

Department of the Interior Departmental Manual

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Series: Departmental Directives

Part 011: The Departmental Manual

Chapter 4: Departmental Manual Review, Clearance, and Publication

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

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4.1 **Purpose.** This Chapter describes the process for making changes to the Department of the Interior (Department) Departmental Manual (DM) to include adding, revising, and archiving Chapters.

4.2 **Policy.** Proposed DM changes must be reviewed and approved (surnamed) by the Bureau/Office proposing the changes. The responsible Assistant Secretary will notify all other involved/affected Assistant Secretaries, and the Solicitor (or their designees) prior to submission to the appropriate Departmental officials for approval/signature.

4.3 **Responsibilities.**

A. Originating Bureaus/Offices. The originating Bureau/Office is the Bureau/Office proposing the DM change. The originating Bureau/Office is responsible for:

(1) Preparing and submitting proposed DM changes and attendant documents to the Office of the Executive Secretariat and Regulatory Affairs (OES) through the responsible Assistant Secretary.

(2) Obtaining surnames from the responsible Assistant Secretary, all other involved/affected Assistant Secretaries, all other involved/affected Bureaus/Offices, and the Solicitor (or their designees).

(3) Resolving comments received during the surnaming process and submitting resulting final drafts to the OES.

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- (4) Collaborating with OES to ensure the DM Chapters are current.

B. Responsible Assistant Secretary. The responsible Assistant Secretary is the Assistant Secretary with line authority for the originating Bureau/Office. The responsible Assistant Secretary must surname proposed DM changes prepared by their Bureaus/Offices before submission to the OES for review.

C. Involved/Affected Assistant Secretaries and the Solicitor. Involved or affected Assistant Secretaries are those having programs with an interest or stake in the proposed DM change (other than the responsible Assistant Secretary). Involved/affected Assistant Secretaries and the Solicitor (or their designees) are responsible for reviewing proposed DM changes and returning their surname along with any comments to the originating Bureau/Office within established deadlines.

D. Involved/Affected Bureaus/Offices. Involved or affected Bureaus/Offices are those having programs with an interest or stake in the proposed DM change.

E. Office of the Executive Secretariat and Regulatory Affairs. The OES is responsible for:

(1) Providing guidance to Bureaus/Offices as needed to prepare and submit proposed DM changes.

(2) Reviewing and editing proposed DM changes for clarity, format, and content in collaboration with the originating Bureau/Office.

(3) Preparing and submitting formal correspondence packages transmitting proposed DM changes to the appropriate Departmental officials for approval/signature.

(4) Maintaining the Department's electronic library for all DM Chapters and ensuring this system houses only current DM Chapters.

4.3 Submitting Proposed DM Changes for Departmental Approval. The following actions are to be executed sequentially in submitting a proposed DM change for Departmental approval.

A. The originating Bureau/Office may first consult with the OES if guidance is needed prior to preparing and submitting a proposed DM change. OES's [Standard Operating Procedures](#) for developing DMs are available.

B. The originating Bureau/Office must submit the Chapter(s) to the responsible Assistant Secretary, involved or affected Assistant Secretaries, the Office of the Solicitor, and involved or affected Bureaus/Offices for review/surname.

(1) The record must include the following documents:

(a) Clean version of the proposed new/revised Chapter. A clean version must have no comments, markups, edits, and be in publishable format.

(b) Track changes (“redline”) version if the proposed DM change is a revision of an existing chapter.

(c) Note to Reviewers. The record must include a note to reviewers providing a point of contact to answer any questions and has the authority to make edits to the DM. Additionally, the deadline for returning surnames should be provided along with any supplemental information or instructions necessary for successful review of the proposed DM change. This information must be included in the approved tracking system.

(d) Transmittal Memorandum. The record should include a signed transmittal memorandum to explain what changes are being made and the need for these changes. Refer to OES’s Standard Operating Procedures for further information.

(2) Other supporting documentation may be included in the tracking system record as appropriate (e.g., applicable Executive and/or Secretarial Orders, comments, recommendations, or results of studies).

C. After surnames have been obtained from all involved or affected Assistant Secretaries, the Solicitor (or their designees), involved or affected Bureaus/Offices, the originating Bureau/Office must resolve/reconcile any comments received during the surnaming process and upload the resulting final draft DM Chapter, clearly labeled as such, to the tracking system record.

D. The originating Bureau/Office shall route the record to OES through the electronic tracking system. At this point, the originating Bureau/Office will submit the following additional document:

(1) DM Transmittal Sheet ([Form DI 416](#)). The Transmittal Sheet must provide a brief description of the DM Chapter and a justification for its creation or revision, to include reference to any orders, statutes, regulations, or other authorities precipitating the proposed DM change. In the case of a revision to an existing Chapter, the Transmittal Sheet must also summarize the major changes being proposed. The date field and the signature field must be left blank at submission.

E. The OES will review the proposed DM chapter and collaborate with the originating Bureau/Office in resolving any edits recommended or required by the OES. On completion of its review, the OES will surname the record in the tracking system.

F. The OES will prepare and submit a formal correspondence package transmitting the final draft proposed DM chapter to the appropriate Departmental officials for approval/signature.

4.5 Publication of New or Revised DM Chapters. On approval/signature, new or revised chapters and corresponding transmittal sheets are to be published by the OES in the [Department's official electronic library](#).

4.6 Updating hyperlinks in Published DM Chapters. This section only applies to published DM Chapters where existing hyperlinks no longer work. To establish new hyperlinks, the DM Chapter must be submitted through the clearance process. To update hyperlinks, the originating Bureau/Office must complete the DM Transmittal Sheet and upload the completed DM Transmittal Sheet into the Department's tracking system for routing. The Transmittal Sheet must include the existing hyperlink, the location of the hyperlink within the published DM Chapter, and the new hyperlink. After the originating Bureau/Office surnames the DM Transmittal Sheet, the DM Transmittal Sheet is then routed to the Issuing Authority to digitally sign. The signed DM Transmittal Sheet is then submitted to OES for processing. OES will update the published DM Chapter with the revised hyperlink and return the signed DM Transmittal Sheet to the originating Bureau/Office for record keeping.

4.7 Archiving of Published DM Chapters. To archive a published DM Chapter, the originating Bureau/Office must complete the DM Transmittal Sheet and upload the completed DM Transmittal Sheet into the Department's tracking system for routing. The Transmittal Sheet must include the reason for archiving and confirm that archiving the DM Chapter will not adversely affect any other Bureaus/Offices. After the originating Bureau/Office surnames the DM Transmittal Sheet, the DM Transmittal Sheet is then routed to the Issuing Authority for digital signature. The signed DM Transmittal Sheet is submitted to OES for review. Upon a favorable review, OES will archive the published version of the DM Chapter and return the signed DM Transmittal Sheet to the originating Bureau/Office for recordkeeping.

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4.8 **Notification of Approved DM Changes.** The OES will notify the originating Bureau//Office when a Chapter is published or archived in ELIPS. Bureaus/Offices are responsible for issuing similar notices internally and to other affected or involved organizations.

4.9 **Official Records.** The Originating Bureau/Office maintains the Department's official, permanent files of all DM Chapters.

4.10 **Availability of Departmental Manual Chapters.** DM Chapters are available in the electronic library.