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CHECK LIST OF CURRENT CENTRAL OFFICE MEMORANDA
CONCERNING RELOCATION SERVICES

All memoranda released prior to February 1, 1961, are to be destroyed except the following:

| <u>Date</u> | <u>To</u> | <u>Subject</u> |
|--------------------|--|---|
| July 27, 1959 | Area Directors at Aberdeen, Billings, Muskogee, Minneapolis, and Portland | Health Services Coverage for Institutional Trainees |
| September 21, 1959 | Field Relocation Officers | Designation of Beneficiary of Insurance Policy |
| September 23, 1959 | All Area Directors All Field Relocation Officers | Guidelines for Counseling of Families and Next of Kin when Death Occurs |
| October 16, 1959 | All Field Relocation Officers | Revised Instructions for Reporting and Making Health Services Coverage Payments for Relocated and Insti- tutional Trainees. |
| August 19, 1960 | All Field Relocation Officers | Counseling Assistance to Relocated Members of the Standing Rock Tribe who May Be Recipients of "Family Plan" Funds |
| September 12, 1960 | All Field Relocation Officers | Advice to Areas and Agencies on Future Scheduling Oppor- tunities |
| January 19, 1961 | All Area Directors | On-the-Job Training Monthly Report, Form 5-659 |

In the future, a list of current Central Office memoranda pertaining to Relocation Services will be published at the beginning of each calendar year. In this way only these memoranda that are considered current will be maintained.

Release 82-24, 11-16-61

1 AUTHORITY

- 1.1 Authority. The Branch of Employment Assistance functions under the authorities cited in the sections that follow.
- 1.2 Employment Assistance, Direct. The Act of November 2, 1921 (25 USC Section 13) provides that the Bureau of Indian Affairs shall direct, supervise and expend such moneys as Congress may from time to time appropriate for the benefit, care and assistance of Indians.
- 1.3 Adult Vocational Training Services -- Law. Public Law 959, 84th Congress, 2nd Session (70 Stat. 986; 25 USC sec. 309), is reproduced herewith:

"AN ACT

Relative to employment for certain adult Indians on or near Indian reservations.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that in order to help adult Indians who reside on or near Indian reservations to obtain reasonable and satisfactory employment, the Secretary of the Interior is authorized to undertake a program of vocational training that provides for vocational counseling or guidance, institutional training in any recognized vocation or trade, apprenticeship, and on-the-job training, for periods that do not exceed twenty-four months, transportation to the place of training and subsistence during the course of training. The program shall be available primarily to Indians who are not less than eighteen and not more than thirty-five years of age and who reside on or near an Indian reservation, and the program shall be conducted under such rules and regulations as the Secretary may prescribe. For the purposes of this program the Secretary is authorized to enter into contracts or agreements with any Federal, State or local governmental agency, or with any private school which has a recognized reputation in the field of vocational education and has successfully obtained employment for its graduates in their respective field of training, or with any corporation or association which has an existing apprenticeship or on-the-job training program which is recognized by industry and labor as leading to skilled employment.

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"Sec. 2. There is authorized to be appropriated for the purposes of this Act the sum of \$3,500,000 for each fiscal year, and not to exceed \$500,000 of such sum shall be available for administrative purposes."

Amended by PL 87-273, 87th Congress, 1st Session (75 Stat. 571) is reproduced herewith:

"To amend the Act entitled 'An Act relative to employment for certain adult Indians on or near Indian reservations,' approved August 3, 1956.

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that Section 2 of the Act entitled 'An Act relative to employment for certain adult Indians on or near Indian reservations,' approved August 3, 1956 (70 Stat. 986), is amended by striking out '\$3,500,000' and inserting in lieu thereof '\$7,500,000' and by striking out '\$500,000' and inserting in lieu thereof '\$1,000,000.'" (Approved September 22, 1961)

Amended by PL 88-230, 88th Congress, 1st Session (77 Stat. 471) is reproduced herewith:

"To amend the Act of August 3, 1956 (70 Stat. 986), as amended, relating to adult Indian vocational training.

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That (a) the first section of the Act entitled 'An Act relating to employment for certain adult Indians on or near Indian reservations,' approved August 3, 1956 (70 Stat. 986; 25 U.S.C. 309), is amended (1) by inserting in the first sentence thereof immediately after 'twenty-four months, the following: and, for nurses' training, for periods that do not exceed thirty-six months, and (2) by striking out the period at the end of the last sentence in such section and inserting in lieu thereof a comma and the following: or with any school of nursing offering a three-year course of study leading to a diploma in nursing which is accredited by a recognized body or bodies approved for such purposes by the Secretary.'

"(b) Section 2 of said Act of August 3, 1956, as amended is further amended to read as follows:

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"Sec. 2. There is authorized to be appropriated for the purposes of this Act the sum of \$12,000,000 for each fiscal year, and not to exceed \$1,500,000 of such sum shall be available for administrative purposes." (Approved December 23, 1963)

Amended by PL 89-14, 89th Congress, 1st Session (79 Stat. 74) is reproduced herewith:

"To increase the amounts authorized for Indian adult vocational education.

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 2 of the Act entitled 'An Act relative to employment for certain adult Indians on or near Indian reservations', approved August 3, 1956 (25 U.S.C. 309a), is amended by striking out '\$12,000,000' and inserting in lieu thereof '\$15,000,000'." (Approved April 22, 1965)

- 1.4 Adult Vocational Training Services -- Regulations. The following is a reproduction of sections 34.1 through 34.10 of Part 34, Subchapter E, Chapter I, Title 25 of the Code of Federal Regulations:

"34.1 Scope of the Vocational Training Program. The vocational training program provides for vocational counseling or guidance, institutional training in any vocational or trade school, as provided in sec. 34.5, apprenticeship and on-the-job training, for a period not exceeding twenty-four months, and for nurses' training, for periods that do not exceed thirty-six months.

"34.2 Filing Application. Applications for adult vocational training services may be filed at agency or similar field offices of the Bureau of Indian Affairs on and after July 1, 1957.

"34.3 Selection of Applicants. The Vocational Training Program is available primarily to adult Indians of one-fourth or more degree of Indian blood who are not less than 18 or not more than 35 years of age and who reside within the exterior boundaries of Indian reservations under the jurisdiction of the Bureau of Indian Affairs or on trust or restricted lands under the jurisdiction of the Bureau of Indian Affairs. The Program is also available to additional Indians who reside near reservations in the discretion of the Secretary of the Interior when the failure to provide the services would have a direct effect upon Bureau programs within the reservation boundaries. An application for training services may be approved, within the limitation of available funds, when it is determined that the applicant is in need of such training in order to obtain reasonable and satisfactory employment, and that it is feasible for him to pursue such training. Reasonable and satisfactory employment is employment that provides:

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- "(a) Sufficient income for the individual or family unit to live at an economic level considered as adequate in the community; and
- "(b) Opportunity for advancement on the basis of skill and experience acquired in the course of employment.

"34.4 Satisfactory Progress During Training. An applicant who enters training pursuant to the provisions of this part is required to make satisfactory progress in his course of training and to conform to a reasonable standard of conduct. Failure to meet these requirements due to reasons within his control may result in termination of training or loss of further training benefits.

"34.5 Approval of Courses for Vocational Training at Institutions. A course of vocational training at any institution, public or private, offering vocational training, or with any school of nursing offering a three-year course of study leading to a diploma in nursing which is accredited by a recognized body or bodies approved for such purpose by the Secretary, except sectarian schools restricted by the act of March 2, 1917 (25 U.S.C. 278), may be approved; Provided:

- "(a) The institution is accredited by a recognized national or regional accrediting association; or,
- "(b) The institution is approved for training by a State agency authorized to make such approvals; and,
- "(c) It is determined that there is reasonable certainty of employment for graduates of the institution in their respective fields of training.

"34.6 Approval of Apprenticeship Training. A program of apprenticeship training may be approved when such training:

- "(a) Is offered by a corporation or association which has furnished such training to bona fide apprentices for at least one year preceding participation in this program; and,
- "(b) Is under the supervision of a State Apprenticeship Agency, a State Apprenticeship Council, or the Federal Apprenticeship Training Service; and,
- "(c) Leads to an occupation which requires the use of skills that normally are learned through training

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on the job and employment in which occupation is based upon training on the job rather than upon such elements as length of service, normal turnover, personality, and other personal characteristics; and,

"(d) Is identified expressly as apprenticeship training by the establishment offering it.

"34.7 Approval of On-the-Job Training. On-the-job training may be approved when such training is offered by a corporation or association which has an existing on-the-job training program which is recognized by industry and labor as leading to skilled employment.

"34.8 Financial Assistance for Trainees. Individuals or family units where the head of the family is entering training under this part may be granted financial assistance to provide for transportation to the place of training, and subsistence during the course of training. For purposes of this part, subsistence may be construed to provide for all or any part of the following items: medical examinations; subsistence en route; subsistence during the course of training until the first full pay check from employment has been received; personal appearance; housewares; furniture; health care; payment for required books; supplies and tools for training; and payment of tuition and related cost and other required expenses, in accordance with the schedule and amounts as established by the Secretary or his authorized representative.

"34.9 Contracts and Agreements. Training facilities and services required for the program of vocational training may be arranged through contracts or agreements with agencies, establishments, or organizations. These may include:

"(a) Appropriate Federal, State or local government agencies; or,

"(b) Private schools other than sectarian, which have a recognized reputation in vocational education as successfully obtaining employment for its graduates in the fields of training approved by the Secretary or his authorized representative, for purposes of the program; or,

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"(c) Corporations and associations with apprenticeship or on-the-job training programs recognized by industry and labor as leading to skilled employment.

"34.10 Waiver or Exception. The rules set forth in this part are prescribed as required by section 1 of the act of August 3, 1956, 70 Stat. 986. Waiver of or exception to these rules may be made where such waiver or exception is not inconsistent with any terms of said statute, upon a finding by the Secretary of the Interior that such waiver or exception is justified by circumstances not contemplated by these rules and such action is desirable to carry out the purpose of the statute."

2 POLICIES-OBJECTIVES-ACTIVITIES

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2 POLICIES-OBJECTIVES-ACTIVITIES

2.1 Policy. It is the policy of the Bureau of Indian Affairs to assist Indian people to attain a status of economic independence. The Division of Community Services and the Branch of Employment Assistance implement the Bureau's policy by assisting Indian people who voluntarily apply and qualify for assistance to move to urban, industrial communities; to become a part of these communities; to secure steady, remunerative employment; and to attain self-sufficiency, thereby relieving the economic pressures on the reservation.

It is the policy not to initiate continuing special services to Indians in non-reservation communities.

2.2 Objective. In carrying out the above policy, the Branch of Employment Assistance assists those Indian people who voluntarily apply and qualify for services by offering, if needed, financial assistance to move from reservation areas to authorized urban industrial communities of their choice, where there is offered a job market with steady, gainful employment, on-the-job training opportunities for both skilled and unskilled labor, adult vocational training, extensive educational opportunities for all age groups, an environment for improved living standards, and an opportunity to participate in a broader social and economic society, where they may become self-sustaining citizens.

2.3 Voluntary Participation. Participation by the Indian people in the activities of the program of Employment Assistance is solely voluntary and Bureau staff does not exercise coercion or influence to induce Indians to leave reservations.

2.4 Activities. The program of Employment Assistance encompasses two major activities:

A. Employment Assistance, Direct

B. Adult Vocational Training Services.

- (1) Institutional Training
- (2) Apprenticeship Training
- (3) On-the-Job Training

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2.5 Employment Assistance, Direct. This activity consists of services to Indian people who voluntarily apply and qualify for assistance to leave reservation environments by moving to non-reservation communities to obtain gainful employment and to become part of the socio-economic life of the urban community.

2.6 Adult Vocational Training Services. This activity consists of services to Indian people who voluntarily apply and qualify for assistance to take full-time institutional, apprenticeship, or on-the-job training to acquire a vocational skill to enable them to obtain reasonable and satisfactory employment.

A. Institutional Training. This activity consists of services to Indian people who voluntarily apply and qualify for assistance to pursue a full-time course of vocational training at a private or public institution where courses have been established and have been approved by the Bureau of Indian Affairs.

B. Apprenticeship Training. This activity consists of services to Indian people who voluntarily apply and qualify for assistance to enter into an apprenticeable trade.

C. On-the-Job Training. This activity consists of services to Indian people who voluntarily apply and qualify for assistance to obtain training in work skills on the job which will enable them to obtain reasonable and satisfactory employment.

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3 ORGANIZATION AND FUNCTIONS

3.1 Organization. The organization of the Branch of Employment Assistance is comprised of the Central Office, Branch of Employment Assistance; Field Employment Assistance Offices; Employment Assistance Officers in Area Offices; Area Training Units; Agency Offices; Area Field Offices; Sub-agency Offices, and District Offices at the reservation level.

.1 Central Office. The program of Employment Assistance is represented in the Division of Community Services. A chart showing the organization in the Central Office is included as Illustration 1.

.2 Field Employment Assistance Offices. Field Employment Assistance Offices are established in selected cities in metropolitan areas. Additional territory may be assigned to a particular Field Employment Assistance Office. A chart showing the organization of a typical Field Employment Assistance Office is included as Illustration 2.

.3 Area Offices. There is established on the staff of the Area Director an Employment Assistance Officer.

.4 Area Training Units. In selected areas there are established, under the supervision and direction of the Area Employment Assistance Officer, Area Training Units.

.5 Agency Offices, Area Field Offices, Sub-agency Offices and District Offices. Activities of the Branch of Employment Assistance are established at selected field locations serving the Indian people at the reservation level.

3.2 Functions. Offices of the Branch, as described above, have varying responsibilities for carrying out the activities of the Branch as outlined in succeeding sections.

.1 Central Office. Within the Division, the Chief of the Branch of Employment Assistance is responsible for developing, planning, coordinating activities, organizing and formulating policies and procedures, except major policy decisions for the Branch; providing technical assistance and guidance for the program of Employment Assistance, involving direct employment assistance, Adult Vocational Training, and On-the-Job Training. The Chief, Branch of Employment Assistance directs and supervises the activities of Field Employment Assistance

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Offices; establishes and maintains liaison with national headquarters of appropriate governmental and non-governmental agencies; negotiates understandings on behalf of the Commissioner with other branches to promote coordination of Employment Assistance activities with other Bureau programs; consults with Area Directors in formulating plans and procedures for Employment Assistance in the Area; and performs other functions as directed.

- .2 Field Employment Assistance Offices. Within the Branch and reporting directly to the Chief, Branch of Employment Assistance, the Field Employment Assistance Officer is responsible for all service and administrative operations of the Program of Employment Assistance with the community in which the Field Employment Assistance Office is located, and within the adjacent metropolitan area, or additional territory as may be assigned. This entails planning, developing, and directing a program which will provide opportunities for and facilitate the direct employment assistance and permanent settlement of qualified Indian families and individuals, and provide opportunities for adult vocational training and guidance services to eligible, qualified adult Indians.

The Field Employment Assistance Officer directs a continuous flow of information to Agency Employment Assistance Officers concerning opportunities in the community, and progress of Indian individuals participating in the program; accepts suitable applicants for direct employment assistance and vocational training; is responsible for providing assistance to participating Indian individuals and family units to obtain appropriate housing; to adjust to a new way of community living; assists them to secure training, employment, and continues such assistance thereafter consistent with their need and, as required, develops and maintains continuous liaison with state and local offices of State Employment Service, state and regional offices of Labor Units, state and metropolitan Church Federations, Chambers of Commerce, state and local social welfare family relations agencies, public and local housing agencies, educational and/or vocational training institutions and similar organizations for the purpose of interpreting to them objectives of the program of Employment Assistance and marshaling their support for training, employment, housing and general community acceptance of relocated Indians, and performs such other functions as directed.

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- .3 Area Offices. There is established on the staff of the Area Director and headquartered in the Area Office, an Employment Assistance Officer who works under the administrative supervision of the Assistant Area Director responsible for Community Services and the technical guidance of the Central Office. The Area Employment Assistance Officer is responsible to the Assistant Area Director for planning, coordinating and guiding all activities of the program of Employment Assistance within the Area; represents the Area in relationships with private or public agencies, negotiates, on behalf of the Area Director, agreements with appropriate public or private agencies, consults with and advises other Area branches, Area and Agency personnel, and formulates Area Program regulations and procedures for the Area Director; provides technical guidance and assistance to Vocational Guidance Officers and Agency Employment Assistance Officers, and other jurisdictions within the Area, regarding opportunities for direct employment assistance, vocational training and within-Area employment; coordinates the work of Agency Employment Assistance Offices with that of the Field Employment Assistance Offices and with that of other Area branches at the Agency and Area level; maintains direct liaison with Field Employment Assistance Offices for purposes of developing and maintaining effective working relationships between these offices and Agency Employment Assistance staff; maintains continuing liaison with state offices of other Federal agencies, with state governmental and non-governmental organizations, and with local organizations for the purpose of interpreting the Bureau's program of Employment Assistance, and obtaining their support and cooperation and coordinating direct employment assistance activities with those of other programs; reviews Agency and Vocational Guidance Officer's vocational training operations; develops long range and annual program of Employment Assistance to fit the needs of the tribes under the Area jurisdiction; and performs such other functions as directed.
- .4 Area Training Units. This unit, established in selected areas, reports directly to the Area Employment Assistance Officer; and, in conformance with existing regulations, is responsible for the development and implementation of a program designed to offer vocational training services to qualified adult Indian people; develops and submits to Area Employment Assistance Officers, recommendations for selection or rejection of

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vocational training courses and/or schools; develops vocational training material for Agency Employment Assistance Officers, and prepares documentation of approved courses and schools for Agency Employment Assistance Officers; use in vocational training discussions; maintains contact in person by letter or telephone with employers, personnel offices, labor union representatives, and other employment opportunities; reviews applications of adult Indians for vocational training services, selects suitable training courses and schools for approved applicants, is responsible for obtaining information concerning, and computing and maintaining costs and duration of training courses, cost of financial assistance to the trainee and/or family for education and living expenses for duration of the course.

Arranges for applicants' entrances in approved courses of training at a selected school, maintains proper working relationship between school officials and the Branch; contacts public and private organizations in selected school areas concerning housing and arranges for suitable living accommodations for trainees and/or their families; provides assistance to the selected applicants in adjusting to urban or city living; makes periodic visitations to the school and maintains current records on all costs and progress of each trainee; adjusts the training courses and plans with trainees to best meet the needs of the individual and/or the program; follows up and reviews the trainees' progress; maintains current records of fund availability, notifying Area Employment Assistance Officer when funds are in danger of depletion, and performs other functions as assigned.

- .5 Agency Offices, Area Field Offices, Sub-agency Offices and District Offices. Origin services of the Branch are established at selected locations which may be designated by anyone of these terms. The employee responsible for Employment Assistance is known and referred to as an Agency Employment Assistance Officer.

Agency Employment Assistance Officers work under the technical supervision of the Area Employment Assistance Officer and the administrative supervision of the officer in charge of the jurisdiction, in accordance with Bureau policies and procedures, to provide information, assistance and guidance to

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Indian people regarding opportunities for direct employment assistance, vocational training, within-Area employment, and the taking of applications for these services.

Agency Employment Assistance Officers are located and headquartered at the jurisdiction to which they are primarily assigned. They may be assigned to serve more than one jurisdiction, in which event an operating program is prepared and approved by the officers in charge of the jurisdictions concerned and the Area Director. A copy of all such operating programs must be submitted to the Central Office.

The Agency Employment Assistance Officer determines from available information the need for an employment assistance program and plans on a current and projected basis an employment assistance program for reservation residents, provides information, assistance, and guidance to Indian people within the jurisdiction assigned regarding opportunities for direct employment assistance, adult vocational training and within-Area employment; establishes current and projected estimates for employment assistance for unattached persons and family groups. Records information about the individual's personal or family situation; interviews applicants for employment assistance services, and visits their homes to obtain first-hand information regarding their current living situation, training, work experience and other employment qualifications, previous off-reservation living experience, basis of interest in employment assistance, present resources and obligations, and any personal or family problems which must be considered in connection with the proposed direct employment assistance, or entrance into a course of Adult Vocational Training. Corresponds and conducts direct negotiations in behalf of individual applicants with the Field Employment Assistance Office serving the location the applicant chooses for direct employment assistance or vocational training, and works out plan of departure of applicant and assistance incident to the direct employment assistance move; determines need for departure financial assistance, and recommends the amount needed to the Area Employment Assistance Officer; makes necessary arrangements for transportation of departing applicants; shipment of personal and/or household goods; provides final counseling concerning problems involved in traveling, such as use of travel tickets, travel conduct, what to do with luggage, how to get from plane, train or bus terminals to the Field Employment Assistance Office; and, when, where and to whom to report

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at the destination location; develops and prosecutes a continuing program of information to reservation residents, Indian leaders, officials, and appropriate organizations regarding employment and other opportunities for improved living standards at non-reservation localities, from data gathered locally, provided by the Central Office and Field Employment Assistance Offices; other functions are performed as directed.

3.3 Non-reservation Schools. The services of the various activities of the Branch of Employment Assistance are available to Indian students, 18 years of age or over, who have graduated from or dropped out of non-reservation schools, who desire assistance in the metropolitan areas served by Field Employment Assistance Offices. If otherwise qualified, services may be rendered without necessity of return of the applicant to the reservation.

3.4 Employment Assistance Office Layout.

.1 Agency Employment Assistance Office Arrangements.

- A. Location. The Agency Employment Assistance Office should be located, if feasible, within the same building and with easy access to the office of the Agency Superintendent and to offices of other program representatives with whom cooperative planning is so important.
- B. Space. A minimum of two rooms is usually necessary, one for the reception of applicants, including space for the Employment Assistance Aide, and the other for the Agency Employment Assistance Officer, plus such additional space as the local employment assistance staff needs. Space-use planning for the reception room should be based upon the following operational needs: adequate, well-lighted, and easily accessible space for the reception of applicants, single and full family units, who will avail themselves of a review of visual aids, pamphlets, newspaper clippings, bulletin board material and panel display pertaining to destination services of the program; and adequate space for the Employment Assistance Aide and for the files, office equipment, etc., for the preservation of the confidentiality of the records of the office.

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Adjacent to the reception room, a private office of sufficient size to guarantee the quiet and privacy necessary for effective work is needed by the Agency Employment Assistance Officer for family conferences and staff/official meetings.

- C. Furnishings. The Agency Employment Assistance Office should be well-supplied with furniture and equipment necessary to the development and conduct of the Employment Assistance Program. Program material should be displayed attractively. Effort should be made to obtain an atmosphere of ease and welcome which will contribute to the applicant's attitude and attention to thoughtful consideration of employment assistance.
- D. Office Identification. The name "Agency Employment Assistance Office" should, if practical, be lettered on the entrance door to the office or on an appropriate sign adjacent to it. A directory of the names and titles of the Agency Employment Assistance staff should appear within easy view of anyone entering the reception office.

.2 Field Employment Assistance Office Arrangements.

- A. Location. The Field Employment Assistance Office should be centrally located in the downtown area of the industrial center that has been designated by the Bureau of Indian Affairs as a Field Employment Assistance Office. The following points should be given careful consideration before final selection of office space is made: location in a reputable area of the city; within easy access to rail and bus centers as well as to major crosstown transportation lines, and accessible to clean, moderately priced temporary housing for singles and families.
- B. Space. The total office area should be planned so that the reception and processing of people in the different service units may be accomplished with dispatch and without confusion. Through this proper space planning, the program participant can receive unified and timely service from the office staff. In order to have the most effective counseling service for program participants, the space should provide privacy to all staff

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who furnish counseling services. Such privacy may be in the form of separate booths, partitioned areas, or offices. In determining the amount and division of space for each Field Employment Assistance Office, the following guidelines should be taken into consideration. There should be adequate, well-lighted, and easily accessible space for the reception of program participants and their families and a nursery/child care area for the children of parents being provided orientation and other program services. The nursery area should be contiguous to the Housing and Community Living space. There should be private rooms of sufficient size to accommodate all the visual aids material used in orientation, and to conduct budget management discussions, etc. A private office, adequate for conferences of small groups, is needed for the Field Employment Assistance Officer. Adequate space in a central location in the office shall be designated for the use of the Cashier. This office shall be set up in such a manner as to protect adequately advanced U. S. Treasury funds and to provide the Cashier and the recipient sufficient privacy to carry out individual negotiations. A well-ventilated and well-lighted space for the central files and file work space, and for work space for the clerical and administrative staff, should be located away from the general office traffic. A private office for staff and small group conferences is needed for the Housing and Community Living Officer, and should be located near the staff he supervises. The Housing and Community Living staffs should be located in suitable space adjacent to each other in order to effect smooth operation of these related services. A private office with space adequate for staff and other small group conferences is needed for the Employment and Vocational Guidance Officer. This office should be adjacent to the Employment Unit and the Adult Vocational Training staffs. The Employment Unit requires table-working space for applicants who are completing applications, etc., and sufficient space for employment interviewers and their clients to conduct the complete interview without sacrificing privacy. The Adult Vocational Training staff should be located adjacent to the Employment Unit in space which allows room for the display of program materials and for the conduct of individual interviews.

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Restroom facilities should be on the same floor as the Field Employment Assistance Office to accommodate the needs of the people being served. If drinking fountains are not situated in a nearby hallway, a drinking fountain should be installed in the reception room.

C. Furnishings. The Field Employment Assistance Office is the base for the Indian newcomer to the urban area. The office area should be appropriately furnished for business operations and for the comfort and welcome of weary travelers. It should guarantee privacy for individual interviews on all phases of family living, and should afford adaptability of space-use for different age groups of relocatees and for the orientation of professional representatives of public and private service groups. The furnishings and the decor of the office should be simple but colorful, and designed to interest the program participant in raising his home standards.

D. Office Identification.

- (1) Telephone Directory. The Field Employment Assistance Office shall be clearly and properly listed in two places in the city telephone directory: (a) in the U. S. Government section under listings for the Department of the Interior; and (b) alphabetically listed as "Indian Affairs, (city) Field Employment Assistance Office."
- (2) Building Lobby. The building directory shall carry the information: Bureau of Indian Affairs, (city) Field Employment Assistance Office, Room _____. In lieu of a building directory, a neat sign carrying the above-listed information should be hung in the lobby entrance near the elevators.
- (3) Office Entrance. The entrance door to the Field Employment Assistance Office shall have the name "Bureau of Indian Affairs, (city) Field Employment Assistance Office," and office hours, lettered on the door.

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- .3 Area Training Unit Office Arrangements. The Area Training Unit offers to program participants within the Area the same type of service provided adult vocational trainees by the Field Employment Assistance Office.

A. Location. The Area Training Unit should be located at a central point within the area where services can best be rendered to the institutional trainees. Serving the trainees is the paramount responsibility of the Area Training Unit, and the location of the unit should be where the most assistance can be rendered.

For various reasons it may be necessary to locate the Area Training Unit in the same building as the Area Office. However, it is preferable that the unit retain its identity as a separate functional organization and not be included as part of the Area Employment Assistance staff. Where possible, it should be separate from the office of the Area Employment Assistance Officer.

The foregoing is desired because the Area Training Unit is considered an operating unit furnishing direct services to the Indian people, whereas the Area Employment Assistance Officer and his immediate staff furnish staff assistance to the Area Director and technical guidance to the Agencies.

- B. Space. Space needs are to be determined by the size of the Area Training Staff and the amount of community adjustment and vocational guidance counseling required, and the number of trainees being served at the Area Training Unit location. For counseling purposes, privacy should be provided for the counselors, and wherever possible, additional space for visual aids, conference discussions, and individual and group orientation should be provided. Space should also be available for files and informational display aids and devices. Refer to 82 IAM 3.4.2B and be guided by such space arrangements as are pertinent to the local Area Training Unit operations.
- C. Furnishings. Refer to 82 IAM 3.4.2C which statement should be used as a guideline in the selection of furnishings for the Area Training Unit of the Area Employment Assistance Office.

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D. Office Identification.

(1) Building Lobby. The building directory shall carry information about the room location of the Employment Assistance Branch, including the Area Training Unit, "Branch of Employment Assistance, Room _____, Area Training Unit." This information shall be listed in conformity with other programs in the Area Office.

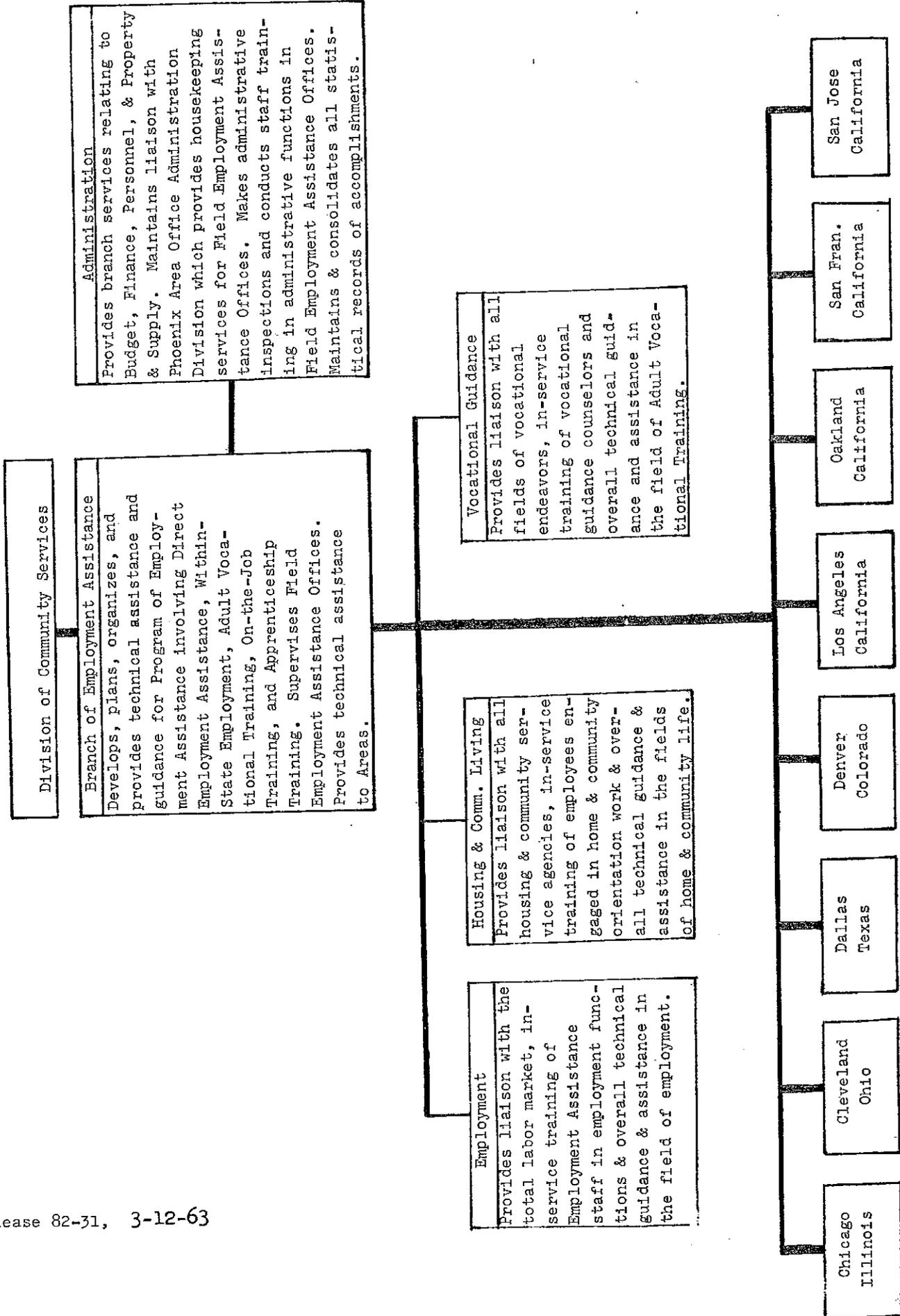
(2) Office Entrance. The entrance door to the office should have the name:

"BRANCH OF EMPLOYMENT ASSISTANCE"

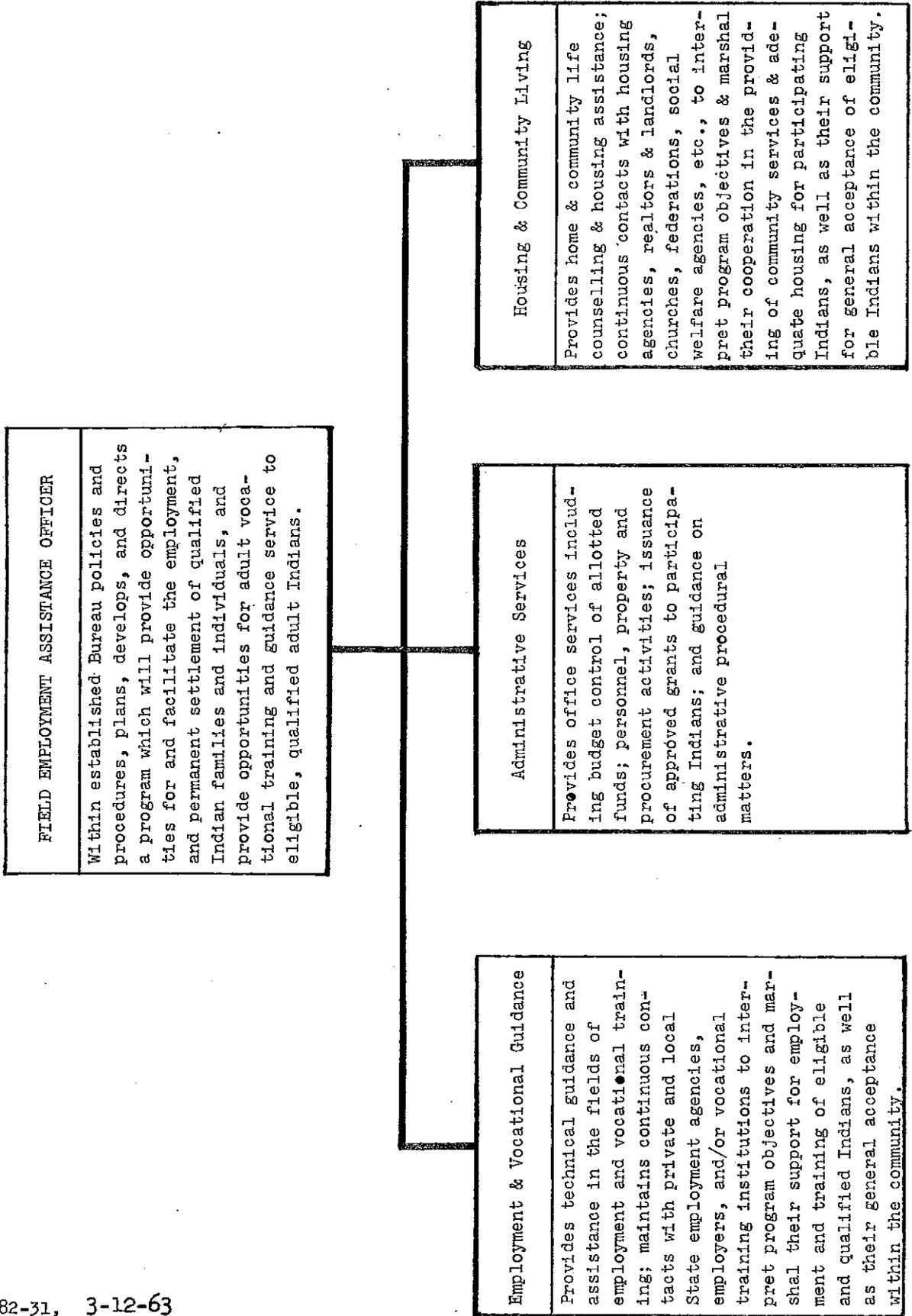
Area Training Unit

lettered on the door. A directory of the names and titles of the Area Employment Assistance (including Area Training Unit) staff should appear within easy view of anyone entering the reception office.

ORGANIZATION & FUNCTION CHART



ORGANIZATION & FUNCTION CHART
FIELD EMPLOYMENT ASSISTANCE OFFICES



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Illustrations

4 ORIGIN SERVICES

4.1 Origin Services. In order that maximum effective assistance and services may be provided to eligible Indians who voluntarily apply for services, it is the policy of the Bureau of Indian Affairs to require that all applications be made at an Agency or similar jurisdiction or reservation office. The services provided at these offices are known and referred to as "Origin Services" and in general include the following:

1. The dissemination of information concerning the services provided under the Relocation Services program.
2. The taking, preparation, and processing of applications for services.
3. The determination of eligibility of those who voluntarily apply for services.
4. The determination of need for financial assistance to accomplish relocation or to pursue a course of adult vocational training.
5. The providing of individual advice, assistance, and guidance to applicants concerning preparation for living in and adjustment to communities away from the reservation.
6. The administrative services incidental to providing relocation services to eligible applicants.

The individual responsible for these services at this level is known and referred to as an Agency Relocation Officer (see 82 IAM 3.2E). This chapter establishes and outlines procedures and techniques for origin services.

As circumstances warrant, origin services may be provided to students at off-reservation boarding schools.

4.2 Eligibility.

- A. Relocation Services. All Indians (including natives of Alaska) eligible for community services (e.g., education and welfare)

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of the Bureau of Indian Affairs are eligible for consideration for the services offered through this activity.

B. Adult Vocational Training Services.

- (1) Institutional Training. Eligibility for consideration for services of this activity are as established in Section 34.3 of Part 34, Subchapter E, Chapter 1, Title 25 of the Code of Federal Regulations (see 82 IAM 1.4).
- (2) Apprenticeship Training. Eligibility for consideration for services of this activity are as established in Section 34.3 of Part 34, Subchapter E, Chapter 1, Title 25 of the Code of Federal Regulations (see 82 IAM 1.4).
- (3) On-the-Job Training. Eligibility for consideration for services of this activity are as established in Section 34.3 of Part 34, Subchapter E, Chapter 1, Title 25 of the Code of Federal Regulations (see 82 IAM 1.4).

4.3 Dissemination of Information. It is the responsibility of the Agency Relocation Officer to be fully informed. He must see that other members of the Agency staff, tribal government officials, the Indian population which he serves, and the local private and public agencies which are working with the Indian people are kept constantly and fully informed about all the services provided through the Relocation Services program. This includes its objectives, procedures, resources, and accomplishments. This is a continuing program, and the primary sources of information are the Central Office, Branch of Relocation Services, destination offices, and the Indian people who have been served by the program.

A. Methods of Communication. While there are many different means and methods of communicating information about the program, the following are considered the most important. They have been related to the Indian population who may desire relocation services but can easily be adapted for other groups. With such information, the Indian people should be in a much better position to weigh carefully the advantages, together with the problems, of voluntarily participating in the program in relationship to the present and possible future economic potential on the reservation or in the adjacent area.

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- (1) Oral Communication. First in importance is talking to individuals who, in turn, are in frequent communication with Indian people, other staff people, especially those whose jobs bring them in contact with the Indian people (teachers, social workers, agricultural extension agents, home extension agents, soil conservationists, staffs of local public agencies), public schools, State Employment Service offices, Railroad Retirement Board offices, Veterans Administration and County Veteran Service officers, vocational rehabilitation offices, County Welfare Departments, tribal government officers, and community leaders. In order to insure reaching all of these avenues of information dissemination, it is well to plan periodic and frequent visits to them.

- (2) Written Communication. Another means of communication is the printed page. If the Agency has a regularly issued newsletter, arrangements should be made for a page or section in each issue to furnish current information on employment and training opportunities, persons and families currently being served, how persons previously served are faring, and other accomplishments. Agency Relocation Officers may in some instances issue their own regular newsletters. This kind of undertaking frequently yields very good results, though it also entails considerable staff time and work. Attractively designed informational leaflets in good taste also produce good results if properly distributed.

- (3) Communication Through Displays. Displays on bulletin boards of pictures of Indians on the job, in their new homes, of their children in school and of Indians generally in social and recreational activities at various points, of listings of jobs in which Indians are being placed, of illustrated informational leaflets, newspaper clippings about relocatees and trainees, and graphic chart presentations of accomplishments can do much to stimulate interest in what the program has to offer. Bulletin board displays should be kept current and replenished with fresh materials if they are to maintain their effectiveness. Every Agency Relocation Office should have its own bulletin board, and should make use also of any available space on other bulletin boards in the various facilities on the reservation.

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Panel display material depicting the services provided in the cities where Field Relocation Offices are established can assist Indian applicants in visualizing the urban area and also in choosing the place where they desire to relocate.

- (4) Communication Through Community Meetings. The most direct approach, of course, is to present relocation information in community meetings, giving those present an opportunity to ask questions.

Pictures showing Indians on the job, in their homes, attending church, participating in various kinds of social and recreational activities are very effective. Pictures should always be augmented by a careful discussion of what relocation means and what is required in the way of changed modes of living and work habits. From time to time, members of destination office staffs visit Agency Relocation Office jurisdictions. Whenever possible, arrangements should be made to have them speak to one or more community gatherings. Having the opportunity to hear someone who lives and works at the location to which a person is thinking of moving, and having the chance to ask questions of such a visitor, mean a great deal to potential applicants. Even this brief association gives the individual something to tie to; he feels he "knows" at least one person at the new location.

- B. Use of Successful Accomplishments as Effective Informational Material. One of the most effective means of activating interest consists of using concrete examples of what other people have accomplished. The destination offices furnish basic data to the Agency Relocation Officer on the kind of a job the applicant secures and where he is living. As time permits, they furnish more detailed reports on individuals and families who meet and solve unusual problems and who are making better than average progress.

Sometimes this information comes back in the form of a personal letter from the Indian to a friend or relative still on the reservation or to the Agency Relocation Officer. Using this material in talks before community groups, in the Agency newsletter, and in talking with interested potential applicants is always most productive. Every man takes encouragement from the success of someone he knows who is in many ways like himself. Use of

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this kind of material must always be conditioned, of course, by respect for the privacy of the individuals concerned.

C. Importance of Follow-ups.

- (1) To the Agency. Another important aspect of information dissemination is following-up on relocatees and trainees. By maintaining community registers of individuals and families who have moved from various communities on the reservation, the Agency Relocation Officer can make a quick check on the progress of these individuals and families by reference to reports received from the destination offices and carry this information with him to relay to people in the same community: friends, neighbors, and relatives. If no recent report has been received, the Agency Relocation Officer can check with relatives, friends, and former neighbors to see whether they have heard from them. This device provides a means for an early follow-up on persons who may have returned. It is important to interview returnees as soon as possible after they return to find out from them (as far as is possible to do so), in a friendly manner, the reasons for their return. Sometimes such interviews point out ways in which operations can be improved at the origin or destination point. If the latter is involved, the information should be forwarded to the destination office concerned.

- (2) To the Individual Who May Have Returned. Occasionally, individuals may return and it is important to follow-up with them from another standpoint. Returning in some instances may be a contributing factor and a necessary step towards a later successful relocation. Frequently they may think they have "failed" or that others consider them to be "failures." In the face of this judgment, real or imagined, they may offer explanations which reflect discredit on the program. The Agency Relocation Officer seeks them out to discuss their experience with them in order that any misunderstandings about the program can be resolved, and their reasons for returning fully explored. A sincere and friendly interest displayed in any individual with whom

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we work always pays dividends, if not always immediately with the individual returnee, at least with others who watch the people he undertakes to serve. The Agency Relocation Officer does not look upon a returnee as a "failure."

