

OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
010 DS 1	Management of the Office of the Special Trustee for American Indians (OST) Directives System	13-01
FOR FURTHER INFORMATION		DATE
Office of the Principal Deputy Special Trustee		NOV 18 2013

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter provides an introduction to the Office of the Special Trustee for American Indians (OST) system of managing and maintaining policies and directives.



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FILING INSTRUCTIONS:

Remove: None

Insert: 010 DS 1

Office of the Special Trustee for American Indians

DIRECTIVES SYSTEM MANUAL

- 1.1 Purpose.** This chapter provides an introduction to the Office of the Special Trustee for American Indians (OST) system of managing and maintaining policies and directives.
- 1.2 Scope.** Compliance with the OST Directives System (DS) Manual is mandatory for OST employees and its contractors. Policies applicable to tribal contractors, grantees, or compactors will clearly state the statutory or regulatory basis requiring compliance.
- 1.3 Policy.** The OST Directives Manual (OM) is being superseded in its entirety and replaced by the OST DS. The OST DS serves as documentation of current authorities, policies, and procedures of activities under the control of OST, including organizational descriptions and general directives for each function or program as prescribed in the DS Index¹. Existing OM Chapters will continue to be in effect until replaced by DS Chapters, or revoked.
- 1.4 Authority.** The Federal Records Act (44 U.S.C. 3101), the Public Information section of the Administrative Procedure Act (5 U.S.C. 552), and Departmental Manual 381 DM 1 require that OST produce records containing adequate and proper documentation of the organization, functions, policies, procedures, and essential transactions of the agency. Records maintained by OST should furnish the information necessary to protect the legal and financial rights of the Government and of beneficiaries directly affected by the agency's activities.
- 1.5 Government-wide Policies, Directives, and Guidance.** Federal employees are required to comply with orders, regulations, circulars, and official directives issued by agencies outside of OST including, but not limited to: Executive Orders, the Department of the Interior Manual (DM), and guidance and directives issued by the Office of Management and Budget (OMB), the Office of Personnel Management (OPM), the Department of the Treasury, and the General Services Administration (GSA).
- 1.6 Style.** The DS is organized into sections called Parts, which describe the major functions and programs under the authority of the Special Trustee for American Indians (for example: Trust Records, Trust Beneficiary Call Center, Trust Funds Management, Information Resources). Each Part is further divided into Chapters, which describe in general what each program or functional area does and under which authority these functions are performed. The Parts and Chapters are listed in the DS Index.
- 1.7 OST Directives System Handbook.** The [Handbook \(010 DS 1-H\)](#) is designed to assist OST staff in the development of policies and supportive documents. It is comprised of instructions and templates to produce directives, and is issued in conjunction with this policy 010 DS 1, Management of the OST Directives System.

¹ The Index is included in the OST Directives System Handbook as Appendix 3.