United States Department of the Interior

Bureau of Ocean Energy Management

Preparing and Processing Directives Handbook
(BOEMM 381.1-H)

July 15, 2024

Foreword

This Bureau of Ocean Energy Management (BOEM) handbook has been developed to provide procedures for the preparation of BOEM directives. Adherence to these procedures will expedite their review and coordination. Questions regarding the instructions in this handbook or in the manual chapter (BOEMM 381.1) may be directed to the Office of Budget and Administration.

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Chapter 1.   General Information

1.1   Bureau of Ocean Energy Management Manual

The Bureau of Ocean Energy Management (BOEM) Manual (BOEMM) consists of Manual Chapters, Handbooks, and Interim Policy Documents (IPDs). Definitions of directive types and responsibilities for preparing and processing them are located in BOEMM 381.1, Directives Management.

1.2   Classification and Numbering

Manual chapters and handbooks are assigned a single numeric system of subject identification, based upon the numbering system used in the Department of the Interior (DOI) Directives System Departmental Manual (DM). Directive numbering should match as closely as possible to the DM numbering system; however, some bureau-specific subject matter and the organization's structure may not always align with the DM.

The numeric coding system is structured so that published directives are assigned numbers according to their related subject matter. The broadest subject grouping is a "series" which is subdivided into "parts." Within the parts, separate subject matter material is published as "chapters." Sequential numbers are assigned to IPDs as they are issued.

1.2.1   Manual Series

The BOEMM is divided into basic series by subject:

Series Title and Description	Inclusive Part Numbers
Organization Series contains organization policies and describes the organization of BOEM, including headquarters and field organizations, down to unit or equivalent levels.	100 - 199
Delegation Series contains policies governing delegations and redelegations of authorities.	200 - 299
Administrative Series provides policies, standards, and procedures governing administrative activities.	300 - 499
Program Series contains policies, standards, and procedures governing program activities of BOEM.	500 - 799
Miscellaneous contains policies with subject matter not suitable for the Organization, Delegation, Administrative, Program, or Emergency Management series.	800 - 899
Emergency Management Series contains policies, responsibilities, and requirements of BOEM's Emergency Management program.	900 - 910
Reserved	911 - 999

Table 1-1: Series Title and Description

1.2.2 Manual Parts

Each series is divided into subclassifications called parts which organize information into specific subject areas. Parts are designated by the second two digits of the series identifier. For example, in the 300-499 series, which is the Administrative Series, parts could be identified as:

Part	Title
380	Records Management
485	Safety and Occupational Health Program

Table 1-2: Part Titles

Thus, directives dealing with Records Management would be found in the Administrative Series, Part 380. Parts can also be reserved for later use.

1.2.3 Manual Chapters

Parts are further subdivided into chapters. Chapters are numbered in ascending order and the number designating a chapter is separated from the part identifier with a decimal point (.). The individual chapters provide detailed information on various aspects of the subject covered in the part. For example, Part 328, Budget Management Business Process, might be divided into these chapters:

Chapter	Title
328.1	Budget Formulation
328.2	Budget Execution

Table 1-3: Chapter Titles

In some instances, manual chapters may be further subdivided into subchapters. For example, Part 370, Chapter 410, Subchapter 9 would be shown as BOEMM 370.410.9. Subchapters should be avoided whenever possible, and content should be organized into a single manual chapter document or supplemental handbook if necessary.

1.2.4 Paragraphs

Paragraphs are the basic units of text in a manual chapter. The number designating a paragraph is separated from the chapter identifiers by a decimal point (.). Paragraphs can be further divided into subparagraphs, which are also separated by a decimal point. For example, the fifth paragraph in BOEMM 328.2 would be referenced as 328.2.5, and the lowest possible subparagraph would be referenced as 328.2.5.C.8.a. See 011 DM 3 and Chapter 3 of this handbook for more information on paragraph and subparagraph formatting. Standard paragraphs are common to all manual chapters and must be included, as explained in Chapter 2.

1.2.5 Handbooks

Handbooks are identified by the part and chapter number in the manual to which the handbook relates, followed by a hyphen and the letter "H." For example, this handbook is associated with BOEMM 381.1 and is identified as 381.1-H.

1.2.6   Interim Policy Documents

IPDs are numbered with a prefix which identifies the four-digit calendar year and a two-digit sequential number (beginning with 01) indicating the order in which the IPD has been issued during the year. For example, the first IPD issued in calendar year 2023 would be identified as IPD 2023-01.

Chapter 2.   Content

All individuals involved in preparing and processing directives are responsible for following content standards outlined in this chapter. Although directive writers are the most involved in writing directives according to content standards, all reviewers and directives officials must be aware of these standards to prevent any unnecessary edits prior to and during surnaming and publication.

2.1   Quality of Writing

Directives should be written with the intended users foremost in mind so that further explanation will not be necessary. A carefully planned and clearly written directive saves reading time and provides easy reference, faster implementation, and simplified rewriting.

