**Regional Directives are written in the same style and format as Indian Affairs Manual (IAM) chapters, so a separate template is not provided**. Instead, Regional Directives are differentiated by adding a third line in the header to identify the originating region and the title of the associated Regional Directive. The document identification number for Regional Directives adds a hyphen and the two-letter Regional Office Letter Code tothe associated IAM chapter number (for example, 53 IAM 3 - MW). See also the Example in the IA Directives Handbook or on the Office of Regulatory Affairs and Collaborative Action (RACA) intranet site.

A Regional Directive is typically associated with a [Central Office] IAM chapter (but not always). For example, a Regional Directive regarding leasing would be associated with an IAM chapter on leasing. If the IAM chapter on leasing is identified as “52 IAM 4,” then a Great Plains Regional Directive on leasing would be identified as “52 IAM 4 – GP”. The IAM chapter provides the overall guidance, and the Regional Directive expands on that guidance for the specific region. A Regional Directive may not conflict with or ‘supersede’ an IAM chapter.

**To develop a Regional Directive:**

1. The Regional Office with primary subject responsibility prepares the directive’s content. The Regional Office should notify RACA of its need to develop such a policy, and RACA will provide guidance as required.

 Since the Regional Directive tailors IA policies to the unique needs or business processes of individual regions, the regional subject-matter-experts are critical to identifying the information that needs to be captured within the Regional Directive.

1. The first draft is circulated internally for review and comment.
2. Once all internal comments are addressed, the Regional Office emails the draft to RACA for review. RACA will review the draft for format and content, and note any edits and/or comments in track changes. RACA will provide the release # and appropriate identification number at this time (if not already provided when first notified). RACA will send the draft back to the Regional Office to review and address any remaining edits/comments.
3. Once the Regional Office has addressed all remaining edits/comments, and believes the draft is in a ‘final’ stage, it emails the draft back to RACA for a final review and processing.
4. RACA performs another review and agrees that the policy is ‘final’ (or communicates with the Regional Office on any remaining questions/issues). RACA then confirms with the Regional Office the parties who need to surname the policy.
5. Since regions are not currently included in the Data Tracking System (DTS), RACA will request ‘surnames via email’ from the identified regional subject-matter-experts and/or management. RACA will upload these email surnames into DTS to travel with the final policy version, and route the document(s) to the appropriate Central Office parties, including the Deputy Bureau Director for Field Operations. Once all surnames have been obtained, RACA will “externally route” the policy from DTS (via email) to the Regional Director. The Regional Director is the final Approving Official who actually signs and dates the policy.
6. The Regional Office must then scan the signed policy and email it to RACA. They must also mail the signed original copy to RACA (mailing contact and address will be provided during this process).
7. RACA then performs final processing of the policy, uploads and publishes it to the Regional Directives webpage, and sends an email announcing the document’s publication to Central and Regional leadership, management, and appropriate staff with the link to the Regional Directives webpage.
8. The authoring Regional Office is responsible for any further distribution of the policy, but is encouraged to refer staff to the Regional Directives webpage instead of printing hard copies.

**Regional Office Letter Codes**

AK Alaska NW Northwest

EA Eastern PA Pacific

EO Eastern Oklahoma RM Rocky Mountain

GP Great Plains SO Southern Plains

MW Midwest SW Southwest

NA Navajo WE Western