

# Department of the Interior

## Departmental Manual

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**Effective Date:** 2/6/84

**Series:** Information Resources Management

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

**Chapter 3:** Directives of Other Agencies

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

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3.1 **Purpose.** This chapter provides a description of the various Presidential and other executive agency directives which have a substantial impact on Departmental operations, and assigns responsibilities for their implementation in the Department. The directives of the President and of other executive agencies may assign responsibilities and functions, delegate authority, prescribe policies and procedures, or interpret legislation and other directives. The Department is obligated, whenever these directives are applicable, to see that they are disseminated and implemented throughout the Department. Such directives and related Departmental responsibilities and procedures are described in this chapter, and Appendix 1.

### 3.2 **Responsibility.**

A. The Office of Information Resources Management (PIR), Division of Directives and Regulatory Management is designated as the single point of contact to receive action copies of Office of Management and Budget directives, and to refer or assign and coordinate internal responsibility for their implementation. In addition, the Division of Directives and Regulatory Management (PIR) is designated as the point of contact with the Office of Management and Budget for receiving drafts of proposed Presidential and Office of Management and Budget directives, and for gathering and coordinating the preparation of Departmental comments on such proposals.

B. Office of Inspector General is responsible for determining appropriate review of operating level compliance with internal directives implementing Presidential and other executive agency directives. The Office will include as part of its regular and special internal audits, an audit of the observance of such directives as they relate to the subject being reviewed.

C. Secretarial Staff Offices to which Presidential and other executive agency directives have been referred or assigned have the responsibility for their implementation. They will prepare for issuance appropriate Departmental directives (Departmental Manual Release, Secretary's Order, etc.) to implement the incoming directive; or if the incoming directive is sufficient in itself, to transmit it with an explanatory instruction or as an attachment to a Departmental directive.

D. The Heads of Bureaus and Offices are responsible for compliance with Departmental directives forwarding Presidential or executive agency policies and instructions.

This includes transmission of such directives to the lowest applicable operating level, and periodic follow-up reviews to see that the directives have been observed.

**3.3 Descriptions of Other Agency Directives.** A description of the various executive agency and General Accounting Office directives that impact Departmental operations is published in Appendix 1 to this chapter.

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Appendix 1

## **DIRECTIVES OF OTHER FEDERAL AGENCIES**

1. Purpose. This appendix describes the governmentwide directives issued by other agencies which may require implementation or observance by the Department. Descriptions of principal directives issued by each agency are provided in the paragraphs which follow.

2. Office of Management and Budget. The Office of Management and Budget (OMB) issues three types of directives which may require Departmental observance or implementation.

A. Office of Management and Budget Circulars are issued by the Director or Acting Director, OMB. They may deal with any matters of concern to the government, and are used when the directive will have some continuing or recurring effect.

B. Office of Management and Budget Bulletins are issued by the Director or Deputy Director, OMB. They may deal with any matter, but are generally used only when the directive requires a one-time action or is of a temporary or transitory nature. Bulletins are implemented within the Department by the staff office primarily responsible for the subject matter involved in each bulletin.

C. Office of Management and Budget Memorandums are issued by the Director, Deputy, Associate and Assistant Directors, and other staff members of OMB. They are used to convey information, request action or review, or set policy in some specific area of activity such as statistics, committee management, directives control, etc. They are directed to Federal departments and agencies on a single or multiple addressee basis. OMB Memorandums are implemented in the same manner as OMB Bulletins.

D. Office of Federal Procurement Policy (OFPP) Policy Letters are issued by the Administrator for Federal Procurement Policy to set forth general policies in the area of Federal procurement.

3. Office of Personnel Management. The Office of Personnel Management (OPM) issues the following types of directives which require Departmental observance or implementation. The Office of Personnel and/or Office of Budget are responsible for their implementation as

appropriate.

A. Federal Personnel Manual (FPM and its supplements). The FPM and FPM Supplements are used to issue the Office of Personnel Management=s regulations and continuing instructions, policy statements and related material on Governmentwide personnel programs.

B. FPM Letters and FPM Bulletins. FPM letters contain continuing instructions which, because of urgency, cannot be put into FPM or supplement form at the time of issuance. FPM Bulletins give temporary instructions and notice which are not continuing instructions.

C. Classification and Qualification Standards. Position classification and job grading standards provide detailed standards for classifying positions in various occupations and grade levels. The qualification standards contain experience, training, education, and minimum physical requirements for each series, as appropriate.