2.1.1   Planning the Content of Directives

Careful analysis of the purpose and scope of a proposed directive, before writing, is essential for accuracy and clarity of presentation and saves time.

2.1.1.1   *Analyze the Assignment*

Determine the scope of the proposed directive, i.e., its objectives and what it will take to achieve them. Consider these questions:

- What new policies or procedures will the directive establish or what problems is it expected to solve?
- Which programs or projects will be affected by the directive?
- What kinds of resources will be needed to carry out the proposed procedures: staff resources, equipment, funds, etc.?
- What reports will be required?
- What new deadlines are being imposed?
- Where does the subject properly fit within the directives system?
- What research is needed, including research on previous directives that have been issued on the subject?
- Which type of BOEM directive should transmit the information and/or instructions, and to which group(s) of employees should it be directed?
- What type of supporting documents should accompany the directive?

2.1.1.2   *Determine the User Group*

Depending on the subject matter and objectives, a directive may be used widely throughout BOEM or be used by a limited group of employees. Before starting to write a directive,

determine who must read and understand the information or instructions to be included. To assure clear communication, aim the presentation at those who know the least about the subject but who must use the directive.

2.1.2 Arranging Material

Plan to present your material in a format that will be as easy as possible for the reader to follow. If the information or instructions are detailed or difficult to explain, first organize your material by listing all the points to be covered. Then, group related ideas together and make an outline from which to write. Include only what the reader actually needs to know. These general guidelines should be followed:

- Arrange procedural material in a sequence that will make sense from the reader's point of view. For example, arrange instructions in the same sequence that the reader will follow in carrying them out. When writing instructions, show clearly who does what and when.
- Cover one subject in one place. For example, cover a subject in one paragraph or one chapter, depending on the scope of the subject.
- Use brief descriptive headings for chapters, paragraphs, and subparagraphs so readers can quickly locate information.
- Use cross-references rather than restating information. The specific paragraph may be used when referencing within the same document (e.g., "as noted in 1.4.A of this chapter" or "see paragraph 1.7 Responsibilities for more information"); however, do not cite lower than the chapter/subchapter or handbook level when referencing outside of the current document (e.g., BOEMM 328.1 or BOEMM 381.1-H).
- Use special formats to clarify complex procedures or to illustrate material not suitable for text. Tables may be included alongside the text of a manual chapter or IPD and should not extend beyond the margins; however, tables longer than half of a page and all figures such as charts, maps, and illustrations must be included as appendices. If multiple figures are necessary, consider including in a separate handbook. For handbooks, both small tables and figures may be included alongside text, but those that extend over half of a page should be included as appendices. See Chapter 3 of this handbook for additional formatting standards.
- Footnotes are not permitted in manual chapters but may be used with handbooks in limited circumstances such as supporting special formats. In general, use concise, descriptive language and provide any necessary context or clarification along with the body of the directive.
- Samples or illustrations of forms should not be included in any directive. Forms should be referenced in the text with an intranet/internet hyperlink and the description of important entries.
- For handbooks, use a table of contents to help the reader understand the structure of the document and to assist in the location of specific information.

2.1.3 Appropriate Language

The simplest, most easily understandable language will be used in BOEM directives. Avoid repetition, padding, and excessive detail. Use plain language, write in the active voice, and do not use gender-specific pronouns. Do not use technical or legalistic jargon.

2.1.3.1 *Giving Explicit Instructions*

The reader must know how much discretion is allowed in carrying out instructions. Use of the proper verb form is essential in writing procedures for a directive. Whenever possible, use the second person imperative (e.g., "Submit two copies of the report."). In other cases, select from the following list the verb form which denotes the degree to which the instruction is mandatory or permissive.

- Will or Must. Imperative command, no discretion (e.g., "The Regional Director must submit the report no later than December 31.").
- Should or Ought. Action is mandatory unless a justifiable reason exists for not taking action (e.g., "Each team member should receive training before participating in a field survey.").
- May. Implies discretion, the action is optional (e.g., "The Deputy Director may wish to comment before forwarding it to the Director.").
- Can. Implies discretion, indicates ability to act contingent upon some other event (e.g., "The Deputy Director can prepare a consolidated estimate based on the information furnished by the Regional Directors.").

2.1.3.2 *Words, Sentences, and Paragraphs*

- Words. For clarity, select words with exact meaning. Use concrete terms. When possible, use those that are familiar to the reader. If it is necessary to use words or terms that the reader might not understand, define them. Use simple words (e.g., Rather than "facilitate hastened response," say "provide faster service."). Use the same word for the same meaning; synonyms cause confusion. Use the word "person," "worker," or "individual," or use a title instead of a gender-specific pronoun.
- Sentences. Keep sentences brief and concise. Use simple and direct sentence construction to promote quick reader comprehension. Use the present tense and the active voice whenever possible. Be consistent in the use of verb tenses. Whenever possible, avoid sentences longer than 20 words.
- Paragraphs. In general, confine paragraphs to 10 lines or less. Restrict each paragraph to the development of a single idea and cover related points in adjoining paragraphs. Use subparagraphs to break up long or complex paragraphs, and if necessary, consider reorganizing material.

