

Department of the Interior

Departmental Manual

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Series: Information Resources Management

Part 381: Origination of Records and Information

Chapter 4: Departmental Directives System

Originating Office: Office of Planning and Performance Management

381 DM 4

4.1 Authority and Legal Requirements. The provisions of the Federal Records Act (44 U.S.C. 3101-3102), as interpreted by the Federal Property Management Regulations (41 CFR 101-11.201 and 11.209), require the Department to provide proper documentation of its organization, functions, policies, decisions, procedures, and essential transactions; and to establish an appropriate program for the management of its directives which provide such documentation. In addition, the Public Information Section of the Administrative Procedure Act (U.S.C. 552) requires the Department to make available to the public (through Federal Register publication) descriptions of its organization, where and how information and decisions can be secured, what and how functions are performed, what requirements must be met to get benefits or service, and what procedures must be followed.

4.2 Responsibilities. The Office of the Secretary through its Secretariat and its staff offices fulfills part of these legal requirements by prescribing general policies and procedures, and by assigning functions and making delegations through the Departmental Manual and Secretary's Orders. Its staff offices interpret and implement Presidential and other agency administrative and technical directives which require Departmental observance. The directives containing such policies, procedures, and guidance are issued and published through the Departmental Directives System.

A. Departmental directives shall be observed and followed by all bureaus and offices of the Department to which they are addressed or to which they apply.

B. The Assistant Secretary - Policy, Budget and Administration is responsible for the Departmental Directives System. The Assistant Secretary is assisted in carrying out such responsibilities by the Division of Directives and Regulatory Management, Office of Information Resources Management.

4.3 Origin of Directives. The directives in the Departmental Directives System have their origins in various legislative and executive agency authorities and instructions. The Secretary and the Department are assigned numerous responsibilities and authorities through the passage of laws by Congress, the issuance of directives by the President and the Executive Office of the President, and through directives and regulations issued by other executive agencies (i.e., Office of Personnel Management, General Services Administration, etc.). Departmental directives are

limited to the subject areas authorized by law, and restricted by the interpretations, guidelines, instructions, and procedures set up by executive and legislative agencies.

4.4 System Components. The Departmental Directives System comprises the following:

A. The Departmental Manual and Departmental Manual Additions to: (1) the Federal Personnel Manual (FPM), (2) the Federal Procurement Regulations (FPR), and (3) the Federal Property management Regulations (FPMR).

B. Secretary=s Orders.

C. The Department=s public regulations published in the Code of Federal Regulations.

D. Directives of the President and other executive agencies which are incorporated into and made a part of Departmental directives.

E. Administrative and technical directives issued by Office of the Secretary components which are listed to specific subject areas and specific audiences.

F. Directives issued by bureaus to implement Departmental guidance and to carry out assigned programs.

4.5 Descriptions.

A. The structure and issuance criteria for the Department=s directives are described in the following Departmental Manual chapters;

(1) Departmental Manual - 011 DM 1-3.

(2) Departmental Manual Additions to the Federal personnel Manual - 370 DM 1.

(3) Departmental Manual Additions to the Federal Procurement Regulations - 400 DM 1.

(4) Departmental Manual Additions to the Federal Property Management Regulations - 400 DM 1.

(5) Secretary=s Orders - 012 DM 1.

(6) Code of Federal Regulations - 318 DM 1-10.

(7) Directives of the President and other executive agencies - 381 DM 2-3.

B. Administrative and technical directives issued by Office of the Secretary components are used to convey instructions and guidance to counterpart staff activities in the bureaus and offices. Such directives are limited in scope and do not enunciate Departmentwide policy,

guidelines, or delegations of authority, which are reserved for publication in the Departmental Manual. Descriptions of such directives series are published in pertinent appendices to this chapter, or may be obtained from the issuing office listed below. The Office of the Secretary components which issue such limited directives include:

- (1) Office of Environmental Project Review.
- (2) Office of Financial Management.
- (3) Office of Administrative Services.
- (4) Office of Personnel.
- (5) Office for Equal Opportunity.
- (6) Office of Acquisition and Property Management.

C. Each bureau described in Parts 115 to 155 of the Departmental Manual is required to establish and maintain a directives system to publish instructions on the conduct of administrative and program activities of each bureau (see 381 DM1). Such systems are described in appropriate bureau directives, which are available from the Directives Officer of each bureau. Bureau directives are supplementary to and do not contradict or deviate from the Departmental directives in 4.5A and 4.5B above.

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