4. General Services Administration. The General Services Administration (GSA) issues several types of directives which require Departmental observance or implementation. Except for directives addressing space, communications, records management and ADP processing, and except as noted below, the Department=s Office of Acquisition and Property Management is responsible for assuring implementation of GSA directives. The Office of Administrative Services is responsible for GSA directives addressing space management, and the Office of Information Resources Management is responsible for such directives which address telecommunications, records, and ADP management.

A. Federal Property Management Regulations (FPMR) are issued by the Administrator, GSA, to prescribe uniform rules and procedures governing the management of real and personal property owned by the Federal Government. The FPMR System includes FPMR Temporary Regulations which are numbered according to the FPMR Subchapter to which they apply. FPMR Temporary Regulations are used when time or exceptional circumstances will not permit preparation in final codified form. Generally, FPMR Temporary Regulations have an effective period of 12 months or less. FPMR=s are published in the Federal Register and codified in 41 CFR Chapter 101, Public Contracts and Property Management. The FPMR has been accepted by the Department for mandatory use by all of the bureaus and offices.

B. Federal Procurement Regulations (FPR) are issued by the Administrator, GSA, to prescribe uniform rules and procedures on procurement of personal property and non-professional services (including construction, and research and development). FPR=s are published in the Federal Register and codified in 41 CFR Chapter 1, Public Contracts and Property Management. The FPR has been accepted by the Department for mandatory use by all of the bureaus and offices.

C. General Services Administration Bulletins are issued by the various Services of GSA. They are numbered and pertain to subject matter relative to the Service issuing the bulletin. This type of directive is implemented within the Department by the Secretarial Office responsible for the subject matter.

D. General Services Administration General Records Schedules are issued by the Administrator, GSA, to provide disposition standards for records common to several or all Federal departments and agencies. Use of the schedules is mandatory for all bureaus and offices. This type of directive is implemented by the Department=s Office of Information Resources Management.

E. Federal Travel Regulations prescribe overall governmentwide policy for travel and transportation pursuant to the Travel Expense Act of 1949, as amended, and the Administrative Expense Act of 1946, as amended. This type of directive is implemented by the Department=s Office of Financial Management.

5. Federal Acquisition Regulations (FAR). Effective April 1, 1984, the FAR is issued jointly by the Secretary of Defense, the Administrator, GSA, and the Administrator, NASA, as a single regulation for use by all Executive agencies in the acquisition of supplies and services. The FAR, which replaces the FPR, is published in the Federal Register and codified under 48 CFR Chapter 1.

6. Department of Labor. The Department of Labor issues the following types of directives which require Departmental observance or implementation.

A. Federal Contract Compliance Memorandums, issued through the Office of Federal Contract Compliance Programs, are directive in nature and contain specific information relating to all facets of the Federal Contract Compliance Program. This type of directive is implemented by the Department=s Office of Acquisition and Property Management.

B. Unemployment Compensation for Federal Employees Manual, issued by the Employment and Training Administration, contains instructions for Federal agencies relating to unemployment compensation for Federal employees. The Department=s Office of Personnel is the office with primary responsibility for this Manual.

7. Department of the Treasury. The Department of the Treasury issues the following listed regulations which are directive upon the Department. The Department=s Office of Financial Management is responsible for the circulation, interpretation and implementation of these types of directives with the exception of Treasury Circular No. 1082, Delivery to States of grants-in-aid, for which the Department=s Office of Acquisition and Property Management has responsibility.

A. Treasury Fiscal Requirements Manual for Guidance of Departments and Agencies prescribes procedures to be observed by departments and agencies in relation to central accounting, financial reporting and other governmentwide fiscal responsibilities of the Department of the Treasury. Transmittal Letters and Bulletins are issued in a consecutive numbered series. Bulletins provide or solicit information while Transmittal Letters supplement, revise, supersede, or cancel previously issued Parts and Sections of the Manual or Transmittal Letters.

B. Manual of Procedures and Instructions for Cashiers is issued by the Fiscal

Service, Bureau of Government Financial Operations, Division of Disbursement. It prescribes procedures and contains instructions in connection with the activities of cashiers. Cashier Notices are issued in a consecutive order series to transmit instructions to the Manual or previously issued Cashier Notices.

C. Department Circulars are issued in a consecutive numbered series by the Office of the Secretary and are signed either by the Secretary, Under Secretary or Fiscal Assistant Secretary. They prescribe and enunciate general Treasury governmentwide financial and fiscal policy.

D. Memorandums to Heads of Departments and Agencies are issued by the Office of the Secretary and are signed either by the Secretary or the Under Secretary. They are issued on specific or special, broad financial or fiscal policy matters, such as Administration matters on minority banks.