2.2   Standard Paragraphs

The paragraphs discussed below, listed in the order in which they occur, are considered standard paragraphs in the BOEMM for both manual chapters and IPDs (not required for handbooks—see 3.3 Handbooks for handbook formatting standards). Not all standard paragraphs are required in every directive and additional paragraphs are at the option of the Office of Primary Responsibility (OPR) depending upon the subject matter being covered. When appropriate, reporting requirements and effective and cancelation dates will be included as separate paragraphs at the end of a directive.

2.2.1 Purpose Paragraph

The Purpose paragraph is the first paragraph of a directive and is always required. State briefly with one or two sentences why the directive is being issued and what it contains. For example: "This chapter establishes the policy and prescribes procedures for recording and reporting financial transactions between Bureau of Ocean Energy Management (BOEM) and concession contractors and permittees." The Purpose paragraph will contain no references to authorizing or related documents.

2.2.2 Scope Paragraph

The Scope paragraph is always required and identifies who or what is covered by the policy. For example: "The requirements in this chapter apply to all BOEM employees."

2.2.3 Objectives Paragraph

The Objective paragraph is always required and states the objectives of the policy and procedures covered in the chapter. For example: "The system of accounts is established to ensure uniformity in the accounting records maintained by concession contractors and permittees. Also, it is designed to facilitate the preparation of annual financial reports."

2.2.4 Authority Paragraph

The Authority paragraph is required whenever the directive implements a DOI directive, a regulation, Secretary's Order, or other similar document. The proper order and format for citing authorities is shown in the table below. Hyperlinks to the referenced authority are subject to frequent changes and should not generally be included unless the document cannot be easily located via a known government website.

Order	Authority/Reference Type	Format
1	Public Law	Public Law 111-148, "Patient Protection and Affordable Care Act" dated March 23, 2010. Public Law (Pub. L.) may be abbreviated in subsequent usage.
2	United States Code	44 U.S.C. Chapter 31, "Records Management by Federal Agencies." or 44 U.S.C. 3101, "Records management by agency heads; general duties." Do not spell out "United States Code."
3	Executive Order	Executive Order 13915, "Providing an Order of Succession Within the Department of the Interior" dated April 14, 2020. Executive Order (E.O.) may be abbreviated in subsequent usage.

Order	Authority/Reference Type	Format
4	Code of Federal Regulations	38 CFR 552, "Outer Continental Shelf (OCS) Oil and Gas Information Program." Do not spell out "Code of Federal Regulations."
5	Oversight Agency Circular, Memorandum, etc.	• Office of Management and Budget Circular No. A-11, "Preparation, Submission, and Execution of the Budget." • Department of the Interior Personnel Bulletin 20-06, "Departmental Remote Work Policy" dated July 23, 2021. Office of Management and Budget (OMB), Department of the Interior (DOI), and Personnel Bulletin (PB) may be abbreviated in subsequent usage.
6	Departmental Manual	011 DM 5, "Handbooks that Supplement Departmental Manual Chapters." Departmental Manual (DM) may be spelled out for initial use.
7	BOEM Manual	BOEMM 101.1, "Organization Changes." Bureau of Ocean Energy Management (BOEM) Manual (BOEMM) may be spelled out for initial use.

Table 2-1: Authority Order and Format

2.2.5   Reference Paragraph

The Reference paragraph is required only when the reference(s) is/are essential to proper understanding of the directive. There must be reasonable assurance, therefore, that all intended recipients of the proposed directive have access to the reference. Include hyperlinks only when the document is not easily located via a known government site and avoid using internal site links such as SharePoint. Documents identified in the authority paragraph must not be repeated as references.

To emphasize a point or to state unequivocally the authority for statements in the directive being developed, identify the source document and cite the specific portion or portions that pertain. To merely call attention to a related document, identify the document by number, if any, and title, and, when required, providing a brief summary of the content or purpose of the document. Such citations or notations should be made at the point in the directive where it is most appropriate.

2.2.6   Definitions Paragraph

The Definitions paragraph is required when words or terms which have technical, special, obscure, or limited meaning are used. If more than 10 words must be defined, the definitions may be listed in alphabetical order in an appendix to the directive. Reference should be made to the appendix in the definitions paragraph. The list of definitions will be titled "Glossary."

2.2.7   Policy Paragraph

The Policy paragraph is required whenever the directive establishes policy and must briefly state that policy.

