OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
400 DS 11	Delegation of Authority to Trust Account Manager	14-48
FOR FURTHER INFORMATION Deputy Special Trustee - Field Operations		DATE DEC 0 1 2014

EXPLANATION OF MATERIAL TRANSMITTED:

This Chapter provides for delegation of authority in accordance with **210 DM 26 and related DM Chapters** from the Deputy Special Trustee – Field Operations for trust program functions to each position of Trust Account Manager. This release is for the purpose of bringing the Chapter into conformance with requirements of the current OST Directives System. This Chapter has been reformatted with no substantive change to its content.

Jim James, Deputy Special Trustee-Field Operations

FILING INSTRUCTIONS:

Remove: 800 OM 7

Insert: 400 DS 11

1.1 Purpose. The Deputy Special Trustee – Field Operations, Office of the Special Trustee for American Indians (OST) delegates authority for the performance of program functions to each position of Trust Account Manager for Field Operations. This delegation provides for programmatic functions necessary to operate and provide for beneficiary trust services.**1.2 Policy.** It is the policy of OST to issue Delegations of Authority to appropriate positions within OST. Each delegation is issued in strict compliance with the provisions set forth in the Departmental Manual (DM). This delegation is authorized with consideration given to the:

A. Need for efficiency of operations.

B. Availability of trained staff.

C. Need to coordinate programs on an agency-wide basis.

1.3 Authority for Delegation. This authority is issued pursuant to the authority delegated to the:

A. Special Trustee for American Indians in 209 DM 11.

B. Deputy Special Trustee – Field Operations in 210 DM 26.

1.4 Delegation of Program Authority. This delegation provides for the authority to account for the daily and annual balance of funds held in trust by the United States for the benefit of an American Indian tribe or individual American Indian, and which are deposited or invested pursuant to the Act of June 24, 1938 (25 U.S.C. 162a). Specific, delegated authority includes the following:

A. Account for all trust matters in accordance with the United States Code (USC), Code of Federal Regulations (CFR), applicable public laws, and applicable policies, yielding to the limitations described in **paragraph 1.5.**

B. Coordinate trust asset management activities within respective geographic locations.

C. Provide guidance to Field Operations staff in all trust business process areas involving receipts, processing, accounting, and disbursing of trust funds.

D. Ensure that trust transactions including routine file maintenance (RFM) are:

1) Documented adequately.

2) Properly processed in a timely manner.

3) Accurately recorded.

E. Provide oversight and assistance for business processes involving trust fund collections and receipts.

F. Ensure that individual Indian and tribal trust funds are maintained, managed, and accounted for in accordance with applicable policies and procedures, regulations, statutes, and governing trust documents (e.g., awards, settlements, use and distribution plans, tribal resolutions, etc.).

G. Ensure that individual Indian and tribal trust funds received are Indian trust funds, thereby recommending the establishment and/or closure of trust fund accounts.

H. Maintain and manage all trust funds documentation supporting financial and non-financial activities.

I. Provide timely, courteous, and accurate responses to inquiries from trust fund beneficiaries.

1.5 Limitations. This delegation is limited to the trust program authority assigned to the Deputy Special Trustee – Field Operations, and the functions and responsibilities of that position. This delegation is subject to the limitations of 200 DM 1. Further limitations include:

A. This delegation excludes the authority to approve the withdrawal of tribal trust funds under P.L. 103-412 (The American Indian Trust Fund Management Reform Act of 1994).

B. This delegation excludes the authority to invest Indian trust funds.

C. This delegation limits the authority to disburse or transfer tribal and/or individual Indian trust funds. Not to exceed: $99,999.99.

1.6 Effect of Delegation. This delegation does not divest the power of the Deputy Special Trustee – Field Operations to exercise the authority stated in **paragraph 1.4** nor does this delegation relieve the Deputy Special Trustee – Field Operations of responsibility for action taken pursuant to this delegation (200 DM 1.9).

1.7 Authority to Redelegate. The authority delegated by this directive shall not be redelegated without the prior approval of the Deputy Special Trustee – Field Operations. No other form of redelegation is authorized.

1.8 Expiration Date. This delegation of authority will remain in effect until amended, superseded, or revoked.