



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20240

RECEIVED
BIA/TRUST FUND
TAKE PRIDE IN AMERICA
96 JAN 29 AM 11:00

IN REPLY REFER TO:

Executive Secretariat
MS 4140-MIB

JAN 17 1996

MEMORANDUM

To: Central Office Directors
Directors, Staffs of: Public Information, Congressional & Legislative Affairs,
Indian Gaming Management and Equal Employment Opportunity
Chief, Division of Law Enforcement Services
Directors, Offices of: American Indian Trust, Audit & Evaluation,
Self-Governance and Indian Education Programs
Area Director, Eastern Area Office

From: Deputy Commissioner of Indian Affairs

Hilda A. Mannel

Subject: Change in Correspondence Control Functions of the Executive Secretariat

The Bureau's Executive Secretariat (ES) will lose two positions in the upcoming Reduction in Force action. This will require some changes in how we handle correspondence.

This memorandum is to give you notice that effective **February 5, 1996**, ES will no longer control correspondence from tribal leaders and Indian organizations. Instead, ES will forward all correspondence from tribal leaders and Indian organizations to program offices for direct reply at the directorate level. When policy decisions are necessary, program directors will prepare replies for the Assistant Secretary's signature. If area/agency input is required for final replies, transmit the information via the fax system. ES will continue to control and track correspondence from members of Congress, Freedom of Information Act/Privacy Act requests, and Department controlled correspondence as usual.

In addition, ES will forward other (non-controlled) correspondence from the general public, other federal agencies, offices within the Department, and Department bulk mail to program offices for appropriate action. The respective program directors will be responsible for determining what action is appropriate under the circumstances. When a reply is provided by telephone, make a record of the conversation on a Record of Telephone Response Form (5-1527) and forward to ES. A copy of Form 5-1527 is attached for duplication and distribution to staff.

Finally, in an effort to streamline paperwork processing, ES will compile, print, and distribute overdue correspondence reports bi-weekly. Thank you for your cooperation in this matter.

Attachment

cc: Assistant Secretary - Indian Affairs

RECEIVED

JAN 30 1996

TRUST FUNDS MANAGEMENT
DIV. OF QUALITY ASSURANCE

| MAIL STOP | CODE | ROUTE TO | TELEPHONE NO. |
|------------------|-------------|--|---------------------|
| 4140-MIB | IA | ASSISTANT SECRETARY - INDIAN AFFAIRS | 208-7163 |
| 2472-MIB | IIT | Director, Office of American Indian Trust | 208-3338 |
| 2559-MIB | IAE | Director, Office of Audit and Evaluation | 208-1916 |
| 2548-MIB | ISG | Director, Office of Self-Governance | 219-0240 |
| 3512-MIB | OIE | Director, Office of Indian Education Programs | 208-6123 |
| 4140-MIB | 100 | DEPUTY COMMISSIONER OF INDIAN AFFAIRS | 208-5116 |
| 4140-MIB | 101A | Staff Assistant, Executive Secretariat | 208-4877 |
| 500-WEBB | 103 | Equal Opportunity Officer | 703-235-5866 |
| ABQ. | 104 | Facilities Management (FMCC) | 505-766-2825 |
| 1340-MIB | 105 | Director, Public Information Staff | 208-3711 |
| 4641-MIB | 120 | Director, Cong. & Legislative Affairs Staff | 208-5706 |
| 2070-MIB | 130 | Director, Indian Gaming Management Staff | 219-4068 |
| 1308-MIB | 140 | Chief, Division of Law Enforcement Services | 208-5786 |
| 3-SIB | 150 | Director, Alcohol & Substance Abuse Prevention | 208-6188 |
| 4513-MIB | 200 | DIRECTOR, OFFICE OF TRUST RESPONSIBILITIES | 208-5831 |
| 4525-MIB | 204 | Chief, Environmental Services | 208-4791 |
| 4559-MIB | 210 | Chief, Division of Water and Land Resources | 208-4004 |
| 4522-MIB | 220 | Chief, Division of Real Estate | 208-7737 |
| 4545-MIB | 230 | Chief, Division of Forestry | 208-6067 |
| 4544-MIB | 240 | Chief, Division of Energy and Minerals | 208-3607 |
| 4058-MIB | 260 | Chief, Division of Transportation | 208-4359 |
| 4603-MIB | 400 | DIRECTOR, OFFICE OF TRIBAL SERVICES | 208-3463 |
| 4603-MIB | 405 | Coordinator, Child Protection Staff | 208-6858 |
| 2611-MIB | 440 | Chief, Division of Tribal Government Services | 208-7446 |
| 310-SIB | 450 | Chief, Division of Social Services | 208-2721 |
| 2525-MIB | 460 | Chief, Division of Housing Services | 208-3671 |
| 4627-MIB | 480 | Chief, Division of Self-Determination Services | 208-3708 |
| 4657-MIB | 600 | DIRECTOR, OFC. OF MANAGEMENT & ADMINISTRATION | 208-4174 |
| 355-SIB | 300 | Director, Office of Info. Resources Management | 208-2813 |
| 334-SIB | 660 | Chief, Division of Contracting & Grants Admin. | 208-2825 |
| 320-SIB | 670 | Chief, Division of Personnel Management | 208-2547 |
| 331-SIB | 675 | Chief, Branch of Personnel Services | 208-7581 |
| 4616-MIB | 700 | Assistant Director, Financial Management | 208-6342 |
| 4616-MIB | 720 | Chief, Division of Program Dev. & Impl. | 208-6181 |
| 351-SIB | 850 | Chief, Division of Management Support | 208-2977 |
| 351-SIB | 852 | Chief, Branch of Directives & Reg. Control | 208-2685 |
| 31-SIB | 880 | Chief, Division of Property Management | 208-2521 |
| 21-SIB | 882 | Chief, Branch of Property and Supply Operations | 208-2591 |
| ABO | 900 | DIRECTOR, OFFICE OF TRUST FUNDS MANAGEMENT | 505-766-3232 |
| 260-VA SQ | 1000 | AREA DIRECTOR, EASTERN AREA OFFICE | 703-235-2571 |
| 2528-MIB | 1200 | DIRECTOR, OFFICE OF ECONOMIC DEVELOPMENT | 208-5326 |
| 2528-MIB | 1210 | Chief, Division of Financial Assistance | 208-5324 |
| 1458-MIB | 1220 | Chief, Division of Job Placement & Training | 208-2570 |
| 2061-MIB | 1230 | Chief, Division of Indian Business Utilization | 219-5256 |

REMARKS:

RECEIVED
 BIA/TRUST FUNDS MGMT.
 96 JAN 29 11:39

From: *BIA Executive Secretariat*

Mail Stop/Bldg
4140-MIB

Telephone No.
208-4877

Date: 1/29/96



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245



IN REPLY REFER TO:

MAY 22 1992

Memorandum

To: All Administration Division Chiefs
From: ~~ACTING~~ Deputy Director, Office of Administration
Subject: Correspondence to Area Offices

On several occasions, this office has received memorandums from Divisions going to the field with a turn-around response time of one week or less. You must allow sufficient time for internal surnaming/signature (usually two days for 600 and three to five days for 100) plus mail time to the addressee. We are continuously bombarded by complaints from the field and Central Office Directors that they received requests after the due date. If you will add additional time at the front for routing and signature, the complaints should go away.

Your cooperation is requested and appreciated.

W. W. Hopper





IN REPLY REFER TO:

230 - Personnel
Management

United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
ALBUQUERQUE AREA OFFICE
P. O. BOX 8327
ALBUQUERQUE, NEW MEXICO 87198-8327

7/14/86
File!
RECEIVED

JUL 9 1986

BUREAU OF INDIAN AFFAIRS
TRUST FUNDS MGMT.

JUN 27 1986

Memorandum

To: Superintendents, Albuquerque Area
President, Southwestern Indian Polytechnic Institute
President, Institute of American Indian Arts
Area Education Program Administrator
Superintendent for Education, Northern Pueblos Agency
Superintendent for Education, Southern Pueblos Agency
Superintendent for Education, Laguna Agency
Central Office West Programs
Assistant Area Directors and Branch Chiefs

From: Area Director

Subject: Changes in Signatory Authority

The attached Manual Bulletin transmits changes in signatory authority effective March 17, 1986, due to Secretarial Order No. 3112 (copy attached). This Order will remain in effect until published in the Departmental Manual or until September 17, 1986.

Also, review Items 1-6, and note that correspondence previously signed by the Assistant Secretary will now be signed by the respective Deputies.

Significant are the abolishment and establishment of new positions with title changes. These are to be used on all correspondence.

15 BIAM Bulletin 2, which contains previous changes in signatory authority, has expired and should be discarded.

If there are questions concerning the content of this bulletin, refer them to the Bureau Controlled Correspondence Office (BCCO).

Assistant Area Director (Administration)

Attachments



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

BUREAU OF INDIAN AFFAIRS

RECEIVED

15 BIAM Bulletin 4

JUN 20 1986

March 17, 1986

IN REPLY REFER TO:

Memorandum

ALBUQUERQUE AREA OFFICE
OFFICE SERVICES

To: Holders of 15 BIAM

From: Deputy Assistant Secretary - Indian Affairs (Operations)

Subject: Changes in Signatory Authority - 15 BIAM 1.3B and 1.3C

Effective the date of this bulletin, the following changes are to be made in the signatory authority of the Assistant Secretary and the Deputy Assistant Secretary - Indian Affairs (Operations), found in 15 BIAM 1.3B and 1.3C, due to the new Secretarial Order which abolishes the position of the Deputy Assistant Secretary - Indian Affairs (Operations) and establishes the following new positions:

- Deputy to the Assistant Secretary - Indian Affairs (Operations);
- Deputy to the Assistant Secretary/Director - Indian Affairs (Indian Education Programs);
- Deputy to the Assistant Secretary - Indian Affairs (Tribal Services); and
- Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development).

Please note that the previous changes in signatory authority made in 15 BIAM Bulletin 2 are no longer in effect. The bulletin has expired and should be discarded.

1. See 15 BIAM 1.3A(2)(c). The Deputy Assistant Secretary's (Operations) reading file will be changed to read Bureau reading file.
2. The following types of correspondence previously signed by the Assistant Secretary will now be signed accordingly:
 - (a) Correspondence to state governors concerning recognition of Indian groups as tribes within their states (15 BIAM 1.3B(1)(b)) may be signed by the Deputy to the Assistant Secretary - Indian Affairs (Tribal Services); and
 - (b) Replies to Inspector General Audit Reports (15 BIAM 1.3B(1)(d)), correspondence to the General Accounting Office (15 BIAM 1.3B(1)(e)) and correspondence to the Assistant Secretary - Policy, Budget and Administration regarding administrative matters may be signed by the Deputy to the Assistant Secretary - Indian Affairs (Operations).

Bulletin Expires September 17, 1986

MANUAL BULLETIN

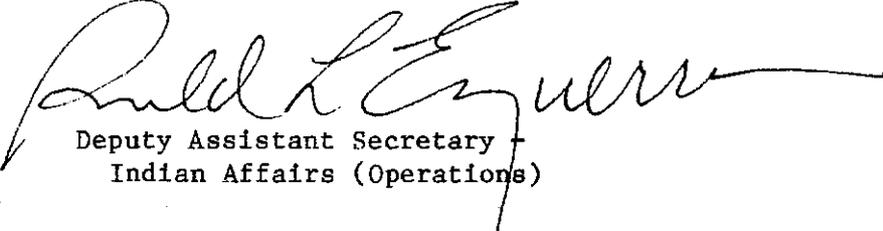
- 2(c). See 15 BIAM 1.3B(1)(f). Although our present Assistant Secretary's home state is Oklahoma, the Deputies to the Assistant Secretary may sign any correspondence to Congressional delegations from this state.
3. See 15 BIAM 1.3B(1)(d). The Assistant Secretary will continue to sign correspondence to other Assistant Secretarial Office heads of the Department of Interior, including memoranda to the Solicitor's Office requesting legal opinions. The Deputies may sign correspondence to other Bureau heads in program related matters.
4. See 15 BIAM 1.3B(2). The Assistant Secretary shall continue to sign final correspondence pertaining to Committee business directed to the following five House and Senate Committees and their subcommittees: House Appropriations Committee; Senate Appropriations Committee; House Committee on Education and Labor; House Committee on Interior and Insular Affairs and Senate Select Committee on Indian Affairs.

However, when acknowledgement letters are necessary, the Deputies to the Assistant Secretary or program manager may sign them.

Also, all final correspondence to these five committees on behalf of constituents, will be signed by the Deputies to the Assistant Secretary. If acknowledgement letters are necessary, Deputies and/or the program manager will sign them.

5. The following documents or correspondence are reserved for the signature of the Assistant Secretary or the Deputy to the Assistant Secretary (Operations) only: answers to complaints or allegations of misconduct by Area or C.O. Directors; directives or orders to subordinate levels of the Bureau; Federal Register notices and regulatory document (15 BIAM 1.3C(2)). The Deputies to the Assistant Secretary may sign, as appropriate, answers to appeals filed under 25 CFR 2 and all BIAM issuances.
6. When referring to the procedures found in 15 BIAM 1.3, please change the titles "Commissioner and Deputy Commissioner" to Deputies to the Assistant Secretary unless specific reference has been made herein to the Deputy to the Assistant Secretary (Operations).