2.2.8   Responsibilities Paragraph

The Responsibilities paragraph is required whenever the directive identifies specific roles with responsibility for ensuring implementation of policy. A responsibility statement is generally necessary to describe the organizational or program assignments, especially if the responsibility for the function is divided in any way. The positions included should be dictated by the nature of the directive.

2.2.9   Procedures Paragraph

The Procedures paragraph is required when the directive establishes standard procedures for implementing policy. The procedures paragraph describes the sequence of processing and levels at which certain determinations are made. When procedures exceed multiple pages, they may be issued separately as a handbook, which must be referenced in the chapter.

2.2.10   Reporting Requirements and/or Forms Paragraph

The Reporting Requirements and/or Forms paragraph is required when the directive requires reports or the submission of forms. Required reports must be identified by report control number and/or name, and required forms must include the form name and official form number.

2.2.11   Effective Date Paragraph

Directives are normally effective the date they are signed by the approving official. The Effective Date paragraph is used only when a directive becomes effective subsequent to the approval date.

2.2.12   Cancelation Paragraph

This required paragraph is used only in IPDs. For example: "This IPD is canceled one year from the date of issuance" or "This IPD will remain in effect until incorporated into a manual chapter or handbook." The paragraph must indicate the specific action, event, or date that automatically cancels the IPD.

2.3   Standard Form and Style

The rules of the U.S. Government Printing Office (GPO) Style Manual are followed for form and style guidelines to include capitalization, spelling, abbreviations, and other proper grammar usage. When relevant guidelines are not contained therein, consult this handbook or use other recognized Department or Bureau resources and practices.

Chapter 3.   Format

All individuals involved in preparing and processing directives are responsible for ensuring proper formatting of directives. Electronic templates are provided for each directive type and

should be used to prevent any unnecessary reformatting prior to surnaming and publication. Standardized templates also help to ensure Section 508 compliance and each final Microsoft Word and/or Adobe PDF file must pass accessibility checks.

Note: When the previously published directive version is only available as a scanned document, a modern Microsoft Word version must be created using one of the available electronic templates prior to drafting any edits. This allows for the capture of tracked changes to clearly identify to reviewers the proposed edits from the prior version. See 4.2.3 Tracking Reviews for more information regarding tracked changes functionality.

3.1 Transmittal Sheet

The BOEM Transmittal Sheet is modeled after the DM Transmittal Sheet and is standardized as [BOEM Form-0416](). Transmittal Sheets are required for manual chapters and handbooks but are not included with IPDs. The explanation of material transmitted should include the following:

- The purpose and brief summary of new, updated, or rescinded material.
- The series, part, and chapter superseded or rescinded with the previous effective date, and any administrative actions, such as reports required and effective dates, needed to be taken.
- The approving official's name and title.

3.2 Manual Chapter

The BOEM Manual Chapter format follows the requirements of 011 DM 3, "Chapter Formatting Requirements" with the below differences. An electronic [BOEMM Chapter Format Template]() is available for download and should be used when writing manual chapters.

- The DM part and chapter number in the header (ex. 011 DM 3) are replaced with the BOEMM part and chapter number (ex. BOEMM 381.1).
- The heading "Departmental Manual" is replaced with "Bureau of Ocean Energy Management Manual."
- The heading "Originating Office" is replaced with "Office of Primary Responsibility."
- The DM part and chapter number listed in bold following the first page headings and prior to the first paragraph (ex. **011 DM 3**) is replaced with the BOEMM part and chapter number (ex. **BOEMM 381.1**).
- The DM number in the footer is replaced with the BOEMM Version/Release number. For example:
  - 08/29/22 Version 002
    Replaces 02/14/12 Version 001
- An appendix will begin with the word "Appendix" and, if there is more than one appendix, the number of the appendix (e.g., Appendix 1) on the first line, right aligned. No horizontal line will be included at the top of the page.
- Tables less than half of a page in size may be included in the body of the chapter. Tables larger than half of a page in size must be included as appendices.

- All figures (charts, maps, and illustrations) will be included at the end of the chapter and will be labeled as appendices.
- Forms will be included as hyperlinks only and will not be included as an appendix.

3.3   Handbooks

The BOEMM Handbook format follows the minimum format requirements for handbooks outlined in 011 DM 5, "Handbooks that Supplement Departmental Manual Chapters." Additional formatting requirements are outlined in this chapter. An electronic BOEMM Handbook Format Template is available for download and should be used when writing handbooks.

3.3.1   Cover

A cover page is required for all handbooks. The page must include the following:

- Page border
- Headings "United States Department of the Interior" and "Bureau of Ocean Energy Management"
- BOEM logo
- Subject and part/chapter number of the handbook
- Date of publication

3.3.2   Foreword

Handbooks must contain a foreword that explains the purpose for the handbook, identifies the manual to which it relates, and indicates which office to contact if there are questions.

