

**U. S. DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS**

**REPORTS AND FORMS
CATALOG**

*SUPPLEMENT 2 to 33 BIAM
(Reference 33 BIAM 3)*

AUTHORIZED
BIA
REPORTS AND FORMS
CATALOG

Supplement 2 to 33 BIAM
(Reference 33 BIAM 3)

Introduction

A. Purpose

The purpose of this catalog is to provide the Bureau with an up-to-date listing of all authorized Bureau-wide reports and forms. Reports and forms which are not listed in this catalog have not been approved in accordance with the reports and forms management system prescribed by 33 BIAM 3.

B. Organization of Handbook

The catalog is separated into two sections:

1. Section I - Authorized BIA Forms
2. Section II - Authorized BIA Reports

The reports and forms are arranged in groups by manual classification number and consecutively within the group by serial number.

A listing of computer reports, received from IADC, is included within Section II of this catalog.

Each computer report is identified by the assignment of a manual classification number, a hyphen, a serial number, and a letter (C) in parentheses.

C. Procedures for Additions or Changes

33 BIAM 3 requires that new or revised reports or forms be submitted to Management Research with a completed form 5-3301 for clearance. Management Research will, if appropriate, indicate clearance by assignment of a form or report number and signature in the clearance block of form 5-3301. Following clearance by Management Research, the form 5-3301 will be forwarded to the Director of Management Services for approval or disapproval.

Reports or forms that are approved after the last issue of this catalog are to be considered as authorized BIA reports or forms and will automatically be included in the next publication of the catalog.

When a report or form becomes obsolete, the responsible office will notify Management Research by either submitting a form 5-3301 (only completion of item 14 is necessary) or a memorandum identifying the obsolete report or form by title, number, and date.

TABLE OF CONTENTS

Section I - Forms

<u>Manual Part Numbers</u>	<u>Organizational or Manual Part Titles</u>
0	Bureau Manual System
15	Office Operations
21	Program Coordination
25	Safety
33	Management and Systems
35	Computer Services
38	Job Corps
41	Budget
42	Financial Management
43	Property and Supply
44	Personnel Management
45	Plant Design and Construction
46	Plant Management
47	Credit and Financing
52	Real Estate Appraisal
53	Forestry
54	Real Property Management
55	Land Operations
57	Roads
62	Education
64	Housing Assistance
66	Social Services
68	Law and Order
82	Employment Assistance

TABLE OF CONTENTS

Section II - Reports

<u>Manual Part Numbers</u>	<u>Organizational or Manual Part Titles</u>
15	Office Operations
21	Program Coordination
25	Safety
33	Management and Systems
35	Computer Services
41	Budget
42	Financial Management
43	Property and Supply Management
44	Personnel Management
45	Plant Design and Construction
46	Plant Management
47	Credit and Financing
52	Real Estate Appraisal
53	Forestry
54	Real Property Management
55	Land Operations
57	Roads
62	Education
64	Housing Assistance
66	Social Services
68	Law and Order
82	Employment Assistance
83	Tribal Operations
84	Industrial and Tourism Development

Section I

Authorized BIA Forms

A change has been made in our forms numbering system so that we can associate forms, reports, and directives with the initiating office. The new form numbers consist of the number 5, a hyphen, the manual classification number, and serial number. (Example: The first form approved and related to 33 BIAM would be 5-3301.) The numbering system is described in full in 33 BIAM 3.4A. This is in agreement with recommendations presented in the January 1969, National Archives Report on BIA Records Management Programs.

In preparing the catalog, old form numbers have been shown, when identifiable, adjacent to the new number. Conversion to the new number should be accomplished as rapidly as possible and in no case should conversion be delayed beyond the next printing of forms stock. Existing stocks may be used until exhausted.

LIST OF CURRENT FORMS

Bureau Manual System

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New 5-001	Manual Bulletin	11-68	0 BIAM 1.13

LIST OF CURRENT FORMS

Office Operations

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old		
5-1501	Request to Inspect or Obtain Copies of Official Records	3-69	15 BIAM
5-1502	Central Office Route Slip	4-69	15 BIAM 1.21 (Supplement 1)
5-1503	Inter-Office Transmittal	4-69	15 BIAM 1.27 (Supplement 1)
5-1504	Controlled Correspondence Cover Sheet	4-69	15 BIAM 1.27 (Supplement 1)
5-1505	Postage & Fees Paid Plan Report	4-69	
5-1506	Requests for Change in BIA Record Schedule	5-63	43 IAM 3.1
5-1507	Records Control Schedule	5-61	43 IAM 3.1
5-1508	Records Disposition Reminder	4-63	43 IAM 3.1
5-1510	Annual Records Report	3-63	43 IAM 3.1
5-1511	Summary Worksheet for Annual Records Report	3-63	43 IAM 3.1
5-1512	Cross Reference Sheet	4-64	43 IAM 3.2

LIST OF CURRENT FORMS

Office Operations

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
Old			
5-1513	Suspense Sheet	4-64	43 IAM 3.2
5-1514	Request for File in Area Title Plant	7-61	43 IAM 3.4
5-1515	Cover for Files - BIA	5-66	43 IAM 3.4
5-1516	Transfer Slip	7-63	43 IAM 3.4
5-1517	File Charge-out	1-61	43 IAM 3.4
5-1519	Requisition for Duplicating Services	7-66	15 BIAM 1.3.6 (Supplement 6)
5-1520	Authorized Corrections - Bureau Directory and Mail Routing Guide	7-67	

LIST OF CURRENT FORMS

Program Coordination

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-2101	Reservation Land, Ownership and Use (1.01)	10-67	
5-2102	Reservation Population (2.01)	2-69	
5-2103	Annual Indian Employment and Income (3.01)	2-69	
5-2104	Resident Transfer Payments (3.02)	2-69	
5-2105	Employment and Income - Forest (4.01)	2-69	
5-2106	Employment and Income - Range (4.02)	2-69	
5-2107	Employment and Income - Dry Farm (4.03)		
5-2108	Employment and Income - Irrigated (4.04)	2-69	
5-2109	Employment and Income - Minerals (4.05)	2-69	
5-2110	Employment and Income - Community/Commercial and Industrial Development (4.06)	2-69	

LIST OF CURRENT FORMS

Program Coordination

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old		
5-2111	Employment and Income - Outdoor Recreation (4.07)	2-69	
5-2112	Employment and Income - Government (4.08)	2-69	
5-2113	Employment and Income - Other Sources (4.09)	2-69	
5-2114	Employment and Income - Off Reservation (4.10)	2-69	
5-2115	Supporting Costs - Real Estate (5.01)	2-69	
5-2116	Supporting Costs - Roads (5.02)	2-69	
5-2117	Income and Employment from Roads (5.03)	2-69	
5-2118	Supporting Costs - Off Reservation (5.04)	2-69	
5-2119	Labor Force Report	4-67	
5-2120	Reservation Development Data Base (RDDB)	4-67	

LIST OF CURRENT FORMS

Safety

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old		
5-2501	5-1478	Quarterly Report of Accidents	12-63 25 IAM
5-2502	5-1478C	Quarterly Summary Report - Tort Claims	12-63 25 IAM
5-2503	5-1478E	Quarterly Property Damage Report	12-63 25 IAM
5-2504	5-1478A	Quarterly Summary Report of Work Injuries	12-63 25 IAM
5-2505	5-1478B	Quarterly Summary Report - Fire Damage	12-63 25 IAM
5-2506	5-1478D	Quarterly Summary Report - Motor Vehicle Accidents	12-63 25 IAM
5-2507	5-1479	Annual Report of Safety Accomplishments	12-63 25 IAM
5-2508	5-1516	DI-134 Incomplete Information - Supplement Report	3-69
5-2509		Bi-Pay Period Report of Regular Employees Man-hours and Work Injuries	3-64

LIST OF CURRENT FORMS

Safety

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-2510	Application for Renewal of U. S. Government Motor Vehicle Operator's Identification Card (SF-46)	11-63	25 BIAM
5-2511	Certificate of Issuance of Government Motor Vehicle Operator's Identification Card (SF-46)	11-63	25 BIAM

LIST OF CURRENT FORMS

Management and Systems

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-3301	Request for Approval of Form or Report	3-69	33 BIAM 3 (Illustration 1)
5-3302	This Is My Suggestion	6-69	33 BIAM (Supplement 1)
5-3303	Incentive Awards Program Quarterly/Annual Report	Rev. 9-69	33 BIAM 5.2
5-3304	Request for Payment of Incentive Award	6-69	33 BIAM (Supplement 1)

LIST OF CURRENT FORMS

Computer Services

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-3503	5-1530 Traverse Submittal	1-69	
5-3504	5-1531 Traverse Adjustment Data	1-69	
5-3505	5-1532 Production Run Request	1-69	

LIST OF CURRENT FORMS

Job Corps

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-3801	BIA-JC-1 Project Materials Record		C.O. Memo dated 1/5/68 to 7 Area Offices
5-3802	BIA-JC-2 Equipment Record		C.O. Memo dated 1/5/68 to 7 Area Offices
5-3803	BIA-JC-3 Monthly Manpower Record		C.O. Memo dated 1/5/68 to 7 Area Offices
5-3804	BIA-JC-4 Project Summary Sheet		C.O. Memo dated 4/29/68 to 5 Area Offices

LIST OF CURRENT FORMS

Budget

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New 5-4101 5-750	Advice of Allotment	5-65	42 BIAM 2.1.26

LIST OF CURRENT FORMS

Financial Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4201	Individual Indian Accounts Application	5-53	42 IAM 6.3.7H(1)
5-4202	Application for Pro Rata Share		
5-4203	Report to Accompany Applications for Pro Rata Share		
5-4204	Voucher for Annuities and Per Capita	4-46	
5-4205	Payments to Indians	4-46	
5-4206	Osage Agency Per Capita Payroll		
5-4207	Osage Agency Per Capita Payroll (Continuation Sheet)		
5-4208	Osage Agency Per Capita Payroll (Memorandum Copy)		
5-4209	Osage Agency Per Capita Payroll (Memorandum Copy Continuation Sheet)		
5-4210	Application for Sioux Benefits	3-59	42 IAM 6.6.7

LIST OF CURRENT FORMS

Financial Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-4211	5-361 Application for Osage Money in U.S. Treasury		42 IAM 6.6.9
5-4212	5-367f IIM Accounts Purchase Order	7-62	42 IAM 6.3.7H(2)
5-4213	5-777 Field Receipts	5-41	42 IAM 6.3.2C
5-4214	5-779 Advice of Collections	5-41	42 IAM 6.3.2P
5-4215	5-790 Advice of Charge	5-41	42 IAM 6.3.2P
5-4216	5-796 IIM Account Ledger	7-62	42 IAM 6.3.7G(4)
5-4217	5-796a IIM Account Ledger (Pink Insert)	7-62	42 IAM 6.3.7G(4)
5-4218	5-796b IIM Account Ledger (White Insert)	7-62	42 IAM 6.3.7G(4)
5-4219	5-900a Voucher for Payments of Relief Grants		42 IAM 6.6.4A
5-4220	5-1015 Cash Receipts Register (General, Special, and Revolving)	1-53	42 IAM 6.3.2N
5-4221	5-1016 Cash Receipts Register (Irrigation and Power)	1-53	42 IAM 6.3.2N