Any questions concerning the content of this bulletin should be directed to BCCO.


Deputy Assistant Secretary
Indian Affairs (Operations)

Filing Reference: 15 BIAM 1.3

Bulletin Expires September 17, 1986



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

ORDER NO. 3112

Subject: Reorganization of the Office of the Assistant Secretary - Indian Affairs and the Bureau of Indian Affairs

Sec. 1 Purpose. This Order reorganizes the Office of the Assistant Secretary - Indian Affairs and the headquarters structure of the Bureau of Indian Affairs by abolishing the position of Deputy Assistant Secretary - Indian Affairs (Policy) and the position of Deputy Assistant Secretary - Indian Affairs (Operations) in the Office of the Assistant Secretary - Indian Affairs; establishing four new Deputies to the Assistant Secretary - Indian Affairs in the Bureau of Indian Affairs; and realigning the functions previously assigned to the Offices of Indian Services, Trust Responsibilities, Administration, Data Systems, Facilities Management, and Indian Education Programs under the four new Deputies to the Assistant Secretary - Indian Affairs. This reorganization is done to strengthen the headquarters management of the Bureau of Indian Affairs by giving new emphasis to the development of critical policy guidance and programs most important to the Indian community while retaining the current field structure and reporting relationship.

Sec. 2 Authority. This Order is issued in accordance with the authority provided by Section 2 of Reorganization Plan No. 3 of 1950. (64 Stat. 1262)

Sec. 3 Organizational Changes

a. The positions of Deputy Assistant Secretary - Indian Affairs (Policy) and Deputy Assistant Secretary - Indian Affairs (Operations) in the Office of the Assistant Secretary - Indian Affairs are abolished.

b. The Deputy to the Assistant Secretary - Indian Affairs (Operations) is established in the Bureau of Indian Affairs. The Deputy to the Assistant Secretary - Indian Affairs (Operations) is the principal Deputy in the management of activities, programs, and functions which extend across each directorate and is responsible for all functions, programs, and activities assigned to the Offices of Administration, Data Systems, and Facilities Management.

c. The Deputy to the Assistant Secretary - Indian Affairs (Tribal Services) is established with responsibility for all functions, programs, and activities assigned to the Office of Indian Services except those assigned to the Division of Financial Assistance which is transferred to the Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development).

d. The Deputy to the Assistant Secretary/Director - Indian Affairs (Indian Education Programs) is established with responsibility for all functions, programs, and activities assigned to the Office of Indian Education Programs.

e. The Deputy to the Assistant Secretary - Indian Affairs (Trust and Economic Development) is established with responsibility for all functions, programs, and activities assigned to the Office of Trust Responsibilities and those of the Division of Financial Assistance assigned to the Office of Indian Services.

Sec. 4 Delegation of Authority. Authorities delegated to the Assistant Secretary - Indian Affairs in 205 DM and in 209 DM 8 and those delegated in 10 BIAM to officials within the Bureau of Indian Affairs remain in effect. Authorities delegated in 10 BIAM to Directors of Bureau of Indian Affairs headquarters organizations are vested in the Deputies to the Assistant Secretary - Indian Affairs as successor positions.

Sec. 5 Administrative Provisions. The Assistant Secretary - Indian Affairs shall take appropriate action to effect the transfer of personnel, property, and funds, as required to implement the provisions of this Order. The Assistant Secretary shall also assure that this reorganization and changes in delegation of authority are appropriately documented in the Departmental Manual in accordance with Section 6 of this Order.

Sec. 6 Effective Date. This order will be effective upon signing, and the provisions of this Order will remain in effect until published in the Departmental Manual or until six months from the effective date, whichever is earlier, at which time this Order will be considered obsolete.


Secretary of the Interior

Date: March 18, 1986

**BUREAU OF INDIAN AFFAIRS
RECEIVED**

JUN 24 1986

**ALBUQUERQUE
AREA OFFICE
PERSONNEL**

Bulletin Expires September 17, 1986



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

15 BIAM Bulletin 4

March 17, 1986

Memorandum

To: Holders of 15 BIAM

From: Deputy Assistant Secretary - Indian Affairs (Operations)

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Bulletin Expires September 17, 1986

MANUAL BULLETIN

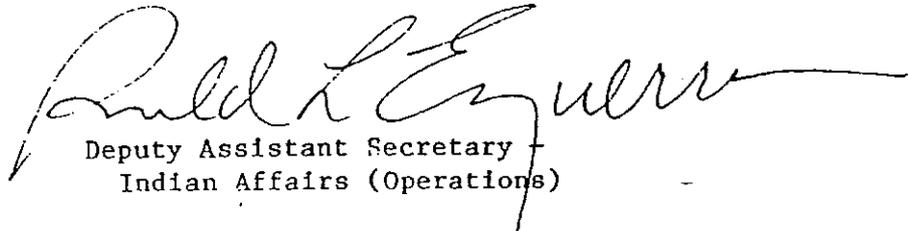
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Deputy Assistant Secretary
Indian Affairs (Operations)



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

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Secretary of the Interior

Date: March 18, 1986

Bulletin Expires September 17, 1986



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

Memorandum

15 BIAM Release 30

To: Holders of 15 BIAM
Acting Deputy

From: Commissioner of Indian Affairs

JUL 24 1980

Subject: 15 BIAM 6 and 7 Forms Management Program and Reports Management Program

This release revises the Bureau directives on forms and reports management. Significant changes include:

1. Transferring material from 33 BIAM to 15 BIAM in an attempt to consolidate all the paperwork management guidelines and instructions into 15 BIAM; transferring the form, "Request for Approval of Form or Report," from 33 BIAM to 15 BIAM (changing the form number from 5-3301 to 5-1528).

2. Changing the format of the directive to reflect the format of the Department's directive on forms and reports management and reorganizing the material for clearer understanding.

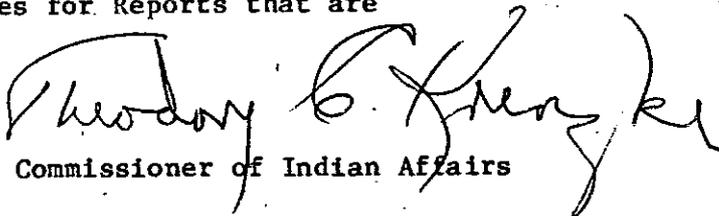
Changing the numbering system of reports in conformance with the directives in 432 DM 5.6C.

4. Expanding the directives to include Department guidelines, including non-response and challenges to reporting requirements (section 7.6);

5. Adding illustrations, including a list of Bureau Congressional reports;

6. Improving the clearance/approval matrix; and

7. Incorporating into this directive the information in 33 BIAM Bulletin 1, "Guidelines on Responsibilities and Procedures for Reports that are Sent to Congress."


Commissioner of Indian Affairs

Filing Instructions:

(a) Remove superseded material:

15 BIAM Table of Contents, Rel. 15-28 (Dated 11/8/79) (2 sheets)

(b) Insert new material transmitted:

15 BIAM Table of Contents, Rel. 15-30 (Dated 7/24/80) (2 sheets)

15 BIAM 6 Forms Management, Rel. 15-30 (Dated 7/24/80) (4 sheets)

15 BIAM 7 Reports Management, Rel. 15-30 (Dated 7/24/80) (12 sheets)

15 BIAM Illustrations 3-6, Rel. 15-30 (Dated 7/24/80) (6 sheets)

(c) Pen-and-ink change:

None



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

808

IN REPLY REFER TO:

MAY 25 1984

Memorandum

To: All Central Office Directors
All Area Directors

From: Deputy Assistant Secretary - Indian Affairs (Operations)

Subject: Forms Clearance Procedures

A recent GAO audit report severely criticized the Bureau for using unapproved forms for collecting information from the Bureau's public constituents. Such information collection practices not only are prohibited by the Paperwork Reduction Act but also are contrary to the publicly stated policies of this Administration. While the Bureau's policies and procedures governing the clearance, use, and distribution of forms is clear (15 BIAM 6 and 7, Release 30, dated July 24, 1980), it is apparent that they are being ignored by most Central Office and field program officials.

This practice could place the Bureau in the untenable position of not being able to deny program benefits to any applicant who chooses not to provide information required by our Regulations or the BIAM. It also means that the Bureau may lack the documentation required to support the expenditure of appropriated funds.

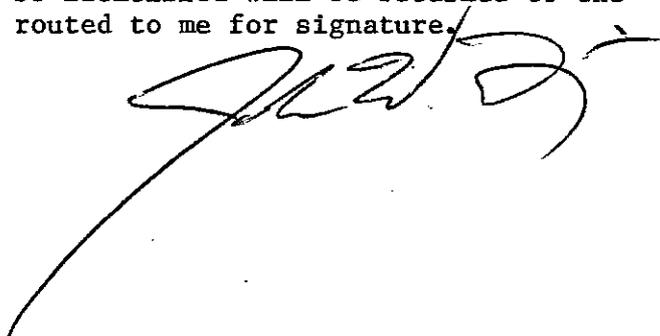
The Bureau's disregard for established policies and procedures cannot be tolerated. Requests for approval of all current information collection requirements that have not yet been approved by the Department and the OMB are to be submitted to the Branch of Directives and Regulatory Management (Code 852) by June 1. To determine whether your requirements have been approved previously, contact Rae Wynn on 343-3574. Any information collection requirement that does not have a currently valid OMB approval number (unless OMB has granted an exception) is not approved for use and must be submitted for clearance. Continued use of appropriated funds to collect or review information obtained without OMB clearance of the collection instrument is to be ceased immediately.

After obtaining the OMB approval numbers, the Branch of Directives and Regulatory Management will return the forms to you for printing and distribution. You are to notify that Branch when distribution is completed.

Your notification must provide information as to the number of copies provided to each address on your distribution list and the estimated number that will be used in each fiscal year. If the actual number differs from the number you estimated would be used, notify the Branch of Directives and Regulatory Management of the actual number.

The requirements of 15 BIAM 6 and 7 apply to forms and reports used entirely within the Bureau as well as those requiring a response from the public. In the case of internal forms and reports, however, approval has been delegated to the Director, Office of Administration, and the form or report control number is assigned by the Division of Management Research and Evaluation, not the OMB. While the GAO audit report did not discuss these internal forms, I am aware of forms currently in use which have not been approved. You are to cease using such forms until approval and control numbers have been obtained. Field and headquarters staff are not required to respond to any reporting requirement nor to complete forms that have not been approved and subsequently assigned a control number.

I am asking my staff to closely review correspondence prepared for my signature to identify any item which transmits forms or reports that do not have the required approval. Documents so identified will be returned to the originating office rather than be routed to me for signature.

A large, stylized handwritten signature in black ink, appearing to be 'J. Edgar Hoover', is written over the text of the letter. The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Attachment (15 BIAM 6 and 7)

OFFICE PROCEDURES

Correspondence

(b) Field Office Procedure. In replying to a Central Office request for a report, use telephone or telefax facilities whenever possible to facilitate a rapid reply. Replies must be transmitted within five days of receipt of a request. Do not include replies in bulk mail but in separate envelopes addressed to ECCO.

D. Correspondence from the Department. When requests for any of the following are made by the Office of the Secretary, refer them to the Assistant Secretary—Indian Affairs, before taking action:

- (1) Memoranda.
- (2) Briefing materials.
- (3) All reports not routinely required by Departmental Manual instructions.
- (4) Meetings.

1.5 Time Limits. When it is not possible to answer a letter immediately, send an acknowledgment. The final reply should follow the acknowledgment as soon as possible. The following table summarizes the deadlines for various types of correspondence (the information in paragraphs A-C is keyed to this table):

(See next page for table)

OFFICE PROCEDURES
Correspondence

Maximum Response Times for Correspondence

| Type of Correspondence | Send Reply within: | If reply cannot be sent within column 1 deadline, acknowledge within: | If acknowledged, send final reply within: |
|---|--|---|---|
| A. Department Controlled | | | |
| (1) Signed within Bureau | 5 days | 3 days | 10 days |
| (2) Signed by Secretarial Officer | 3 days | 3 days | 10 days |
| B. Bureau Controlled | | | |
| (1) White House | 3 7 days | 2 days | ASAP |
| (2) Congressional | 10 days | 3 days | 10 days |
| (3) Freedom of Information Act Requests | 10 days | 3 days | 10 days |
| (4) Privacy Act Requests | 30 days | 10 days | 30 days |
| (5) Other controlled correspondence answered in Central Office (e.g., Requests from heads of Tribal Governments, requests from Secretary or Under-Secretary, requests from state governors) | 5 days | 3 days | 10 days |
| C. Non-controlled (with general public, other agencies; within Department) | 30 15 days if form or guide letter is used) | 10 days (5 days if form or guide letter is used) | 30 days |

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OFFICE PROCEDURES
Correspondence

- (3) Freedom of Information Act Requests.
- (4) Privacy Act Requests.
- (5) Other Controlled Correspondence Answered Central Office.
- (6) Other Controlled Correspondence Answered in the Field.

