



# Office of Primary Responsibility **OPR USER GUIDE**



TD P 00-05 February 2013

Department of the Treasury Orders and Directives Program  
for  
Treasury Bureaus and Departmental Offices



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# Introduction

## A) Purpose

This user guide provides step by step procedures to Departmental Offices (DO) and Treasury Bureaus to create, revise, reaffirm, and/or cancel Treasury Orders and Treasury Directives.

## B) Responsible Parties

### Office of Treasury Orders and Directives (OTOD)

The Office of Treasury Orders and Directives (OTOD) in the office of the Deputy Assistant Secretary for Privacy and Treasury Records (DAS PTR) administers the Orders and Directives system, ensuring Treasury Orders, Treasury Directives, and Departmental Offices Directives conform to established requirements, instructions, and procedures. OTOD prepares Orders and Directives (O/D) for review and signature by appropriate Treasury Officials. The Director Transparency and Governance manages OTOD.

#### OTOD responsibilities include:

- administering the Orders and Directives (O/D) program (including DO Directives)
- assisting the OPR in creating, revising, reaffirming, and cancelling O/Ds
- ensuring draft O/Ds conform to established requirements
- obtaining the necessary clearances
- preparing O/Ds in final format for review and signature
- posting the final, signed O/D on <http://www.treasury.gov>

### Office of Primary Responsibility (OPR)

The Office of Primary Responsibility (OPR) is the Treasury Bureau or Departmental Office responsible for O/D subject matter content. The OPR serves as the primary contact point for the OTOD and external reviewers.

#### OPR responsibilities include:

- determining the need to initiate, revise, reaffirm, or cancel an O/D
- serving as the subject matter expert regarding O/D and DO Directive content
- preparing new or revised draft O/D content and action and cancellation memoranda
- obtaining O/D approval from their management officials and their Deputy Assistant Secretary (DAS) or DAS equivalent

## C) Terms and Definitions

### Treasury Order (TO)

A document issued by the Secretary or Deputy Secretary that:

- delegates authority residing in the Secretary or Deputy Secretary to senior Treasury officials
- defines the organization of the Department as well as the reporting relationships among the most senior officials
- establishes Treasury policy
- requires a review five years from the issuance date

## Treasury Directive (TD)

A document signed by the appropriate senior Treasury official that:

- may further delegate authority from the most senior officials to other Treasury officials
- provides processes for implementing legal obligations and Departmental policy objectives
- requires a review four years from the issuance date

## Treasury Directive Publication (TD P)

A detailed reference or process document authorized to be published in support of a specific TD.

A TD P:

- is issued by the responsible office
- is authorized by the companion TD
- contains procedures to implement policy, not establish policy

The TD P author must review and appropriately update the TD P based on changes to the companion TD.

Treasury Department manuals and handbooks which apply throughout the Department are included in the TD P category.

## Orders and Directives (O/D)

The acronym O/D is used for Treasury Orders and/or Treasury Directives.

### Current O/D

An O/D considered current is an O/D that is published and signed by appropriate Treasury officials.

### Draft O/D

An O/D considered draft is a newly created or newly revised O/D, pending review, comment, and final signature.

### Sunset Review Date

The Treasury Order sunset review date is five years from the date the order was signed. The Treasury Directive sunset review date is four years from the date the directive was signed. OTOD maintains sunset review dates for internal control. Sunset review dates are not printed on the O/D. **TOs, and TDs, will not “expire” once they pass their sunset date; rather, an affirmative action is needed to revise, reaffirm or cancel.**

## Treasury Orders, Directives, and Departmental Offices Directives Tracking System (TODDS)

TODDS is a document management system that tracks and manages Treasury Orders and Directives throughout the process lifecycle. <http://hqitapps.treas.gov/LoadProfile.aspx>.

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## D) OTOD O/D Pipeline Process

OTOD's O/D Pipeline Process involves seven distinct phases. Related OPR and OTOD activities are listed below each phase. See Figure 1, OTOD O/D Pipeline Process.



