

OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
010 DS 5	OST-Wide Policy Memoranda	13-06
FOR FURTHER INFORMATION		DATE
Office of the Principal Deputy Special Trustee		FEB 06 2014

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes policy for producing and issuing OST-Wide Policy Memoranda (OST-WPM).



Helen Riggs, Chief of Staff
Office of the Principal Deputy Special Trustee

FILING INSTRUCTIONS:

Remove: None

Insert: 010 DS 5

Office of the Special Trustee for American Indians
DIRECTIVES SYSTEM MANUAL

Part 010
Chapter 5

Directives Management
OST-Wide Policy Memoranda

Page 1

- 1.1 Purpose.** This chapter establishes policy for producing and issuing OST-Wide Policy Memoranda (OST-WPM).
- 1.2 Scope.** Compliance with OST policy is mandatory for all OST employees and contractors.
- 1.3 Policy.** OST-WPM are temporary policies which provide interim guidance regarding the duties and responsibilities of OST employees and contractors. OST-WPM are valid for one year and can be extended for one year, after which the policies published as OST-WPM must be incorporated into Chapters of the OST Directives System Manual, superseded, or cancelled.
- 1.4 Authority.**
- A. The Federal Records Act (44 U.S.C. 3101)** requires the head of each Federal agency to provide proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency. Records should be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.
 - 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 Manual Handbook (010 DS 1-H) provides instructions and examples to assist those who produce OST-WPM including templates and examples for formatting, producing a Clearance Record, and instructions for footnotes. The Handbook is available on the OST Internet website at <http://www.doi.gov/ost/index.cfm> under the documents tab, and on the OST Enterprise Portal, OST's Intranet website. A copy of the Handbook may also be obtained by contacting the Office of Regulatory Affairs and Collaborative Action, 1001 Indian School Road NW, Suite 312, Albuquerque, NM 87104.

Office of the Special Trustee for American Indians
DIRECTIVES SYSTEM MANUAL

1.6 Style. OST-WPM should be written in plain language which is easily understood. Technical language and legal jargon should be avoided, and acronyms should be used sparingly and only after the complete words for the acronym have been spelled out the first time it is used in a document.

1.7 Responsibilities.

- A. Principal Deputy Special Trustee, Chief of Staff, Deputy Special Trustees and the Directors of the Office of Appraisal Services and the Office of Historical Trust Accounting as well as those in charge of the functional areas for “Ethics” and “Policy and Core Plus”** are responsible for ensuring that information issued as OST-WPM is accurate and up-to-date when produced by programs (and arise from functions) within their authority.
- B. OST Offices and functional areas¹** that develop OST-WPM are responsible for ensuring that the policy and processes in the OST-WPM conform to applicable statutes, regulations and policies, and that agency-wide policy is consistent with the directives contained in the DS. The authoring office is responsible for developing OST-WPM content; circulating drafts for internal review and comments; preparing the Clearance Record for the OST-WPM’s surnaming; and ensuring the material is appropriately distributed in electronic or printed format. OST-WPM do not require a Transmittal Sheet since an OST-WPM has the authorizing signature at the close of the memorandum.
- C. Office of Regulatory Affairs and Collaborative Action (RACA)** provides guidance and assistance for developing OST-WPM. RACA assigns a release number and document identification number; reviews memoranda for format and proper delegation of authority; and coordinates recommended changes or corrections with the authoring office. When an OST-Wide Policy Memorandum is final and signed by the appropriate officials, the document is returned to RACA to stamp the date of issue, enter the document into the OST directives database system, and publish the document on the OST Public website.
- D. Signature Authority.** Officials with the authority to sign OST-WPM are the Special Trustee and the Principal Deputy Special Trustee.

¹ The functional areas of “Ethics” and “Policy and Core Plus” may also author OST-WPM. 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).

Office of the Special Trustee for American Indians
DIRECTIVES SYSTEM MANUAL

Part 010
Chapter 5

Directives Management
OST-Wide Policy Memoranda

Page 3

1.8 Definitions.

- A. Clearance Record (Form DI 228).** The Clearance Record is used during the final review and signature (surnaming) process to document concurrence by each reviewing official. Content should be carefully reviewed before a document is signed. Instructions and examples for completing the Clearance Record are in the OST Directives System Handbook.
- B. Directive.** A means of written communication that conveys policy, initiates or governs actions, conduct, or procedures.
- C. Document Identification Number.** A unique identification number for the type of directive being issued. Instructions for constructing the document identification number are in the OST Directives System Handbook.
- D. Proper Documentation.** Identifying what information needs to be created or received to provide documented evidence of carrying out official responsibilities; managing the organization; and meeting the Department's legal responsibilities.