3.3.3   Table of Contents

Handbooks must contain a table of contents, which is inserted using built-in, automatic Table of Contents functionality in Microsoft Word. The table will be automatically populated based on the headings used throughout the document (see 3.3.4 Headings for styles). Additionally, if two or more tables or two or more figures are included in a handbook, a list of tables and/or a list of figures may be included using the Table of Figures functionality in Microsoft Word (see 3.3.5 Special Formats for more information).

3.3.4   Headings

Handbooks must use headings both for organization of content and for ease of navigation. Standard Multilevel List functionality in Microsoft Word will be used with four heading levels, which automatically populate the Navigation Pane and the Table of Contents. *Heading 1* is used for initial chapter headings (e.g., Chapter 3. Format) and *Headings 2*, *3*, and *4* are used for subsequent paragraphs and subparagraphs (e.g., 3.1, 3.1.1, and 3.1.1.1). Use the BOEMM Handbook Format Template as a guide.

3.3.5   Special Formats

Special formats include tables and figures. Figures include charts, maps, or illustrations. Special formats should be used when material is not suitable for inclusion as text alone. All special

formats must be Section 508 compliant such as including alternative text in figures and avoiding merged or split cells in tables whenever possible.

Tables and figures less than half of a page in size may be included in the body of the handbook and must include a caption with the table/figure number and subject immediately following the table/figure. Caption functionality in Microsoft Word must be used to ensure automatic population in the lists of tables and/or figures. Ensure that table or figure is selected as appropriate and the corresponding chapter number is included in the number (e.g., Table 3-1. Special Formats). See the BOEMM Handbook Format Template for example tables and figures and their placement around text. Tables and figures larger than half of a page in size should generally be included as appendices; however, exceptions may be made to improve readability and ensure understanding of content (see 3.3.6 Appendices for more information about appendices).

3.3.6   Appendices

Appendices may be included at the end of the handbook for material that supplements the primary content (e.g., checklist, glossary, special formats, list of acronyms/abbreviations, etc.). Each appendix will begin on a new page starting with the heading style *Appendix*. See the BOEMM Handbook Format Template for more information.

Handbooks should not generally include an index as the ability to search documents and navigate via headings and the table of contents has reduced their usefulness. However, if an index is to be included in a handbook, it will be included as the last appendix.

3.3.7   Header, Footer, and Page Numbering

Handbooks will use the same format for the header, footer, and page numbering as BOEM manual chapters. The Cover Page, Foreword, Table of Contents, and any List of Tables or Figures will not include a header or footer, will not be numbered, and will not be included in the total page count shown in the header (e.g., Page 1 of 14). Page 1 will begin with the first page of content that begins with the heading "Chapter 1."

3.4   Interim Policy Documents

The BOEM IPD format follows the BOEM Manual Chapter format with the below differences. An electronic BOEMM IPD Format Template is available for download and should be used when writing IPDs.

- The BOEM part and chapter number in the header (ex. BOEMM 381.1) are replaced with the IPD number (ex. IPD No. 2023-01).
- The heading "Interim Policy Document" is included after the heading "Bureau of Ocean Energy Management Manual."
- The heading "Part" is replaced with "Title."
- The heading "Chapter" is replaced with "IPD No."
- The IPD No. is not listed in bold following the first page headings and prior to the first paragraph.

- Paragraph numbers use traditional numbering (e.g., 1, 2, 3, etc.) and are not prefixed with a chapter number (e.g., 2.1, 2.2, 2.3, etc.).
- The approving official's electronic signature, name, and position title are included following the last paragraph of body text.
- A footer is not included with IPDs.

Chapter 4. Processing

Processing a directive can be a lengthy endeavor with many involved stakeholders from initial drafting to final publication. See the appendix for a checklist to help guide the overall directives process.

Note: BOEM may wish to initiate an update to a directive where the Bureau of Safety and Environmental Enforcement (BSEE) is the OPR. The Directives Program Manager (DPM) will coordinate with the BSEE directives lead prior to initiating processing to determine if BOEM directive writers may begin drafting the proposal and seeking input from stakeholders. However, BSEE is ultimately responsible for the content and surnaming of the directive and must be included in official communication.

4.1   Drafting

Directives will be prepared by the assigned OPR. The OPR will coordinate with their assigned Directives Liaison (DL) to identify directive writers and ensure the proposal does not conflict with any existing or upcoming policy. The DL will support the OPR during the drafting phase such as providing the OPR with drafting resources to include electronic format templates and coordinating review by subject matter experts (SMEs). The DL will also notify the DPM of the intended update and the DPM will provide support to include SharePoint task tracking and document library access for the OPR and DL. See 4.2.3 Tracking Reviews and the [Directives Processing Standard Operating Procedure (SOP)](#) for SharePoint library collaboration and task tracking instructions.

It is important that directive writers, in coordination with their DL, begin collaborating early with SMEs to ensure accurate directives and fewer revisions during the surnaming phase. DLs may need to coordinate with the DPM or other DLs from different offices (the Directives Liaison Team (DLT)) to identify SMEs that are not located within the OPR.