# OTOD O/D Pipeline Process

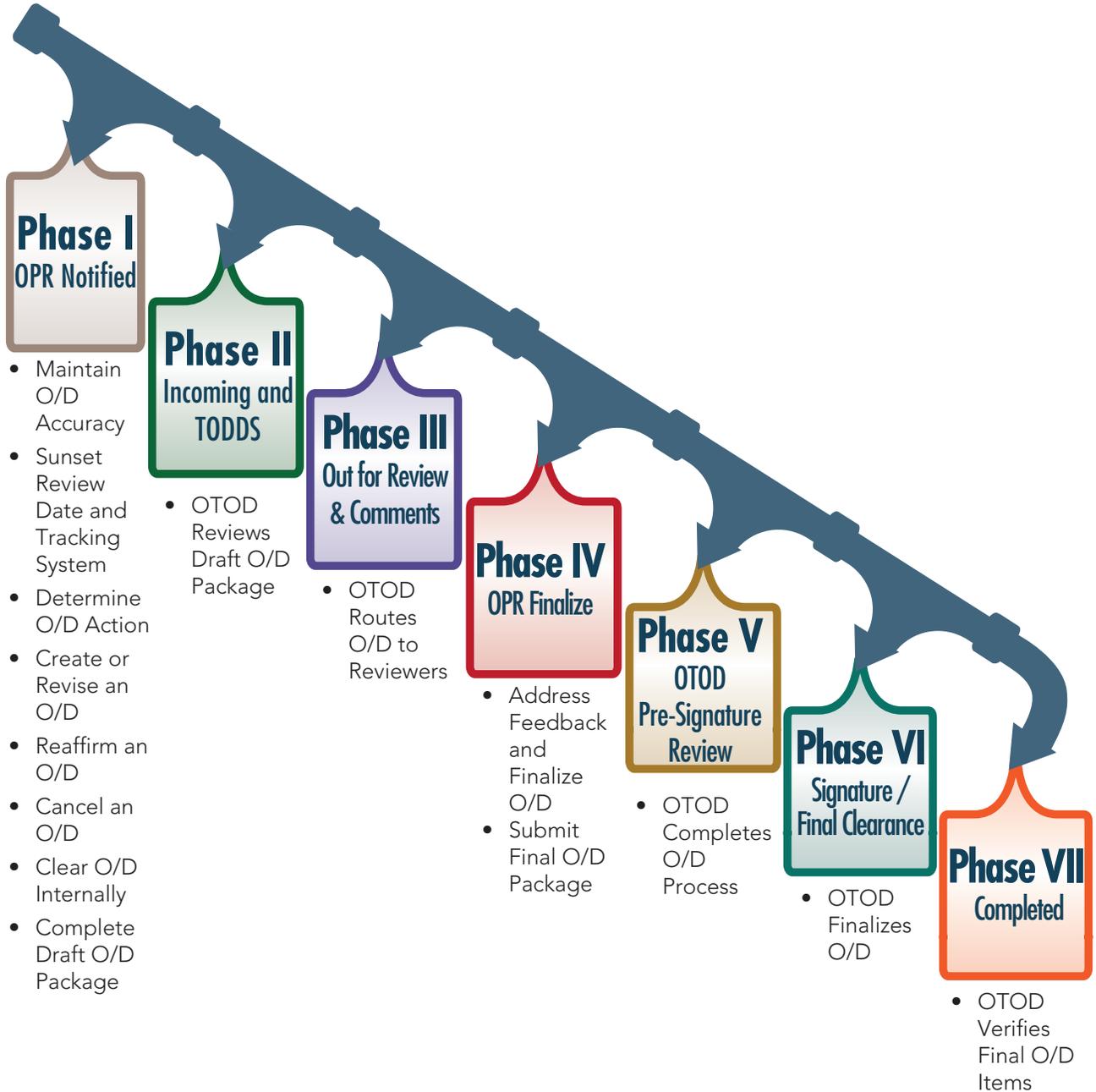


Figure 1, OTOD O/D Pipeline Process





## Phase I: OPR Notified

I

### 1.1 Maintain O/D Accuracy

You are responsible for:

- ensuring your office's O/Ds are accurate and current
- maintaining a list of your office's O/D sunset review dates
- maintaining a list of your O/D Subject Matter Experts (SME)

**For information on the sunset review date, go to 1.1.1 Sunset Review Date and Tracking System. To begin the O/D process go to 1.2 Determine O/D Action.**

#### 1.1.1 Sunset Review Date and Tracking System

Six months prior to an O/D's sunset review date, OTOD emails you notification of the approaching deadline and attaches a copy of the current O/D in Word.

