* 1. **Purpose.**  [Text is Times New Roman, 12pt.]The intent of this chapter, program, policy, etc. is to establish …. This chapter provides information on the policy, authorities, and responsibilities for [Program Area] within Indian Affairs.
  2. **Scope.** This policy applies to [identify who and/or what is covered by this directive].
  3. **Policy.**  State the policy of Indian Affairs, BIA, or BIE. Include a short description of the justification or discussion of the rationale for this policy and the benefit to the community (why is this policy necessary).
  4. **Authority.** In accordance with what statute, regulation, or under what authority do you make policy, or have the ability to enforce it. Author discretion with regard to filling in the template; it is not necessary to populate every section.

1. **Statutes and Regulations.**
2. XX U.S.C. §§ xxx - xxx, [Popular Name of the Act] (*or* XX U.S.C. XX, [Popular Name of the Act])
3. P.L. XX-XX, [Title]
4. XX CFR XX, [Title]

**B. Guidance.**

* + 1. OMB Circular X-XXX, [Title of Circular]
    2. Departmental Manual [Part and Chapter, XXX DM XX], [Title]
    3. Executive Order XXXXX: [Title], Date

**C. Handbooks.**

1. [Title of Handbook and Issued date]
   1. **Responsibilities.**
2. **Assistant Secretary - Indian Affairs** is responsible for… Give meaningful information about what each position is responsible for with regard to the policy/directive (it is not necessary to populate every section).
3. **Director, Bureau of Indian Affairs** [For example: Makes recommendations to the Assistant Secretary based upon an evaluation of proposals made by Tribal governments and by Indian Affairs directors and managers under their direct supervision.]
4. **Deputy Bureau Directors**
5. **Office Directors and Deputy Directors**
6. **Regional Directors.**

**\* After this point, not every element of every template will apply to every chapter. Use judgment to determine whether the following sections are needed to provide proper documentation of the function, procedure, and/or essential transactions being conveyed by this policy document.**

* 1. **Definitions.**

Certain terms may need explaining, particularly if technical descriptions are used.

* 1. **Standards, Requirements, and Procedures.**  The following describes the steps necessary to provide/produce…
  2. **Reports and Forms.**
  3. **[Add additional sections as needed.]**

**Approval (this is required- do not remove signature block from the template)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Final Approving Authority Date

Title