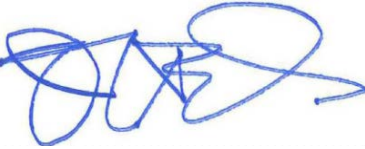




## DEPARTMENTAL MANUAL TRANSMITTAL SHEET

Instructions: Please ensure #5 Date field is complete prior to obtaining the digital signature.

<b>1. Part:</b> 011 DM 1 011 DM 2 011 DM 3 011 DM 4 011 DM 5 012 DM 1	<b>2. Subject:</b> 011 DM 1 Purpose and Structure 011 DM 2 Standards for Developing and Writing Chapters 011 DM 3 Chapter Formatting Requirements 011 DM 4 Departmental Manual Review, Clearance, and Publication 011 DM 5 Handbooks that Supplement Departmental Manual Chapters 012 DM 1 Preparation and Issuance of Secretary's Orders	<b>3. Release Number:</b>  5086 - 5091
<b>4. For Further Information Contact:</b> The Office of the Executive Secretariat		<b>5. Date:</b> 02/16/2022
<b>6. Explanation of Material Transmitted:</b> <p>Proposed revisions to the policy chapters for Departmental Directives (Departmental Manual Chapters, Departmental Handbooks, and Secretary's Orders): 011 DM 1 Purpose and Structure, 011 DM 2 Standards for Developing and Writing Chapters, 011 DM 3 Chapter Formatting Requirements, 011 DM 4 Departmental Manual Review, Clearance, and Publication, 011 DM 5 Handbooks that Supplement Departmental Manual Chapters, and 012 DM 1 Preparation and Issuance of Secretary's Orders.</p> <p>The key changes are to add required Federal guidance (Plain Language Act, Section 508), identifying the current owner of the DM Chapters, Revising standards for formatting, mandatory use of electronic routing, and revisions to the routing process.</p>		
<b>7. Issuing Authority's Signature:</b>    Tommy Beaudreau, Deputy Secretary		