INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 1 IAM 8	SUBJECT Assistant Secretary's Orders (ASOs)	RELEASE NUMBER # 07-56
FOR FURTHER INFORMATION Office of Planning and Policy Analysis		DATE APR 23 2008

EXPLANATION OF MATERIAL TRANSMITTED:

By Assistant Secretary's Order (ASO), the Assistant Secretary may issue delegations of authority, emergency directives, special assignment of functions, and initial policy and functional statements establishing a new organizational unit. ASO provisions remain in effect for one year unless extended, revoked, or incorporated into the Indian Affairs Manual. ASOs are signed only by the Assistant Secretary, the Principal Deputy Assistant Secretary, or an Acting Assistant Secretary.



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Deputy Assistant Secretary - Indian Affairs
(Management)

FILING INSTRUCTIONS:

Remove: None

Insert: 1 IAM 8

INDIAN AFFAIRS MANUAL

Part 1

Indian Affairs Directives System

Chapter 8

Assistant Secretary's Orders

Page 1

- 1.1 Purpose.** To establish policy for producing and issuing Assistant Secretary's Orders (ASOs).
- 1.2 Scope.** Compliance with Assistant Secretary's Orders is mandatory for Indian Affairs employees.
- 1.3 Policy.** Assistant Secretary's Orders (ASOs) are temporary directives by which the Assistant Secretary may issue delegations of authority, special assignment of functions, establish new organizational units, and convey emergency directives. ASO provisions remain in effect for one year unless extended, revoked, or incorporated into the Indian Affairs Manual.
- 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 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 Assistant Secretary's Orders. It includes examples and templates for formatting, 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.** ASOs 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.
- 1.7 Responsibilities.**
- A. Assistant Secretary (AS-IA); Principal Deputy Assistant Secretary (PDAS); Acting Assistant Secretary** evaluates and determines that an ASO is the appropriate form of policy, and carefully reviews the content of the text. The authoring Office is responsible for ensuring that the policy in the ASO conforms to applicable statutes, regulations and policies.
- B. Deputy Assistant Secretaries; Director, Bureau of Indian Affairs (BIA); Director, Bureau of Indian Education (BIE), and Indian Affairs Offices.** A proposed ASO is prepared by the office or region with primary interest in or responsibility for the subject. The authoring Office is responsible for developing content; circulating drafts for internal review and comment; preparing the Transmittal Sheet and Clearance Record for review and concurrence; and ensuring the Order is appropriately distributed in electronic or printed format.

C. Office of Planning and Policy Analysis (OPPA) provides guidance and assistance for developing Assistant Secretary's Orders. OPPA assigns a release number and document identification number; reviews Orders for format, and coordinates any recommended changes or corrections with the authors. When ASOs are final and signed by the appropriate official, they are returned to OPPA to enter it into the records management system, and forward for publication to the IA Intranet.

D. Signature Authority. ASOs are signed only by the Assistant Secretary, the Principal Deputy Assistant Secretary, or an Acting Assistant Secretary.

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 ASOs, the document identification number is constructed of the acronym and a sequential number based on the ASOs issued (for example, ASO-1, ASO-2, etc.).

D. Indian Affairs (IA). Includes the Offices of the Assistant Secretary-Indian Affairs, the Bureau of Indian Education, and the Bureau of Indian Affairs. The organization and functions 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 summary of the material in the ASO and provides primary point of contact information (usually the author in the originating office). Instructions for completing Transmittal sheets are in the Directives Handbook.