D. Problems of Information Dissemination.

- (1) Types of Problems Presented. Some reservations present unusual problems in getting meaningful information to the reservation population. Sometimes it is a language problem: non-use of English, inability to use the English language, or, in its most difficult form, actual illiteracy, the inability to read either in English or in the native Indian language.
- (2) Various Solutions Available to the Agency Relocation Officer. Any of these situations is recognized as unusual and calls for imagination and resourcefulness on the part of the Agency Relocation Officer if he is to work effectively with people. Some of the devices referred to below can be utilized in these situations.
 - (a) To Physical Problems of Communication. If it is a situation characterized by inadequate communication facilities, widely dispersed population, and poor roads, but with no language ability problem, the population can many times be reached through individuals who, in turn, are in fairly frequent communication with people in their respective communities: Indian community leaders, tribal council officials, school teachers, social workers, employment service officials, etc. Good results can be obtained by having informational leaflets distributed to the schools for children to take home with them to their parents. Informational leaflets should always be prepared in language pitched at the level of comprehension of the population to be reached, and should be illustrated and made up in attractive, eye-catching format and in good taste. They can also be distributed at community gatherings and at points frequently visited by the people.

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(b) To Problems of Language Communication. Those reservations which have language ability problems, or even actual illiteracy in a large part of the population, present perhaps the greatest challenge. While any greatly restricted ability in the use of English is admittedly a severe handicap for a person who may want services, if there is a way to communicate with such person, he can, with the proper guidance and assistance, relocate successfully. But even before this point is reached, the problem of how to tell him about opportunities must be solved. Interpreters can be used. An Indian language newspaper which carries articles about services can accomplish impressive results, and radio broadcasts in the language of the people may also stimulate interest. At reservations where actual illiteracy exists among much of the population, the staff should take an active interest in and lend support to any program, such as an adult education program or others, which are undertaken for the development of literacy.

E. Concepts Underlying Methods of Approach. The way in which program services are presented to the people is extremely important. While the underlying reasons for relocation and adult vocational training are expressed within Bureau operations and in budget justifications in terms of reservation population and resources imbalance, and while it may be meaningful to discuss with tribal governing and planning officials the overtaxing of reservation resources by a too large and growing population, this approach is seldom effective, and may even produce a negative effect with individuals and Indian community gatherings. People do not like to be told that some of them are "surplus" population. The program should be presented in positive terms: what it has to offer the individual in the way of greater economic security, greater educational advantages, and greater social and cultural opportunities.

The foundation for all good informational work rests first and finally with the Agency Relocation Officer, with his sympathetic understanding of and interest in the people and their situation, his openness and honesty in dealing with them, his dependability, and the care he takes in counseling them. There is no substitute for these basic ingredients of

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a sound informational program.

4.4 Applications for Services. All applications for services shall be instituted and completed at the Agency or similar jurisdiction or reservation office.

.1 Determining Eligibility. All applicants must meet the eligibility requirements set forth in 82 IAM 4.2. Eligibility for any service is determined at the Agency or similar jurisdiction or reservation office.

A. Any Indian individual 18 years of age or more, and Indian family units who voluntarily apply are eligible for consideration for relocation services (see 82 IAM 4.2A).

B. Any adult Indian who is not less than 18 and not more than 35 years of age and who resides on restricted or trust lands or Federal lands under the jurisdiction of the Department of the Interior may be eligible for consideration for adult vocational training services [see 82 IAM 1.4 (34.3)].

(1) A further expansion to the age eligibility requirement has been made under the following circumstances:

(a) An individual who is under 18 years of age and is the head of a family may be considered for adult vocational training services provided that the individual is otherwise determined to be eligible and is approved for services upon administrative review by the Area Director or his designated representative. Included are single persons having dependents; divorcees; widows; and unmarried mothers. Applications for individuals under 18 years of age who do not fall in the above-mentioned categories may be approved, but their arrival date at the destination point should be on or after their 18th birthday.

(b) The application of an applicant over 35 years of age may be processed for adult vocational training services provided that Agency and Area Of-

*See Memorandum
8.3.67 re Delegation
of Authority to
approve applicants
for AVT under 18 years
of age. See 82 IAM
4.5.2.3A*

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fices certify that they have fully evaluated the circumstances as to the feasibility of training and the probability of successful accomplishment. Such certification in letter form is to be signed by the Agency Superintendent and the Area Director, or their designated representatives, and must accompany the application to the point of destination (Field Relocation Offices or Area Training Units.)

* 82 IAM 4.4.1B

(2) Those applicants for Adult Vocational Training who are entitled to vocational training from other sources may elect to accept services under P.L. 959 instead of exercising their eligibility under other programs or Public Laws offering similar services.

(3) Applications for adult vocational training services from those persons who are recipients of Aid to Dependent Children payments and who will receive training outside the state of residence, must be submitted to the Central Office, Branch of Relocation Services, for review before the applications may be approved. When applications are transmitted, all documents should be in good order and complete in all details. The material submitted must be supported by a written statement to show conclusively that local departments of public welfare in both states have been consulted and that they are in accord with the plan as proposed.

Changed → C. An application for relocation or adult vocational training services shall not be accepted or processed for non-Indian heads of families. When a non-Indian marries an Indian, he assumes complete responsibility for the support and maintenance of the family unit.

* also
See
Release 82-22, 3-24-61

Central Office memo dtd June 1, 1966, subject: Veterans Readjustment Benefits Act of 1966, attached
memo filed in AVT Correspondence, General

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.2 Application Taking.

- A. In order to initiate services, it becomes necessary to develop certain records. The proper development of these records must not be underestimated under any circumstances. In fact, they are the essential tools with which to work.

It should be borne in mind that in the preparation of these records a composite picture of an individual or family unit is developed for transmission to the destination office, in order that work with respect to his eventual relocation or training can be started. It is essential that destination points have for their use as complete a record picture as is possible, developed through the medium of recorded accurate background information.

Certain forms have been developed for the recording of necessary data. However, no form is complete within itself insofar as giving a good composite picture of an applicant and his family without a good comprehensive summary (plan) which should spell out in minute detail what is expected, what the problems are, what problems might be expected to occur, and any recommendations that might be indicated. Extreme care should also be taken to point out the relative abilities and strengths of the applicant.

Upon receipt of the application and supporting documents, destination offices must evaluate the information very carefully. They are currently apprised of local conditions, and if furnished good basic information in the form of records, as well as a comprehensive plan for the applicant, they can inform the origin office as to what they will be able to accomplish for the applicant. Without basic information of this type, the program services process becomes a hit-or-miss operation that, in the end, will only reflect discredit on the program and have the likely effect of diminishing services to the applicant.

- B. Application For Relocation Services, Form 5-412 (Illus-

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tration 1, 82 IAM 4) shall be used by each applicant to apply formally for relocation for employment and adult vocational training services. This form, together with Form 5-440 and supporting documents, shall be forwarded through established channels to the destination office. Space has been provided on the form for recommendations at each level and for acceptance by the destination office.

- C. All applications for services shall be accomplished by completing Form 5-440, Relocation Services Information Record (Illustration 2, 82 IAM 4). Some of the following points will serve as guidelines in the important process of completing this form.
- (1) Be thoroughly familiar with all Manual and related instructions.
 - (2) Use special care in its preparation. Verify all statements made on this record. Make use of police and law and order records, tribal loan records, former employers, creditors, responsible acquaintances, and similar sources. Relate the unfavorable as well as the favorable. The Agency Relocation Officer is the eyes and ears of the destination office. The Relocation Services Information Record should present an exact picture of the applicant and his family, his problems, and his abilities. Appraisals should be made in terms of the applicant's individual abilities, chosen vocation, family problems, physical fitness, school problems, and other matters pertinent in each individual instance.
 - (3) Particular care should be exercised in developing the plan for vocational training. The training plan must be a logical and basic program established for the guidance of the trainee, as well as the Vocational Guidance Counselor. It should reflect as realistically as possible such factors as the community where the trainee plans to live and how the completed training will be used and information about the type of employment the trainee desires or plans to enter.

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In instances where the plan provides for training to be taken at a destination office with subsequent return to the Area or Agency jurisdiction for employment, information should be included indicating that the prospects for employment on completion have been investigated and are favorable.

- D. Supporting Documents. The following documents, forms, or papers are usually required and should either be in the possession of the applicant or should accompany the application for services. It is only necessary that the Bureau of Indian Affairs have copies of the individual's documents. The originals should be retained by the applicant.
- (1) Photocopies or certified copies of birth certificates for each member of the family should be obtained and should accompany the application. Individuals who have or are using a name different from that recorded on their birth certificate or enrollment certificate must have a notarized statement showing their correct name.
 - (2) The applicant (worker) shall have a Social Security Card in his possession. If not, one must be secured prior to departure from origin point. It is not necessary that an institutional trainee possess a Social Security Card until such time as he intends to enter employment.
 - (3) If the applicant was an Armed Services veteran, his discharge papers or release from service should be in his possession. If not, they should be obtained prior to departure.
 - (4) A transcript of the school records for all children of school age should be secured. For those applicants requesting institutional training, school records are required. These documents are to accompany the application for service.
 - (5) If the applicant is subject to Selective Service, he must have a Selective Service Registration Card in his possession.

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- (6) Since parental consent for physical examinations for workers or potential workers under 21 years of age is required, a statement to this effect must be obtained and shall accompany the application for service.
- (7) A photograph of the applicant and his family (if married) or dependents and place of residence is desirable and may be included with the application. The name of the applicant and date photographs were taken should be shown on the back of the prints.
- (8) Each applicant and his dependents are required to have certain documents completed concerning their physical condition. Form 5-441, Statement of Medical History, and Form 5-442, Statement of Medical Examination (Illustration 7, 82 IAM 4) are to be used for supplying physical health information.
- (9) Form 5-412A, Adult Vocational Training Agreement (Illustration 3, 82 IAM 4) sets forth the responsibility of both the trainee and the Bureau of Indian Affairs. It is to be signed by each trainee requesting institutional training and by the Bureau's representative. The Agreement shall accompany the application for services.

E. At Non-Reservation Schools. (To be released later)

- .3 Repeat Services. 82 IAM 2.2 outlines the objectives of the Relocation Services program. In order to accomplish these objectives it may be desirable to provide services to an Indian and his family more than once. This is known as "Repeat Services" and is defined as follows: those services offered by the Branch of Relocation Services which have been previously received by an applicant. There are many reasons why the Indian and his family may leave destination office jurisdictions and eventually return to the reservation. It is difficult to ascertain whether or not further services may be warranted without discussing with them their previous relocation experiences and reviewing the information supplied by the destination office. The success of the employable person in obtaining adequate employment and the ability of

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the family to adjust to an urban community are primary concerns. It is not expected that repeat services should be provided to Indian people whose records show that they have been previously assisted and who have demonstrated ability and experience in obtaining and holding employment adequate to maintain themselves on a self-sufficient basis. On the other hand, assistance should be provided to those Indians who want help, need help, and are willing to take the necessary steps to acquire for themselves a self-sufficient economic status.

In working with Indians who request repeat services, the procedures outlined below shall apply.

- A. Relocatee for Relocation Services. Any applicant for relocation services who is otherwise eligible and who has previously been furnished service through relocation to a destination office shall be eligible for consideration for further relocation service provided that at the time of application for relocation services he demonstrates a sincere desire to accept employment in order to become self-sufficient. This can be ascertained only through extensive interviews with the applicant and his family, a review of the unit's file compiled at the destination office where he was previously relocated, and other information that may be available. If the Agency Relocation Officer is reasonably sure that the applicant possesses a need and is willing to pursue a course that will lead to self-sufficiency, he shall refer for approval the application for relocation services.
- B. Relocatee for Institutional Training Services. The following guidelines are established for those applicants seeking institutional training services who have previously been furnished relocation services:
- (1) Any applicant who has intentionally returned to the reservation for the sole purpose of applying for institutional training services, who is otherwise eligible, and who has previously been furnished services through relocation to a destination office shall not be considered eligible

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for institutional training services unless his employment while on relocation was considered inadequate or insufficient to provide a satisfactory and reasonable living standard, and provided there is at the time of application for training services a demonstrated sincere desire to pursue the training to completion and assume employment upon completion of such training.

- (2) Any applicant for institutional training services who has previously been furnished service through relocation to a destination office shall be eligible for consideration only when it has been determined that the return to the reservation has been for a prolonged period of time and was not for the sole intent to apply for institutional training. In addition, the applicant must demonstrate a sincere desire to pursue the training to completion and to assume employment upon completion of such training.

C. Institutional Trainee for Further Institutional Training Services. Generally speaking, any applicant who has received previous institutional training services shall not be provided further institutional training services. Exceptions may be warranted in those instances where a hardship prevails, but such exceptions must be thoroughly justified and recorded in the unit's file with the approval of the appropriate Area Director. The following guidelines shall prevail with regard to former trainees applying for further institutional training:

- (1) Former institutional trainees who have completed institutional training shall not under any circumstances be given the opportunity to pursue further institutional training.
- (2) Former trainees who have discontinued training may in some instances be re-entered into training. For trainees who have discontinued, the following guidelines shall prevail:
 - (a) Where discontinuance was involuntary, for instance where either the Bureau or the school

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discontinued the trainee because of lack of scholastic ability, attitude, etc., the individual shall not be extended any further adult vocational training services.

- (b) Where the discontinuance was voluntary for personal reasons or to enter employment and the individual finds it necessary to have further training to obtain or retain reasonable and satisfactory employment, further consideration may be given to re-entrance into training. The re-entrance must be authorized by the appropriate Area Director or Field Relocation Officer as meeting the objectives of the law, and shall be recorded in the trainee's unit file folder. Under no circumstances shall the combined training time involved for the combination of the previous training plus periods of subsistence before and after training and the subsequent training exceed the two-year maximum training time allowed by Public Law 959.
- (3) Any applicant who was a former trainee and whose training was interrupted and who was not reinstated due to circumstances beyond his control may be considered for further institutional training services. A determination is made by the appropriate Area Director or Field Relocation Officer that such training is necessary in order to provide reasonable and satisfactory employment. Another provision is that there must be a demonstrated sincere desire on the part of the applicant to pursue the training to completion and to accept employment upon completion of such training.
- D. Institutional Trainee for Relocation Services. Any applicant for relocation services who has previously participated in institutional training services, regardless of whether the training was completed, discontinued, or interrupted, may be considered, not more than once, for relocation services provided there is a demonstrated sincere desire to assume employment at the destination.

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E. File Procedure. When an applicant who has previously been furnished service requests repeat services, the Agency Relocation Officer shall ascertain the previous service and the location of the destination office. The previous destination office shall be informed that the applicant is seeking repeat service and shall be requested to forward the applicant's destination office unit file to the Agency Relocation Officer. All fiscal documents shall be retained by the previous destination office and are not to be forwarded with the unit file folder. However, the previous destination office shall prepare a summary statement indicating total disbursements by categories of financial assistance, which then shall be placed in the unit file folder on top of all other papers. This summary statement is used to determine the amount and categories of financial assistance grants which may be furnished the unit during repeat services. A "dummy file" will replace the original unit file. A note will be placed in the dummy file indicating when and where the unit file has been sent, including copies of correspondence requesting the file. The fiscal documents will be placed in the dummy file. The previous destination office modified unit file will then become a part of the new application for service and will follow the applicant to the destination office where repeat services are to be provided. If the application for repeat services is disapproved at any level, the applicant's previous destination office unit file shall be returned to the destination office from which it was received after the applicant has been notified that his request for repeat service was disapproved.

On-the-Job Trainees for either Direct Employment or Adult Vocational Training Services. An applicant for Relocation Services (including Adult Vocational Training Services) whose only previous participation in the program of the Branch of Relocation Services was in an on-the-job training program, will be considered as an applicant for initial services; the only additional consideration needed is the assurance that the total time spent in training on-the-job and in institutional training must not exceed the total of 24 months permitted under Public Law 959. In these instances, the destination office must be advised of the time spent in training on-the-job, so that there will be no danger of exceeding the total of 24 months.

If the applicant has developed an employable skill while enrolled as an on-the-job trainee, this must, of course, be considered in determining his need for training. However, if he is accepted for service, he will be considered as an initial and not a repeat applicant.

See Kelley Area
Comm. Serv. - Relo. Serv.
memo # 2. dated
Jun 8, 1961

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- .4 Routing and Acceptance of Applications. On completion of Form 5-412, Application for Relocation Services, by the applicant, the Agency Relocation Officer shall attach thereto Form 5-440 and the supporting documents and present them to the Agency Superintendent or Officer-in-Charge.
- A. The Agency Superintendent shall review these documents in order to determine the following: completeness in preparation, eligibility of applicant for service, whether the applicant would have a reasonable possibility of succeeding in relocation, and whether the need for service

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is evident.

If, upon review, the Agency Superintendent determines that the applicant is eligible and that the service should be provided, he or his designated representative should complete the appropriate section of Form 5-412, Application for Relocation Services. The Agency Superintendent shall then forward Form 5-412 and all the supporting documents to:

The Area Director, for those applicants requesting institutional training or repeat services.

The Destination Office selected by the applicant, for those requesting initial relocation for employment.

The Agency Relocation Officer, for those applicants requesting on-the-job training, since these applications are retained by the Agency.

In instances of ineligibility or non-concurrence, the Agency Superintendent should record his reasons on the form and return it to the Agency Relocation Officer. The applicant shall be informed in writing of the action taken.

B.

- (1) It is intended that upon receipt of an application for repeat relocation in the office of the Area Director, the Area Relocation Specialist should review the application and supporting documents to determine the following: completeness in preparation, eligibility of applicant for service, whether the applicant would have a reasonable possibility of succeeding in relocation, and whether the need for service is evident.

If upon review by the Area Relocation Specialist it is determined that the applicant is eligible and that service should be provided, the Area Director or his designated representative should complete the appropriate section of Form 5-412. The application

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and supporting documents shall then be forwarded as follows:

To the Destination Office selected by the applicant for repeat services for relocation for employment, if it is the second ^{or third} request for service.

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To the Chief, Branch of Relocation Services, Central Office, Washington, D. C., for repeat services if it is the third (or more) request for services.

- (2) Upon receipt of an application for institutional training in the office of the Area Director, it should be referred to the Area Vocational Training Advisory Selection Committee (see 82 IAM 4.5.2.7). The application and supporting documents should be reviewed in accordance with selection standards established by the committee and a recommendation made to the Area Director. If the Area Director approves the applicant for institutional training, he or his designated representative should complete the appropriate section of Form 5-412 and should forward it to the destination office (Field Relocation Office or Area Training Unit) selected by the applicant.
- (3) In instances of ineligibility or non-concurrence of an application for repeat relocation or institutional training the Area Director or his designated representative should record the reasons in the appropriate section of Form 5-412 and return it to the Agency of origin. The Agency Superintendent shall then inform the applicant in writing of the action taken.
- C. When the destination office receives the application for services and the supporting documents they shall review them and within 72 hours shall provide the office of origin (copy to the Area Director) with a scheduled arrival date or remarks which may be appropriate by completing the pertinent section of Form 5-412. If a reply is not received within 72 hours on an application submitted directly to a destination office, the origin office should ascertain the cause of the delay by initiating action through

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established channels. If a reply is not received within a reasonable time on an application submitted to a destination office via the Area Office, the origin office should ascertain the cause of the delay by initiating action through established channels.

- D. Upon receipt of an application requiring Central Office approval, accompanied by essential supporting documents, the Chief, Branch of Relocation Services, shall review them to determine if the applicant should be provided service. If the Central Office concurs that the applicant should be provided service, a letter of approval shall be prepared and forwarded with the application and supporting documents to the destination office selected by the applicant. Copies of the letter shall be forwarded to the Area Office and the office of origin. The destination office shall process the application as outlined in 82 IAM 4.4.4C, above.

In instances of non-concurrence, the Central Office shall prepare a letter stating the reasons and forward the letter, together with the application and supporting documents, to the Area Office from which it was received. The Area Office shall inform the Agency Superintendent, who shall then notify the applicant.

- E. In some instances Indian people arrive at a destination office which does not possess an approved application for them and request assistance and services. The destination office in these instances will immediately interview them in order to determine the status of the Indian people asking for assistance and service. A determination will be made as to whether or not the individual or family unit has previously filed an application at an Agency or similar reservation office. If the individual or family unit states that no such application has been filed, then they shall be considered as having accepted responsibility for making their own way in life and shall receive only courtesy referral to an appropriate community agency or employment facility to meet their needs.

If it is ascertained that the individual or family unit has filed an application for relocation services at an

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Agency or similar reservation office and that the travel of the applicant was directly from the point of origin to the destination point, the destination office will immediately send a teletype or telegram to the appropriate office of origin (copy to the appropriate Area Director, Attention: Relocation Specialist), giving such information as will enable the office of origin to identify the unit. The office of origin will immediately (within 72 hours) advise the destination office by teletype or telegram with respect to the following matters:

- (1) That a current application (filed within the preceding six months) is of record.
- (2) That the applicant meets the eligibility and selection standards and normally would have been approved for relocation services.
- (3) That the applicant is or is not in need of financial assistance.
- (4) Taking into consideration the arrival date (furnished by the destination office) and the date determined to be the actual date of departure from the point of origin, that no more than 15 days was used for travel and, therefore, the applicant is presumed to have gone directly from the Agency to the point of destination.
- (5) That all documents in relation to the individual's or family unit's application are being immediately forwarded by mail through established channels.

When the destination office receives an answer to its inquiry, if all of the above 5 elements outlined are answered in the affirmative, the destination office may proceed to furnish assistance and those services otherwise authorized. If element (3) is answered negatively but all other elements are answered affirmatively, the appropriate services may be provided except financial assistance. If there are negative answers

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in relation to any one of the other elements, (1), (2), or (4), then no assistance or services will be available to the applicant other than courtesy referral to an appropriate community agency or employment facility as needs may indicate.

- 4.5 Counseling and Guidance. When the prospective applicant and his family come to the Agency Relocation Officer for information about the Relocation Services program it is extremely important that the Agency Relocation Officer present it in the most positive terms. The applicant usually has been apprised of the services offered through one or more of the mediums enumerated in 82 IAM 4.3. Now, however, the Agency Relocation Officer must present the program and factually answer any questions that may arise in a face-to-face interview with the applicant and his family. In general, the Agency Relocation Officer tells about the Relocation Services program and what it has to offer: eligibility requirements, when and where services are provided, employment opportunities, how applicants may apply, acceptance for relocation or institutional training, and what is expected of the applicants on acceptance. Disadvantages should also be discussed, since for some people there will be disadvantageous aspects that should be weighed with the advantageous.

The ability of the applicant and his family to adjust to the pace and demands of urban living at destination point is an important factor in a successful relocation. A successful relocation is based primarily upon an informed, discerning and realistic discussion of the advantages and problems of relocating as they relate specifically to the applicant and his family.

Counseling in the Branch of Relocation Services is divided into four main discussion areas: employment, community living, housing, and adult vocational training. The subsections that follow provide guidelines that should prove helpful to the Agency Relocation Officer in discussing the Relocation Services program with prospective applicants.

- .1 Employment. One of the objectives of each applicant and his family who leave the reservation area is to secure suitable employment in order to attain self-sufficiency. Essential to acquiring self-sufficiency is the obtaining of steady, remunerative work. The primary objective of each destination office in this regard is to assist ap-

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plicants in securing such employment. This assistance is rendered when the applicant is able and available for employment, which may be upon arrival, if relocating directly for employment, or upon completion, partial completion, or discontinuance of institutional training. The obtaining of employment depends upon the individual, as the destination office is only responsible for assisting, not obtaining employment.

The Agency Relocation Officer should analyze and evaluate the prospective applicant's past work experience, education, and other factors in relationship to his potentials and the type of work desired. In discussing the aspects of employment with him the Agency Relocation Officer should describe the opportunities available at the destination offices, including the probability of attaining his work objective. In addition, the Agency Relocation Officer shall discuss the basic elements of getting and holding a job and what is expected of the applicant at the destination office.

- A. Information pertaining to available employment opportunities at destination offices are furnished the Agency periodically by the destination offices and by the Central Office. Usually this information is limited, as sometimes the feasibility of being advised of all the opportunities at any one destination office is impractical and unwarranted. However, the Agency shall be advised of the jobs where Indians have worked, are now working, those jobs for which they may be qualified, and other job opportunities.
- B. The Agency Relocation Office is not to be regarded as an employment service agency, but only an office where employment counseling and guidance are given. If individuals desire work locally or within their state of residence, the Agency Relocation Office should refer them to the nearest local office of the State Employment Service or the Railroad Retirement Board.

The United States Employment Service and its affiliated State agencies and the Railroad Retirement Board have statutory responsibility for providing placement service for all persons seeking employment. It is the

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policy of the Branch of Relocation Services to utilize these services to the fullest extent possible (see 82 IAM 8.4). While the Agency Relocation Officer may be aware of local job opportunities, people should not be referred directly to the employer but should be channeled through the appropriate agency. This policy does not apply to employers where an On-the-Job Training Contract is in effect or to employing establishments owned or operated by a tribal governing body. In these instances cooperative efforts should be made to place the individual directly.

- C. The Agency Relocation Officer should review with the prospective applicant his past employment record, interests, hobbies and aptitudes, and his work preferences as recorded on the Information Record. In counseling with the applicant, the Agency Relocation Officer should relate the feasibility of attaining his work preferences to his interests, aptitudes, personal traits, physical capacities, education and training, and work experiences, and to the employment opportunities in that particular field of work at destination points. The applicant must keep in mind that in seeking employment he should be looking toward the future, toward his chances for advancement and what it may lead to in years to come. Applicants should be advised that salary alone is not the most important factor in employment but that doing the kind of work he likes and enjoys and is qualified to perform is very pertinent to a successful relocation.
- D. The destination office is usually well-informed on jobs and job opportunities. While the destination office assists the individual in many ways in choosing an occupation and in locating a job, job success is up to the individual himself. There are primarily two main phases to the employment process: how to get a job, and, once obtained, how to hold it. The applicant plays a major role in each of these phases.
- (1) Destination offices locate jobs and refer applicants to either the employer or to the employment agency, which, in turn, refers the individual to the employing establishment. However, it is the employer who selects the individual to work for him. The

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individual must sell himself and his abilities to the employer in order to be the one selected. The Agency Relocation Officer should acquaint applicants with the information outlined in 82 IAM 5.2.7 concerning the preparation for an employment interview and the interview with an employer.

It should be impressed upon applicants that usually there is more than one individual seeking the same job. Therefore, it behooves the applicant to present himself to the employer in the best possible way. For various reasons, the applicant may not be hired. It may be that the applicant does not specifically meet the employer's requirements, someone may have been selected for the job before the applicant reported to the employer for an interview, or the employer had some other reasons for not accepting the applicant. On the other hand, after learning the details of the job, the applicant may refuse to accept it. In any case, applicants should not be discouraged if they do not secure a job on the first interview because the destination office will assist them in obtaining other interviews for jobs.

Occasionally, the labor market situation may be such that employment may not be available immediately upon arrival at the destination point. Also, the qualifications of the relocatee may be so limited that employment will be difficult to locate upon arrival. In either instance, a delay of from three days to two weeks in locating suitable employment may be experienced.

- (2) Once a job is secured, the individual must do his best to perform the duties satisfactorily. If the individual does not possess the skill to do the job, the employer in some instances will either discharge him or transfer him to a job commensurate with his abilities. This is understandable, but when an individual loses his job due to poor character qualities, this is inexcusable. Some of the less acceptable characteristics are: laziness, unwilling-

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ness to follow the rules set forth by the employer, troublemaking, disloyalty, carelessness, and absence or tardiness without good cause. To succeed on the job, the individual must naturally possess the skill to do the work, but along with this he must be punctual, dependable, reliable, cooperative, honest, loyal, acceptable as to personal appearance, and should possess some initiative in order to get ahead.

Due to the type of society that predominates in the urban community, businesses are operated by the clock. They open and close at certain specific times, and employees are expected to be at work on time and work the full time the business is operating. It is important that the applicant understand this accepted way of life which may be in many instances foreign to his own nature and present way of life. Successful relocation may depend on his understanding and acceptance of the working-by-the-clock principle. It is imperative that this item be covered in detail and repeated periodically prior to departure. All these points are essential to job success, and the applicant is the key to that success.

It is not uncommon in our society today for both the husband and wife or other dependents to be employed in order to adequately meet their financial needs. This employment in some instances is a necessity. Sometimes at destination points the head of the family and his spouse should both be employed in order to meet their needs, provided the ages of dependent children pose no special problems. The family should be counseled to the effect that gainful employment for other family members may be advisable when they relocate. The destination office staff will explore thoroughly the feasibility of such employment with a family, and if it is mutually agreed that additional employment is necessary, every possible assistance will be rendered to locate suitable employment for both the husband and wife or other dependents. The family will need encouragement at the point of origin in this phase of understanding the ways of urban living.

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- E. Relocation plans for employment have been formulated and the time for departure of the applicant and his family is approaching. During this time, prior to departure, the Agency Relocation Officer should attempt to instill a spirit of confidence in the applicant. The closing of the gap between the reservation and the urban community must be accomplished by the individual, and every assistance must be offered to furnish assurance and to build self-confidence.

A great deal can be gained by the attitude with which the applicant approaches relocation, especially since he is relocating to improve himself and is entering what may be a new way of life.

Several guidelines which are set forth below should prove helpful for this purpose.

- (1) The effect this voluntary step towards obtaining employment, and eventual self-sufficiency, will have on the applicant's future should be emphasized at this time. The individual should be assured that assistance will be available at the destination point to help him attain his goal. He should be advised that he will be setting an example for others of his tribe as well as other Indians. The individual should understand that in order to become successful and self-reliant it is his responsibility to apply himself towards obtaining and holding employment consistent with his skills. Extra effort should be made to improve his skills on the job, and outside the job during leisure time, in order to attain better paying positions and to assure job security.
- (2) The need for encouragement is essential to success. With such encouragement, and the confidence to succeed, the chances of failure are diminished. The Agency Relocation Officer should relate what the future holds as compared to what has gone before; and with the steps to be taken, improvement can be expected and accomplished.

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- (3) The individual should be advised of what is expected of him at the destination point. Of utmost importance in working with the destination office staff is the applicant's attitude, conduct, and cooperativeness. The applicant must adhere to the destination office procedures, particularly with respect to being available at all times for job referral. If the applicant is not immediately available for job referral, it is most difficult to assist him in obtaining employment. The destination office staff is always available to assist any individual at any reasonable time and the applicant should be urged to contact them before serious problems develop.
- (4) For reasons beyond the control of the destination office it may be necessary for the individual to accept temporary work before accepting a permanent job. The individual should be willing to accept the temporary work until such time as he can be assisted in locating permanent employment. The individual should not be discouraged if his first job does not work out, but should be advised that there will be other employers who are in need of workers and that further efforts will be made to help him.

The Agency Relocation Officer should always encourage and help prospective applicants in every possible way so that the relocation can accomplish for the applicant that which he planned for when the application was prepared.

.2 Adult Vocational Training.

- .1 Objective. The Adult Vocational Training Services activity of the Branch of Relocation Services consists of institutional training, apprenticeship training, and on-the-job training (see 82 IAM 2.4). One of the major reasons for the enactment of Public Law 959 (70 Stat. 986), August 3, 1956, was to make available and to furnish a service to the Indian people which would result in alleviating the economic pressures on Indian

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reservations.

The primary objective of Adult Vocational Training is to assist those individuals who apply voluntarily, who are either unemployed or under-employed and need a skill in order to obtain reasonable and satisfactory employment, to acquire such necessary skills. Individuals so equipped with the required skills for reasonable and satisfactory employment will be afforded opportunities to move to those communities where such employment exists and will be assisted to attain eventual self-sufficiency.

- .2 Philosophy. The vocational training of adults is a specialized endeavor which has a material effect on those individuals who participate in the training. Since it is specialized in nature, extreme care and effort should be made to furnish the best available counseling and guidance. Some individuals are better prepared to pursue vocational training than others. Institutions conducting vocational training have certain standards which must be met. This being the case, it behooves the Agency Relocation Services staff to appraise as realistically as possible all applicants who apply for vocational training services and to assist them in establishing sound, feasible vocational training plans in keeping with the existing circumstances. Sacrifices by those selected and participating in the training are expected in order to attain their objective. Participants are expected to apply themselves diligently and abide by the rules and regulations of conduct, attendance, study, etc.

A considerable amount of money will be expended before training is completed for all those individuals selected for training. Before authorizing the expenditures of such large sums, the Relocation Services staff should be assured of the applicant's sincere desire and interest in pursuing training to its completion and assuming employment upon such completion. Applicants should be advised that the Relocation Services staff can only assist them by making available those things which will help them to improve themselves. These things include: advice and guidance on training, as

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well as adjustment to urban communities; tuition and related costs; and limited financial assistance while they are in training. The burden for successful completion of the training objective and the attainment of satisfactory employment goals is the sole responsibility of the applicant.

- .3 Eligibility. The eligibility requirements for participation in adult vocational training are set down in Part 34, Subchapter E, Chapter 1, Title 25, of the Code of Federal Regulations. For further clarification, each eligibility factor is set forth below:

- A. Age. Adult vocational training is primarily for those individuals of Indian descent who are not less than 18 and not more than 35 years of age. An exception to this requirement may be made for individuals under 18 years of age who are heads of families and who are otherwise eligible to apply for and receive such services. Another exception allows individuals over 35 years of age to apply for and receive vocational training (see 82 IAM 4.4.1B).
- B. Residence. The residence requirement is set forth in Section 34.3, Part 34, Subchapter E, Chapter 1, Title 25, of CFR and reads as follows: "...who reside on restricted or trust lands, or Federal lands under the jurisdiction of the Department of the Interior."

The residence requirement is to be applied uniformly throughout the Bureau and only in extreme hardship cases will an exception be considered for this requirement. (See "Exceptions," 82 IAM 4.5.2.3K, below).

The Relocation Services Information Record, Form 5-440, contains a statement to be signed by the Agency Relocation Officer to the effect that the applicant recommended is eligible. This statement provides specifically for a certification by the Agency Relocation Officer to the effect that

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the individual is eligible by reason of residence on restricted or trust lands or Federal lands, and by reason of other eligibility requirements.

- C. Need. Section 34.3, Part 34, Subchapter E, Chapter 1, Title 25, of CFR states: "...when it is determined that the applicant is in need of such training in order to obtain reasonable and satisfactory employment..." The term "need" has two distinct parts. One part concerns the need for training as the result of unemployment or a lack of skill; the other part concerns the need for training by reason of being under-employed in a position which does not constitute reasonable and satisfactory employment. The first part is usually easily discernable. The complications arise when making an interpretation or decision in the latter group. Circumstances will vary from location to location, but the local economic situation where the employment is located must be used as a base. Additional factors, such as type of employment, tenure, pay, travel to and from work, etc., should also be considered. However, the judgment of the Agency Superintendent regarding this portion of need will suffice. Caution must be exercised to insure that individuals having an adequate employable skill are encouraged to utilize this skill without further training, and only those individuals lacking the required skills are to be accepted for training.
- D. Feasibility to Pursue Training. Section 34.3, Part 34, Subchapter E, Chapter 1, Title 25, of CFR states "...and that it is feasible for him to pursue such training." There are no hard and fast rules or guidelines in making a determination as to feasibility to pursue training. However, since considerable money will be spent for the training, only those applicants who have demonstrated a sincere desire to pursue training to completion and accept employment upon completion of training should be recommended.

It must be kept in mind that individuals who have a poor scholastic record normally have less possibility than others of successfully completing a vocational

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training course. However, they should not be excluded entirely but given fair and equitable consideration along with other applicants.

- E. Use of Training. Section 34.3, Part 34, Subchapter E, Chapter 1, Title 25, of CFR states: "...when it is determined that the applicant is in need of such training in order to obtain reasonable and satisfactory employment..." Reasonable and satisfactory employment is defined in said section of the Code of Federal Regulations (82 IAM 1.4). Only individuals who intend to make use of the training received for eventual employment should be considered. It is preferable that employment be away from the reservation as the intent of the Act is to help alleviate the economic pressures on the reservation. Applicants who express an interest in pursuing training for employment on the reservation or self-employment should be encouraged to pursue training and assume employment at a destination away from the reservation. There reasonable and satisfactory employment may be obtained, adjustment to the community accomplished during training, and eventual self-sufficiency attained.
- F. Effect of Draft Classification "1A." The policy of the Bureau with regard to working with applicants in 1A Draft Classification is that wherever possible individuals should be given the opportunity to pursue Adult Vocational Training prior to entering Military Service. This would have the effect of enhancing their opportunities in the Military Service. Wherever this is not possible, the preference will be given to them at their request immediately upon return from Military Service. Where the applicant for Adult Vocational Training Services possesses a 1A Draft Classification, the following procedure is established:
- (1) Verify the draft status with the local draft board and obtain from a responsible official of the draft board a statement in writing as to the probable reporting date of the applicant.

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- (2) If the possible reporting date would be during the period of training, one of the following two (2) procedures should be followed:
- (a) Arrange with the draft board to delay the reporting date until immediately after completion of training in order that the applicant may complete the training. A statement allowing this extension should be obtained from the draft board and included in the unit file folder, or
 - (b) When it is not possible to make such an arrangement, advise the applicant that he cannot be accepted for training until he returns from Military Service, at which time his application will be given preference for vocational training. A record of all such applications should be maintained by the Agency Office.

- G. Effect of Pregnancy on Participation. An application will not be processed for a single woman or a female head of a family who is in any stage of pregnancy. Physical examination forms for all single women or female heads of families should definitely indicate whether the individual is or is not pregnant prior to acceptance of application for vocational training.

Where the physical examination reveals that a pregnancy exists, the applicant shall be notified that she will not be accepted for entrance into training until such time as the condition no longer exists. This condition includes the making of necessary arrangements for the care of the newborn child while the trainee is participating in the training.

Applicants will not be permitted to reopen requests for training until a period of ninety (90) days has elapsed after delivery of the child. Trainees who enter training and become pregnant during the course of training may be authorized to interrupt their training for child delivery purposes and

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return to the reservation. They may not be re-entered into training until after delivery and proper arrangements have been made for the care of the newborn child during participation in the training. Exceptions may be made to the return of the individual to the reservation when it is determined that it will be to the mutual benefit of the individual and the Bureau for the trainee to remain at the training destination during delivery. Such exceptions will be fully justified and approved by the Area Director for trainees receiving training within their Area, and by the Chief, Branch of Relocation Services, for those receiving training at locations serviced by Field Relocation Offices.

All single women and female heads of families shall be advised of the conditions set forth in this section prior to acceptance of the application.

- H. Policy Regarding Training for Two Family Members. Only the head of the family will receive vocational training. An unmarried adult over 18 years of age who applies for Adult Vocational Training Services will be considered as a single applicant and accepted on the same basis as a family head. Exceptions to and interpretations of this policy are warranted under the following circumstances:
- (1) If the husband is permanently incapacitated, the wife is considered to be the head of the family for this purpose, and may be considered for training within eligibility requirements.
 - (2) When the husband is in the military service and the term of the military service will end in the foreseeable future (18 months), the wife shall not be considered for training.
 - (3) Where the husband is unemployed, and is ineligible for vocational training by reason of his failure to meet the necessary educational requirements, the wife shall not be

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considered as the head of the family. Rather, the approach in such cases should be for the Agency Office to seek the assistance of the Bureau's Adult Education Training Program or other resources to bring the husband's educational level up to the standard where it would meet the vocational training educational requirements.

- (4) Where the husband is in the custody of a penal or other institution for a prolonged period of time, the eligibility of the wife as a family head shall be determined on an individual basis. As an example, if a divorce is imminent, or the intention, the wife may be considered as the head of the family, and circumstances may warrant considering her for a full training program. Where it is likely that the wife would be reconciled upon discharge from the penal institution, then she would not be eligible for vocational training.

- I. Policy Regarding Acceptance of Applications from Students in Bureau Schools. (To be released later)
- J. Repeat Services. For the policy regarding accepting applications for repeat vocational training services, see 82 IAM 4.4.3C.
- K. Exceptions. Exceptions to Part 34, Subchapter E, Chapter 1, Title 25, of the Code of Federal Regulations are provided for in Section 34.10, Part 34, Subchapter E, Chapter 1, Title 25, of the CFR. (See 82 IAM 1.4).

In those instances where the applicant does not meet one of the specific eligibility requirements set forth above but is otherwise eligible and justification as a hardship case can be recommended, consideration will be given to requesting the Secretary of the Interior to make an exception to these rules. Such exceptions must be consistent with the Act; in the best interest of the Bureau as well as the applicant; and show a hardship situation with plans for

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alleviating or correcting it. Such requests should be fully documented and forwarded to the Central Office, Attention: Chief, Branch of Relocation Services, with a recommendation from the Area Director for a request to be made for an exception.

4. Processing of Applications.

- A. Application for Relocation Services, Form 5-412. Section A of this form is completed by every applicant for adult vocational training. Particular attention is invited to Section B, "Recommendation," Subsection 1, which provides for the Agency Superintendent or his designated representative to certify to the applicant's residence. This certification applies only to vocational training applicants. Subsection 2 provides for the Area Director or his designated representatives to recommend vocational training applicants for acceptance.
- B. Relocation Services Information Record. The Relocation Services Information Record, Form 5-440, is to be used as the basic document for determining an applicant's eligibility for vocational training. The importance of completing each and every item with a clear and concise statement of fact cannot be overemphasized. In order for the training destination Vocational Guidance Counselors to assist participants in completing their training and reaching their ultimate objective it is necessary for them to have available a full and complete background of the trainee and his family.

The information contained in the Information Record is used as a base for discussions with vocational training institutions for the admittance of trainees into training. Its use as a counseling aid during the period of training is invaluable, for it is from this information that the Vocational Guidance Counselors are able to discern behavior patterns and personal characteristics and to determine scholastic achievement.

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- (1) Training Plan. The training plan, which is to be completed for each vocational training applicant, is a part of Form 5-440.

It is essential that the items set forth in the plan are thoroughly discussed with the applicants and their honest reactions recorded. This document provides for the designation of employment objectives as well as training objectives, and it must be kept in mind that either or both of these two types of objectives are strictly on a tentative basis and are subject to change when the individual reaches the training destination.

Although the training objectives are subject to change, the voluntary aspects of the Relocation Services program will be maintained and the individual's wishes respected. Experience has shown that some individuals, after learning of other available courses for which they would be better suited, desire the change themselves. On the other hand, after entering training some individuals have been found to be unsuited for the vocation indicated and a change to a more acceptable vocation has been recommended. It is imperative that the individual understand, before departing for the training destination, that these objectives as initially set forth are tentative.

A large portion of the training plan is designed to furnish some insight into the motives of the applicant and to determine, if possible, the goals established, and the motivating qualities of the individual to attain such goals. With this thought in mind, when completing these items on the form, it would be helpful for the Agency Relocation Services staff member to search out those things which the training destination Vocational Guidance Counselor can use in making a thorough analysis of the individual.