LIST OF CURRENT FORMS

Financial Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old		
5-4222	5-1017 Cash Receipts Register (Trust Activities)	1-53	42 IAM 6.3.2N
5-4223	5-1018 Accrued Expenditure Register (General, Special, & Revolving)	1-53	42 IAM 6.6.3A
5-4224	5-1019 Accrued Expenditure Register (Irrigation & Power)	1-53	42 IAM 6.6.3A
5-4225	5-1020 Accrued Expenditure Register (Trust Activities)	1-53	42 IAM 6.6.3A
5-4226	5-1021 Cash Disbursements Register (General, Special, & Revolving)	1-53	42 IAM 6.3.3E
5-4227	5-1022 Cash Disbursements Register (Irrigation & Power)	1-53	42 IAM 6.3.3E
5-4228	5-1023 Cash Disbursements Register (Trust Activities)	1-53	42 IAM 6.3.3E
5-4229	5-1024 Accounts Receivable Register (General, Special, & Revolving)	1-53	42 IAM 6.8.3D

LIST OF CURRENT FORMS

Financial Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-4230	Accounts Receivable Register (Irrigation & Power)	1-53	42 IAM 6.8.3D
5-4231	Accounts Receivable Register (Trust Activities)	1-53	42 IAM 6.8.3D
5-4232	Work Order	1-53	42 IAM 6.7
5-4233	Work Order Ledger (Components of Cost & Cost Accounts)	1-53	42 IAM 6.7
5-4234	Completion Notice	1-53	42 IAM 6.7
5-4235	Completion Report	1-53	42 IAM 6.7
5-4236	Coding Sheet	1-53	42 IAM 6.7
5-4237	Cancellation of Savings Allotment or Net Pay Designation with a Financial Organization	5-69	

LIST OF CURRENT FORMS

Property and Supply Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-4301	5-734 Contract for Services	11-68	
5-4302	5-1151 Evaluation Schedule for Quarters		43 IAM 5.3
5-4303	5-1152 Description of Quarters		43 IAM 5.4
5-4304	5-1153 Schedule of Established Rates of Subsistence		43 IAM 5.4.1
5-4305	5-730 Tonnage Reports	1-66	43 BIAM (Supplement 4)
5-4306	5-1251 Negotiated Contract	9-66	
5-4307	5-1254 General Provisions (OJT)	Rev. 12-68	
5-4308	5-261 Revocable Permit - School Property		
5-4309	5-170b Address Slip (gummed)	4-60	
5-4310	5-707 Property Accountability Transaction	7-68	43 BIAM 2.11S(4)(a) (Supplement 2)
5-4311	5-710 Receiving Report	10-61	43 BIAM 2.8D(3) (Supplement 2)

LIST OF CURRENT FORMS

Property and Supply Management

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4312 5-712	Property Invoice	5-53	43 BIAM 2.8D(7) (Supplement 2)
5-4313 5-714	Property Balance Sheet		43 BIAM 2.8D(7) (Supplement 2)
5-4314 5-720	Requisition	4-68	43 BIAM 2.8D(1) (Supplement 2)
5-4315 5-731	Production Report	1-48	43 BIAM 2.8D(14) (Supplement 2)
5-4316 5-733	Procurement Register	12-68	
5-4319 5-1529	Real Property Accountability Transaction	12-68	43 BIAM 2.11
5-4320 5-711	Return Material Credit		43 BIAM 2.8D(3) (Supplement 2)
5-4321 5-087	Abstract of Proposals	8-65	
5-4322 OCS-2	Quarters Accountability Transaction	8-69	
5-4323	Motor Vehicle Record	8-69	43 BIAM 2.9C(5) (a) & 43 BIAM 2.9C(5) (b)

LIST OF CURRENT FORMS

Property and Supply Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4324	Agreement for Transfer Federally-owned Buildings, Improvements, or Facilities Situated on Lands of any Indian Tribe, Band, or Group		43 BIAM 2.11
5-4325	Property Accountability Transaction (Multiple Transaction)	7-68	43 BIAM 2.8D(9) (Supplement 2)
5-4326	Abstract of Proposals (Small Form)	1-69	

New
Old

LIST OF CURRENT FORMS

Personnel Management

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4401	Supervisory Training Documentation	4-69	44 IAM 335
5-4402	Application for Promotion or Reassignment	7-69	44 IAM 335
5-4403	5-431 Supervisors Assessment of Potential/Supervisors Appraisal of Performance	Rev. 7-69	44 IAM 335
5-4404	Worksheet for Rating Candidate Under the Promotion Plan	7-69	44 IAM 335
5-4405	5-433 Request for Promotion or Reassignment Consideration	Rev. 7-69	44 IAM 335
5-4406	5-432 Nomination for Promotion or Reassignment Consideration	Rev. 7-69	44 IAM 335
5-4407	5-430 Promotional Opportunity Bulletin	Rev. 7-69	44 IAM 335
5-4408	5-435 Certificate of Best Qualified Candidates	Rev. 7-69	44 IAM 335
5-4409	Abbreviated Promotional Opportunity Bulletin	7-69	44 IAM 335
5-4410	5-1472 Placement Followup Report		44 IAM XI.15

LIST OF CURRENT FORMS

Personnel Management

FORM NUMBER		TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old			
5-4411	5-417A	Proof of Degree Indian Blood		44 IAM
5-4412		Position Card Code Sheet		
5-4413		Certificate of Whitten Amendment Review	7-69	
5-4414		Quarterly Report of Wage Rate Adjustments	1-64	
5-4415		Scope and Presentation Order of Orientation Training		44 IAM 410.B.2
5-4416	5-434	Recommendation in Response to Promotional Opportunity Bulletin	10-64	
5-4417	5-438	Qualifications Reference Form for Key Positions	9-61	
5-4418	5-1515A	Leave and Earnings Statement/Time and Attendance Report	Rev. 11-68	
5-4419		Application for Non-disability Retirement	5-69	

LIST OF CURRENT FORMS

Plant Design and Construction

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4501	Monthly Construction Report (General Contract Work)		
5-4502	Annual Construction Program	Rev. 11-65	
5-4503	Program Status Report	Rev. 11-65	
5-4504	Program Change Record	Rev. 11-65	
5-4505	Project Cost Breakdown	Rev. 11-65	
5-4506	Transmittal of Shop Drawings, Equipment Data, Material Samples, or Manufacturers Certificates of Compliance for approval	9-64	

LIST OF CURRENT FORMS

Plant Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-4601	Project Justification	4-69	
5-4602	Plant Management Order	4-69	
5-4603	Work Request/Shop Order	4-69	
5-4604	History Card	4-69	
5-4605	Material Cost Worksheet	4-69	
5-4606	Building Maintenance Cost Worksheet	4-69	
5-4607	Project Schedule Board	5-69	

LIST OF CURRENT FORMS

Credit and Financing

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4701	Summary of Advances and Collections Revolving Fund for Loans	1-65	47 IAM 7.14B & 47 IAM 8.14A(1)
5-4702	Annual Credit Report Table A - Operations with U.S.	1-58	47 IAM 11.2A
5-4703	Annual Credit Report Table B - Report of Loans	11-46	47 IAM 11.2B
5-4704	Annual Credit Report Table C - Individual Loan Summary	11-46	47 IAM 11.2B & 47 IAM 11.2C
5-4705	Application of Indian Tribe, Credit Association, or Other Organization for Loan of Revolving Credit Funds from the U. S.	1-58	47 IAM 7.3B & 47 IAM 7.3K
5-4706	Application of Indian Organization for a Loan from the U.S. to Procure Expert Assistance	4-64	47 IAM 7.21B
5-4707	Commitment Order	5-58	47 IAM 7.5 & 47 IAM 7.21C
5-4708	Promissory Note for Loan from the Revolving Credit Fund	11-46	47 IAM 7.9C & 47 IAM 8.5K(3)

LIST OF CURRENT FORMS

Credit and Financing

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4709	Request to Advance Credit Funds	11-46	47 IAM 7.14
5-4710	Application of Cooperative Association for Loan	10-58	47 IAM 7.3L & 47 IAM 8.3L
5-4711	Promissory Note for a Loan from an Indian Organization	8-61	47 IAM 8.5K(3)
5-4712	Deposit Agreement (For use only on loans by the U.S.)	10-61	47 IAM 8.5M
5-4713	Deposit Agreement (For use on loans by corporations, tribes and credit associations)	10-61	47 IAM 8.5K, 47 IAM 8.5K(2), & 47 IAM 8.5M
5-4714	Purchase Order - Credit Funds I.I. Money	11-46	47 IAM 8.5K(4)
5-4715	Purchase Order - Alaska	4-61	47 IAM 8.5K(4)
5-4716	Receipt for Repayment on Loan	11-46	47 IAM 7 (Ill. 6, Section 16) & 47 IAM 9.14
5-4717	Agreement for Voluntary Liquidation of Loan	10-58	47 IAM 8.10A(1)

FORM NUMBER
New Old

LIST OF CURRENT FORMS

Credit and Financing

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4718 5-843	Promissory Note for Loan to an Individual Direct from the U.S.	5-59	47 IAM 8.5K(3)
5-4719 5-845	Assignment of Income from Trust Property	4-60	47 IAM 5.4D & 47 IAM 8.9F
5-4720 5-846	Assignment of Trust Property and Power to Lease	9-59	47 IAM 8.9F
5-4721 5-847	Assignment (corporation, tribe, or credit association to borrower)	2-46	47 IAM 12.11
5-4722 5-848	Application for Termination of Trust Status or Chattel	5-58	47 IAM 5.4E(1)
5-4723 5-866	Application for Loan	4-60	47 IAM 8.3C & 47 IAM 8.3M
5-4724 5-866b	Application for Loan (Alaska)	9-59	47 IAM 8.3C & 47 IAM 8.3M
5-4725 5-866C	Application for Loan	9-59	47 IAM 8.3C & 47 IAM 8.3M
5-4726 5-883	Report of Indebtedness Due the U.S.	3-40	47 IAM 8.10H(4)

LIST OF CURRENT FORMS

Credit and Financing

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-4727	Report of Indebtedness Due the U.S. (Continuation Sheet)		47 IAM 8.10H(4)
5-4728	Enterprise Application and Agreement	8-64	47 IAM 9.3
5-4729	Application for Educational Loan	5-54	47 IAM 10.2A
5-4730	Educational Loan Agreement	9-61	47 IAM 10.3C