4.2   Coordination/Review

After drafting the directive with input from SMEs and before final approval and signature, each directive must be reviewed by potentially affected organizations, stakeholders internal and external to the OPR, and potential users. Appropriate review officials (identified by the OPR, DL, or DPM) are those who may have a direct interest in the proposed directive for one or more of the following reasons:

- Programs or functions for which they are responsible could be materially affected by the adoption of the proposed policy and procedure.
- They are technical authorities on the subject.

- They are administratively or legally responsible for making a review.
- They are required to take or modify action based on the directive.

4.2.1   Coordinating Reviews

Directive writers will provide recommended stakeholders to the DL for review of proposed directives based on the content of the directive. The DL and/or DPM may decide to include additional stakeholders. The DL, with support from the DPM, will ensure that stakeholders have access to the SharePoint document library. For stakeholders outside the DL's office and internal to BOEM, the DL will coordinate with the DLT to ensure the correct stakeholders are identified and requested. For stakeholders outside of BOEM, the DL will request support from the DPM. The DL will request review of the proposed directive from stakeholders with instructions for reviewing (see 4.2.2 Review Standards and 4.2.3 Tracking Reviews). Stakeholders should generally be provided two weeks to complete their reviews, but this deadline may be adjusted based on mission needs and organizational capacity.

4.2.2   Review Standards

Directives are reviewed and approved by appropriate stakeholders to ensure that they:

- Adequately, accurately, and clearly cover the subject matter.
- Are consistent with the existing policy and are devoid of statements that conflict with functions and responsibilities which are assigned elsewhere.
- Represent the most efficient and effective means of accomplishing desired objectives.
- Follow content and format standards outlined in this handbook.

4.2.3   Tracking Reviews

4.2.3.1   *SharePoint Library*

It is important that changes to directives and reasons and justification for changes are documented for records management purposes. Microsoft SharePoint functionality provides the ability to easily satisfy records management requirements. For example, directives writers and reviewers can collaborate on the same directive document throughout the directives process, preventing duplication of work. Tracked changes and comments functionality allows different users to see deleted text, added text, and comments boxes posing questions to other users or containing notes justifying specific changes. Additionally, SharePoint maintains a version history for each document which automatically saves a version of the document each time it is updated by a user, preserving a history of edits as tracked changes are accepted/rejected and comments are resolved/deleted. Version history also eliminates the need for saving multiple copies of the same document, which can lead to confusion among writers and reviewers and can unnecessarily clutter file storage.

Use of the SharePoint library, to include collaborating on consolidated, version-controlled documents and using tracked changes and comments, is mandatory. See the Directives Processing SOP for detailed SharePoint library usage instructions.

4.2.3.2 *SharePoint Tasks*

Maintaining the Directives Program requires project management tools. SharePoint Task Lists provide the ability to create and manage tasks for each proposed directive update. The DPM will create a task for each directive and assign it to the DL to begin processing. The DL may then assign the task to the appropriate user during the drafting and coordination/review phases. If the DL assigned the task to another user such as a directive writer or stakeholder, then the user will reassign the task to the DL after completing their assigned work. Each user is responsible for updating the task at every phase to include updating task status and including a note summarizing work completed while the task was assigned. See the Directives Processing SOP for detailed SharePoint task management instructions.

4.2.4   Incorporating Feedback

After stakeholder review is complete, the DL and directives writers will work to ensure that all feedback is captured and incorporated into the document for potential content edits. Additional collaboration with stakeholders may be necessary to resolve outstanding feedback. Comments within the document may be marked as resolved if addressed or deleted if not relevant. Lengthy comments or supporting documents such as email discussion or source documents should be saved in the Reference Docs folder of the SharePoint Directives documents library. The proposed directive should be submitted to the DPM after all feedback has been addressed.

4.2.5   Submitting to Directives Program Manager

After coordination/review is complete, the DL reviews the proposed directives documents to ensure all required documents have been completed and to proofread the documents for content and formatting standards. The DL submits the proposed directive to the DPM by assigning the SharePoint task to the DPM for surnaming. The DPM will also review the proposed directives package submitted by the DL to ensure all required documents are included and that the package complies with all content and formatting standards prior to surnaming.

The following documents should be available in the relevant folder of the SharePoint Directives documents library when submitting the directives package to the DPM:

- Briefing paper summarizing the proposed directive and specific policy changes, indicating any actions taken or that will need to be taken as the result of the directive, and identifying responsible parties and contact information
- Change document showing tracked changes and comments
- Transmittal sheet
- Additional reference documents supporting the proposed directive

4.2.6   Employee/Labor Relations

Prior to surnaming, the DPM may send the proposed directive change document to the BSEE Employee and Labor Relations (ELR) representative to determine if union review of the directive is necessary. If union review is necessary, the ELR representative will provide a copy of the proposed changes to the union and will advise the DPM of additional action required, if any, prior to surnaming.