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The last portion of the training plan provides that the plan be thoroughly discussed with the applicant before any recommendation is made and also places a responsibility on the Agency Relocation Officer to determine that the eligibility requirements under Public Law 959 have been met.

- C. Adult Vocational Training Agreement. The Adult Vocational Training Agreement, Form 5-412A (see Illustration 3, 82 IAM 4) sets forth the responsibilities of both the trainee and the Bureau of Indian Affairs. The Agreement is to be signed by the trainee and the Bureau representative, for institutional training only.

Before processing the application too far, the entire contents of the Agreement must be discussed with the applicant and an understanding reached on all of the conditions set forth therein. Individuals who are not willing to abide by and sign the Training Agreement shall not receive further vocational training services until the document is agreed to and signed.

- (1) Establishment of Rapport. The important thing to keep in mind during the discussion of the conditions of the Training Agreement is that although the Bureau of Indian Affairs will furnish the necessary financial assistance, if needed, to complete the vocational training course, there are certain responsibilities and rules of conduct which the individual must follow. Applicants should be emphatically advised that the undertaking of vocational training is not to be taken lightly, but that a considerable amount of their time, energy, concentration, and some sacrifice will be required before successful completion of the training can be expected.

It is not the Bureau's intent to carry on a policing action over the activities of the accepted applicants but rather to furnish them

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with the necessary assistance, guidance, and counseling, to equip them with adequate financial assistance, and to make available the necessary tools, books, and training facilities where an acceptable and satisfactory employment skill can be acquired. Each trainee pursuing training will be expected to make most of his own decisions and will be expected to consult with the training destination Vocational Guidance Counselors wherever and whenever assistance is needed.

The Training Agreement contains only those items which experience has shown are of such a nature that if trainees do not seek advice, assistance, and guidance about them, they will find them affecting their progress in training. These items are included only as a help to the trainee in reaching a satisfactory and successful conclusion to his training. An individual who is sincere in his desire to acquire a vocational skill and apply himself completely to his objective(s) need have no fear or worry concerning these items.

- (2) Training Agreement As Counseling Aid. The Training Agreement is to be used as a counseling guide to insure that applicants are fully aware of the responsibilities which they are undertaking. It should be brought to the applicant's attention that this Agreement will also be used at the training destination as a counseling guide and as a reminder to him of the conditions under which the Bureau of Indian Affairs will continue to finance his pursuit of vocational training.
- (3) Infractions of Conditions of Agreement. As mentioned above, the Training Agreement will be used at the training destination as a counseling aid and a reminder to the trainee. Where the trainee has initiated any action which constitutes an infraction of the conditions of this Agreement, it shall be brought

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to his attention in the following manner:

- (a) The first time an infraction occurs the trainee will be given a verbal warning by the Vocational Guidance Counselor;
- (b) When a second infraction of the Training Agreement occurs the trainee shall be given a written statement of warning. Included in this written document shall be a statement to the effect that any further occurrence of the nature cited in the document will result in his automatic termination; and,
- (c) A third infraction of the conditions of the Training Agreement will result in an automatic termination of training, as set forth in the written document referred to in Item (b) above.

The above procedures shall be applied as uniformly as possible to all trainees. However, it is recognized that there may be circumstances beyond the control of the individual which will warrant leniency and require a delay in the several steps in the procedure or final termination from training. It is expected that Vocational Guidance Counselors will utilize their best judgment by demonstrating an understanding but firm attitude in working with trainees. All instances of infractions will be recorded in the trainee unit file and signed by the Vocational Guidance Counselor conducting the interview arranged for the purpose of carrying out the provisions of this section.

- (4) Distribution. The Adult Vocational Training Agreement, Form 5-412A, will be prepared in quadruplicate. The original is to be placed in the trainee's unit file at the training destination. A copy is to be retained at the of-

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office of origin. A copy is to be given to the applicant, and a copy is to be sent to the Area Relocation Specialist.

- D. Supporting Documents. The same supporting documents are required for institutional training applicants as are required for applicants for relocation. (See 82 IAM 4.4.2)
- E. Routing. All applications for institutional training are to be routed through the appropriate Area Office. From the Area Office they will be forwarded to the appropriate training destination (i.e., Field Relocation Offices or Area Training Units) after a review and recommendation have been obtained. (See 82 IAM 4.4.4B.)
- F. Modified Procedure. When notified by the training destination that the number of institutional training applications has exceeded the number that can be provided service during any one fiscal year, Areas may initiate the following modified procedure:

Complete the Relocation Services Information Record, Form 5-440, and the Application for Relocation Services, Form 5-412, only. If this procedure is adopted it will not be necessary to complete the training plan at this time, nor will it be necessary to gather and complete any supporting documents or test results. The Information Record and the Application may be forwarded in the same manner as other institutional training applications to the training destination for review and insertion of the applicant's name on the Register of Approved Applications for Vocational Training, Form 5-447. When the applicant is reached on the register for entrance into training the destination office shall inform the Agency of origin. If the applicant is still available and desires training, then the supporting documents, together with the training plan, shall be completed and forwarded directly to the destination office (i.e., Field Relocation Office or Area Training Unit,).

The use of this modified procedure is optional. Some

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Areas, considering their work-load, may wish to continue to obtain for all institutional training applicants the complete documentation at the initial meeting with the applicant. If this is desired, then it is not necessary to use this procedure. The primary purpose for this procedure is to save staff time when entrance into training for the applicant is not foreseeable in the near future (6 to 10 months).

- .5 Determination of Objectives. The reaching of a decision with regard to the tentative training objective must be voluntary. It should only be recorded after the entire training plan and conditions of training have been thoroughly discussed with the applicant. All information to assist the individual in reaching a conclusion with regard to the training objective should be furnished. Referral should be made to materials pertinent to the vocation, as well as to individuals having some knowledge of the vocation.

Counseling aids, devices, and tests should be used wherever it is possible. However, under no circumstances should these aids, devices, or tests be considered the only deciding factor in determining an objective. These aids are intended for guidance and assistance only in presenting the pertinent facts to the applicant. Use of these test results beyond this type of assistance is not acceptable.

Since the selection of a vocation is a major step in the individual's future and will materially affect it, the counseling with regard to the objective should not be taken lightly. In fact, if the applicant is undecided, even after a thorough discussion, it would be well to leave the objective blank and allow for the establishment of it at the training destination.

The course announcements received from the various training destinations furnish only the bare essentials of the curriculum of the course, the length of training, employment opportunities, etc. Applicants should not be coerced or influenced into accepting a training objective by virtue of its location and employment opportunity. The decision must be that of the applicant.

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Care should be exercised so that the applicant will not be misled into believing that the training objective or the employment objective tentatively selected will be the one finally pursued and considered the best for him. The success of the individual in completing the training depends, many times, on the choice of the vocation and the ability to maintain a stable and high interest in it. Until such time as the applicant has had every opportunity to review pertinent material and discuss the vocation with experienced persons an attempt to reach a definite training and employment objective should be deferred.

.6 Authorized Vocational Training Courses.

- A. Use. The authorized vocational training course announcements received from the various training destinations are to be used as reference material to assist the applicant in determining the type of institutional training desired.

The announcement contains only the essential information compiled from the material available from the training institution. It is not intended that the announcement furnish all of the information available about a particular course, but, instead, provide those items which are for the information and use of the Agency Relocation Officer in helping the applicant.

The conditions regarding employment opportunities, as stated in the announcement, are general in nature and are subject to change. The employment, as well as the anticipated earnings may change, depending upon the demand for that type of skill at a given time in a given geographical area. Therefore, care should be exercised in relating the employment possibilities in the field of training selected to the applicant.

- B. Maintenance. A complete set of course announcements for each training destination should be maintained in booklet form. Each Agency Office should be in possession of a full set, maintained

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in numerical order. If there are not courses for all numbers between the first and last number received, then a request should be made through established channels to the appropriate Field Relocation Office or Area Training Unit for the announcement that is missing. The course announcements should be maintained on a current basis to insure that all of the approved courses are available for ready reference. Where further information is desired concerning a particular course, inquiry may be made through established channels to the appropriate training destination office.

- .7 Selection. Applicants for institutional training should be advised that although they may be eligible for vocational training it does not necessarily mean that they will be selected. Primary selection is made by the Agency Superintendent, who, in turn, recommends it to the Area Director for his final approval. In order to assist the Area Director, to insure a high standard of selection, and to improve the number of successes in training, an Area Vocational Training Advisory Selection Committee should be established. The details for the organization and establishment of this committee are set forth below:

- A. Composition of the Area Vocational Training Advisory Selection Committee. There shall be three members of the Area Vocational Training Advisory Selection Committee and three alternate members. These members will consist of the Area Relocation Specialist, who will act as executive secretary and a voting member; and two additional representatives designated by the Area Director. It is suggested that one of the representatives be designated from the Branch of Education within the Area. The two members, other than the Area Relocation Specialist, may be rotated and changed periodically. However, it is suggested that each member be allowed to serve at least one year. The names of the members of the Area Vocational Training Advisory Committee should be furnished to the Central Office, Attention: Branch of Relocation Services, as soon as pos-

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sible after it is established. The Central Office should be kept apprised of the changes in members of this committee.

- B. Functions of the Committee. It shall be the responsibility of the Area Vocational Training Advisory Selection Committee to review all applications for institutional training and make recommendations to the Area Director for the final selection of participants. The committee may establish any standards deemed necessary to maintain a high selection standard. The same standard must be used uniformly for all applicants. The committee may request any reasonable reports for information on present applicants and on trainees previously selected and participating in training, provided such material is used to establish, maintain, or develop a high standard selection criteria. The records for all workings of the committee shall be maintained in the office of the Area Relocation Specialist. Clerical assistance for committee functions shall be furnished to the committee by the Area Relocation Specialist. Final selection of applicants recommended by the Selection Committee is to be made by the Area Director or his designated representative. Applicants not selected are to be advised by the Area Relocation Specialist, through the Agency Relocation Officer, in writing, the reasons for non-selection.
- .8 Policy Regarding Trainees Who Marry While In Training. Circumstances may be such that trainees will wish to marry while pursuing training. Many times the plans are formulated at the Agency level before departure for training and finally consummated at the training destination. For reasons of simplicity, expediency, and sound future planning it is preferred that if plans for marriage are in the offing the completion of them should be accomplished before departure. Applicants with such plans should be encouraged to marry and proceed together. Such applicants should again be advised of the following policy guidelines on this subject after entrance into training, the principal objective of which is to encourage trainees that start

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as singles to complete the training as such, and family heads to continue to assume their normal responsibilities:

A. Trainee Marries Trainee.

Tuition and related costs are to be continued for both husband and wife as long as they are in training.

Subsistence is to be adjusted to family status and continued until the husband receives his first full week's pay check after completion or termination of training, but not to exceed one month thereafter.

Health Services coverage is to be adjusted to family status and continued through the month following the month in which the husband completes or terminates training.

B. Single Male Trainee Marries Relocatee.

Tuition and related costs are to be continued for as long as training is continued.

Subsistence of the trainee is to be adjusted to family status and continued until trainee receives his first full week's pay check after completion or termination of training, but not to exceed one month thereafter. The relocatee ceases to be entitled to benefits as a relocatee.

Health Services coverage of the trainee is to be converted to family status effective the first of the month following the month in which married and continued through the month following the month in which the husband completes or terminates training. The relocatee's coverage is to be cancelled at the end of the month in which married.

C. Single Female Trainee Marries Relocatee.

Tuition and related costs are to be continued for as long as training is continued.

Subsistence for trainee is to be discontinued on the date of marriage but any grants to be made to the relocatee (within established time limits) are to be adjusted to family status.

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Health Services coverage is to be converted to family status if husband is eligible and continued as long as he is eligible. If the husband is ineligible, continue her coverage as a single through the month following the date of marriage, to give the family time to make arrangements for their own insurance coverage.

D. Single Male Trainee Marries Other Than Trainee or Relocatee.

Tuition and related costs are to be continued as long as training is continued.

Subsistence and Health Services coverage grants are to be converted to family status immediately upon marriage.

E. Single Female Trainee Marries Other Than Trainee or Relocatee.

Tuition and related costs are to be continued as long as she remains in training.

Subsistence is to be discontinued on the date of marriage or on the date information regarding the marriage is known.

Health Services coverage is to be continued through the month following the date of marriage to provide the family time to make other arrangements for coverage of their choice.

- .9 Trainee Income From Other Than Productive Phases of Training. Financial assistance grants are intended only to provide the minimum necessities to trainees and their families. There are some who are willing to make sacrifices to devote their leisure time to employment in order to purchase some of the more desirable living items. This ambition and attitude should be encouraged rather than discouraged. However, a policy with regard to its effect on the successful pursuit of the training objective is established. The policy regarding income of trainees from other than the productive phases of training, such as hospital work for practical nurses, is as follows:

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- A. Trainees are not permitted to engage in full-time employment during the training period. Subsistence grants are to be discontinued if trainee insists on continuing full-time employment.
- B. Trainees are not permitted to be employed part-time outside of their training course when the work situation in any way interferes with their studies and progress during the training period. This is the most important factor to be considered when determining whether a trainee should be allowed to work outside of the training class. The successful pursuit of the training is the primary purpose for which the trainee is being furnished these services. Nothing should be allowed to interfere with this objective. Some sacrifices must be made by the trainee in order to achieve his objective of gaining skills which will enhance his employment possibilities.
- C. Where the trainee is working part-time and it does not interfere with his training as set forth in (B) above, the amount of money he receives for this employment should not be considered in relation to financial assistance grants except as set forth in (E) below. To prevent the trainee from using his initiative to acquire additional work experience and additional income to enable him to have a better way of life and a more wholesome home would be a disservice to him, but at the same time, it must not interfere with his progress in training.
- D. Where an individual is working and the work is interfering with the training, the trainee should be counseled to the effect that it is causing deficiencies and interference in his training progress and that it must be stopped. In the event the trainee refuses to discontinue employment, one of two courses of action should be taken. He should be advised in writing that the total amount earned will be deducted from his financial assistance grants; or he may elect to continue in employment on a full-time basis, sup-

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porting himself (and his family, if married) without any financial assistance from the Bureau. If the second alternative is selected, he should be separated from training and reported as a "partial completion."

- E. Where a trainee is employed while in training and his combined income from such employment and maintenance grants exceeds the amount of income which reasonably could be expected to be earned upon completion of training, the financial assistance grants furnished are to be adjusted so as not to exceed the anticipated income in the field of work for which he is being trained.

All applicants for institutional training should be advised of the above provisions during the application-taking process. Further interpretation of them will be furnished to him at the training destination.

- .10 Use of Counseling Techniques, Aids, and Materials. Every Relocation Services staff member furnishing counseling and guidance to institutional training applicants should undertake a program of familiarizing himself with the many counseling techniques, aids and materials that are available. It is the responsibility of the staff to furnish the best technical advice and guidance available. In order to accomplish this, efforts should be made to keep abreast of the up-to-date changes in counseling materials and techniques which are available from many sources and easily acquired. Even in the most remote locations, materials and periodicals are available for self-development. When needed, subscriptions to periodicals contributing to improvement, as well as attendance in class and conferences on the counseling subject, may be authorized. Libraries should be consulted continually for literature and material dealing with the subject.

The materials, aids, tests, etc., that are used when counseling with applicants must be retained in the

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proper frame of reference. They are tools with which the applicant can work to help him decide the vocation he wishes to pursue. Tests specifically should be maintained in realistic perspective. They are only indicators to assist and guide the applicant and the counselor, nothing more.

- .11 Preparation for Departure. The time between the applicant's leaving for and until his arrival at the training destination is probably one of the greatest obstacles that must be met. It is during this period that the individual must make an unassisted adjustment from the reservation to the urban community way of life. The closing of the gap between reservation and urban community must be accomplished by the individual, and every assistance must be offered at the time of departure to furnish assurances and to build self-confidence. Procedural details should be well understood and completed so that the individual's mind may be free to concentrate upon the adjustment to be made. In order to be of assistance at this time, several guidelines are set forth below:
- A. Emphasis should be given at this time to the effect that this voluntary step which is being taken of pursuing vocational training, acquiring a skill, obtaining gainful employment, and attaining eventual self-sufficiency will have on the prospective trainee's future. The individual should be assured that assistance will be available at the training destination to help him attain his goals. It would be helpful at this time to advise the applicant that he will be setting an example for others of his tribe.
 - B. The need for encouragement at this time is paramount to success. Efforts should be made to dispel any fears of possible failure at this stage. The good things that the future holds in store should be compared with what has gone before, and advice should be furnished that through the steps being taken improvement can be expected and accomplished.

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- C. At this time the individual should be informed that he can expect from training only what he puts into it. Most decisions to be made during training will be those of the trainee, and it is important at this time to inform the individual that good attitude, conduct, and cooperation should be uppermost in his mind, and are also expected of him. It should be impressed upon the applicant that the embarking on this training plan and objective is a serious undertaking, and many times the best effort may sometimes fall short, but continual effort to improve should result in success. Also, there will be moments of failure and discouragement, but regardless, the interest, desire, enthusiasm, and effort to achieve will bring ultimate success.
- D. At this stage a word of caution should be passed on to the prospective trainee with regard to having his mind set upon a specific type of training or employment objective. In fact, it would be best that considerable flexibility prevail in his thinking and assurance furnished to him that the technical staff at the training destination will work out what is best for him. Assurance should be given that assistance, guidance, counseling, use of pertinent materials, techniques, tests, etc., will be available to assist him in deciding upon and reaching an achievable goal.
- E. Trainees should be informed that the experience of Vocational Guidance Counselors has shown that many of the failures of trainees have come about by the reluctance of trainees to consult soon enough with them when problems have arisen. The importance of trainees utilizing this vocational guidance counseling service cannot be overemphasized. Agency Relocation Services staff can do much at this time to build up with the prospective trainee the fact that invaluable helpfulness and assistance can be given during

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the training period by this technical staff at the training destination. A feeling should be established with the trainee that these services are available at his request and at any reasonable time, regardless of the problem or situation involved. Prospective trainees should understand that they are free to use such services, and they are urgently requested to do so before serious problems develop.

- F. Of importance at this time is the need for the prospective trainee to understand that the purpose of the training is for eventual employment and self-sufficiency. Agency Relocation Services staff should go to great lengths to advise the applicant to keep the objective of employment constantly in mind, interest in training high, conduct above reproach, attitude helpful and cooperative, his mind open to receive suggestions for improvement, and his physical condition fit, so that all his energy may be devoted toward accomplishing the training objective. Applicants should understand that in order to attain and maintain an adequate living standard it may be necessary to move from place to place where employment of the type in which training was received is available.
- .12 On-the-Job Training. Public Law 959 provides: "For the purposes of this program the Secretary is authorized to enter into contracts or agreements with.... any corporation or association which has an existing apprenticeship or on-the-job training program which is recognized by industry and labor as leading to skilled employment." In carrying out his authorization, instructions for the negotiation of contracts have been incorporated in the Property and Supply chapter of the Manual, 43 IAM 4.31, Negotiated Contracts - On-the-Job Training. This chapter of the Manual was prepared in cooperation with the Branch of Property and Supply. It sets forth the responsibilities of the Branch of Relocation Services for the negotiation and servicing of on-the-job training contracts. A copy of this Manual chapter should be

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secured and retained for ready reference purposes in connection with the on-the-job training. The Manual chapter also sets forth the forms that are to be used by the contractor, as well as by the Agency Relocation Services staff.

The following procedure has been established with regard to carrying out the Branch's responsibility for compliance with Public Law 959. Applicants must follow the same procedure as established for other applicants for institutional training. It will be necessary to complete the Relocation Services Information Record, Form 5-440, together with the Application for Relocation Services, Form 5-412. A unit file shall be established for each participant selected for on-the-job training, and numbered in the same manner as other unit files, with the exception that each Agency unit file number shall be followed with the letters "OJT" (see Illustration 4, 82 IAM 4). These unit files should be maintained the same as the other Relocation Services unit files and intermingled with them in consecutive numerical order. Only the original of pages 1 and 4 of the Relocation Services Information Record, Form 5-440, need be completed, and only the original and one copy of the Application for Relocation Services, Form 5-412. The extra copy of the Form 5-412 is to be furnished to the applicant. Only the simplest routing procedure should be followed for obtaining approval from the appropriate Agency Superintendent. For applicants desiring on-the-job training, the Superintendent's approval is the only approval needed. This is shown by the completion of Section B(1) of Form 5-412. These two forms, when completed, should form the basic information for the unit file.

Where the supply of applicants for-on-the-job training exceeds the number of jobs available with the contractor, a formal register of applicants should be established, using the date the application was received as the order of placement on the register. It is suggested that Form 5-447 be adapted for this purpose. When jobs become available, the order on the register should be followed to the greatest extent

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possible, giving early applicants the first consideration. It may not always be possible to select the first applicants, as they may not have the type of qualifying experience needed by the contractor. The important thing to remember is to give equitable treatment and consideration to the applicants on file.

It is the Agency Relocation Services staff's primary responsibility to service the on-the-job training contract when it has been approved. In order to insure that adequate minimum records are maintained when furnishing this service, the forms established in 43 IAM 4.31 are to be the only forms used. Instructions for the preparation and use of these forms are included as part of that Manual chapter. Another responsibility of the Agency Relocation Services staff is to assist the contractor in locating sufficient applicants for training and to help those selected for training to become adjusted to the industrial work environment as well as to the community where the plant is located.

In order for the contractor to be reimbursed for the training furnished, reports are required which indicate the amount of funds to be paid. The Agency Relocation Services staff should act as a representative of the Bureau to insure that these reports are accurate and the amount claimed for training is warranted. A separate monthly statistical report, Form 5-659 (On-the-Job Training Monthly Report, see 43 IAM, Illustration 17-4.31) from the Agency Relocation Services staff is required from those locations where on-the-job training contracts are in existence.

It is expected that Agency Relocation Services staff will be in constant contact with the contractor having on-the-job training contracts. The desires and requirements of the contractor should be thoroughly understood, and every effort should be made to assist in meeting them. An amiable relationship of cooperation between the contractor and the Bureau should be the objective.

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.3 Housing.

- .1 Objective. One of the principal objectives of the Relocation Services program is to help Indian people appreciate the value of living in standard housing (living quarters which provide adequate space, which are properly lighted, ventilated, meet safety and residential requirements, and are commensurate with income received). Standard housing should be in reasonable proximity to social and economic resources. It is the policy of the Branch of Relocation Services to assist Indian people in locating standard housing in urban areas where they are relocating. The housing obtained must be directly related to the income of the family in order to furnish economic self-sufficiency; it should be adequately provided with the accepted standard household items, utilities, and conveniences, in good condition and meeting community health standards; and the location should be within easy access to work, school, shopping and recreational facilities. The selection of housing according to these criteria should contribute immeasurably to improving the Indian's way of life.

- .2 Background. The majority of Indians are presently living on a reservation or in other isolated areas. Many of them have not had the opportunity to enjoy quarters for family living which meet the minimum requirements for health and good social adjustment, and which afford the individual needed privacy. Housing which meets these standards is not always available in most of these areas.

Attendance in off-reservation schools and military service, as well as visits to neighboring communities, have acquainted some individuals with what is termed "adequate housing." Others who have held short-term jobs in cities or engaged in migratory labor have had little or no opportunity to observe or live in standard shelter. Most of the people who apply for program services to urban areas have had little if any experience in paying housing rent on a sustained basis. If they have paid rent on quarters used, often such payments may have been in kind instead of in cash.

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In the majority of instances the rental rate has not been comparable to the rental figure which is considered equitable in the modern community, from one-fourth to one-third of the income (depending on income in relation to family size).

- 3 Types of Housing Available. There are two types of housing generally available in every urban community: temporary and permanent. Both types of housing are available for rental purposes. Set forth below is information relative to each type.

A. Temporary Housing. Temporary housing is housing established for: the transient, persons desiring only temporary quarters, or individuals unable to locate suitable permanent housing. Temporary housing usually consists of: motels, hotels, boarding houses, furnished apartments, clubs, YMCA and YWCA facilities, and most of them are available for single men, single women, and family units. They are usually located near the destination office in the downtown area of the urban city, and are available to local, suburban, and long-distance transportation. These facilities usually have bed and bath accommodations; they may have elevators or walk-up areas, lounge and recreational facilities, and in many instances, food service. Laundry facilities are usually available within the housing facility, or are located within the neighborhood. Some hotel-type temporary quarters, which have a central desk, serve tenants by arranging for the pick-up and delivery of laundry and dry-cleaning. Ordinarily, these facilities require registration procedures and allow for individuals to remain only for short periods of time. Rents are usually paid on a daily or weekly rate basis.

B. Permanent Housing. Permanent housing is housing other than temporary, available on a long-term basis. It is usually available for single men, single women, and family units.

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- (1) Housing for Single Men and Women. This type of housing consists of the following: YMCA, YWCA, hotels, furnished and unfurnished apartments, room and board situations, and furnished and unfurnished rooms in private homes and clubs. Generally this type of housing is located near the individual's employment, transportation, shopping areas and recreational facilities. Depending upon the circumstances, food service is usually immediately available to the individual and may be available within the housing facility. Telephone and other utilities are in close proximity to the residence, if not included in the rental. Laundry facilities are usually near at hand or arrangements can be made to have it sent out or done by the individual.

- (2) Housing for Family Units. Housing for family units usually consists of furnished and unfurnished apartments, furnished and unfurnished houses, public housing or homes purchased by individuals. Generally they are located in stable residential neighborhoods where work, school, laundry, transportation and recreational facilities are within reasonable distances. Often the cost of utilities is included in the regular rental for apartments as well as for houses. However, the cost of utilities is generally separate from the rent, and the tenant is billed regularly by the respective utility companies. Public utility companies usually require a deposit prior to the extension of service. Telephone service is considered optional. Quarters of this type are either in single or multiple units with elevator or walk-up arrangements.

Standard permanent housing is equipped with the modern conveniences available through public pay telephone booths located in or near the central area of the housing facility. Private telephone service in apartments may be arranged with the telephone company after permission for the in-

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stallation of such service is obtained from the housing management. Effort is made by destination office staff to locate for prospective tenants the best accommodations for the renter's dollar. Some landlords require a thirty-day lease on better type living quarters. Signing such a lease is a protection for both landlord and tenant.

- .4 Counseling Applicants About Housing. One of the most difficult adjustments that a relocatee must make is the transition from reservation living, or living in a small town or isolated area, to modern living in an urban community. Along with this transition is the need for him to become accustomed to a different type of housing than formerly used at the reservation. In most instances, the housing available on the reservation is not comparable to that available in an urban community. In addition, the relocatee must become accustomed to the paying of rent for housing as well as utilities, a procedure sometimes not involved in reservation living. Therefore, the Agency Relocation Officer should apprise the relocatee of these differences, and assure the relocatee that he should find adjustment not insurmountable.

The applicant shall be informed that the destination office will assist him in obtaining adequate housing. Such factors as locality, accessibility to employment, schools, transportation, shopping and recreational facilities are taken into consideration in locating housing. The destination office staff has had considerable experience in locating housing in the community.

The Agency Relocation Officer should always use considerable discretion in describing the housing available at the destination point or in relating to prospective applicants information received from other Indian people concerning their housing experiences. He should be extremely cautious in giving specific and detailed counseling regarding

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housing in the new areas.

The Agency Relocation Officer can not advise relocatees regarding the specific type of permanent housing which may be available to him at the destination point. Many factors govern the selection of appropriate housing; size of family, area of city, place of employment, proximity to schools, church, shopping, etc., plus availability of funds to pay rentals. Care should be exercised that the applicant and his family do not have their hopes built up beyond what can reasonably be expected. It is preferable to allow considerable latitude in discussing the housing that will be furnished, in order that the destination office may exercise discretion regarding the housing of the unit.

Upon arrival at the destination office the relocatee and his family are usually placed in temporary housing. The family will remain there until such time as the relocatee has been assisted to find permanent employment or until he has entered institutional training. The relocatee should understand that he may be living in temporary housing for a period of from one day to three weeks. Ordinarily, people live in temporary housing approximately one week to ten days.

There is a difference between the policy for relocatees and trainees with regard to the selection of permanent housing. Essentially, temporary housing is found for both types, but when it is necessary to obtain permanent housing the applicant for relocation has considerably more freedom in the selection of the location and type of housing. The trainee's housing preference, on the other hand, is subject to more scrutiny in its type and location, since the Adult Vocational Training Agreement which he signs indicates that he must consult with the destination office staff before moving from one location to another. Although the housing environment is recognized as a contributing factor towards successful relocation for employment

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and institutional training, the Bureau of Indian Affairs retains the right of setting a different policy between furnishing service for the two.

The complete training period should be one of improved exposure to better living for all members of the family. The trainee and his family are conversant with the terms of the training agreement and their consent to abide by its terms obligates them to cooperate with the staff in making this period a profitable one not only for the trainee but for every member of the family.

It is incumbent upon the trainee that any housing move made by him should have the concurrence of destination office staff. Failure to observe this makes the trainee subject to termination of training. Relocates do not necessarily have to consult the destination office staff when moving from one location to another. However, the destination office staff will be available for consultation with the relocatee whenever a move is desired. The relocatee should consult with and use the housing services available at the destination office.

Although the pattern for arranging for the rental of housing quarters and the payment of rent for the use of such quarters may be foreign to the relocatee or trainee, he must understand and accept the fact that he needs to contract for living space and pay for it on a regular schedule.

Usually, the cost of the housing obtained is comparable to the cost of other quarters available in the community that are occupied by wage earners of similar economic levels as are Indian workers. It should be emphasized that at least one-fourth ($1/4$) of his income will be expended for rent for housing. The important thing for the relocatee to remember is that in order for his relocation to be successful it is essential that he be prepared to assume this responsibility for payment of housing.

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The society of the urban community expects residents in the various communities to maintain their premises in an acceptable fashion, the interior as well as the exterior of the housing. The conduct of all the members of the household should also be directed toward respecting the interests and privacy of others. This means that it is essential to: keep the children under control, avoid having parties that may disturb the neighbors, refrain from having loud-playing radios or television, etc. All factors which contribute towards disturbing the privacy of neighbors may contribute towards the landlord terminating the lease. To have good neighbors, it is necessary to be one. This point should be given emphasis by the Agency Relocation Officer.

Because there are so many complicating factors when considering the selection of housing, it behooves the Agency Relocation Officer to urge the applicant to consult with the staff of the destination office concerning his housing problems. However, when the relocatee is permanently employed and has found his way in the community, he may wish to select his own housing without consulting the destination office. This is his prerogative and will be respected.

.5 Information on Destination Office Housing Facilities.

The destination office shall furnish the Agency Relocation Officer with information concerning temporary and permanent housing, as outlined in 82 IAM 5.2.5. At times, information concerning housing may also be furnished by the Central Office or an Area Office.

.4 Community Living.

- A. Definition and Objective. Community living is defined as a process individuals experience in adjusting and adapting themselves to the differences in the internal and external conditions of the new urban community which is geographically removed from their present residence. One of the functions of the Branch of Relocation Services is to furnish to relocatees (for employment and training alike) assist-

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ance, information, advice, guidance, and consultation in order that they may more readily adjust to the communities where they desire to relocate.

- B. Background Information. Life on a reservation or any small, isolated community differs considerably from living in any urban community. The size, pace, and services of the urban community naturally present a variety of situations and requirements of the individual which demand understanding and acceptance. The Federal Government has supplied to the Indian on the reservation many of the community services which are normally performed by the local, county and state governments in the urban community. The cultural background of the Indian whose living has been restricted to the reservation only differs in a certain sense in values from the pattern and mores in the urbanized community. The Agency Relocation Officer shall endeavor to provide individualized assistance in preparing the relocatee to understand these differences, to reconcile the values of the two cultures and to make such adjustments as are necessary with the least difficulty possible. Among the more material items of difference in everyday living are convenience and regularity of modes of transportation, streets and highway systems, modern plumbing, electricity, gas and running water, availability of modern communication devices, etc. The new relocatee should be cautioned, and should accept assistance given regarding the importance of planning for the financing of basic human needs in the new life. Regular payment for shelter, utilities, food, transportation, etc., demands his responsible attention, which is in sharp contrast to the casual demands for similar services on the reservation. The relocatee must be made to understand that he has the sole responsibility for his welfare, and that the reservation patterns of shared assistance and cooperation between family and tribal members do not obtain in the urban community.

- C. Responsibility of the Agency Relocation Officer. It is essential that the Agency Relocation Officer be familiar with and understand the environment (re-

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sources, economics, culture, etc.) of the reservation. The things which must be learned specifically are set forth above in the section on "Background Information." To carry out the Branch of Relocation Services' objective, it is necessary that the Agency Relocation Officer have a thorough understanding of those conditions which exist at the destination office, either from first-hand experience or through the information furnished by the destination offices and the Central Office. It is important for the Agency Relocation Officer to learn and keep well-informed about the Agency organization and the various programs which are in operation, paying special attention to those programs which may be affected by or related to the Relocation Services' activities. To be effective, the Agency Relocation Officer should also seek through planned reading to acquire knowledge of the history and culture of the various tribal groups with which he is working and to keep himself informed about current political, social, and economic situations through observation, discussion, and study of current reading and reports in these fields. Also, he should be aware of the future plans of the tribal governing bodies and the local, county, and state governments and the Federal Government in regard to rehabilitation and development of the reservation areas.

The Agency Relocation Officer's responsibility includes a thorough knowledge of all the information furnished, together with some know-how of the techniques needed to present, convey, interpret, and disseminate the information to the Indian. However, the Agency Relocation Officer should profit from the experience of daily contact with tribal groups, Indians, other organizational segments of the Bureau and the local, county, state and Federal governments. These contacts can serve multi-purpose benefits in broader interpretation of conditions, people's needs, and program objectives.

One of the major tests for the Agency Relocation Officer is relating those things which make up the applicant's environment to the environment prevalent in the urban community. In other words, the Agency Relocation Officer should try to convey to the applicant how the non-Indian in an urban society lives, and the fact that the activities engaged in on the reservation are not much different from

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those at the destination. The difference occurs in the way they are done and the values which are placed upon them.

The Agency Relocation Officer is immediately confronted with the fact that customs, dress, housing, employment, and values that might be acceptable at the reservation must be re-evaluated by the Indian when he considers relocation. The change contemplated is fraught with emotional, social, and economic situations that are new. The family's success depends on their self-discipline and efforts in employment, money management, assumption of general living responsibilities, etc. An example of this is the desirability as well as the near necessity of the individual relocatee to assume responsibility for the continuation of the health and hospital service contract at the conclusion of the period when such service is no longer provided by the Bureau of Indian Affairs. The decision to relocate should be recognized as sometimes a difficult one to make; leaving known and familiar places, people, and ways of living for a strange environment where there are no ties, demands courage and real confidence in the opportunity offered through the Relocation plan.

The Agency Relocation Officer shall help the individual think the whole situation through carefully, measure his assets on the reservation (unearned income for agricultural and mineral leases, income from timber, etc.), possible bars from tribal membership and tribal dividends to children born off the reservation, etc. A realistic and practical decision must be made by the entire family before successful planning can be done.

However, if the individual can project this thinking in terms of the benefits accruing from taking this step towards a more secure future for himself and his family, he will realize it will offer greater opportunities for learning to his children in urban schools and universities. The schools that the Indian children attend on the reservation are usually for Indians only, while the schools in the urban community are for any children within the immediate area of the school. Those Indian children who attend schools in the urban community should benefit from associating with the non-Indian students and should

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acquire at an early age some of the understandings, habits, and ways of living which must be accepted to attain the ability needed to succeed in a competitive society. The wife (homemaker) benefits from the added comforts and conveniences in the urban area where better housing with modern utilities is available. The reduction of work, as well as the assurance of a healthier family, are the results of having: refrigeration for food, hot and cold running water, use of automatic washing machines, etc. In addition, the availability of better schools and broader recreational opportunities for all members of the family offers parents a feeling of security for the future of their children.

- D. Program Integration. The Agency relocation program should be integrated with the over-all Agency or reservation program. Since the relocation activity strives to bring the resident population into a reasonable balance with the reservation's resources and economy, the Agency Relocation Officer, in planning his activity, should know the over-all Agency or reservation program: what other branches of the agency organization, what the tribe, and what non-Bureau Governmental agencies in the community are planning and doing. Relocation provides an outlet for that portion of the reservation population which wants to learn an employable skill or which wishes to find steady employment in an area with more general living advantages. In order to take full advantage of this opportunity, individuals relocate to areas where the job market is sufficient on a year-round basis to serve the traffic of skilled as well as unskilled workers. Relocation is not the answer to the problems of all persons. Relocation should not be considered by persons who by reason of temperament, age, and/or handicaps cannot make the adjustment in the new living areas. The movement from the reservation of those persons who are interested and qualified for the services of the relocation program reduces the support demands on the reservation resources and economy; other Bureau programs are generally directed towards developing the reservation resources and economy to support the existing or a larger population.
- E. Planning the Relocation. Much emphasis must necessarily be placed on this aspect of the relocation program. In order

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to commence intelligent planning, it first becomes necessary to determine what the relocatee expects and prefers in the way of geographic location, employment, or the pursuit of training at the destination point. Once this objective has been decided upon, it becomes necessary to determine realistically whether these plans are feasible. It is necessary to plan tentatively in advance what the expected earnings will be at the destination point in terms of minimums expected for work opportunities that might be available to a prospective relocatee. The family's living standard should be taken into consideration, discussed with the family, and used extensively in the planning stage of the relocation. The family must be shown what they might expect in the way of current day-to-day and month-to-month living expenses. This planning should be done, if at all possible, on a family basis. It should be cooperatively planned, with the husband and wife always jointly taking part in the plan, and in the event there are older children in the family, it is sometimes advisable they be present when formulation of the relocation plans is being undertaken.

In formulating the plans, it should be determined just how they will be carried out. The mode of transportation the family will use in relocation should be discussed, and the problems that might be incurred in connection with traveling should be covered realistically. A great many Indians have never ridden on a train before, and therefore may encounter many problems in their travel to the destination point. The facilities and services offered by the Traveler's Aid Society should be outlined to the relocating family. In the event that emergencies arise, the family should be in possession of information as to how to approach their problems when they are without friends or counsel upon which to rely. The transfer of children from reservation schools to schools at destination point also requires considerable planning. The transfer of records, birth certificates, and other data must be well thought out and planned in advance so that these important documents will always be readily available and accessible upon arrival at the destination point.

All of the plans should become a part of the Relocation Services Information Record and made available to the destina-

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tion office staff so that they will have full knowledge of the entire process commenced at the Agency or comparable jurisdiction level.

It should always be remembered that planning at the Agency level is the basis for continued planning after relocation is actually begun. To ask the destination offices to start planning where there has been inadequate planning at the office of origin is unfair to the destination office staff and a disservice to the relocating unit.

It cannot be overemphasized that in order for the destination office staff to counsel successfully with the relocating unit, they should possess as much knowledge of the relocating unit as the Agency Relocation Officer does. To assist the destination office staff in this regard the Agency Relocation Officer should exercise care in recording on the Relocation Services Information Record complete information about the unit, as well as a perceptive evaluation of it.

- F. Counseling and Guidance Prior to Departure. After the Application and the Information Record have been prepared, transmitted, and approved, and all plans have been formulated, the Agency Relocation Officer is in possession of a composite picture of the relocatee and his family. He has become acquainted with much information concerning their background, and at this stage of the relocation process has formulated definite opinions concerning the relocatee. He should possess information that would help him evaluate the individual. He undoubtedly is aware of the relative strengths and weaknesses of the individual and his family, and should be able to give good counseling and guidance prior to departure.

The Indian feels very keenly his rights as a citizen and a human being. He wants more than anything else to be dealt with honestly, frankly, and informatively. He is entitled to and should receive respect from the Agency Relocation Officer for the step now being taken. In leaving a reservation, the relocatee knows in general terms what is left behind, but he is not aware of what life and conditions will be like at the destination point. He likely is not cognizant of the factors of social and

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economic adjustment and of all the changes (some of which may be unpleasant and undesirable to him) which must be made. He must be helped to understand and realize what lies ahead. The Agency Relocation Officer should consult and counsel with him about all of these matters, and should encourage the family to cooperate wherever possible with the destination office staff, who provide continuity in the relocation process. The Agency Relocation Officer should therefore do everything possible to instill in the family the utmost confidence in the various members of the destination office staff who will be assisting them and working closely with them in those matters connected with community living and their adjustment to the community.

One of the last things which an Agency Relocation Officer can do when counseling with the relocatee and his family prior to departure is to remind them that relocation is not necessarily easy, that obstacles may be encountered which appear detrimental at the time to the success of the relocation. However, it should be pointed out to the relocating unit that these obstacles should be considered as a challenge, and that they should be willing to meet the challenges as they occur. When problems occur it may be easier to use these as excuses for returning to the reservation. However, the relocating unit should be impressed with the desirability of discussing difficulties with the members of the destination office staff, and with their help work out mutually acceptable solutions.

Another important factor contributing immeasurably toward the success of the relocation is the management of funds; this should be discussed thoroughly with the relocating unit. Many people overestimate their ability to pay for items which they have bought on credit. The destination staff can be of real assistance in advising the relocatee about the establishment of credit and the value of maintaining a good credit rating. The relocating unit may have the opportunity to have in their possession more money at destination point than they have heretofore possessed. It should be realized and understood by the relocatee that more money is needed at the destination office in order to attain eventual self-sufficiency. It should be further understood that only through the establishment of a realistic budget or money management program, a strict

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adherence to the expenditures established, as well as sacrifices involving desired items, can eventual self-satisfying, permanent relocation be achieved.

The relocatee should be warned against succumbing to homesickness and loneliness. The Agency Relocation Officer should point out that there is a variety of good, interesting, and inexpensive recreational opportunities available to city residents and that there are many other people who are eager to make friends in the new community.

- .5 Departure For Destination Point. The following section deals solely with the procedures and preparation for the physical departure of the applicant and his family, while guidelines for their mental preparation are contained in 82 IAM 4.5.1, 4.5.2, 4.5.3, and 4.5.4.
 - A. Selection of Relocation Site. At this stage of the processing the applicant should have been furnished extensive information about all destination office areas. From this information he should have made a choice of a relocation point. The following is some of the information supplied which the applicant should have discussed with the Agency Relocation Officer in determining the destination point: geographical location of destination offices in relation to applicant's home; climatic conditions in destination office areas; availability of community resources, general cost of living and relative costs of services (which include housing, transportation, medical services, religious services); job market and prevailing employment opportunities; institutional training possibilities; and any other advantages and potential problems that might be encountered in a particular destination office area.
 - B. Use of Financial Assistance. Financial assistance may be disbursed at the point of origin to eligible applicants for subsistence en route and for transportation to the destination point, as outlined in 82 IAM 6.5. Also, under certain exceptional circumstances, financial assistance may be granted for physical examinations by private physicians and for personal appearance. Each applicant shall be informed of each category of financial assistance that may be granted at the point of origin and at the destination point, and under what conditions each category

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may be granted.