LIST OF CURRENT FORMS

Real Estate Appraisal

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-5201	Appraisal Report (Legal Description)	12-56	52 IAM 2.4.2B(1)
5-5202	Appraisal Report (Neighborhood Analysis)	12-56	52 IAM 2.4.2B(1)
5-5203	Appraisal Report (Detail Description of Land)	12-56	52 IAM 2.4.2B(1)
5-5204	Appraisal Report (Detail Description of Improvements)	12-56	52 IAM 2.4.2B(1)
5-5205	Appraisal Report (Market Data)	12-56	52 IAM 2.4.2B(1)
5-5206	Appraisal Report (Capitalization of Income Analysis)	12-56	52 IAM 2.4.2B(1)
5-5207	Appraisal Report (Correlation of Technique)	12-56	52 IAM 2.4.2B(1)
5-5208	Appraisal Report (Photographs)	12-56	52 IAM 2.4.2B(1)
5-5209	Appraisal Report (Tract Map)	12-56	52 IAM 2.4.2B(1)
5-5210	Appraisal Report (Vicinity Map)	12-56	52 IAM 2.4.2B(1)
5-5211	Appraisal Report (Fill-in)	12-56	52 IAM 2.4.2B(1)

LIST OF CURRENT FORMS

Real Estate Appraisal

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5212	Appraisal Summary Log	1-66	52 IAM 2.4.2B(2)
5-5213	Request for Real Estate Appraisal	6-57	52 IAM 2.4.2B(4)
5-5214	Sales Data and Analysis	2-57	52 IAM 2.4.2B(5)
5-5215	Semiannual Report of Real Estate Appraisals		52 IAM 2.4.2B(3)
5-5216	Application for Placement on BIA Register of Available Real Estate Appraisers	11-69	52 IAM 2.4.2B(9)

LIST OF CURRENT FORMS

Forestry

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-5301	5-473 Scale Report		53 IAM 6.12.7
5-5302	5-473a Transmittal & Reporting Sheet	1-66	53 IAM 3.22 (Supplement 1)
5-5303	5-477 Tree Tally for Timber Estimate		
5-5304	5-478A Forest Topographer's Large Map Sheet		
5-5305	5-480 NE/4 of T No. -- R -- etc. Map		
5-5306	5-480a NW/4 of T No. -- R -- etc. Map		
5-5307	5-480b SW/4 of T No. -- R -- etc. Map		
5-5308	5-480c SE/4 of T no. -- R -- etc. Map		
5-5309	5-486 Report of Timber Cut		53 IAM 6.12.7A
5-5310	5-486c Check Scale Report		53 IAM 6.12.8A
5-5311	5-487a Timber Sale Data	2-59	
5-5312	5-488 Bond	11-61	53 IAM 4.4.4
5-5313	5-490 Agency Annual Report	Rev. 8-67	

LIST OF CURRENT FORMS

Forestry

FORM NUMBER New OID	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5314	5-490A Area Annual Report	Rev. 10-67	
5-5315	5-491 Power of Attorney for Sale of Allotment of Timber	5-49	53 IAM 4.3.1B
5-5316	5-492 Analysis of Expenditures	6-68	
5-5317	5-493a Lookout Report		53 IAM 12.6.4G
5-5318	5-499 Proposal	10-48	53 IAM 4.3.6A
5-5319	5-500A Statement of Completion of Timber Contract and Summary of Operations Report	3-66	53 IAM 6.23.1 & 53 IAM 6.23.2
5-5320	5-503 Timber Scale and Money Record-- Controlling Account	5-49	53 IAM 4.2.2 (Supplement 1)
5-5321	5-503a Timber Account Index	6-64	53 IAM 4.2.1 (Supplement 1)
5-5322	5-504 Timber Scale and Money Record-- Scaling Unit	4-49	53 IAM 4.2.2 (Supplement 1)
5-5323	5-610 Standard Timber Contract Provisions	3-60	53 IAM 4.3.7A
5-5324	5-611 Timber Contract for the Sale of Estimated Volumes	3-60	53 IAM 4.3.7B

LIST OF CURRENT FORMS

Forestry

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-5325	Quarterly Stumpage Adjustment Provisions (Alt. Contract Sec. 9)	3-60	53 IAM 4.3.7B(4)
5-5326	Subsidiary Allotment Timber Contract Sale of Estimated Volumes	10-59	53 IAM 4.3.7C
5-5327	Timber Contract for the Sale of Pre-determined Volumes	10-59	53 IAM 4.3.7D
5-5328	Special Allotment Timber Cutting Permit	2-60	53 IAM 5.2.6
5-5329	Statement of Cumulative Federal and Tribal Expenditures and Administrative Fees Earned	1-66	
5-5330	Cumulative Fire Record (A-D)	8-63	53 IAM 12.6.4B
5-5331	Timber Cutting Permit	4-49	53 IAM 5.1
5-5332	Timber Cutting Permit for Use by Organized Tribes	1-64	53 IAM 5.1
5-5333	Check Scale Book (Black Cover)	1954	53 IAM 6.12.8
5-5334	Scale Sheet Summary	3-62	53 IAM 2.2.2 (Supplement 1)

LIST OF CURRENT FORMS

Forestry

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old		
5-5335	5-928A Log Scale Book	1958	53 IAM 6.12.5A
5-5336	5-928B, Log Scale Book	1958	53 IAM 6.12.5B
5-5337	5-928C Scale Sheet	1963	53 IAM 2.2.1 (Supplement 1)
5-5338	5-928D Scale Sheet (Waterproof Paper)	1962	53 IAM 2.2.1 (Supplement 1)
5-5339	5-1469 Fire Supervisory Roster--Qualified Personnel and Training Needs	5-63	53 IAM 12.7
5-5340	5-1470 Fire Qualification Card	5-63	53 IAM 12.8
5-5341	5-1474 Individual Forest and Range Fire Report	8-63	53 IAM 12.6.4 (590 DM Handbook Instructions, Form DI-1200)
5-5342	5-1475 Roster of Fire Qualification Card Holders	8-63	53 IAM 12.8
5-5343	5-1485 Predetermined Volume Timber Account	6-64	53 IAM 4.3.2 (Supplement 1)

LIST OF CURRENT FORMS

Real Property Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
Old			
5-5401	5-021 Trader's Bond	5-44	
5-5402	5-101 Consent to Sale	11-55	54 IAM 2.3.3A
5-5403	5-104b Statement of Owners of Allotted Indian Lands to Accompany Application for Right-of-Way	9-58	
5-5404	5-105 Application for Patent-in-Fee or For Sale of Indian Land	5-55	54 IAM 2.2.3A(1)
5-5405	5-107 Summary of Family History and Inventory	10-48	
5-5406	5-108C Data for Heirship Finding		25 CFR 15.28
5-5407	5-109 Last Will and Testament	4-53	25 CFR 15.28
5-5408	5-109b Affidavit to Accompany Indian Will		54 IAM 8; 25 CFR 15.28
5-5409	5-110d Request for Real Estate Appraisal	6-57	54 IAM 5.3
5-5410	5-110f Report on Application for a Certificate of Competency	1-55	54 IAM 2.1.4B(2)
5-5411	5-110g Note for Deferred Payment, Sale of Allotted Land		25 CFR 121.19

LIST OF CURRENT FORMS

Real Property Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5412	Memorandum of Sale of Allotted Land	25 CFR 121.19	
5-5413	Certificate of Competency	6-49	54 IAM 2.1.4A(3)
5-5414	Petition for Partition of Inherited Indian Land	4-53	54 IAM 2.3.3A
5-5415	Report on Sale of Indian Land	5-55	54 IAM 2.2.3I(8)
5-5416	Schedule of Lands to be Sold	5-55	54 IAM 2.2.3D
5-5417	Invitation, Bid, and Award	1-60	54 IAM 2.2.3D
5-5418	Annual Report of Mineral Leasing Activities, June 30, 19__		54 IAM 13
5-5419	Land and Title Document Extract Sheet	2-60	
5-5420	Land Index	5-55	
5-5421	Filmsort Aperture Card		
5-5422	Filmsort Aperture Card		

LIST OF CURRENT FORMS

Real Property Management

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5423	5-138 Performance Bond	1-62	54 IAM 5.3
5-5424	5-145 Prospecting Permit for Oil and Gas (Non-exclusive without Option to Lease)	8-57	54 IAM 6.4.1
5-5425	5-152 Annual Report of Caseloads, Acreages Under BIA, and Surface Leasing		54 IAM 13
5-5426	5-154a Lessee's Bond Supported by Govern- ment Securities	11-55	25 CFR 171.6(a)
5-5427	5-154b Bond to Accompany Mining Leases	10-56	25 CFR 171.6(a)
5-5428	5-154d Evidence of Authority of Officers to Execute Papers	11-55	54 IAM 6.5
5-5429	5-154e Assignment of Mining Lease	5-59	54 IAM 6.5
5-5430	5-154f Collective Bond	10-56	54 IAM 6.4.1
5-5431	5-154g Affidavit of Surety	5-51	
5-5432	5-154h Oil and Gas Mining Lease - Allotted	1-62	25 CFR 172.16

LIST OF CURRENT FORMS

Real Property Management

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5433	Sand, Gravel, Pumice, Building Stone Permit	6-56	54 IAM 5.3
5-5434	Sand, Gravel, Pumice, Building Stone Permit (Short-term Form)	3-58	54 IAM 5.3
5-5435	Bond to Cover Obligations of Assignees	10-56	25 CFR 171.6(a)
5-5436	Mineral Prospecting Permit	10-57	
5-5437	Mineral Prospecting Permit (Exclusive with option)	10-57	
5-5438	Nationwide Oil and Gas Lease Bond	10-56	25 CFR 171.6(b)
5-5439	Oil and Gas Mining Lease - Tribal Indian Lands	7-64	54 IAM 6.4.8.4
5-5440	Mining Lease Indian Lands (For mineral Other than Oil and Gas)	10-57	
5-5441	Lease (Farming, Farming and Grazing, or Farm Pasture)	1-62	54 IAM 5.3
5-5442	Cancellation (Lease)	5-48	54 IAM 5.3

LIST OF CURRENT FORMS

Real Property Management

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5443	5-180n Modification (Lease)	12-50	54 IAM 5.3
5-5444	5-180o Assignment of Agricultural or Business Lease	5-48	54 IAM 5.3
5-5445	5-181 Business Lease	10-61	54 IAM 5.3
5-5446	5-183 Deed to Restricted Indian Land	9-56	54 IAM 2.2.3H(1)(a)
5-5447	5-183b Deed to Restricted Indian Land (Special Form)		54 IAM 2.2.3H(1)(c)
5-5448	5-184 Lease	11-62	54 IAM 5
5-5449	5-185 Deed to Restricted Indian Conveying Land Purchased Under Act of Congress - Approved June 30, 1932		54 IAM 2.2.3H(b)
5-5450	5-186 Individual Indian or Tribal Realty Interests	12-60	
5-5451	5-188a Title Status Report (Description of Realty Services)	12-60	
5-5452	5-188b Title Status Report (Individual or Tribal Ownership and Shares)	12-60	

