

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 167

March 14, 1990

SUBJECT: Administrative Series
Part 381 Origination of Records and Information
Chapter 1 Directives Management

EXPLANATION OF MATERIAL TRANSMITTED:

The basic manual chapter and handbook are being changed to (1) update relevant citations and titles and (2) add clarifying language to accommodate changes in responsibilities and processes resulting from experience with operating the system.


Director

FILING INSTRUCTIONS;

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
381	1	1-7	01
381	1	3-4	22
381	1	5-6	95

Handbook:

381.1-H			01
381.1-H		4-2	22
		4-4	
		4-6	
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381.1-H		4-5	73

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
381	1	1-8	167

Handbook:

MMSM 381.1-H Preparing and Processing Directives
(This handbook may be filed separately from the basic Manual.)

OPR: Records Management Section
Administrative Management and Analysis Branch
Financial and Administrative Management Division
Office of Administration
Office of Management and Budget

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1. Purpose. This chapter describes the Minerals Management Service (MMS) Directives System; establishes responsibilities and procedures for issuing policies and procedures; and provides instructions and standards for preparing, approving, publishing, distributing, and maintaining MMS directives.

2. Objectives. The MMS Directives System is intended to provide:

A. Officials with an orderly channel of written communication through which to direct, control, and coordinate MMS activities.

B. Employees with an authoritative source of MMS policy and instructions for carrying out MMS programs and operations.

3. Authorities.

A. Federal Information Resources Management Regulations (FIRMR 41 CFR 201-45.105).

B. Departmental Manual (381 DM 1 Directives Management).

4. Definitions.

A. Directive is a controlled and formal written document communicating policy that initiates or governs action and provides procedures for conducting MMS activities. They are systematically numbered and are issued to multiple addressees in multiple copies. The MMS Directives System is issued as the MMS Manual (MMSM) and consists of the following:

(1) Basic Manual is the means by which long-term program and administrative policy, responsibilities, and procedures are issued to MMS offices. The basic manual contains essential policies and responsibilities and may contain procedural material. For purposes of this chapter, the basic manual will be referred to as the "manual."

(2) Handbooks are used to issue procedural or instructional material; they complement the manual.

(3) Field Office Supplements (FOS's) are used to provide further instructions and information to enable an office with unique conditions to implement a directive. An FOS may in fact be issued by headquarters as well as field offices.

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(4) Interim Policy Documents (IPD's) are temporary directives used to establish policy in advance of incorporation in the manual or to announce temporary procedural changes in either the manual or a particular handbook. The IPD's must have a cancellation date, which may be no longer than 1 year from the date of issuance or until incorporated in either a manual chapter or a handbook, whichever is sooner. An IPD may be superseded only once by an IPD.

B. External Directives include all directives, instructions, policy statements, procedures, and similar materials which are issued by the Department of the Interior or other Federal organizations outside the MMS and apply to MMS programs. External directives are part of the MMS Directives System. Examples of external directives are:

- (1) Code of Federal Regulations
- (2) Federal Information Resources Management Regulations
- (3) Federal Personnel Manual
- (4) Federal Acquisition Regulation
- (5) Federal Property Management Regulations
- (6) Office of Management and Budget Circulars
- (7) Departmental Manual
- (8) Secretarial Orders
- (9) Interior Property Management Regulations

External directives may be incorporated verbatim or by reference in the MMS internal directives. If external directives are incorporated by reference only, there must be reasonable assurance that recipients are in possession of the reference.

5. Policy. The MMS Directives System is the single means for communicating program and administrative policy, responsibilities, and procedures. Any directive issued will conform to the guidelines stated in this chapter and in the handbook, Preparing and Processing Directives (MMSM 381.1-H). The MMS Directives System will be used to convey information that:

- A. Establishes policy, responsibilities, or procedure.
- B. Delegates authority or assigns responsibility.
- C. Establishes or changes organizational structure.
- D. Revises or cancels another directive.
- E. Establishes continuing reporting requirements and report formats.

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6. Responsibilities.

A. All Associate and Regional Directors, the Chiefs of the Offices of Congressional and Legislative Affairs, Public Affairs, and Equal Employment Opportunity, and the Administrative Service Center Managers are responsible within their respective areas for:

(1) Ensuring that directives relevant to their organizational element are technically accurate, adequate, and conform to pertinent statutes, regulations, and policies.

(2) Ensuring that manual chapters are submitted for review to the Associate Director for Management and Budget, the Associate Director for Policy and Planning, and to other offices as deemed appropriate (EEO, etc.), and all handbooks and IPD's are submitted to the Associate Director for Management and Budget for review.

(3) Ensuring that directives which are issued are revalidated and revised as required and canceled when no longer needed.

(4) Ensuring that directives sent to their respective organizations receive appropriate review.

(5) Issuing FOS's when it is necessary to supplement for their respective areas instructions provided in manual chapters, handbooks, or IPD's.

(6) Appointing a Directives Liaison Officer (DLO) and an alternate to coordinate the directives management efforts within their organizational elements. (See paragraph 6G.)

(7) Reporting the name of the DLO and an alternate to the MMS Directives Officer (DO). The DO manages directives within MMS. (See paragraph 6F.)

B. The Associate Director for Policy and Planning is responsible for the review of all Offshore Minerals Management and Royalty Management manual chapters to ensure consistency with programmatic policy and planning initiatives.