- * (1) Subsistence En Route. This type of financial assistance is provided for subsistence during the course of travel from the applicant's home to the place of destination services. An adequate amount of money is granted to defray the expenses of meals while traveling and the first night's lodging and meals at destination point before subsistence funds, if needed, are released to the applicant from the destination office (see 82 IAM 6.5.1C). *All Memo 9/16/70 revised 82 IAM 6.5.1C*
- (2) Transportation. Financial assistance is provided for transportation costs from the applicant's home to the destination point. The mode of travel may be either by common carrier or by privately owned automobile (see 82 IAM 6.5.1B).
- (3) Personal Appearance. Sometimes the applicant and his family lack or have inadequate personal articles of clothing for travel to the destination point. The procedures outlined in 82 IAM 6.5.1D should be followed if the Agency Relocation Officer ascertains that the circumstances of need are exceptional and the applicant or his dependents need clothing items. The applicant should understand that if such a grant for clothing is received, the grant for the unit's maintenance at the destination point will be reduced by the amount received for the purchase of clothing.
- (4) Physical Examinations. Financial assistance is provided for physical examinations only when the Public Health Service is not available or located at distances too far to make such arrangements practical or otherwise unable to perform the examination (see 82 IAM 6.5.1A).

- C. Travel Plans. Travel plans of the applicant should be carefully made and confirmed in advance.

The Agency Relocation Officer and the applicant should ascertain the mode of travel that will be used to the destination office; if by common carrier, the necessary arrangements should be made with the railroad or bus lines for adequate accommodations. Air transportation may be

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used when the cost of this mode of travel is the same or less than other common carrier transportation (see 82 IAM 6.5.1B). It is advisable for families with small children to travel by train. If the applicant has an automobile and desires to use it in traveling to the destination point, he may be provided with funds to meet operating expenses, provided the vehicle is in good mechanical condition and able to withstand the rigors of the trip, and provided, further, that it will not be a financial burden on the unit at the destination point. The vehicle should be properly licensed, have legal state license plates, and the driver should have a valid state driver's license in his possession. If financed or mortgaged, a satisfactory written agreement should be obtained to take the vehicle out of the resident state. Provisions must be made by the applicant to pay the remaining mortgage, if there is any. Confirmation of such agreement shall be provided to the destination office for their use in assisting the relocatee in the development of a realistic money management plan.

The applicant should be cautioned against overexpenditure of the funds received for subsistence en route, since these funds are only adequate to meet the necessities during the trip to the destination office. The Agency Relocation Officer, on the other hand, should encourage the applicant to reserve a small portion of these funds for emergency use in the event that there is an unplanned for delay en route.

The Agency Relocation Officer should work with the family to insure that they have clean and adequate clothing for the trip. If they do not have sufficient clothing, local resources should be checked with the hope that adequate clothing may be obtained.

The applicant should be provided with specific written travel instructions indicating the: time of departure of the common carrier, time of scheduled arrival of the carrier at the destination point, time and place of any changes of common carrier and/or layovers, with instructions about the use of time at intermediate points. The applicant should also be provided with specific information relative to the time the destination office will expect

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him to report, the address and telephone number of the destination office, directions from the common carrier station to the destination office, and address and location of temporary housing accommodations, if required. When travel is by privately owned automobile, the instructions should specifically state the time and day the applicant is to report to the destination office. These instructions should be thoroughly understood by the applicant and his family.

The Agency Relocation Officer, if at all possible, should be personally present to assist the applicant and his family when they are leaving for the destination point. An appreciation for the important step being taken by the relocating person, and the extension of good wishes for his success by the Agency Relocation Officer, is a desirable way to promote his confidence in his ability to prove his worth. A good departure is usually a good start towards a successful relocation.

4.6 Relationships with Other Bureau Programs.

- .1 Coordination. The relocation and training of Indians away from the reservation represents to some extent the fruition of other Bureau programs which contribute to preparing the Indians physically, vocationally, and psychologically to become self-supporting. Relocation Services operations should, therefore, be coordinated with other Bureau programs to the fullest extent possible. The Agency Relocation Officer should consult other branches in matters which involve areas of activity for which they have some responsibility or in which they exercise some influence.
- .2 Familiarity with Other Programs. Agency Relocation Officers should familiarize themselves with the responsibilities and functions of other branches operating within their respective jurisdictions and should take appropriate steps to assure that other branches are aware of the objectives and operations of the Branch of Relocation Services. Every effort should be made to secure the cooperation of other branches in supporting and attaining program objectives. On the other hand, the Agency Relocation Officer should furnish support to the other Bureau programs and appraise the applicant's need relative to them. When other Bureau services are required, referral

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should be made to the appropriate branch.

- 4.7 Relationships with Tribal Organizations. It is the responsibility of the Agency Relocation Officer to work with tribal governing bodies and other appropriate Indian organizations to promote an understanding of and cooperation with the Branch of Relocation Services. The Agency Relocation Officer should work with them to the extent that they are willing or able to cooperate. When these organizations have a Relocation Services Committee as an integral part of their organization, the Agency Relocation Officer should cooperate with them in keeping the organization advised as to the services of the Branch, particularly those being provided their members. When needed, the Agency Relocation Officer may request assistance from the tribe or committee.
- 4.8 Relationships with Destination Offices. The operations of a destination office and an office of origin are similar in that each is assisting Indian people. While the office of origin prepares applicants for relocation or training, the destination office assists them in fulfilling their objective. Both offices have a job to do and each must respect and put trust in what the other is doing. Good rapport between these offices is essential in order to accomplish the applicant's over-all objective.
- .1 Communications with Field Relocation Offices. The Agency Relocation Officer may telephone or communicate in writing directly with the Field Relocation Officer only in connection with the individual applicant from that particular office. If it is a written communication, a copy should be forwarded to the Area Director, Attention: Area Relocation Specialist, for his information. Requests for special studies and/or reports shall be held to a minimum and shall be forwarded through established channels.
- .2 Communications with Area Training Units. In general, the same procedures should be followed by the Agency Relocation Officer in communications with Area Training Units as have been established for Field Relocation Offices (see 82 IAM 4.8.1, above). However, Area Offices may establish such procedures as are considered necessary for efficient operations.

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4.9 Relationships with Other Organizations. The Agency Relocation Officer shall familiarize himself with the Federal and non-Federal public and private agencies within his jurisdiction to determine which agencies may possibly contribute towards the objectives of the Relocation Services program. He should establish and maintain appropriate working relationships with these agencies and make use of their services to the greatest extent possible. If it is ascertained that an applicant may benefit from or requests a service provided by one of these agencies, referral should be made to the appropriate agency.

4.10 Records and Files.

- .1 Confidential Nature of Records. Due to the nature of the materials contained in unit file folders, the contents should be kept in confidence. The unit file folders shall be kept in locked file cabinets. Folders shall not be left on desks when the staff is out of the office, nor at night when the office is closed, but placed in the cabinet. Reports concerning relocatees or trainees from destination offices, Area Offices, or others should not be discussed with unauthorized individuals since they are confidential in nature. Individuals found to be negligent in maintaining the confidential nature of the information will be subject to administrative disciplinary action.
- .2 Records. In order that records shall be uniform in all jurisdictions, the Agency Relocation Officer shall maintain the following records:
 - A. Agency Applicant Control Register (see Illustration 4, 82 IAM 4).
 - B. Individual Relocation Services Unit File Folder (see Illustration 5, 82 IAM 4).
 - C. Alphabetical Index Card (see Illustration 5, 82 IAM 4).
- .3 Files. The records maintained in 4.10.2 above shall be placed in a repository of an appropriate size for the maintenance of the record(s) and shall be located in the offices of the Agency Relocation Officer.

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4.11 Reports. This section deals with those reports, both narrative and statistical, that are required and are considered necessary for offices of origin to submit through administrative channels to the Central Office of the Branch of Relocation Services, and any other reports that offices of origin may be requested to submit. The reports required by the Central Office will provide them with valuable information as to progress and the manner in which the program is being carried out, any problems of carrying out the program, and how they are or may be resolved, certain statistical data concerning operations of the program, and recommendations or suggestions regarding improvements in operations. In addition, these reports assist the Central Office in programming for the future.

See memo of
9/29/61
establishing
monthly reports

~~A. Reports of Departures for the Destination Point. Offices of origin shall provide the Central Office, Branch of Relocation Services, with the number of units and persons who are accepted and scheduled for relocation services who actually depart from their offices for destination points. Form 5-414, Weekly Report of Departures or Arrivals, will be used for this purpose. (See Illustration 6, 82 IAM 4). This report is to be submitted weekly, and is to include only those units being provided relocation and institutional training services. Space is provided on this report to indicate the number of applications which the offices of origin have completed or which are in process but have not been sent to the appropriate Area Office or to a destination office.~~

~~Destination offices will use this same form to report to the Central Office, Branch of Relocation Services, the actual arrivals of relocation and institutional training units at that point of service.~~

B. On-the-Job Training Reports. Where On-the-Job Training Contracts are negotiated with industries which because of their location are within the jurisdiction of an Agency, these Agencies should submit, through channels, a monthly report pertaining to information about each individual who is entering into on-the-job training. Form 5-659, On-the-Job Training Monthly Report, is to be used for this purpose. (See Illustration 17-4.31, 43 IAM 4). This report contains data regarding the individuals who entered training during the month, completed training during the month, and discontinued training during the month.

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- C. Quarterly Reports. A narrative report regarding program operations is to be prepared each quarter by offices of origin where relocation services programs are established. This report presents a picture of the major activities, problems, and accomplishments of the program of Relocation Services of that office of origin for the quarter. This report shall be forwarded through the Agency Superintendent or other Officer-in-Charge to the Area Director, Attention: Area Relocation Specialist. The Area Relocation Specialist will review this report along with reports from other jurisdictions within the Area, and will prepare a summarized report for the Area. The summarized report, together with the individual Agency reports, will then be forwarded to the Central Office, Branch of Relocation Services. The information desired and format to be followed are outlined in 82 IAM 7.
- D. Annual Reports. A narrative and statistical report regarding program operations is to be prepared annually by offices of origin where relocation services are established. This report presents a summary picture of the major activities, problems, and accomplishments of the program of Relocation Services of that office of origin for the entire year. This report shall be forwarded through the Agency Superintendent or other Officer-in-Charge to the Area Director, Attention: Area Relocation Specialist. The Area Relocation Specialist will review this report along with reports from other jurisdictions within the Area, and will prepare a summarized report for the Area. The summarized report, together with the individual Agency reports, will then be forwarded to the Central Office, Branch of Relocation Services. The information desired and format to be followed are outlined in 82 IAM 7. Certain portions of these reports shall be reproduced and forwarded to the destination offices for their information and guidance.
- E. Special Reports. Special reports are those reports other than the above which are made as a result of special requests. Several examples of the types of reports made include: returnee studies, cost studies, specific reports concerning relocatees and trainees. When reports are requested by organizations or agencies outside of the Bureau of Indian Affairs, regarding information about specific relocatees or trainees or about program operations, the offices of origin

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shall respect the confidential nature of the information and data which has been submitted to them about these units and program operations. Requests of this nature should be cleared with the Agency Superintendent or Officer-in-Charge, or the Area Office, if deemed necessary, prior to complying with the request.

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*Rel 82-28,
4/13/62*

Instructions for the Preparation and Use of Form 5-412,
Application for Employment Assistance Services

Form 5-412 is used by the applicant to apply formally for a service of the Employment Assistance Branch. The form shall be completed after the applicant has received guidance and counseling service from the Agency Employment Assistance Officer. The form provides for recommending action by the Agency Superintendent or Officer-in-Charge and by the Area Director. It also provides for acceptance action by the destination office. The form is prepared in accordance with the following instructions.

Number of Copies. Prepare an original and five copies. Information concerning distribution of copies of the form is included at appropriate points in the instructions.

Agency File No. Enter the Agency unit file number established in accordance with instructions in Illustration 4, 82 IAM 4.

Destination File No. Enter the destination office unit file number established in accordance with instructions in Illustration 1, 82 IAM 5.

Name of Applicant. Enter the applicant's last name, first name, and middle name or initial.

Address. Enter the street address, city and state where the applicant is actually residing at the time he applies for service.

Initial Request or Repeat. Check either "Initial Request" or "Repeat" to indicate whether or not this is the initial request for services or a repeat request for services. If "Repeat" is checked, indicate by circling the appropriate figure (1, 2, or 3) the number of times repeat services have been provided, including this request.

Type of Service. Check "Direct Employment Assistance," "Institutional Training," or "On-the-job Training" to indicate the type of service for which the applicant is now applying. Direct Employment Assistance includes applicants seeking employment within the Area of their residence. If the applicant desires some other service, check "Other" and indicate immediately after it the service desired.

Section A. Formal Request. This section is the formal application for service made by the applicant after guidance and counseling, and indicates the specific destination point where he desires to receive services, his request for financial assistance, and reflects his agreement to cooperate with the officials designated to render the service. The applicant is given a copy of the application after he signs it. Where family units are involved and financial assistance is needed, the signature of the spouse must also be obtained.

Section B. Recommendation. Item (1) provides space for the Agency Superintendent or Officer-in-Charge to indicate the applicant's eligibility for Direct Employment Assistance or for Adult Vocational Training, need for financial assistance, and recommendation for selection for service. Comments relative to the action, if needed, shall be recorded on the reverse side of the form.

Item (1) is to be used by the Superintendent for all types of employment assistance services. However, it is forwarded, upon completion, to the Area Office for further recommendation only in instances where the applicant desires institutional training or repeat direct employment assistance services and for acceptance if it is for employment within the Area. For initial direct employment assistance it is forwarded directly to the destination office for acceptance, with a copy being furnished to the Area Employment Assistance Officer for suspense file purposes. For on-the-job training services it serves as the authorization for the services and is filed only at the Agency office level. A review of on-the-job training files at the Agencies will be made on a periodic basis.

When Item (1) is noted in the negative, either as to eligibility or recommendation, the application is retained in the files of the Agency Employment Assistance Office and the applicant is informed in writing of the action taken, including statements of condition or possible future developments, if appropriate. A copy of the written notification is to be filed in the unit file.

Item (2) provides space for the Area Director to indicate applicant's eligibility for adult vocational training or repeat employment assistance services and to recommend the application for acceptance. Comments relative to the action, if needed, shall be recorded on the reverse side of the form.

Item (2) is completed by the Area Director or his designated representative for those applicants desiring institutional training. It is also completed by the Area Director or his designated representative for those applicants seeking repeat employment assistance services. Where the request for repeat services is for the third or more relocation, it must be completed and forwarded, together with the Area Director's narrative recommendation in separate letter form, to the Central Office for approval prior to being forwarded to the destination office for acceptance.

Note: This section need not be completed for initial relocations as applications for this service are to be sent directly to the destination office. In these instances of initial direct employment assistance, the Area Employment Assistance Officer should receive a copy for suspense file purposes.

When Item (2) is noted in the negative, either as to eligibility or recommendation for acceptance, the completed application and essential documents are returned to the Agency of origin with a written notification of the action taken. One copy of Form 5-412 is retained by the Area Employment Assistance Officer. The Agency Employment Assistance Officer files the returned application and essential documents after the applicant is given written notice of the action taken on his application, including statements of condition or possible future developments, if appropriate. A copy of the written notification is to be filed in the unit file.

Section C. Acceptance. This form provides space for the destination office to take action on the application by indicating the date the applicant is to arrive at the destination office. Comments relative to the action shall be recorded on the reverse side of the form. The destination office shall complete their action and return a copy of Form 5-412 to the office of origin within 72 hours. The original of Form 5-412 is retained by the destination office along with the essential documents, while a completed copy is returned to the Office of the Area Director, Attention: Employment Assistance.

The Area Director or his designated representative acting as the Destination Officer will indicate acceptance of the application for employment within the Area by signing and dating the form only. A copy of Form 5-412 shall be returned to the Office of Origin. If the application is not approved the form will not be signed and the completed application and essential documents are to be returned to the Agency of origin with a written notification.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Branch of Employment Assistance

APPLICATION FOR EMPLOYMENT ASSISTANCE

| |
|----------------------|
| Agency File No. |
| Destination File No. |

INSTRUCTIONS: Prepare original and five copies. The original is retained in Destination Office file, one copy to the applicant, one completed copy returned to Agency of origin, one completed copy returned to the appropriate Area Office, and one copy each to be retained by the Agency of origin and appropriate Area Office as suspense file copies.

| | | | | | |
|---|--|------------------------------|----------|---|---|
| NAME OF APPLICANT (Last, first, middle) | <input type="checkbox"/> INITIAL REQUEST | REPEAT | 1 | 2 | 3 |
| | | | (Circle) | | |
| ADDRESS (Street, city, State) | TYPE OF SERVICE | | | | |
| | <input type="checkbox"/> | Direct Employment Assistance | | | |
| | <input type="checkbox"/> | Institutional Training | | | |
| | <input type="checkbox"/> | On-the-job Training | | | |
| | <input type="checkbox"/> | Other _____ | | | |

SECTION A. FORMAL REQUEST

I hereby apply for the type of service indicated above at _____
(Point of destination)
and agree to cooperate with those officials designated to render this service. Financial assistance for this purpose (is) (is not) needed.

Signature of Applicant (Spouse)

Date

Signature of Applicant (Head)

SECTION B. RECOMMENDATION

- | | | |
|---|--------------------------|--------------------------|
| (1) The above-named applicant is: | YES | NO |
| (a) Eligible for Direct Employment Assistance | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) In need of financial assistance | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Eligible for Adult Vocational Training | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) RECOMMENDED | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: (Place on reverse side)

Date

Signature of Agency Superintendent

- | | | |
|---|--------------------------|--------------------------|
| (2) For Institutional Training and Repeat Services: | YES | NO |
| RECOMMENDED | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: (Place on reverse side)

Date

Signature of Area Director

SECTION C. ACCEPTANCE

The above-named applicant is accepted for the type of service indicated, and arrival date is scheduled for _____

Comments: (Place on reverse side)

Date

Signature of Destination Officer

Instructions for Preparation and Use of Form 5-440

Relocation Services Information Record

Form 5-440 has been prepared for recording and transmitting pertinent information relating to applicants and their families who apply for relocation or adult vocational training services, including repeat services. This form covers the salient items of information needed by destination offices in counseling with program participants in order to assist them effectively. It is therefore essential that these instructions be followed carefully in order that the information desired shall be both accurate and uniform.

No space on the form is left blank without explanation. If the information called for is not relevant or applicable in the given instance, "NR" (not relevant) is entered. If the information called for is relevant or applicable but the answer is "NONE," such is entered. If the information called for is not available, "INA" is entered. In instances when the information not available is pertinent and may have an effect on the applicant's relocation or training, it shall be secured and recorded before transmittal to the destination office.

The name of the applicant should be inserted in the space provided at the top of each page, beginning on page 2.

- Area. Enter the name of the Area Office.
- Agency. Enter the name of the Agency, District or Area Field Office where the Agency Relocation Office is headquartered. Where the Agency Relocation Officer serves more than one jurisdiction, and where the jurisdiction serves more than one reservation, indicate the exact location of the applicant by entering the necessary information in parentheses following the headquarters of the Agency Relocation Office, e.g., Spokane District (Colville), Turtle Mountain Agency (Fort Totten Reservation).
- Agency File No. Enter the Agency unit file number established in accordance with instructions in Illustration 4, 82 IAM 4.
- Dest. File No. Enter the destination office unit file number established in accordance with instructions in Illustration 1, 82 IAM 5, and the date assigned.

- Initial or Repeat. Check either "Initial Request" or "Repeat" to indicate whether or not this is the initial request for service or a repeat request for service. If "Repeat" is checked, indicate by circling the appropriate figure (1, 2, or 3) the number of times repeat services have been provided, including this request.
- Type of Service. Check "Relocation Services," "Institutional Training," or "On-the-Job Training" to indicate the type of service for which the applicant is now applying. If the applicant desires some other service, check "Other" and indicate immediately after it the service desired.
- Item 1. Enter the full name (last, first, and middle) of the individual or family head making the application for relocation services.
- Item 2. In some instances people are also known by other names, and in such cases any other names by which they are known should be entered in this item.
- Item 3. Enter the full and exact reservation or Agency mailing address of the unit.
- Item 4. Enter the city, township, political subdivision or village where the individual or family head making the application is actually residing at the time he applies for service.
- Item 5. Enter an "X" in the appropriate box - "M" for male or "F" for female.
- Item 6. Enter an "X" in the appropriate box - "M" for married, "S" for single, "W" for widowed, "D" for divorced, or "Sep." for separated.
- Item 7. If "M", "W", "D", or "Sep." were noted in Item 6, enter the date that the family head and spouse were married and whether it was a civil or tribal ceremony, e.g., 5-10-47 Civil, 12-24-49 Tribal. If both types of ceremonies were performed, so indicate, but the date shall be for the first ceremony with the type following the date, e.g. 1-15-46, Tribal, Civil.

- Item 8. This entry is based on information obtained from the applicant, recording it in fractions, e.g., $\frac{4}{4}$, $\frac{3}{4}$, $\frac{1}{4}$, $\frac{5}{8}$, etc. Where possible and without delaying the application for service, verify the applicant's statement by checking with Agency or tribal records.
- Item 9. Enter the Social Security Number of the individual or family head making the application.
- Item 10. Enter the height of the individual or family head making the application.
- Item 11. Enter the weight of the individual or family head making the application.
- Item 12. Enter the religious affiliation of the individual or family head making the application.
- Item 13. Enter the draft classification of the individual or family head making the application. If the draft classification is 4F, explain, if possible, the reason for this classification.
- Item 14. An entry shall be made in each column except Remarks, unless appropriate, for each person named in a and b. Tribe refers to tribal affiliation, and if non-Indian, so indicate. Relationship refers to the relationship to the applicant whose name is listed in Item 1 and in Item 14a(1). Indicate in Birth Date the month, day and year of birth. For Birthplace, enter the city, township, political subdivision, or village, and State in which born. Under Grade Completed enter the number of the grade which was last completed.
- a. Enter the name of the applicant on line (1) and the other information desired. On the remaining lines enter the names and other information for all persons who are accompanying the applicant to the destination point.
 - b. Enter the names and other information for persons who are now residing with the applicant who are not accompanying him to the destination point.

Indicate in Remarks opposite the children listed in Item 14a, those who will enter school at the destination point. Also enter in Remarks the reasons why the persons listed in Item 14b are not accompanying the applicant, and give a brief description of the future plans for them. Family heads accepted for relocation services and their dependents are expected to reside as a family unit at the destination point. Any other information that is pertinent and not included elsewhere in this item may be entered under Remarks.

- Item 15. Enter the information obtained from the applicant regarding relatives or close friends living at or near the destination point.
- Item 16. Enter the information obtained from the applicant concerning whom he desires to be notified in case of an emergency.
- Item 17. Enter the knowledge and ability of the applicant or family head (worker) and spouse, where applicable, to speak, read, and understand the English language by checking one of the terms Good, Fair, Poor, or None.
- Item 18. Enter in a and b the experiences of the applicant and his spouse in living away from or off of the reservation. The specific location and the number of months away from the reservation shall be included. Enter in c the information as to the unit's residence away from the reservation only during the last 12 months.
- Item 19. The entries for this item include specific information concerning the resources and obligations of the unit at the reservation. A brief description is to be given of the type; the estimated value in dollars; the debts, if any, in dollars; the amount and type of payment (\$5 a month, \$15 each quarter, etc.); and the plans for the future use of the resources or their disposition if an obligation exists.
- a. Enter the information obtained from the applicant about his land. Include the classification, such as allotted, assigned, or owned outright in fee patent.

- b. Enter the information obtained from the spouse about her land. Include the classification, such as allotted, assigned, or owned outright in fee patent.
- c. If applicant owns a house, describe it briefly and complete the entries.
- d. If the applicant owns furniture or household goods, the disposition to be made of them if relocation services are provided is very important. Be specific in completing this item. In Item 34, enter a list of the furniture and household goods that the applicant plans to take with him to the destination point and the approximate weight.
- e. Enter any other resources or obligations that the applicant possesses that were not recorded in Items a, b, or c, above. Such resources or obligations may include motor vehicles, livestock, groceries, medical bills, etc.

Item 20.

The entries for this item include specific information concerning the continuing available income of the unit. Such income may include that from land lease, veteran's disability compensation, per capita payments, etc., a brief description of the type, the total amount of income in dollars received during the calendar year (Total Per Year), the amount per payment and type of payment (Payment) (e.g., \$60 per month, \$200 per year, etc.), and the plans for the future use of the income received. If more space is needed, enter the details in Item 33.

Item 21.

The entries for this item include income received during the past twelve (12) months. Such income may include that received from employment, State or Federal unemployment compensation, welfare, etc. The entries in Item 20 shall not be recorded in this item. Enter the source or employer from which the income was received, the address of the source or employer, the number of months the income was received, and the amount of income received.

- Item 22. Indicate whether or not the applicant (worker) has a physical restriction that may affect employment. If answered in the positive, explain the restriction and how it may affect employment.
- Item 23. Enter present interests, hobbies, or leisure time activities which may be informative respecting the applicant's abilities and vocational interests.
- Item 24. Indicate whether or not the applicant (worker) is a union member or a former union member. If answered "YES" or "FORMERLY," complete the remaining entries. Also give the dates of the former union membership.
- Item 25. Indicate whether or not the applicant (worker) possesses tools of his trade, licenses of any kind (motor vehicle, barber, welding) or a car. If so, indicate their type, and the condition or status.
- Item 26. Enter the formal education that the applicant has received. Circle the grades attended in each type of school (Public, Indian, Mission, College), the name and location of the last type of school attended, and any certificates, diplomas, or degrees awarded, including the date received. If the applicant attended a school other than those listed, include this information opposite Other. Do not include any vocational, special, or military training schools covered in Items 28 and 29.
- Item 27. Enter the name of the tests taken by the applicant which may prove helpful in assisting him with employment or adult vocational training services and the results of those tests. Such tests may include the General Aptitude Test Battery, the General Educational Development test, etc. Test results and/or analysis should be attached, if available.
- Item 28. Enter any vocational or special training received, except during military service which is covered in Item 29. Indicate the course taken, the date began and completed, the total time (in months) attended, and any certificates or diplomas awarded. Indicate whether or not training taken was under Public Law 959.

- Item 29. The entries in the item include information regarding the applicant's service in the armed forces. Enter the branch of service (Army, Navy, Coast Guard, Air Force, Marines), the service number, the date inducted or enlisted in the service, the date discharged or separated from the service, and the type of discharge received. Indicate whether or not the applicant has a service-connected disability. If so, enter the claim number, percent of disability allowed, and amount of compensation received per month. If during military service he attended a military school, enter the name of the school and courses pursued. Also, if any skills were acquired that may prove helpful in assisting him with employment or adult vocational training, so indicate.
- Item 30. Enter the applicant's preference for work at destination point. This may be a job or occupation for which he has already acquired a skill or one that he desires and in which he has had no experience, or, in the case of adult vocational training, the occupation he prefers upon completion of the training. The entry in (a) should be the first preference, while (b) and (c) should be the second and third choice, respectively. Indicate the type of work desired (barber, auto mechanic, construction worker, etc.), the applicant's reason for desiring this particular type of work, and the number of years experience he has had in this type of work, if any.
- Item 31. The entries in this item include any special skills that the applicant has acquired. Indicate the type of skill acquired, the machines or equipment or tools operated and in which he is proficient, and where the skill was acquired (at work or school), including the number of years experience.
- Item 32. The entries in this item include the applicant's work history during the last ten (10) years or since he has completed school.

In the top space describe the applicant's present position, but if he has never been employed, so indicate there. Use the next space to describe the position held immediately prior to his present position, and continue to work back-

wards in the other spaces. Include military experience in a separate space in its proper sequence. Summarize in one or more spaces similar positions that were held for the same or different employers (seasonal farm work). Periods of unemployment should be grouped in one space if they are between seasonal employment.

Enter the month and year employment started in From, the month and year terminated in To, the total number of months employed in the job, and the amount of wages received (weekly, biweekly, monthly, yearly, or other). If work was seasonal for several employers, record the average wage received. Indicate the employer's name, his address, the job title of the position held, and a description of the work performed. State the reason for leaving the job. If more space is needed, use the Continuation Sheet (Form 5-440-4a).

Item 33. Enter any remarks or comments for other items which may be appropriate or where sufficient space in an item is not available to record the information. Additional space is available in Item 43.

Item 34. Enter in detail the relocation plan which has been formulated with the individual applicant or the family group and the plans to implement it. This plan should be as realistic as possible and one that can be achieved. The work preferences indicated in Item 30 may have to be explained further, particularly with respect to acquiring training or experience to qualify for the type of work desired. If a spouse indicates a desire to seek employment, the type of work for which qualified or desired, and whether full-time or part-time, should be included in the plan.

This plan is for relocation only and shall be left blank if the applicant is applying for adult vocational training service.

A statement shall be made at the end of this item indicating the extent to which the Agency Relocation Officer and his staff assisted in the development of the plan.

Item 35. Considerable difficulty has been experienced with applicants failing to secure the documents listed under this item. This check list is intended to be a guide in making certain that needed documents are available. Indicate whether or not the applicant possesses the document, and whether or not it is attached to this form, or if the applicant will carry it with him to the destination point.

Briefly describe under Action Taken what has been done in those instances where the applicant does not have but needs the document. Photostatic copies of all documents, if applicable, shall be attached to this form and shall also be included in the applicant's unit file maintained at the Agency. The original copy of all documents are the property of the applicant and shall not be attached to this form.

Item 36. This space is for the applicant's signature and date.

Item 37. This item, on the appraisal of the applicant and his family, shall be completed by the Agency Relocation Officer or a member of his staff.

- a. Since arrests and conviction records have a bearing on relocation adjustment, it is important that the information for this item be secured or verified, if possible, from the source which handed down the conviction or where the fine was imposed. Indicate location where arrest occurred and whether or not it was on or off the reservation, the specific type of offense for which arrested (also include whether or not it was a violation of Federal law, State law, county or municipal, regulation or ordinance, or tribal), the disposition of the offense (convicted -- sentenced 30 days, dismissed, etc.), the date of arrest, and any remarks which may be pertinent.
- b. Enter any information relating to the behavior patterns of the applicant and family covering such items as: use of alcoholic beverages, the arrest record in a above, credit buying, marriage difficulties, and other deviations from normally acceptable standards that may have a bearing on adjustment at the destination point.

- c. Enter an appraisal of any aspects of the applicant's educational and work experience background that may cause problems.
- d. This entry is an appraisal of the information contained on Form 5-441, Statement of Medical History, and any other pertinent data concerning the applicant's or his family's physical condition which may prove to be a problem at the destination point.
- e. On the basis of all the data available, evaluate the applicant on each of the personal characteristics listed by placing a check ("✓") in one of the three columns: Outstanding, Acceptable, or Poor. The Agency Relocation Officer should be conservative in his evaluation and as accurate as possible. These listings should reflect not only his own personal evaluation, based on the interviews he has had with the applicant and knowledge of him, but include a realistic interpretation of the information obtained as a result of interviews with the tribal group, relatives, friends, etc.
- f. Enter in this item a general appraisal of the applicant, including any detailed information regarding observations or impressions of the applicant that were not covered in other items. Additional space is available in Item 43.

Item 38.

This space is for the Agency Relocation Officer's signature and date.

Items 39, 40,
41, and 42.

The Institutional Training Plan is to be completed only when the applicant applies for institutional training. It states the tentative training and employment objectives of the applicant and the locations where he wishes to attend school and seek employment. Further, it provides an insight into the applicant's reasons for taking training and how training can help him achieve self-sufficiency. The importance of the Agency Relocation Officer discussing eventual training and employment plans with the applicant cannot be over-emphasized as they are the basis for many future discussions and decisions.

The Institutional Training Plan, Items 39 through 41, should be the final items completed on this form. When this is done the Agency Relocation Officer will be in a much better position to have an accurate account of the applicant's desires and future plans. Upon completion of all items on this form, the Agency Relocation Officer should have sufficient information and knowledge in order to make a specific recommendation concerning the eligibility requirements of the applicant, and to know whether the applicant should be recommended for training.

The Institutional Training Plan as set forth should be thoroughly discussed with the applicant to insure that it portrays effectively, and in narrative form his plans for the future. Where the individual does not have definite training or employment plans, the Institutional Training Plan should reflect that information. However, in these instances the applicant must understand that the decision for specific training and employment objectives will be reached at the destination office after he has had the opportunity to discuss them with the destination office's Vocational Guidance Counselor. The applicant's desires shall be given full consideration in arriving at specific training and employment objectives.

Even though tentative specific training or employment objectives may not be selected, it is necessary that all portions of Item 41 be completed. The information in this item should reflect a specific plan for the individual, giving detailed information about the training location and the residence location desired upon completion of training. The information in Item 41 may be subject to change at the destination office, provided such change is for the individual to remain at the training destination on completion of training rather than to return home.

A place for the signature of the Agency Relocation Officer, together with his certification regarding eligibility as a result of residence and his recommendation, is provided at the bottom of the form.

Item 43.

Space is provided here for any additional remarks or comments for other items which may be appropriate, or when sufficient space in an item is not available to record the information.

RELOCATION SERVICES INFORMATION RECORD

| | | |
|--|--|--|
| <p>AREA _____</p> <p>AGENCY _____</p> <p>AGENCY FILE NO. _____</p> <p>DESTINATION FILE NO. _____</p> <p>AND DATE _____</p> | <p><input type="checkbox"/> INITIAL REQUEST</p> <p><input type="checkbox"/> REPEAT</p> <p>1 2 3 (Circle)</p> | <p>TYPE OF SERVICE</p> <p><input type="checkbox"/> Relocation Services (1780)</p> <p><input type="checkbox"/> Institutional Training (1769)</p> <p><input type="checkbox"/> On-the-job Training (1769)</p> <p><input type="checkbox"/> Other</p> |
|--|--|--|

| | |
|--|-------------------|
| 1. NAME OF APPLICANT (Last, First, Middle) | 2. Also known as: |
|--|-------------------|

| | |
|---------------------|---------------------------|
| 3. MAILING ADDRESS: | 4. LOCATION OF RESIDENCE: |
|---------------------|---------------------------|

| | | | | | | | | | | | |
|--------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|---------------------------|------------------------|
| 5. SEX | M | F | 6. MARITAL STATUS | M | S | W | D | SEP. | 7. DATE OF MARRIAGE | 8. DEGREE OF INDIAN BLOOD | 9. SOCIAL SECURITY NO. |
| <input type="checkbox"/> | | <input type="checkbox"/> | | | |

| | | | |
|------------|------------|---------------------------|-----------------------------------|
| 10. Height | 11. Weight | 12. Religious Affiliation | 13. Draft Status - if 4F, explain |
|------------|------------|---------------------------|-----------------------------------|

14. Members of Household or Dependents: a. Those Accompanying Applicant:

| Name | Tribe | Relation-ship | Birth Date | Birthplace | Grade Com-pleted | Remarks |
|----------------|-------|---------------|------------|------------|------------------|---------|
| (1) Applicant: | | X X X X | | | | |
| (2) | | | | | | |
| (3) | | | | | | |
| (4) | | | | | | |
| (5) | | | | | | |
| (6) | | | | | | |
| (7) | | | | | | |
| (8) | | | | | | |

b. Those Not Accompanying Applicant:

| | | | | | | |
|-----|--|--|--|--|--|--|
| (1) | | | | | | |
| (2) | | | | | | |
| (3) | | | | | | |
| (4) | | | | | | |

15. Give Name, Address, and Relationship of Relatives or Close Friends Living at or near Destination:

16. Give Name, Address, and Relationship of Person Who Should be Notified in Case of Emergency:

17. KNOWLEDGE OF ENGLISH:

| a. Applicant (Worker) | | | | | b. Spouse (Wife) | | | | |
|-----------------------|------|------|------|------|------------------|------|------|------|------|
| | Good | Fair | Poor | None | | Good | Fair | Poor | None |
| Speaking | | | | | Speaking | | | | |
| Reading | | | | | Reading | | | | |
| Understanding | | | | | Understanding | | | | |

18. PREVIOUS EXPERIENCE LIVING OFF RESERVATION:

| a. Applicant | | b. Spouse | |
|--------------|--------|-----------|--------|
| Location | Months | Location | Months |
| | | | |
| | | | |
| | | | |
| | | | |

c. Residence Past 12 Months: (If more than one list in Item 33)

| | |
|-------------------------------|-------------------------------|
| (1) Address | (3) Rent Paid Per Month \$ |
| (2) Date Moved In | (4) Utilities Included Yes No |
| (5) Landlord's Name & Address | |

19. RESOURCES AND OBLIGATIONS AT RESERVATION:

| Type (Describe) | Value | Debts | Type Payments | Future Use-Remarks |
|----------------------------------|-------|-------|---------------|--------------------|
| a. Land (Applicant) | | | | |
| b. Land (Spouse) | | | | |
| c. House | | | | |
| d. Furniture and Household Goods | | | | |
| e. Other | | | | |

20. CONTINUING AVAILABLE INCOME: (Detail in Item 33 if Necessary)

| Type (Describe) | Total Per Year | Payments | Future Use-Remarks |
|----------------------------|----------------|----------|--------------------|
| a. Land Lease (Applicant) | | | |
| b. Land Lease (Spouse) | | | |
| c. Other | | | |
| d. Per Capita (All Family) | | | |

21. INCOME PAST 12 MONTHS: (Include Unemployment Compensation, Welfare, and Other Sources)

| Source or Employer | Address | No. Months | Amount |
|--------------------|---------|------------|--------|
| a. | | | |
| b. | | | |
| c. | | | |
| d. | | | |

22. PHYSICAL RESTRICTIONS AFFECTING EMPLOYMENT: Yes No If Yes, Explain:

23. INTERESTS, HOBBIES, AND LEISURE TIME ACTIVITIES:

24. UNION MEMBER: Group
 Yes No Formerly Local No. Address

25. DOES APPLICANT HAVE

| | Yes | No | Type | Condition or Status |
|------------|-----|----|------|---------------------|
| a. Tools | | | | |
| b. License | | | | |
| c. Car | | | | |

26. EDUCATION:

| Schools Attended | Encircle Highest Grade Completed | | | | | | Name and Location of School | Degree or Certificate | Date (Year) |
|--------------------------------|----------------------------------|---|---|----|----|----|-----------------------------|-----------------------|-------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| Public | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| Indian (Federal) | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| Mission | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| College | 1 | 2 | 3 | 4 | | | | | |
| Other (Not Mentioned in No.28) | | | | | | | | | |

27. TEST SCORES (GED Level, GATB, Other)

28. VOCATIONAL TRAINING OR SPECIAL TRAINING:

| Name of Course Taken | Date Began | Date Completed | Time Attended | Certificate or Diploma | Under P.L. 959 | |
|----------------------|------------|----------------|---------------|------------------------|----------------|----|
| | | | | | Yes | No |
| | | | | | | |
| | | | | | | |

29. MILITARY RECORD:

| Branch of Service | Service Number | Date Entered | Date Discharged | Type of Discharge |
|-------------------|----------------|--------------|-----------------|-------------------|
| | | | | |

| Claim Number | Service-Connected Disability | Disability Allowed | Compensation |
|--------------|--|--------------------|--------------------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | \$ _____ per Month |

Special Military Courses and/or Skills Acquired While in Military Service:

30. WORK PREFERENCE:

| Type | Reason for Desiring This Work | Years Experience |
|------|-------------------------------|------------------|
| a. | | |
| b. | | |
| c. | | |

31. SPECIAL SKILLS:

| Type | Machines or Equipment or Tools Operated | Years Experience | |
|------|---|------------------|--------|
| | | Work | School |
| a. | | | |
| b. | | | |
| c. | | | |

RELOCATION SERVICES INFORMATION RECORD
APPLICANT

32. EMPLOYMENT RECORD: (Account for Last 10 Years or Since Completion of School)

| | | |
|-----------------|--------------------|---------------------|
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |

(Form 5-440-4a EMPLOYMENT RECORD (Continuation Sheet) is available for additional entries.)

33. GENERAL COMMENTS:

RELOCATION SERVICES INFORMATION RECORD

32. EMPLOYMENT RECORD (Continuation Sheet)

APPLICANT

| | | |
|-----------------|--------------------|---------------------|
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |
| From: | Employer | Employer's Address |
| To: | Job Title | Description of Work |
| No. of Months: | Reason for Leaving | |
| Wage: \$ per | | |

34. RELOCATION PLAN AND HOW FAMILY OR INDIVIDUAL PLANS TO IMPLEMENT IT:

35. CHECK LIST OF IMPORTANT DOCUMENTS:

| Document | Yes | No | Attached | Will Carry | Action Taken |
|----------------------------|-----|----|----------|------------|--------------|
| a. Birth Certificate(s) | | | | | |
| b. Discharge Papers | | | | | |
| c. School Records | | | | | |
| d. Draft Registration Card | | | | | |
| e. Social Security Card | | | | | |
| f. Marriage Certificate | | | | | |
| g. Driver's License | | | | | |

36.

Date

Signature of Applicant

AGENCY RELOCATION OFFICER'S EVALUATION OF APPLICANT AND FAMILY

37. APPRAISAL:

a. Arrest Record: (Chronological Order)

| Location | On or Off Reservation | Type of Offense | Disposition | Date | Remarks |
|----------|-----------------------|-----------------|-------------|------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

b. Social Problems Bearing on Adjustment at Destination:

c. Appraisal of Education and Work Experience:

d. Problems that May be Encountered Pertaining to Physical Conditions:

e. Personal Characteristics (Check One Adjective Rating for Each Characteristic):

| Characteristic | Outstanding | Acceptable | Poor | Characteristic | Outstanding | Acceptable | Poor |
|--------------------------------|-------------|------------|------|--------------------------------|-------------|------------|------|
| Appearance and Manner | | | | Resourcefulness and Initiative | | | |
| Voice and Speech | | | | Self-confidence | | | |
| Responsiveness and Alertness | | | | Friendliness and Tact | | | |
| Purpose and Sustained Interest | | | | Cooperation and Teamwork | | | |
| Analysis and Judgment | | | | Responsibility | | | |
| Planning | | | | Attitude | | | |

f. General Appraisal with Detailed Information on Items Not Elsewhere Covered:

38.

Date

Signature of Agency Relocation Officer

INSTITUTIONAL TRAINING PLAN

(To be Completed Only When Applicant Applies for Institutional Training)

39. INSTITUTIONAL TRAINING OBJECTIVES (TENTATIVE):

| Course | Course |
|--------|--------|
| a. | c. |
| b. | d. |

40. EMPLOYMENT OBJECTIVES (TENTATIVE):

| |
|----|
| a. |
| b. |

41. DETAILED PLAN; (SET FORTH AND EXPLAIN IN DETAIL)

a. Selected Training Location:

b. Employment and Residence Location Desired:

c. How Training is Expected to Help:

42. THE ABOVE INSTITUTIONAL TRAINING PLAN HAS BEEN DISCUSSED WITH THE APPLICANT WHO MEETS THE ELIGIBILITY REQUIREMENTS. THE APPLICANT (IS) (IS NOT) RECOMMENDED FOR TRAINING.