LIST OF CURRENT FORMS

Real Property Management

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5453	Title Status Report (Encumbrance Sheet) (3 sheets)	4-65	
5-5454	Receipt for Patent		54 IAM 2
5-5455	Index and Heirship Card - Enrollee		
5-5456	Inherited Interests in Estates		
5-5457	Allotment or Estate Record		
5-5458	Allotment or Estate Record (Continuation Sheet)		
5-5459	Agreement to Pay Construction, Operation, and Maintenance Charges -- Sale of Irrigable Lands		25 CFR 121.21
5-5460	Lease	8-63	54 IAM
5-5461	Residential Lease	8-64	54 IAM 5.3
5-5462	Application for Certificate of Eligibility for Allotment of Public Domain		

LIST OF CURRENT FORMS

Land Operations

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5501	5-162a, Project Data - Irrigation Construction	10-63	55 IAM 8.3E & LTR. of 4-25-60
5-5502	5-162b Project Data - Rehabilitation & Betterment	10-63	55 IAM 8.3E & LTR. of 4-25-60
5-5503	5-167 Irrigation Program of Work (Appropriation Analysis)	Rev. 1-68	55 IAM 3.D
5-5504	5-167a Irrigation Program of Work (Features and Estimated Costs)	2-60	55 IAM 3.D
5-5505	5-205A 5-205B 5-205C Annual Range Management Report	Rev. 9-67	
5-5506	5-206 Annual Outdoor Recreation & Wildlife Report	10-65	
5-5507	5-210 Land Use Inventory & Production	1-68	
5-5508	5-300 Soil & Moisture Conservation Annual Estimate	9-62	55 IAM 8.2B
5-5509	5-302 Soil & Moisture Conservation Annual Report	9-62	55 IAM 8.2D

LIST OF CURRENT FORMS

Land Operations

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-5510 5-210a	Gross Value of Products Grown and Harvested by Means Other than Livestock	1-66	
5-5511 5-210b,	Pounds of Livestock Products Produced from Crops Harvested by Livestock	1-66	

LIST OF CURRENT FORMS

Roads

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
5-5701	Annual Road System Inventory	12-60	57 IAM 6.1.3
5-5702	Work Program	1963	57 IAM 2.4.4
5-5703	Individual Project	1956	57 IAM 2.4.4
5-5704	Work Program Status	8-61	57 IAM 6.1.2
5-5705	Control Schedule	6-67	57 IAM 6.2.1
5-5706	Record of Work Progress Maintenance	4-59	57 IAM 6.2.5
5-5707	Projects, Obligations, and Cash Disbursements	7-64	57 IAM 6.2.6
5-5708	Annual Road Construction Status Report	8-69	
5-5709	Quarterly Road Construction Status Report	8-69	

LIST OF CURRENT FORMS

Education

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-6201	Graduates Sponsored by Bureau Grants	5-69	62 BIAM 5.5
5-6202	Higher Education Grants - Annual Report	5-69	62 BIAM 5.5
5-6203	Budget Estimate - Scholarship Grants	5-69	62 BIAM 5.5
5-6204	Pupil's Elementary Progress Report	4-64	62 BIAM 13.8
5-6205	Certificate of Work Completed for Credit	3-67	62 BIAM 13.8
5-6206	School Census of Indian Children	3-68	62 BIAM 13.2
5-6207	Permanent School Census Card	3-68	62 BIAM 13.3
5-6208	Summary Placement Report on Graduates	4-63	62 BIAM 4.5
5-6209	Cumulative Record Form for Use in Elementary Schools	4-62	62 BIAM 13.5
5-6210	Cumulative Record Form for Use in Junior and Senior High Schools	4-62	62 BIAM 13.5
5-6211	Summer Program Report	2-67	62 BIAM 15.4.1

LIST OF CURRENT FORMS

Education

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-6212	5-1486 Summer Program Plans	2-69	62 BIAM 15.3
5-6213	5-1487 Summary of Summer Program Plans		62 BIAM 15.3
5-6214	5-1517 Permission to Change Religious Affiliation	3-66	62 BIAM 8.5.1A(2)(b)
5-6215	5-192 Application for Admission to Boarding School	4-64	62 BIAM 13.7
5-6216	5-243 Monthly Progress Report on Printing	9-60	62 BIAM 13.8
5-6217	5-246 Annual School Attendance Report	3-68	62 BIAM 13.4
5-6218	State Summary Report Indian Enrollment (JOM Participants Only)	9-67	62 BIAM 3.2.11B(2)(e)
5-6219	Classroom Growth Record		
5-6220	Achievement Chart		

LIST OF CURRENT FORMS

Housing Assistance

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
Old			
5-6401	Housing Improvement Program	7-67	
5-6402	Construction Starts as of Reporting Date & Anticipated Construction Starts to Fiscal Year End	7-68	
5-6403	Housing Inventory	6-68	

LIST OF CURRENT FORMS

Social Services

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old		
5-6601	5-1200 Application for Assistance	Rev. 7-67	66 IAM 5.3A(1)
5-6602	5-1200B Application Register, General Assistance	Rev. 7-67	66 IAM 5.3A(2)
5-6603	5-1201A Family Profile	Rev. 7-67	66 IAM 5.3B(1)
5-6604	5-1201B Record of Income and Resources	Rev. 7-67	66 IAM 5.3B(2)
5-6605	5-1201C Employment Information	Rev. 7-67	66 IAM 5.3B(3)
5-6606	5-1201D Assistance Budget	Rev. 7-67	66 IAM 5.3B(4)
5-6607	5-1202 Master File Card		66 IAM 5.3C
5-6608	5-1203A Worker's Desk Card GS or SOF	Rev. 7-67	66 IAM 5.3D(1)(a)
5-6609	5-1203B Statistical - Financial Card GS or SOF	Rev. 7-67	66 IAM 5.3D(2)(a)
5-6610	5-1204 Change in Status Form	Rev. 7-67	66 IAM 5.3E
5-6611	5-1209 Social Worker's Day Sheet		66 IAM 5.3I
5-6612	5-1210 Statistical Report	Rev. 8-68	

LIST OF CURRENT FORMS

Social Services

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-6613	5-1211A Worker's Child Welfare Desk Card	Rev. 7-67	66 IAM 5.3D(1)(b)
5-6614	5-1211B: Statistical - Financial Child Welfare Card		66 IAM 5.3F(3)
5-6615	Letter of Notification	9-69	

LIST OF CURRENT FORMS

Law and Order

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
5-6801	Case Report	11-47	68 IAM 5.2
5-6802	Final Disposition Report	Rev. 7-65	68 IAM 5.3
5-6803	Branch of Law and Order		
X-6804	Offenses Known to Police	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6805	Age, Sex, and Race of Persons Arrested Under 18 Years of Age	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6806	Age, Sex, and Race of Persons Arrested Over 18 Years of Age	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6807	Persons Formally Charged and Disposition	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6808	Age and Sex of Persons Granted Probation Under 18 Years of Age	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6809	Age and Sex of Persons Granted Probation Over 18 Years of Age	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6810	Traffic Summary Report	8-69	68 IAM 5.8 & 68 IAM 5.9

X - A form being used on an experimental basis.

LIST OF CURRENT FORMS

Law and Order

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
X-6811	Non-enforcement Services Rendered	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6812	Civil Cases - Indian Courts	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6813	Jail Facilities and Prisoner Population	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6814	Automotive Equipment and Mileage Report	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6815	Employees Staffing Pattern	8-69	68 IAM 5.8 & 68 IAM 5.9
X-6816	Funding Pattern	8-69	68 IAM 5.8 & 68 IAM 5.9
5-6818	Indian Police Academy Nominee/ Graduate Evaluation Report	8-69	Memo dated 1/21/69, Subject: Indian Police Basic Training
5-6819	Application for Nomination to Indian Police Academy	9-69	Memo dated 1/21/69, Subject: Indian Police Basic Training

X - A form being used on an experimental basis.

LIST OF CURRENT FORMS

Law and Order

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-6820	Application for Commission as Deputy Special Officer	8-64	68 IAM 2.15.3
5-6821	Statement of Medical History		Memo dated 1/21/69, Subject: Indian Police Basic Training
5-6822	Authorization for Use of Photograph		Memo dated 1/21/69, Subject: Indian Police Basic Training
5-6823	Supervisory Officer's Evaluation of Indian Police Academy Nominee		Memo dated 1/21/69, Subject: Indian Police Basic Training
5-6824	Letter of Transmittal		Memo dated 1/21/69, Subject: Indian Police Basic Training

LIST OF CURRENT FORMS

Employment Assistance

FORM NUMBER		TITLE	ISSUE DATE	MANUAL REFERENCE
New	Old			
5-8201	5-1506a 5-1506b	Activity Report	6-69	82 IAM 7
5-8202	5-1507a 5-1507b 5-1507c	Grant Cost Report	6-69	82 IAM 7
5-8203	5-412	Application for Employment Assistance	5-62	82 IAM 4
5-8204	5-412A	Adult Vocational Training Agreement	6-62	82 IAM 4
5-8205	5-440	Employment Assistance Information Record	Rev. 7-67	82 IAM 4
5-8206	5-441	Statement of Medical History	Rev. 6-62	82 IAM 4
5-8207	5-442	Statement of Medical Examination	3-61	82 IAM 4
5-8208	5-442	Statement of Medical Examination (Supplemental Sheet)	3-61	82 IAM 4
5-8209	5-448	Permanent Housing Report	1-61	82 IAM 5
5-8210	5-449	Housing Resource File (White & Yellow Cards - 5 X 8)	3-61	82 IAM 5

LIST OF CURRENT FORMS

Employment Assistance

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
✓ 5-8211 5-632	Request for Physical Examination (Includes Members of Family and Medical History)	6-62	82 IAM 4
✓ 5-8212 5-632A	Request for Physical Examination (For One Individual and Destination Office Use Only)	2-67	82 IAM 4
5-8213 5-636	Adult Vocational Training Program	7-61	82 IAM 5
5-8214 5-637	Destination Office Contact Report	7-61	82 IAM 5
5-8215 5-640	Agency Application Control Register	Rev. 6-62	82 IAM 4
5-8216 5-643	Voucher for Payments of Special Assistant Grants	7-60	82 IAM 6
5-8217 5-645	Receipt for Delivery of Treasury Check	5-62	82 IAM 6
5-8218 5-646	Unit Ledger Record - Financial Assistance	7-63	82 IAM 6
5-8219 5-646a	Control Register - Financial Assistance	Rev. 6-62	82 IAM 6

