

OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
010 DS 4	Handbooks to the Office of the Special Trustee for American Indians (OST) Directives System Manual	13-05
FOR FURTHER INFORMATION		DATE
Office of the Principal Deputy Special Trustee		FEB 06 2014

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes policy for producing handbooks as part of the OST Directives System (DS) Manual.



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Office of the Principal Deputy Special Trustee

FILING INSTRUCTIONS:

Remove: None

Insert: 010 DS 4

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- 1.1 Purpose.** This chapter establishes policy for producing handbooks as part of the OST Directives System (DS) Manual.
- 1.2 Scope.** The standard procedures and recommended or acceptable practices for OST Handbooks are applicable to all OST employees and contractors.
- 1.3 Policy.** Handbooks provide guidance or technical information specific to an activity, program, or function. They are companions to DS Chapters, providing a greater level of detail regarding the processes and procedures OST employees use to perform their duties. Programs or functions which rely on Handbooks, User Guides, or Desk Operating Procedures to supplement the information provided in their DS Chapters are responsible for ensuring that the information in these documents conforms to the applicable statutes, regulations, and policies cited in the respective DS Chapter.
- 1.4 Authority.**
- A. The Federal Records Act (44 U.S.C. 3101)** requires the head of each Federal agency to make and preserve records containing adequate and proper documentation of the organization, as well as the functions, policies, decisions, procedures, and financial transactions of the agency. The records produced by OST should be designed to furnish the information necessary to protect the legal and financial rights of the Government and the beneficiaries directly affected by the activities of the agency.
 - B. The Public Information section of the Administrative Procedure Act (5 U.S.C. 552)** requires that the following information be made available to the public:
 - 1) Descriptions of the organization.
 - 2) Where and how information and decisions can be accessed.
 - 3) What and how functions are performed.
 - 4) What requirements must be met to obtain services or benefits.
 - 5) Which procedures must be followed.
 - C. Departmental Manual 381 DM 1** requires that OST provide proper documentation of its organization, functions, policies, and procedures.
- 1.5 Guidance.** The OST Directives System Handbook (010 DS 1-H) is designed to assist OST staff in the development of policies and supportive documents. The Handbook is comprised of instructions and templates as well as sample documents to guide OST staff in the production of documents that accurately reflect the activities of the agency. The Handbook is available on the OST Internet website at <http://www.doi.gov/ost/index.cfm> under the documents tab, and on the Intranet site of OST. A copy of the Handbook may

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also be obtained by contacting the Office of Regulatory Affairs and Collaborative Action (RACA), 1001 Indian School Road NW, Suite 312, Albuquerque, NM 87104.

1.6 Style. Handbooks are written in whatever style best conveys the information or instructions contained in the handbook. A standard template is not required, however each handbook must have:

A. Title/Cover page which states:

- 1) Title of the handbook.
- 2) Name of the program or functional area with which the handbook is affiliated.
- 3) Official name and address of the issuing office.
- 4) Footnoted date and related DS Chapter.

B. Handbooks must also be formatted for clarity, including:

- 1) Table of Contents.
- 2) Chapter and page numbers which match the Table of Contents.
- 3) Current and accurate names of OST offices and officials.
- 4) Correct citations and current authorities (references to the Code of Federal Regulations (CFR), the United States Code (USC), and other official governing policies, regulations, or treaties).
- 5) Illustrations and Appendices in electronic format.

1.7 Responsibilities.

A. Deputy Special Trustees (DSTs) and the Directors of the Office of Appraisal Services (OAS) and the Office of Historical Trust Accounting (OHTA) as well as those in charge of the functional areas for “Ethics” and “Policy and Core Plus”. The office with primary subject-matter responsibility (the originating office¹) develops content, maintains, and updates the information in their handbooks. The originating office also prepares the Transmittal Sheet and Clearance Record. The Transmittal Sheet contains a summary of the handbook content, and an explanation of any change or modification. The Clearance Record reflects the signatures necessary to document the concurrence of appropriate reviewing offices as the handbook is routed.

¹ The functional areas of “Ethics” and “Policy and Core Plus” may also author Handbooks. In doing so, these functional areas assume the same responsibilities for directives as the DSTs and Directors of OAS and OHTA, as specified throughout the OST Directives System Handbook (010 DS 1-H).

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- B. RACA** provides the originating office with a release number and document identification number. RACA reviews handbooks and coordinates recommended changes or corrections with the authors prior to the time the originating office routes the final document for approval. Once all clearance signatures are obtained for a handbook, it is returned to RACA to be stamped with date of issue, entered into the OST directives database system, and published on the OST Public website.
- C. “Owners” of Automated Systems.** Organizational units designated as “Owners” of automated systems are authorized to issue handbooks which serve as User Guides for those systems. User Guides are not required to be referenced in a corresponding DS Chapter.
- D. Signature Authority.** Officials with the authority to sign handbooks related to the OST DS are: the OST Chief of Staff, the DSTs and the Directors of OAS and OHTA.