

## Department of the Interior Departmental Manual

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**Effective Date:** 02/16/2022

**Series:** Departmental Directives

**Part 011:** The Departmental Manual

**Chapter 2:** Standards for Developing and Writing Chapters

**Originating Office:** Office of the Executive Secretariat and Regulatory Affairs

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### 011 DM 2

2.1 **Standards.** The standards for developing and writing Departmental Manual (DM) Chapters include:

A. Language. Chapters are to be written in simple, easily understandable English. See Plain Language for guidance. Write short sentences. Avoid repetition, unnecessary detail, technical or legalistic jargon, and gender specific language.

B. Acronyms. Use acronyms sparingly and write the complete words for the acronym the first time it is used in a chapter.

C. References to DM Paragraphs.

(1) References to paragraphs in other DM Chapters are to be written beginning with the Part Number, followed by the capital letters DM, followed by the Chapter and paragraph number, for example: 101 DM 2.1B.

(2) References to other paragraphs in the same Chapter are to be written using only the Chapter and paragraph number, for example: paragraph 2.2.

D. Chapter Size. Policy statements are intended to convey basic requirements and should generally be limited to a few pages. Subdivision of a topic into multiple Chapters should be considered when it is too complex to be addressed in a few pages. If a Chapter contains lengthy procedural information, that information should be removed from the Chapter and compiled into a separate, associated Handbook

**2.2 Organization Statements.** Chapters containing descriptions of functions, structures, and organizations of Bureaus and Offices of the Department of the Interior (Department) are to include the following subparagraph headings when appropriate:

- A. Authority. The statutes and other authorities governing the organization's programs and functions. Hyperlink to the authoritative resource when possible.
- B. Mission. A brief statement of the overall purpose of the organization. A summary of the origin or history of the Bureau or Office may be included in the Mission subparagraph.
- C. Goals or Objectives (optional). Statements or a list of the major efforts to achieve the mission.
- D. Functions. A brief description of the organizations major responsibilities.
- E. Organization. A description of the headquarters and field organization including:
  - (1) Responsibilities of heads of Bureaus/Offices and line offices; and the functions of subordinate organizational units that report to the head of the Bureau/Office, including any immediate staff (excluding clerical/secretarial staff). If an organization has more than one deputy, descriptive information should be provided for each position.
  - (2) Functions of the headquarters office administrative organization and its component parts (personnel, management analysis, property management, financial management, general services, etc.).
  - (3) Functions of the headquarters office program divisions.
  - (4) Functional statements for and locations (city and state) of headquarters offices (program, technical or administrative organizations) in non-headquarters locations.
  - (5) Organization charts of headquarters and field organizations. All charts must comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C § 794 (d)) (Section 508). While charts are permitted in the Organization subparagraph, it is preferred that all charts be either located in an appendix to the DM Chapter or reachable by hyperlink. Any organization chart that is reachable by hyperlink must be located on a public facing website and compliant with Section 508.

(6) Maps of first-level field office locations. All maps must comply with Section 508. While maps are permitted in the Organization subparagraph, it is preferred that all maps be either located in an appendix to the DM Chapter or reachable by hyperlink. Any map that is reachable by hyperlink must be located on a public facing website and compliant with Section 508.

2.3 **Delegations of Authority.** Material prepared for publication in the Delegation Series (Parts 200-299) must adhere to the policy and procedural requirements prescribed in 200 DM 1-3. In the Delegation Series, the authority delegated should be briefly described and any limitations clearly stated. Statements describing the policy under which the delegation may be exercised are permissible, but procedural and other such details should be included in the appropriate Part(s) of the Administration or Program Series.

2.4 **Administration, Program, and Emergency.** The content and arrangement of Chapters in the Administration, Program, and Emergency Series are primarily determined by the variety and complexity of the programs and activities being described. The following subparagraph headings are generally used to describe policies and procedures in the Administration, Program, and Emergency Series. (Not all sections will be applicable to all Chapters.)

- A. Purpose. State the intent of the Chapter and/or the program, policy, etc.
- B. Scope. Identify who or what is covered by the policy.
- C. Authority. Authority to perform a program responsibility is generally assumed. If the authority is derived from a specific statute, or a particular Presidential or executive agency directive, an authority statement should be included.
- D. Policy. Briefly state the requirements and procedures. Extensive procedural statements may require the development of a handbook.
- E. Objectives. Briefly state the effects to be achieved with regard to the program, policy, or instruction, when applicable.
- F. Responsibility. Briefly describe organizational and/or program assignments, especially if the responsibilities for the function are divided.
- G. Definitions. Define any technical or specialized terms used.
- H. Standards, Requirements, and Procedures. Describe the sequence of processing and/or decision making, distinguishing variations in procedures at headquarters and in the field.

Provide significant information and instructions not covered in other paragraphs.

I. Reports and Forms. Identify reporting requirements and forms required for implementing the directive. Provide due dates, documentation requirements, and information about how to obtain or access the reports and forms. Include websites and hyperlinks when possible.