C. Non-Controlled Correspondence. This category includes correspondence with the general public, with other agencies and within the Department. For these types of correspondence, the following guidelines apply:

(1) When answered by original letter, and no other deadline is established by the incoming letter, reply within ~~ten~~ ³⁰ working days.

(2) When answered by form or guide letter, reply within ~~five~~ ¹⁵ working days.

(3) When it is impossible to meet either of the above deadlines, send an acknowledgment stating that a complete reply will follow as soon as possible. If a final reply cannot be sent within 30 days, send a follow-up acknowledgment.

1.5 Staff Preparation of Correspondence and Reports.

A. Briefing Papers. As a cover for large or complicated packages, a staff member will prepare a concise briefing paper in memorandum form. The purpose of this paper is to make it unnecessary for the reviewing and signing officials to read the complete package. The paper should contain:

- (1) A summary of the problem or the action desired.
- (2) Reasons for or against taking the desired action.
- (3) Action recommended by person writing briefing paper.
- (4) Possible alternatives (if any).

B. Reports. Each report (management survey, audit report, situation report, inspection report, etc.) for signature at the level of the Commissioner or above should be accompanied by a briefing paper (see paragraph A). A similar document should accompany reports to be signed by an Area Director or Superintendent. If no action is necessary, state this in the briefing paper. If the recommended action requires legislation, the appropriate Central Office Division will develop a draft in cooperation with the Congressional and Legislative Affairs Staff.

OFFICE PROCEDURES

Correspondence

Make every effort to complete reports and recommendations before assigned deadlines. When a report cannot be delayed, it may be forwarded for signature without recommendations. In these cases, state in the cover memo the reason for delay and the projected completion date.

C. Responses to Letters and Inquiries. Respond to all inquiries as soon as possible. When a letter concerns a problem, initiate corrective action and advise the correspondent of the action taken.

D. Requests for Policy Guidance. When requesting policy guidance from the ~~Commissioner~~ or a Secretarial Officer, make the request in a memo outlining the following: *Deputy Asst. Secretary (Operations)*

- (1) Feasible policy alternatives.
- (2) The choice or choices recommended by the employee requesting guidance.
- (3) The reasons for recommending a choice or choices.

E. Coordination with Other Offices. The Bureau's standard method for showing concurrence by other interested offices is to surname the file copy of the correspondence. When an interested office does not concur follow one of the procedures below.

(1) Nonconcurrence Within the Bureau.

(a) The originating office shall mention the nonconcurrence in the briefing paper, giving the reasons for disagreement and the reason for not adopting the suggestions of the nonconcurring office.

(b) The nonconcurring office should prepare a paper outlining the alternative it favors, to be attached to the correspondence.

(2) Nonconcurrence Outside the Bureau. Correspondence to the Department involving another Bureau should include input from the other Bureau. If we disagree with the other Bureau, we will prepare the communication the way we think it should read and include an explanatory note to the Department concerning the views of the other Bureau and the reason for differing.

F. Policy Matters Involving Solicitor's Office. The Solicitor's Office exists to provide legal reviews; the Bureau is responsible for policy and program decisions. When requesting a review by the Solicitor, state clearly the policy or actions in question. In the Central Office, route all correspondence with the Solicitor's Office through the office of the Assistant Secretary—Indian Affairs.

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OFFICE OPERATIONS

Mail and Communications Management

2.1 General. Mail Management by definition is the application of efficient and economical management techniques to mail processing operations, including receiving, sorting, opening, routing, distribution, delivery, control, pickup, and dispatching of mail.

Because Bureau offices vary by location, size, and other features which influence local mail operating procedures, each Bureau office is responsible for organizing and carrying out efficient mail operating procedures to ensure the best possible service to the Bureau operation.

2.2 Guidelines. This chapter of the Bureau manual includes requirements and major prohibitions related to mail and communications management which should be generally followed by all employees. Supplement 2 to 15 BIAM, "Mail and Records Handbook," provides additional instructions and guidelines for personnel actually engaged in mail and communications management operations.

Mail management guidelines for the Federal Government including the mail management function, program requirements, and program implementation are established in Federal Property Management Regulations 101-11.304. Mail management standards are set forth in the GSA Records Management Handbook, Agency Mail Operations.

Post Office Department regulations are contained in the "Postal Manual" along with revisions and should be available for use in all principal Bureau offices. Instructions on the preparation of Government mail are given in a booklet entitled "Prepare With Care," developed jointly by the Post Office Department and the General Services Administration. Other publications, "Directory of Post Offices" and "Directory of International Mail", and revisions may also be needed. For ZIP Code requirements, each mailroom should maintain the latest copy of the "National ZIP Code Directory".

2.3 Official Mailing Indicia. As set forth, the Bureau must follow certain instructions concerning the use of official mailing indicia when sending mail through U. S. Post Office facilities:

A. Official mailing indicia shall be used for all official mail sent through the U. S. Post Office facilities

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Mail and Communications Management

including air mail, special delivery, registered and certified mail, etc. No other postage is required and the legend may not be handwritten or typewritten.

B. Self-addressed reply cards, envelopes, or labels bearing the official indicia may be furnished to individuals or firms from whom official information is desired, but who are not required by law to submit such information.

C. Official mailing indicia shall not be used by employees for personal communication.

D. Official mailing indicia shall not be used on official matter between Federal agencies located in the different buildings in the Washington, D.C., area.

2.4 Postage Costs and Reporting. The payment of postal service costs for handling all official mail dispatched by Bureau offices is based upon an agreement negotiated annually between the Department of the Interior and the Post Office Department. The Mail and Records Handbook explains the required reporting procedures used in the Bureau to determine the estimated postal service costs. A sampling by actual count of mail processed by each Bureau office dispatching mail shall be made during each of the following one week periods:

3rd week in October
1st week in April

Agency offices shall submit their completed reports to their area level immediately following each mail sampling period. Area reports and other office reports shall be promptly submitted to the Central Office, Management Research. Form 5-i505 is designed for use in compiling this report (see Handbook).

2.5 Telephone and Telegraph Services. This area of communications is subject to local Administrative decision regarding

installations, changes, cancellations, economy, and efficiency of service. However, Part 101-35 of Federal Property Management Regulations prescribe policies and methods governing the utilization by executive agencies of telecommunications services within the United States.

2.6 Limitations on Use of Telephones.

A. Use of Recording Machines. No officer or employee of the Bureau shall use machines for recording telephone conversations, except in those instances where machines are a regular part of the operating equipment for power dispatching and similar purposes. Each such exception shall be subject to advance Secretarial approval. Where approved, the recording equipment shall be operated so as to give adequate notice to the parties to the call and shall be used only for the purposes outlined in the statement of justification. Secretarial approval shall be secured through the submission of a statement describing the nature of the equipment to be used, provisions for warning devices, the type of calls on which it will be used, and the justification for recording to the Central Office, Management Research.

B. Stenographic Monitoring of Telephone Calls. Except as provided herein, no officer or employee of the Bureau shall authorize or permit the practice of monitoring telephone conversations with persons within or outside the Bureau. If, during the course of a telephone conversation, it is necessary to record a portion of the conversation, a third party may be permitted to come on the line, after adequate notice to the other party has been given, to take notes on this portion of the conversation. This practice shall be strictly limited to cases of real need. The monitoring shall be terminated with notice to the other party as soon as this portion of the telephone call is completed.

C. Unauthorized Use of Bureau Telephone Facilities. The use of official telephones for personal calls is prohibited except in cases of emergency where public communication facilities are unavailable or where use of such facilities is impractical. It is the responsibility of the heads of offices to establish criteria which will result in compliance with this policy. When unofficial calls of an emergency nature are permitted, and these involve long distance (toll or message units) charges to Government, such amounts must be recovered from the individual making or receiving the call.

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OFFICE OPERATIONS

Records Management Program

3.1 General.

A. Purpose and Objectives. The Bureau's overall records or "paperwork" management program is designed to provide for effective controls over the creation, distribution, organization, maintenance, use, and disposition of all of its records. The objectives of records management are:

1. Assure the permanent or extended retention of records having long-range legal, historical, administrative, and other values.
2. Reduce the volume of records by disposition of those of temporary value.
3. Improve the usefulness of the records retained.
4. Minimize the cost of their maintenance.

B. Authority. The Federal Records Act of 1950 requires the head of each Federal Agency to establish and maintain an active, continuing program for economical and efficient records management within the agency. Program guidelines are established in Federal Property Management Regulations 101-11.1 entitled "Federal Records; General". Parts 430-433 of the Departmental Manual define the purpose, scope, and content of and the responsibilities for records management in the Department of the Interior and delegates the responsibility to the head of each Bureau or office.

Basic Bureau instructions related to records management in general are contained in this chapter. Instructions relating to specific parts of the records management program also appear in other chapters of 15 BIAM and in 0, 33, and 35 BIAM. More detailed guidance is included in Supplement 2 to 15 BIAM, "Mail and Records Handbook".

C. Organization and Responsibilities. Responsibility for development and coordination of the Bureau records

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Records Management Program

management program is assigned to the Central Office Management Research Staff. In addition to developing the program, the Management Research Staff conducts continuing studies to maintain effective operations and adequate instructions, maintains liaison with Bureau offices and other Federal agencies to insure compliance with regulations, and reviews operations and reports as necessary for effective administration. The responsibility shall include the following records management program areas:

1. Correspondence (15 BIAM)
2. Reports (33 BIAM)
3. Forms (33 BIAM)
4. Directives (0 BIAM and 33 BIAM)
5. Mail (15 BIAM)
6. Files (15 BIAM)
7. Records Disposition (15 BIAM)
8. Microfilming (15 BIAM)
9. Vital Records (15 BIAM)
10. Records Availability (15 BIAM)
11. Paperwork Automation (35 BIAM)

Records and Communications Services will provide operating services for the Headquarters Office, Washington, D. C., on the following record functions: Mail, files, records disposition, records availability, and vital records. Management Research Staff will provide operating services for the other records management program areas for the Headquarters.

Each Area Director is responsible for development and implementation of the records management program within his Area. Under normal circumstances, the responsibility should be assigned to an Area Records Officer with functions similar to those prescribed for the Central Office Management Research Staff, above.

Superintendents and heads of operating offices are responsible for the records management program on a local level. This responsibility may be assigned to a local Records Officer in larger agencies.

3.2 Microphotography.

Authorities and standards for microfilming are covered in Federal Property Management Regulations Subpart 101-11.5, "Microfilming".

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Records Management Program

A. Restrictions. No microfilming equipment or service, where the cost is in excess of \$1,000 may be obtained without prior approval of the Department's Director of Management Operations. This limitation applies regardless of the source from which microfilming equipment or services is obtained. Requests to exceed the limitation shall be submitted to the Central Office, Management Research Staff.

No microfilm project which contemplates the destruction of the original records may be undertaken until authority for the destruction of the records has first been obtained from the National Archives and Records Service and the Congress, through the Commissioner.

Prior to approval on smaller microfilm projects (less than \$1,000) where Central Office and Department clearance are not required, it is suggested that local administrative review and evaluation clearance procedures be established based on the guidelines found in the Mail and Records Management Handbook.

(15-18) B. Microfilming Service on a Reimbursable Basis. The General Services Administration provides a microfilm service which includes preparing, indexing, and filming records; inspecting films; and labeling containers. Bureau offices are encouraged to avail themselves of this service and those desiring to do so should contact the appropriate GSA regional office.

C. Legal Status. Properly authenticated microfilm records are generally admissible as evidence in court actions when good reason is established for their substitution for the original records.

3.3 Vital Records Program.

A. Objectives and Authority. The Continuity of Government Program, initiated by Executive Order 10346, makes each agency responsible for carrying out its essential functions in an emergency. A significant element of that plan includes the development and maintenance of a program for the protection of vital records. Such documents include:

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Records Management Program

Records vital to the essential functions for the duration of the emergency (referred to as "emergency operating records"), and

Records essential to the preservation of legal rights and interests of individual citizens and their Government (referred to as "rights and interests records").

B. Responsibility. Heads of field establishments are responsible for the development and the operation of the Vital Records Protection Program including specifically the identification of emergency operating records and rights and interest records. Civil Defense Emergency Operation Plans as described in 16 BIAM for Central Office, Area Offices, and agencies shall include information pertinent to the following questions in developing an on-going program to preserve and prelocate vital records:

1. In the event of a disaster, would the agency have the required vital (operating) records to carry on emergency operations at alternate facilities?

2. Have the vital (rights and interests) records been prepositioned at safe and accessible locations from where they can be recalled, as needed, during recovery?

