

OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
702 DS 1	Issuance of OST Administrative Handbook	14-11
FOR FURTHER INFORMATION		DATE
Deputy Special Trustee – Business Management		DEC 12 2014

EXPLANATION OF MATERIAL TRANSMITTED:

This Chapter re-issues the OST Administrative Handbook. This release is for the purpose of bringing the Chapter into conformance with requirements of the current OST Directives System. This Chapter has been reformatted with no substantive change to its content. The OST Administrative Handbook provides administrative measures for the performance of comprehensive program activities involving financial and management services. The Deputy Special Trustee – Business Management (DST-BM) assumes responsibility for administering the OST Administrative Handbook.

Acting

Chief of Staff
Office of the Principal Deputy Special Trustee

FILING INSTRUCTIONS:

Remove: 610 OM 2

Insert: 702 DS 1

- 1.1 Purpose.** The intent of this chapter is to establish administrative measures for the operation of comprehensive program activities involving financial and management services, including: acquisition management; property and space management; physical security and occupational safety and health; human services; travel services; activity-based cost accounting; management and organizational analysis activities; physical security; and various other support services. The Deputy Special Trustee – Business Management oversees the provisions of the OST Administrative Handbook
- 1.2 Scope.** This policy applies to all Office of the Special Trustee for American Indians (OST) programs and site administrators within OST. Particular procedures are also applicable to employees of commercial firms under contract with OST and visitors to the OST Headquarters-West.
- 1.3 Policy.** It is the policy of OST to communicate all Departmental administrative rules and regulations to the staff of OST in a concise format. The OST Administrative Handbook serves as the mechanism for conveying Departmental administrative compliance requirements applicable to OST.
- 1.4 Authority.**
- A. Guidance.**
- 1) **381 DM 1**, Departmental policy that requires OST to provide proper documentation of its organization, functions, policies, and procedures.
 - 2) **010 DS 4**, OST policy that establishes standard procedures and recommended or acceptable practices for using handbooks to provide guidance or technical information specific to an activity, program, or function.
- 1.5 Requirements and Responsibilities.**
- A. Deputy Special Trustee – Business Management (DST-BM) will:**
- 1) Ensure that all Departmental administrative information is communicated to OST staff and offices in a timely manner.
 - 2) Initiate maintenance and updates to the contents of the OST Administrative Handbook.
- 1.6 Management.**
- A. Standards.** The OST Administrative Handbook provides concise information related to specific Departmental administrative rules and regulations that are applicable to the operations of OST.
- B. Structure.** The OST Administrative Handbook is structured into six (6) distinct subject matter categories. Each category is published within the Handbook as a chapter. The chapters are identified by topic and appear under the following titles: (1) General Management; (2) Safety and Health Management; (3) Human Resources Management;

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(4) Financial Management; (5) Property and Space Management; (6) Reserved; and 7) Facilities Management. Each chapter is set forth in a Table of Contents with a section heading for each subtopic included within the chapter.

- C. Location.** The OST Administrative Handbook may be accessed from the OST Policies & Directives Intranet web page.