When you receive the six month notification begin to:

- review the status of the O/D
- determine if the O/D needs revising, reaffirming, or cancelling
- email OTOD at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov) noting the O/D action you expect to take

If you do not notify OTOD of the expected action, OTOD emails you a three month notification of the approaching sunset review date.

**For next steps go to 1.2 Determine O/D Action.**

### 1.2 Determine O/D Action

The O/D process begins as a result of:

- the sunset review date, or
- changes in law, policy, guidance, procedure, statute, and/or organizational structure

Evaluate the O/D and determine the appropriate action. To:

- create or revise an O/D

**go to 1.2.1 Create or Revise an O/D**

- reaffirm an O/D

**go to 1.2.2 Reaffirm an O/D**

- cancel an O/D

## 1.2.1 Create or Revise an O/D

Each O/D is assigned a unique number. If you are developing a new O/D, email OTOD at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov) to request a new number.

To develop a new or revised O/D, use the appropriate standardized template.

Go to <http://thegreen.treas.gov/POLICIES> . Go to: **Policies, Directives and Forms- Orders and Directives/ Resources** to view/download the templates.

Ensure each O/D:

- contains proper Treasury authority to implement the program
- delegates authority down from Treasury senior level officials

### Treasury Directive Publication (TD P)

A TD P is a numbered, detailed reference or process document that supports a TD. Number the TD P using the same number as its companion TD.

Create, revise, reaffirm, or cancel the TD P simultaneously with its companion TD.

There is no formal template or structure for TD Ps, other than to be written using Word.

**TD P Reminder:** Include the TD P action items in the action memorandums.

### See Appendix A for:

- O/D Templates Tips
- O/D Formatting and Style Tips
- Treasury Order (Template Instructions - Sample)
- Treasury Directive (Template Instructions - Sample)

For next steps go to 1.3 Clear O/D Internally.

## 1.2.2 Reaffirm an O/D

You may reaffirm O/Ds when the content is accurate and its authorities and responsibilities are current. You are not permitted to make any changes to content, nor signatures if you reaffirm an O/D.

### Reaffirm an O/D:

- at your discretion, or
- upon its sunset review date

Follow the O/D process by clearing and obtaining approval from your office to reaffirm the O/D.

For next steps go to 1.3 Clear O/D Internally.

## 1.2.3 Cancel an O/D

There are two types of O/D cancellations. To create:

1. a primary cancellation when O/D content is null and void *go to 1.3 Clear O/D Internally*
2. a secondary cancellation when O/D content is included as part of another O/D *go to 1.2.1 Create or Revise an O/D*

**Note:** The cancelled O/D content becomes part of the new or revised package.

## 1.3 Clear O/D Internally

Before your O/D may be cleared through other bureaus and/or other offices, you must obtain your office's approval by:

- clearing the O/D internally
- obtaining approval from your DAS or DAS equivalent

**For next steps go to 1.4 Complete Draft O/D Package.**

## 1.4 Complete Draft O/D Package

After your office approves and clears the O/D, you are ready to prepare, package, and submit the O/D to OTOD.

Prepare and include the following items in the O/D Package:

1. the current O/D
2. (for new and revised O/Ds) the draft O/D using the template
3. (for revised O/Ds) a redline version, indicating changes from current to draft O/D (use Word with the *Track Changes* tool enabled)
4. when applicable, the draft TD P (please provide an electronic copy formatted in Word)
5. DAS or DAS equivalent approval
6. a list of review offices and names and titles of individuals having a primary interest in reviewing the O/D

**Note:** OTOD maintains primary points of contact (POC) in each bureau and DO office who receive, review, and clear O/D content

7. Action Memorandum for Review Offices clearly describing the:
  - a. major change that precipitated the need for an update
  - b. benefit of the change (why it is needed)
  - c. potential consequences of action or inaction

Use the *Action Memorandum for Review Offices* template.

