

Department of the Interior Departmental Manual

Effective Date: 02/16/2022

Series: Departmental Directives

Part 011: The Departmental Manual

Chapter 5: Handbooks that Supplement Departmental Manual Chapters

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

011 DM 5

5.1 **General.** Technical or detailed instructions, or information on specific activities that supplement general policies and procedures stated in the Departmental Manual (DM), are referred to as handbooks. A DM chapter that is supplemented by a handbook must include a reference to the handbook along with a hyperlink to the handbook.

5.2 **Issuing Authority.** Handbooks are issued under the same authority as the DM chapters they supplement. Policy regarding issuing authority for DM chapters is provided at 011 DM 1.3.

5.3 **Review and Clearance.** Handbooks must be reviewed and cleared by the appropriate Bureaus and Offices prior to approval.

5.4 **Handbook Format.** Handbooks are not required to be in the same format as required for DM chapters however the following standards apply.

A. Margins. All margins are to be one inch.

B. Header. The DM Part and chapter number that the handbook supplements followed by the letters “HB” is to appear in the upper righthand corner as a header on each page. Page numbers are to be included beneath the Part and Chapter number.

Example:

011 DM 5 HB
Page 1 of 10

C. Typeface and Font Size. The typeface throughout is to be Times New Roman and the font size is to be 12 point.

D. Paragraph Format. A paragraph format or style best suited to the type of information and level of detail provided is to be used.

5.5 Publication/Availability. Approved handbooks are to be published and made available on the Department of the Interior's electronic [library](#).