

# Department of the Interior Departmental Manual

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**Effective Date:** 12/11/01

**Series:** Departmental Directives

**Part 011:** The Departmental Manual

**Chapter 1:** Purpose and Structure

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

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## 011 DM 1

**1.1 Purpose.** This chapter describes the purpose and structure of the Departmental Manual (DM). The DM is the authorized means of documenting and issuing instructions, policies, and procedures that have general and continuing applicability to Departmental activities, or that are important to the management of the Department.

**1.2 Scope.** The DM describes the organizations and functions of the Department=s bureaus and offices, documents delegations of the Secretary=s authority, and prescribes the policies and general procedures for administrative activities and specific program operations.

A. It is used to communicate the instructions of the Office of the Secretary throughout the Department, to provide guidance to the bureaus and offices in their administrative and program operations, and to serve as the primary source of information on organization structure, authority to function, and policy and general procedures.

B. Bureaus and offices must comply with the provisions of the DM, except to the extent that the provisions are superseded by appropriate authority: e.g., a change in statute, regulation, or Executive order; a Secretary=s Order or a court decision; etc.

**1.3 Issuing Authority.** Chapters in the DM, including revisions, additions, or amendments to DM chapters are issued under the signatures of authorized officials or officials acting for authorized officials as follows:

A. The Assistant Secretary - Policy, Management and Budget or a properly authorized subordinate official is authorized to sign DM chapters, except as follows:

(1) The Secretary or the Deputy Secretary are the officials authorized to sign chapters covering Secretarial officers, offices reporting to the Secretary, and delegations of the Secretary=s authority. This authority may not be redelegated.

(2) Assistant Secretaries are authorized to sign chapters further redelegating the authorities delegated to them. This authority may be redelegated to Deputy Assistant Secretaries. No further redelegation is authorized.

B. The Assistant Secretary - Policy, Management and Budget, or a properly authorized subordinate official, may sign a DM chapter in the 200-299 DM Series (Delegations), if the chapter is transferring a delegation from a Secretary's Order, without substantive change.

#### 1.4 **Responsibilities.**

A. Management and Coordination. The Office of Planning and Performance Management under the Deputy Assistant Secretary - Performance and Management is responsible for managing the DM System, for assigning Series, Part and Chapter numbers, coordinating the review and issuance of instructions in the DM, and for maintaining the currency and completeness of the DM.

B. Chapter Currency. The responsibilities for maintaining current policy statements in the DM, including issuing new chapters, revising existing chapters, or removing outdated chapters under the various Parts, are as follows:

(1) Organization (Parts 100 - 199) - Secretarial Officers and heads of bureaus and offices responsible for the respective organizations.

(2) Delegations of Authority (Parts 200 - 299) - Secretarial Officers and heads of bureaus and offices seeking specific authority.

(3) Administrative and Program (Parts 300 - 999) - Officials in bureaus and offices responsible for the subject matter of the directive.

#### 1.5 **Contents of the DM.** The DM includes the following:

A. The Basic Manual

B. DM Additions which supplement other Federal issuances that establish government-wide policies. These include the DM Additions to the Federal Acquisition Regulations (FAR), the Federal Property Management Regulations (FPMR) and the DM Additions to the Treasury Financial Manual (TFM). The DM Additions to the FAR, FPMR, and TFM are structured similar to the basic issuances they supplement. Descriptions of the structure and procedures for issuing and revising additions are contained in the following DM chapters:

(1) DM Additions to the FAR - 401 DM 1

(2) DM Additions to the FPMR - 400 DM 1

(3) DM Additions to the TFM - 330 DM 1

The DM also contains DOI Human Resources policies that supplement federal statutes and authorities.

**1.6 Structure of the Basic Manual.** The policy and guidance in the DM is organized into related subject matter categories. There are six broad categories which are further subdivided into categories called ASeries. Each series is divided into numbered subclassifications called AParts. The Part numbers range from 010 to 999. Each Part contains specific subject areas consisting of chapters. Each chapter includes policy, procedures, instructions, etc., on a specific topic. The chapter is the basic unit of text in the DM. The six broad categories are described below.

A. Departmental Directives. This category includes Parts 001 - 004 DM. It includes the introductory chapters and contains the requirements and instructions for writing, reviewing, and approving policies, procedures, and guidance issued in the DM.

B. Organization. This category includes Parts 100 - 199 DM. It contains descriptions of bureau and office organizational structures and functions.

C. Delegation. This category includes Parts 200 - 299 DM. It contains statements of the authorities for Secretarial Officers and heads of bureaus and offices, including authorities delegated to these officials to perform administrative and program responsibilities.

D. Administration. This category includes Parts 300 - 399 DM. It contains policies, standards, and procedures governing the Department's administrative, legal, legislative, and informational activities.

E. Programs. This category includes Parts 500 - 899 DM. It contains policies, standards, and procedures governing specific program activities of the Department (e.g., Federal Assistance Programs, Environmental Quality Programs, Public Lands, Water and Land Resources, etc.).

F. Emergency Programs. This category includes Parts 900 - 999 DM. It contains policies, standards, and procedures for planning and operations in emergency situations.

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