Go to <http://thegreen.treas.gov/POLICIES>. **Go to: Policies, Directives and Forms- Orders and Directives/ Resources.**

**See Appendix B** for copies of the Action Memorandum for Review Offices.

Email your O/D Package to OTOD at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov)

For next steps go to 2.1 OTOD Reviews Draft O/D Package.



## Phase II: Incoming and TODDS

II

### 2.1 OTOD Reviews Draft O/D Package

OTOD reviews the O/D Package to ensure it:

- is complete and accurate
- conforms to format and content guidelines

See Appendix A, B, and C.

For next steps go to 3.1 OTOD Routes O/D to Reviewers.





## Phase III: Out for Review & Comment



### 3.1 OTOD Routes O/D to Reviewers

OTOD submits your O/D for formal clearance, utilizing the TODDS system, through:

- bureaus
- offices and individuals you identified who have a primary interest in reviewing the O/D, or who may be affected by the O/D

They are provided ten business days to review and comment on the O/D.

**Effective April 1, 2012: Your non-response to a draft will be accepted as your concurrence.**

OTOD:

- monitors review responses
- contacts you when an office requests additional information
- issues a reminder to offices who have not responded after ten business days
- immediately forwards you non-concurrence responses
- immediately forwards you recommendations for content changes

At the end of the review period, OTOD emails you all responses.

**For next steps go to 4.1 Address Feedback and Finalize O/D.**





## Phase IV: OPR Finalize

IV

### 4.1 Address Feedback and Finalize O/D

Within ten business days of receiving final comments from OTOD, the OPR:

- addresses all reviewer comments
- incorporates appropriate reviewer comments into the final draft O/D
- resolve non-concurrences with appropriate review office; document rationale and subsequent agreement, and obtain an e-mail from the review office documenting the concurrence.

**Note:** Contact OTOD if a non-concurrence cannot be resolved with the review office.

For next steps go to 4.2 Submit Final O/D Package.

### 4.2 Submit Final O/D Package

#### For New, Revised, Reaffirmed, and Secondary Cancellation O/Ds

After you update the draft O/D by incorporating and addressing reviewer comments, complete and assemble the final O/D package to include:

1. the current O/D
2. (for new and revised O/Ds) the *updated* final draft O/D using the template
3. (for revised O/Ds) a redline version, indicating changes from current to final draft O/D (use Word with the *Track Changes* tool enabled)
4. when applicable, the draft TD P (provide an electronic copy formatted in Word)
5. Action Memorandum for DAS PTR from the DAS or DAS equivalent requesting final clearance and signature. Clearly describe the:
  - a. major change that precipitated the need for an update
  - b. benefit of the change (why it is needed)
  - c. potential consequences of action or inaction

Use the **Action Memorandum for DAS PTR** template. Go to <http://thegreen.treas.gov/POLICIES>. Go to: **Policies, Directives and Forms- Orders and Directives/ Resources** to view/download the template.

See **Appendix C** for copies of the Action Memorandum for DAS PTR.

Email the final O/D package to OTOD at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov).

**For next steps go to 5.1 OTOD Verifies Final O/D Package.**

### **For Primary Cancellations**

After your office concurs the O/D is to be cancelled outright, assemble the primary cancellation O/D package to include:

1. the current O/D to be cancelled
2. DAS or DAS equivalent approval
3. Action Memorandum for DAS PTR which clearly states why the O/D is to be cancelled

Use the **Action Memorandum for DAS PTR** template, available at <http://thegreen.treas.gov/POLICIES>. Go to: **Policies, Directives and Forms- Orders and Directives/ Resources**

See **Appendix C** for copies of the Action Memorandum for DAS PTR.

Email the primary cancellation O/D package to OTOD at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov).

