

Office of the Special Trustee for American Indians  
DIRECTIVES SYSTEM MANUAL

Part 502  
Chapter 3

Trust Funds Management  
Reject Report

Page 1

- 1.1 Purpose.** This Chapter prescribes requirements for the Office of the Special Trustee for American Indians (OST) to resolve account transaction requests that appear on the Reject Report.
- 1.2 Scope.** This policy is applicable to all OST programs and offices that operate, control, and support account reporting activities.
- 1.3 Policy.** It is the policy of OST that all outstanding transaction requests dealing with non-probate that appear on the Reject Report will be cancelled after 30 calendar days unless corrective action notice has been provided to OST.

Furthermore, it is the policy of OST that probate outstanding transaction requests that appear on the Reject Report will remain in a reject status until remedied, unless cancelled by joint approval of the Bureau of Indian Affairs (BIA) and OST if it is a transaction proposed by BIA. If a transaction is proposed solely by OST, it only requires OST approval for cancellation. All parties must strive to clear rejected transactions from the Reject Report within 30 calendar days.

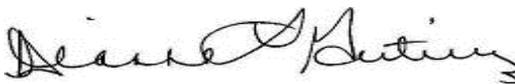
**1.4 Authority.**

**25 U.S.C. § 4401 et seq., The American Indian Trust Fund Management Reform Act of 1994, P.L. 103-412**, as it relates to trust funds accounting.

**1.5 Responsibilities:**

- A.** The Office of Trust Funds Management (OTFM) is responsible for working directly with the Office of Field Operations (FO) staff to ensure account and supporting documentation complies with established policies and procedures. OTFM is also responsible for updating the reject batch status in the Control Log. OTFM will ensure that the reject report's comments are clear and complete. OTFM staff will also work with BIA probate and FO staff to resolve reject issues.
- B.** Field Operations is responsible to coordinate resolution of probate and non-probate rejects with the BIA, when appropriate, and provide the resulting information to OTFM.

4/12/2016

X 

Travis Trueblood  
Chief of Staff  
Signed by: DIANNE GUTIERREZ