OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	Subject	RELEASE NUMBER
500 DS 11	Delegation of Authority to Branch Chief, Disbursing	14-24
FOR FURTHER INFORMATION		**DATE**
Deputy Special Trustee - Trust Services		**JAN 7 2015**

EXPLANATION OF MATERIAL TRANSMITTED:

This Chapter provides for delegation of authority from the Deputy Special Trustee – Trust Services as provided in **210 DM 26 and related DM Chapters** to the position of Branch Chief, Disbursing.

Douglas A. Lords, Deputy Special Trustee
Trust Services

FILING INSTRUCTIONS:

Remove: 900 OM 3

Insert: 500 DS 11

1.1 Purpose. This Chapter provides delegation of authority from the Deputy Special Trustee – Trust Services as provided in 210 DM 26 to the position of Branch Chief, Branch of Disbursing, Trust Funds Management (TFM). This delegation provides for the programmatic functions necessary to operate and to provide for increased beneficiary trust services and to fulfill the responsibilities for the functions, programs and activities assigned to the organizational unit.

1.2 Scope. This Chapter applies to the position of Branch Chief, Branch of Disbursing by the delegated authority of the Deputy Special Trustee – Trust Services.

1.3 Policy. It is the policy of the Office of the Special Trustee for American Indians (OST) to issue Delegations of Authority to appropriate positions within OST. Each delegation is issued in 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.

1.4 Authority for Delegation.

A. Organization, Office of the Special Trustee for American Indians in **110 DM 26.**

B. Delegation of Authority to the Secretary of the Interior, General Provisions in **200 DM 1.**

C. Delegation's, Special Trustee for American Indians and the Principal Deputy Special Trustee in **209 DM 11** to exercise all of the authority of the Secretary, subject to the limitations in **200 DM 1**, relating to the trust responsibilities enumerated by Congress in Chapter 42 of Title 25 of the U.S. Code – American Indian Trust Fund Management Reform, Subchapters I & II **(25 U.S.C. § 4011 – 4029).**

D. Delegation, Heads of offices including the Deputy Special Trustees within OST in **210 DM 26** to account for the daily and annual balance of all funds held in trust by the United States for the benefit of an Indian tribe or an individual Indian that are deposited or invested pursuant to the Act of June 24, 1938 **(25 U.S.C. 162a).**

E. No power to divest responsibilities when delegated to another position within the organization as set forth in **200 DM 1.9.**

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

A. Account for trust matters in accordance with the United States Code, Code of Federal Regulations, applicable public laws and applicable policies.

B. Provide guidance to office staff in trust business process areas involving receipting, processing, overnighter investing, accounting, and disbursing of trust funds.

C. Operate and control accounting activities that properly record funds disbursed and held in trust for individual Indians and tribes.

D. Coordinate with other federal agencies as necessary in the maintenance of trust accounts.

E. Provide centralized accounting services for trust funds management activities.

F. Work directly with field offices to ensure trust funds documentation supports financial and non-financial activities.

G. Authorize SEI Daily Settlement and Treasury activities.

H. Authorize disbursements and transfers for the purposes of probate, tribal and/or individual Indian trust funds.

1.6 Limitations. This delegation is limited to the trust program authority specifically related to the functions and responsibilities assigned to the Deputy Special Trustee – Trust Services and subject to the limitations in **200 DM 1.** Specific limitations are:

A. The exclusion of authority to approve a tribal request to withdraw tribal funds from trust status under 25 CFR part 1200 (American Indian Trust Fund Management Reform).

B. The authority excludes the authority to invest Indian trust funds.

C. This delegation limits disbursement and transfer authority.

D. For purposes of disbursement and transfer of probate, tribal, and/or individual Indian trust funds: Not to exceed $999,999.99.

E. This delegation does not place a dollar limitation on the authority for transfer of funds between the suspense/house holding accounts as part of standard accounting.

F. This delegation in no manner allows Branch Chief to perform CSS first and second approvals concurrently for the same transaction.

1.7 Effect of Delegation. This delegation does not divest the power of the Deputy Special Trustee – Trust Services to exercise the authority stated in **paragraph 1.5**, nor does the delegation relieve the Deputy Special Trustee – Trust Services of the responsibility for action taken pursuant to the delegation.

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

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