C. Guidelines. The overall program for protection of vital Government records in case of emergency is set forth in the GSA Records Management Handbook, "Federal Vital Records Program" (FPMR 101-11). It is designed to assist Federal records officers, coordinators, and others concerned with emergency preparedness and suggests some of the factors and methods that should be considered in developing and operating vital records protection programs. The Bureau's approach to the Vital Records program is discussed more thoroughly in the Bureau Mail and Records Handbook.

Program procedures on Vital records are outlined in Federal Property Management Regulations 101-11.7 Other instructions are issued in Chapter 12 of the Department of Interior Emergency Operations Handbook (Supplement to Department Manual 900 DM 1) and the National Plan for Emergency Preparedness published by the Office of Emergency Planning.

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Records Management Program

D. Vital Records Protection Status Reporting. The Central Office is requested by the Office of the Secretary to submit annual vital records program status reports as of June 30 in two parts, emergency operating records (GSA form 2034) and rights and interest records (GSA form 2035). Area offices will prepare a single consolidated report for their jurisdiction listing locations and other pertinent information called for on each report form. The completed reports covering the report period July 1 through June 30 for each Area shall be scheduled to reach the Central Office by June 30. Applicable guidelines to reporting on Vital Records Programs are included in the Mail and Records Handbook.

3.4 Availability of Official Records.

A. Purpose. This section of the Manual contains requirements and procedures governing the disclosure, examination, certifying, and copying of Bureau (BIA) records, and the testimony of employees. The 1967 revision of the public information section of the Administrative Procedure Act (5 USC 552) is popularly known as the "Freedom of Information Act" and provides, generally, for making Government information available to members of the public, unless the information comes within certain exempt categories set forth in the Act. Other pertinent references affecting disclosure of Bureau record information are found in Titles 43 and 20 of the Code of Federal Regulations and Section 70m of Title 25, U.S. Code.

B. Responsibilities.

1. The official in charge of each BIA jurisdiction is custodian of all its official records. He is responsible for preserving their integrity and for granting approval of requests from the public to view or obtain copies of official records. This authority may be redelegated.

2. Employees directly responsible for files and other records shall not disclose the content of such records except to those identified Interior Department officials and employees who have proper and direct concern with the subject matter. All other requests for access to or copies of records shall be referred to the official in charge, or his designee, for decision.

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OFFICE OPERATIONS

Records Disposition

5.1 Purpose and Objectives. This chapter and the Records Disposition Handbook (Supplement number 5 to 15 BIAM) discuss the Bureau's program for records disposition. The objectives of the records disposition program are to insure that records of continuing value are preserved but that records no longer of current use to the Bureau are promptly disposed of or retired. In carrying out its records disposition program, the Bureau is required to apply the standards and techniques prescribed for use by all Federal agencies in the Records Disposal Act, the Federal Records Act of 1950, GSA Federal Property Management Regulations 101-11, Title 8 of the General Accounting Office Manual and the Departmental Manual. Bureau operating personnel should be familiar with the terms which are universally used by Federal Agencies in carrying out their records management programs. See Glossary (Illustration 1 of 15 BIAM Supplement 5).

5.2 Applicability. The standards, procedures, and retention periods prescribed under this manual section and handbook supplement and in the regulations cited in 5.10 below are mandatory in all offices of the Bureau of Indian Affairs.

5.3 Responsibility. The Central Office Division of Management Research and Evaluation has major responsibility for directing the Bureau program and coordinating all activities within the Bureau and with the Department, National Archives and Records Service (NARS), General Accounting Office and other agencies as necessary.

A. The Central Office Division of Support Services provides records services and assistance to the Washington Office, Eastern Area, and the Indian Arts and Crafts Board. The Administrative Services Center at Albuquerque, New Mexico, provides records assistance to Central Office installations in Albuquerque, New Mexico, and other selected locations.

B. Each Area Director is responsible for the records disposition program within his Area.

C. Superintendents and heads of operating offices are responsible for the records disposition program on a local level. The responsibility may be assigned to a local Records Officer in larger agencies.

5.4 Types of Files. Depending on their value, records fall within one of the following categories:

A. Temporary Records. Records that decrease in value with the passage of time, to the point where further preservation is not warranted and which may eventually be destroyed.

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Records Disposition

B. Permanent Records. Records determined to be worthy of permanent retention by the Federal Government, normally by deposit in the Regional or National Archives. These records may never be destroyed.

C. Unscheduled Records. Any record or series of records for which no decision on disposition has been made must be treated as permanent until it can be identified and scheduled.

D. Nonrecord Material. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents. Nonrecord material may be disposed of when outdated or superseded.

5.5 Types of Disposition Actions. Records may be removed from Bureau custody in the following ways:

A. Loans. If it is impracticable to furnish copies, Bureau documents may be loaned to other Government agencies provided they accept accountability and responsibility for their timely return to the loaning office. See section 4.9 of the Records Disposition Handbook for procedures to be followed.

B. Transfers. No records may be transferred out of the Bureau's custody (to other Federal agencies, state, county, etc.,) without prior approval of the Central Office, Division of Management Research and Evaluation which will obtain required approvals of the National Archives and Records Service except as follows:

- (1) Transfers to the Federal Records Center or the National Archives are authorized.
- (2) When the transfer of records or functions or both is required by statute, Executive Order, or Presidential reorganization plan, or by specific determinations made thereunder, further approvals are not required.

C. Sale or Salvage. Large amounts of temporary records to be disposed of shall normally be sold in accordance with the established procedures for the sale of surplus personal property (FPMR 101-11, 408-2). This includes paper, film, plastic, or other types of records. See section 4.10 of the Records Disposition Handbook for procedures to be followed.

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Records Disposition

D. Donations for Preservation and Use. Records may be donated in some cases. (FPMR 101-11.408-2). Prior approval of the Central Office, Division of Management Research and Evaluation is required. See section 4.11 of the Records Disposition Handbook for procedures to be followed.

E. Destruction. If valueless records cannot advantageously be sold or otherwise salvaged, the records may be destroyed by burning or pulping.

5.6 Disposition Policy. It is Bureau policy to transfer inactive files which are over three years old to the Federal Records Centers. This includes site audit records which have been audited by the General Accounting Office. It also includes unaudited records if they have been retained for a period of three years and are no longer needed at the accounting station for internal requirements. It is advantageous to transfer inactive records from Bureau storage to Federal Records Centers which is less expensive and where they can be better protected. See section 4.7 of the Records Disposition Handbook for procedures.

Exceptions to the above policy as follows:

A. Records having a retention period of three years or less remaining should not be transferred.

B. Nonrecord material should not be shipped to the Federal Records Center.

C. Files which are referred to more than once a month per file drawer are considered to be active and may be retained.

D. GAO records may be shipped to the Records Centers earlier under conditions described in section 4.7B of the Records Disposition Handbook.

The General Services Administration has attempted to make every provision for prompt and efficient servicing of records placed in its custody. Federal Records Centers are so located that records dispatched to a requesting office will be received, in normal circumstances, within a period of 48 hours. Every effort is made to render SPECIAL reference service when justified. (See section 4.7E of the Records Disposition Handbook.)

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Records Disposition

5.7 Disposition Standard. A 10% annual disposition rate is prescribed as the minimum disposition standard for the Bureau by the Department. In addition to the prescribed 10% minimum disposition rate, the Bureau objective will be to effect a net reduction in the volume of records held in our offices. The disposition rate reflects the volume of records on hand at the beginning of each reporting period. All records destroyed or transferred to the Federal Records Centers during the report year are included in computing the disposition rate.

5.8 Policy on Tribal Records. In some instances, Tribal records (records owned by the Tribe) may be housed by the Bureau for convenience and safekeeping. If Tribal records are stored or housed by the Bureau, some form of written agreement between the Bureau and the Tribe is suggested to cover convenience, safekeeping, and storage arrangements. Such records are not Bureau records. Statutes that govern the handling of Government agency records are not applicable.

Federal Records Centers are generally interested in obtaining inactive Tribal records through donation or for storage and preservation if offered by a Tribe. Bureau offices are encouraged to advise and assist Tribes desiring to have their records sent to a Federal Records Center. Shipping and storage arrangements involving Tribal records should be worked out and agreed upon between the Tribe and Federal Records Center prior to actual shipment of records.

5.9 Annual Records Report. As of May 31 of each year, a report on the volume of records on hand and the volume disposed of or transferred during the year is required from each Area Office, and each agency or other unit under direct jurisdiction of the Central Office. The Bureau is required to prepare an annual report informing GSA, through the Department, on the total volume of records on hand in all offices. The Department also requests data on volume disposed of and transferred to Records Centers and other Federal agencies. See section 5.1 of the Records Disposition Handbook for procedures and forms.

5.10 Authorities. Standards, procedures and techniques for records disposition are established under the following authorities.

A. Records Disposal Act of 1943. This Act provides basic statutory authority for implementing a Federal program on records disposition, defines what records are and provides for the disposal of non-record material. (See 44 USC 3301).

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Records Disposition

Section 15 of this Act (44 USC 3105) prescribes that no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of the Act.

Penalty: Penalties for the willful and unlawful destruction, damage or alienation of Federal Records are contained in the U.S. Criminal Code (18 USC 2071).

B. Federal Records Act of 1950. This Act provides basic statutory authority for implementing a Federal program on records management, including records disposition. It specifically assigns the various records management responsibilities to the General Services Administrator and to heads of Federal agencies. (See 44 USC 2901 and 3101).

C. Federal Property Management Regulations. Regulations which govern the disposition of Federal Records are established in Federal Property Management Regulations 101-11.4 (issued pursuant to provisions of section 505 (a) and 506 (b) of the Federal Records Act of 1950 and other Acts of Congress concerning records - 44 USC 2904 and 2905).

D. General Records Schedules. The General Records Schedules are issued by GSA under the authority of FPMR 101-11.404.2. The schedules govern the retention and disposal of records common to several or all Federal agencies. Their use by Government Agencies is permissive rather than mandatory. The use of the schedules is authorized by the Bureau.

E. GAO Manuals. (1) Title 8 of the General Accounting Office Manual contains regulations and procedures applicable to the preservation and disposal of fiscal and accounting records of the Government.

(2) Records Disposal Manual, dated March 1972.

F. Department Manual. Parts 433-436 of the Departmental Manual set forth instructions concerning Records Disposition and Removal of Official Records on leaving Department.

G. BIA Records Retention Plans. BIA Central Office and Field Office Records Retention Plans, NN-468-3 and NN-469-3 respectively, are issued under the authority of FPMR 101-11.403-1. The plans identify and describe the types of permanent records which Bureau offices must eventually transfer to the Federal Records Centers for storage and safekeeping.

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PAPERWORK MANAGEMENT
Forms Management

6. FORMS MANAGEMENT

6.1 General.

A. Purpose. The purpose of this section is to establish policies, responsibilities, procedures, and standards for forms through a Forms Management Program. This part complements the General Services Administration directives on Records Management and the Department of the Interior directives on Forms Management.

B. Authority. The Forms Management Program is authorized by 44 U.S.C. 3101-3103 (Records Management by Federal Agencies) and implementing regulations issued in 41 CFR 101-11 (Records Management) and by the Department requirements in DM 430 and 432.

C. Policy. It is the policy of the Bureau to control the creation and use of forms through a Forms Management Program in order to provide for the effective and efficient use of approved forms.

D. Objectives. The objectives of the Forms Management Program are to:

(1) Simplify and improve systems and procedures to enable Bureau personnel to carry out their daily operations as effectively and economically as possible.

(2) Provide management with source documents to capture information as timely, as efficiently, and as accurately as possible.

(3) Thoroughly analyze all proposed new or revised forms to ensure they are essential to the management, administration, and operation of the mission.

(4) Ensure standardization and control of data collection.

(5) Establish sound production specification to provide quality forms that will function efficiently in the system.

(6) Coordinate the efforts and technical skills of functional area specialists and form analysts.

(7) Ensure only approved forms are used and forms be designated at the highest echelon possible.

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Forms Management

- (8) Prevent proliferation of forms and eliminate unessential forms.
- (9) Prevent and eliminate the unnecessary duplication of information.
- (10) Provide the Director of Administration with cost data on all Bureau forms.

6.2 Responsibilities.

A. Division of Management Research and Evaluation. The Division of Management Research and Evaluation serves as the Bureau's focal point for the forms management program. The Division of Management Research and Evaluation:

- (1) Develops and issues Bureauwide instructions on the Forms Management Program.
- (2) Provides technical assistance and advice in the layout and design of forms and related instructions.
- (3) Maintains and issues a catalog of approved Bureauwide forms and related instructions.
- (4) Provides analysis and review of proposed Bureauwide forms and related instructions.
- (5) Obtains necessary clearances and approvals from the Department and outside agencies for public use and interagency forms.
- (6) Coordinates with stock points and acts as the central manager of a forms control system.
- (7) Maintains an official case file and a functional file of Bureauwide forms.
- (8) Maintains statistics (cost and program data) on forms.
- (9) Conducts periodic review of all Bureauwide forms, and participates in special projects to reduce, consolidate, or abolish existing forms.