**For next steps go to 5.1 OTOD Verifies Final O/D Package.**



## Phase V: OTOD Pre-Signature Review

V

### 5.1 OTOD Verifies Final O/D Package

OTOD reviews the O/D package, ensuring it is complete and accurate. OTOD contacts you if the package is incomplete, incorrect, or contains special instructions that need clarification. OTOD contacts the OPR if any content issues need to be resolved.

For next steps go to 6.1 OTOD Finalizes O/D.





## Phase VI: Signature and Final Clearance

VI

### 6.1 OTOD Finalizes O/D

OTOD prepares package for final clearance and signature.

OTOD completes the final O/D clearance process and obtains final signatures.

OTOD may contact you with issues requiring your resolution.

**For next steps go to 7.1 OTOD Completes O/D Process.**





## Phase VII: Completed

VII

### 7.1 OTOD Completes O/D Process

After obtaining final clearance and signatures, OTOD prepares the O/D for posting to the Orders and Directives website.

For new and revised O/Ds OTOD:

- emails you a copy of the signed, dated, final O/D
- submits the O/D for posting to <http://www.treasury.gov>
- notifies you via email when the O/D is posted
- submits the TD P (if applicable) for posting

For reaffirmed O/Ds OTOD:

- adds the reaffirmed date
- submits the O/D for posting to <http://www.treasury.gov>
- extends the sunset review date
- notifies you via email when the O/D is posted

For cancelled O/Ds OTOD:

- notifies you of the approved cancellation
- creates and submits the O/D Cancellation Notice Statement for posting to <http://www.treasury.gov>
- 

For all O/Ds OTOD maintains the O/D historical file.





## Appendix A

### Treasury Orders/Directives

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Numbering/Spacing Guidelines . . . . .	25
Order Template and Instructions . . . . .	26
Directive Template and Instructions . . . . .	28

Reminder: Templates for Treasury Orders and Directives are available at <http://thegreen.treas.gov/POLICIES/Pages>. Go to: **Policies, Directives and Forms- Orders and Directives/ Resources**

# Appendix A



## O/D Formatting and Style Tips

### Acronym Use

Define acronyms before using them and include the acronym in parentheses. After you define the acronym you may use only the acronym throughout the remainder of the document, i.e., Action Memorandum.

### Definition Formatting

- underline titles of definitions
- when possible, word definitions should be formatted as a sentence, e.g. *Directives are signed ...*

### Scope Paragraph

Include the following standard language in the Scope paragraph for each O/D.

**Note:** Replace the wording “*directive or order*” with the word “order” or “directive”

**SCOPE.** This *directive or order* applies to all bureaus, offices, and organizations in the Department of the Treasury, including the offices of inspectors general within the Department. The provisions of this *directive or order* shall not be construed to interfere with or impede the authorities or independence of the Department’s inspectors general.

### Executive Order Acronym

For Executive Order acronym, use EO, do not use E.O.

### Legal Authority Acronym and Formatting

- for United States Code acronym, write the USC acronym without periods
- when citing a code section, the word “Section” and/or section symbol “§” is not required
- do not enter a space between number and letters in cites, e.g. USC 1122 3(a)(2)

### O/D Title Emphasis

Enter quotes around all TO and TD titles. Do not use italics, underline, or bold formatting.

### Sentence Spacing

Use two spaces after the period at the end of each sentence.



## Numbering/Spacing Guidelines for Treasury Orders/Directives and DO Directives

1. **ELEMENT TITLE.** All material is to be typed flush with the left margin unless it is the beginning of a subdividing paragraph.
2. **SUBDIVIDING PARAGRAPH.** Subdividing paragraphs should be lettered, numbered and spaced as outlined below. Please note the specific capitalization, as well as punctuation (periods and parentheses).
  - a. **First subdivision** (There is a double space between each subdivision)
  - b. **Parallel subdivision**
    - 1) **second subdivision**
    - 2) **parallel subdivision**
      - a) **third subdivision**
      - b) **parallel subdivision**
        - (1) **fourth subdivision**
        - (2) **parallel subdivision**
          - (a) **fifth subdivision**
          - (b) **parallel subdivision**

The signature field is five lines below the end of the text, at 3 inches.

