

Office of the Special Trustee for American Indians
DIRECTIVES SYSTEM MANUAL

Part 010
Chapter 5

Directives Management
OST-Wide Policy Memorandum

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- 1.1 Purpose.** This Chapter establishes policy for producing and issuing an OST-Wide Policy Memorandum (OST-WPM).
- 1.2 Scope.** Compliance with OST policy is mandatory for all OST employees and contractors.
- 1.3 Policy.** An OST-WPM is a temporary policy which provides interim guidance regarding the duties and responsibilities of OST employees and contractors. An OST-WPM is valid for one year and can be extended for one year, after which a policy published as an OST-WPM must be incorporated into a Chapter of the OST Directives System Manual, superseded, or cancelled.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 Style.** An 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 directive.
- 1.6 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 an OST-WPM is accurate and current.

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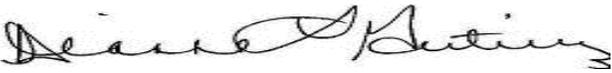
- B. OST Offices and functional areas¹** that develop an OST-WPM are responsible for ensuring that the policy and processes in an OST-WPM conform to applicable statutes, regulations and policies, and that agency-wide policy is consistent with the directives contained in the DS. The authoring office is responsible for developing OST-WPM content; circulating drafts for internal review and comments; preparing and tracking the OST-WPM on the OST_Due system; and ensuring the material is appropriately distributed in electronic or printed format.
- C. Policy and Core Plus (PCP)** provides guidance and assistance for developing an OST-WPM. PCP assigns a release number and directive identification number; reviews each memorandum 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 official, the directive is returned to PCP. PCP enters the directive into the OST directives database system, and publishes the directive on the OST Intranet website.
- D. Signature Authority.** Officials with the authority to sign an OST-WPM are the Special Trustee and the Principal Deputy Special Trustee.

1.7 Definitions.

- A. Directive.** A means of written communication that conveys policy, initiates or governs actions, conduct, or procedures.
- B. Document Identification Number.** A unique identification number for the type of directive being issued.
- C. 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.

Approval

8/10/2016

X 

Travis Trueblood
Chief of Staff
Signed by: DIANNE GUTIERREZ

Travis Trueblood
Chief of Staff

Date

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.