B. Deputies to the Assistant Secretary - Indian Affairs, Central Office Directors, Area Directors, Agency Superintendents, Office of Indian Education, Education Line Officers, and Other Operating Offices. These officials shall follow the policies, standards, and requirements of this directive with regard to the development and control of forms within their jurisdiction. They will:

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Forms Management

(1) Ensure the effective execution of the Bureauwide Forms Management Program policies and standards.

(2) Designate a forms control unit or coordinator to control and coordinate forms. The responsibility should be assigned to a specific person (usually the responsibility is assigned to the paperwork management coordinator). The specific duties of the forms control unit/coordinator shall be to:

(a) Obtain any necessary clearances and concurrences for newly developed or revised forms.

(b) Ensure that the initiating office provide for the printing, maintaining, and distributing of forms and for notifying their field counterparts, through the Bureau manual system, of any changes or revisions in the form.

(c) Ensure compliance with the requirements for special forms, e.g., public use and interagency forms. See the Clearance/Approval Matrix for Forms and Reports, Illustration 3.

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Forms Management

6.3 Definitions.

Bureauwide Form - a form which is limited in use to the Bureau. The form is designated and numbered as a Bureauwide form by the Division of Management Research and Evaluation.

Computer Form - a preprinted document used for computer input or output.

Experimental Form - a form used on a trial basis for a specific period for the purpose of testing data as to its value to management in accomplishing objectives. The form is automatically cancelled after six months as an experimental form.

Form - any document, including letters, post cards, or memorandums, printed or otherwise reproduced in advance of use, with space for filling in information, descriptive material, or addresses.

Forms Control Unit/Coordinator - any designated individual, office, or organizational entity duly authorized to implement policies, procedures, controls, and operations in the Forms Management Program.

Functional Case File - a file containing forms organized by use, subject, or topic designed to bring forms having similar purposes together for comparison purposes in order to identify and eliminate duplication or to avoid the creation of new forms when existing forms may serve.

Interagency Form - a form used for gathering information for a report required by any Departmental bureau or office of any other Department or Federal agency. The form may be (1) a form established by the Bureau which requires a response from another government agency (external to the Department), or (2) a form/reporting requirement received by an office in the Bureau from authorities external to the Department.

Intradepartmental Form - a form used for gathering information for a recurring report required by a bureau or office from one or more other bureaus within the Department.

Local Form - a form designed, issued, and numbered by one organizational segment of the Bureau (e.g., a field office or a single division) and used exclusively by that segment.

Official Case File - a file containing the initial request or proposal for adoption, justification, and approval of a form or report; documents relating to printing, distribution, and stocking; and any other material directly related to the establishment of a form or report.

Optional Form - a form developed for use in two or more agencies and approved by GSA for optional governmentwide use.

Other Agency Form - a form prescribed by another Federal agency and adopted for use in the Bureau.

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Public Use Form - a form which is used for gathering information from ten or more persons (other than Federal employees).

Standard Form - a form prescribed by a Federal agency and approved by GSA for mandatory governmentwide use.

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6.4 Procedures.

A. Developing or Revising a Form. Before developing a new form or revising an existing form, the initiating office should contact the Division of Management Research and Evaluation for technical advice and assistance. The initiating office will then proceed with the development of the form in accordance with approved standards following the procedures set forth below.

B. Processing the Form.

(1) Submit the proposed form or revision for analysis along with Form 5-1528, Request for Approval of Form or Report (submit in duplicate) to the Division of Management Research and Evaluation. Form 5-1528 is included in this part as Illustration 4.

(2) Submit the form for proper clearances and concurrences as required. See Illustration 3, Clearance/Approval Matrix for Forms and Reports.

(3) The Division of Management Research and Evaluation will take the necessary steps for the assignment of a new number and/or a revised edition date and will forward the proposed form along with Form 5-1528 to the Director, Office of Administration, for approval or disapproval.

(a) The numbering system adopted by the Bureau is outlined as follows: the number assigned to a form will consist of the number 5, a hyphen, and a four- or five-digit identification number. The identification number will include as the first two digits the BIAM classification of primary instructions related to the form, and, as the last two or three digits, a serial designation. (Example: the form for requesting approval of forms and reports is numbered 5-1528. The number 5 indicates a Bureau form, and the number 1528 indicates that the instructions on its use appear in 15 BIAM, Paperwork Management, and that it is the twenty-eighth form approved related to 15 BIAM.) Areas, agencies, or other operating offices which require forms from lower level units may devise and affix their own numbering system. Numbers assigned by the Division of Management Research and Evaluation, however, must be used at all levels.

(b) An experimental form (a form to be used on a trial basis) will be processed and numbered in the same manner as prescribed above except that the form will be approved for a period not to exceed six months and clearance of the form will be indicated by the assignment of a form number preceded by the letter "X." For example: "Form X-4438, Expiration Date: 12/1/80."

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(4) After the form is approved or disapproved, the original of the proposed form, along with a signed copy of the accompanying Form 5-1528, will be returned to the initiating office, and a copy of each will be retained by the Division of Management Research and Evaluation. Note: Bureauwide forms that are revised because of minor changes (changes in format, design, routing, item arrangement, spacing, size of form or type) which do not reflect substantive changes, will be processed as prescribed but will require only the approval of the Division of Management Research and Evaluation. This special approval is intended to expedite the return of the revised form to the initiating office.

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6.5 Standards. This section sets forth Bureauwide standards for the development and use of forms. This section reflects and complements the Department of the Interior standards for forms as prescribed in 432 DM 2.

A. Approval Standards. A form shall be officially approved prior to its use. See the Clearance/Approval Matrix for Forms and Reports, Illustration 3. Special clearance may be required and will be requested through the Division of Management Research and Evaluation. Examples of forms which require special clearances are:

(1) Public use forms which require Departmental clearance and OMB approval.

(2) Interagency forms which require Departmental clearance and GSA approval.

B. Design, Reproduction, and Distribution Standards. A form shall meet standards of design, reproduction, and distribution.

(1) Design and Physical Characteristics.

(a) Forms shall be designed to provide users with useful, logical, efficient, and economical end-products which facilitate actions, procedures, operations, and documentation. The final design shall be approved by the forms control unit/coordinator in accordance with guidance provided in the GSA Handbook, "Forms Design." However, a form may be designed on a typewriter or by pen and ruler if final design meets the standards. A directive or other issuance prescribing the use of a form shall be developed at the same time as the design of the form to ensure compatibility of instructions for preparing and using the form. Whenever possible, source data automation design will be employed to save staffhours and machine time in the acquisition and input of data and information planned for machine processing.

(b) Forms shall conform with basic physical standards: loose cut sheet, 8 1/2 x 11 inches, black ink, and white 40-pound sulphite paper. 32-pound paper should be used if the form is printed on one side only. Forms having other physical characteristics will be regarded as specialty forms and will require special justification of their specialty characteristics. An example of a specialty form is a form having variation in paper, ink, color, or size and/or a form produced to fit in and operate on a specific machine.

(c) Forms shall be identified by:

(i) Form number and edition date. Numbers are controlled, assigned, and registered by the Division of Management Research and Evaluation. See section 6.4B(3) for an explanation of the Bureauwide system for numbering forms and assigning edition dates.

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(ii) Heading. Headings will include "U.S. Department of the Interior," "Bureau of Indian Affairs," and the title of the form. Forms authorized for separate field use (area, agency, or other operating office) may include these headings as well as the name of the particular field unit.

(2) Reproduction, Printing, Distribution, and Stocking.

(a) Forms shall conform with basic reproduction and printing standards which are in accordance with policies and procedures of the Department as prescribed in 432 DM 2.

(b) Forms shall conform with basic distribution and stocking standards. The forms control unit of the initiating office shall be responsible for the distributing and stocking of approved forms within the unit's immediate jurisdiction.

C. Documentation Standards. A form shall be documented. Each forms control unit/coordinator has responsibility for the documentation of approved forms and shall establish and maintain files relating to forms under its control.

D. Administrative Standards. A form shall be proposed only when it is determined that the form will be the most economical and efficient way to retrieve the information needed. In addition, the frequency and duration of a form shall be limited to its real need.

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6.6 References. References available as guides from GSA include the following:

A. Federal Property Management Regulations on Records Management (41 CFR 101-11).

B. GSA/NARS Handbooks:

- (1) Forms Analysis.
- (2) Forms Design.
- (3) Form and Guide Letters.
- (4) Specialty Forms.
- (5) Standard and Optional Forms.
- (6) Acquisition of Standard and Optional Forms.
- (7) Forms Management.

These handbooks may be obtained through GSA stores.

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7. REPORTS MANAGEMENT

7.1 General.

A. Purpose. The purpose of this section is to provide a system for the control, evaluation, and improvement of reporting requirements and to ensure compliance with applicable laws and regulations. This part complements the General Services Administration directives on Records Management and the Department of the Interior directives on Forms and Reports Management.

B. Authority. The Reports Management Program is authorized by 44 U.S.C. 3101-3103 (Records Management by Federal Agencies) and implementing regulations issued in 41 CFR 101-11 (Records Management) and by the Department requirements in DM 305, 430, and 432.

C. Policy. It is the policy of the Bureau to control the creation and use of reports through a Reports Management Program and to comply with the reports management requirements of the Department of the Interior.

D. Objectives. The objectives of the Reports Management Program are to develop, manage, and control reports, and, specifically, to:

- (1) Coordinate reports management activities.
- (2) Increase the effectiveness of reports; i.e., ensure that reports provide useful data in an understandable form to management.
- (3) Standardize and coordinate the procedures to follow in the development of a report.
- (4) Reduce and simplify reports through appropriate review and analysis.
- (5) Standardize and control the documentation of reports and their related instructions.
- (6) Reduce the total number, number of copies, and number of times the report is required.

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7.2 Responsibilities.

A. Division of Management Research and Evaluation. The Division of Management Research and Evaluation is responsible for the Bureau's reports management program. Its responsibilities include:

(1) Develop and issue Bureauwide instructions on the Reports Management Program.

(2) Provide technical assistance and advice in the development of a reporting requirement.

(3) Maintain and issue a catalog of approved Bureauwide reports and related instructions.

(4) Provide analysis and review of proposed Bureauwide reports and related instructions.

(5) Obtain necessary clearances and approvals from the Department and outside agencies for public use, interagency, and Congressional reports.

(6) Maintain an official case file and a functional case file of Bureauwide reports.

(7) Maintain statistics (cost and program data) on reports.

(8) Conduct periodic reviews of all Bureauwide reports, at least annually, and participate in special projects to reduce, consolidate, or abolish existing reporting requirements.

(9) Act as the Bureau clearance officer for other than Bureauwide reports, e.g., interagency, public use reports, etc.

B. Central Office Directors. Central Office Directors shall follow the policies, standards, and requirements of this directive with regard to the development and control of reports within their jurisdiction. Central Office Directors shall:

(1) Ensure the effective execution of the Bureauwide Reports Management Program policies and standards. This responsibility includes concurrence by the responsible Central Office Director (Program Director) for Bureauwide and Congressional reports.

(2) Designate a reports control unit or coordinator to control and coordinate reports. The responsibility should be assigned to a specific person

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(usually the responsibility is assigned to the paperwork management coordinator). The specific duties of the reports control unit/coordinator shall be to:

(a) Obtain any necessary clearances and concurrences for newly developed or revised reports.

(b) Ensure that the initiating office provide for the distributing and maintaining of the reports and for notifying their field counterparts, through the Bureau manual system, of any changes or revisions in reporting requirements.

C. Area Directors, Agency Superintendents, and Heads of Other Operating Offices. The above officials shall carry out a Reports Management Program in line with the policies and standards prescribed in this directive. Each official shall determine the degree of control of reports within his/her jurisdiction. As a minimum, the control will include the following:

(1) Establish clearance and approval procedures through a reports control unit/coordinator. The responsibility for program implementation should be assigned to a specific person (this responsibility is usually assigned to the paperwork management coordinator or to the records coordinator).

(2) Require the use of Form 5-1528, Request for Approval of Form or Report (or the use of a similar form or procedure) which shall serve as a means of control, an analysis tool, and a means of recording the history of the development of the reporting requirement. Form 5-1528 is included in this part as Illustration 4.

(3) Establish an inventory or register of local reports.

(4) Conduct a periodic inventory/analysis to review reporting requirements for possible simplification, consolidation, or abolishment.

7.3 Definitions.

Bureauwide Report - a report which is limited in use to the Bureau. The report is designated and numbered as a Bureauwide report by the Division of Management Research and Evaluation.

Computer Report - a reporting requirement regarding computer input/output.

Congressional Report - a report required by Congress. A report to Congress is defined as a recurring or single-time report required by statute or a recurring reporting requirement levied by a Congressional committee. This definition includes one-time requests for one-time reports received from committees of Congress or individual Congresspersons.

Experimental Report - a report used on a trial basis for a specific time period for the purpose of testing data as to its value to management in accomplishing objectives. An experimental report is automatically cancelled in six months.

Functional Case File - a file containing reports organized by use (function), subject, or topic and designed to bring reports having similar purposes together for comparison purposes in order to identify and eliminate duplication or to avoid the initiation of a new reporting requirement when an existing one may serve.

