

Office of the Special Trustee for American Indians  
DIRECTIVES SYSTEM MANUAL

Part 010  
Chapter 1

Directives Management  
Management of OST Directives System

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- 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 is mandatory for OST employees and its contractors. Policies applicable to tribal contractors, grantees, or compactors will Search Calendar clearly state the statutory or regulatory basis requiring compliance.
- 1.3 Policy.** The OST Directives System Manual guides the development of policies and procedures administered by OST.
- 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 OST Directives System describes 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).

**Approval**

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X 

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