Date

Agency Relocation Officer

Form 5-440-8
Jan. 1961

RELOCATION SERVICES INFORMATION RECORD

APPLICANT

43. SPACE FOR ADDITIONAL INFORMATION:

Instructions for the Preparation of Form 5-412A
Adult Vocational Training Agreement

Form 5-412A sets forth the responsibilities of both the trainee and the Bureau of Indian Affairs. The Agreement shall be signed by the trainee for institutional training and the Bureau representative. The entire contents of Form 5-412A shall be discussed with the applicant during the application process and an understanding reached on all the conditions set forth therein. Applicants not willing to abide by and sign the Form 5-412A shall not receive further vocational training services until the document is signed.

Number of Copies. Prepare an original and three copies. The original shall be placed in the applicant's unit file for the destination office, one copy to be retained by the office of origin, one to be sent to the Area office, Attention: Area Relocation Specialist, and one copy shall be given to the applicant.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
BRANCH OF RELOCATION SERVICES

ADULT VOCATIONAL TRAINING AGREEMENT

I, _____ having been
accepted for Adult Vocational Training, agree to:

1. Do everything I can to receive all the training offered and follow all the rules, regulations and attendance requirements of the school giving the training and the Bureau of Indian Affairs;

2. Talk with counselors of the Branch of Relocation Services before I get involved in: credit buying, purchase of an automobile or luxury items, discontinuing training, leaving school for other than emergency absence, moving of household from one location to another, moving in with others, allowing others to move in with me, taking on any additional family responsibilities, employment while in training, and intent to leave training destination;

3. Make myself available for and accept employment in the field or in a related field for which I was trained upon completing or discontinuance of training, such employment to be at the place of training or at a prearranged employment location.

The Bureau of Indian Affairs, in accepting this application and upon my satisfactory performance of the above obligations, agrees to:

1. Furnish me financial assistance as needed for tuition, related costs and maintenance to accomplish the training objective and up to one month maintenance after completion of training for the purpose of seeking employment. The determination of all amounts of financial assistance shall be the responsibility of the Bureau of Indian Affairs and will be on the basis of determined need and within the limitations established;

2. Make available advice and guidance for my best interest in accomplishing the objectives of training, housing and community living, and furnish assistance in obtaining employment if this is not adequately provided by the school.

This agreement entered into this ____ day of _____, 19__
at _____
by _____

Applicant

Bureau Representative

Title

Prepare in quadruplicate - original for the training destination file, copy to the applicant, copy to office of origin, and a copy to Area Relocation Specialist.

Instructions for the Preparation
and Use of Form 5-640
Agency Application Control Register

Form 5-640 shall be used by the Agency Relocation Officer as a control for Agency relocation applications and at all times will provide pertinent information concerning the status of the applications for service. The form may be used effectively as a management tool.

Office. Enter the office at which the form is maintained.

Column A. File Number. A unit file number is assigned as soon as the Agency Relocation Officer determines that the individual or family head is a bona fide applicant for relocation services. This number should, if appropriate, consist of four principal parts, as follows:

- (1) The Agency unit number
- (2) The fiscal year
- (3) A serial number assigned in the order in which applications are taken; and
- (4) If appropriate, the letter "T" to indicate institutional training, or "OJT" to indicate on-the-job training.

Numbers are assigned in chronological order by fiscal year. When a fiscal year closes, the serial numbers assigned for the next fiscal year commence with 1.

When an applicant reapplies for service the unit file number which had been previously assigned to him shall be used again, and the fiscal year in which he reapplies shall be inserted between the former fiscal year and the serial number. The reason for this procedure is that when a unit applies for repeat services the complete file for both the present and previous services shall be consolidated.

The examples that follow illustrate and provide an interpretation of several unit file numbers:

Example 1: 454-60-27. The number indicates that an applicant for relocation for employment filed his application at the Papago Agency (454) during fiscal year 1960 (60), and that it was the 27th application for relocation services received at the Agency Office.

Example 2: 454-60-29T. The number indicates that an applicant filed his application at the Papago Agency (454) during fiscal year 1960 (60) for institutional training (T) and that it was the 29th application for relocation services received at the Agency Office.

Example 3: 454-58-60-2. This number indicates that an applicant has reapplied for services. In fiscal year 1960 (60) the applicant applied at the Papago Agency (454) for relocation for employment and it was the 2nd application (2) received at the Agency during that fiscal year. The figure "58" between "454" and "60" reveals that the applicant had previously applied for relocation for employment in fiscal year 1958.

Example 4: 454-58-60-27T. This number indicates that an applicant has reapplied for services. In fiscal year 1960 (60) the applicant applied at the Papago Agency (454) for institutional training (T) and it was the 27th application (27) received at the Agency during that fiscal year. The figure "58" between "454" and "60" reveals that the applicant previously applied for relocation for employment in fiscal year 1958.

Example 5: 454-59T-60-34. This number indicates that an applicant has reapplied for services. In fiscal year 1960 (60) the applicant applied at the Papago Agency (454) for relocation for employment and it was the 34th application (34) received at the Agency during that fiscal year. The figure "59T" between "454" and "60" reveals that the applicant previously applied for institutional training in fiscal year 1959.

The entry in this column shall include the previous fiscal year, if appropriate, the current fiscal year, serial number, and, if appropriate, the letter "T" or letters "OJT". The

Agency unit number shall not be included on this form but shall appear on all documents pertaining to the applicant or his family initiated by the Agency Relocation Officer.

Column B. Date Assigned. Enter the current date on which the individual or family unit applied for and was recognized as a bona fide applicant for service.

Column C. Name of Applicant. Enter the name (last, first, and middle) of the individual or the family head to whom the unit file number is assigned.

Column D. Unit Identity. Enter the appropriate letters from those listed below for each applicant in subcolumn D-1:

SM.....Single man
SW.....Single woman
FHM.....Family head, man (no dependents)
FHW.....Family head, woman (no dependents)
FHMC.....Family head, man (with dependents)
FHCW.....Family head, woman (with dependents)
FUMW.....Family unit, man and wife (no dependents)
FUC.....Family unit, man, wife, children and
 other dependents
FMJ.....Family member joining family head (not
 to be counted as a unit; count as
 persons only)

Enter the total number of persons comprising the unit, either single or family, in subcolumn D-2.

Column E. Type of Service. Enter the appropriate letter and/or number from those listed below.

R - Relocation for employment (initial application for this type of service)
R2 - Relocation for employment and 2nd application for relocation services.
R3, R4, etc. - Relocation for employment and 3rd, 4th, or more applications for relocation services.
T - Institutional training
OJT - On-the-job training

Column F. Date Application Forwarded. Enter the date the Application for Relocation Services, Form 5-412, was forwarded to the Area Office in subcolumn F-1. The first two letters of the Area Office to which forwarded shall precede the date, e.g., PH 8-1-60 (see 82 IAM 4.4.4, "Routing and Acceptance of Applications").

Enter the date the Application for Relocation Services, Form 5-412, was forwarded to a destination office in subcolumn F-2. The first two letters of the destination office to which forwarded shall precede the date, e.g., CH 8-2-60 (see 82 IAM 4.4.4, "Routing and Acceptance of Applications").

On-the-job training applications are approved by the appropriate Agency Superintendent and the individual's unit file retained at the Agency Relocation Office. The letters "OJT," together with the date of the Superintendent's approval, should be shown under "Remarks." Columns F through K inclusive shall not be completed for on-the-job training applicants.

Column G. Action on Application. Enter the date that the destination office has set for the unit relocating for employment to arrive at their office (see Section C, Form 5-412) in subcolumn G-1. The first two letters of the destination office which assigned the arrival date shall precede the date, e.g., CH 8-25-60.

Sometimes it is not possible for various reasons for the destination office to assign an arrival date, so the unit's name is placed on the Register of Approved Applications for Vocational Training, Form 5-447. When this occurs, the register number assigned by the destination office (see Section C, Form 5-412) shall be entered in subcolumn G-2a. The first two letters of the destination office which assigned the register number shall precede that number, e.g., CH 60-10, AB 60-5.

Enter the date that the destination office has set for the unit which is to pursue institutional training to arrive at their office (see Section C, Form 5-412) in subcolumn G-2b. The first two letters of the destination office which assigned the arrival date shall precede the date, e.g., CH 8-30-60, AB 8-24-60.

Column H. Date of Actual Departure. Enter the date the unit actually departed from the reservation jurisdiction for the destination office.

Column I. Date Departure Notice Sent. Enter the date that the teletype or telegram pertaining to the unit's departure was forwarded to the destination office.

Column J. Destination Office Arrival. Enter the date the unit arrived at the destination office as reported on Form 5-654, Advice of Arrival, in subcolumn J-1.

Enter the date that Form 5-654, Advice of Arrival, was received by the Agency Office in subcolumn J-2.

Column K. Report of Unit by Destination Office. The destination office, as outlined in 82 IAM 5.2.6, is required to prepare and forward to the office of origin at certain intervals two progress reports pertaining to the unit's adjustment.

Enter in subcolumn K-1 the date of the first progress report for the unit prepared by the destination office.

Enter in subcolumn K-2 the date of the second and any subsequent progress reports for the unit prepared by the destination office.

Column L. Remarks. Enter here any pertinent comments relating to the application or to the unit's progress that appear important. If the application for service was disapproved at any point, this information should be recorded in this column.

Note: Only one line shall be used for each applicant for relocation services. Sometimes an application is sent to more than one destination office before it is finally scheduled for service. If this occurs, corrections shall be made on the entry line to reflect the actual destination office to which relocating and the scheduled arrival date.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Branch of Relocation Services

PINE RIDGE OFFICE

AGENCY APPLICATION CONTROL REGISTER

| A FILE NUMBER | B DATE ASSIGNED | C NAME OF APPLICANT | D UNIT IDENTIFICATION D-1 Unit D-2 Per-son-SERV-ICE | E DATE APPLICATION RECEIVED F-1 Area Office F-2 Destination Office | G ACTION ON APPLICATION | | H DATE OF ACTUAL DEPARTURE | I DATE DEPARTURE NOTICE SENT | J DESTINATION OFFICE ARRIVAL | | K REPORT OF UNIT BY DESTINATION OFFICE | | L REMARKS |
|------------------|--------------------|------------------------|--|---|----------------------------|--|-------------------------------|------------------------------------|---------------------------------|---------------------|---|----------------|--------------|
| | | | | | G-1 Reloca-tion | G-2 Institutional Training a. Register b. School | | | J-1 Actual Arrival Date | J-2 Notice Received | K-1 First | K-2 Subsequent | |
| 61-1 | 7-3-60 | ROE, RICHARD L | SM 1 | CH 8-2-60 | CH 8-23-60 | DA | 8-22-60 | 8-22-60 | 8-23-60 | 8-24-60 | 8-30-60 | 1-16-61 | |
| 61-27 | 7-6-60 | DOE, JOHN | FUC 4 | DA 8-8-60 | DA 61-10 | AB | 10-30-60 | 10-30-60 | 11-1-60 | 11-3-60 | 12-15-60 | 2-4-61 | |
| 61-3 | 7-8-60 | RICHARD, JOHN | FUC 3 | AB 8-5-60 | | | 8-29-60 | 8-29-60 | 8-29-60 | 8-29-60 | 10-10-60 | | |
| 58-61-4 | 7-12-60 | DOE, RAE I. | SW 1 | CL 8-19-60 | CL 10-25-60 | | 10-23-60 | 10-23-60 | 10-25-60 | 10-31-60 | 12-5-60 | | |

EXPLANATION OF SAMPLE ENTRIES

1. Richard L. Roe came into the office on 7-2-60 and requested relocation services. After discussing the services with him the Agency Relocation Officer asked him to return the next day. Upon returning to the office 7-3-60, he informed the Agency Relocation Officer that he had decided to relocate to Chicago for employment. The Agency Relocation Officer assisted him to prepare his application for services. Richard Roe being the first applicant for services in the fiscal year 1961. Columns A, B, C, D and E were completed. All essential documents were completed and the Agency Superintendent approved Richard Roe's application on 8-2-60. This same day it was forwarded to the Chicago Field Relocation Office. Column F-2 was then completed. The Chicago Field Relocation Office informed the Agency Relocation Officer on 8-8-60 that Richard Roe should report to their office on 8-23-60; therefore, Column G-1 was completed. Preparations were made for Richard Roe's departure, and on 8-22-60 he departed for Chicago via bus. Immediately after the Agency Relocation Officer knew that Richard Roe had departed, he prepared and forwarded a teletype or a telegram to Chicago advising that office of Richard Roe's departure. Columns H and I were then completed. On 8-24-60 the Agency Relocation Officer received an arrival notice from Chicago indicating the Richard Roe had arrived on 8-23-60. Columns J-1 and J-2 were completed. On 9-30-60 and 1-16-61, respectively, the Chicago Field Relocation Officer wrote letters to the Agency concerning the adjustment of Richard Roe. Columns K-1 and K-2 were completed accordingly.

2. Line 2 (61-27, John Doe) concerns entries made for an applicant who requested institutional training in Dallas, Texas. The entry in Column G-2a indicates that the Agency was informed that John Doe was placed on the Dallas Field Relocation Office's Register of Approved Applicants for Vocational Training as Number 10 in fiscal year 1961. The Dallas Field Relocation Office informed the Agency at a later date that John Doe could be placed in training and should arrive in Dallas on 11-1-60, see Column G-2b. The remaining entries were recorded as events occurred.

3. John Richard, 61-3, is an applicant who requested institutional training at a within-area school location.

4. Rae I. Doe is an applicant who requested repeat relocation to Cleveland, Ohio. The entry in Column A (58-61-4) indicates that she has requested or has been provided services on a previous occasion. The entry in Column E (82) reveals that this is a request for relocation and her second request for services. Column F-1 is completed since all requests for repeat services must be channelled through the appropriate Area Office.

Instructions for Establishing and
Maintaining Individual Relocation Services Unit Files
and Alphabetical Index Card

1. Individual Relocation Services Unit File Folder.

An Individual Relocation Services Unit File Folder shall be established when an individual or family unit applies for and is determined to be a bona fide applicant for relocation services and when an Agency Relocation Unit File Number (see Illustration 4, 82 IAM 4) has been assigned to the unit.

A manila folder shall be prepared with the following information on the tab:

- (a) Agency Unit File Number on top line
- (b) Name of applicant on second line

All records and correspondence pertaining or relating to the individual or family unit shall thereafter be filed in this folder. When any document is filed in this folder it shall contain the Agency Relocation Unit File Number for identification purposes. All unit file folders shall be maintained in numerical order by fiscal year and in chronological sequence.

2. Alphabetical Index Card.

An alphabetical index card shall be instituted at the same time the Agency Relocation Unit File Number is assigned and the Individual Relocation Services Unit File Folder is established. The card shall contain the applicant's name and unit file number, for example:

Jones, Richard 454-60-27
Smith, John H. 454-58-60-42

The size of the card should be 3" by 5" and of the type with a hole punched in the lower center of the card for filing in a cabinet or case with a rod running through the hole so that the card cannot be removed, lost, or destroyed. The cards shall be filed alphabetically.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Branch of Relocation Services

WEEKLY REPORT OF DEPARTURES OR ARRIVALS

| REPORTING OFFICE | WEEK ENDING | RELOCATION | | | | | | | | | | INSTITUTIONAL TRAINING | | | | | | GRAND TOTAL | |
|--|-------------|------------|-------|-------------|-----|-------|----------|-------|----------|---------|-------|------------------------|-------|----------|-----|-------|----------|-------------|-------|
| | | SINGLES | | FAMILIES | | | | TOTAL | | SINGLES | | FAMILIES | | | | TOTAL | | | |
| | | Men | Women | Family Head | Men | Women | Per-sons | Units | Per-sons | Men | Women | Per-sons | Units | Per-sons | Men | Women | Per-sons | | Units |
| A-1 | A-2 | E-1a | B-1a | B-1b | B-2 | C-1 | C-2 | D-1 | D-2 | E-1a | E-1b | E-1c | E-1d | F-1 | F-2 | G-1 | G-2 | | |
| 1. TOTAL THIS FISCAL YEAR (From Previous Week's Report) | | | | | | | | | | | | | | | | | | | |
| 2. TOTAL FOR THIS WEEK (List on Back of This Form) | | | | | | | | | | | | | | | | | | | |
| 3. TOTAL THIS FISCAL YEAR | | | | | | | | | | | | | | | | | | | |
| 4. TOTAL APPLICATIONS IN PROCESS (Agency Only) | | | | | | | | | | | | | | | | | | | |

COMMENTS:

REPORTING OFFICE _____ Date _____ Signature _____ Title _____

IMPORTANT: In order to keep essential statistical information complete, accurate, and timely, this report MUST be Air Mailed at the close of business each Friday. A separate report shall be made for Departures and a separate report shall be made for Arrivals.

Instructions for the Preparation of Form 5-414

Weekly Report of Departures or Arrivals

Form 5-414 is to be used by origin offices (Agencies or similar types of Relocation Offices) to make a weekly report of all departures for services. It also is to be used by destination offices (Field Relocation Offices and Area Training Units) to make a weekly report of all arrivals for relocation services. Relocation services for the purposes of this report include relocation and institutional training only.

Number of Copies.

Reporting on Departures. Each reporting office where there are departures shall prepare the form in triplicate, an original and two copies. The original is to be signed by the individual in charge of the reporting office and sent Air Mail at the close of business each Friday afternoon to the Bureau of Indian Affairs, Branch of Relocation Services, Washington 25, D.C. A copy of the report is to be forwarded to the office of the appropriate Area Director, Attention: Relocation Specialist, and a copy is to be retained by the reporting office.

Reporting on Arrivals. Each reporting office (Field Relocation Office and Area Training Unit) receiving arrivals shall prepare the form in duplicate, an original and one copy. The original is to be signed by the individual in charge of the reporting office and sent Air Mail at the close of business each Friday afternoon to the Bureau of Indian Affairs, Branch of Relocation Services, Washington 25, D.C. A copy of the report is to be retained by the appropriate destination office.

A separate report shall be made for arrivals and a separate report shall be made for departures.

Reporting Office. Enter the name of the office submitting the report, e.g., Pine Ridge Agency, Aberdeen Area Training Unit, or Denver Field Relocation Office.

Week Ending. Enter the date on which the report is prepared. A report is to be prepared as of the close of business, Friday of each week. Arrivals on Saturday or Sunday are to be reported the following week.

Line 1. Total This Fiscal Year from Previous Week's Report. Enter cumulative totals of all departures for destination offices or of all arrivals at destination offices for this fiscal year.

Line 2. This Week. Enter totals of arrivals or departures for the period beginning with the previous Saturday and ending with the close of business on Friday. List the name of each relocating unit on the reverse side of the form.

Line 3. Total This Fiscal Year. Enter the sums of Lines 1 and 2 for each subcolumn.

Line 4. Total Applications in Process. This item is to be completed by offices of origin only. Enter totals for singles and families whose applications have been completed or are in process but have not been sent to the appropriate Area Office or to a destination office. Applications that have been forwarded to destination offices for which a reply has not been received and applicants who are awaiting departure for destination points should not be included in this item.

Relocation

Columns A, B and C Entries. Enter totals in subcolumns according to the following definitions:

Column A. Singles are unattached individuals having no dependents. Enter total for men in subcolumn A-1 and total for women in subcolumn A-2.

Column B. A family is a unit consisting of a family head and his (her) dependents. Enter the total number of family heads, men or women, in subcolumn B-1a and B-1b, respectively. Enter the total number of family heads plus dependents in column B-2.

Column C. A unit consists of either a single individual or family head with dependents. Enter the total single units and family head units from subcolumns A-1, A-2, B-1a, and B-1b in subcolumn C-1. Enter the total number of persons from subcolumn A-1, A-2, and B-2 in subcolumn C-2. Subcolumns B-2 and C-2 shall also include dependents who are joining family units previously relocated, and should be explained under "Comments."

Institutional Training

Columns D, E, and F Entries. Enter totals in subcolumns according to the following definitions:

Column D. Singles are unattached individuals having no dependents.
Enter total for men in subcolumn D-1 and total for women in subcolumn D-2.

Column E. A family is a unit consisting of a family head and his (her) dependents. Enter the total number of family heads, men or women, in subcolumn E-1a and E-1b, respectively. Enter the total number of family heads plus dependents in column E-2.

Column F. A unit consists of either a single individual or a family head with dependents. Enter the total single units and family head units from subcolumns D-1, D-2, E-1a and E-1b in subcolumn F-1. Enter the total number of persons from subcolumn D-1, D-2 and E-2 in subcolumn F-2. Subcolumns E-2 and F-2 shall also include dependents who are joining family units previously relocated, and should be explained under "Comments."

Grand Total

Enter the total units from subcolumns C-1 and F-1 in subcolumn G-1. Enter the total number of persons from subcolumns C-2 and F-2 in subcolumn G-2.

Column H. Date of Departure or Arrival. Offices of origin should enter the actual date of departure for a destination office for each individual whose name is shown in column I. Destination offices should enter the actual date of arrival at the destination office for each individual whose name is shown in column I.

Column I. Name. Enter the name of each single or family head who departed for a destination office during the current week, or enter the name of each single or family head who arrived at a destination office during the current week, whichever is appropriate. The number of names listed shall correspond with the unit totals shown in Line 2 on the face of the form except in instances of family members joining family units previously relocated, in which instances the name of the family head should be shown.

Column J. Tribal Affiliation. Enter the name of the tribe in which the individual or family head is a recognized member.

Column K. Destination or Origin. Enter the name of the destination office to which the individual is relocating, or enter the name of the Agency or similar office from which the individual relocated.

Column L. Unit File No. Enter the Agency Unit File Number assigned in accordance with instructions outlined in 82 IAM 4, Illustration 4, or enter the destination office Unit File Number in accordance with instructions outlined in 82 IAM 5, Illustration 1.

Column M. Type of Service (Code). Enter the appropriate code from those listed below for each type of service.

Relocation (Reloc)
Institutional Training (AVT)

Column N. Unit Identity. Under "Unit" enter the appropriate letter symbols from those listed below for each unit:

SM.....Single man
SW.....Single woman
FHM.....Family head, man (no dependents)
FHW.....Family head, woman (no dependents)
FHMC.....Family head, man (with dependents)
FHCW.....Family head, woman (with dependents)
FUMW.....Family unit, man and wife (no dependents)
FUC.....Man, wife, children, and other dependents
FMJ.....Family member joining family head (not to be
 counted as a unit; count as persons only)

Under "Persons," enter the total number of persons comprising the unit, either singles or families. If it is a single unit, it is reported as one person.

Example ---- SM 1

If it is a family - man, wife, and 3 children - the number 5 should be entered.

Example ---- FUC 5

Note: When the fiscal year ends (June 30) on a week day other than Friday, two reports for that week shall be submitted. One report shall be made as of the last day of the fiscal year to close the operations for that fiscal year, while the other shall begin on the next day (July 1), which will commence operations for the new fiscal year.

Form 5-632
March 1961

82 IAM 4
Illustration 7

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Branch of Relocation Services

Agency File No. _____

REQUEST FOR PHYSICAL EXAMINATION

Dear Dr.

Please make a physical examination of _____
and the following members of his family:

Enclosed is one copy of Form 5-441, Statement of Medical History, for each member of the family and three copies of Form 5-442, Statement of Medical Examination. Please complete Form 5-442 for the entire family and return the original and one copy. Forms 5-441 as well as the duplicate copy of Form 5-442 may be retained for your records.

Payment will be made at a rate not to exceed \$ _____ for the complete examination of the applicant, and not to exceed \$ _____ for each member of his family.

In order that payment for your services may be expedited, please prepare your bill on your billhead or letterhead in an original and two copies. The following statement should be typed or written in ink on the bill and signed by you:

"I certify that the above bill is correct and just, and that payment therefor has not been received."

Please mail the original and two copies of your bill, together with the completed examination report, to:

Sincerely yours,

Agency Relocation Officer

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Branch of Relocation Services

Dest. Office File No. _____

REQUEST FOR PHYSICAL EXAMINATION

Dear Dr.

Please make a physical examination of _____.

Enclosed are two copies of a physical examination form which should be completed for the above-named individual and returned.

Payment for this examination will be made at a rate not to exceed \$.

In order that payment for your services may be expedited, please prepare your bill on your billhead or letterhead in an original and two copies. The following statement should be typed or written in ink on the bill and signed by you:

"I certify that the above bill is correct and just, and that payment therefor has not been received."

Please mail the original and two copies of your bill, together with the completed examination report, to:

Sincerely yours,

REPORT OF MEDICAL EXAMINATION

| | | | | | | | |
|--|---------|---|--|--|--|------------------------|--|
| 1. LAST NAME—FIRST NAME—MIDDLE NAME | | | | 2. GRADE AND COMPONENT OR POSITION | | 3. IDENTIFICATION NO. | |
| 4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State) | | | | 5. PURPOSE OF EXAMINATION | | 6. DATE OF EXAMINATION | |
| 7. SEX | 8. RACE | 9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN | | 10. DEPARTMENT, AGENCY, OR SERVICE | | 11. ORGANIZATION UNIT | |
| 12. DATE OF BIRTH | | 13. PLACE OF BIRTH | | 14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN | | | |
| 15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS | | | | 16. OTHER INFORMATION | | | |

| | | | |
|-------------------------|--|------------------------------|-----------------|
| 17. RATING OR SPECIALTY | | TIME IN THIS CAPACITY: TOTAL | LAST SIX MONTHS |
|-------------------------|--|------------------------------|-----------------|

| CLINICAL EVALUATION | | NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.) |
|---------------------|---------------|---|
| NORMAL | ABNOR- MAL | (Check each item in appropriate column; enter "N. E." if not evaluated) |
| | | 18. HEAD, FACE, NECK, AND SCALP |
| | | 19. NOSE |
| | | 20. SINUSES |
| | | 21. MOUTH AND THROAT |
| | | 22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71) |
| | | 23. DRUMS (Perforation) |
| | | 24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61) |
| | | 25. OPHTHALMOSCOPIC |
| | | 26. PUPILS (Equality and reaction) |
| | | 27. OCULAR MOTILITY (Associated parallel movements, nystagmus) |
| | | 28. LUNGS AND CHEST (Include breasts) |
| | | 29. HEART (Thrust, size, rhythm, sounds) |
| | | 30. VASCULAR SYSTEM (Varicosities, etc.) |
| | | 31. ABDOMEN AND VISCERA (Include hernia) |
| | | 32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated) |
| | | 33. ENDOCRINE SYSTEM |
| | | 34. G-U SYSTEM |
| | | 35. UPPER EXTREMITIES (Strength, range of motion) |
| | | 36. FEET |
| | | 37. LOWER EXTREMITIES (Except feet) (Strength, range of motion) |
| | | 38. SPINE, OTHER MUSCULOSKELETAL |
| | | 39. IDENTIFYING BODY MARKS, SCARS, TATTOOS |
| | | 40. SKIN, LYMPHATICS |
| | | 41. NEUROLOGIC (Equilibrium tests under item 72) |
| | | 42. PSYCHIATRIC (Specify any personality deviation) |
| Females only | | (Check how done) |
| | | 43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL |

(Continue in item 73)

| | | | | | | | | | | | | | | | | | |
|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|
| 44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively) | | | | | | | | | | | | | | | | REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES | |
| O.—Restorable teeth X.—Missing teeth (6 X 8).—Fixed bridge, brackets to include abutments /.—Nonrestorable teeth XXX.—Replaced by dentures | | | | | | | | | | | | | | | | | |
| R I G H T | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | |
| | 32 | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | 20 | 19 | 18 | 17 | |

| LABORATORY FINDINGS | | | | |
|-------------------------|-------|--|--|---|
| 45. URINALYSIS: SP. GR. | | 46. CHEST X-RAY (Place, date, film number, result) | | 47. SEROLOGY (Specify test used and result) |
| ALBUMIN | SUGAR | MICROSCOPIC | | |
| 48. EKG | | 49. BLOOD TYPE AND RH FACTOR | | |
| 50. OTHER TESTS | | | | |

MEASUREMENTS AND OTHER FINDINGS

| | | | | | | | | | | | | | | | | |
|--|-------|--------------|----------------|--|------------|--|----------------|--|--------------|---|--------------|-----------|--------------|--|--------------|--|
| 51. HEIGHT | | 52. WEIGHT | | 53. COLOR HAIR | | 54. COLOR EYES | | 55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/> | | 56. TEMP. | | | | | | |
| 57. BLOOD PRESSURE (<i>Arm at heart level</i>) | | | | | | 58. PULSE (<i>1 min. at heart level</i>) | | | | | | | | | | |
| SITTING | SYS. | RECUM-BENT | SYS. | STANDING (3 min.) | SYS. | SITTING | AFTER EXERCISE | 2 MIN. AFTER | RECUMBENT | AFTER STANDING 3 MIN. | | | | | | |
| | DIAS. | | DIAS. | | DIAS. | | | | | | | | | | | |
| 59. DISTANT VISION | | | | 60. REFRACTION | | | | 61. NEAR VISION | | | | | | | | |
| RIGHT 20/ | | CORR. TO 20/ | | BY | | S. | | CX | | CORR. TO | | BY | | | | |
| LEFT 20/ | | CORR. TO 20/ | | BY | | S. | | CX | | CORR. TO | | BY | | | | |
| 62. HETEROPHORIA: (Specify distance) ES ^o EX ^c R. H. L. H. PRISM DIV. PRISM CONV. PC PD | | | | | | | | | | | | | | | | |
| 63. ACCOMMODATION RIGHT LEFT | | | | 64. COLOR VISION (<i>Test used and result</i>) | | | | 65. DEPTH PERCEPTION (<i>Test used and score</i>) | | UNCORRECTED | | CORRECTED | | | | |
| 66. FIELD OF VISION | | | | 67. NIGHT VISION (<i>Test used and score</i>) | | | | 68. RED LENS | | 69. INTRACULAR TENSION | | | | | | |
| 70. HEARING | | | 71. AUDIOMETER | | | | | | | 72. PSYCHOLOGICAL AND PSYCHOMOTOR (<i>Tests used and score</i>) | | | | | | |
| RIGHT WV /15 SV /15 | | | 250 266 | | 500 #12 | | 1000 1024 | | 2000 #048 | | 3000 #800 | | 4000 4000 | | 8000 #198 | |
| LEFT WV /15 SV /15 | | | RIGHT | | LEFT | | RIGHT | | LEFT | | RIGHT | | LEFT | | | |

NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

| | | | | | | | | | | | | |
|---|--|--|--|--|--|--|---------------------------|---|---|---|---|---|
| 75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (<i>Specify</i>) | | | | | | | 76. PHYSICAL PROFILE | | | | | |
| | | | | | | | P | U | L | H | E | S |
| | | | | | | | | | | | | |
| 77. EXAMINEE (<i>Check</i>) <input type="checkbox"/> IS QUALIFIED FOR <input type="checkbox"/> IS NOT | | | | | | | PHYSICAL CATEGORY | | | | | |
| 78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER | | | | | | | A | B | C | E | | |
| 79. TYPED OR PRINTED NAME OF PHYSICIAN | | | | | | | SIGNATURE | | | | | |
| 80. TYPED OR PRINTED NAME OF PHYSICIAN | | | | | | | SIGNATURE | | | | | |
| 81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (<i>Indicate which</i>) | | | | | | | SIGNATURE | | | | | |
| 82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY | | | | | | | SIGNATURE | | | | | |
| | | | | | | | NUMBER OF ATTACHED SHEETS | | | | | |

Instructions for the Preparation and Use of
Physical Examination Forms

General. In order to expedite and make uniform the procedures for securing physical examinations for Relocation Services (including relocation and institutional training) five forms are to be utilized as follows:

- Form 5-441, Jan. 1959 - Statement of Medical History
- Form 5-442, March 1961 - Statement of Medical Examination
(Includes Supplemental Sheet)
- Form 5-632, March 1961 - Request for Physical Examination
(Origin)
- Form 5-632A, March 1961 - Request for Physical Examination
(Destination)
- Standard Form 88 - Report of Medical Examination

Every applicant and his dependents shall have a physical examination recorded on Form 5-442 prior to departure for the destination point.

Form 5-441, Jan. 1959 - Statement of Medical History.

This form shall be completed by each applicant who applies for relocation services and the dependents who plan to accompany him. It is completed at the point of origin and shall be prepared in triplicate for each individual. The items to be checked are self-explanatory. On completion of the form, the Agency Relocation Officer shall review it and if completed satisfactorily shall affix his signature as the "Reviewing Official." The original shall become a part of the individual's Relocation Services unit file, which shall accompany the Application for Relocation Services, Form 5-412, to the office providing destination services. The examining physician shall be provided a copy and the other shall remain with the applicant's unit file at the Agency Relocation Office.

Form 5-442, March 1961 - Statement of Medical Examination.
(Includes Supplemental Sheet)

This form shall be used by the examining physician to record the results of the examination of the applicant and his dependents who are being provided Relocation Services. It shall be prepared in triplicate, with the Agency Relocation Officer completing the upper portion of the form (see sample Illustration) and the examining physician completing the remaining portion. The original of the form shall be forwarded to the office providing destination services and shall become a part of the individual's Relocation Services unit file. The examining physician shall retain a duplicate copy, and the other copy shall remain with the applicant's unit file at the Agency Relocation Office. Only one set of forms is necessary for the entire unit.

The continuation sheet which is part of this form is used for families of three persons or more, or when the Form 5-441 indicates a physical condition or an illness which might warrant considerable written explanation. The distribution is the same as the basic form.

Form 5-632, March 1961 - Request for Physical Examination (Origin).

Ordinarily, physical examinations are performed at the origin point by physicians in the Public Health Service. When such services are not available and the examination must be performed by a private physician, Form 5-632 shall be used. The form shall be prepared in duplicate, with instructions at the bottom of the form being completed to show the name and official address of the Agency Relocation Officer. The original shall be given to the private physician and the duplicate shall be filed in the applicant's unit file at the Agency Relocation Office.

Form 5-632A, March 1961 - Request for Physical Examination (Destination).

This form is to be used by the destination office in requesting a private physician to perform a physical examination of the family head (worker). The form is to be prepared in duplicate, with instructions at the bottom of the form being completed to show the name and address of the Officer-in-Charge of the destination office. The original shall be given to the private physician and the duplicate shall be filed in the individual's unit file at the destination office.

Standard Form 88 - Report of Medical Examination.

As indicated in 82 IAM 6.7, it may be necessary for the family head (worker) to be physically examined at the destination point. This form is for the use of private physicians at destination jurisdictions (Area Training Units or Field Relocation Offices) to record the results of the physical examination when the employing establishment or school does not provide or request the use of its own examination form, or for other reasons. The destination office shall prepare the form in duplicate and shall complete the upper portion, Items 1 through 17, while the examining private physician shall complete only those remaining items that the destination office or employing establishment or school has indicated are required. The original shall become a part of the individual's unit file at the destination point, and the duplicate may be forwarded to the employing establishment or school, if desirable.

Procedure.

A. For Physical Examinations Given by Public Health Service.

When an applicant applies for Relocation Services the Agency Relocation Officer shall provide him with sufficient copies of Form 5-441, Statement of Medical History, in order that the form can be completed by each member of the family being provided Relocation Services. The Agency Relocation Officer shall review the completed forms to insure that an explanation is furnished for all "Yes" answers, and shall sign the forms as the "Reviewing Official."

The original of Forms 5-441 shall become a part of the individual's Relocation Services unit file, which, together with the Application for Relocation Services, Form 5-412, and the Relocation Services Information Record, Form 5-440, shall be forwarded for acceptance through established channels to the destination office. If acceptable the destination office should furnish the Agency of origin with a scheduled arrival date for the unit.

If after a review of the Forms 5-441 by the destination office it is determined that the applicant (family head) or his spouse may possess a physical defect that would deter the unit from relocating, a physical examination may be requested to be accomplished at the point of origin to

ascertain whether or not the physical defect is a limiting factor. The results of the requested physical examination shall be reviewed by the destination office for acceptance prior to furnishing the Agency of origin with a scheduled arrival date for the unit. The requested physical examination will be accomplished for the entire unit. Under this procedure it will not be necessary to require a physical examination during the 30-day period prior to the scheduled departure date, as set forth below.

Physical examinations on Form 5-442 will be accomplished any time within the thirty days (30) prior to departure for the destination point.

When the applicant and his dependents are referred to the Public Health Service for physical examinations, a copy of the completed Form 5-441 for each person referred, and three copies of Form 5-442, shall be transmitted to them. On completion of the examination(s) the Public Health Service examining physician shall forward to the Agency Relocation Officer the original and one copy of Form 5-442. Forms 5-441 for each individual examined and a duplicate copy of Form 5-442 are to be retained by the Public Health Service. The original of Form 5-442 shall be forwarded to the office providing destination services and the copy, retained in the Agency unit file folder. The unit shall not depart for the destination point until the destination office has been informed of the results of the examination on Form 5-442.

This procedure has been established to accelerate the processing of applications, and will provide the destination office with the most current physical examination data possible.

B. For Physical Examinations Given by Private Physicians.

- (1) At Point of Origin. When an applicant applies for Relocation Services the Agency Relocation Officer shall provide him with sufficient copies of Form 5-441, Statement of Medical History, in order that the form can be completed by each member of the family being provided Relocation Services. The Agency

Relocation Officer shall review the completed forms to insure that an explanation is furnished for all "Yes" answers, and shall sign them as the "Reviewing Official."

The original of Forms 5-441 shall become a part of the individual's Relocation Services unit file, which, together with the Application for Relocation Services, Form 5-412, and the Relocation Services Information Record, Form 5-440, shall be forwarded for acceptance through established channels to the destination office. If acceptable, the destination office should furnish the Agency of origin with a scheduled arrival date for the unit.

If after a review of the Forms 5-441 by the destination office it is determined that the applicant (family head) or his spouse may possess a physical defect that would deter the unit from relocating, a physical examination may be requested to be accomplished at the point of origin to ascertain whether or not the physical defect is a limiting factor. The results of the requested physical examination shall be reviewed by the destination office for acceptance prior to furnishing the Agency of origin with a scheduled arrival date for the unit. The requested physical examination will be accomplished for the entire unit. Under this procedure it will not be necessary to require a physical examination during the 30-day period prior to the scheduled departure date, as set forth below.

Physical examinations on Form 5-442 will be accomplished any time within the thirty days (30) prior to departure for the destination point.

When it has been determined that the services of the Public Health Service are not available, arrangements shall be made with a private physician for the examination. The Agency Relocation Officer shall prepare Form 5-632 as indicated above. When the applicant and his dependents are referred to a private physician, the original of Form 5-632, a completed copy of Form 5-441 for each person referred, and three copies of Form 5-442 shall be transmitted to the examining physician. On completion of the examination the private physician

shall retain Forms 5-441 for each individual examined, a duplicate copy of Form 5-442, and Form 5-632. The original and one copy of Form 5-442 shall be forwarded to the Agency Relocation Officer, who will forward it to the office providing destination services. The unit shall not depart for the destination point until the destination office has been informed of the results of the examination on Form 5-442.

This procedure has been established to accelerate the processing of applications, and will provide the destination office with the most current physical examination data possible. Only one physical examination for the unit is authorized.

- (2) At Point of Destination. When the destination office determines that it is necessary to have a family head (worker) physically examined (see 82 IAM 6.6.1A and 6.7.1A) the destination office shall make arrangements with a private physician for the examination. The destination office shall prepare Form 5-632A. If the employing establishment or school does not provide or request the use of its own physical examination form, the destination office shall prepare Standard Form 88 as indicated above. When the family head (worker) is referred to the private physician the original of Form 5-632A, and two copies each of Standard Form 88 or the employing establishment's or school's physical examination form shall be transmitted to the examining physician. On completion of the examination the private physician shall retain Form 5-632A. All copies of Standard Form 88 or the employing establishment's or school's physical examination form shall be forwarded to the destination office. The original of Standard Form 88 or the duplicate copy of the employing establishment's or school's examination form shall become a part of the individual's Relocation Services unit file. The duplicate copy of Standard Form 88, if desired, or the original of the employing establishment's or school's physical examination form shall be forwarded to the employing establishment or school for its use.

Note. Physical examinations at the point of origin are to be completed within the 30-day period prior to the unit's departure for the destination point. However, in order that these physical examinations may be completed during this 30-day period, arrangements

should be made with the Public Health Service or with a private physician when the office of origin receives from the destination office the scheduled arrival date of the unit.

The policy regarding the effect of pregnancy on single women or female heads of families in respect to participation in adult vocational training is set forth in 82 IAM 4.5.2.3G.

Single women and female heads of families applying for Relocation for employment who are in any stage of pregnancy shall not depart for a destination point until such condition no longer exists. A relocating family unit whose spouse is in any stage of pregnancy may depart for a destination point provided the necessary arrangements for the maternity costs over and above the health services coverage, if in effect, have been made and concurred in by the destination office. If arrangements have not been made and concurred in by the destination office, the unit's departure shall be delayed until such condition no longer exists.

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Illustrations

DESTINATION SERVICES

5.1 Destination Services. Destination offices assist Indian people who are referred to them by offices of origin to attain a status of economic independence according to their relocation or training plan. These offices where services are provided are divided into two groups: one, known as a Field Relocation Office, where relocation for employment and institutional training services are both provided (see 82 IAM 3.2B) and, two, the Area Training Unit, where only institutional training services are provided (see 82 IAM 3.2B). Similar operations are performed in each destination office for institutional training. Destination services are those services which are rendered at the Relocation Services destination points for the:

- (a) Development of community, Agency and public understanding of the Bureau's program of assisting eligible Indians who voluntarily applied for assistance to improve their economic and social status;
- (b) Relocates and trainees who need guidance in making an adjustment to the demands of their new environment;
- (c) Provision of appropriate information to Areas and Agencies concerning: full resources of the community at destination point; progress and problems of individual relocates and trainees; and, destination offices' experience in adequately serving the relocated units. This analytical evaluation of the situation may serve as a guideline to program officers for the improvement of procedures for rendering day to day services to new applicants.
- (d) Administration of the program of Relocation Services. The means of accomplishing the objectives of the Relocation Services program at destination, on the basis of the Bureau of Indian Affairs' policy and its underlying philosophy of service to Indian people, are covered in the following sections.

5.2 Field Relocation Offices.

- .1 Compilation and Dissemination of Information. The Relocation Services staff at destination point must be sufficiently conversant with the type, kind, and variety of information needed to satisfy questions, and to develop and maintain an understanding interest in the program. Information shall be compiled for and distributed as needed to:

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- (a) Point of origin, for use by the staff at the Agency or reservation; applicant-for-services, tribal council, general public, etc.; and
 - (b) Point of destination, for the use of local public and private agencies, employers, representative community leaders, and relocatees within the service area.
- A. Distribution to Point of Origin. The Agency Relocation Officer is greatly assisted in his work if he is being regularly supplied with current information about the destination point. Helpful information from the destination office includes such items as:
- (1) Employment Opportunities.
 - (a) Kinds of industries
 - (b) Types of work available
 - (c) Representative wages received
 - (2) Housing.
 - (a) Availability to place of employment
 - (b) Types and description available
 - (c) Typical rental costs
 - (3) Display Material and Visual Aids.
 - (a) Pictures are particularly useful in telling the relocation story. Relocatees at work, at home, and at play are interesting subjects to the friends and relatives back home.
 - (b) Permanent Display Unit and Booklet. Agency, Area, and destination offices have a permanent display unit as well as a portable binder containing visual information about opportunities available and conditions in each of the Field Relocation Office points. The use of this display material provides a basis of informational and interpretational uniformity for all persons interested in program services.
 - (c) Colored Slides Depicting Conditions at Relocation Destination. Colored slides showing major categories of living at Field Relocation Office

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points (business, shopping, and recreational areas; public transportation; various types of housing; schools; parks; churches; medical centers; Indian people at work and at play) are available for use through the Central Office.