LIST OF CURRENT FORMS

Employment Assistance

FORM NUMBER New Old	TITLE	ISSUE DATE	MANUAL REFERENCE
5-8220	5-649 Destination Office Application Control Register	10-61	82 IAM 5
5-8221	5-652 ¹ Employer Record	4-61	82 IAM 5
5-8222	5-653 Monthly Placement Control	8-67	82 IAM 5
5-8223	5-654 Advice of Arrival	3-61	82 IAM 5
5-8224	5-655 Individual Contact Report	4-61	82 IAM 4
5-8225	5-656 OJT Referral Letter	5-59	
5-8226	5-657 OJT Certificate		
5-8227	5-658 OJT Letter to Superintendent	5-59	
5-8228	5-659A OJT Training Monthly Report 5-659B (4 sheets) 5-659C	10-61 & Rev. 6-62	
5-8229	5-660 Emergency Assistance Control Register	3-61	82 IAM 6

LIST OF CURRENT FORMS

Employment Assistance

FORM NUMBER	TITLE	ISSUE DATE	MANUAL REFERENCE
New			
Old			
5-8230	Adult Vocational Training (Course Evaluation)	7-61	82 IAM 5
5-8231	Orientation and Counseling Check List	10-61	82 IAM 5
5-8232	Daily Visitor Register	7-61	82 IAM 5
5-8233	Household Inventory and Suggested Shopping List	7-61	82 IAM 5
5-8234	Individual Employment Record	7-61	82 IAM 5
5-8235	Application Scheduling Record	7-61	82 IAM 5
5-8236	Affidavit	7-61	82 IAM 4
5-8237	Training Employment Schedule	9-63	
5-8238	Summary of Financial Assistance Program - Activity by Allotment Accounts		82 IAM 6

Section II

Authorized BIA Reports

As with the Bureau's forms numbering system, the reports are assigned numbers which associate reports, forms, and directives with the initiating office. The reports numbering system consist of the manual classification number, a hyphen, and serial number. (Example: The first report required by 33 BIAM is number 33-01.) The numbering system is described in full in 33 BIAM 3.4A.

Those reports that were previously assigned numbers consisting of the manual classification and serial number have not been changed. Report numbers which ended with an alphabetical symbol have, however, been changed. The change was made by dropping the alphabetical symbol and using the same serial number or the next available serial number. (Example: 1. Report 33-1A would be changed to 33-01. 2. Report 33-1B would be changed to 33-02 or next available serial number.)

LIST OF CURRENT REPORTS

Office Operations

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
15-01	Postage and Fees Paid Plan Report	Q SA	5-1505	15 BIAM
15-02	Annual Records Report	A	5-1510	15 BIAM
15-03	Annual Summary of Records Holdings	A	SF-136	15 BIAM
15-04	Vital Records Protection Status Report (Emergency Operating Records)	A	GSA 2034	15 BIAM
15-05	Vital Records Protection Status Report (Rights and Interest Records)	A	GSA 2035	15 BIAM

LIST OF CURRENT REPORTS

Program Coordination

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
21-01	Labor Force Report	SA	5-2119	
21-02	Reservation Development Data Base (RDDB)	A	5-2120	

LIST OF CURRENT REPORTS

Safety

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
25-01	Quarterly Report of Accidents	Q	5-2501	25 IAM
25-02	Quarterly Summary Report - Tort Claims	Q	5-2502	25 IAM
25-03	Quarterly Property Damage Report	Q	5-2503	25 IAM
25-04	Accident Summary	SA	DI-450	DM 395
25-05	Quarterly Summary Report of Work Injuries	Q	5-2504	25 IAM
25-06	Quarterly Summary Report - Fire Damage	Q	5-2505	25 IAM
25-07	Annual Report of Safety Accomplishments	A	5-2507	25 IAM
25-08	Quarterly Summary Report - Motor Vehicle Accidents	Q	5-2506	25 IAM
25-09	DI-134 Incomplete Information Supplemental Report		5-2508	
25-10	Bi-Pay Period Report of Regular Employees Man-hours and Work Injuries	BW	5-2509	

LIST OF CURRENT REPORTS

Management and Systems

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
33-01	Cost Reduction and Management Improvement Program Semiannual Report - Narrative	SA	Narrative	33 BIAM 1.5
33-02	Incentive Awards Program Annual Report	A Q (Narrative) (Statistical)	SF-69	33 BIAM 5.2
33-03	Cost Reduction and Manpower Conservation Program Project Assignment Record	A & as needed	1-1071	33 BIAM 1.5
33-04	Cost Reduction and Manpower Conservation Program Project Status Report	Q	DI-1310	33 BIAM 1.5
33-05	Cost Reduction and Management Improvement Program Semiannual Report - Summary	SA	Tabular	33 BIAM 1.5

LIST OF CURRENT REPORTS

Computer Services

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
35-01	Monthly Progress Report	MO.	Memorandum	
35-02	Monthly Utilization Report	MO.	Memorandum	
35-03	ADP Services	MO.	Memorandum	
35-04	ADP Resources	Q	GSA 2068A	35 BIAM 1.4G
35-05	Computer Inventory and Usage Report	SA	Machine-Media	BOB Circular A-83

LIST OF CURRENT REPORTS

Budget

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
41-01	Report on Employment of Consultants as of 6/30	A	Memorandum	B & F Letter 167
41-02	Report on Employment of Consultants as of 12/31	A	Memorandum	B & F Letter 167
41-03	Request for Allocation of Department's Limitation on Employment of Consultants	A	Memorandum	B & F Letter 167
41-04	Grants-in-Aid to States	A	Memorandum	Treas. Dept. Cir. 1014; B & F Letter 160
41-05	Cash Payments to State and Local Governments	A	Memorandum	Office of Budget memo when requested by Census
41-06	Estimates and Report on International Transactions	SA	Schedule I and II	BOB Cir. No. A-58
41-07	Reports to Department of Commerce on International Transactions	Q	SF 13 and attachments B through F	BOB Cir. No. A-65

LIST OF CURRENT REPORTS

Budget

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
41-08	Report of Number of Employees Having Access to Health Services Located in Interior Building	A	Memorandum	Adm. Services Ltr. No. 16
41-09	Space	Q	Memorandum	
41-10	Employment by Appropriation and Activity	MO.		
41-11	Savings - P.L. 90-364	Q	BOB Bulletin 68-15	BOB Bulletin 68-15
41-12	Statement of Receipts Special Funds (Past Year)	A	SF-108	Treas. Inst. & BOB Cir. A-11
41-13	Summary Report of Expenditures for Direct Federal Public Works	A	BOB Cir. A-35	
41-14	Report on Budget Authority Obligations & Outlay Ceilings	MO.	As prescribed by Department	Dept. Memo
41-15	Instructions for the Preparation and Submission of Annual Budget Estimates	A	As indicated each year by BOB Cir. A-11	BOB Cir. A-11

LIST OF CURRENT REPORTS

Budget

<u>REPORT NUMBER</u>	<u>TITLE</u>	<u>FREQ. OF SUB.</u>	<u>FORM OR FORMAT USED</u>	<u>MANUAL REFERENCE</u>
41-16	Program and Financial Plans	A	As indicated in PPB Handbook	PPB Handbook

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-01	Payroll Report of Federal Civilian Employees	BW	SF-113B	Budget Ltr. 187
42-02	Statement of Financial Condition	Q	SF-220	Treas. Cir. 966
42-03	Statement of Income and Expenses	Q	SF-221	Treas. Cir. 966
42-04	U.S. Government Payroll Plan	Q	SF-230	Treas. Cir. 146
42-05	Report on Obligation by Object Class	MO.	SF-225	Treas. Cir. 1073
42-06	Statement of Unexpended Balances of Appropriations and Fund	A	Treas. form BA-R 2108	Treas. Cir. 965
42-07	Report on Budget Status	MO.	SF-133	BOB Cir. A-34
42-07(C)				
42-08	Report on Budget Status	Q	SF-143	BOB Cir. A-34
42-09	Summary of Retirement Fund Transactions	A	SF-2807-2	340 DM 2.1
42-10	Statement of Income and Application of Funds	Q	SF-222	Treas. Cir. 966

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-11	Geographic Distribution of Federal Payroll	A	Letter	CSC
42-12	Report on Federal Outlays by Geographic Location	Q	OEO forms 176, 177, 178, & 179	BOB Cir. A-84
42-13	Report on Status of Contract Authority	SA	Letter	Treas. Cir. 993
42-14	Report on Operations Under Department Position Schedule Bond	A	Treas. form 747 & 748	Treas. Cir. 975
42-15	Statement of Receipts	A	SF-108	BOB Cir. A-11
42-16	Report on Selected Balances for Stating Budget Results on Accrual Basis	MO.	BA-6728 BA-6727	TFRM No. 18 BOB 68-10
42-25	User Charges Report	A	SF-4	BOB Cir. A-25
42-26(C)	Documents Records Purged	MO.		
42-27(C)	Income Report	MO.		
42-28(C)	Travel Advances Report Daily and Summary	MO.		

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-29(C)	Accounts Receivable	MO.		
42-30(C)	Accounts Receivable Summary	MO.		
42-31(C)	General Ledger Detail Fund Group 1	MO.		
42-32(C)	General Ledger Detail Fund Group 2-7	MO.		
42-33(C)	General Ledger Detail Fund Group 6	MO.		
42-34(C)	Report on Operating Budget, Bureau	MO.		
42-35(C)	Report on Operating Budget, Area	MO.		
42-36(C)	Report on Operating Budget, Agency	MO.		
42-37(C)	Construction Status Report, Bureau	MO.		
42-38(C)	Construction Status Report, Area	MO.		

LIST OF CURRENT REPORTS

Financial Management

<u>REPORT NUMBER</u>	<u>TITLE</u>	<u>FREQ. OF SUB.</u>	<u>FORM OR FORMAT USED</u>	<u>MANUAL REFERENCE</u>
42-39 (C)	Construction Status Report, Agency	MO.		
42-40 (C)	Construction Status Report, Project	MO.		
42-41 (C)	Construction Status Report, Work Order	MO.		
42-42 (C)	General Ledger Exception	Daily		
42-43 (C)	General Ledger Account 104.00 Balances	Daily		
42-44 (C)	Intra-Bureau Transaction Balances	Daily		
42-45 (C)	Input Transaction Register and Encoder Transmission Requirements for Transaction Processed	Daily		
42-46 (C)	Voucher Schedule Index	Daily		
42-47 (C)	General Ledger Accounts Summary	Wkly. & MO. end		
42-48 (C)	Labor Cost Summary Report	BW		

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-49(C)	Labor Cost Totals	BW		
42-50(C)	Labor Cost Report	BW		
42-51(C)	Payroll Cost Detail	BW		
42-52(C)	PD&C Error List Estimates	BW		
42-53(C)	PD&C Error List Data	BW		
42-54(C)	PD&C Work Program	BW		
42-55(C)	Fedstrip Status	On request		
42-56(C)	Fedstrip Supplementary Address Table	On request		
42-57(C)	Fedstrip Fund Code Table	On request		
42-58(C)	Comparison of Fedstrip to Document Master	On request		
42-59(C)	Fedstrip Current Pre-payment Status	On request		
42-60(C)	Balance of Fedstrip Invoices	S-MO.		