Interagency Report - a report required by any Departmental bureau or office of any other Department or Federal agency. The report may be (1) established by the Bureau, requiring a response from another government agency (external to the Department), or (2) a form/reporting requirement received by an office in the Bureau from authorities external to the Department.

Intradepartmental Report - a recurring report required by a bureau or office from one or more other bureaus within the Department.

Local Report - a reporting requirement issued by one organizational segment of the Bureau (e.g., a field office or a single division) and used exclusively by that organizational segment (level).

Official Case File - a file containing the initial request or proposal for adoption, justification, and approval of a form or report; documents relating to printing, distribution, and stocking; and any other material directly related to the establishment of a form or report.

One-time Report - a report used on a one-time basis.

Other Agency Report - a report/reporting requirement prescribed by another Federal agency and adopted for use in the Bureau.

Public Use Report - a reporting requirement of ten or more persons (other than Federal employees).

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Recurring Report - a report requirement imposed on an extended, repetitive, recurring basis, stipulating periods, situation, or as-required submission.

Report - data or information which is transmitted for use in determining policy; planning, controlling, and evaluating operations and performance; making administrative determinations; establishing and maintaining official records; or preparing other reports.

Report Control Symbol - an identifying number assigned by the Department for reports required by the Department or external organizations, e.g., GAO, White House, GSA, OMB, etc.

Report to Congress - same as Congressional report.

Report Number - the Bureau identifying number assigned to a Bureauwide report.

Reporting Requirement - the statement, directive, or request which contains the imposition of a report to be submitted from one official organization to another.

Reports Control Unit/Coordinator - any designated individual, office, or organizational entity duly authorized to implement policies, procedures, controls, and operations in the Reports Management Program.

Reports Management - an organized and continuous effort to control and improve the quality and economy of reporting.

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7.4 Procedures and Requirements.

A. Developing or Revising a Report/Reporting Requirement.

(1) Before developing a new report/reporting requirement or revising an existing report, the initiating office should contact the Division of Management Research and Evaluation for technical advice and assistance. The initiating office will then proceed with the next steps.

(2) Develop the report in accordance with approved standards.

(3) Process the report. Consider the requirements for specific reports in B below.

B. Processing Specific Reports. (The reports are listed in the same order as in the Clearance/Approval Matrix for Forms and Reports, Illustration 3.)

(1) Recurring Report.

(a) Processing: submit the proposed report/reporting requirement and Form 5-1528, Request for Approval of Form or Report, Illustration 4, to the immediate supervisor, to the reports control unit/coordinator of the initiating office, and to the Central Office Director (Program Director) for concurrence. Forward the report and Form 5-1528 to the Division of Management Research and Evaluation which will assign a report number and edition date and secure necessary approval(s). See the Clearance/Approval Matrix for Forms and Reports, Illustration 3. After the report is approved, the original of the report/reporting requirement, along with a signed copy of the accompanying Form 5-1528, will be returned to the initiating office.

(b) Requirements: for reports control purposes, Form 5-1528 must be signed by the supervisor, the reports control unit/coordinator of the initiating office, the responsible Central Office Director, and by the Director, Office of Administration. The report shall be numbered by the Division of Management Research and Evaluation (the report number shall be noted on Form 5-1528).

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i. A number is assigned to a report based on the requirements prescribed in 432 DM 5.6C and according to the following Bureauwide numbering system: the number assigned to a report will consist of four elements. For example:

| | | 5-BIA-73-(15-02) | | |
|------------------------|---|------------------|--|--|
| <u>First Element:</u> | indicates that the report originated at a bureau level | | | |
| <u>Second Element:</u> | indicates the specific bureau which originated the report | | | |
| <u>Third Element:</u> | indicates the fiscal year the report was approved | | | |
| <u>Fourth Element:</u> | indicates the Bureau's specific identification of the report. | | | |

The fourth element relates the report to the BIAM and to other reports issued under the manual system. This specific Bureau identification (the fourth element) will include as the first two digits the BIAM classification of primary instructions related to the report, a hyphen, and, as the last two or three digits, a serial designation. For example, the report, "Annual Records Report," is numbered 5-BIA-73-(15-02). The first two digits of the fourth and last element, 15, indicate the BIAM classification of primary instructions--15 BIAM, Paperwork Management--the directives in the Bureau manual which prescribe requirements for the submission of that report. The last two digits indicate the serial designation. 15-02 is the second report approved for that particular directive.

Areas, agencies, or other operating offices which require reports from lower level units may devise and affix their own numbering system. Numbers assigned by the Division of Management Research and Evaluation, however, must be used at all levels.

ii. Some reports will be considered as a form as well as a report and will, in effect, have two numbers assigned: one for the form and one for the report. For example, the form/report, "Annual Records Report," is assigned form no. 5-1510 and report no. 5-BIA-73-(15-02).

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(2) Interagency Report.(a) Processing.

i. For a report/reporting requirement imposed on the Bureau by any office or agency external to the Department, submit a Form 5-1528 following the same steps as prescribed for a recurring report.

ii. For a report/reporting requirement which the Bureau imposes on any office or agency external to the Department, follow the same steps as prescribed for a recurring report. At the earliest period that a requirement for a new or revised interagency report is anticipated, contact the Division of Management Research and Evaluation (before submitting the formal clearance request) so that discussions can be initiated with the Department and with GSA/NARS.

(b) Requirements.

i. An interagency report/reporting requirement imposed on the Bureau requires the concurrence of the pertinent Central Office Director and the approval of GSA/NARS (which is secured by the office requiring the report).

ii. An interagency report/reporting requirement which the Bureau imposes must meet the same requirements as a recurring report. In addition, an interagency report/reporting requirement must be approved by GSA/NARS.

(3) Other Agency Report.

(a) Processing: submit the proposed reporting requirement and Form 5-1528, Request for Approval of Form or Report, to the immediate supervisor and to the reports control unit/coordinator of the initiating office. Further clearances may not be necessary, depending on the future use and scope of the proposed report. A local report needs no further approval; a Bureauwide report requires Director, Office of Administration approval.

(b) Requirements: to be approved, a proposed other agency report must meet the same requirements as prescribed for a recurring report except that if it is a local report the requirements do not apply.

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(4) Experimental Report.

(a) Processing: submit the proposed reporting requirement following the same steps as prescribed for a recurring report.

(b) Requirements: to be approved, a proposed experimental report must meet the same requirements as prescribed for a recurring report. An experimental report automatically expires six months from the date of its publication. Clearance of the report will be indicated by the assignment of a report number as prescribed above except that the fourth element will be preceded by the letter "X." For example: "Report 5-BIA-80-(X-44-01), Expiration Date: 12/1/81." If the initiating office requires more time for testing the report or decides to make the report a recurring one, the office must submit a new Form 5-1528 for clearance and approval.

(5) Computer Input Report.

(a) Processing: submit the proposed reporting requirement following the same steps as prescribed for a recurring report.

(b) Requirements: to be approved, a proposed computer input report must meet the same requirements as prescribed for a recurring report. In addition, a proposed computer input report, by definition, requires compliance with the directives in 35 BIAM, Computer Services--the directives in the Bureau manual which prescribe requirements for computer input/output.

(6) Computer Output Report.

(a) Processing: a proposed computer output report is exempt from the requirements of this directive.

(b) Requirements: the proposed computer output report is exempt from the requirements of this directive, but, by definition, the report requires compliance with the directives in 35 BIAM, Computer Services--the directives in the Bureau manual which prescribe requirements for computer input/output.

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(7) One-time Report.

(a) Processing: submit the proposed reporting requirement following the same steps as prescribed for a recurring report.

(b) Requirements: to be approved, a proposed one-time report must meet the same requirements as prescribed for a recurring report except that a one-time report does not require the approval of the Director, Office of Administration unless the one-time report may also be defined as a Public Use Report or as a Congressional Report, in which case there are further requirements.

A reporting requirement imposed for the submission of a single report is automatically cancelled after the requirement is met.

(8) Public Use Report.

(a) Processing: submit the proposed reporting requirement following the same steps as prescribed for a recurring report. The Division of Management Research and Evaluation will take steps to get the necessary Departmental/OMB clearance and approvals.

(b) Requirements: for reports control purposes, a proposed public use report must meet the same requirements as prescribed for a recurring report. In addition, the proposed public use report submitted with SF-83 and a certification statement (see 305 DM 2 Appendix 4), must be cleared through the Bureau and Department Clearance Officers and must be approved by the Office of Management and Budget. Further, a public use report is subject to the Privacy Act requirements. For specific requirements relating to the Privacy Act, see 305 DM 2.12 and 317 DM 7. For specific requirements relating to public use reports, including requirements imposed on the collection, compilation, and publication of statistical data or the gathering of information on scientific and technical manpower, see 305 DM 2.

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(9) Reports to Congress. If a new Bureau-developed form will be used for a report to Congress, that form will require approval through the procedures set forth in this directive; if, however, the report itself is being submitted to Congress, that report, by definition required by Congress, is not subject to approval or disapproval of the proposed report. Therefore, the procedures and requirements prescribed below apply to reports that are sent to Congress (and considered already approved in form); the procedures and requirements apply to the clearance of the report itself before it is submitted to Congress.

(a) Processing: submit the report and the accompanying transmittal letter (25 copies of each) to the reports control unit/coordinator of the initiating office, to the reports control unit/coordinator of the Program Office, and to the Central Office Director (Program Director) for concurrence. Forward the report and the transmittal letter (with copies) to the Division of Management Research and Evaluation which will take the steps for securing the necessary approvals (including the approval of the Director, Office of Administration). The Director, Office of Administration is the Bureau's coordinating and monitoring point for reports that are sent to Congress.

(b) Requirements: a report sent to Congress and its accompanying transmittal letter must be cleared through the forms control unit of the initiating office and of the program office, the responsible Central Office Director, the Bureau's monitoring point, the Department Clearance Officer, and the Department's Office of Congressional and Legislative Affairs.

The transmittal letter which accompanies the report is directed to the person requiring the report, and it must be signed by the Secretary of the Department, the Under Secretary, or by the Assistant Secretary - Indian Affairs. All reports to the Speaker of the House and to the President of the Senate must each be transmitted by an original signed letter, and the name of the signing official must be typed or stamped on the transmittal letter. This requirement applies even though a transmittal letter is included in printed or bound reports.

The Department will assign a report control symbol to the report and to its accompanying transmittal letter. File copies of the transmittal letter will include the Department's report control symbol assigned to the report.

A listing of statutory and other reports required to be sent to Congress, their Department identifying number, and the Bureau responsible code is included in this directive as Illustration 6, "BIA Reports and Responsible Codes, based on: Statutory and Other Reports to Congress - 305 DM 3, Appendix 1."

Specific requirements are prescribed in 305 DM 3.

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(10) Local Report.

(a) Processing: submit the proposed reporting requirement to the immediate supervisor and to the reports control unit/coordinator of the initiating office.

(b) Requirements: a local report is exempt from the requirements of this directive except and unless the local report may also be defined as a public use or as a Congressional report.

(11) Intradepartmental Report.(a) Processing:

i. For a report/reporting requirement imposed on the Bureau (by any office outside the Bureau but within the Department), submit a Form 5-1528 for records purposes to the reports control coordinator of the receiving office and to the Central Office Director.

ii. For a report/reporting requirement which the Bureau imposes (on any office outside the Bureau but within the Department), follow the same steps as prescribed for a recurring report. The Division of Management Research and Evaluation will secure the necessary Departmental approvals.

(b) Requirements:

i. An intradepartmental report/reporting requirement imposed on the Bureau requires the concurrence of the pertinent Central Office Director.

ii. An intradepartmental report/reporting requirement which the Bureau imposes must meet the same requirements as a recurring report. In addition, an intradepartmental report/reporting requirement must be approved by the Department.

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7.5 Standards. This section sets forth Bureauwide standards for the development and use of reports. This section reflects and complements the Department standards for reports as prescribed in parts 305, 430, and 432 of the Department Manual.

Reports that are exempt from the standards and controls of this directive are listed in 7.6A. Section 7.6 prescribes exceptions to procedures, requirements, or standards; e.g., challenging reporting requirements.

A. Approval Standards. A report shall be approved prior to its use. See the Clearance/Approval Matrix for Forms and Reports, Illustration 3. Special clearances and approvals may be required and will be requested through the Division of Management Research and Evaluation. Examples of reports which require special clearances and approvals are:

- (1) Public use reports which require Departmental clearance and OMB approval.
- (2) Interagency reports which require Departmental clearance and GSA approval.
- (3) Congressional reports which require approval of the Department's Office of Congressional and Legislative Affairs.

B. Content Standards. A report shall meet the following basic standards:

- (1) The purpose for which the report is being requested must be clearly evident so that preparing offices can understand what use is to be made of the data so that they can comply intelligently with the instructions.
- (2) The instructions for a report must be specific and easy to understand, and
- (3) The instructions for the reporting requirement or the form for the reporting requirement must contain as a minimum the specific items listed:
 - (a) report title and report number.
 - (b) reporting offices (preparing offices), due dates, and reporting frequency.
 - (c) position or office to which the report is to be submitted and position or office sponsoring (requiring) the report (may be different offices).