- (4) News Concerning Individual Successes and Difficulties. A continual flow of information regarding the progress of various relocatees provides the Agency Relocation Officer with a very effective tool. It gives him the information he needs to tell the story of the success or problems of relocatees. News events, such as the purchase of a home, or a car, or telling of a job promotion, are of interest to people on the reservation.

Care should be taken that the information divulged is not of a confidential nature, nor does it involve an invasion of the privacy of the individual. Individual relocatees should be encouraged to write their own success stories to the folks back home. Where difficulties have been encountered, they should be related, together with the solutions to such problems. Such letters help the people on the reservation evaluate their own possibilities of relocation.

- B. Point of Destination - Development of Relocation Opportunities. The term "relocation opportunity" covers a multitude of categories. Generally, relocation opportunities exist in a community which is regarded as favorable in all respects for the relocation of Indian people.

- (1) Criteria for the Selection of Relocation Communities. A community selected for relocation should have (a) ample housing opportunities, (b) institutional training opportunities, and (c) employment opportunities for workers with limited work and educational backgrounds, at rates of pay sufficient to enable an individual to support himself and his family on a standard of living compatible with decency and health. Also, it should offer a possibility for job promotion and self-improvement. For that reason, communities selected for relocation should have adequate educational opportunities for persons who are interested in continuing their education during off-work hours.

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In day-to-day operations, the destination office personnel are concerned with five basic factors which are work opportunities, training, housing, family adjustment to urban life, and community acceptance of the program. A relocation opportunity must include elements favorable to the satisfactory development of these five factors.

- (2) Development of Relocation Opportunities. In order to develop relocation opportunities, it is necessary for personnel assigned to destination office jurisdictions to have a good working knowledge of all available community resources. There is usually a public or private service agency operating within every community which deals with some related phase of the relocation process. In order to make these community resources useful to relocation applicants, it becomes necessary to acquaint the local community agencies with the basic concepts of the program. The success of the Relocation Services program requires the informed and interested cooperation of all community resources.

The Relocation Services staff shall solicit and encourage their assistance and maintain their interest by providing continuous information about pertinent phases of the program. Personal contacts and group meetings are effective means of accomplishing these goals.

- (3) Employment Resources of the Community. The Bureau of Indian Affairs and the Bureau of Employment Security have entered into a national agreement which outlines the functions of each organization in assisting Indian applicants to secure employment. (See 82 IAM 8).

The Relocation Services staff is responsible for keeping the local offices of public employment service advised on a continuing basis of the basic concepts and progress of the program, and of plans being developed on any local level, in order that they may assist to the maximum extent possible with employment opportunities for Indian people.

Adequate employment opportunities may not always be available through local offices of the public employment service, since they may not be in possession of the quality, variety, and diversity of opportunities that are necessary to meet the needs of Indian people. Therefore, it is necessary that direct contacts be made by Relocation Services staff with employers throughout the community. Potential employers are to be carefully informed of the nature of the

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Relocation Services program and the type of applicant served. The great majority of employers in the communities serving destination offices are usually willing to cooperate. Following the initial contact with an employer, continuing contacts with him are necessary. It is important that a record of employer contacts and employment possibilities be maintained and kept current. The contacting of employers on a regular basis must be a part of the planned program of the destination office. It is essential that new employers be contacted in order to develop and expand the range of job opportunities available for relocatees. Without adequate employment opportunities, relocation cannot be successful.

- (4) Training Resources of the Community. The educational resources of the community shall be canvassed to ascertain the type and frequency of courses offered for: completing academic training; training in special fields; adult vocational training; refresher training; and, on-the-job training. Public school training at little or no cost attracts some people who can devote a few hours per week to supervised self-improvement. These courses are particularly acceptable to: young people who wish to complete their high school training; men and women who wish to improve their ability to speak English, etc.; speciality training in vocational fields (i.e., welding, auto mechanics; drafting; beauty culture; etc.) These facilities are available at all destination offices and offer divided opportunity for the aggressive and enthusiastic applicant. It should be remembered, however, that for many individuals training through adult education type courses is a slow process requiring diligent attention over a long period of time. Acquisition of a new skill is not accomplished in a few weeks or months.

Destination offices have a real demand for training courses which provide specialized vocational training for Indian adults who qualify for adult vocational training under Public Law 959.

- (5) A Planned Basis for Sound Housing Arrangements. Community representatives who are properly informed about the Relocation Services program will be valuable instruments of the social conversion of new residents in the community.
- (a) Private Housing - Temporary and Permanent. It is necessary to develop a specific knowledge of the type, size, location and cost of private housing for single men,

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single women, and family units. Landlords shall be contacted on a planned and continuing basis. Satisfactory initial temporary shelter as well as permanent housing must be worked out with hotel managers and landlords. A file of all housing shall be maintained, kept current, and added to regularly by a staff responsible for interpreting the Bureau's Relocation Services program to realtors and landlords.

- (b) Public Housing. Initial personal contacts shall be made with the officials of local and Federal agencies connected with public housing. Basic information concerning the purposes of the program should be outlined to these representatives so that the Bureau of Indian Affairs staff may obtain the maximum cooperation possible in securing adequate living accommodations for program participants. Employees of destination offices must be thoroughly acquainted with the rules and regulations of these agencies in order that relocatees may be properly informed of the services available to them through public housing agencies.

(6) Cooperating Agencies.

- (a) Welfare Agencies (Public and Private). An early contact shall be established and maintained by personnel of the destination office with the social agencies of the community to inform them of the purposes of the program. The Relocation Services staff, in turn, must have a working knowledge of the functions of these agencies. The various States in which the Relocation Services program operates have local laws dealing with welfare eligibility which vary considerably. Destination office personnel should be thoroughly acquainted with their laws and regulations to be adequately equipped to advise relocatees. Relocatees may elect to contact a public social agency directly. The foundation of understanding and service agreement laid by the Relocation Services staff with the social agency personnel is advantageous to relocatees who can enjoy the same consideration and service as other service recipients.
- (b) Travelers Aid Societies. The Travelers Aid Society is a national organization dedicated to the principles of aiding the traveling public regarding any problems that

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they might encounter in connection with travel. This agency is staffed by a group of trained, competent people, including trained social workers who can be of valuable assistance to Indian people who have recently moved to a new community and are in the process of establishing a new home.

Basic information concerning the Relocation Services program has been made available on a national basis to members of this organization. They, in turn, have publicized the Relocation Services program through releases distributed to their offices throughout the United States. It is highly desirable that Relocation Services personnel maintain frequent and professional contact with local officials of this agency in order to establish a close working relationship. Local offices of the Travelers Aid Society shall be advised regarding the destination office location, telephone numbers, etc. It is suggested that emergency telephone numbers during non-office hours, Saturdays, Sundays, or holidays, be provided in case they are needed. Destination offices may want to utilize the services of one of this agency's social workers to cope with a relocatee's problem when such is indicated.

- (c) Social Agencies Connected with Religious Denominations. The majority of the religious denominations help support social agencies which are willing to assist members of their faith, primarily, or persons not connected with the denomination, and persons professing no religion if their need justifies the extension of service.

The services of these organizations vary considerably. The nature of their various programs and what they offer shall be ascertained by the Relocation Services staff. A contact shall be made with these organizations and a working relationship established and maintained with them. Through this medium, relocatees will have the fullest advantage of the resources offered by the religious agencies. In most instances, these agencies have trained social workers on their staff who are usually willing to render valuable services based on need to relocatees.

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- (d) Community Chest Supported Agencies, Health Groups, Government (local, State and Federal) organizations. These, as well as other social service groups, should, to a practical degree, be kept informed of the progress of the Relocation Services program. The role of the Bureau of Indian Affairs shall be made clear in policy statements. The Relocation Services staff serves in a liaison capacity between the relocatee and the representatives of community resources to insure that the newcomer Indian has a correct understanding and appreciation of the privileges to which his citizenship entitles him and that the Agencies understand the status of the relocated Indian and facts about his background which may be useful in dealing effectively with him.
- (7) Value of Professional Rapport with Service Agencies in the Community and State. It is imperative that local Relocation Services staff exchange professional program information with representatives of major community service groups on the local and state operational level. Participation in general program conferences, attendance at committee meetings on matters pertaining to community planning, and membership in the Social Service Exchange will do much to clarify the role of the destination office in the community and contribute to its professional acceptance by other community organizations.

.2 Review and Scheduling of Applications.

- A. Basic Responsibility of the Bureau of Indian Affairs to Applicants for Relocation Services. The Bureau of Indian Affairs is responsible at all levels of operation to help the individual applicant for program services to (1) realistically analyze his own need, capabilities, and interests; and (2) to make practical plans, in the light of his limitations, for the accomplishment of his objectives.

Every effort shall be made by all staff involved to give thoughtful consideration and professional advice to Indian people who contact the Bureau for assistance.

- B. Initiation of Applications for Relocation Services. All persons who are interested in the scope, aims and benefits of the Relocation Services program are referred to the responsible Bureau

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representative at the point of origin, the Agency Relocation Officer, for specific information. The Agency Relocation Officer satisfies the questions regarding the Why, When, What and Where of program operation, including pertinent details about actual experiences of people from all areas who have availed themselves of this opportunity for self-improvement. The advantages as well as the possible disadvantages are covered in this factual recital of case histories.

After the general expression of interest has been satisfied, the inquirer is free to pursue the subject further. If he wishes counsel and advice concerning his individual chances to succeed through program assistance, the Agency Relocation Officer will attempt to help him realistically measure his own strengths and weaknesses. If, after a thorough discussion of all angles of the matter, he wishes to place his formal application for services, (See 82 IAM 4.4), he does so of his own volition, with full knowledge of his responsibilities.

Complete factual information is secured by the Agency Relocation Officer about the applicant so that the question of his eligibility may be adequately determined. Some of the major points covered are physical fitness, education, work experience, record of stability, motivation, etc. The Agency Relocation Officer screens this information and if feasible checks it with responsible agencies or persons in the community to establish the validity of the record given and to gauge the applicant's sincerity. The application is referred to the Superintendent of the Agency or to the officer-in-charge, who indicates the individual's eligibility, his need for financial assistance and recommendation for selection for service. If the application is recommended for service, it is forwarded to the appropriate destination office of his choice, along with the supporting documents for review and scheduling (See 82 IAM 4.4.4).

- C. Application Received at Destination Office. Upon receipt of the application for program services, designated staff members of the destination office shall perform the following routine functions:
- (1) Stamp the date of receipt of the application and supporting documents.
 - (2) Assign a Destination Office unit file number following the procedure outlined in 82 IAM 5,

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Illustration 1, and record this file number on the application and supporting documents. Appropriate entries are then made on the Destination Office Application Control Register, Form 5-649.

- (3) Check to ascertain if all the prescribed and pertinent papers are included. If any important papers have been omitted, they should be requested immediately from the office of origin requesting an early submission of necessary data.

- D. Professional Staff Review of Application and the Supporting Documents. The Destination Officer is responsible for formulating a practical and feasible plan for insuring uniform, objective, and careful review of each application received, followed by appropriate scheduling action. The Destination Officer accepts the Agency Relocation Officer's judgment about the applicant and the office of origin's determination as to his eligibility and adaptability for relocation services.

A method which has proven successful is through the designation of an Application Review Committee which is representative of the major fields of interest in relocation adjustment. The membership of the committee should include the head of the destination office and persons who have a knowledge of community living, housing, employment, and adult vocational training. An objective appraisal is made to determine, insofar as possible, whether relocation would be a service or a disservice to the applicant and his family. The work programmed for the staff is analyzed, giving equitable recognition to the handicaps presented by extra large families or to physical as well as economic disabilities, with committee authority to adjust schedules so that the staff can work as a unit in facilitating needed service to the relocatees. The committee may meet daily or as needed, to discuss applications.

- E. Setting Arrival Schedules. The destination office shall submit to the office of origin within 72 hours after receipt of the application a reporting date for the applicant to arrive at destination point.

Factors entering into the actual scheduling can reasonably include the following;

- (1) Consideration to a preferred date stipulated

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- by the applicant;
- (2) Arrival time at destination point which will not necessitate weekend work by Agency staff in helping the departing unit to board the train or bus;
 - (3) Recognition of the fact that the completely unsophisticated applicant should arrive early in the week so that he may be oriented before a long weekend in the metropolitan area;
 - (4) Friday afternoon arrivals at destination preclude the possibility of providing service other than securing living quarters before the office closes. The expense of a weekend in the city poses a real financial problem with regard to a restricted budget;
 - (5) Proper schedule distribution for persons who have a handicap which may demand more time for adequate service;
 - (6) Large families with small children may have to be met at the transportation terminal, housed as early as possible to avoid the prohibitive expense of using commercial food service, and employment for the worker in a reasonable commuting area of a housing facility that meets the needs of most of the family members;
 - (7) Setting a reporting date which allows sufficient time for ordering necessary funds and for full staff services to be given each relocating unit;
 - (8) Making any necessary prearrival plans for the unit regarding temporary housing;
 - (9) Consideration given to the immediate availability of the proper vocational training courses if the applicant is a potential trainee;
 - (10) Doing a preliminary check with possible employers if the applicant has an interest in a particular field to learn if an early appointment for an interview may be possible.

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The destination office staff shall be mindful that each person as an individual and/or family group is deserving of encouragement and assistance in learning to assume responsibility and in building toward social and economic independence. Each person shall be accepted and assisted on the basis of his individual background, his interests, and his capabilities. To perform this service in a professional manner, employing professional tactics and using bona fide community resources, the staff must be interested, well-trained, and possess a high degree of sensitivity to the needs of each situation.

- F. Record of Schedule of Arrivals. Each destination office shall maintain a record of the scheduling of applications. Form 5-666, Application Scheduling Record, shall be used for this purpose. (See Illustration 16, 82 IAM 5).

Some planning at the destination office must be accomplished prior to the arrival of the unit. It may prove helpful to duplicate Form 5-666 on Friday (or earlier) prior to the week in question and distribute it to the destination office staff. Another method may be to prepare a brief summary of pertinent information about the newcomer unit and distribute to the destination office staff. Either of these methods alerts the staff as to the new arrivals for the week and gives them an opportunity to plan accordingly.

- G. Unscheduled Arrivals. Unscheduled arrivals shall be processed in accordance with 82 IAM 4.4.4E.

- H. Self-Financed Applicants for Relocation Services. Applications received from single or family units who desire to relocate for employment or training and who are self-financed or financed by tribal funds (not financed by Bureau of Indian Affairs) may be furnished any required services performed by the Branch of Relocation Services other than financial assistance.

.3 Prearrival Procedures.

- A. Importance of Planning. Prearrival planning for the comfort of and assistance to applicants for program services is an important step in expediting the orderly orientation of newcomers to the destination offices. Procedures for effecting this facilitated service shall be established and become a routine preparatory part of staff planning and work. The following subsections outline the major points to be considered in general prearrival planning. Designated staff members will initiate the action planned by the Application Review Committee, as outlined in 82 IAM 5.2.2D.

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- B. Making Arrangements for Immediate Temporary Housing. Upon receipt of the schedule for reporting at destination office, the Agency Relocation Officer shall confirm the arrival of the newcomer unit, including information regarding the kind of transportation to be used and time of arrival on the specified day. In instances where the relocatee is scheduled to arrive at the destination point after business hours, temporary housing must be available. Destination offices should inform the Agency Relocation Officer of the temporary housing arrangements at the destination point (See 82 IAM 5.2.5.6). Temporary quarters should be at a location within reasonable proximity of destination office. The relocatee is usually advised to report to the office at a stipulated time on the following day. The destination staff must be sure that adequate accommodations are available for the new relocatee.
- C. Preparation for Orientation. The destination office shall add to the unit file folder of the scheduled relocatee all pertinent papers needed in the early conferences of orientation of the newcomer unit. These shall be placed in use order:
- (1) Advice of Arrival, Form 5-654
 - (2) Orientation and Counseling Check List, Form 5-662
 - (3) Health Service, Inc. papers
 - (4) Home Visit Schedule Card
 - (5) Permanent file reference of the unit
 - (6) Any other papers pertinent to the needs of the unit, as indicated by the application record.

The forms with local handout material which is supplied the applicant are filed for easy reference. The handout material usually includes such items as: City Transit Guide; small pocket-size map of the city, showing parks, schools, and churches; pamphlet of general information prepared by the destination office, which includes office hours, office telephone number, city service emergency information for medical care, fire and police protection; etc.

During the latter part of each week, the community living, housing, employment, and vocational training units, where applicable, should review the unit file folders of the scheduled intake units for the coming week. Any last minute attention needed for the early comfort and service to these units should be given immediately so that there will be a very minimum of confusion and delay when the people arrive.

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- D. Weekly Bulletin Work Load. In order for a destination office, at any time, to ascertain the services being provided a unit which recently arrived, it may prove helpful to maintain control. A bulletin board which is prominently displayed in a central location may be used. The bulletin board should contain such identifying information as the date of arrival, name and family composition of the unit, and agency of origin. Also, appropriate space should be provided for completing such items of individual service as, "placed in temporary housing, orientation completed, referred and placed in employment, entered institutional training," etc. The names should remain on the bulletin board until the full range of services have been provided.
- E. Staff Analysis of Major Needs of Relocatee. Each scheduled applicant shall be served in relation to his individual needs. The application and the Information Record containing pertinent and influencing information, including the Relocation Plan developed by the applicant and the Agency Relocation Officer, shall be studied, evaluated, and destination services planned accordingly.

Any factors which appear to need primary attention shall be weighed, and a plan of action made on a realistic basis. If the family is of unusual size, the selection of adequate housing at moderately priced rental, and in a central location in relationship to community facilities, should take precedence over all other factors of consideration in the family's adjustment to urban living. If there are several family members who will have regular commuting costs to the job, school, or hospital, careful consideration of centrally located housing to meet the complete family's need should enter into living and working arrangements made for and with them.

- F. Importance of Timing Effective Assistance in Job Placement, Securing Permanent Housing and/or Enrollment in Vocational School. It must be recognized that actual job placement and contracting for permanent housing cannot be done for the relocatee until he arrives, participates in the negotiations, and concurs in the arrangements, however well-laid his prerelocation plans have been. Few, if any, employers will hire a person without an interview unless such applicant has specialized training and a record of successful accomplishment on the job. The majority of relocatees have not had the advantage of this combination of sales factors; and, therefore,

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must necessarily "sell" themselves through evidence of interest in an appointment and sincerity of purpose. In addition, the destination office can be absolutely sure that the scheduled relocatee will be able to meet his schedule since his relocation plans might be cancelled or postponed. Therefore, it is advisable only to ascertain possible job openings until the actual arrival of the applicant.

The relocatee bases his actual desire for change in environment on either employment or enrolling in institutional training preparatory to employment. He must realize that steady employment with adequate wages must be obtained to maintain himself and his family. To achieve this it will be necessary that he (1) go to an area where the job market provides year round opportunity for workers like himself, (2) equip himself through training (institutional or on-the-job) and experience to qualify for employment which provides increasing opportunities for growth and remunerative advancement, and (3) should further realize that changes in work force resulting in lay-offs are a common part of the economic structure. He should continuously plan his personal affairs so that he will immediately be in a position to actively seek other employment opportunities in the city of his residence when lay-off, etc. occurs.

The destination office shall plan to seriously discuss with the relocatee his hopes and preferences for training and/or employment so that an early decision can be made, arrangements effected, and stability in the new community initiated by affiliation in a vocational endeavor. Staff services shall be planned so that when enrollment in an adult vocational school or placement on the job is to be effected, the staff shall be available with information and assistance in guiding the relocated unit to find satisfactory and standard living quarters which he/they can afford, based on his/their budget, and within easy proximity to school or work. It is highly important that the newcomer unit settle into a routine pattern of living as soon as possible. Uncertainty and delay in finding local ties will add to the individual's frustration, possibly leading to his decision to terminate his plan of relocation.

- G. Arrangements for Staff Service. To adequately accommodate the service needs of newcomer units along with the usual demands of office work, staff time must be allocated so that the orientation and initial services for relocatees has effective continuity. The decision regarding the organization of staff

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efforts to best meet the job demands rests with the Destination Officer. His decision in the matter is tempered by the size of his staff. Some officers-in-charge find that certain member(s) of the staff should be designated to render "across the board" service to the relocating unit. "Across the board" means that all services are rendered to the unit by the same staff representation: orientation, housing, job development and placement, vocational counseling and school enrollment, etc. In offices with larger staff, a full complement of service may be given by individual units responsible for such service, i.e., general orientation by the Orientation Unit, Housing by the Housing Unit, etc., with the relocatee escorted from one unit to another. When this pattern is followed, it is customary for a single staff member to be designated as the responsible counselor for the incoming unit. The counselor will serve as the initial contact and continue as a referral agent to other staff units who will supply helpful assistance in turn, and as indicated. The counselor serves as an interpreter of policy and customs, a buffer and/or middle-man for the newcomer unit with all representatives within the Bureau as well as outside the Bureau. The determination for office organization to perform the best service possible at the least expense of time, people, and money is determined by the Destination Officer. The Destination Officer must make every effort to use his staff resources to the greatest extent possible, diversifying their assignments at intervals frequent enough to keep the staff interested in their production and service. The responsible professional officer-in-charge plans with his staff contacts with representative community groups so that Relocation Services staff are conversant with new methods, new points of view, and practices available to citizens in the community through public and privately supported organizations.

.4 General Orientation.

- A. Arrival at Destination. Relocates arriving at destination point will have been supplied with detailed instructions regarding (1) how to reach the destination office, which address they have; or (2) where to go if arrival is after business hours. A temporary lodging reservation shall have been made to allow for overnight rest before reporting to the office.

With few exceptions, all reporting relocatees can manage for themselves at the transportation terminal, and in locating and checking into temporary housing. However, if needed the Agency Relocation Officer may, in rare cases, request the

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destination office to meet the arriving relocatee.

The relocatee should be greeted warmly and made to feel welcome. He may be tired, hungry, or mentally unresponsive to counseling. In some cases counseling might begin after a meal, or after a morning or night of rest. The orientation officer must use his judgment as to when orientation begins and the pace at which it continues.

- (1) Temporary Housing Accommodations. Economically priced and clean facilities within the vicinity of the destination office offer suitable accommodations for temporary lodging. Relocates shall be informed of the location of nearby restaurants having reasonable food prices. They shall be provided with careful instructions about how to reach the office at an appointed time the following day, and told that further steps concerning their relocation will be accomplished at that time. When deemed necessary the relocatees shall be provided with emergency telephone numbers so that they will be able to contact a staff member in the event that it is necessary to do so.
- (2) Importance of Initial Interview. After a rest, the relocatee should report to the office where he will meet appropriate members of the staff. He may be assigned to a single staff counselor who will accept the primary responsibility of seeing that the individual or family is comfortable, understands the extent and purposes of the services of the program, understands the role of the staff at destination point, and accepts his own responsibility to promote his chances of success.

The initial counseling interview is of prime importance, since his first impressions may well have a decisive bearing upon his acceptance and adjustment in the urban center. The differences in the social and cultural backgrounds of Indians coming from reservations over the country require a fine degree of sensitivity in the counseling process. Every effort shall be made by the counseling and orientation staff to recognize the importance of individualizing the initial counseling to meet the needs of persons of widely dissimilar backgrounds. The staff member must establish rapport with the relocatee as a basis for fruitful future contacts. Sufficient and uninterrupted time shall be given in these interviews to insure a sound foundation of friendly understanding.

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Often, a strange city creates a feeling of bewilderment and frustration in the new resident. It is well, therefore, to set the newly arrived person at ease by starting the conversation with familiar topics such as the trip to the city and casual conversation regarding familiar experiences at home. After rapport has been established, it is easy to point out some of the new and strange patterns of living which the newcomer faces and to give some tips on how to meet them. The noise, the speed, and the congestion of the city, the free and impersonal relationships between people of all races, with emphasis on the need for self-reliance, can be discussed in order that the individual will have reference points to guide him in his initial experiences.

From the first interview and throughout all future contacts, every effort must be made by destination services staff to instill confidence in the mind of the relocatee so that he will feel welcome and will not remain a stranger in the community.

B. Relocatee's Responsibility for Implementing the Relocation Plan.

In the course of the first few interviews the relocatee is made to realize that he has the primary responsibility for the success of his relocation plans. However, a general atmosphere should be developed in which the relocatee is disposed, at his election to request the destination office assistance with his immediate and long-term problems of adjustment. Repetition of the following may be advisable:

- (1) That the city is not a reservation, nor is the destination office an agency headquarters. The newcomer is assuming life as a completely independent citizen of the community with all the responsibilities and the privileges shared by everyone.
- (2) That with origin office assistance, applicants have developed a relocation plan, the details of which are familiar to them. On occasion it may be of value to review the plan with the applicant.
- (3) That making a living normally will not be easy, and the earnings, at first, will barely stretch for the various necessities and provides for no luxuries. While life may be hard, opportunities

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for improving one's standard of living by earnings, education, recreation, and broad social contacts are within the practical reach of all who make the effort to progress and succeed.

- (4) That the financial assistance and professional services available through the office are a part of the relocation plan for the individual and will be made available in good spirit as long as the relocated persons or families meet their share of the responsibility.

- C. Importance of Strict Observance of Time. Employment conditions in industry place rigid emphasis on promptness and regularity. The reasons for this emphasis, and how industrial work differs from farm work, seasonal labor, lumber camp and similar rural occupations, must be explained in simple language so that the individual will not feel he is being regimented into a routine which has little or no meaning.

The institutional trainee must respect the schedule of classes set by school authorities. Learning to conform to and participate in group programs is an elementary and important step in an individual's adjustment to society.

Children who have not regularly attended reservation schools may need parental assistance in establishing a pattern of adherence to the compulsory education attendance requirement in urban areas.

Commuters by common carrier must learn to use the local transit guide to properly determine routes and estimate timing needed for transportation between points. Persons who commute by privately owned automobiles and who are accustomed to driving in less populous areas are oftentimes surprised at and unprepared to estimate the time needed to travel through the heavy traffic in a city. It is incumbent upon the counselor to provide the relocatee with thorough training on all factors involved in crosstown transportation, pointing up the importance of giving sufficient time to use the least expensive mode of travel. Repeated warnings should be given concerning the prohibitive expense involved in the use of taxicabs except on rare and unusual occasions. Relocates shall be exposed to the idea and impressed with the fact that community-city dwellers are careful observers of time, appointments, and schedules for all personal, social, and business matters. Interruptions or delays

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caused by the failure of irresponsible and forgetful persons penalize all concerned, and generally, result in strained relationships. Unexplained delays are definite examples of thoughtlessness and rudeness.

- D. Importance of Presenting Good Personal Appearance. The importance of first impressions as to one's personal appearance should be discussed thoroughly with all adult members of the family. Conformity to local customs regarding dress and attention to careful selection of dress appropriate to the occasion, are factors pertinent to the acceptance of the relocatee and his family by the community. This discussion should be followed by a more personalized discussion of ways and means to improve their individual grooming, dress, and general appearance.
- E. Adequate Living Quarters and Their Upkeep. The types and kinds of living quarters available within the city shall be carefully discussed by the counselor with the relocatee. He shall stress the necessity as well as the desirability of the relocatee's observance of and adherence to: general community sanitation and safety requirements; adequate maintenance of the interior and exterior of individual living quarters; house rules; good neighbor policy; and, occupying housing, the cost of which is within his financial means. The relationship between income and rent should be thoroughly and carefully explained. The importance of settling in adequate quarters in a reputable neighborhood should always be emphasized.

The values of being a good housekeeper as a part of being a good neighbor should be appreciated by all responsible family members. This will assure all family members of increased opportunities for desired participation in community affairs.

- F. Adequate Employment - Basis of Economic Security. The techniques of sound employment counseling for relocatees is one of the most important functions in the entire relocation process. A job record carefully drawn at the Agency level equips the destination counselor with material to deal realistically with the relocatee regarding his vocational interests, experience, capabilities, and family responsibilities in regard to income needed to maintain a reasonable standard of living. Many accepted practices may be new to the relocatee (Social Security coverage, health and accident insurance programs, paid vacations, etc.).

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- G. Major Fields in Personal and Family Adjustment. Orientation interviews should reflect warmth of welcome, show confidence in the wisdom of the person's choice to relocate, and should gain specific information about basic family needs without going into unnecessary detail. The skilled counselor should be able to build up the relocatee's faith in the guidance he is being given. The counselor should also use his own judgment as to the amount of orientation necessary for the relocatee to make the adjustment from reservation living to city life as easy as possible.
- (1) Money Management. To become economically independent, the relocatee must learn the value of money: how it must be spent for essentials before luxury items can be bought; realize the penalty if budget planning is ignored; appreciate the worth of a good credit rating; and gauge expenses in relation to income. General guidance shall be given relocatees and trainees alike by the staff at destination. The local staff may use to advantage the professional services available within the community to increase interest and participation in money management planning.
 - (2) Medical Care Coverage. The destination counselor is responsible for informing the relocatee and his family concerning the advantage of and necessity for having some form of continuous medical and hospital coverage. At the expiration of the Health Service coverage provided by the Bureau the relocatee should be encouraged to provide himself with similar protection through his employment and/or purchase of individual membership with a reputable medical and hospitalization plan.
 - (3) Schools and School Community Groups - Opportunity for Family Integration. It is important that definite assistance be provided to enroll the children in school. Information should be furnished to the school officials about the relocatee family and the relocatee family should be supplied with information concerning schools. The PTA can be helpful in many ways. This community organization may provide one point of approach to community integration. This resource should not be undervalued.
 - (4) Recreation - An Important Phase of Community Living. Counseling the family about recreation opportunities should

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not be overlooked. In the early part of the relocation, everything is new and exciting. This is the time when inexpensive recreational facilities can be best explained and utilized by the family. Use city maps and tell the family about the zoos, the museums, scenic and interesting places, and nearby picnic or weekend holiday camp areas. Even bus rides can be exciting and pleasurable. Perhaps a word of warning and explanation about undesirable areas may also be in order. Affiliation with neighborhood groups such as Boy Scouts, Camp Fire Girls, church groups, PTA, and participation in plant group activities should be encouraged and facilitated at every opportunity.

(5) Encourage Church Affiliation. Arrange for the family to get in touch with the church of their choice. Tell the pastor or the church visitation committee about the family. Encourage attendance at church and participation in church and Sunday School activities.

(6) Destination Office Staff - Friendly Guide. After all these matters have been pointed out in initial counseling following arrival, it is important to stress that the advantages and benefits outweigh difficulties in urban living, so that the individual will feel he has something worthwhile to strive for, despite the hardships that may be entailed. The early weeks are critical ones. Help the relocatee get through them.

H. Use of Orientation and Counseling Check List. Orientation and Counseling Check List, Form 5-662, shall be used by destination office staff members with each relocating unit to assure complete coverage of major categories of the Relocation Services program. (See Illustration 11, 82 IAM 5).

.5 Housing.

.1 Housing Service Responsibility. Knowledge of the availability of adequate temporary and permanent housing for the timely use by relocatees is one of the major responsibilities of the staff at destination point. The staff must be prepared to assist the newcomer unit as needed:

(a) With temporary shelter immediately upon arrival.

(b) Offer for his selection a choice of permanent

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housing quarters after he has suitable employment or is satisfactorily enrolled in a vocational school.

- .2 Development and Maintenance of Satisfactory Landlord Relations. To insure having comprehensive and current housing information which facilitates the actual service to the relocatee, the staff must search the housing market through careful geographical and source coverage. Management personnel of selected types of housing shall be informed regarding the aims, objectives, and scope of the Relocation Services Program and given some background information about the Indian participants of program services. A mutually understood working agreement shall be made between the landlord, manager, and/or his designated representative and the Bureau of Indian Affairs staff regarding the individual responsibility of the housing personnel, Bureau of Indian Affairs staff, and the relocatee-recipient of housing accommodations. The housing service management must understand that the relocatee is solely responsible for the rental payment and the care of the premises. Bureau of Indian Affairs staff agrees to guide the relocatee into an acceptance of his responsibility in this business transaction.
- .3 Temporary Housing. Upon arrival at destination point, relocatees need temporary housing which provides a satisfactory living standard of space near the office at reasonable rental, and which is located on or near crosstown transportation. Easy accessibility to the office for initial orientation, specific counseling, initial and repeat job referral, etc., saves time and confusion for relocatees as well as staff.
- .4 Temporary Housing Information Record. Temporary housing information about available standard shelter within the metropolitan area shall be set up in an easy reference file for the use of all concerned. The Housing Resource File, Form 5-449, (See Illustration 6, 82 IAM 5, includes essential information needed by the destination staff and will serve as a nucleus for compiling information which is to be sent to the Agency office at regular intervals.
- .5 Permanent Housing. The location of adequate living quarters within the relocatee's financial means and in reasonable proximity to employment and other community resources, is of primary and basic importance to the relocated unit's welfare and success. The destination staff shall equip themselves to serve the newcomers in meeting this early need on the basis of their

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requirements. To effect this, it is necessary that the staff develop and maintain a current file of information about the types, kinds, adequacy, location and cost of a variety of permanent housing for single men, single women, and families within the destination service area. (See Illustration 6, 82 IAM 5).

A. Basic Factors for Housing Consideration.

- (1) Permanent living accommodations cannot always be properly selected until such time as permanent employment has been obtained. It is desirable that relocatees move to the section of the area within reasonable proximity to their employment in order to reduce commuting time and costs.
- (2) Earnings from permanent employment is the major factor in determining the funds allowable for housing costs in relationship to income. The standards of living and conditions on many reservations may have a tendency to influence some relocatees to seek housing that is below the standards that are acceptable for wage earners in the relocatee's position in the community. Therefore, a realistic budget discussion must be given priority in planning with the relocatee and his family to acquire housing, the cost of which is commensurate with their earnings. Some individuals may be inclined to rent accommodations that are in excess of their budget limitations. Realistic counseling should be given and the family encouraged to accept living accommodations which they can afford. If at all possible, consideration should be given to moving an Indian family into a neighborhood where at least one other Indian family resides. Companionship with another Indian family will contribute materially to a quicker adjustment.
- (3) Location of the Housing in Relationship to Personal Needs is highly important. Proximity to schools, church, shopping, clinics, employment, will save time and expense. If the location of the residence is such that walking to and from the major points of community interests is possible, thereby curtailing the expense of transportation more money is available for shelter rental. Although it is desirable to live near the worker's place of employment, it is often-times more desirable from the standpoint of the unit to serve more family members by settling near a school, shopping, etc. The location of shelter for permanent living shall be in a reputable neighborhood which will contribute to the safety as well

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as the status of the individual/family in the community.

- (4) Space and convenience standards for permanent housing for relocatees shall be taken into individual account. Shelter selected shall provide space which is well lighted, well ventilated, free of accident hazards, has adequate plumbing, accessibility to transportation lines, etc.

B. Major Categories of Permanent Housing for Single Men and Single Women. The major categories for permanent housing for single men and single women are YM/YWCAs, clubs (Evangeline Residence, etc.) room accommodations in private residences or small hotels and room and board situations in private residences or small hotels, apartments (single or shared occupancy).

C. Chief Characteristics of Permanent Housing for Single Men and Single Women. The chief characteristics of suitable housing for unmarried men and women shall be:

- (1) Standard, well-kept space at reasonable rental in a reputable area of the city.
- (2) Within reasonable proximity to the job/school.
- (3) Located on or near crosstown transportation lines.
- (4) With satisfactory bathing arrangements.
- (5) With elevator service for buildings having more than three stories.
- (6) Equipped with lounges and other recreational facilities which allow social group participation.
- (7) With laundry facilities in the building or neighborhood.
- (8) With nearby food service at reasonable cost.

D. The relocatee/trainee tenant shall be cognizant of his responsibility to:

- (1) Maintain club "Y" membership if membership is

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required.

- (2) Be a good tenant (adequate maintenance of quarters; care of furniture and equipment; observance of house rules; prompt payment of rent; respect for privacy and privileges of other tenants; limited use of public telephones; etc.).
- (3) Maintain good relationships with housing management; hotel manager; house mother; landlord; etc.

E. Major Categories of Permanent Housing for Families. The major categories for permanent housing for families are apartments, houses, public housing and owned homes.

F. Chief Characteristics of Permanent Housing for Families. The chief characteristics of suitable housing for families shall be:

- (1) Standard, well-kept space at reasonable rental in a reputable area of the city.
- (2) Within reasonable proximity to the job; school; church and shopping areas.
- (3) Located on or near crosstown transportation lines.
- (4) With elevator service for buildings having more than three stories.
- (5) Equipped with or near laundry facilities.
- (6) With play yard or near park recreational facilities for children.
- (7) With or without furniture, at rental rates in proportion to the service given.
- (8) On lower floors of multiple story housing for families with small children.
- (9) Selected with careful consideration of areas having dwellings of mixed occupancy; i.e., white, negro, oriental, etc.

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- (10) For homes purchased, adequate construction appropriate to the area and its climate, and priced within the use and financial means of the buyer.
- G. Public Housing Occupancy. In the majority of cities where Field Relocation Offices are located, the local Public Housing Authorities have agreed to waive local residence requirements for relocatees and trainees. Therefore, when and if space is available, participants of the Relocation Services program who meet the qualifications of the Local Housing Authority may be admitted. This type of accommodation guarantees the following: standard space, central location in relationship to shopping, recreational, medical, educational and transportation facilities; and, is priced in direct proportion to income based on family size. Public Housing offers an opportunity for destination offices to quarter large and/or economically handicapped families in standard facilities at low cost. If such housing is used as an interim expediency, the determination for this service may be wise. However, the drawbacks of settling people in public housing should be measured carefully.
- (1) Low rent public housing is provided in a city on the basis of determined need for dwellings of various sizes to accommodate families who have established residence in the area and who are unable to earn sufficient income to sustain them on an acceptable standard of living. Over-use of the privilege of housing Bureau of Indian Affairs' program-sponsored people who are newcomers in the community could invite criticism of both Public Housing and the Bureau of Indian Affairs. In addition, extended use of public housing facilities may foster a feeling of dependency on the part of the relocatees. One of the principal objectives of the Bureau of Indian Affairs is to help people adopt a realistic attitude to regular living demands and responsibilities, and to establish themselves in a self-sufficient status. This is particularly true in the housing of institutional trainees who should experience living in standard private housing at a price range which they can expect to pay upon completion of training.

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- (2) New Indian residents to the destination area need to assimilate and become workers, neighbors, and citizens in the community. They need to participate in community affairs without reference to their background differences. In the same proportion, the relocated Indian needs to accept peoples of backgrounds dissimilar to his own without prejudice or discriminatory ideas. The fact that public housing is open for all family units who qualify on the basis of need and income may result in an overwhelming majority of persons of one racial group occupying the shelter in a given project. A situation of this kind can lead to dissatisfactions when people live in close quarters in such numbers. The adaptability and attitudes of families must be analyzed and wise counsel given to help them become good tenants and good neighbors.
 - (3) Selection of private quarters in an area of the city which meets the job and family requirements is a sound basis of establishing the family as a unit which must accept responsibility for itself. In such an area, all members of the family can make new friends and establish themselves on the basis of new interests.
 - (4) In housing developments, Indian people may form a clique and not exert themselves in becoming acquainted with other people. Their problems, real and/or imaginary, are shared beyond the bounds of sound judgment. The Indian group may become an "Indian Village" in the thinking of the greater community, and the difficulties of a few may be credited to the entire Indian populace.
- H. Home Ownership. If the relocatee is happily situated insofar as employment and personal and family interests are concerned, he may profit by purchasing a home. All factors in the individual case should be carefully reviewed and a realistic measurement made concerning an investment of this size. The destination office, if invited to advise, should refer the prospective homeowner to several available bona fide sources of information. Counselors can with impunity act only as a "listening post." The determination regarding such an investment should be made by the individual/s concerned. Monthly payments for the purchase of a home, which includes payments on the mortgage, interest on the mortgage, taxes,

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and insurance, and general upkeep, are often no more than the amount of reasonable rental.

- .6 Required Housing Information for the Field. The Relocation Services staff at destination shall be responsible for keeping Agency and Area staffs currently informed of the availability, type, general costs, and other pertinent facts about temporary and permanent housing accommodations in destination jurisdictions. This information shall include general facts about housing management; brochures; pictures and other data and all material which will be helpful to interested relocating person/s in assisting him visualize the type and kind of living quarters available in a given area.
- .7 Housing Procedures. In order to adequately accommodate single men, single women, and families in temporary quarters to fit their individual needs at destination, it is necessary that (1) housing sources be contacted, (2) working agreements be made with responsible housing management personnel, and (3) that mutual understanding with representative sources be consistently maintained. The landlords and/or the manager of temporary housing must be given a clear explanation by destination office staff members about the type of personnel relocating through the Bureau's program pointing out their need for temporary housing, and the Bureau of Indian Affairs' role in this transaction. When quarters are inspected by the staff and are found to meet the general requirements, Form 5-449, Housing Resources File, should be completed (See Illustration 6, 82 IAM 5). The value of having a resource file cannot be overstressed. This procedure will guarantee a definite control of the kind, cost, and availability of temporary housing. Also, it provides a record of the types of housing in most demand and program information given to and agreements reached with specific landlords, managers, and realtors.

Only major permanent housing resources are to be recorded, i.e., realty firms carrying listings of apartments, flats, and private dwellings; owners/managers of apartments; Apartment Owners Association, etc. Every effort should be made to develop housing opportunities in different sections of the city which can accommodate families of varying composition and income. As employment opportunities are opened, the staff responsible for housing relocatees should locate suitable quarters for them near the employing establishment.

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- A. Organizational Work Sheets to Facilitate Housing Service to Relocates. The staff members who provide the orientation to the relocatee are responsible for initiating the temporary housing service to the unit. Locating the single or family unit in nearby temporary shelter is essential to peace of mind and relaxed feeling of security basic to favorable reception of employment, training, and community living guidance. The use of a form similar to the following should facilitate the housing of a newly arrived unit.

NEW ARRIVAL - HOUSING

NAME _____ DATE _____ FILE NO. _____

Baggage to be picked up: Yes _____; No _____
 Railway Depot _____ Bus Terminal _____ Other _____

Temporary Housing _____, _____, _____, _____, _____
 Room Room & Board Apartment Motel Club

Address _____

Telephone Number _____

Manager _____

Rental Rate: _____ Day _____ Week _____ Month _____

Deposits Made: Key _____ Cleaning _____

Necessary Shopping: (Refer to check list)

1. Personal Appearance _____
2. Housewares _____
3. Grocery shopping _____
4. Shipment of HHG _____ Lbs. _____ Pick-Up _____
5. Other shopping _____

List Here Anything Incomplete Regarding Move:

 Staff Member

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Use of this form or a similar record precludes staff confusion regarding the need for immediate service to the newcomer unit, and it provides space for confirmation of such service having been given, by whom, and at what time. It serves as a staff work record of service accomplishment and should be filed in the individual's file folder.

