***Template -*** *Regional Policy Memorandum*

[For BIA letterhead]

**Regional Policy Memorandum** (Left justified; Times New Roman, bold, 15 point)

(Centered; Times New Roman, bold, 12 point)

**Bureau of Indian Affairs**

**Region**

**Name of Division/Program Office**

**Number: (RPM - Issuing Office Letter Code - #) Effective:** (*Dates are stamped*

**Expires:** *to reflect date of approval and one year from date of approval)*

Title:

**1. Purpose** (Subheadings are Times New Roman, Bold, 12 point)

(Text is Times New Roman, 12 point; only one space between sentences) Provide the reason for issuing the Memorandum and the general intent of the policy/guidance.

**2. Scope**

Who and what is covered (or excluded from coverage) by this policy.

**3. Policy**

Discuss the policy and its applicability. Describe what will be accomplished by issuing the directive, and how to best accomplish policy goals.

**4. Roles and Responsibilities**

Provide the names and titles of those involved and their respective responsibilities to implement the policy. Describe actions required of officials, Bureau employees, and program staff.

**5. Approval**

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Name Date

Title