

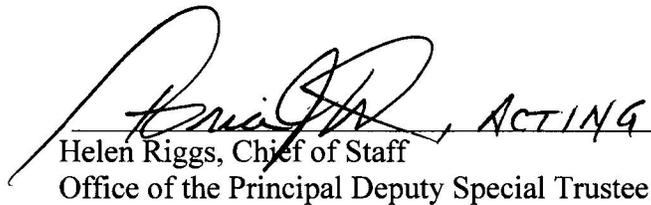
OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
011 DS 1	Organization - Policy and Responsibility	14-01
FOR FURTHER INFORMATION		DATE
Office of the Principal Deputy Special Trustee		MAY 30 2014

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter defines the policy and responsibilities that govern the management of organizational structures within the Office of the Special Trustee for American Indians.


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Office of the Principal Deputy Special Trustee

FILING INSTRUCTIONS:

Remove: None

Insert: 011 DS 1

- 1.1 Purpose.** This chapter defines the policy and responsibilities that govern the management of organizational structures within the Office of the Special Trustee for American Indians.
- 1.2 Policy.** OST seeks to ensure integrity and accountability to Indian trust beneficiaries in the administration of its operational processes as an agency under the auspices of the Department of the Interior. In compliance with the Administrative Procedure Act (Title 5 U.S.C. §552), and with Executive Order 12861, “Elimination of One-Half of Executive Branch Internal Regulations,” functional statements for all central and headquarters operations are published in 110 DM 26, and that information is not duplicated in this chapter of the OST Directives System Manual.

1.3 Authority.

A. Statutory.

- (1) Title 5 U.S.C., Government Organization and Employees

B. Guidance. Departmental Manual (DM):

- (1) Part 101, Organization Management
(2) Part 109, Chapter 11, Special Trustee for American Indians
(3) Part 110, Chapter 26, Organization, Office of the Special Trustee for American Indians

1.4 Definitions.

A. Central Office and Main Headquarters. Located in Washington, D.C., and is comprised of the Office of the Special Trustee for American Indians and the Office of the Principal Deputy Special Trustee for American Indians and staff with specialized duties who report directly to the heads of these offices. Staff may be located in Washington DC or in Albuquerque, New Mexico.

B. OST Headquarters-West. Organizational units located in Albuquerque, New Mexico that report directly to the Office of the Principal Deputy Special Trustee, and perform specialized duties.

C. Field Offices. Serve as duty stations for staff in various geographical locations for the delivery of specialized services to beneficiaries.

D. OST Headquarters-West Staff. Persons who report directly to a member of the Senior Executive Service or other line officer, and perform duties within specialized work units.

E. Line Authority. Oversight and guidance of the operation of an activity, including planning, directing, and being held accountable for the achievement of goals and objectives. Line officers have direct operational responsibility for accomplishing assigned missions and ensuring that activities under their authority are being performed in accordance with established laws, regulations, and policies.

F. Organizational Change. Establishment, abolishment, relocation, closure, or major modification in scope or responsibilities of any organizational unit.

G. Staff Authority. Provision of advice or services to line officers with regard to laws, regulations, policies, and related information. Staff management may include functional oversight or technical supervision by Headquarter Offices' staff over counterpart staff in field offices for the purposes of coordination, uniform application of rules and regulations, policies, economy, and effectiveness of operation to better use specialized skills.

H. Subordinate Organizational Levels below an Office in descending order are:

- (1) Division.
- (2) Branch.
- (3) Section.

I. Team may be used in place of any of the subordinate organization levels if:

- (1) It is the lowest component of the organization.
- (2) The team leader exercises no supervisory authority.

1.5 Distinctions within Organizational Titles. An organization's title will not be duplicated within that organization. For example, "offices" are comprised of "divisions" or "centers," rather than other "offices." "Divisions" are composed of "branches" and "sections" or "teams;" not other "divisions."