- B. Assisted Move from Temporary to Permanent Housing. The preliminary interview on housing will enable the staff to obtain such pertinent information as space needed by family based on number, age, and sex of children; whether private or public housing is preferred or available; type of schools needed; church preference; ownership of pets; veteran's status; any specific prejudices; etc. This interview gives housing personnel an opportunity to learn what the relocatee needs and wants in living quarters. This information should be filed in the unit file folder and used as a guide when obtaining permanent housing. The employment or training staff shall notify the housing staff when permanent employment is secured or enrollment in school has been affected in order that permanent housing may be obtained for the unit.

The staff member assigned to securing permanent housing for the unit should review the preliminary interview report concerning housing needs and desires; and review the resource file and such other information as is available through newspapers, factory bulletin boards, etc. When prospective housing is located, the landlord should be contacted and an appointment made to inspect the quarters. At least one responsible adult member of the family shall accompany the staff member to see the quarters and determine its acceptability. The staff member and the relocatee should check on transportation to employment, distance to school, shops, and churches, etc.

The relocatee's ability to pay the amount of rent should be considered. The relocatee should be advised to consider only housing which costs not more than approximately 25 percent of the monthly take-home wage or grant.

When a rental agreement is made, the purchase of furniture may be the next step. A move slip should be prepared, showing the relocatee's new permanent housing address, landlord's name, number in family to be moved, date and time of the move, and the type of vehicle to be used for

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the move. This move must be coordinated with the movement of the furniture from the store, turning on of the gas, electricity, and water, as deposits have to be made in some areas on utilities. The following is a suggested form for use in moving the unit:

MOVING INSTRUCTIONS

NAME _____

ADDRESS _____

DATE _____ TIME _____

REMARKS:

To persons handling move: List here anything incomplete regarding move and return to:

Staff Member

Move Completed - Date _____

MOVED FROM _____

UTILITIES _____

TRUCK NEEDED _____

Staff Member

The staff member in charge of the move should consider all of the following points with the relocatee, giving appropriate attention to each item so that settlement in permanent quarters may be effected with dispatch and satisfaction:

- (1) Has transportation to the job been verified?
- (2) Do the quarters provide adequate space?

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- (3) Have the landlord and the tenant reached an agreement?
- (4) Does the tenant have funds for a month's rent?
- (5) Has a date been set for occupation of premises?
- (6) Does the tenant have furniture?
- (7) Who pays the utilities?
- (8) Has a deposit been made on gas and electricity?
Has connection been made on gas stove and has
relocatee been instructed on the operation
of gas stove and heater?
- (9) Has temporary housing management been notified
in advance of move?
- (10) Has furniture move been arranged?
- (11) Is there a day deposit?
- (12) Are shopping and school facilities available?

C. Public Housing. The Public Housing Program administered by the Local Housing Authority in destination cities varies somewhat in its occupancy requirements. However, in all instances the requirement of one year's residence before admission has been waived for relocatees. The Local Housing Authority requires a "verification of employment and income" or a certification by the Bureau of Indian Affairs of the grant status of the family. This financial statement plus information regarding veteran's status and number of dependents are the bases of consideration for eligibility. Generally, the Local Housing Authority requires a deposit for possible damages and a charge for garbage pails, garden hose, and a key deposit in addition to the initial rent. The rental rate is determined by income in relation to the number of dependents. The damage deposit is returned when the family leaves the premise if no damages are apparent. The financial status of each family is reviewed at regular intervals to determine their eligibility for continued occupancy. One Local Housing Authority has distributed the following information to its tenants. This is outlined for the benefit of staff members who may want to review with each relocatee applicant for public housing occupancy this check list of Public Housing Policy regarding major items.

"REMEMBER THE TERMS OF YOUR LEASE

Lease - Signed for one month
Renewed by the payment of the rent each month
15-day notice to cancel lease
For living purposes only - no business

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- Rent - Pay in advance.
Pay on 1st business day of month. ^H
Pay extra charges, if any, with rent (such as extra electricity, or damages, such as broken windows).
- Income - All income of family is considered in computing rent.
Total net income determines eligibility.
Any change of income must be reported immediately.
Change of income may mean adjusted rent the 1st of the next month.
Failure to report change cancels lease.
- Family - All members must be stated in lease.
No boarders/roomers.
Report expected family change.
- House-grounds-equipment -
Always keep house and equipment clean.
Keep yard mowed, trimmed, weeded, watered as needed.
Pick up all trash.
Take care of equipment.
Report any repair needed.
Make no repairs, alterations or additions.
Pay for repair or service caused by neglect or abuse.
Furnish own standard garbage can.
(This may be purchased at management office).
Ask management office for any information needed at any time about equipment, such as how to clean range, defrost refrigerator, light hot water heater, etc. Note: Certain types of washing machines or coolers may be installed with the manager's approval.
- Pets - None allowed.
- Other - Observe city ordinances and health regulations.
Be a good citizen and neighbor.
Teach children to respect property of others.

Local Housing Authority"

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D. Home Purchase. After a period of residence in the city where the relocatee has had job stability and enjoyed with his family the social and economic advantages the new community offers, he may consider the advisability of purchasing his own home. If the counselor is approached for advice on this matter, he should encourage the relocatee to inform himself thoroughly concerning different types of financing available for this purpose, the desirability of the area of the city in which to locate (commercial versus residential, accessibility to schools, shopping, reasonably free of heavy traffic, etc.); the most economical type of structure in regard to materials, size, type of construction; the closing costs; and the continuing cost (monthly payments, taxes, insurance, repair and maintenance) in relationship to income.

The Veterans Administration, Federal Housing Administration, Savings and Loan Associations and banks are well known sources of possible assistance in residential financing. The potential buyer should use every safeguard available to assure himself that any investment of this kind is an equitable one and within his own financial means.

E. Housing Record. The person responsible for housing may want to keep his own record book for reporting on workload, accomplishments, etc. A simple form record as illustrated below may be kept in a notebook and serve a useful purpose.

HOUSING RECORD

Persons Employed and Ready for Permanent Housing, Week of _____

| <u>No.</u> | <u>Arrival Date</u> | <u>Name and Temporary Address</u> | <u>In training or Employed at:</u> | <u>Children</u> | <u>File No.</u> |
|------------|---------------------|-----------------------------------|------------------------------------|-----------------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

and for the record of persons of longer tenure in the city but who need housing assistance:

Other Persons Desiring Housing Change, Week of _____

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

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- F. Re-housing Service. Relocates are assisted by the staff to move into temporary housing on arrival at destination point, and from temporary to permanent housing after regular employment is located or entry into training is completed. Any moves made after this are the actual responsibility of the relocatee. However, the staff may suggest landlords to contact, areas of the city to check for available housing, or make an appointment with housing management for the relocatee to see quarters known to be available. Physical assistance with the actual move may be authorized with the approval of the Destination Officer. Assistance may be given in moves from rented quarters to purchased homes as a token of appreciation for the family's progress. The destination office staff should not be overburdened with re-housing of people who move for no good reason or who have been evicted several times.

However, there will be instances when a little timely assistance from the staff to a troubled relocatee may result in his continuing to make an effort to remain at the destination and not return to the reservation.

- G. Permanent Housing Report for the Record. At the time permanent housing has been occupied by the relocatee unit (single or family) a permanent report shall be placed in the individual file. Form 5-448, Permanent Housing Report, shall be used for this purpose. (See Illustration 5, 82 IAM 5.).
- H. Report to Agency Regarding Housing of Relocates. Each Agency Relocation Officer shall be supplied pertinent facts about the housing accommodations for the relocatee who has been placed in permanent employment or who has enrolled in a vocational training school. This shall be a part of the first report furnished the Agency concerning employment or school enrollment, community adjustment, etc., which is in every instance sent to the Agency as directed in 82 IAM 5.2.6.16, Home Visits. The Agency Relocation Officer is particularly interested in the following points regarding permanent housing: type of housing; assurance that rental is in reasonable proportion to income; proximity to work, shopping, school, transportation, etc., and meets with the approval of the relocatee. The address of the relocatee should be given to the Agency Relocation Officer.

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- I. Current Housing Record. A suggested current housing record form follows which may be kept in the individual file folder. The use of such a record will help the counselors to know at all times the current address of the relocatee. If this record is used it should be filed on top of all material in the individual file folder so that it is convenient for easy reference.

CURRENT HOUSING RECORD

Dest. File No. _____

Name _____ Size of Unit _____

| <u>Date</u> | <u>Address</u> | <u>Phone No.</u> | <u>REMARKS</u> <u>Type, Costs, Facilities</u> |
|-------------|----------------|------------------|--|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

.6 Community Living.

- .1 Proper Perspective of Community Living. Personnel assigned to the Community Living phase of the Relocation Services program should maintain a proper perspective of (a) fundamentals of broad community living; and (b) the Bureau of Indian Affairs' aim to help the Indian resident become a well adjusted citizen within the whole community. To do this effectively, the Community Living personnel should consistently recognize the simple basic essentials which develop community spirit and organization and which comprise the difference between an individual's status as a "citizen" versus a "resident" in the community. The following are basic points of consideration and acceptance:

- A. Definition of Community and Citizen. Webster has defined "community" as a "body of people having common organization or interest or living in the same place under the same laws." A citizen is an inhabitant of an area who enjoys its freedom and privileges as free men owing allegiance to a

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government and entitled to protection by it. Consequently, the term Community Living becomes a comprehensive expression covering life in an area, state, town or proscribed rural jurisdiction, with its opportunities through available resources, with its limitations through the shortcomings of adequate planning and a reflection of the day-to-day living habits of people who reside in a designated geographical area.

B. Basic Requirements of Good Citizenship. To be a good citizen one must:

- (1) Recognize the fundamentals of law with its protective services for fire protection, law enforcement, public health, sanitation, legal aid, property rights, intelligent use of the franchise, etc.
- (2) Be a good neighbor.
- (3) Know the community.
- (4) Appreciate that with privilege there is obligation.
- (5) Be a thoughtful and responsible member of the community society, remembering that the welfare of the whole is dependent upon the sound support of each individual unit.

C. Resources of the Community. Many of the publicly and privately supported community services are available to persons who live in larger cities. Fewer services are normally available for people who live in small towns and rural areas. The amount of service rendered and the administration of such service may vary radically by jurisdiction. Federal and State financed programs generally operate on the basis of justified need. The availability of privately financed programs is dependent largely upon the demand for such programs by each independent jurisdiction. The destination office representatives shall know the types and kinds of service available within their greater operational area and acquaint representatives of such services with the aims and operations of the Bureau of Indian Affairs program. It is necessary that the destination staff keep currently conversant with the operation of community services and know the personnel who are responsible for the administration of such services.

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- D. Good Neighbor. The happy community resident is one who feels comfortable and secure in his living arrangements and neighborhood. To achieve this feeling of comfort and security the newcomer relocatee must learn to conform, within reason, to the customs of the area; adapt himself to the pace of the residents of the area; and accept the idea that to have a good neighbor, it is necessary to be one.

The value of being a good housekeeper cannot be over-stressed. Persons who have had little or no experience in living in an urban area will need to know many things about requirements of apartment and city dwellers. It is important that the destination staff shall explain these differences in detail and relate in simple terms not only the "how" but the "why" of doing things.

Newcomers to the community feel a timidity and reserve about meeting new people and admitting their unfamiliarity with possible new ways of living; therefore, much assistance can be given the women of relocated units through individual and group meeting contacts. Suggested topics for these discussions may well include: care of apartment or home; apartment or home decoration; attendance at health clinics; clothing and personal grooming; how to entertain; how to welcome neighbors; how to greet a person; visiting rules; and, food preparation hints.

Individual and group meetings with the men of the family can be as beneficial as the meeting with the women. Suggested discussion topics for these meetings are: discussion of family responsibilities; personalized talks about budgeting; the goals of home ownership; how to plan and finance family recreation; union membership and its value to the individual; the necessity of continuous health insurance coverage; and, planned or other group activities. All of these topics may be discussed in a friendly atmosphere and the presentation of information on an individual or a group basis should be geared to the understanding and acceptability of the person/s being counseled.

- .2 Introduction Statement of Philosophy and Practice. It is intended that the following statement set the tone and establish the general objectives and method of operation of the Community Living phase of Relocation Services. No manual can

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be sufficiently detailed to provide the answers to every situation the staff will encounter. Therefore, this philosophy statement outlines the Bureau's basic approach to its responsibility so that activity and decisions in individual situations will be in accordance with these principles.

- A. The primary purpose of Community Living assistance is to provide eligible relocatee units (single and family) with sufficient information, timely help on specific problems, and self-confidence to supplement their own resources to enable them to secure the necessities of life on a level of decency and health, consistent with their ability to maintain such levels.
- B. It is also the purpose of Community Living through recognized social services and cooperation with other agencies to assist in strengthening family life and to assist in the development of people in order for them to attain self-sufficiency and independence.
- C. Assistance shall be given thoughtfully and impartially to all persons who are eligible for program services. No provocation with regard to problem behavior and questionable attitude shall limit the attempt of the destination counselors to give objective and helpful aid.
- D. Community Living assistance is given with due regard to the needs and welfare of the individual relocatee in relationship to the whole community.
- E. All program participants are made welcome, and friendly rapport established. Advice and counsel is given with reasonable promptness in recognition of the time saved by the proper provision of preventive services.
- F. The destination staff is responsible for informing each relocatee regarding the Bureau's operational policy.
- G. Pertinent information concerning the Relocation Services program, including authority for operation, regulations, and statistics about program participation may and should be disclosed to the public.
- H. All official actions in regard to each individual relocating unit shall be recorded in the Individual File Folder.

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- I. The Destination Officer shall assure himself through constant watchfulness and in clearly defined staff responsibility and operational controls that the job of each staff counsellor in Community Living is satisfactorily discharged. Specifically, each staff member shall:
- (1) So conduct himself at all times as to merit confidence and respect;
 - (2) Carry on his work in a professional, objective manner;
 - (3) Be sympathetic and business-like in providing assistance to those in need of help to meet the demands of life in the new community. Be equally cautious to ensure that the relocatees' initiative is not stymied by an over-protective attitude and actions of the counsellor.
 - (4) Bring to the attention of the officer in charge and/or other staff members suggestions for operational changes or proposed courses of action in relation to a single individual which seem to be the best for the relocatee, and consistent with Bureau policy, or the community as a whole.
 - (5) Consistently, both publicly and privately, support and attempt to interpret the aim, policies and regulations of the program both to the relocatee and the public.
- J. The Bureau of Indian Affairs maintains high standards of performance, and support and strengthen staff morale by:
- (1) Providing new staff with systematic orientation and with carefully planned induction into its duties and responsibilities.
 - (2) Strengthening staff competence on the job through a planned program of staff development, including effective supervision; periodic staff meetings; opportunities for attendance at meetings of local and national professional organizations; and, for additional professional education and training.
 - (3) Arranging for staff participation in policy formulation and in decisions affecting the program, through membership on staff committees specifically appointed to deal with questions arising in general areas.

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- .3 Reception Service in the Destination Office. It is important that each destination office plan for space, time, and personnel to receive relocatees and visitors. The kind of service given people by a staff member who acts as a receptionist sets the tone and attitude for future contacts.

The Destination Officer shall exercise special care to see that the front desk of the office is covered at all times by a staff member who has an outgoing personality, meets and deals pleasantly and confidently with the visitor (relocatee, representative from any public or private organization, etc.); and, who prompts staff members, however busy they may be, to receive the caller for a time sufficient for him to know that his problems are known to and being worked on by the counsellor.

The atmosphere of the reception room should be cordial and friendly; people should be greeted by name; inquiries should be made about family members, not only to gratify the relocatee but to forestall small problems which could grow into major handicaps.

It is often necessary for relocatees to be available for immediate referral to a service appointment, which requires them to be in the office for several hours a day over a period of time. The relocatee should be reassured by the receptionist throughout the day of the progress being made on his situation.

The receptionist shall:

- (a) Be responsible for seeing that the front desk is covered at all times.
- (b) Greet all visitors in a pleasant, courteous manner. Determine the purpose of their visit and call a staff member who can serve them.
- (c) See that each caller at the office signs the Daily Visitor Register, Form 5-663 (See Illustration 13, 82 IAM 5) giving requested identifying information.
- (d) Have the Individual File Folder removed from file, charged to the appropriate selected staff member, and forward it to that individual as the relocatee reports for the discussion.
- (e) Question carefully and tactfully all visitors who ask to see certain staff members to ascertain if the person requested actually handles that phase of the program.

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- (f) Be prepared to supply the caller/relocatee with routine program and service information. The receptionist can handle these inquiries with dispatch, relieving other staff of unnecessary workload and rendering prompter service to the inquirer.
- (g) Watch for emergencies and notify the Housing and Community Living Chief immediately of any unusual situation.

4. Public Transportation in the City. The responsible staff member shall explain to the newcomer unit about the types and kinds of public transportation available in the area. Information about the city is ordinarily available through illustrated maps which should be given to each relocating unit. This should include a map of the city, showing public transportation lines, and have information about the city such as points of interest, churches, city services, emergency medical care information, etc.

He shall instruct the relocatees in the use of transportation maps, explaining the layout of the city and surrounding areas. The relocatee shall be thoroughly advised regarding transportation fares, the use of transfers, etc.

- A. Observance of Transportation Schedules. In most urban areas public transportation is readily available from residence area to places of employment and community services (schools, churches, shopping, health clinics, libraries, parks, and recreation spots, etc.). The majority of relocatees will be dependent upon public transportation for one or several members of the family. People who are unfamiliar with the use of public transportation must learn to judge time needed to commute during peak rush hours. They must know about transportation schedules so that they can plan their time accordingly to reach work and school on time.
- B. Car Ownership. Some relocatees report to the destination point in their own car, while many others acquire a car after relocation. It must be impressed upon the car owner that regulations regarding car ownership differ by state and/or locality. Therefore, it is necessary for each driver and car owner to know and abide by the prevailing laws regarding such items as car license, driver's license, safety checks, insurance coverage, local traffic regulations, parking, and other safe-driving "musts." Failure to follow the regulations exacts a strict penalty. The staff member shall discuss with

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the relocatee the necessity of each individual (single or family) planning for transportation expense in their weekly budget.

- .5 Planning Use of Leisure Time. The destination office staff can and should be of real help to all relocatees in planning the use of their leisure time (for all age groups). Everyone needs diversion for a good balance of mental and physical health. The relocatee needs and wants friends in the new surroundings. It is important that he receive from the counselors the proper and timely introduction to desirable recreational opportunities in the area; gain access to recreational organizations of his interest; and, thereby help him pave the way to making new friends in the community.

In the early part of the relocation everything is new and exciting. This is the time when inexpensive recreational facilities can be explained best. Use city maps and tell the family about the "fun" resources of the area: zoos, museums, ballparks, beaches, picnic areas, parks, scenic and interesting places, etc., including the pleasure of an inexpensive bus ride throughout the area. Early affiliation with neighborhood groups such as Boy Scouts, Camp Fire Girls, church groups, PTA, and participation in plant/employment group activities should be encouraged and facilitated at every opportunity.

A word of warning about undesirable areas and expensive (time, money and bad companionship) pastimes should also be discussed.

- A. Family Recreation. The counsellor should encourage the family to learn the area together and to plan family outings. Too often the mother of the household remains at home, becomes lonely, and her resultant unhappiness sometimes becomes the basis of the family's return to the reservation without giving their relocation plan a real chance.

Many relocatees, single and family, purchase a television set shortly after settling in the new area. Television is new to some Indian families who have lived in isolated areas. Television serves as a means of family recreation, introduces the family to some of the resources of the locality, assists in the improvement of English, and becomes a wholesome addition to the family's belongings. The counselor can assist in planning for this expense by practical advice on budgeting, dealing with a reliable company, etc.

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B. Indian Center. In many of the cities which are destination points, Indian Centers have been established. The new relocatee should be given complete information about the Indian Center. It is appropriate for the staff counselor to discuss with the relocatee the advantages and disadvantages of Indian Center affiliation. The use of the Center as one of many resources in the community available to the Indian citizen can be healthy and a source of pleasure and satisfaction. The counselor must emphasize the value of the relocatee identifying himself with his neighborhood, his church, his job, and becoming "Mr. Citizen" in his own right without dependence on tribal affiliation, reservation ties, and some of the exploitation given Indian people in metropolitan areas. The newcomer Indian needs to meet and make friends with non-Indians as well as other Indians. Wholesome recreation offers him a fine outlet and opportunity to "belong" in the new environment.

.6 Schools

- A. Basic Information for Each Destination Office Staff. The destination staff shall obtain for easy staff reference and use information regarding the public and private school operation within the area. Such information should include the following:
- (1) A city directory of public and private schools.
 - (2) City map showing public school districts.
 - (3) Transit map in relation to the provision of public transportation for school children. Statement of city policy regarding charges (if any) for transporting school children via common carrier to the school.
 - (4) Checklist of local requirements for individual registration. This generally includes birth certificate, immunization certificates, report cards, and appropriate transfer papers from schools previously attended, etc.
 - (5) Statement of local policy regarding school attendance and plan for upholding such policy; authority of a truant officer, etc.
 - (6) Organizational pattern of the Parent-Teacher Association with specific information concerning meeting dates, etc.
 - (7) Availability and location of public night school classes for adults with a checklist of courses offered and at what cost.

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- (8) A limited checklist for essential contact purposes of responsible key members of the school administration.

B. Essential Counseling Points. An important phase of initial as well as all subsequent counseling is stressing the following points with adults and children alike:

- (1) The Compulsory School Attendance Law in all urban areas is enforced. Therefore, all children between the ages of 7 and 16 must attend school except when they have a legitimate excuse approved by the school.
- (2) The value of learning the fundamentals as well as improving individually from social and job competitive standpoints should be made a real challenge to adults and children. Their attention should be repeatedly directed to the employment and monetary advantages given to the educated man.
- (3) Night school classes are conducted in some of the city's public schools for working men and women. Vocational as well as avocational training is available at little or no cost. Young people who have not completed high school can do so without undue hardship. Classes in basic and conversational English have helped many who are handicapped by lack of knowledge of the English language. Many of the Indian adults have found night school attendance a social outlet also.

7 Church. The destination staff shall have current and pertinent information regarding the number, kind, and location of churches throughout the city. As relocating units, single and family, arrive and are housed, they should be given information regarding the church of their choice, including its location within reasonable proximity to their home. A wise counsellor emphasizes the religious and social aspects of church affiliation for all members of the family.

The relocatee can elect to sign the form "Religious Information" developed and distributed by the National Council of Churches, which permits the destination staff to advise the neighborhood

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church of his preference of the new unit's arrival in the area. This may expedite a personalized welcome by the pastor and the visiting committee. Encouragement shall be given by all staff counselors in all contacts regarding their attendance at church and regular participation in church and Sunday School activities.

- .8 Wise Use of Credit. The destination staff shall attempt in repeated contacts with the relocatee unit to emphasize the value of the establishment of good credit in the community. Most Indians are familiar with credit privileges in their own community. Urban credit practices are generally more formalized and demanding, therefore a general review of the basic principles of money management should be given occasionally, and the discussion should be specifically related to the individual income of the unit with regard to a minimum of standard demands for the size of the unit.

An attempt must be made to impress the relocatees with the fact that one of the chief problems facing all relocatees has been their failure to resist over-buying on credit. The attractiveness of the variety of personal and other goods on display and the smooth talk of a salesman confuse the unsophisticated relocatee who contracts for payments over and beyond his ability to meet them. The regularity of payment due plus the high interest on these purchases places him in an untenable position which may contribute to his return to the reservation. Repeated encouragement must be given for planning the use of the family funds available so that essential needs can be met and purchasing or contracting for purchase of items only after a representative down payment can be made. Living costs at destination usually require most of a relocatee's income. This tends to restrict making continued payments on unpaid accounts incurred at the reservation.

Value of Good Credit Rating. Counselors shall make every attempt to instill in the relocatee full realization that a good credit rating is a most important asset.

- .9 Relocation of Single Heads of Families. When a member of a separated couple applies for relocation without the legal involvement of children, the applicant may be considered a single person. If the separation from the spouse is recognized as one of sufficient duration to warrant acceptance of the single status, when children are involved the Destination Officer must make sure that he has the complete information from the Agency Relocation

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Officer about the following:

- (a) Is the separation formal and has it been of sufficient length to consider it as a definite separation rather than an estrangement of temporary nature: Whenever possible separations should be legally formalized. Agency Relocation Officers enlist the cooperation of Agency social workers in supplying information regarding the circumstances of separation and this should be made a part of the Information Record.
- (b) Is there a legal settlement for the upkeep of the children? If so, does such settlement necessitate the family remaining at their current address?
- (c) If the responsible family head wishes to relocate, is there sufficient evidence of this person's ability and stability to warrant serious consideration of the removal of minor children to an area where their upkeep may be more costly?

The hazards of accepting for service and attempting to serve men who leave children at home with a stated plan to bring them to the point of relocation after a job has been obtained are to be carefully measured. The expense of child care, renting suitable housing for a large family, the problem of placing and keeping children in school, etc., seem to seriously perplex the single male who is responsible for their welfare. Unless the family head is able to command an extraordinarily good salary, and has a reputation for stability and good judgment in dealing with representative service groups (public schools, welfare officials, employer/s, etc.), his relocation with dependent children may be a disservice to him and members of the family.

Women who have minor children and who must act as the chief financial support, are seldom able to command sufficient salary to meet the dual obligation of child care and the operation of the home. Often the mother neglects work to stay at home with children when they suffer from colds or other health problems, thereby jeopardizing their economic independence. The actual cost of adequate child care through responsible channels is a matter which must be considered on the basis of specific family composition. This whole matter should be discussed thoroughly by informed and practical counselors with the family before and after

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arrival at destination point.

The Destination Officer shall be explicit in giving uniform advice to such units as are received with regard to the individual responsibility to take upon themselves the complete obligation of maintaining a home, steady employment, the role of the parent, etc.

When and if problems arise, immediate and emergent referral of the relocatee by the counselor shall be made to a professional service organization which will try to help complement the type of assistance which previously was given.

If children are neglected, public and/or private service groups should be called in to assist or take the problem to another professional group for advice and handling. The Bureau of Indian Affairs staff can serve only as a "sounding board" and an informed and friendly referral agent.

.10 Child Care.

- A. Background Differences in Care of Children. To be effective in understanding and dealing with the child care problems of Indian people who wish to be and are relocated, the staff of the destination office must appreciate family traits, tribal mores, and reservation background differences of the Indian people to be served. Examples in point are: grandparents or elderly aunts and uncles assume the parental responsibilities for young children, leaving the parents free to come and go at will; in small isolated villages, children roam without restriction and are cared for by neighbors and friends as well as by their parents. There is no criticism of possible infringement on the privacy and rights of others where the philosophy is "all for one and one for all." Removal of people to an urban center which moves at a fast pace in a mechanized progress and on a completely impersonal basis necessitates wise prerelocation and post-relocation counseling on the simple essentials of daily living. The counselors must deal simply, directly, slowly, and through homely illustration to adequately impress upon the people **their** actual responsibility for their own children in the new community and new way of life.
- B. Home Care of Children. The difference in the responsible care of children by parents in a pueblo as compared with a housing development in a city is marked. Indian families have

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become unwelcome neighbors because of their failure to observe the expected care of their children in relationship to the privacy of others in the community. This is true for toddlers to teenage children whose mothers feel that they are safe as long as they are within blocks of their residence. The pattern of the community's expectation of adult and child behavior must be explained to and accepted by the newcomer residents if they are to become a happy part of an urban society.

- C. Children of Working Mothers. Many young Indian women have the responsibility of a child or children without recourse to a family or husband for financial assistance. The mothers need training and work opportunity to support their children. It is contrary to the principles of Relocation Services to separate families except in rare cases; therefore, the problem of the case of young dependent children of mothers of limited means becomes a real problem.

The Community Living staff shall learn of all community resources for child care available in the area, i.e., nurseries, day care centers, settlement houses, nursery schools, licensed foster homes, etc. Individual counseling and assistance shall be given in arranging for the care of children and the orientation of the mother to the new arrangements and her own responsible role.

The cost of adequate child care is high but its dependability is worth the cost. Dependence on strangers who baby-sit or who take "one more" child in with their own at less cost may prove more expensive in time than the care center endorsed by a recognized Family Service agency.

- D. Danger in Relocating Child Care Attendant. Often young mothers wish to bring a young adult relative on relocation to care for her children. In the majority of instances when this plan is followed the young person soon tires of the routine responsibility for the home and children and takes employment in industry. Only older relatives should usually be considered for child care responsibilities.
- E. Breakup of Family May Leave Children Dependent. When a family breaks up because of marital troubles involving children who may be endangered by being left without supervision and a home, the problem should be referred immediately to a family or child welfare agency.

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F. Care of Child Delinquents. Situations involving delinquents, either adult or child, are usually handled through the courts. In large cities there is a staff of probation officers who assist in all cases which have been referred to them. Some states have special programs for children, as in California there is a Youth Authority. Destination office staff should be conversant with the amount and kind of assistance available through these channels.

.11 Health Protection.

- A. Bureau Financed Health Protection. Relocates should report to the destination office with a full understanding that health protection coverage through Health Services, Inc., is provided all persons relocating for employment and relocating for adult vocational training within regulatory limitations set forth in 82 IAM 6, Financial Assistance.
- B. Average Prerelocation Health Service Experience. The destination office staff recognizes that the reservation experience of the majority of relocates with regard to health has been almost complete dependence on the United States Public Health Service facilities operated on or near reservations. The Indians' ability to avail themselves of medical and surgical services at any time at no cost has curtailed the possibility of their knowledge about arranging and paying for health services. Failure to measure realistically the value of the services available and received has left the individual or family unit unprepared to cope with the standard American acceptance of the medical service pattern of responsibility between patient and doctor.

The Agency Relocation Officer has advised the accepted applicant for program services of the responsibility he must assume to obtain a continuation of health protection for himself and/or his family. Continuous counseling in this regard must be done with the relocatee by the staff of the destination office for the seriousness of the situation to be meaningful. The relocatee must understand that he will have to exercise responsibility for determining when and if he needs medical assistance, and that when such assistance is received, payment therefor must be made through contracted insurance protection or actual cash disbursement.

- C. What does Health Services Coverage Mean? The destination

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office staff should exert every effort to be sure that the relocatee and his wife understand the basic terms of the contract for health protection held by them at Government expense. They should be helped to understand and accept the following:

- (1) They are no longer eligible for Public Health Services.
- (2) Length of paid protection under Health Services, Inc. depends upon relocation status which must be spelled out in each individual case.
- (3) Terms of the contract should be emphasized repeatedly:
 - (a) First visit to the doctor for each type of illness shall be paid by the individual; succeeding visits for the same illness shall be paid by Health Services, Inc., up to a maximum of \$3.00 per visit. Reoccurrence of the same difficulty constitutes a new illness.
 - (b) Health Services, Inc. pays nearly all of the hospital bill and normally pays a part of the doctor bill.
 - (c) Health Services, Inc. does not provide for dental care.
- (4) Application for service and the individual identification card must be signed by the relocatee. The identification card shall be carried by the relocatee at all times.

The counsellor shall stress the importance and necessity of each individual unit having Health Service coverage. The relocatee must be cautioned and reminded that when the present Bureau-financed Health Service, Inc. coverage expires that he should continue similar coverage on an individual basis, setting aside money in his budget to pay for this protection.

- D. Relocateses Should Have Own Health Service Protection. The relocatee should be advised that few people have sufficient means to sustain themselves through a long illness. Therefore,

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every individual should have the protection of a medical and surgical insurance policy with a bona fide company. Many employers carry medical and/or surgical coverage for persons in their employ, and in some instances all members of the worker's family are covered through the same policy. The new employee should consider carefully the hazards of complete dependence on employment health coverage for himself and his family members. In the event of a work lay-off, the new employees are usually released first, or loss of job for any reason leaves the worker's family unprotected automatically with a break in service. The value of each relocated unit carrying an individual health insurance policy should be discussed repeatedly with him, and suggestions regarding his budgeting funds for policy payments should be given.

- E. Notice of Termination of Bureau Financed Health Coverage. Thirty days prior to the termination of the Bureau-financed Health Services, Inc. coverage a notice shall be sent by the destination office to the individual or family head advising him of the impending termination date. Each destination officer shall set up a control which will serve as a reminder of the status of the health service coverage for each individual relocatee. The following is a suggested form for use in advising relocatees of the expiration of the service.

Your Health Services, Inc., coverage expires on _____
(date)

We suggest that you call _____
(counselor)

on _____ and make a date to come in and
(telephone number)

discuss continued health coverage for yourself and your

family. It is important to you that you continue to

have the help a health policy provides. We shall be

glad to assist you.

Destination Officer
Bureau of Indian Affairs

This should be mailed in an envelope with a return address so that the destination office staff may know if the individual has received this warning.

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The date of the termination of coverage should be the basis of some discussion on the second scheduled home visit (See 82 IAM 5.2.6.16B) as well as in office contacts between 80 and 180 days after the unit's arrival.

- F. Relocatee's Return to Reservation Before Health Services Coverage Expires. If the relocatee leaves the destination point without notice to the destination office, a letter shall be sent to the Agency from which he relocated in line with the following pattern:

TO: Superintendent, _____ Agency
 Attention: Agency Relocation Officer
 RE: _____ (name) _____ (Agency File No.) _____ (Dest.Of.File No.)

We understand that _____ has left this
 (relocatee)
 area. We have been unable to learn his whereabouts. Do you have any information which leads you to believe he has returned to the reservation?

If he has returned to the reservation, we need to cancel his Health Service coverage. In the space below, please indicate any information you may have about this relocatee, and return the form to us as soon as possible.

 (Destination Officer)

Date _____

_____ Agency File No. _____
 (Relocatee)
 has _____ has not returned to the reservation.

 (Agency Relocation Officer)

- G. Cancellation of Health Services Coverage. Upon receipt of confirmation from the Agency Relocation Officer that the relocatee has returned to the reservation and has no plans to return to the destination office area, the remaining period of his contracted coverage with Health Services, Inc.

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shall be cancelled. If the relocatee has not returned to point of relocation origin, the health coverage is to remain intact.

- H. Advise Destination Officer of Sickness or Physical Difficulty. In the orientation counseling with the relocatee the counselor shall advise the relocatee to report any illness, accident, or unusual physical difficulty at the time the condition is first detected by him or his family. A discussion of the situation with the counselor may result in timely attention to the problem and save suffering and expense. The relocatee shall be encouraged early in his relocation to find a physician who can advise him regarding health matters. Until such time as the relocating unit has sufficiently established himself in the community and is able to handle his own affairs, the destination office staff can and should serve as a referral channel to an appropriate clinic or physician.
- I. Health Service Control Card. The destination office shall set up and maintain a Health Service control card for each relocating unit which is provided Health Service coverage. The control card should contain sufficient information so that it may be used for extending or canceling coverage, or notifying the unit that coverage will expire on a certain date. The Destination Officer shall determine where the control will be maintained that will best meet the needs of his office. Usually the Community Living or Administrative Unit should maintain the control.

It is recommended that a card (3 x 5 or 5 x 8) be utilized. The card may be filed in any manner deemed appropriate. Information recorded on the control should include:

- (1) Identify information such as name of relocatee, address, family composition, destination unit file number.
- (2) Health Services code, group, and certificate number.
- (3) Effective date of coverage.
- (4) Termination date of coverage.
- (5) Any other information that may be required.

.12 Guidelines for Counseling of Families and Next of Kin when Death Occurs.

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- A. Role of the Counselor. The role of destination office is a difficult one when called upon to render timely and practical assistance to a bereaved family. To effectively render such service, counselors must be conversant with basic program philosophy and practice to the extent that they will be able to judge each situation individually and measure the assistance to be given on the basis of personal and circumstantial need. A review of this subject spotlights the necessity of pooling all thinking and information about resources in order to deal fairly and with needed dispatch in every instance.

It must be realized that the Relocation Services program operates on the premise that relocatees voluntarily move to an urban community to make a permanent home for themselves, with the understanding that the location of their choice will serve as a base of operation for all the usual living opportunities, advantages, and problems, including sickness, health, and even death. Also it is necessary that relocatees recognize with equal opportunity there is the price of equal responsibility to gain independence through economic self-sufficiency and emotional maturity.

Very few working people are financially prepared to bear fully the cost of extended illness and burial services. Almost everyone is dependent upon some timely and helpful guidance. The counselor's real service is to help relocatees:

- (1) Face the crisis objectively and practically, leaving the actual decision to them about plans within their means.
 - (2) By providing information about the variety of resources of assistance - some of which are available to them.
 - (3) Understand that the Bureau of Indian Affairs and its personnel are interested in and sympathetic with their problems. Reference is made to 82 IAM 6.6.1E and 82 IAM 6.7.1H which allows financial assistance in cases of extended illness and for burial services when complete justification has been made.
- B. Advance Staff Preparation. Destination staff shall recognize that assistance to relocatees may be required in cases of death. Sufficient advance planning should be done by the staff, who will share the findings with all the counselors,

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to prepare them to meet such emergency situations with confidence and with a minimum of confusion.

Immediate and informed service must be given the distressed relatives/friends of the deceased regarding:

- (1) Availability and location of benefit sources (national and local level), and the name of the appropriate representative to contact for each major benefit.
- (2) Through arrangements developed in previous conferences with essential local sources, i.e., reasonably priced mortuary, etc., so that there will be a minimum expenditure of time and money.

.13 Money Management

- .1 Spending Within Income. The wise planning for and actual expenditure of funds for essentials and so-called luxury items within income are continuous problems and challenges to all people. Fundamental to the acceptance of this fact are understanding which endows those concerned with an ability to do individual analysis, and honest evaluation of his/their own situation. To be able to "understand," it is necessary that the individual be provided factual information and pertinent practical illustrations in relation to his own sphere of experience with regard to:

- (a) Having actual cash on hand.
- (b) Ability to withstand over-salesmanship.
- (c) Basic recognition of essentials versus non-essentials; and
- (d) Some provision for the unexpected.

For those people who have not had the privilege and experience of having regular payments of earned income from employment, who have lived in isolated areas away from the tempting products of attractive and colorful markets, and have not been exposed to the persuasiveness of "fast talking" and convincing, trained, salesmen, and who are presently in an environment where the number and kind of "essential" living items vary considerably from the essentials of his previous life, the problem of maintaining economic equilibrium is unusually difficult.

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- .2 Destination Office Responsibility Regarding Money Management.
The destination staff is generally responsible for informing and advising each relocating unit about such matters as those below.
- A. Necessity of commanding regularly the best wage possible to meet expenses. To meet the requirements of financing essential items for the maintenance of a wholesome standard of living, the income must approximate a minimum amount which varies by the size of the family unit and single unit in different localities. Each destination office shall have determined through valid sources the prevailing minimum of funds necessary to supply these needs.
- B. Basic Categories of expense to be considered in budgeting funds to supply an overall standard of living required for health, decency, and personal acceptance in the community. The primary categories are:
- (1) Adequate shelter to meet the unit's needs.
 - (2) Food sufficient to provide a balanced diet.
 - (3) A supply of clean durable clothing for work, school, and general living needs.
 - (4) Transportation funds to allow the worker to go to and from the job, for the school-bound members of the family to attend classes regularly, and enough to meet shopping, church attendance and limited recreation needs. (Funds for common carrier or upkeep of personally owned automobile.)
 - (5) Some provision for medical and surgical care.
 - (6) Household operation (utilities, laundry service, garbage collection, etc.)
 - (7) Personal care which includes such items as haircuts, cosmetics, tobacco, dental care, etc.
 - (8) Advancement - a term used for a variety of living services such as recreation, church, magazines, telephone, television, etc.
 - (9) Savings. All of the above are categories of need which must be considered in providing for the routine needs of regular day to day living. Provision for the unexpected is not included. For any responsible individual to enjoy some sense of security, he must set

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aside regularly some of his earnings for savings. This schedule of planning for economic independence and ease of mind has been labelled "PAY YOURSELF FIRST."

Savings should be deducted and banked before the remainder of the funds are expended for planned items of everyday living expenses. Savings become insurance for illness, vacations, purchase of a car, lay-off funds to support the family between jobs, etc.

C. Bases of Money Management Orientation. Destination Officers shall consider and employ, when feasible, some or all of the following basic points of comprehensive money management orientation.

- (1) Fundamental to the effectiveness of any advice and guidance is the preinterview consideration by the counselor of: what is the living experience level of the individual to be assisted? The counselor must remember in each contact that the factors of past standards, tastes, and customary modes of living are strong as well as subtle variations which make up the individual differences in basic and self-governing values.
- (2) A minimum standard of decency and health must be reflected in the budget developed with the worker and his family - there is no common yardstick for everyone.

Across-the-board staff recognition in the destination office shall be given to the fact that there is a minimum base below which adequate living standards are jeopardized and/or completely dropped.

Effective budget counseling should be "custom made" for each individual or family unit.

- (3) There are other social and psychological considerations to be given in computing budgets. The Jewish Family Welfare Service has commented as follows: "Do not commit an individual or a family to a slum area. Whatever immediate savings are effected in such an action are invariably cancelled out by later social costs in terms of exposure to crime and delinquency,

alcoholism, and general deteriorated standards of morality."

Relocates often move into undesirable or less desirable areas through mistaken idea that it may prove less expensive to them. The difficulties of living in questionable neighborhoods has been brought out by the Jewish Family Service.

- (4) Savings. The majority of people in average or slightly below the average income bracket spend their full paycheck without making any provisions for emergencies. A review should be made with the relocatee of the adequacy of wages in relation to the cost of living. If the worker cannot command better wages, it is necessary that he and his family observe stricter planning for the use of funds. Regular savings of a part of each paycheck is a vital part of family welfare.
- (5) Husband and Wife Team of Planners. To effect the common use of funds for the best service to all concerned in the family, it is essential that husbands and wives:
 - (a) Plan for the use of all the monies (paycheck, lease money, per capita payments, etc.).
 - (b) Actually disburse the money per category of expense as meets their individual needs.

A common responsibility for family funds for family use builds toward unity in family outlook and reactions.

- (6) Employed Children Contribute to Family Income. The parents of employed minor children should be cautioned regarding their responsibility in training the children to use their money wisely. Children should assume some of their own expenses, i.e., clothing, recreation, transportation, and/or some savings for the purchase of miscellaneous items such as school supplies, "Y" membership, etc. Failure of parents to exercise firm guidance in money matters is an actual disservice to the children.

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Employed single adults who live with their families should arrange to pay for their living accommodations (shelter, food, laundry, etc.) as if they lived outside the home. This payment assists in meeting the expense of the proper upkeep of the home, and serves to educate the young employed family members with regard to basic living costs which they will have to meet in all living arrangements outside the home.

- (7) Carry-over of Reservation Bills. The responsibility of balancing debts incurred while on the reservation presents a serious problem. The majority of workers are unable to command wages at the outset of relocation sufficient to cover ordinary daily expenses plus a payment on back debts. If at all possible, no relocatee should plan to make monthly (continuing) payments on items purchased before relocation. Prerelocation clearance of these obligations is advisable. If this cannot be effected, the terms of the contract should be reviewed and relaxed. Inclusion of these matters in all budget discussions is highly important.
- (8) Money Management of Subsistence Grants. Each unit relocating for employment or training should receive careful counseling regarding the overall use of the grant funds. When relocatees secure employment, the individual worker or family group will be assisted in setting up their personal budget on the practical basis of take-home pay.