E. Letters to the Secretary are signed either by the Secretary or Under Secretary and generally cover broad fiscal policy matters that specifically involve only the Department, or one or more departments.

F. Fiscal Service, Bureau of Government Financial Operations, Division of Disbursement Circulars are issued in a consecutive numbered series and are signed either by the Fiscal Assistant Secretary or the Commissioner of the Bureau of Government Financial Operations. They prescribe the policy and procedures of that Bureau's Division of Disbursement, and advise of changes in the Department of the Treasury disbursing network.

8. General Accounting Office (GAO). Although not an agency of the Executive Branch of the U.S. Government, the GAO issues directives which the various departments and agencies are required to follow. The GAO directives listed below are implemented within the Department by the Secretarial Office responsible for the subject matter.

A. General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies is the official medium through which the Comptroller General promulgates: (1) accounting principles, standards, and related requirements, and material for the guidance of Federal agencies in the development of their accounting systems and internal audit programs; (2) uniform procedures for use by Federal agencies; and (3) relationships of the GAO with other Federal agencies, and with individuals and private concerns doing business with the government. New or revised material for the Manual is forwarded by numerical transmittal sheets.

B. Decisions of the Comptroller General of the United States are decisions on the legality of payments or transactions which are made at the request of heads of departments and agencies, and disbursing and certifying officers, and decisions upon request for review of GAO settlements. To keep the government agencies currently informed, GAO furnishes daily synopses of decisions of uniform application or general interest, and advance copies of the decisions upon request. These individual decisions are numbered and are published both in monthly pamphlets and in annual volumes. Unpublished decisions also are made available to government agencies upon request. Decisions of the Comptroller General are final and

conclusive upon the executive agencies, but not upon the courts or the Congress.

C. Memorandums to Heads of Executive Agencies are issued by the Comptroller General of the United States and are signed either by the Comptroller General, Deputy Comptroller General, or a Division Director, depending upon the subject matter. These issuances are numbered and generally cover broad and specific type subjects which affect all Federal departments and agencies.

D. Letters to the Secretary are signed either by the Comptroller General of the United States or Deputy Comptroller General and generally cover a particular subject or a specific matter which relates to the Department, or one or more departments.

9. Department of Treasury and the General Accounting Office Joint Regulations. These regulations are issued jointly by Treasury and GAO on broad financial and fiscal policy matters where both agencies have joint responsibility. They are issued governmentwide, are numbered and are signed by the Secretary of the Treasury and the Comptroller General of the United States. This type of directive is implemented by the Department=s Office of Financial Management.

10. Department of Defense Civilian Personnel Per Diem Bulletins. These Bulletins are issued in a consecutive numbered series by the Department of Defense Per Diem, Travel and Transportation Allowance Committee. They prescribe maximum per diem rates for civilian travel for areas outside the continental United States (non-foreign). The Department=s Office of Financial Management implements this type of directive.

11. Department of State. The Department of State issues the following types of directives which are implemented by the Department=s Office of Financial Management.

A. Foreign Currency Bulletins are issued in a consecutive numbered series, prescribe and require the use of excess and near-excess foreign currencies in lieu of U.S. dollars for travel, transportation, per diem and related costs in specified foreign countries.

B. Standardized Regulations (Government Civilians, Foreign Areas) prescribe regulations and maximum rates concerning the following allowances for employees in foreign areas; quarters, cost-of-living, post differential, danger pay, per diem, temporary lodging, post allowance, foreign transfer allowance, home service transfer allowance, separate maintenance allowance, education allowance, educational travel, representation allowances, official residence allowance, and other allowances. Bureaus and offices have employees in foreign areas may apply these regulations and rates. These are not to be confused with Department of State regulations applicable only to the Department of State.

12. Department of Commerce. The Department of Commerce, National Telecommunications and Information Administration, issues a Manual of Regulations and Procedures for Federal Radio Frequency Management. The Assistant Secretary for Communications and Information issues revisions to the Manual in January, May and September. These regulations are binding on all Federal agencies as they relate to assignment

of radio frequency authorizations, spectrum utilization and emergency preparedness. The Office of Information Resources Management implements this type of directive.

13. International Telecommunications Union. The Secretary-General of the International Telecommunications Union (ITU) publishes International Radio Regulations and Additional Radio Regulations. They are revised by World or Regional Administrative Radio Conferences which meet as required, and which are attended by representatives of the member countries of the Union. These regulations are considered to be annexed to the ITU Convention, which is an international treaty. Thus, any country which ratifies the Convention or adheres thereto must follow the provisions of the Radio Regulations and observe the prescribed international rules in all radio communications matters. The Office of Information Resources Management implements this type of directive.

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