C. Design Standards. Reports shall be designed to provide management with useful, logical, and efficient information which will help management perform its function and make effective decisions.

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If a new form will be developed for a new or revised report, develop that form in accordance with the directives in Forms Management, section 6.0 of this part.

The directive in the Bureau manual system requiring a recurring report must refer to the report by title and report number and there must be a clear explanation of the purpose for the report.

D. Identification Standards. Reports shall be identified by:

(1) Report number. Numbers are controlled, assigned, and registered by the Division of Management Research and Evaluation. See section 7.4B(1) for an explanation of the Bureauwide system for numbering reports.

(2) Headings. Headings will include "U.S. Department of the Interior," "Bureau of Indian Affairs," and the title of the report. Reports authorized for separate field use (area, agency, or other operating office) may include these headings as well as the name of the particular field unit.

E. Documentation Standards.

(1) Official and Functional Case Files. An official case file and a functional case file shall be maintained for each Bureauwide report which requires clearance through the Division of Management Research and Evaluation. Central Office Directors, area, and agency offices shall maintain similar files for the documentation of reports within their respective jurisdictions.

(2) Reports and Forms Catalog. An official Reports and Forms Catalog is maintained by the Division of Management Research and Evaluation. The catalog is an inventory of all Bureauwide recurring forms and reports.

(3) Listing of Interagency Reports. An official listing of interagency reports reviewed, justified, and cleared by GSA shall be maintained by the Division of Management Research and Evaluation for reports sponsored (requested) by the Bureau.

(4) Cost Information. A file relating to cost information should be developed for each report by sponsors (requirers) of reports.

(5) Schedule File. A file or check-sheet relating to due dates should be established and maintained by sponsors (requirers) and respondents.

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F. Administrative Standards.

(1) A report shall be proposed only when it is determined that the report will be the most economical and efficient way to retrieve the information needed. Only essential information shall be required, and it shall be gathered with a minimum of effort and expense. In addition, the frequency and duration of the report shall be limited to its real need.

(2) Requests for clearance shall be made in time to allow for adequate review.

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7.6 Exceptions to Procedures, Requirements, or Standards.

A. Exempt Reports. Reports that are exempt from the standards and controls of this directive:

(1) A single report on a one-time basis requested by one organization of a single respondent.

(2) Individual transaction documents such as requisitions, personnel actions, leases, vouchers, applications, and legal briefs.

(3) All normal accounting documents, records and reports included in the course of routine accounting, auditing, and budgeting activities (normally, all documents except special financial reports generated on a nonrecurring basis).

(4) Comments requested on proposed texts, responses to audits and investigations, and testimony and hearings.

(5) Information voluntarily given, in the absence of a stated or implied reporting requirement, in the context of such as conversations, letters, telephone conversations, meetings, briefings, seminars, classes, nominations, press releases, and duplicated information from approved reports.

(6) Reports required completely within an organizational level such as a division.

(7) Exemptions from interagency clearance procedures as specified in 41 CFR 101-11.207-3(d).

B. Revised Reports. Bureauwide reports that are revised because of minor changes (changes in format, scheduling, routing, due dates, etc.) which do not reflect substantive changes will be processed as prescribed but will require only the approval of the Division of Management Research and Evaluation. This special approval is intended to expedite the return of the revised report to the initiating office.

C. Non-response to Reports. Officials and organizations are not required to respond to reporting requirements imposed upon them unless there is evidence of review and approval of the report as expressed by the assignment of a report number or control symbol.

(1) Reporting requirements received without a report number or control symbol are referred by memorandum to the reports control unit of the organization upon which the requirement was imposed. A copy of the memorandum is sent to the requiring organization.

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(2) The reports control unit will determine the organization originating the report and will refer the requirement to the reports control unit of that organization.

(3) The reports control unit of the originating organization will contact the originator and perform the required procedures for review and approval (or disapproval). A report number will be assigned to an approved report/reporting requirement.

(4) Addressees of the original reporting requirement will be advised of the result of the review and will be notified as to whether or not they are required to submit a report.

D. Challenge to Reports. Any official may challenge any existing approved reporting requirement. Challenges shall be addressed by memorandum to the originating organization within the Bureau or to the Division of Management Research and Evaluation if the reporting requirement originated outside of the Bureau. Documentation of the factors presented in the challenge, including staffhours and dollar costs, shall be furnished. A copy of the memorandum shall be furnished to the reports control unit of the challenging organization. Justification for challenging a reporting requirement could include one or more of the following:

(1) Other reports submitted provide all or part of the information required.

(2) Reporting procedures are cumbersome.

(3) Information being requested is not available.

(4) Information is available only at great cost or expenditure of staffhours.

(5) The requirement appears to have lost validity or currency since it was originally imposed.

(6) Information is being obtained, developed, or kept only to make the report and is not useful to the reporting organization.

(7) Information is of questionable value or appears erroneous in the form presented.

PAPERWORK MANAGEMENT
Reports Management

7.7 References. References available as guides from GSA include the following:

A. Federal Property Management Regulations on Records Management (41 CFR 101-11).

B. GSA/NARS Handbook, Guide to Estimating Reporting Costs, which may be obtained through GSA stores.

C. GSA/NARS Handbook on Reports Management is in draft form and is expected to be published in the fall of 1980.

D. GSA/NARS Handbooks on forms are listed in section 6.6, Forms Management, References.

Sample of Form 5-1524

Form 5-1524

Dec. 1978

DEPARTMENT OF THE INTERIOR
COMMISSIONER OF INDIAN AFFAIRS
WASHINGTON

To: _____
From: Commissioner's Correspondence Office
Re: Control No. _____

Your report to us -- or your reply to the attached correspondence -- should be signed within 5 working days after receipt in your office.

A letterhead tissue copy of the above, bearing control number identification, should be transmitted via "Special Attention" [Blue] Envelope to the Central Office, Attention: Commissioner's Correspondence Office.

_____ Direct reply to be made
by Area Director.

_____ Area report required for
Central Office follow-up.

BIAM REISSUE
FEBRUARY 1984

CLEARANCE/APPROVAL MATRIX FOR FORMS AND REPORTS

| FORM OR REPORT | CLEARANCE/APPROVAL | | | | | | DEPARTMENT | | |
|----------------------|---|------------------------|-------------------------------------|---|-----------------------------------|--|---|----------------------------------|----------------------|
| | BUREAU Forms and Reports Control Unit/ Coordinator of Initiating Office | Appropriate Supervisor | Responsible Central Office Director | Division of Mgmt. Research & Evaluation | Director Office of Administration | | Reports Clearance Officer, Office of Administrative Services | Office of Cong. and Leg. Affairs | FORM 5-1528 REQUIRED |
| RECURRING | X | X | X | X | X | | | | X |
| *INTERAGENCY | X | X | X | X | X | | X | | X |
| OTHER AGENCY | X | X | X | | | | | | X |
| EXPERIMENTAL | X | X | X | X | X | | | | X |
| COMPUTER INPUT | X | X | X | X | X | | | | X |
| COMPUTER OUTPUT | | | | | X | | | | |
| ONE-TIME | X | X | X | X | | | | | X |
| *PUBLIC USE | X | X | X | X | X | | X | | X |
| *REPORTS TO CONGRESS | X | X | X | X | X | | X | X | X |
| LOCAL | X | X | | | | | | | |
| INTRADEPARTMENTAL | X | X | X | X | X | | X | | |

*requires Department and other agency approvals

BIAM REISSUE
 FEBRUARY 1984

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs

REQUEST FOR APPROVAL OF FORM OR REPORT

(Submit in Duplicate with copy of proposed form or report and related instructions) (Instructions on reverse side)

| | | | | | | | | |
|---|--|---|---|-------------------------------------|--|--|--|-------------------------|
| TO: Division of Management Research and Evaluation FROM: | 1. Item Requested (Check one) <table style="width:100%; border: none;"> <tr> <td style="text-align: center; border: none;"><u>FORM</u></td> <td style="text-align: center; border: none;"><u>REPORT</u></td> </tr> <tr> <td style="text-align: center; border: none;"><input type="checkbox"/> New</td> <td style="text-align: center; border: none;"><input type="checkbox"/> New</td> </tr> <tr> <td style="text-align: center; border: none;"><input type="checkbox"/> Revised</td> <td style="text-align: center; border: none;"><input type="checkbox"/> Revised</td> </tr> </table> | <u>FORM</u> | <u>REPORT</u> | <input type="checkbox"/> New | <input type="checkbox"/> New | <input type="checkbox"/> Revised | <input type="checkbox"/> Revised | 2. Title or Description |
| <u>FORM</u> | <u>REPORT</u> | | | | | | | |
| <input type="checkbox"/> New | <input type="checkbox"/> New | | | | | | | |
| <input type="checkbox"/> Revised | <input type="checkbox"/> Revised | | | | | | | |
| 3. Form or Report Number and Edition Date (Revised Forms or Reports Only) | 4. Due Date (Reports) | 5. Regulations or Directives Requiring Submission of Form or Report | | | | | | |
| 6. Offices or Activities Required to Prepare Form or Report (Check applicable boxes) <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input type="checkbox"/> Central Office</td> <td style="width:33%;"><input type="checkbox"/> Agency</td> <td style="width:34%;"><input type="checkbox"/> Other (Specify _____)</td> </tr> <tr> <td><input type="checkbox"/> Area</td> <td><input type="checkbox"/> Schools</td> <td></td> </tr> </table> Total Number of Copies Prepared _____ | | | <input type="checkbox"/> Central Office | <input type="checkbox"/> Agency | <input type="checkbox"/> Other (Specify _____) | <input type="checkbox"/> Area | <input type="checkbox"/> Schools | |
| <input type="checkbox"/> Central Office | <input type="checkbox"/> Agency | <input type="checkbox"/> Other (Specify _____) | | | | | | |
| <input type="checkbox"/> Area | <input type="checkbox"/> Schools | | | | | | | |
| 7. Frequency (Check one) <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Annual</td> <td><input type="checkbox"/> Monthly</td> </tr> <tr> <td><input type="checkbox"/> Semi-Annual</td> <td><input type="checkbox"/> Daily</td> </tr> <tr> <td><input type="checkbox"/> Quarterly</td> <td><input type="checkbox"/> Other (Specify _____)</td> </tr> </table> | <input type="checkbox"/> Annual | <input type="checkbox"/> Monthly | <input type="checkbox"/> Semi-Annual | <input type="checkbox"/> Daily | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Other (Specify _____) | 8. Offices which Receive Copy Original: _____ Copies: _____ Total Number of Copies Prepared _____ | |
| <input type="checkbox"/> Annual | <input type="checkbox"/> Monthly | | | | | | | |
| <input type="checkbox"/> Semi-Annual | <input type="checkbox"/> Daily | | | | | | | |
| <input type="checkbox"/> Quarterly | <input type="checkbox"/> Other (Specify _____) | | | | | | | |
| 9. Kind or Type (Check more than one when applicable) <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input type="checkbox"/> Narrative</td> <td style="width:33%;"><input type="checkbox"/> Public Use</td> <td style="width:34%;"><input type="checkbox"/> Other (Specify _____)</td> </tr> <tr> <td><input type="checkbox"/> Computer</td> <td><input type="checkbox"/> Statistical</td> <td></td> </tr> </table> | | | <input type="checkbox"/> Narrative | <input type="checkbox"/> Public Use | <input type="checkbox"/> Other (Specify _____) | <input type="checkbox"/> Computer | <input type="checkbox"/> Statistical | |
| <input type="checkbox"/> Narrative | <input type="checkbox"/> Public Use | <input type="checkbox"/> Other (Specify _____) | | | | | | |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Statistical | | | | | | | |
| 10. Explain in Detail the Need for and Use Made of This Form or Report and/or its Revision (Continue on separate sheet if more space is needed) | | | | | | | | |
| 11. Estimated Staff Hours Expended By One Office in Compiling, Processing and Preparing Form or Report One Time (Include Feeder Reports and Source Records) | 12. How Prepared (Check one) <table style="width:100%; border: none;"> <tr> <td style="width:50%;"><input type="checkbox"/> Manual</td> <td style="width:50%;"><input type="checkbox"/> Machine</td> </tr> </table> | | <input type="checkbox"/> Manual | <input type="checkbox"/> Machine | | | | |
| <input type="checkbox"/> Manual | <input type="checkbox"/> Machine | | | | | | | |
| 13. Source of Data Used to Complete Form or Report. | | | | | | | | |

FORMS OR REPORTS MADE OBSOLETE

| | | |
|----------------------------------|--------------------------------|--|
| 14. Number and Edition Date | Title or Description | Disposition of Old Stock (Check if Applicable) <input type="checkbox"/> Use Until Exhausted <input type="checkbox"/> Destroy |
| MR&E USE ONLY | REQUESTER (Signature and Date) | ADP MANAGER (for ADP forms/reports) |
| No. Assigned & Date Form Report: | CONCURRENCE (SUPERVISOR) | CLEARANCE (Division of MR&E) |
| Analyst (Surname & Date) | CONCURRENCE (PROGRAM DIRECTOR) | |
| Functional Code | CONCURRENCE | APPROVAL (Signature and Date) |

INSTRUCTIONS FOR PREPARING FORM 5-1528 (REF. 15 BIAM 6 and 7)
REQUEST FOR APPROVAL OF A FORM OR REPORT

GENERAL

Submit Form 5-1528 in DUPLICATE to the Division of Management Research and Evaluation. This form is an application for approval and must be cleared PRIOR to publication of the directive requiring the form or report. One copy of this form (and the original of the proposed form or report) will be returned to the office requesting approval. When submitting Form 5-1528, please attach any of the following items which are applicable:

- A. Original and copy of proposed form or report.
- B. Original and copy of proposed directive or instructions which will require preparation of the form or report. (Item 5)
- C. Any additional information which is of value in determining the need for the form or report.