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-61(C)	Comparison of Fedstrip Invoices to Document Master	S-MO.		
42-62(C)	Summary of Fedstrip Inventory by Appropriation	S-MO.		
42-63(C)	Fedstrip Distribution Rebates	S-MO.		
42-64(C)	PD&C Supply and Shipment Status List (Also used for Property and Supply Status List)	S-MO.		
42-65(C)	Report on Budget Status Job Corps	MO.		
42-66(C)	Allotment Status Report, Bureau	MO.		
42-67(C)	Allotment Status Report, Area	MO.		
42-68(C)	Allotment Status Report, Agency	MO.		

LIST OF CURRENT REPORTS

Financial Management

<u>REPORT NUMBER</u>	<u>TITLE</u>	<u>FREQ. OF SUB.</u>	<u>FORM OR FORMAT USED</u>	<u>MANUAL REFERENCE</u>
42-69(C)	Monthly Journal of Transactions	MO.		
42-70(C)	Reconciliation Report of Document Master and General Ledger	MO.		
42-71(C)	PHS Construction Project Status	MO.		
42-72(C)	Accounts Payable and Undelivered Orders (Regular)	MO.		
42-73(C)	Accounts Payable and Undelivered Orders (Area Summary)	MO.		
42-74(C)	Cost Estimate Adjustment (Summary & Error Listing)	MO.		
42-75(C)	Cost Estimate Adjustment (Area Summary & Error Listing)	MO.		
42-76(C)	Clearing Accounts (Unmatched, Unbalanced, & SF-224 Related)	MO.		

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ: OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-77(C)	Clearing Accounts (Cleared General Ledger)	MO.		
42-78(C)	Clearing Account Summary	MO.		
42-79(C)	Special Clearing Account Distribution	MO.		
42-80(C)	Statement of Transactions (Consolidated)	MO.		
42-81(C)	Statement of Transactions (By Document Type)	MO.		
42-82(C)	Statement of Transactions (Appropriation Back-up)	MO.		
42-83(C)	Statement of Transactions (Tribal Appropriation)	MO.		
42-84(C)	Statement of Transactions (Non-Tribal CD's)	MO.		
42-85(C)	Statement of Transactions (CD 219)	MO.		
42-86(C)	Statement of Transactions (Tribal Code)	MO.		

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-87(C)	Report on Obligations (BIA Area Appropriation)	MO.		
42-88(C)	Washington Encoder Allotment Ledger (Report Listing)	MO.		
42-89(C)	Washington Encoder Allotment Ledger (Encoder Tapes)	MO.		
42-90(C)	Individual Indian Moneys (Master Name File Update)	On request		
42-91(C)	Individual Indian Moneys (BIA Update & List IIM Balance Forward)	MO.		
42-92(C)	Individual Indian Moneys (BIA Navajo IIM Accounts)	On request		
42-93(C)	Individual Indian Moneys (BIA Semi-Annual IIM Interest Calculation)	SA		
42-94(C)	Individual Indian Moneys Daily Transactions	Weekly		

LIST OF CURRENT REPORTS

Financial Management

<u>REPORT NUMBER</u>	<u>TITLE</u>	<u>FREQ. OF SUB.</u>	<u>FORM OR FORMAT USED</u>	<u>MANUAL REFERENCE</u>
42-95(C)	Payroll Register	BW	Computer prepared	
42-96(C)	Check Issue List	BW	Computer prepared	
42-97(C)	Time and Attendance Earnings Statements	BW	Unnumbered form	
42-98(C)	Bond/Note Ledger	BW	Unnumbered form	
42-99(C)	Bond/Note Master, Authorized Deduction, Current Balance Listing	BW	Unnumbered form	
42-100(C)	Bond/Note Issue List	BW	Unnumbered form	
42-101(C)	Timekeeper Labels	BW	Unnumbered form	
42-102(C)	Cross-Reference List (SS# Sequence)	BW	Unnumbered form	
42-103(C)	Cross-Reference List (Name Sequence)	BW	Unnumbered form	

LIST OF CURRENT REPORTS

Financial Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
42-104(C)	Voluntary Contributions List	BW	Unnumbered form	
42-105(C)	Other Deductions List	BW	Unnumbered form	
42-106(C)	Union Dues Deduction List	BW	Unnumbered form	
42-107(C)	Leave Status Report	BW	Unnumbered form	
42-108(C)	Hour Limitation Call-up	BW	Unnumbered form	
42-109(C)	Day Limitation Call-up	BW	Unnumbered form	
42-110(C)	Salary Limitation Call-up	BW	Unnumbered form	
42-111(C)	Firefighters Payroll Register	On request	Computer prepared	
42-112(C)	Firefighters Check Issue List	On request	Computer prepared	
42-113(C)	Firefighters Cost Report	On request	Computer prepared	

LIST OF CURRENT REPORTS

Property and Supply Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
43-05	Report on Utilization and Disposal of Excess and Surplus Personal Property	Q	SF 121	FPMR 101.43.319
43-07	Surplus Real Property Disposal and Inventory Report	SA	GSA Form 1100	FPMR 101.47.301.5 & 429 DM 2
43-08 (Formerly 43-8F)	Annual Report of Real Property owned by the U.S. Government	A	GSA Form 1166	FPMR 101.3.204 (See Real Property Mgmt. Report 54-07)
43-09 (Formerly 43-8S)	Summary of Installations owned by U.S. Government	A	GSA Form 1209	(See Real Property Mgmt. Report 54-06)
43-10 (Formerly 43-9S)	Annual Report of Real Property Leased to U.S. Government	A	GSA Form 1166A	FPMR 101.3.204
43-11 (Formerly 43-9S)	Comparative Summary of Properties Leased to U.S. Government	A	GSA Form 1209A	
43-13	Report on Procurement by Civilian Executive Agencies	SA	SF-37	FPR 1.16.804

LIST OF CURRENT REPORTS

Property and Supply Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
43-14	Tonnage Reports	10th of the month following the month covered by report	5-4305	FPMR 101.40.307 (43 IAM 7)
43-15	Annual Motor Vehicle	A	SF 82	FPMR 101.11 4901
43-18	Printing Plants	A	JCP 1 or 4	314 DM 6.4
43-19	Annual Plant Inventory	A	JCP 5	314 DM 6.5
43-20	Stored Plant Equipment	A	JCP 6	314 DM 6.5
43-22	Supply Activity Report	A	GSA Form 1473	FPMR 101.25 4801
43-30	Report on Preference	SA	Tabular	FPR 1.1.8
43-36	Report of Motor Vehicles Exempted from Identification Requirements	A	Memorandum	FPMR 101.38.6 and 433 DM 3
43-37	Report on Use of Excess Aluminum	Q	Memorandum Tabular	FPR 1.5.10
43-38	Job Corps Stores Inventory Report	Q	Memorandum	755 DM 553.4

LIST OF CURRENT REPORTS

Property and Supply Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
43-39	Report on Ocean Freight Shipments	SA	Memorandum	460 DM 5
43-40	Job Corps Personal Property Report	SA		JCAM 550.02
43-41	Report on Non-surplus Disposals of Scientific Research Equipment (Personal Property)	A	Memorandum	418 DM 6
43-42	Report on Exchange Sale Property	A	Letter form	FPMR 101.46.407
43-43	Report on Motor Vehicle	A	SF 80	BOB Circular A-66
43-44	Acquisition of Power-operated Collators for use in facilities other than Printing Plants	30 days after acquisition.	JCP 3	Title IV - Para. 48, P&B Regs.
43-45	Excess Equipment	30 days after acquisition.	JCP 7	Title IV - Para. 52, P&B Regs.
43-46	Excess Equipment	30 days after acquisition.	JCP 8	Title IV - Para. 53, P&B Regs.

LIST OF CURRENT REPORTS

Property and Supply Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
43-47	Report on Limousines, Heavy Sedans, and Medium Sedans	Upon receipt or disposal of such vehicles	Memorandum	U&D Memo 139 Areas
43-48	Contracts subject to EEO 1	MO.	DI-1226	500 DM 1
43-49	Qualitative Program Report	Q	Memorandum	404 DM 2.7B Areas
43-50(C)	Selected Agency Property Report	On request	Computer prepared	35 IAM
43-51(C)	Selected Property Unit Listing	On request	Computer prepared	35 IAM
43-52(C)	Selected Property Activity Listing	On request	Computer prepared	35 IAM
43-53(C)	Selected Property Agency Listing	On request	Computer prepared	35 IAM
43-54(C)	BIA Identification Number Listing	On request	Computer prepared	35 IAM
43-55(C)	Responsible Officers Report	On request	Computer prepared	35 IAM

LIST OF CURRENT REPORTS

Property and Supply Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
43-56(C)	Selected Alpha Nomenclature List	On request	Computer prepared	35 IAM
43-57(C)	Selected Numeric Nomenclature List	On request	Computer prepared	35 IAM
43-58(C)	Personal Property Batch Listing	MO.	Computer prepared	35 IAM
43-59(C)	Finance Report	MO.	Computer prepared	35 IAM
43-60(C)	Regular Trial Balance	MO.	Computer prepared	35 IAM
43-61(C)	Job Corps Trial Balance	MO.	Computer prepared	35 IAM
43-62(C)	Monthly Summary of Personal Property Accounts by Agency	MO.	Computer prepared	35 IAM
43-63(C)	Area Summary of Personal Property Accounts by Activity Codes	MO.	Computer prepared	35 IAM
43-64(C)	BIA Summary by Activity Codes	MO.	Computer prepared	35 IAM

LIST OF CURRENT REPORTS

Property and Supply Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
43-65(C)	Motor Vehicle List	On request	Computer prepared	35 IAM
43-66(C)	Current Quarters Report	On request	Computer prepared	35 IAM
43-67(C)	Annual Quarters Report	A	Computer prepared	35 IAM
43-68(C)	Quarters Edit & Update	On request	Computer prepared	35 IAM
43-69(C)	List of Disposed Quarters (Annual Deletion and Purge of Quarters)	A	Computer prepared	35 IAM

LIST OF CURRENT REPORTS

Personnel Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
44-01 (Formerly 44-1B)	Federal Participation in Economic & Educational Opportunity Programs	MO.	SF-113C	370 DM Supp. 292
44-02	Special Report on Employment	MO.		PMB 68-164 (291)
44-03	Expert and Consultant	Q		FPM Ltr. 304-1
44-04	Abolished Positions	SA	List	370 DM 312.4.1
44-05	Occupations of Federal Employees by Minority Groups	A		
44-06	Geographic Distribution of Employment by Minority	A		PML 68-311
44-07 44-07(C)	Employment of Mentally Retarded	A		44 IAM 339.5
44-08	Status of Women	Q	Narrative	
44-09	Overseas Personnel	Q		PMB 68-283 (291)
44-10	Minority Census	SA		PMB 67-191 (291)
44-11	Whitten Report	A	Narrative & Statistical	Sec 1310(d) Supp. Approp, Act of 1952

