

# Department of the Interior Departmental Manual

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**Effective Date:** 11/2/82

**Series:** Records Management

**Part 381:** Origination of Records and Information

**Chapter 1:** Directives Management

**Originating Office:** Office of Planning and Performance Management

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## 381 DM 1

1.1 **Purpose.** This chapter establishes the Directives Management Program, prescribes policy, outlines procedures, and assigns responsibilities for developing and maintaining effective and efficient directive systems within the Department of the Interior.

1.2 **Policy.** The Department and its constituent bureaus and offices will establish and maintain an effective program for the management of agencywide directive systems to provide adequate and proper documentation of organizations, functions, delegations, policies and procedures which are central to the orderly management of Department activities.

1.3 **Objectives.** The objectives of directives management are to provide management officials a system of formal communication; provide employees with well-written instructions at the lowest possible cost; insure the directives system fits the needs of the organization it serves; assure that directives are distributed to activities to which they apply in a timely manner; and that there is an effective network of directives control in all headquarters and field activities of the Department.

1.4 **Authority.** These policies and procedures implement the requirements set forth in the Federal Information Resources Management Regulations (FIRMR) 41 CFR 201-45.105.

1.5 **Scope.** The policies and guidelines contained in this chapter apply to all Department of the Interior bureaus and offices in establishing and maintaining a directives system.

### 1.6 Definitions.

A. Directive. A directive means a written communication that states policies, and initiates or governs action, conduct, or procedures. Directives are often issued as manuals, circulars, notices, regulations, orders, and handbooks, and include numbered material usually issued to multiple addressees in multiple copies for insertion in policy, administrative and operation manuals.

B. Directives Management. Directives management means the effective and efficient development of controlled directives and their distribution, use, maintenance and disposition.

## 1.7 Responsibilities.

A. Assistant Secretary - Policy, Budget and Administration. The Assistant Secretary - Policy, Budget and Administration has oversight responsibility for assuring compliance with the requirements of the authority cited in 381 DM 1.4.

B. Division of Directives and Regulatory Management (PIR). The Division of Directives and Regulatory Management (PIR) is responsible for:

(1) Developing and managing the program for the Assistant Secretary - Policy, Budget and Administration; and

(2) Planning, organizing, controlling, and monitoring the directives management program of the Department.

C. Heads of Bureaus and Offices. The Head of each bureau and office is responsible for:

(1) Establishing a directives system to document and convey bureau and office policies, procedures, and programs.

(2) Establishing authority for the approval of policies and procedures set forth in the bureau/office directives system.

(3) Establishing a central control point for directives management.

1.8 **Mandatory Requirements.** The following requirements will be instituted by bureaus and offices in the establishment and operation of an effective and economical directives system:

A. Directives will be prepared and maintained to carry out bureau/office assigned responsibilities;

B. A directive will be issued that states the purpose, responsibility and procedures of the bureau/office directives system;

C. Directives will be organized systematically so that they are readily available to users by:

(1) Developing an integrated directives system that includes all bureau/office policies and procedures;

(2) Annually updating indexes of directives and other finding aids;

(3) Establishing distinctive formats for directives so recipients can recognize them as authoritative bureau/office instructions;

(4) Differentiating between permanent and temporary directives and ensuring that temporary directives carry an expiration date; and

(5) Maintaining directives in a form such as looseleaf binders or microfiche, where obsolete or revised material may be easily removed and inserted.

D. Ensuring that directives are useful by:

(1) Providing users with only necessary information;

(2) Writing directives in a clear, concise manner and in the simplest and most easily understood language for the intended audience.

(3) Keeping directives current by issuing changes as needed; and

(4) Providing for the issuance of supplemental directives, when necessary, for adoption to local conditions by field and other organizational components.

E. Establishing review procedures for proposed directives to ensure that they are necessary, accurate, complete, and do not contain excessive detail.

F. Establishing procedures to ensure that proposed directives will be coordinated and cleared to avoid issuing conflicting policies and procedures.

G. Requiring originators to review, biennially, each directive for need and correctness.

H. Reviewing and updating directives distribution lists at least annually.

I. Distributing checklists of current directives, at least annually, so users can determine whether they have received relevant directives.

J. Providing training opportunities or written guidance on:

(1) The importance of a directive system to provide written instructions for accomplishing program objectives; and

(2) The use of appropriate directives format.

K. Establishing procedures for the evaluation of the effectiveness of the directives system; and

L. Maintaining an archival collection of directives that document bureau/office organization, functions, programs, policies, decisions and procedures.

**1.9 Review Process.** Proposals to initiate any new directives system, or to make major changes in a current system, are to be forwarded to the Chief, Division of Directives and

Regulatory Management (PIR) for approval. All systems must be in compliance with 381 DM 1.8 above and proposals will include the following information:

- A. Justification for adoption of a particular system, or for major changes in a current system.
- B. A copy of the proposed implementation instructions.
- C. A sample of the proposed format.
- D. An example of the control numbering system to be used, (i.e., part, chapter, series, subject, release).

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