EXPLANATION OF ITEMS (ITEMS NOT LISTED ARE SELF-EXPLANATORY)

ITEM NO.

2 - TITLE OR DESCRIPTION. Insert title or description as shown or described on form or report and as referred to in directive requiring report or form.

3 - FORM OR REPORT NUMBER AND EDITION DATE. List the previous number and date assigned if request is for a previously approved report or form.

4 - DUE DATE. Indicate date report is to be received in requiring office (e.g., 1st of each month, 10 days after close of accounting period, etc.)

5 - REGULATIONS OR DIRECTIVES REQUIRING SUBMISSION OF THE FORM OR REPORT. Cite directives and regulations, including manuals or publications, relating to submission of the form or report.

6 - OFFICES REQUIRED TO PREPARE FORM OR REPORT. List the types of activities or offices which prepare the form or report and indicate the total number of such activities (e.g., agencies, schools, etc.).

8 - OFFICES WHICH RECEIVE A COPY OF FORM OR REPORT. List the offices which receive the form or report, the number of copies received by each, and the total number of copies prepared by each reporting activity.

9 - KIND OR TYPE OF FORM OR REPORT. Indicate whether the form or report is of the following type:

- a. NARRATIVE - a report prepared principally in narrative rather than statistical format.
- b. STATISTICAL - a collection of statistics for the purpose of analyzing and interpreting numerical data.
- c. COMPUTER - any form or report used as an input or output to the computer.
- d. PUBLIC USE - a form or report requesting information from 10 or more persons other than Federal employees.

10 - EXPLAIN THE NEED FOR THE USE MADE OF THIS FORM OR REPORT AND/OR FOR ITS REVISION. Show specific use to be made of data; describe administrative or other requirements which make preparation necessary; include specific types of decisions made or action taken on the basis of this form or report; and if form or report is summarized or used in the preparation of other reports, list titles and report numbers of such reports.

11 - ESTIMATED STAFFHOURS EXPENDED BY ONE OFFICE IN COMPILING, PROCESSING, AND PREPARING FORM OR REPORT ONE TIME. Indicate number of staffhours at an average preparing office for a single submission of the report. This is an estimate only.

13 - SOURCE OF DATA USED TO COMPLETE FORM OR REPORT. List source records and feeder reports which preparing offices must use in order to prepare subject form or report.

TYPICAL RESPONSIBILITIES OF A FORMS/REPORTS CONTROL UNIT

I. Reviewing and Evaluating a Form or Report.

A. Review the form/reporting requirement to determine:

(1) if the form/reporting requirement requires management's clearance and approval. If it does, continue with review.

(2) if the form/reporting requirement proposed is within the authority of the originator. If the form/reporting requirement is not functionally related to the requiring office, coordinate with the initiator to determine if the cognizant program office is aware of and agrees with the request for approval of the form or reporting requirement;

(3) if the need for the form/reporting requirement is evident. If the need is not evident, coordinate with the initiator to determine if the form/reporting requirement will meet a real need (consider what would be the consequences of doing without the form or report). Determine if the information might be available from another source;

B. Evaluate the form/reporting requirement to determine:

(1) whether it conforms with prescribed requirements and standards.

(2) if it may be consolidated with another form or whether a standard or an optional form or some other form may be adopted for use. Evaluate the form/report with the object of simplifying it, shortening it, reducing its impact, workload, and cost.

(3) whether the form/report may be adapted to automatic data processing. If there is a possibility that the form or report may be developed or adapted to automatic data processing (computer input/output), the management of the form or report must conform with 35 BIAM, Computer Services. As a minimum, contact and coordinate with an ADP Coordinator or ADP Manager.

(4) consider whether management objectives could be met if the form/report were required:

- a. from fewer respondents.
- b. less frequently.
- c. with less data or information.
- d. only upon an exceptional (situational) basis.

(5) whether the urgency and the cost is justified in relation to the use of the data to plan or to appraise required programs.

(6) whether the reporting requirement is expressed in an official directive issued to respondents, which states clearly and definitely whether a report is required, and:

- a. Provides all reporting guidance needed in one document;
- b. States what is to be reported;
- c. Includes the purpose of the report;
- d. Specifies the due dates, or reporting period, or events or situations which require reporting;
- e. Specifies the effective date for beginning of the report;
- f. Specifically identifies offices, bureaus, officials, or activities which will submit the report;
- g. Identifies where the original and any copies will be sent;
- h. Designates the form to be used, and its source of supply, or prescribes a form in which information is to be submitted;
- i. Identifies known sources of information, if any;
- j. Gives clear, concise, comprehensive instructions for preparation and submission, including any signature required; and
- k. Cites the report number assigned by the reports control unit.

(7) whether the total reporting system is structured to facilitate easy and effective reporting through:

- a. Omission of transmittal documents;
- b. Elimination of negative reports;
- c. Minimization of typed narratives;
- d. Effective forms design (or format) to speed preparation, mailing, and use;
- e. Integration of operating documents with reported information so that duplication and dual documentation are avoided, and management information needs are met with the least amount of information handling;
- f. Use of statistical sampling where possible;
- g. Avoidance of details which are not used; and
- h. Trade-off of an older reporting system for a newer, better one.

II. Obtaining Clearances/Approvals.

- A. Assign a form/report number and edition date.
- B. Obtain the necessary clearances and approvals. The clearances and approvals required will be determined by the kind and scope of the form or report.
- C. Advise the initiating office of approval by sending the approved form/report and Form 5-1528 to the initiating office.

III. Documenting the Form.

A. File the form/report and Form 5-1528 into an Official Case File and a copy into a Functional File.

B. Log the form/report by title, number, and date into the Forms and Reports Catalog.

C. Maintain data (cost and program) on forms and reports and submit analyses to management.

IV. Periodic Review of Forms/Reports.

A. Initiate reviews of forms/reports to determine if they are still in use and whether the information retrieved is still necessary for management operations/administration. Seek to reduce, consolidate, or eliminate forms/reports. Seek reduction in workload, paperwork, and costs.

B. Respond to requests from other authorities (e.g., NARS, the Department) for reviews of forms/reports.

STATUTORY REPORTS

| <u>Department Report Control Symbol</u> | <u>Title</u> | <u>Authority for Report</u> | <u>Due Date/ Frequency</u> | <u>Responsible BIA Code</u> |
|---|--|--|---------------------------------------|---------------------------------|
| 1-CON-61-098 JJCarmody 8-474-2985 | Report of Proposed Contracts for Transactions Related to Government-owned Utilities and Utility Systems and Appurtenances | 25 USC 15 PL 87-279 | 60 Days Before Contract Execution | 840 |
| 1-CON-73-099 BPennington 343-2497 | Plan for Use or Distribution of Judgment Funds | 25 USC 1402 PL 93-134 | 180 Days After Appropriation of Funds | 440 |
| 1-CON-68-100 CMcLaughlin 8-474-3782 | Acceptance of Gifts for the Benefit of Indians | 25 USC 451 PL 90-333 | Annually (Approx. Nov. 30) | 712 |
| 1-CON-32-104 RReeser 343-5706 | Adjustment or Elimination of Reimbursable Debts of Indians or Indian Tribes and Cancellation of Irrigation Charges on Lands Within Indian Reservations | 25 USC 386A 25 USC 389E PL 96-470 | Annually, First Monday in December | 120 |
| 1-CON-74-105 RArnold 343-5324 | Adjustment or Cancellation of Obligations Related to the Indian Revolving Loan Fund | 25 USC 1465 PL 93-262 SEC 105 | Annually, First Monday in December | 370 |
| 1-CON-74-106 RArnold 343-5324 | Cancellation of Uncollectible Guaranteed Loans Made to Indian Organizations | 25 USC 1491 PL 93-262 SEC 211 | Annually, First Monday in December | 370 |
| 1-CON-75-107 JCrowther 8-261-2275 | Plan for Use of Havasupai Reservation Trust Lands Adjacent to Grand Canyon National Park | 16 USC 2281 PL 93-620 SEC 10(B)(4) | 90 Days Before Implementation of Plan | 200 |

STATUTES REPORTS (Cont)

| <u>Department Control Symbol</u> | <u>Title</u> | <u>Authority for Report</u> | <u>Due Date/Frequency</u> | <u>Responsible BIA Code</u> |
|--|--|--|---|-----------------------------|
| 1-CON-75-110 JFenelon 343-4796 | Proposed Revisions and Amendments to Rules/Regulations Promulgated Pursuant to the Indian Self-Determination Act | 25 USC 450K(C) PL 93-638 SEC 107 | Prior to Implementation | 480 |
| 1-CON-75-111 GWaddell 343-6676 | Report on Educational Assistance Provided to Tribes and Tribal Organizations Controlling/Managing any Previously Private School | 25 USC 458D PL 93-638 SEC 208 | Annually (No established date in law) (about January 1) | 502 |
| 1-CON-78-218 RWinn 343-7387 | Status of Tribally Controlled Community Colleges and Recommended Actions | 25 USC 1807(E) PL 95-471 | Annually, January 15 | 505 |
| 1-CON-78-219 RWinn 343-7387 | Needs and Costs of Operating and Maintaining Tribally Controlled Community Colleges | 25 USC 1808 (C)(2) PL 95-471 | Annually, (No est. date in law) (about January 15) | 505 |
| 1-CON-78-258 WDabney 343-8657 | Assessment of the Needs of Indian Children with Respect to Bilingual Education Programs | 20 USC 3232(C) PL 95-561 SEC 722 | (Dec. 30, 1981) | 504 |
| 1-CON-78-259 GScott 343-6676 | Plan for Achieving Academic Standards for the Basic Education of Indian Children in BIA Schools | 25 USC 2001(F) PL 95-561 SEC 1121(F) | Annually, with Budg.-Req. | 500 |
| 1-CON-78-260 CTaylor 343-4493 | Plan for upgrading to Nationally Established Criteria the Boarding Arrangements for Indian Students in BIA Schools | 25 USC 2002(C) PL 95-561 SEC 1122(C) | Annually, with Budg.-Req. | 506 |
| 1-CON-78-261 JCarmody 8-474-2985 | Construction Priorities and Plan for Bringing BIA School Facilities into Compliance with Applicable Federal, Tribal, and State Health and Safety Standards | 25 USC 2005 PL 95-561 SEC 1125 | Annually, with Budg.-Req. | 104 |

STATUTORY REPORTS (Cont)

| <u>Department Report Control Symbol</u> | <u>Title</u> | <u>Authority for Report</u> | <u>Due Date/ Frequency</u> | <u>Responsible BIA Code</u> |
|--|---|--|---|---------------------------------|
| 1-CON-78-263 TPierce 343-6364 | Report on Funds Provided for the General Local Operation of BIA Schools Because of Emergency or Unforeseen Circumstances | 25 USC 2008(D) (25 CFR 31H70) PL 95-561 SEC 1128(C) | As required | 503 |
| 1-CON-78-265 GWaddell 343-6676 | Annual Report on the State of Indian Education Within BIA and Suggestions for Improving the BIA Educational System | 25 USC 2016 PL 95-561 SEC 1136 | Annually, (no est. date in law). (about January 1) | 502 |
| 1-CON-79-274a 1-CON-79-274b PFulgham 343-9306 | Recruitment/Training of Indians for Posi- tions Subject to Indian Preference Laws and Placement of Non-Indian Employees in Other Federal Positions | 25 USC 472A PL 96-135 SEC 2(D) SEC 2(E)2 | Annually, October | 670 |
| 1-CON-80-276 DWilcox (801)586-1121 | Plan for the Enlargement of the Paiute Reservation--Utah | PL 96-227 | 04-03-82 | 200 |
| 1-CON-80-302 RButler 343-6434 | Status of Negotiations Between the State of Maine and the Houlton Band of Maliseet Indians | PL 96-420 44 STAT 1780 | 10-10-81 | 450 |
| 1-CON-80-303 RSabers 343-6342 | Federal and State Funding Provided the Passamquoddy Tribe and Penobscot Nation | PL 96-420 94 STAT 1793 | 10-30-83 | 720 |