

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** To establish policy for producing and issuing Regional Directives (RDs).
- 1.2 Scope.** Regional Directives pertain to Indian Affairs (IA) employees within the jurisdiction of a Regional Office. Regional Directors should publish delegations of their authority in a RD.
- 1.3 Policy.** RDs are companions to Indian Affairs Manual (IAM) chapters, providing additional information and instructions that apply to employees within the jurisdiction of Regional Offices. Although they convey additional instructions that may apply only to specific regions, Regional Directives must not conflict with established IA policies and procedures.
- 1.4 Authority. Departmental Manual 381 DM 1** requires that IA provide proper documentation of its organization, functions, policies, and procedures. Regional Directors are authorized to issue directives which refine policies in the IAM or which pertain to matters not covered by existing directives and apply only to the employees within regional jurisdiction.
- 1.5 Guidance.** The Indian Affairs Directives Handbook (1 IAM-H) provides the instructions to publish regional directives, including templates and examples, Transmittal sheets, and Clearance Records. The Handbook is on the IA intranet through the IA Directives System webpage: <http://inside.bia.gov/Org/AS-IA/ORM/DirectSys/index.htm> and on the Internet at <http://www.bia.gov/WhatWeDo/Knowledge/Directives/index.htm>. A copy may be obtained by contacting the Office of Regulatory Affairs and Collaborative Action, 2051 Mercator Drive, Reston, VA 20191.
- 1.6 Style.** Regional Directives are written in the same style and format as IAM chapters. They are differentiated by adding a hyphen and the two-letter Regional Office Letter Code to the associated IAM chapter number (for example, 53 IAM 3 - MW). In the organization of the IAM, they are placed following the respective IAM chapter which the regional directive supplements.

Regional Directives convey basic requirements and should be limited to a few pages. They should be written in plain language which is easily understood. Technical language may be included in a handbook for a specific group of employees trained for a specific task, but in general, technical language and legal jargon should be avoided. 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 document.
- 1.7 Formatting.** The header of a RD mirrors the IAM chapter header it is affiliated with, then adds a third line which identifies the Region designation and the region-specific title of the RD.