Name of Signing Official  
Title of Signing Official

**TREASURY ORDER** e.g., 123-45

**Date:** Leave Blank – it will be entered when signed

**SUBJECT:** Title Of Order (Not Bolded)

1. **PURPOSE.** Guidance: Treasury Orders address broad issues within the area of responsibility of the originator. Orders should not contain specific requirements. When writing a policy, keep in mind that your policy should set a framework under which requirements could be established. In formulating the purpose and scope statements, you may want to give readers some background or refer to pertinent legislation. A suggested introduction is, *“This directive establishes procedures and guidance for...”* FILL IN WITH YOUR TEXT HERE
  
2. **SCOPE.** This order applies to all bureaus, offices, and organizations in the Department of the Treasury, including the offices of inspectors general within the Department. The provisions of this directive shall not be construed to interfere with or impede the authorities or independence of the Department’s inspectors general.
  
3. **DELEGATION.** Guidance: State the authority to allow implementation and state the office/ employees to whom the authority is being delegated. For example, *“By virtue of the authority vested in me as Secretary of the Treasury, including the authority in 31 USC 321(b), I hereby delegate to the...”* FILL IN WITH YOUR TEXT HERE
  
4. **REDELEGATION.** (If applicable) Guidance: Include allowable redelegation of authority in this section. FILL IN WITH YOUR TEXT HERE
  
5. **RESPONSIBILITIES.** (Optional) Guidance: State who is accountable for what action or activity. For example, *“The responsibilities of the Assistant Secretary under this order include but are not limited to...”* FILL IN WITH YOUR TEXT HERE
  
6. **AUTHORITIES.** (Optional) Guidance: List legal references, which establish the authority of the order. FILL IN WITH YOUR TEXT HERE
  - a. LIST AUTHORITIES HERE
  
7. **EXCEPTIONS.** (Optional) Guidance: List any exceptions such as offices excluded or an authority not applicable. FILL IN WITH YOUR TEXT HERE
  
8. **CANCELLATION.** Guidance: If the order is being revised or cancels an order, include the following language. For example, *“Treasury Order XXX-XX, “Title,” dated Month DD, YYYY, is superseded or Treasury Order XXX-XX, “Title,” cancels Treasury Order XXX-XX, dated Month DD, YYYY.”* FILL IN WITH YOUR TEXT HERE

9. **OFFICE OF PRIMARY INTEREST**. Guidance: State the office originating the order as the last paragraph. For example, “*Office of the Deputy Assistant Secretary for Management and Chief Financial Officer.*” FILL IN WITH YOUR TEXT HERE

NAME  
Secretary of the Treasury

## TREASURY DIRECTIVE e.g., 12-34

**Date:** Leave Blank – it will be entered when signed

**SUBJECT:** Title Of Directive (Not Bolded)

1. **PURPOSE.** Guidance: Treasury Directives address broad issues within the area of responsibility of the originator. Directives should not contain specific requirements. Directives should address purpose, scope, and policy. In formulating the purpose and scope statements, you may want to give readers some background or refer to pertinent legislation. When writing a policy, keep in mind that your policy should set a framework under which requirements could be established. Example introduction is *“This Treasury Directive establishes procedures and guidance for...”* FILL IN WITH YOUR TEXT HERE
2. **SCOPE.** This directive applies to all bureaus, offices, and organizations in the Department of the Treasury, including the offices of inspectors general within the Department. The provisions of this directive shall not be construed to interfere with or impede the authorities or independence of the Department’s inspectors general.
3. **POLICY.** (If applicable) Guidance: State the policy of the directive. Be clear, concise, and straightforward. Use the active voice and strong action verbs. Phrases such as *“The Department is committed to...”* and *“It is Department policy that...”* are acceptable ways to introduce these paragraphs. FILL IN WITH YOUR TEXT HERE
4. **DEFINITIONS.** (Optional) Guidance: List definitions of terms to ensure the reader clearly understands the conditions and context of the material. FILL IN WITH YOUR TEXT HERE
5. **RESPONSIBILITIES.** (Optional) Guidance: Clearly state who is accountable for what action or activity. Responsibility paragraphs, while optional, add clarity by enumerating specific duties, often related to implementing a policy. FILL IN WITH YOUR TEXT HERE
6. **IMPLEMENTATION.** (If applicable) Provide guidance on how the policy will be implemented. FILL IN WITH YOUR TEXT HERE
7. **AUTHORITIES.** (Optional) Guidance: List legal references, which establish the authority of the directive. FILL IN WITH YOUR TEXT HERE
  - a. LIST AUTHORITIES HERE
8. **REFERENCES.** (Optional) Recommendation: If you think your readers may gain a clearer understanding of the policy and the rationale behind it, include them. Provide enough

