

Office of the Special Trustee for American Indians  
DIRECTIVES SYSTEM MANUAL

Part 010  
Chapter 2

Directives Management  
OST Directives System Manual

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**1.1 Purpose.** The primary purpose of the Office of the Special Trustee for American Indians (OST) Directives System (DS) Manual is to communicate management instructions and information. Policies, procedures, and general guidance for OST employees, necessary to govern internal OST operations, are published as part of the overall OST DS Manual.

**1.2 Scope.** The OST DS Manual includes organizational descriptions, delegations of authority, and the general policies for each OST function or program. Compliance with the OST DS Manual is mandatory for OST employees and contractors.

Tribal governments or tribal organizations operating OST programs under grants, contracts or compacts authorized by the Indian Self Determination and Education Assistance Act, as amended (25 U.S.C. §450 *et seq.*) may be required to comply with policies and procedures if mandated by statute or regulation. Policies applicable to tribal contractors, grantees, or compactors will clearly state the statutory or regulatory basis requiring compliance.

**1.3 Policy.** The OST DS Manual contains the current policies, which describe the functions and programs under the authority of OST. Each chapter describes (in general) the operations of each program or functional area and under which authority they perform these operations.

**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) Which requirements must be met to obtain services or benefits.

**C. Departmental Manual 381 DM 1** requires that OST provide proper documentation of its organization, functions, policies, and procedures.

**1.5 Chapter Content.** DS Chapters are intended to convey basic requirements and should generally be limited to a few pages. The complexity of the respective functional area or program will determine the length of a Chapter. Sections common to each chapter include:

**A. Purpose.** The purpose of the Chapter is stated in general terms, with a brief description of the objectives of the program or functional area.

- B. Scope.** Identifies who and which functions are covered by the policy.
  - C. Policy.** This section is written as a statement and conveys the policies that govern actions, conduct, processes, or procedures.
  - D. Authority.** The authority to perform OST functions and responsibilities is derived from specific legislation or Departmental directives. This section provides a citation for the statute, regulation, or other authority that the OST Program Office is relying upon to make policy or have the ability to enforce it.
  - E. Responsibilities.** This section indicates which OST Program Office is responsible for carrying out the particular elements of policy statements.
- 1.6 Style.** The OST DS Manual is organized into sections called Parts, which are the major functions and programs under the authority of the Special Trustee for American Indians (for example; Trust Services, Field Operations, Business Management, Program Management). Each Part is further divided into Chapters, which describe in general the operations of each program or functional area and under which authority these operations are performed. DS Chapters should be written in plain language that is simple and easily understood. Technical language may be included in standard operating procedures for a specific group of employees trained for a specific task, but in general, technical language and legal jargon should be avoided in policies and handbooks. 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. 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” are responsible for ensuring that the information in DS Chapters for the programs and functions within their authority is accurate and up-to-date (381 DM 1).
  - B. OST Program Offices** (including the OST Chief of Staff (COS), the DSTs and the program offices that report directly to the DSTs, to the Directors of OAS and OHTA) are responsible for maintaining current policies, revising existing Chapters, and removing outdated information (381 DM 1). The originating office<sup>1</sup> is responsible for developing and updating DS Chapter content, circulating drafts for internal review and comment, submitting the directive for formal review and concurrence in the OST\_Due System, and for ensuring the material is appropriately distributed in electronic or printed format.
  - C. Policy and Core Plus (PCP)** provides guidance and assistance for developing manuals, official memoranda, and handbooks that establish OST program policies and procedures. PCP assigns release numbers and document identification numbers,

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<sup>1</sup> The functional areas of “Ethics” and “Policy and Core Plus” may also author DS Chapters. In doing so, these functional areas assume the same responsibilities for directives as the DSTs and Directors of OAS and OHTA.

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reviews documents for format and proper delegation of authority, and coordinates recommended changes/corrections with the authoring OST Program Office. Once the document is final and signed by the appropriate official(s), it is returned to PCP. PCP enters the directive's relevant information into the OST directives database system, and publishes the directive on OST's Intranet website. PCP ensures that the Office of External Affairs publishes the directive on the OST public website.

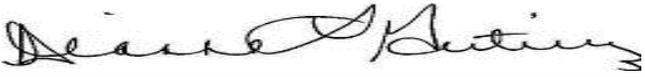
**D. Signature Authority.** The Chief of Staff is the issuing authority for DS Chapters. The DSTs and the Directors of OAS and OHTA sign only DS Chapters that are issued as delegations of authority.

### 1.8 Definitions.

- A. Directive.** A means of written communication that conveys policy and initiates or governs actions, conduct, or procedures.
- B. Directives Management.** A method of effective and efficient processing of controlled directives and their distribution, use, maintenance, and disposition.
- C. Document Identification Number.** A unique identification number for the type of directive being issued.
- D. Proper Documentation.** Identifying information that 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.

### Approval

8/10/2016

X 

Travis Trueblood  
Chief of Staff  
Signed by: DIANNE GUTIERREZ

Travis Trueblood  
Chief of Staff

Date