4.3   Surnaming

All substantive changes to directives must be surnamed prior to publication. Circulation of proposed directives to SMEs and stakeholders during the Drafting and Coordination/Review phases will expedite surnaming, but it does not constitute final clearance and approval. Surnaming ensures final approval by all stakeholders and leadership.

Note: When BSEE is the assigned OPR, the DPM will provide proposed directives documents (see 4.3.3 Reviewing Documents for required documents) along with names of surnaming officials (see 4.3.2 Surnaming Officials) to the BSEE directives lead who will create a Data Tracking System (DTS) record for BSEE leadership's approval. After BSEE approval is obtained, the DTS record will route to BOEM surnaming officials for approval.

4.3.1   Tracking Surnaming Records

DTS is the system used to manage and track surnaming. The DPM will create a DTS record, attach proposed directive documents to be reviewed, and select surnaming officials for routing. See the Directives Processing SOP for instructions for navigating DTS.

4.3.2   Surnaming Officials

Appropriate surnaming officials must be selected based on the content of the directive to include, but not limited to, SMEs, stakeholders affected by the directive, the DPM, OPR leadership, and the Director's Office for final signature. SMEs or stakeholders that are identified as surnaming officials but previously reviewed during the Drafting or Coordination/Review phases must still provide official review/approval during surnaming. See the Directives Processing SOP for recommended and required routing individuals/offices.

4.3.3   Reviewing Documents

Surnaming officials must adhere to the same review standards in 4.2.2. However, leadership review provides the opportunity to examine documents with a different scope and perspective than SMEs and stakeholders due to their oversight of bureau-wide programs and goals.

At a minimum, the DTS record must include the following attached documents to be reviewed:

- Briefing paper
- Change document showing tracked changes and comments
- Clean document showing the final draft version without tracked changes or comments
- Transmittal sheet with all sections completed and ready for publication date and final signature
- Previous version of the directive being updated (not applicable if the directive is new)
- Additional reference documents, if critically important to be viewed during the surnaming phase (However, all reference documents will be available in the SharePoint Directives documents library and should have already been reviewed by relevant stakeholders during drafting and review phases.)

4.3.4   Resolving Conflicts and Approval

Surnaming officials will review proposed directive documents and either concur, concur with comments, or non-concur. Concurring requires no additional action and routes the record to the next official. The reviewer may concur with comments by either making tracked changes into the directive documents or inserting comments into the documents or the DTS record. The record can continue to route to other reviewers with the comments inserted, which the DPM will work to resolve and update prior to final approval and signature. If the comments must be addressed prior to any further review, the surnaming official will return the record to the addressee or DPM to resolve.

After the comments are resolved, the DPM will route the record back to the non-concurring official for approval and continued routing. The record should also be routed to the DPM prior to final approval/signature for final proofreading to include ensuring all tracked changes/comments have been resolved and removed, all formatting is appropriate, and the correct publication date is inserted.

4.3.5   Signature

After all reviews are complete, the record is routed to the BOEM Deputy Director for final surname and signature. The Deputy Director will electronically sign and date the transmittal sheet to denote official approval and date of publication. For IPDs, the electronic signature is included at the end of the IPD document before any appendices.

Note: The DPM may approve non-substantive revisions to directives. See 5.1 Revisions to Directives for more information.

4.4   Publication

After final approval and signature, the DPM will save the final documents to the SharePoint Directives documents library and send them to the Office of Communications (OOC) for publication on the [BOEM Manual Library](#) site. The DPM will also send email notification of the directive's publication and availability to affected stakeholders, depending on the content and subject matter, to include at a minimum: BOEM leadership, the DLT, the BOEM Records Management Officer, and BSEE directives leads. The DPM will then close the related SharePoint tasks and DTS record if not previously closed. See the [Directives Processing SOP](#) for specific publication and disposition instructions.

Chapter 5.   Revisions and Revalidation

5.1   Revisions to Directives

All directives requiring major or substantive revisions must follow the process outlined in Chapter 4 of this handbook. However, minor or non-substantive revisions may not require extensive drafting, coordination, or review. Complete surnaming via DTS may also not be necessary as only the signature of the DPM is required for non-substantive changes. The extent of processing will vary and depend on the amount of minor revisions necessary. For example, the DL may initiate a revision to update several hyperlinks or office names, who will coordinate with

SMEs and the DPM. In other cases, the DPM may simply correct a grammatical error or update formatting.

5.1.1   Non-Substantive/Minor Revisions

Examples of non-substantive or minor revisions include the following:

- Updating hyperlinks, program/office names, or contact information
- Clarifying or rewording text to improve readability without materially changing the intent, purpose, or effect of the content
- Removing obsolete system or form information
- Correcting editorial or grammatical errors
- Reordering content or updating document format

Note: Updating program/office names in this context refers to programs/offices that were renamed or reassigned as part of an official Bureau or Departmental reorganization, and the directive is merely being updated to reflect that change. Official changes to program/office names must be made following the policy in BOEMM 101.1, Organization Changes.