LIST OF CURRENT REPORTS

Personnel Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
44-12	Semiannual Summary Report of Approved Long-term Training and Short-term Training of at Least 720 Hours	SA		370 DM 4103.5B
44-13	Annual Training Report	A	As presented by CSC & Dept.	Proposed 370 DM 410.9.1 (Currently requested by PMB)
44-14	Addendum to SF 113A, Information for use of Committee on Reduction of Non-essential Federal Expenditures	MO.	DI-360	370 DM Supp. 292
44-15	Federal Participation in Enrollee Programs	MO.	SF-113E	370 DM Supp. 292
44-16	Temporary Summer Employment	May-Sept.	SF-113D	CSC Bulletin 291-69 PMB 68-164 (291)
44-17	Minority Group Employment Data	Q		370 DM Supp. to 292
44-18	Minority Group Report	Q	Narrative	370 DM 713.3.10
44-19 44-19(C)	Quality Increases Granted & Within Grade Increases Withheld	A	DI-364	370 DM Supp. to 292

LIST OF CURRENT REPORTS

Personnel Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
44-20	Quarterly Report of Wage Rate Adjustments	Q	5-4414	PML 68-7 (532) 1/29/68
44-21	Report of Employment Experience by Occupation.	Annually in two stages required May & Aug.	CSC Form 659 plus narrative analysis & recommendations	FPM 530 Subchapter 3-4e
44-22	Estimates of Number of Full Field Investigations we will ask of CSC	Q & A	Memorandum	
44-23	Appellate Activity Under Part 771B CSC Regulations	A	Attach. to Bulletin 772-14 Appendix 1 & 2	CSC Regs. Part 771
44-24	Operation of Performance Evaluation Program	A	Memorandum	Dept. Performance Plan
44-25	Financial Interest Statements Activity-Revised List of Positions	A	Memorandum	Part 20 Title 43
44-26	Occupation of Federal Employees	A	Tabulation Sheet	370 DM Supp. 292

LIST OF CURRENT REPORTS

Personnel Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
44-27 44-27(C)	Report of Federal Civilian Employment	MO.	SF-113A	370 DM Supp. 292
44-28 44-28(C)	Promotions to Higher Level Positions (Report on the Status of Women)	A	Tabulation	370 DM Supp. 292
44-29	Report on Salary and Wage Distribution	A	Statistical	370 DM Supp. 292
44-30	Report on Geographic Distribution of Employment	A	Tabulation Sheet	370 DM Supp. 292
44-31(C)	Expiration of Temporary Position Call-up	BW	Computer prepared	
44-32(C)	Expiration of NTE Call-up	BW	Computer prepared	
44-33(C)	Conversion to Career Call-up	BW	Computer prepared	
44-34(C)	Intermittent Report	BW	Computer prepared	
44-35(C)	Full-Time Authorized Permanent Position List	MO.	Computer prepared	

LIST OF CURRENT REPORTS

Personnel Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
44-36 (C)	Evaluation Review Notice	MO.	Computer prepared	
44-37 (C)	Survey of Retention Group III	MO.	Computer prepared	
44-38 (C)	Bureau GS-14 and above List	MO.	Computer prepared	
44-39 (C)	Experts and Consultants List	MO.	Computer prepared	
44-40 (C)	Placement Follow-up	MO.	Computer prepared	
44-41 (C)	Classification Follow-up	MO.	Computer prepared	
44-42 (C)	Training Follow-up	MO.	Computer prepared	
44-43 (C)	Expiration of Re-employment Rights	MO.	Computer prepared	
44-44 (C)	Expiration of Saved Salary Call-up	MO.	Computer prepared	

LIST OF CURRENT REPORTS

Personnel Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
44-45(C)	Mandatory Retirement Call-up	MO.	Computer prepared	
44-46(C)	Probationary Period Certification	MO.	Computer prepared	
44-47(C)	Overtime Report	MO.	Computer prepared	
44-48(C)	Area "K" Employees Distribution Report	MO.	Computer prepared	
44-49(C)	Retention Register	MO.	Computer prepared	
44-50(C)	BIA Employee Roster	Q	Computer prepared	
44-51(C)	Pay History (Complete Year-to-Date)	Q	Computer prepared	
44-52(C)	Leave History (Complete Year-to-Date)	Q	Computer prepared	
44-53(C)	FICA Report (941) Employment Distribution Report Length of Service Awards	Q	Computer prepared	

LIST OF CURRENT REPORTS

Personnel Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
44-54(C)	Employment Report by Appropriation and Activity	Q	Computer prepared	
44-55(C)	Inactive Employees Report	A	Computer prepared	
44-56(C)	Eligibility for Retirement Call-up	A	Computer prepared	
44-57(C)	W-2 Forms	A	W-2 Form	
44-58(C)	Employees with Health Insurance	On request	Computer prepared	
44-59(C)	Authorized Positions by Pseudo Code	On request	Computer prepared	

LIST OF CURRENT REPORTS

Plant Design and Construction

REPORT NUMBER	TITLE	FREQ. OR SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
45-02	Monthly Construction Report (General Con-tract Work)	MO.	5-4501	
45-03	Semiannual Enforcement Report	SA		
45-04	Annual Construction Program	A	5-4502	
45-05	Program Status Report	Q	5-4503	

LIST OF CURRENT REPORTS

Plant Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
46-01	Project Schedule Board	MO. or Q	5-4607	
46-02(C)	Program Inventory	On request	Computer prepared	
46-03(C)	Backlog (Current)	On request	Computer prepared	
46-04(C)	Program Inventory (Actual plus 3 years)	On request	Computer prepared	
46-05(C)	Backlog by Location	On request	Computer prepared	
46-06(C)	Complete Backlog with Work Order Numbers (First Quarter)	On request	Computer prepared	
46-07(C)	Budget and Planning FY (Establish)	On request	Computer prepared	
46-08(C)	Work Program, Budget FY (Projected)	On request	Computer prepared	
46-09(C)	Program Estimate by Cost (4 years)	On request	Computer prepared	

LIST OF CURRENT REPORTS

Plant Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
46-10(C)	Complete Backlog with Work Order Numbers (Third Quarter)	On request	Computer prepared	
46-11(C)	Work Program Final Estimates	On request	Computer prepared	
46-12(C)	Work Program Monthly Report	MO.	Computer prepared	
46-13(C)	Building Data (Current) Detail and Summary	On request	Computer prepared	
46-14(C)	Utilities Data (Current) Detail and Summary	On request	Computer prepared	
46-15(C)	Useful Life and Building Condition	On request	Computer prepared	
46-16(C)	Installation Code Table (PMLCOC Tape File)	On request	Computer prepared	
46-17(C)	Activity Backlog by Benefiting Activity	On request	Computer prepared	
46-18(C)	Backlog by Benefiting Activity with Agency and Area Priority	On request	Computer prepared	

LIST OF CURRENT REPORTS

Plant Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
46-19(C)	Agency Priority Listing with Backlog	On request	Computer prepared	
46-20(C)	Area Priority Listing with Backlog	On request	Computer prepared	
46-21(C)	Recommended Bureau Priority Listing by State, Area, Agency	On request	Computer prepared	
46-22(C)	Recommended Bureau Priority Listing with Backlog	On request	Computer prepared	
46-23(C)	Bureau Priorities (Tentative)	On request	Computer prepared	
46-24(C)	Bureau Work Program in Total Dollars by Area, Agency (Tentative)	On request	Computer prepared	
46-25(C)	Midyear Agency Backlog by Benefiting Activity	On request	Computer prepared	
46-26(C)	Schedule of Services (Budget FY) Projected	On request	Computer prepared	
46-27(C)	Schedule of Services (Planning FY) Projected	On request	Computer prepared	

LIST OF CURRENT REPORTS

Plant Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
46-28(C)	Personnel Listing (Full-Time Permanent Positions)	On request	Computer prepared	
46-29(C)	Activity Participation BIA/PHS - Budget and Planning FY	On request	Computer prepared	
46-30(C)	Activity Participation BIA Budget and Planning FY's	On request	Computer prepared	
46-31(C)	Schedule of Services (Budget FY) Tentative	On request	Computer prepared	
46-32(C)	Schedule of Services (Planning FY) Preliminary	On request	Computer prepared	
46-33(C)	Activity Participation Preliminary (4 years)	On request	Computer prepared	
46-34(C)	Program Estimate by Cost Feature (Preliminary) (4 years)	On request	Computer prepared	
46-35(C)	Work Program (Final Estimates)	On request	Computer prepared	

LIST OF CURRENT REPORTS

Plant Management

<u>REPORT NUMBER</u>	<u>TITLE</u>	<u>FREQ. OF SUB.</u>	<u>FORM OR FORMAT USED</u>	<u>MANUAL REFERENCE</u>
46-36(C)	Schedule of Services (Budget FY) Final	On request	Computer prepared	
46-37(C)	Activity Participation PHS/BIA Budget FY Final	On request	Computer prepared	
46-38(C)	Activity Participation (Budget FY) Final	On request	Computer prepared	

LIST OF CURRENT REPORTS

Credit and Financing

REPORT NUMBER	TITLE	FREQ. OR SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
47-01 (Formerly 47-1F)	Annual Credit Report	A	5-4702	47 IAM 11.2
47-02	Tabulation A - Revolving Credit Fund	A	See Manual Reference	47 IAM 11.8A
47-03	Tabulation A-1, Tribal Funds	A	See Manual Reference	47 IAM 11.8B
47-04	Tabulations B-1 & B-2, Individual Loans	A	See Manual Reference	47 IAM 11.8C
47-05	Tabulation B-3, Loans to Cooperatives	A	See Manual Reference	47 IAM 11.8D
47-06	Tabulation B-4, Tribal Enterprises, Tribal Loans, & Investments to Attract Industries	A	See Manual Reference	47 IAM 11.8E
47-07	Tabulation C-1 & C-2, Loans to Individuals	A	See Manual Reference	47 IAM 11.8F
47-08	Tabulation D, Cash on Hand	A	See Manual Reference	47 IAM 11.8G
47-09	Tabulation E, Interest Rates	A	See Manual Reference	47 IAM 11.8H

LIST OF CURRENT REPORTS

Credit and Financing

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
47-10	Tabulation F, Reconciliation	A	See Manual Reference	47 IAM 11.8I
47-11	Financing Received by Individual Indians and Indian Organizations from Non-Bureau Lenders	A	See Manual Reference	47 IAM 5.15
47-12	Financing by Customary Financial Institutions - Indian Housing by Reservations	A	See Manual Reference	47 IAM 5.15
47-13	Loans Outstanding at Agency for which Mort- gages of Trust Land were given as Security	A	See Manual Reference	47 IAM 5.15
47-14	Loans Outstanding in Area for which Mortgages of Trust Land were given as Security - C.Y.	A	See Manual Reference	47 IAM 5.15
47-15	Recommendations for Cancellation	SA	See Manual Reference	47 IAM 11.6
47-16	Cash Reconciliation Reports	A	See Manual Reference	47 IAM 11.9

