

- 1.1 Purpose.** This Chapter establishes policy for producing handbooks as part of the Office of the Special Trustee for American Indians (OST) Directives System (DS) Manual.
- 1.2 Scope.** The procedures and recommended or accepted practices contained in 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. Originators are responsible for ensuring that the information in handbooks conforms to applicable statutes, regulations, and policies.
- 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 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 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.

1.6 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 is responsible for developing and updating handbook content, circulating drafts for internal review and comment, submitting the handbook for formal review and concurrence in the OST_Due System, and for ensuring the material is appropriately distributed in electronic or printed format.

B. Policy and Core Plus (PCP) provides the originating office with a release number and document identification number. PCP reviews handbooks and coordinates recommended changes or corrections with the originating office prior to the time the final document is submitted for approval. Once all approval signatures are obtained for a handbook, it is returned to PCP to be entered into the OST directives database system, and published on the OST Intranet 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.

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.

Office of the Special Trustee for American Indians
DIRECTIVES SYSTEM MANUAL

Part 010
Chapter 4

Directives Management
Handbooks to the OST Directives System Manual

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Approval

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