C. The Associate Director for Management and Budget has management responsibility for the administration of the MMS Directives System and for the administrative review of directives. The management responsibility is exercised through the Chief, Financial and Administrative Management Division, who appoints the DO.

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D. The Chief, Administrative Management and Analysis Branch, is responsible for the review of directives to ensure the application of management principles, practices, systems and procedures, internal consistency, and conformance to Department and inter-Agency requirements.

E. Office of Primary Responsibility (OPR) is the office or individual designated by management to write a specific directive and is responsible for its development, content, and currency in accordance with the policy and procedures established in this chapter and the handbook. This responsibility includes:

(1) Writing a directive that is complete, accurate, and does not conflict with or deviate from existing directives or other management controls.

(2) Providing for adequate clearance by appropriate officials. (See MMSM 381.1-H, Chapter 4.)

(3) Reviewing with DLO, if warranted, comments from clearance officials and reconciling any differences.

(4) Making final determinations on acceptance of comments and addressing all comments and their resolution in a comments analysis sheet for the information of the approving official.

(5) Proofreading the directive for conformance with formats specified in this handbook, spelling, and other punctuation and grammar considerations.

F. Directives Officer (DO) is responsible for ensuring clearance, coordination, and control of MMS directives. In the execution of assigned responsibilities, the DO will:

(1) Implement the standards for directives prescribed by FIRMR 201-45.105 and 381 DM 1.

(2) Provide advice, guidance, and instructions to officials responsible for the development, preparation, revision, and updating of MMS directives.

(3) Ensure coordination with other management controls, for example, reports and forms.

(4) Implement the standards and procedures for issuing internal directives. This includes:

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(a) Circulating proposed directives to external officials to solicit comments, evaluations, and suggestions and to internal officials as deemed appropriate to the DO.

(b) Assisting in reconciling differences and obtaining concurrences or referring unresolved questions to a higher authority for decision.

(c) Routing final directive documents for appropriate approval and signature.

(d) Arranging for printing and distribution of new releases and revisions to the manual, handbooks, and IPD's.

(5) Implement and maintain standard subject classification and numeric coding systems for directives.

(6) Maintain a master file of directives including the manual, handbooks, IPD's, and field office supplements.

(7) Develop and maintain the directives distribution system.

(8) Provide annual table of contents and checklist and index to assist holders of reference sets to maintain current, complete sets.

(9) Maintain archival copy of the MMSM.

(10) Evaluate the effectiveness of the directives system, on a periodic basis consistent with the FIRMR.

G. Directives Liaison Officers (DLO's) and Field DLO's are the focal point for directives management activities within their respective organizational element. They will:

(1) Assist directive writers in planning, developing, and writing clear, concise directives.

(2) Ensure that proposed directives do not conflict with or deviate from existing directives or other management controls.

(3) Ensure that proposed directives are accurate by providing for the necessary coordination and clearances before the directive is submitted to the DO.

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(4) Process FOS's (in their areas of responsibilities), including ensuring necessary reviews; arrange for printing and distribution of FOS's. (Distribution will include one copy for the DO.)

(5) Ensure that the OPR annually reviews existing directives for their currency and accuracy.

(6) Maintain a complete and current set of directives which is easily accessible.

(7) Provide annually, to the DO, an accurate, up-to-date distribution list for directives.

(8) Coordinate review of directives sent to their respective organizations and ensure timeliness of comments.

(9) Provide instructions periodically to holders on the update and maintenance of the manual.

(10) Assist OPR in reconciling differences in comments from reviewing officials.

H. Reviewers of Directives are identified by the OPR, DLO, or DO. Reviewers are responsible for ensuring that the directive as proposed is the most efficient and effective means of accomplishing the intent of the objectives of the directive for consistency with existing policy, for adequate coverage of the subject matter, and for providing comments and clearance in the allotted time. (See MMSM 381.1-H, Chapter 4.)

I. Individual MMS Offices are responsible for:

(1) Obtaining directives which are necessary for their operations.

(2) Maintaining directives in an accurate and up-to-date manner to provide employees with the latest information available.

7. Approving Official.

A. Basic Manual. All manual releases will be signed by the Director, except the Deputy Associate Director for Administration may sign releases which transmit the table of contents and checklist, index, and minor administrative revisions to illustrations.

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B. Handbook and Interim Policy Documents (IPD's). All Associate Directors and the Chiefs of the Offices of Congressional and Legislative Affairs, Public Affairs, and Equal Employment Opportunity are authorized to sign handbooks (and their transmittal sheets) and IPD's for their areas of responsibilities.

C. Field Office Supplements (FOS's). All Associate and Regional Directors, the Chiefs of the Offices of Congressional and Legislative Affairs, Public Affairs, and Equal Employment Opportunity, and the Administrative Service Center Managers are authorized to sign FOS's.

8. Numerical Assignments.

A. Part numbers for the manual are designated as follows:

<u>Inclusive Part Number</u>	<u>Title</u>
100 - 199	Organization Series
200 - 299	Delegation Series
300 - 499	Administrative Series
500 - 899	Program Series
900 - 999	Reserved

B. Further breakdown in the use of the numerical classification system is delineated in the handbook, Preparing and Processing Directives (MMSM 381.1-H).

9. Procedures. The procedures to be followed for preparation of MMS directives are contained in the handbook.