LIST OF CURRENT REPORTS

Credit and Financing

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
47-17	Interim Report on Delinquent Loans	A	See Manual Reference	47 IAM 11.10
47-18	Narrative Report of Non-Bureau Lenders	A	See Manual Reference	47 IAM 5.15
47-19	Summary of Advances and Collections	MO.	5-4701	47 IAM 7.14B & 47 IAM 8.14A(1)
47-20	Status of the Revolving Fund for Loans	MO.	See Manual Reference	47 IAM 7.3A

LIST OF CURRENT REPORTS

Real Estate Appraisal

<u>REPORT NUMBER</u>	<u>TITLE</u>	<u>FREQ. OF SUB.</u>	<u>FORM OR FORMAT USED</u>	<u>MANUAL REFERENCE</u>
52-1	Semi-Annual Report of Real Estate Appraisals	SA	5-5215	52 IAM 2.4.2B(3)

LIST OF CURRENT REPORTS

Forestry

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
53-01	Annual Forest and Range Fire Report	A	PLM Form 3	DM 590.14
53-03	Forest and Windbarriers Planted	A		
53-04 (Formerly 53-4F)	Agency Annual Report	A	5-5313	
53-05	Analysis of Expenditures	A	5-5316	
53-06 (Formerly 53-4S)	Area Annual Report	A	5-5314	
53-07	Topographic Mapping Requests	A	Letter & Maps	
53-08	Forest Insect and Disease Control Project Proposal	A	5200-10 (USFS)	DM 611.2.2C(3)
53-09 (Formerly USFS 5200-12 Now DI-45a-i)	Forest Insect and Disease Control Accomplishment and Expenditure Report	A	DI-45a	DM 611.2.2C(4)
53-10	Forest Insect and Disease Control Accomplishment Summary	A	DI-45b	DM 611.2.2C(4)

LIST OF CURRENT REPORTS

Forestry

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
53-11	Forest Insect and Disease Expenditure Summary	A	DI-45c	DM 611.2.2C(4)
53-12	Blister Rust Control Accomplishments and Expenditure Report	A	DI-45d	DM 611.2.2C(5)
53-13	Blister Rust Control Accomplishments Summary	A	DI-45e	DM 611.2.2C(5)
53-14	Blister Rust Control Expenditure Summary	A	DI-45f	DM 611.2.2C(5)
53-15	Blister Rust Control Status Report	A	DI-45g	DM 611.2.2C(5)
53-16	Status Report by Land Ownership	A	DI-45h	DM 611.2.2C(5)
53-17	Forest Insect and Disease Control Pesticide Use Report	A	DI-45i	DM 611.2.2C(6)
53-18	Summary of Project Proposal, Forest Insect and Disease Control	A	5200-11	DM 611.2.2C(3)

LIST OF CURRENT REPORTS

Forestry

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
53-19	Forest Officer's Report	As needed for proposed timber sales	Narrative	53 IAM 4.3.2
53-20	Statement of Cumulative Federal and Tribal Expenditures and Administrative Fees Earned	Annual entry on continuing form	5-5329	
53-21	Individual Forest and Range Fire Report	As required	5-5341	53 IAM 12.6.4, 590 DM Handbook Instructions Form DI-1200
53-22	Report of Actual Timber Cut-FY		A	
53-23	Emergency Firefighter Man Hours	A, SA, & on request	Memorandum	
53-24	Weekly Fire Reports	Weekly during fire season	Teletype	
53-25	Departmental Fire Report		A	Narrative

LIST OF CURRENT REPORTS

Real Property Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
54-02	Annual Report of Case-loads, Acreages Under BIA, and Surface Leasing, June 30, 19__	A	5-5425	54 IAM 13
54-05	Annual Report of Mineral Leasing Activities, June 30, 19__	A	5-5418	54 IAM 13
54-06	Summary of Number of Installations owned by the United States (Individual and Tribal Trust Properties)	A	GSA Form 1209	FPMR 101.3.4901 & BOB Cir. A-2 (See Property & Supply Report 43-09)
54-07	Annual Report of Real Property owned by the United States (Individual and Tribal Trust Properties)	A	GSA Form 1166	GSA Regs. 2-XI-201.04 (See Property & Supply Report 43-08)
54-08(C)	Land Index (Historical Record of Land Transactions)	On request	5-5420	54 IAM
54-09(C)	Individual Indian or Tribal Realty Interests	On request	5-5450	54 IAM

LIST OF CURRENT REPORTS

Real Property Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
54-10(C)	Title Status Report (Description of Realty Services)	On request	5-5451	54 IAM
54-11(C)	Title Status Report (Individual or Tribal Ownership Shares)	On request	5-5452	54 IAM
54-12(C)	Master Land Description Report	On request	Computer prepared	54 IAM
54-13(C)	Tract History Listing	On request	Computer prepared	54 IAM
54-14(C)	Acreege Statistics	On request	Computer prepared	54 IAM
54-15(C)	Heirship Statistics	On request	Computer prepared	54 IAM
54-16(C)	Ownership Statistics	On request	Computer prepared	54 IAM
54-17(C)	Monthly Summary of Real Property Accounts	MO.	Computer prepared	35 IAM
54-18(C)	Monthly Trial Balance	MO.	Computer prepared	35 IAM

LIST OF CURRENT REPORTS

Real Property Management

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
54-19(C)	Real Property Listing	On request	Computer prepared	35 IAM
54-20(C)	Selected Agency or Unit Listing	On request	Computer prepared	35 IAM
54-21(C)	Annual Real Property Report	A	Computer prepared	35 IAM

LIST OF CURRENT REPORTS

Land Operations

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
50-01	Land Use Inventory and Production Record	A	5-5507	
55-16	Project Data - Irrigation Construction	A	5-5501	55 IAM 3.D
55-17	Project Data - Rehabilita- tion and Betterment	A	5-5502	55 IAM 8.3E & LTR. of 4-25-60
55-20	Annual Range Management Report	A	5-5505	
55-25 (Formerly 55-25F)	Annual Outdoor Recreation and Wildlife Report	A	5-5506	
55-30	Cooperation with Soil Con- servation Districts	A		55 IAM 8.2E
55-31	Soil and Moisture Conserva- tion Annual Estimate	A	5-5508	55 IAM 8.2B
55-33	Soil and Moisture Conserva- tion Annual Report	A	5-5509	55 IAM 8.2D
55-34	Annual Narrative Report	A		55 IAM 8.1
55-35	Narrative and Progress Report - Irrigation	A		55 IAM 8.3C

LIST OF CURRENT REPORTS

Land Operations

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
55-36	Irrigation Program of Work	A	5-5503	55 IAM 3.D
55-37	Irrigation Land Data	A		

LIST OF CURRENT REPORTS

Roads

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
57-01	Narrative	MO.	Statement	57 IAM 6.1.1
57-02	Work Program Status	MO.	5-5704	57 IAM 6.1.2
57-03	Annual Road System Inventory	A	5-5701	57 IAM 6.1.3
57-04	Annual Cost Report	A		57 IAM 6.1.4
57-05	Control Schedule	A	5-5705	57 IAM 6.2.1
57-09	Record of Work Program Maintenance	A	5-5706	57 IAM 6.2.5
57-10	Project Obligation and Cash Distribution	Last 3 MO. of FY	5-5707	57 IAM 6.2.6
57-11	Annual Roads Construction Status Report	A	5-5708	
57-12	Quarterly Roads Construction Status Report	Q	5-5709	

I. LIST OF CURRENT REPORTS

Education

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
62-01	School Census of Indian Children	A	5-6206	62 BIAM 13.2
62-03	Annual School Attendance Report	A	5-6217	62 BIAM 13.4
62-08	Summary Placement Report on Graduates	A	5-6208	62 BIAM 13.5
62-11	Summer Program Report	A	5-6211	62 BIAM 15.4.1
62-12	Graduates Sponsored by Bureau Grants	A	5-6201	62 BIAM 5.5
62-13	Higher Education Grants - Annual Report	A	5-6202	62 BIAM 5.5
62-14	Budget Estimate - Scholarship Grants	A	5-6203	62 BIAM 5.5

LIST OF CURRENT REPORTS

Housing Assistance

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
64-01	Housing Improvement Program	Q	Statistical	
64-02	Construction Starts as of Reporting Date & Anticipated Construction Starts to Fiscal Year End	Q	Statistical	
64-03	Housing Inventory	A	Statistical	

LIST OF CURRENT REPORTS

Social Services

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
66-01	Statistical Report	MO.	Form 5-6612	66 IAM 5.3F
66-02	Area Semi-Annual Report (Social Services)	SA	Narrative	66 IAM 5.3G
66-03	Agency Quarterly Report	Q	Narrative	66 IAM 5.3H
66-04	Annual Report of Undupli- cated Number of Cases That Received General Assistance During the Fiscal Year	A		66 IAM 5.3D(2) (e)

LIST OF CURRENT REPORTS

Law and Order

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
X-68-01	Semiannual Report	SA	(Parts I-V)	68 IAM 5.8 & 68 IAM 5.9
X-68-02	Annual Report	A	(Parts VI-XIII)	68 IAM 5.8 & 68 IAM 5.9
68-04	Case Report		5-6801	68 IAM 5.2
68-05	Final Disposition Report		5-6802	68 IAM 5.3

X - A report used on an experimental basis.

LIST OF CURRENT REPORTS

Employment Assistance

<u>REPORT NUMBER</u>	<u>TITLE</u>	<u>FREQ. OF SUB.</u>	<u>FORM OR FORMAT USED</u>	<u>MANUAL REFERENCE</u>
82-01	Activity Report	MO.	5-8201	
82-02	Grant Cost Report	MO.	5-8202	
82-03	Administrative Audit Report	MO.		82 IAM 6
82-04	Summary of Financial Assistance Program Activity by Allotment Accounts	MO.	5-8238	82 IAM 6
82-05	Home Purchase Report	Q		Memo dated 8/29/69
82-06	Large Family Program Report	Q		Memo dated 8/29/69
82-07	Report of Program Operations	A	Narrative	Memo dated 8/29/69
82-08	On-the-Job Training Report	MO.	5-8228	43 IAM 4.31

LIST OF CURRENT REPORTS

Tribal Operations

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
85-01(C)	Alphabetical List of Applicants	On request		
83-02(C)	List of Applicants Who Have More Than One Application	On request		
83-03(C)	Work Listings on Which The Examiners Can Make Changes	On request		
83-04(C)	Special Listing of Applicants from The State of California Only, Who Are Deceased	On request		
83-05(C)	Summary List of Master File Status	On request		

LIST OF CURRENT REPORTS

Industrial and Tourism Development

REPORT NUMBER	TITLE	FREQ. OF SUB.	FORM OR FORMAT USED	MANUAL REFERENCE
84-01	Monthly Narrative Report	MO.	Narrative	84 IAM 3.1B(4)
84-02	Annual Report - Industrial Development	A	Statistical	84 IAM 3.1B(1)(b)