GENERAL MANAGEMENT

POLICY DIRECTIVES (Revised 2/11/09)
FILE NO. 1410

A. Proponent: Office of the Director/Deputy Director, as supported by the Management Support Division (M: 202-307-5188.

B. Purpose: To provide instruction on creating, updating, reviewing, approving and communicating U.S. Marshals Service (USMS) policy directives. (A ***Policy Impact Statement*** is provided to show the change prior policy.)

C. Authority: The Director (or Deputy Director) of the USMS approves all directives to establish policies and procedures to achieve the mission and duties of the Service as set forth in the 28 CFR 0.111 and 28 USC (g). The Director may delegate another official to approve directives.

D. Policy:

1. These directives are intended to govern the conduct, performance, accountability and responsibi of all USMS employees and are made accessible to all employees through the USMS intranet wel site.

2. Policy directives are used to communicate USMS regulations, requirements, policy, guidance, ru and mandates and remain in effect until revised or canceled. All separate guidance provided thro e-mail or memoranda which is intended to create or modify existing policy must be incorporated in an updated policy directive by the issuing Assistant Director (AD) ***within ten working days of issuance.***

3. Uniformity is required in the organization and formatting of all policy directives. Directives consis eight sections preceded by the capital letters as follows:

   A. **Proponent:** specifies the entity responsible for the directive, including contact informatic
   B. **Purpose:** states the reason or intent of a directive (and links to a Policy Impact Stateme if the change is significant).
   C. **Authority:** is the citation(s) or reference(s) of the program manager's authority under la
   D. **Policy:** covers the course of action planned to fulfill the "Purpose."
   E. **Procedures:** are the steps needed to accomplish the "Policy." When the number of ste extensive (more than ten steps), only provide a summary of major steps in the policy direc and include the detailed steps as a hypertext link, as well as an accompanying flowchart (Microsoft Visio format), highlighting the internal controls within the process.
   F. **Definitions:** state the meanings of key terms essential within the policy.
   G. **Cancellation Clause:** cancels prior policy and superseded directive is linked by hyperte
   H. **Authorization and Date of Approval:** proper authority signs and dates.

   Necessary subsections within any above area will be preceded with "numbers," and if there is anot subcategory layer, it should be preceded by "small letters" in an outline format.

4. When standard operational "procedures" (see Section E) within a policy directive are extensive, th ***more than ten steps***, managers must reassess the description of the overall process and only pro a broad outline of steps within the policy directive, and then use hypertext format to provide a fully

detailed description of sub-steps. This will serve to clarify the overall process within the directive without lo the greater detail.

5. When standard operational procedures are extensive (as described above), the narrative descripti must be supplemented with an illustration by ***flowcharting*** the steps, the key decision points, and t internal controls within the process. This will further aid understanding of procedures and processe The standard software format to be used for flowcharts is Microsoft Visio and the hypertext link to tl flowcharts will appear next to the title of "Section E, Procedures."

6. On an ***annual basis***, all ADs/Office Heads must acknowledge (using the "Policy Directive Update' mailbox) that the policy directives under their responsibility have been reviewed and are comprehensive, accurate, clear and concise, and conform to the format defined above. The Huma Resources Division (HRD) will use this information as part of the annual performance evaluations f senior managers.

7. When there are ***new or significant changes*** to an existing directive being proposed, the AD/Offic Head must also provide a ***Policy Impact Statement,*** which is a one- or two-page summary statem that describes the effects, costs, benefits, and primary changes of implementing the new policy. Th statement is placed as a hypertext link within "Section B, Purpose."

E. Procedures:

1. Proponent develops proposed policy directive. (This is done by using Microsoft Word, with revisior using Microsoft Tools (Track Changes) so that modifications are easily observed. This begins the paperless process of updating policy by way of e-mailed attachments.)

   When there are major substantive changes to existing policy, the proponent's AD/Office Head mee with the Associate Director(s) and Director/Deputy Director (DD) as appropriate, for review and approval of the proposed new policy directive.

2. After AD/Office Head approval, the proposed policy directive is e-mailed to the Office of General Counsel (OGC) and the HRD, Employee and Labor Relations Office for submission to the Union, i warranted, for comment or concurrence.

3. Once the proponent receives the edits or concurrence from the OGC and the Union, if applicable, t AD/Office Head prepares the revised draft and forwards it to MSD along with the level and status (the reviews, via e-mail to the "Policy Directive Update" mailbox. (Note: The MSD Policy Office is available for specialized support at any point in this process.)

4. MSD finalizes the policy package and submits the final proposed directive to the applicable Associ Director, OGC, Chief of Staff and DD for final comment or concurrence.

5. The Director reviews, makes any changes needed, and approves proposed policy directive, which returned to MSD for immediate posting on the USMS intranet web-site.

NOTE: If a policy directive is only being revised for minor changes (misspelled words, the reorganizing anc reordering of presentation, etc.) or technical changes (updates of legal citations, new editions of forms, links to selected web sites, etc.), the AD/Office Head can forward changes directly to the "Policy Directive Update" mailbox (using Word/Tools to make the revision). The Policy Office/MSD review and post on the intranet within a few days.

F. Definitions: In order to ensure a common understanding, the following definitions are provided:

- ***USMS Policy Directive***: a governing document signed by the Director (or Deputy Director) that identifies the policy, procedures, and controls that direct appropriate actions to meet organizationa goals.

- ***Policy***: a definite plan and course of action selected among alternatives, based upon given conditions, to guide and determine present and future decisions.

- ***Procedure:*** a standard way of operating to accomplish stated policy through a series of steps in specific or definite order.

- ***Control***: a mechanism within procedures used to ensure accountability and regulate the actions

guide operations needed to attain system goals.

G. Cancellation: supersedes USMS Policy Directive 1.3, *Information Dissemination, Web-Based Directives.*

H. Authorization and Date of Approval:

By Order of:	**Effective Date:**
/S/ John F. Clark Director U.S. Marshals Service	2-11-2009