information to enable readers to easily locate references (if a reference is available online, provide the URL, too). Provide the same information for each reference and arrange it in the same order in each entry. Present your references in some logical order [alphabetically, numerically, by document type (and then alphabetically or numerically), or some combination]. Do not cite draft documents. FILL IN WITH YOUR TEXT HERE

9. **CANCELLATION.** Guidance: If the directive is being revised or cancels another directive, include the following language. For example, *“Treasury Directive XX-XX, “Title,” dated Month DD, YYYY, is superseded.* or *Treasury Directive XX-XX, “Title,” cancels Treasury Directive XX-XX, dated Month DD, YYYY.”* FILL IN WITH YOUR TEXT HERE
10. **OFFICE OF PRIMARY INTEREST.** Guidance: State the office originating the directive as the last paragraph. For example, *“Office of the Deputy Assistant Secretary for Management and Chief Financial Officer.”* FILL IN WITH YOUR TEXT HERE

Name  
Assistant Secretary for Management  
and Chief Financial Officer

# Appendix B



Action Memorandum for Review Offices (Template)

## **ACTION MEMORANDUM FOR REVIEW OFFICES**

**FROM:** OPR Contact Name, OPR e-mail address, OPR phone number  
Title

**SUBJECT:** Revised or Draft Treasury Directive or Treasury Order or DO Directive  
TD or TO or DO Directive #, "Title"

### **Recommendation:**

Please provide a concurrence or non-concurrence with comments for your office via the e-mail sent to you from the Treasury Orders and Directives program.

### **Major Change:**

Guidance: Clearly describe the major change that precipitated the need for an update.

Example: A new TD XX-XX was created to support the Government Accounting Office recommendation that Treasury develop performance measures designed to establish controls to prevent software piracy. FILL IN WITH YOUR TEXT HERE

### **Benefit of the Change:**

Guidance: State why the change is necessary.

Example: TD XX-XX affirms that the Chief Information Officer (CIO) will be responsible for developing controls and maintaining any related documentation, while bureau heads and the Inspectors General will audit and enforce the software piracy policy, explained in the Summary of Changes to Review Offices. FILL IN WITH YOUR TEXT HERE

### **Potential Consequences of Action or Inaction:**

Guidance: Describe the repercussions of the change.

Example: Development of a specified list by which the Department of the Treasury has stakeholder responsibilities for the development of department-wide policies ensures continuity and accountability. FILL IN WITH YOUR TEXT HERE

### **Attachments:**

Revised or Draft Treasury Directive or Treasury Order or DO Directive #

Current Treasury Directive or Treasury Order or DO Directive #

Treasury Directive or Treasury Order or DO Directive # Redline Version

### **Review Offices: [Distribution List]**

Example: Deputy Assistant Secretary for \_\_\_\_\_

Chief \_\_\_\_\_ Officer

Bureaus

# Appendix C



Action Memorandum for DAS PTR (Template)

**ACTION MEMORANDUM FOR NAME**

**DEPUTY ASSISTANT SECRETARY  
FOR PRIVACY AND TREASURY RECORDS**

**FROM:** OPR Contact Name  
Title

**SUBJECT:** Revised or Draft Treasury Directive or Treasury Order or DO Directive  
TD or TO or DO Directive #, "Title"

**Recommendation:**

That you approve and sign Treasury Directive or Treasury Order or DO Directive TD or TO or DO Directive #, "Title".

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Let's Discuss

**Major Change:**

Guidance: Clearly describe the major change that precipitated the need for an update.