5.1.2   Substantive/Major Revisions

Any revision, no matter how small, that materially changes existing bureau policy is considered a substantive revision and must be fully surnamed and approved by the BOEM Deputy Director. See 4.3 Surnaming for more information regarding the approval process for substantive changes.

5.1.3   Cancelations

Requests to cancel or rescind a directive must be submitted to the DPM and subsequently surnamed as a substantive revision with a signed transmittal sheet for record keeping purposes. Cancelations require an appropriate justification such as directive content being considered obsolete or incorporated into another directive. Directives may be canceled as part of an update to a separate directive which transfers and incorporates content from the canceled/rescinded directive, and the cancelation will be recorded in the updated document's transmittal sheet. The DPM will also send email notification of a directive's cancelation to affected stakeholders, depending on the content and subject matter, to include at a minimum: BOEM leadership, the DLT, the BOEM Records Management Officer, and BSEE directives leads.

IPDs do not require a transmittal sheet and would not require surnaming if the cancelation is associated with the published cancelation date.

5.1.4   Interim Policy Documents

If an IPD requires a substantive revision, cancel the IPD and issue a new IPD. If an IPD requires a non-substantive revision, then make the document update and replace the IPD on the BOEM Manual Library site.

5.2   Revalidation

The OPRs are required to review biennially, for currency, the directives for which they are responsible. This review will be requested by the DPM through the DL. A special review may be requested at other times if circumstances dictate a need. Examples might be changes to external directives or functional realignments which require a change in existing directives.

Chapter 6.   Maintenance

The BOEMM is maintained both internally and externally. Internally, SharePoint is used both as a version-controlled collaboration tool for processing directives updates and as an official file repository. Externally, directives are posted to the BOEM Manual Library site which is accessible to the public.

6.1   Internal File Repository

The DPM will maintain a current and historical file repository of directives issued by BOEM. Each directive folder will consist of the current signed original of the directive issued, all prior approved versions of the directive, significant working draft or change documents, all transmittal sheets, and reference documents or source material such as internal and external notes and publications. The DPM will maintain the file repository using a dedicated SharePoint documents library with controlled user permissions.

6.2   External BOEM Library

The DPM will work closely with OOC to maintain a complete set of current BOEM directives, separate from the internal file repository, on the BOEM Manual Library site. The BOEM Manual Library is available to both internal and external stakeholders and constitutes the official record copy and source of BOEM directives. The DPM will ensure all documents linked on the site are the correct, current version and will make requests to OOC for corrections and continual improvements to the site.

Appendix.   Directives Processing Checklist

Responsible Party	Task
DRAFTING	
OPR	Notify DL of intention to draft proposed directive.
OPR/DL	Ensure proposed directive does not conflict with existing or upcoming policy.
OPR/DL	Identify directive writer(s).
DL	Notify DPM of proposed directive.
DPM	Create SharePoint task tracker, assign to DL, and provide SharePoint documents library access.
Directive Writers	Develop directive content and collaborate with relevant SMEs for awareness and initial review of proposed directive.
DL	Assist directive writer(s) with coordinating collaboration with SMEs.
COORDINATION/REVIEW	
Directive Writers	Provide recommended list of stakeholders to review proposed directive.
DL	Review stakeholders list for changes and if necessary, coordinate with other DLs for stakeholders outside the OPR and with the DPM for stakeholders outside BOEM.
DPM	Provide SharePoint documents library access to stakeholders.
DL	Request review of proposed directive with instructions for reviewing and tracking provided.
Stakeholders	Review directive per review standards and using tracked changes and comments.
DL/Directives Writers	Incorporate stakeholder feedback and make any necessary edits to proposed directive.
DL	Prepare proposed directives package, ensuring all required documents are included and content and formatting standards are met, and submit to DPM by reassigning SharePoint task.
DPM	If appropriate, send to BSEE ELR representative for possible union review.
SURNAMING	
DPM	Ensure completeness of directives package to include correct content and formatting.
DPM/BSEE	Create DTS record, attach required directives documents, and select surnaming officials for routing.
Surnaming Officials	Review documents per review standards, provide concurrence or nonconcurrence with any feedback, route to next official for action.
DPM	Resolve any conflicts to ensure concurrence, make updates to documents based on feedback from surnaming officials, return to appropriate surnaming officials if necessary, and collect final signed documents for publication and final disposition.
DPM	Save final, signed, and dated documents to Directives SharePoint Library and send to BOEM OOC for publication to BOEM Manual site.

Responsible Party	Task
DPM	Send email notification to BOEM leadership, the DLT, the BOEM Records Management Officer, BSEE directives leads, and other affected stakeholders and close SharePoint and/or DTS task.