

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART Part 011 DM 5	SUBJECT DEPARTMENTAL DIRECTIVES The Departmental Manual Handbooks that Supplement Departmental Manual Chapters	RELEASE NUMBER 3981
FOR FURTHER INFORMATION, CONTACT Office of the Executive Secretariat and Regulatory Affairs		DATE SEP 6 2013

EXPLANATION OF MATERIAL TRANSMITTED:

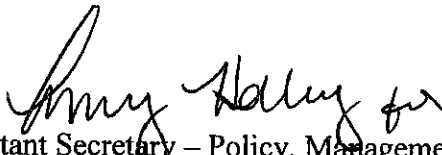
This Departmental Manual (DM) Release updates 011 DM 5, the policy and guidance for preparing, approving, and issuing Departmental handbooks. Updates to the policy include:

-Changing the approval and issuing authority for all Departmental handbooks from the level of Office Director to the Assistant Secretary – Policy, Management and Budget.

-Providing guidance for developing and formatting handbooks.

-Updating the office of responsibility from the Office of Planning and Performance Management to the Office of the Executive Secretariat and Regulatory Affairs.

-Removing references to DM Additions and interagency directives as handbooks to the DM. Newer technologies permit such directives to be accessed via websites and the web addresses can be cited in the chapter.


Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:

011 DM 5
2 Sheets

Insert:

011 DM 5
1 Sheet