

Department of the Interior Departmental Manual

Effective Date: 09/06/13

Series: Departmental Directives

Part 011: The Departmental Manual

Chapter 5: Handbooks that Supplement Departmental Manual Chapters

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

5.1 General. Technical or detailed instructions, or information on specific activities that supplement general policies and procedures stated in the Departmental Manual (DM) are referred to as handbooks. A DM chapter that is supplemented by a handbook must include a reference to the handbook along with details on the location of the handbook.

5.2 Issuing Authority. The Assistant Secretary – Policy, Management and Budget or the Chief of Staff to the Assistant Secretary – Policy, Management and Budget approves handbooks. A Deputy Assistant Secretary within the Office of the Assistant Secretary – Policy, Management and Budget may approve handbooks for offices they oversee.

5.3 Review and Clearance. Handbooks must be reviewed and cleared by the appropriate bureaus and offices prior to approval.

5.4 Handbook Format. Handbooks are not required to be in the same format that is required for DM chapters; however, the following standards are required.

A. Margins. The text must be within one inch margins on all sides of the page.

B. Header. The DM “Part” and “Chapter” number that the handbook supplements followed by the letters “HB” must be aligned in the upper right hand corner as a header on each page. Page numbers are to be included beneath the Part and Chapter number.

Example: 011 DM 5 HB
Page 1 of 10

C. Text. All text must be typed in “Times New Roman” using font size “12 point.”

D. Paragraph format. The author of the handbook may use a paragraph format or style that is best suited to the type of information and level of detail provided.

5.5 Publication/Availability. Approved handbooks will be published and made available on the Department’s Electronic Library of Interior Policies System: <http://elips.doi.gov>.