Example: A new TD XX-XX was created to support the Government Accounting Office recommendation that Treasury develop performance measures designed to establish controls to prevent software piracy. FILL IN WITH YOUR TEXT HERE

**Benefit of the Change:**

Guidance: State why the change is necessary.

Example: TD XX-XX affirms that the Chief Information Officer (CIO) will be responsible for developing controls and maintaining any related documentation, while bureau heads and the Inspectors General will audit and enforce the software piracy policy, explained in the Summary of Changes to Review Offices. FILL IN WITH YOUR TEXT HERE

**Potential Consequences of Action or Inaction:**

Guidance: Describe the repercussions of the change.

Example: Development of a specified list by which the Department of the Treasury has stakeholder responsibilities for the development of department-wide policies ensures continuity and accountability. FILL IN WITH YOUR TEXT HERE

**Attachments:**

- Revised or Draft Treasury Directive or Treasury Order or DO Directive # for signature
- Current Treasury Directive or Treasury Order or DO Directive #
- Summary of Changes to Review Offices
- Treasury Directive or Treasury Order or DO Directive # Redline Version
- Request for approval and signature of Treasury Directive or Treasury Order or DO Directive #





## Frequently Asked Questions (FAQs)

### 1. How long will it take to route my draft for review, comments, and signature?

The recommended O/D timeline is:

- Ten business days for review offices to comment and clear the O/D
- Ten business days for the OPR to consider review comments and update the draft O/D
- Ten business days for OTOD to obtain final signatures and post the finalized O/D

**Note:** The timelines may be impacted by previous commitments and/or workload.

### 2. What is the Office of Primary Responsibility (OPR)?

The Office of Primary Responsibility (OPR) is the Treasury Bureau or Departmental Office responsible for O/D subject matter content. The OPR serves as the primary contact point for OTOD and reviewers.

### 3. Can my immediate supervisor approve the draft O/D?

Your draft O/D must be approved at the DAS or DAS equivalent level. If your supervisor is a DAS or DAS equivalent, your supervisor may approve the O/D.

### 4. Why do I need to create the action memos?

Offices associated with or affected by the O/D need the opportunity to review, comment, sign off, and approve the O/D. Their review ensures your O/D is correct and complete. Clearly identifying the significant items or changes in your O/D, helps your reviewers to focus their efforts.

Include special instructions in your memos that may assist reviewers in completing their review accurately and timely.

These memos document the review and clearance process. OTOD includes them in the historical O/D file.





## 5. Who may I contact for help?

OTOD administers the O/D system, ensuring O/Ds conform to established standards. For assistance with O/D requirements, instructions, or procedures, email OTOD at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov).

Organizationally OTOD lies within the office of the Assistant Secretary for Management and CFO, Privacy and Treasury Records.

## 6. Will OTOD create draft O/Ds for the OPR?

The O/D topic Subject Matter Expert (SME) authors O/D content. If you are not the SME, maintain a list of your office O/D SMEs. OTOD manages the O/D clearance process.

## 7. Why is the Scope language required on all O/Ds?

The Scope paragraph is standard for all O/Ds and is required to protect the Inspector(s) General authority. While your O/D provides certain authorities, it may not interfere with that authority.

## 8. How can I determine the status of my O/D?

OTOD tracks and routes your O/D. OTOD tracks the O/D status during all phases of the update cycle. OTOD maintains reaffirmed and sunset review dates.

For questions regarding an O/D status, contact OTOD by email at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov).

## 9. Who is responsible for tracking my O/D sunset review dates?

Sunset review dates are included in OTOD's document management system. Six months prior to an O/D sunset review date, OTOD emails you notification of the pending date and provides a copy of the current O/D in Word format. At that time evaluate the O/D to determine if it should be revised, reaffirmed, or cancelled. Email OTOD with your determination at [TreasuryOrdersandDirectives@do.treas.gov](mailto:TreasuryOrdersandDirectives@do.treas.gov).

OTOD recommends you maintain a list of your office O/Ds and its related:

- SMEs
- issue dates
- sunset review dates
- reaffirmation dates
- cancelled dates
- TD Ps