

Department of the Interior Departmental Manual

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Series: Departmental Directives System

Part 012: Secretary's Orders

Chapter 1: Preparation and Issuance of Secretary's Orders

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

012 DM 1

1.1 **Content.** Secretary's Orders (SO) are limited to temporary delegations of authority, emergency directives, special assignments of functions, and initial policy and functional statements on the establishment of new units. All such orders must be converted as soon as practicable to appropriate parts of the Departmental Manual or revoked.

1.2 **Preparation.** A proposed SO will be prepared by the Bureau/Office having primary interest in the subject. The Bureau/Office with the primary interest in the subject is referred to as the Lead Action Office (LAO). Technical assistance in the preparation of orders is available from the Policy Management Unit (PMU), Office of the Executive Secretariat and Regulatory Affairs (OES), which also monitors the coordination of orders for the Director of OES.

1.3 **Review and Clearance.**

A. A briefing memorandum, which explains the reason for the order and recommends Secretarial signature, will accompany all proposed SOs.

B. All proposed SOs will be routed by the LAO through the leadership within the LAO. If the SO originates from a Bureau/Office, the LAO will obtain clearances and coordinate review by all other interested Bureaus/Offices. The PMU will assist to define the interested Bureaus/Offices, upon request.

C. If the SO originates from the Secretary's Immediate Office (SIO), PMU will obtain clearances and coordinate review by all other interested Bureaus/Offices.

D. Interested Bureaus and Offices. The following Bureaus/Offices must be consulted and approve the draft SO.

- (1) The proposed order will be coordinated with the Office of the Solicitor.

(2) Material containing a description of land, drafted by other than the Bureau of Land Management (BLM), will be referred to BLM for review of the accuracy and sufficiency of the description.

E. Evidence of surnames (approval) of reviewing officials will be housed in the Department's official routing software.

1.4 **Signature.** A SO is signed only by the Secretary, Deputy Secretary, or an individual with delegated authority from the Secretary.

1.5 **Publication and Distribution.**

A. PMU is responsible for assigning numbers to approved orders, and preparing them for publication. It makes periodic reviews and maintains the online repository of current orders.

B. The LAO is responsible for the internal duplication and distribution of orders.

1.6 **Numbering.** Following signature by the issuing official as prescribed in 012 DM 1.4, the PMU will assign an order number. If the original number of an order being amended is retained, such number will be inserted prior to publication. In such instances, the amendment number will be added after signature.

1.7 **Amended Orders.** Minor amendments to an existing SO such as an extension of the expiration date will contain only those sections of the order being amended. If the amendments are extensive, the order will be drafted as a complete restatement of the text as amended. The amended order will then be assigned a new number in the chronological sequence of issuance and will include provisions of revocation of the superseded order.

1.8 **Effective/Expiration Dates.** The final section of each SO will contain a statement addressing the effective and expiration dates of the provisions of the order. As appropriate, any amendments to an SO will contain a similar statement.

1.9 **Format.** The format of a proposed SO is described below:

A. All SO are published on Departmental letterhead.

(1) Departmental letterhead bears the Departmental Seal to the left of the header.

(2) The header reads "The Secretary of the Interior" and the sub-header reads "Washington".

B. The Order number is left justified and written one line under the Departmental Seal.

C. The Subject line is left justified and written three lines below the Order number. The word “Subject” is bolded.

D. The body of the SO is written in sections. The sections are abbreviated as Sec. and the section number immediately follows the word “Sec.” The title of the section is written in bold letters followed by a period. The text of the section immediately follows the title of the section.

E. The next indent level is identified by lower case letters starting with the letter a and followed by a period. This indent level begins ½ inch from the left margin. The text of this indent level is left justified and begins one inch from the left margin.

F. The next indent level is identified by numbers starting with 1 and followed by a period. This indent level begins one inch from the left margin. The text of this indent level is left justified and begins 1 ½ inches from the left margin.

1.10 Organization Nomenclature. The term Bureaus and Offices when used in Secretary’s Orders refers collectively to the Bureaus of the Department, the Secretarial Offices, and the Secretariat, unless specifically excepted.