Some relocatee units need little or no assistance in the management of grant funds. However, other relocatees whose experience has been limited with regard to the management of funds shall be given specific counseling in over-all budgeting. The grant funds available to trainees during the institutional training period may equal the funds which the trainee may command when he is employed. Specific help shall be given regarding payroll deductions and tax deductions, which are not included in the grant payment. Unless funds are handled carefully during the institutional training period, the trainee will face competitive employment with its hazards of layoffs, etc., without any personal guidance in the acceptance of responsibility.

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- D. Maintenance of Current, Pertinent, and Comparative Information re Living Costs. The destination office shall make a regular effort to be conversant with current and comparative living costs for single and family units, per unit size, within the general area of the destination office concerned. To obtain the needed information, it is necessary that bona fide sources such as the following be checked:

County or City Welfare Departments
U. S. Department of Labor, Bureau of Labor Statistics
Gas and Electric Companies
Banks and Finance Institutions
State Employment Services
Unions
Realty Associations
Chain and Independent Food Stores
Newspapers, magazines and periodicals
Bureau of Internal Revenue
Chambers of Commerce
Universities and Colleges
National Thrift Committee

This information will provide a general yardstick for local staff. The use of local county welfare department standards can be a very rough frame of reference, since research groups have considered some of them to be forty (40) percent below the minimum standard arrived at in computing budgets for Public Assistance, Aid to Dependent Children, Aid to the Blind, etc.

Many University Consumer Research Groups have current readings on estimated living needs and costs for families of varying income, such as the Heller Committee Report, University of California.

The destination office staff shall avail themselves of such additional information as: "Employers' Tax Guide for the Withholding, Deposit, Payment, and Reporting of Federal Income Tax Withheld, Social Security Tax, and Federal Unemployment Tax."

Recommended Composite Informational Device for Staff Use.
A slide rule may be prepared, or a table, which carries information for easy reference in providing all staff a

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guide for uniform counseling regarding such basic points as:

- (a) Wage rate scale for job placements common in the destination office area.
- (b) Per family composition to show the following deductions on the basis of earned income: FICA, Federal Income Tax, State Income Tax (if any) etc.
- (c) Estimates of costs per category of expense as listed in 82 IAM 5.2.6.13.2B.

The percentages arrived at from the various living cost index resources must be comparable to other groups of people within the general area making the same wage. The staff should exercise careful judgment in the discussion of these items in terms of costs, gauging the extent and frequency of advice according to the individual's knowledge of financial matters.

- .3 Money Management Integral Part of Program. Money Management is an integral part of the Community Living Program and shall be incorporated in the destination office's staff assistance to every relocatee. The Individual File Folder shall reflect continued emphasis on this important phase of educational adjustment to the economic situation. Guidance and encouragement given the relocatee unit in following a money management (budget) plan should result in most instances in helping him grow in confidence, economic security and material gain.
- .14 Permission to Use Individual Photographs. Destination Officers may wish to use, in an informational exhibit, individual photographs of relocatees at work, at home, at school, or participating in some community activity. To be able to do this, it is absolutely necessary that a release be obtained from the individual photographed or from the owner of the property which is photographed, stipulating agreement for the use of such photographs by the Bureau of Indian Affairs. Therefore, the staff member shall obtain from the person concerned such release for use of photograph at the time the photograph is taken. Each destination office concerned shall duplicate a release form and shall be careful to see that the executed release is filed for future reference in the Individual File Folder. A suggested form for a release of this type follows:

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RELEASE FOR USE OF PHOTOGRAPH

I hereby grant permission and authority to the _____
Office, Bureau of Indian Affairs, to make photographs of my
family and me, and to release them or use them in news items or
other publications pertaining to the program of Relocation
Services.

(Signed)

(Name Typed)

.15 Residence Address.

- A. Leave Forwarding Address When Making a Move. Relocates should be counseled repeatedly on the reasons for leaving a forwarding address when they move from one address to another. Failure to leave such information results in possible loss of all personal mail, which might include information from employers regarding income tax, statement from the Selective Service, etc., and inability to be found in case of accident, illness, or death of a friend or relative. The relocatee must realize that no attempt is made by the average landlord to relocate ex-tenants.
- B. Value of Maintaining a Good Address. The value of all relocated units maintaining a good address in an area of town which is safe and sanitary cannot be over-stressed. Real effort should be made by the single or family unit to select the best quarters within their means. In addition to the safety and sanitation factors, a better address generally guarantees a residential area which allows outdoor playroom for children, easier proximity to schools and parks, better maintenance of public space in and around living quarters, etc.

.16 Home Visits.

- A. Reason for Home Visits. The Relocation Services Program operation has proven conclusively that the great majority of relocatees need follow-up assistance after they are settled in the new community. Visits scheduled at regular intervals should be made on an informal and unhurried basis. Experience has shown that these contacts are more effective if the visits are made in the relocatee's home. The staff member should appreciate the psychological advantage gained by his going to the home of the relocatee and finding the

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family relaxed in familiar surroundings. Generally, the newcomer family with few friends enjoys planning for a guest who knows them and their interests.

However, Indian people relocating with Bureau assistance are entitled to the same privileges of privacy as are other citizens. Destination staff should exert extreme care to respect these rights of privacy. With the consent and cooperation of the relocatee the following general practices should be in effect.

Home visits serve as a basis for the Destination Officer to determine the degree to which the relocatee has accomplished his adjustment. Destination Officers should use considerable judgment in determining frequency and manner in which home visits are to be made. Some relocatees will require continual visits over an extended period. Certain relocatees may not need visiting after the initial thirty (30) day contact. When it is determined that the relocatee is able to live in the new community with reasonable success, the origin office will be notified to this effect by the destination office. Usually such determination is made after a home visit in which the relocatee is closely observed and the counselor is satisfied that he is adjusting satisfactorily to his new environment.

- B. Home Visit Categories. Home visits fall in the following general categories:
- (1) Scheduled Home Visits. Usually three scheduled visits will be made to relocatees for employment and training during the first six months. However, in the case of those relocating for employment, each home visit will entail an evaluation as to whether or not the unit has progressed sufficiently to no longer need further planned Bureau contact. On the other hand, if at the time of the six months' visit, it is determined that further planned contact is necessary, such visits will be scheduled and made as the relocatee's needs demand.
 - (a) The First Scheduled Visit should be made approximately thirty (30) days after arrival when the unit has begun to develop a living routine. Some of the following may be checked and discussed: neighborhood, transportation, school, enrollment of

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children in school; school lunch; church; medical facilities; laundry facilities; shopping; condition of dwelling; adequacy of household equipment; adequacy of clothing and value of good grooming; employment attendance record; job satisfaction; money management; etc.

- (b) The Second Scheduled Visit is that visit which is made as a planned follow-up on the first visit, to check with the unit regarding its progress. This second visit should be made between 80 and 100 days after the unit's arrival. This visit is not to be confused with any unscheduled visits that are made to the unit. (See 2B below). The second visit is a planned visit. The home visitor shall attempt to learn about the following and assist the family, if necessary: Is the unit living within its income? Are they making desirable friends at work, in the neighborhood, and in school? Are the children getting along all right in school? Are they attending church? etc. What provisions are being made to continue Health Services coverage? The home visitor shall be sensitive to any indications of problems as well as to improvements and progress made.
- (c) The Third Scheduled Visit is made within six months after the date of the unit's arrival. The third home visit should be by appointment so that sufficient time may be set aside for the visit to have validity. This visit requires keen intuition on the part of the home visitor, who shall attempt to evaluate the reaction of the unit concerning their satisfaction with and adjustment in their new home and community. Has the unit progressed? Is there a decided improvement in their personal grooming, ability to speak English, self-confidence, house-keeping? Have they added new items such as washing machine, sewing machine, television set, car, etc.? Are they overloaded with time payment contracts? Are they following a money management budget? Are more home visits needed?
- (d) Subsequent Scheduled Visits are made when, at the

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previous scheduled visit it has been determined that additional planned contact is in order. Also, in this category would be the additional six months' periodic visits or contacts with trainees while in training beyond six months.

(During any of the above scheduled visits, the counselor may decide that additional visits are unnecessary and undesirable. Confirmation of such decision should be filed in the individual's file.)

- (2) Unscheduled Home Visits. Unscheduled home visits are those which have not been timed or planned in advance. These visits may be divided into two categories "casual or drop-in" and "cause."
- (a) Casual or Drop-In visits are made when the counselor is in neighborhood on other business. Usually no specific planning for this contact has been made by the counselor. Visits of this type are friendly and morale-boosting for the relocatee family.
- (b) Cause visits are all those which are prompted by a call for assistance by the relocatee or by a member of his family, or by an interested party, concerning an illness and/or difficulties being encountered by the individual and/or members of his family.

All visits, scheduled and unscheduled, shall be recorded on Form 5-637, Destination Office Contact Report, and be filed in the individual's file folder.

- C. The Home Visitor. The staff member responsible for making the home visits on all except "casual or drop-in" visits shall be conversant with what is contained in the individual's unit file to be visited. The home visitor shall be aware of all matters which are peculiar to this particular unit and gauge his conversation and visit accordingly. At all times the home visitor must remember that he is accepting the hospitality of the person visited and that every courtesy must be given by him to his host. Home visits are not investigations. Home visits are to be friendly, timed, and objective efforts to help people help themselves to become satisfied and self-sufficient residents of a community.

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The home visitor shall use his powers of observation to obtain as much information about the unit's actual welfare as possible. He should avoid categorical questioning. Notes should not be made in the presence of the unit unless absolutely necessary. Every effort should be made to establish rapport with all members of the family and to make the visit an enjoyable and helpful experience for them. Be impersonal. Do not encourage dependence on the counselor nor the Bureau of Indian Affairs. Do not promise special favors. Build the unit's confidence in their ability to be independent.

The good home visitor is never over-dressed to the extent that the relocatee and his family feel uncomfortable; he is able to sit down and relax with the family, and discuss matters of general interest.

- D. Visits with Family Units. When a home visit is made to a family unit, it is preferable that it be arranged so that the entire family is present. Special effort should be made for the third scheduled visit to see that both the relocatee and his wife are present. For the third visit, it is suggested and recommended that a man and a woman staff member visit the family unit. This is important since these two staff members can have the benefit of each other's reaction to the family's adjustment to the new environment, the seriousness of any pending problems, and the recommendations for any needed follow-up.

Sometimes it may prove advisable for the counselor to conduct group meetings of families to discuss common items of interest such as recreation facilities, money management, household management, etc. Group meetings should be arranged shortly after arrival at the destination point. If sufficient space for the session is not available in the destination office, other space may be obtained. These group meetings serve also as a get-acquainted and a social experience for each family unit.

- E. Visits with Single Men and Women. Single men and women relocatees present a different situation in planning for effective and individualized visit contacts. Their work, recreation schedules and housing arrangements make it difficult to find them at home. Many of the young people live in single rooms and have no private place to receive

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a visitor from the destination office. Therefore, it is incumbent upon the destination office to have a man or a woman staff member, whichever is appropriate in the particular instance, to help young people find adequate housing in good neighborhoods, and check with these same people at intervals to see if they are maintaining a desirable standard of shelter, etc. If young people reside at clubs, YMCAs, or YWCAs, a home visitor may see one or several in the lounge of the club by appointment. In the majority of cases, however, it is preferable that young men and women be invited to confer with a counselor at the destination office at a time which will not result in a loss of work time to the relocatee. Often the counselor can have several young people, men and women, visit the destination office in the early evening to discuss money management, recreation plans, vocational school attendance, etc. This can serve also as a social, get-acquainted experience for the young people. The counselors who are responsible for working with young people shall be sensitive to their loneliness and reserve, and shall encourage them to make friends on the job and through some form of wholesome group recreation.

- F. Visits for Trainee and Worker Relocates Alike. The Community Living staff shall deal with relocatees for training and for employment alike since the conditions governing housing and all facets of community adjustments are the same. The contacts with trainees are generally for a longer duration than for relocatees for employment. Therefore, the prescribed three scheduled home visits will not suffice for the unit which is to be in training for 18 months or two years. The units living on a prolonged subsistence grant are excellent candidates for interest exposures in the community, home improvement studies, development of sound money management programs, etc.
- G. Reports to Offices of Origin. It is essential that offices of origin be kept informed as to the progress being made and of the accomplishments of the units which were assisted by them. Destination offices shall prepare and forward to offices of origin, at periodic intervals, progress reports concerning the unit's adjustment at the destination point.

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Reports shall be made at the following times:

- (1) After the first scheduled home visit to the relocatee or trainee unit.
- (2) After the third scheduled home visit to the relocatee or trainee unit.
- (3) Every six months following the third scheduled visit for trainees who will be in training one year or more.
- (4) Final reports shall be made under the following circumstances:
 - (a) Relocates for employment
 - (1) After any scheduled or unscheduled visit when the Destination Officer determines that no further contact with the unit is needed.
 - (2) When a unit leaves the destination office area prior to six months from date of arrival.
 - (b) Trainees
 - (1) After discontinuance or partial completion of training.
 - (2) Upon obtaining employment subsequent to completion of training.

The six months' report to the offices of origin shall include all pertinent information concerning the general welfare of the relocatee, his progress, and outstanding problems, etc. This report shall be an objective evaluation for the records of the destination and the origin offices and shall be filed in the individual's file folder.

- H. Home Visit Control Card. The Destination Office shall set up and maintain a Home Visit Control for each relocating unit. The type of control may be determined by the destination Officer. The control shall contain sufficient information for any staff member to know quickly and easily the home visit status of each relocatee and the current monthly workload of scheduled visits for the Community Living staff. The Destination Officer shall determine where the central control will be currently maintained by the Community Living staff to meet the needs of the office.

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It is recommended that a card (3 x 5 or 5 x 8) be utilized. The card may be filed alphabetically by name of the relocatee, behind the month card for the next scheduled visit to be made. Color tabs for the card may be used to designate first, second, third, and/or other visits. Information recorded on the control should include the following:

- (1) Identification: Name of relocatee, family composition, destination unit file number, and date of arrival at relocation destination.
- (2) Schedule dates for the first, second, and third home visits, and record space for "other" home visits. Opposite each visit, space should be allowed for: name of the home visitor scheduled to make the visit; name of home visitor who actually made the visit; date of the actual visit; and, limited space for pertinent comment, i.e., "O.K." or "Problem - see report 8/16, etc."

.7 Employment.

- .1 Objectives and Responsibilities. One of the primary objectives of the destination office is to assist relocatees and institutional trainees in securing suitable employment in order to attain self-sufficiency. The specific function of the employment unit is to carry out this objective, and in cooperation with the other functions of the office, to assist them in adjusting to urban living, particularly in holding or retaining a job. This assistance can be rendered only if the individual desires to be assisted, is able and available for employment, and cooperates fully with the procedures established by the destination office.

The employment assistance that should be performed, if appropriate, by the employment unit is as follows:

- (a) Initial employment orientation interview.
- (b) Initial employment of incoming relocatees, and institutional trainees who have completed or discontinued their institutional training who have not obtained employment through training institutions.
- (c) Subsequent employment of relocatees and institutional trainees.

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- (d) Job upgrading of relocatees and institutional trainees, when needed.
 - (e) Supplemental employment for those adults who desire to contribute to the family income.
 - (f) Supplemental employment for institutional trainees who desire to work while attending school.
 - (g) Development of on-the-job training and apprenticeship opportunities.
- .2 Prearrival Procedures. Applications for relocation for employment and their supporting documents received in the destination office should be routed, if possible, to the Chief of the Employment and Vocational Guidance Section for review prior to the completion of Form 5-412, notifying the Agency of a scheduled arrival date for the unit. If warranted or desired, it may be routed to the employment unit for review and comments.

In reviewing the application, particularly the Relocation Services Information Record, the following shall be considered:

- (a) The completeness of employment history.
- (b) Physical attributes, social problems in relationship to employment possibilities.
- (c) Job opportunities in the destination area in relationship to the skills of the applicant and his work preferences, and the possibility of acquiring sufficient income in the selected field of work to meet minimum standards of living.
- (d) Any other factors that may make employment difficult.

If after a review there are any suggestions or comments concerning any item, they should be submitted to the staff member responsible for scheduling. This person shall, if deemed necessary, include points for clarification on Form 5-412 for transmittal to the office of origin. The employment unit should keep in contact with prospective arrivals by consulting the scheduling book. Each Friday the Chief of the Employment Unit should acquaint himself with the units actually scheduled to arrive during the week beginning the following Monday, in order to plan the work of the employment unit during the coming week.

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- 3 Employment Counseling. Employment counseling is concerned with assisting relocatees to choose a suitable field of work or to adjust to work which they know through training or experience. The objective of counseling is distinct from the objective of job placement, although employment in a suitable job is ultimately the objective of both. Employment counseling is the process by which the relocatee is assisted to choose and develop a vocational goal and to develop a vocational plan of action which will insure his reaching his goal.

Relocatees without any specific skill or experience may not know what jobs they are suited for and have had little help in planning a vocational career. While they may have had some work experience, they have not automatically sought work on their own or through agencies that were able to assist them. They need help in deciding what they want to do and what they can do. Therefore, the employment staff needs to provide an employment counseling service to these relocatees. It is very important that relocatees have an accurate idea of the type of work they can do best and a plan for getting into a suitable occupational field. This should not be a blueprint to be followed precisely, but rather as the development of a goal and plan of action based on self-knowledge of the working population.

The assisting of relocatees in planning their vocational goals is only one of the two important phases of employment counseling. The second is helping relocatees adjust for or to employment. This may involve the getting and holding of a job or adjusting to his present job, or to working in general.

- A. Planning the Interview. The employment staff member should not "start cold." Therefore special preparation is required in each case. Such preparation shall include a review of the individual's unit file folder in order to become familiar with the unit's background, employment history, physical capabilities, interests, hobbies, aptitudes, and work preferences. The Agency Relocation Officer's evaluation of the unit should be carefully reviewed and analyzed. With this in mind, the employment staff member should outline a general plan of action, thinking through the main areas to be covered, and the principal questions to be asked. This is particularly relevant when there is questionable information on the Information Record, when the individual has never held a

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job, or when it may appear that employment may be difficult. Planning is important in order that the interview may begin properly, proceed systematically, and close with reasonable dispatch.

Form 5-665, Individual Employment Record (See Illustration 15, 82 IAM 5) should be completed during the interview. This form will assist in the preparation of a general plan of action in that it contains many items that should be covered during the interview. It also acts as a check list or reminder form in ascertaining that the major points have been covered.

B. The Interview.

- (1) Encouraging the Relocatee to Talk. The initial employment counseling interview normally shall begin after the unit has been housed. Upon returning to the destination office for employment assistance purposes, the relocatee should be informed when he can be interviewed. Such interview should take place as soon as possible in order that others in the employment process will not encounter long waiting periods. The interview should begin immediately after the relocatee has been seated by the employment staff member's desk, but not abruptly. The employment staff member should always be cordial. If not already done, the staff member should introduce himself, and briefly state the purpose to be accomplished. He should then begin as soon as assured of the relocatee's cooperative attention. A good interview is grounded in mutual cooperation and respect. Accordingly, one of the first tasks of the staff member is to establish a basis on which the relocatee will talk freely without fear that his confidence will be violated. If the relocatee manifests a reticence to express his feelings or desires, he should be encouraged to talk about them by means of direct questions.
- (2) The Actual Interview. The employment staff member should review with the relocatee his past employment record, interests, hobbies, aptitudes, and work preferences, as recorded on the Relocation Services Information Record. Many times the individual has taken some test scores and the test scores will be recorded on the Information Record.

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In addition, it is possible that an analysis of these test results is included therewith, particularly the General Aptitude Test Battery administered by the State Employment Services. These test results should be used only as guides in presenting pertinent facts to the individual. Under no circumstances should they be considered as a deciding factor. After this and further discussions, the staff member should have a good idea of what the relocatee may be able to do, as well as of his preferences for work. The relocatee's work preferences should be related to his capabilities and to the employment opportunities in the destination office area. With this background information, the employment staff member shall develop in cooperation with the relocatee a vocational plan of action which shall include the type of work the relocatee will best be able to perform, and how he may reach his goal. The type of work agreed upon must be available within the destination office area. The plan shall also include several employment alternatives. In arriving at this plan the relocatee should be looking towards the future, the opportunities for advancement, and what they may lead to in the years to come. Although salary or wages are an important factor in employment, if the work obtained is what he likes and enjoys, if he is qualified to perform, and if he will be provided with sufficient income, this is the kind of work that should be secured. In order to develop the vocational plan, it normally will be necessary to have more than one interview with the relocatee.

- C. Retaining or Holding a Job. All individuals seeking employment assistance should be counseled concerning the retaining or holding of a job. This may be accomplished at the discretion of the employment staff member. Once a job is obtained, the relocatee must do his best to perform the duties satisfactorily. There are instances where, after several days on the job, the employer learns that the relocatee does not possess the skill to do the job. The employer may discharge him; however, if the relocatee is a good and willing worker, the employer may transfer him to a job commensurate with his ability. The relocatee should be made aware of this possibility and should accept the job, since the employer is not only helping his business but looking after the welfare of good employees.

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The relocatee, to succeed on the job, must naturally possess the skill to do the work. Along with the skill, he must be punctual, dependable, reliable, cooperative, honest, loyal, acceptable as to personal appearance, and should possess some initiative in order to get ahead.

Punctuality, dependability, and reliability are considered most important. Businesses are operated by the clock; since they open and close at certain specific times, the relocatee should always be at work on time every day, and should work the full time the business is operating. If for any reason the relocatee cannot report to work, he should call the employer and give him the reason for the absence or delay. If the relocatee convinces the employer that he is a steady, dependable, and industrious worker, he is almost sure to succeed.

Successful retention of employment depends on understanding and following the principles necessary to be a good worker. On the other hand, by not adhering to them, the relocatee may lose his job.

In counseling with the relocatee, the employment staff member should always use a positive approach by stressing those qualities that are needed to be successful.

.4 Employment Assistance.

A. Sources and Methods. After the plan has been developed, job opportunities must be obtained. All relocatees shall be assisted in locating suitable employment which shall be accomplished primarily through the destination office. However, the destination office should utilize every source available. At times relocatees through their own contacts with friends, churches, or community and social organizations have learned of job openings and have contacted the employers themselves. Sources used by the destination office in obtaining or learning about job opportunities may include the following:

- (1) Public and private employment agencies.
- (2) Industry directories usually prepared or published by an industry or the Chamber of Commerce.
- (3) City directories.
- (4) Telephone directories, newspapers, or periodicals.

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- (5) Through contacts with employers, friends, churches, or community and social organizations.

The most productive means of discovering job opportunities is by directly contacting employers to ascertain their needs. There are three primary methods that should be used in contacting employers - telephone, field or personal visits, and letters or public relations material. Each of these methods is equally effective. However, to be effective each type of contact must be planned before it is utilized.

Telephone. This method of contact is the easiest and quickest in obtaining information. New employers as well as employees who have been contacted before may be called. One disadvantage of this method is that many times it is unproductive since the right person is not contacted or if the hiring official is contacted the conversation can be so short that no conclusion results are obtained. Also, it is difficult to converse freely over the telephone about the business at hand. There are, however, many good aspects of this type of contact. Many employees can be contacted in a short period of time, and adequate relationships can be established.

Field or Personal Visit. This is considered a productive method of contacting employers in that the employment staff member is able to meet the employer face to face and freely discuss the things that cannot be discussed over the telephone. Also in most instances the employer desires to meet the representative of the firm who is referring workers to him. A visit should be planned and an appointment usually arranged beforehand. By a personal visit it is easy to understand the employer's hiring policies and practices, employment and personnel problems, job requirements, and labor needs. If possible a visit through the employing establishment should be arranged.

Letters or Public Relations Material. It is important from time to time to prepare and send to employees information concerning the relocation services program. Letters, pamphlets or other material may be developed depending on the circumstances. In some instances this material may precede a personal visit to the employer.

Prior to contacting an employer to ascertain his needs the

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employment staff member should be as well acquainted with the employer as possible. The following information should be known:

- (1) Name and address of establishment.
- (2) Employing official.
- (3) Type of business engaged in and occupations in the industry.
- (4) Hiring policies and practices of employing establishment.
- (5) Job requirements and labor needs.

It is recognized that only a portion of this information is known prior to the initial contact but through additional contacts it may be obtained.

The primary purpose of contacting employees is to acquaint him with the relocation services program and to ascertain if he needs any workers. Employees should be contacted regularly since it is difficult at times to determine when he may need workers. Depending on the industry, there are seasonal patterns and through turnover employers are always in need of good help. Therefore, irrespective of the employment workload of the destination office, employers should be contacted on a regular basis.

The information obtained as a result of contacts with employers shall be recorded on Form 5-652, Employer Record, (See Illustration 7, 82 IAM 5). This form shall be initiated and maintained for each employee contacted. Since it contains essential information about the employing establishment, the Employer Record shall be available and used by the employment staff member every time a contact is made with the employer. When the employer is personally visited the Employer Record should be reviewed prior to the visit. The form, however, should never be removed from the office.

- B. Assistance by State Employment Service. Each individual seeking employment assistance should be referred to the nearest (or appropriate) local office of the State employment service. This office will register the individual and perform whatever service he may require. Usually these offices have job openings available; however, they may not be suitable for the individual. After initial contact with the local State employment Service office, if

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no job opportunity is available, the individual shall be instructed to return to the destination office.

- C. Job Referrals. When the destination office locates a job opening, the best qualified individual should be referred to the employer. Every effort will be made to refer individuals to a job commensurate with their ability or level of skill and which shall provide the unit with sufficient income to meet their needs. Employers are using aptitude, interest, and personality tests to ascertain the individuals' abilities and as deciding factors in selecting workers. Destination offices are usually aware of these practices since individuals who have been referred to these employers are returning with information that they did not meet the minimum scores on the test administered by the employer.

Sometimes it may become necessary for the destination office to prescreen individuals using the same test that the employer is utilizing. Before the destination offices follow this procedure, they shall inform the Chief, Branch of Relocation Services and request approval. The request should indicate the employer(s) involved, the test(s) being used, the employer's hiring practices with the use of the test, occupations involved, and the effect of this practice with the individuals served by the destination office.

In determining sufficient income, the destination office's basic money management plan should be used as a guide along with discussions with the Community Living and Housing units. If it is necessary to refer a person to a job that does not utilize his skill or fully meet his needs, plans should be made to secure him suitable employment at a later date. When a prospective job opportunity is obtained, an Introductory or Referral Card should be utilized in referring the applicant to the employer. Destination offices may develop their own Referral Cards. It is recommended however that the following information be included on the card:

- (a) Name of person to contact at the employing establishment.
- (b) Name and address of employing establishment.
- (c) Date and time individual is to report for interview.

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- (d) Signature and telephone number of employment staff member making the referral.
- (e) Instructions on how to reach the employing establishment.

Explicit directions as to reaching the employing establishment shall be explained. On certain occasions, applicants may be transported to the place of employment. However, in those cases, they shall be encouraged to enter the employing establishment alone and secure their own job. This method of aiding the applicant shall only be used if the need dictates.

- D. Job Verification. The individual should be instructed, wherever possible, to return to the destination office after his interview with the employer and before he actually begins work. The Employment Staff has the responsibility of verifying the actual job placement within twenty-four hours by taking whatever actions may be required by either contacting the employer, the applicant, or the employment agency which referred him. When employment is definitely secured, the entrance wage rate, pay periods, pay lag, first pay day, and the date he is to commence to work at the employing establishment shall be obtained. Appropriate information about employment will be posted on the Employer Record card, and Individual Employment Record form. If the individual is not adequately employed, the procedures outlined in 82 IAM 5.7.10, "Upgrading," should be followed. Other sections of the destination office shall be notified of the individual's employment.

.5 Employment Interview.

- A. Preparation. When a job opportunity has been located the relocatee should prepare and be ready for the interview with the employer. The employment staff member should assist the relocatee in this preparation. In getting ready for the interview the relocatee should know as much as possible about the employing establishment and the job for which he is applying. The relocatee should have all the facts about himself ready. (For example, address, telephone number, Social Security Card, military discharge, if appropriate, and any other essential documents). Also, he should be very familiar with the kind of work he has done in the past, names of former employers, dates of former employment, names of people for whom he has worked,

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school records, etc. The relocatee should also be ready to talk about himself.

The personal appearance of the relocatee is extremely important. He should avoid clothes that are too fancy or too casual, and they should be clean and neat. If the relocatee is a woman, she should not use flashy make-up or excessive jewelry, since this would be extremely out of place. If the relocatee is a man, his hair should be well-groomed, shoes shined, and above all, his clothing should be clean and pressed.

The interview with the employer has usually been arranged for a specific time of the day. The relocatee should always be on time. Often-times being late will make a difference between being selected for the job and not being selected. Further, it is important that the relocatee should not take anyone with him to the interview.

- B. The Interview with the Employer. An employer seeks the best people to assist him in making his business profitable. When the employer has a job opportunity available, usually there is more than one individual seeking this job. Therefore, when the relocatee is being interviewed for a job he needs to convince the employer that he is the worker the employer is seeking. The relocatee must sell himself to the employer.

On arriving at the employing establishment, the relocatee should present himself to the person who is to do the hiring. It is possible that this person may be busy, and will see the relocatee as soon as possible. The relocatee should be patient and wait until he is called for the interview. Many employers desire that an application for employment be completed before an applicant is interviewed. If this is the case, the relocatee needs to have all his papers, in order to be able to complete the application. All questions on the application should be completed as accurately as possible.

When the relocatee has been called for the interview he should approach the interviewer in a direct and courteous manner. He should sit up, look alert, and not slouch in his chair or show signs of nervousness. The questions asked by the interviewer should be answered accurately,

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honestly, frankly, and briefly. The relocatee should ask specific questions about the type of work and the duties to be performed. He should stress his qualifications for the job and show an interest in it even though it may not appear desirable to him. When the relocatee shows an interest in the employer's business, the employer has the feeling that the relocatee would like to work for him. As a result, this may increase the chances of the relocatee being selected for the job opening, or even for another job in the employing establishment.

The relocatee should refrain from making a remark such as, "I'll take anything." It is better to be flexible and ask about specific types of jobs, always indicating preference. Also, the relocatee should avoid mentioning his personal, domestic, and financial problems during the interview. The interviewer specifically wants to ascertain if the relocatee can do the job and how well he may do it, if selected. The relocatee should also be realistic when discussing the rate of pay for a job. If the interviewer selects the relocatee for the job, the relocatee, before accepting it, should have a definite understanding as to what will be required of him. This normally avoids disappointment for the relocatee as well as for the employer. The relocatee should be ready and willing to go to work when the employer wants him.

If the relocatee is not selected, there may be many reasons why he was not chosen. One may be that he did not specifically meet the employer's requirements, or the employer may have had some other reason for not accepting him. On the other hand, after learning the details of the job, the relocatee may refuse to accept it. In any case, the relocatee should not be discouraged if he did not secure the job, since there are always other jobs he can be referred to.

- .6 Availability for Employment. The relocatee who is seeking employment assistance should be instructed to report to the destination office at a specific time each morning in order to be available for job referrals, unless other arrangements are made. Under special circumstances he may be asked to be available at his place of residence instead of the destination office. It is important that the destination office maintain a daily contact with all relocatees and record these contacts

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until placed in employment. The relocatee who has not reported for employment assistance should be contacted by phone, wire, or in person, and made aware of the importance of his cooperation and participation in receiving relocation services.

- .7 Post Employment Interview. If upon return from the employment interview the individual has been accepted for employment, the important points relative to the job shall again be discussed with him prior to reporting to work. He shall be counseled again on the importance of holding the job, of good grooming, being to work on time, absenteeism (particularly for no good cause), loyalty, rotating shifts (if applicable), and in joining a union (if applicable). He should be asked to secure his foreman's name and telephone number (or other appropriate supervisors) and to call him if he has any questions pertaining to the job such as illness, etc. If circumstances warrant, he should be counseled thoroughly about the dangers of excessive drinking and losing or quitting his job through his own fault. He shall be instructed in the event he loses his job to:

- (a) Contact the company labor representative for assistance.
- (b) Contact the company employment officer or official to ascertain future employment possibilities.
- (c) Go to the local State Employment office to register for unemployment compensation benefits and employment assistance.
- (d) If unsuccessful in any of the above courses of action, immediately contact the destination office.

If not accepted by the employer, the reason should be ascertained if possible. Irrespective of the reasons, he shall again be counseled relating that employers desire certain types of individuals with specific qualifications and that although he may be a suitable employee in many respects, the employer can reject any applicant. He may be referred to several employers before he is accepted. If he did not meet the employer's qualifications, he should be so informed. In any instance, he should be instructed to be patient as he will be referred to other employers for employment.

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- .8 Subsequent and Supplemental Employment. The Employment Unit shall decide the course of action on most placement problems. Subsequent employment assistance is the service provided those who have become unemployed and come to the destination office seeking employment. Supplemental employment assistance is the service provided for those persons who are either related to or dependent upon the relocatee or adult vocational trainee and who come to the destination office seeking employment.

The Employment staff will work with those who desire subsequent or supplemental employment assistance in the same manner as new arrivals according to need. Depending on workload and circumstances, the new arrival shall have preference over those seeking subsequent or supplemental employment.

For those seeking employment assistance for the first time, as in the case of other family members, the employment staff member will complete an Individual Employment Record, Form 5-655, (See Illustration 15, 82 IAM 5). An employment counseling interview shall be conducted. The Individual Employment Record will be maintained in the same manner as those of other individuals.

If there is any question or doubt that an individual will benefit from further employment assistance, the Employment staff member should discuss the situation with the Chief of Employment and Vocational Training Section. He in turn may consult with other staff members and a determination made as to whether or not he can benefit from this assistance. The above also applies to those seeking supplemental employment assistance.

- .9 Employment Assistance Provided to Adult Vocational Trainees. Individuals relocate to destination office areas for the purpose of pursuing a vocational course of study which will assist them in securing suitable employment. All who complete or discontinue vocational training shall be given employment assistance service, if they so desire. The referral and placement services provided by the school should be used to the fullest extent possible.

There should be prepared and published the first of each month a list of those who will complete training the following month. This list will include the name of the trainee, the date training is to be completed, the course pursued, and

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indicate the employment plans that have been made (See 82 IAM 5.2.8.11.5). In addition, the Vocational Training Counselors should notify in writing the Employment and Vocational Guidance Section Chief of the office of those who discontinue training. This will be done the day of or the day after known discontinuance.

The employment process for adult vocational trainees commences sixty days prior to completion of their course. Usually the Vocational Training Counselors will perform this orientation phase; however, the Employment Unit may be asked to assist. A schedule shall be arranged to interview the prospective graduate. Employment opportunities will be explained and interests and desires shall be considered. Further, it will be explained that if at all possible they will be referred to employers prior to graduation. The Individual Employment Record, Form 5-665, should be prepared during this orientation phase. Upon graduation, adult vocational trainees shall have the highest priority for employment assistance.

When a trainee discontinues training and desires employment assistance, he shall be channeled through the same procedures as other individuals. In many instances, employers desire to have knowledge of or be informed about the graduate prior to the interview for employment. To assist the graduate, the school, and the destination office in contacting employers, it is suggested that a short summary be prepared reflecting pertinent information about the graduate. This summary may contain: (1) the type of diploma, certificate, or degree received; (2) employment information indicating date of availability, school attended, and type of work preferred; (3) personal and family data; (4) education; (5) work experience; and (6) possibly several references. Also a picture of the graduate may be included if desirable.

- .10 Upgrading. Sometimes it becomes necessary and essential to place relocatees and adult vocational trainees in jobs that may not utilize their highest potential skill, or in occupations that are unrelated to their vocational course of study, or in ones that do not provide sufficient income to meet the unit's needs. Usually those jobs are temporary but sometimes they are permanent ones. When situations exist like the above, the destination office must develop plans to obtain suitable employment for them. The following procedures are recommended:

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- (a) A suspense file should be initiated and contain information regarding the individuals needing service. A card system may be utilized.
- (b) Pertinent data necessary to be recorded about the individual should include:
 - (1) identifying information.
 - (2) amount of income needed to sustain unit and possible type of work in which income may be received.
 - (3) type of work which will utilize highest potential skill.
 - (4) course in which trainee graduated and type of jobs for which he may qualify.
- (c) The Community Living Section shall be informed of those placed in this file for their continued planning with them.
- (d) Each week the Chief of Employment and Vocational Training will review the cards in the file to determine the progress made and take whatever action is deemed necessary in assisting these individuals. In reviewing the cards and discussing them with his staff, there may be instances where the individual is employed at his highest level of skill yet is unable to realize sufficient income to meet his family needs. Also if removed to another job outside of his skill, he still would not be able to provide adequate income to meet his needs. This individual, to the best of our knowledge, has reached his maximum earning capacity but is unable to provide sufficiently for his family. In cases such as this, the Community Living section should be informed so that they may counsel with the unit to determine the feasibility of another member of the unit working to augment their income.

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.8 Adult Vocational Training.

- .1 Objective. Public Law 959 (70 Stat. 986) provides " . . . that in order to help adult Indians . . . to obtain reasonable and satisfactory employment the Secretary of the Interior is authorized to undertake a program of vocational training that provides for vocational counseling or guidance; institutional training in any recognized vocation or trade; apprenticeship, and on-the-job training, for periods that do not exceed 24 months; transportation to the place of training and subsistence during the course of training . . . and the program shall be conducted under such rules and regulations as the Secretary may prescribe. For the purposes of this program the Secretary is authorized to enter into contracts or agreements with any Federal, State and local governmental agencies, or with any private school which has a recognized reputation in the field of vocational education and has successfully obtained employment for its graduates in their respective fields of training . . . "

The above excerpts from Public Law 959 establish rather clearly the objective of the Vocational Training Services activity. The Act places emphasis upon the training in order that the trainee may obtain reasonable and satisfactory employment. It also goes further to emphasize that such training must be with an organization which has a recognized reputation in the field of vocational education and which has successfully obtained employment for its graduates. In carrying out the Act, the present regulations as set forth in the U. S. Code of Federal Regulations, Title 25, Chapter 1, Part 34, Sub-chapter E, as found in 82 IAM 1.4, have been promulgated. The Branch of Relocation Services has as its objective the development of a service within the scope of these Regulations which will allow Indians who are eligible under the Act, who are in need of training, and for whom completion of training is feasible and employment is the goal, to pursue a vocational training course in a recognized vocation or trade. Those Indians selected shall be furnished transportation to and subsistence at the training destination while pursuing such training. The Branch, as part of its objective, will assist those selected Indians to pursue to successful conclusion the vocational training determined to be in their best interest and to assist them upon completion or termination of such training to obtain reasonable and satisfactory employment.

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- .2 Philosophy. The vocational training of adults is a highly specialized and technical endeavor. A high standard of vocational guidance and counseling should be maintained at all times. Although individuals applying for vocational training are selected at the Area level, the determination of the vocational training objective remains a responsibility of the training destination. The vocational training staff should make every effort, through methods, techniques, and procedures, to insure that the final objective selected is the best, and most achievable, for the individual.

It is the policy of the Bureau to furnish a vocational applicant guidance and counseling in such a manner that every decision regarding the choice of vocational objective, solutions to problems, etc., will be the applicant's own. Each participant in vocational training should be advised that the success during and after training will be based upon his own efforts. No more can be expected from training than the participant is willing to give. The Branch of Relocation Services staff will not conduct a policing action or assume a disciplinary role, but will operate only as counselors in assisting the participant to solve any problems which may be considered detrimental to the success of the individual. The burden for successful completion of the training is the sole responsibility of the participant. Each applicant should be informed that he will be expected to give the utmost of his time and attention to accomplish the training and employment objective.

- .3 Establishment of Courses.

A. Policy. It is the policy of the Bureau to make every effort to locate and approve adult vocational training courses which require a short period of time for the completion of the course but still meet future employment needs of industry and the individual. In the interest of good administration and economy the Bureau is interested primarily in the approval of courses of training at public institutions where satisfactory training is available at minimum tuition costs. However, if adequate courses of training are not available through public schools to serve the needs of the Indian people, courses at privately operated institutions meeting the criteria established in the Code of Federal Regulations (See 34.5 of 82 IAM 1.4) will be approved.

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In addition to this criteria, the following guidelines for determining "full-time training" must also be met. Each applicant entered into training under provisions of this program will devote his full time to attaining the objective for which he is being trained. The full-time requirement will be considered to have been met when the kind and amount of material to be learned within the prescribed period of training will require the trainee to devote approximately as much time per week to the training as is commonly applied in employment in his training objective. When the training is pursued in an institution, the time required for preparation outside of school will be considered as a part of the full-time requirement. Time devoted to outside preparation may not be used as a basis for decreasing the instructional time established for full-time training. The following standards for full-time training are applicable:

- (1) An institutional trade or technical course offered on a clock-hour basis below the college level, involving shop practices as an integral part thereof, shall be considered a full-time course when a minimum of 30 hours per week of attendance is required with not more than $2\frac{1}{2}$ hours of rest periods per week allowed; or
- (2) An institutional vocational course offered on a clock-hour basis below the college level in which theoretical or classroom instruction predominates, shall be considered a full-time course when a minimum of 25 hours per week net of instructions is required; or
- (3) An institutional undergraduate vocational course offered by a college or university on a quarter or semester-hour basis shall be considered a full-time course when a minimum of 14 semester credit hours or its equivalent is required; or
- (4) A training facility providing apprenticeship or on-the-job training shall be considered as providing full-time training when the training consists of the standard work week for the facility, provided it is not less than 36 hours per week.

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One of the advantages of approving courses at private institutions is that their year-round schedule enables trainees to be enrolled at any time. This arrangement many times may make it more desirable and economical to approve courses at the private institutions in preference to using the public facility. It is not expected that each training destination will have complete coverage of all vocations that exist; however, different locations offer better vocational training and employment opportunities in certain fields. With this thought in mind, each training destination should establish within its locality those courses which will offer the best training and most productive employment opportunities upon completion of such training.

All vocational training courses shall be approved by the Central Office prior to the entrance of a trainee into the course. No course of training may be approved for sectarian schools.

- B. Review of Needs. Each training destination shall be responsible for the review of the vocational training opportunities available within its locality. Factors to be considered in this review are as follows: compliance with the criteria established in the Code of Federal Regulations; the availability of vocational and employment opportunities; length of the course, cost of the course; educational requirements for entrance into course; accessibility for furnishing services to participating trainees; availability of housing near training facility; reputation of institution with regard to employment placement experience; interest of faculty in assisting Indian people; equipment and curriculum with regard to recent or modern design and usage, etc.

Each training destination should look continuously for those institutions and courses affording the best training and employment opportunities; accessibility for servicing of trainees; and those contributing toward more economic and efficient operation of the vocational training activity. As training facilities and courses which represent an improvement over present courses are located, other previously approved courses not serving the best interest of the activity should be recommended for discontinuance. The discontinuance of a course must be approved by the Central Office, Branch of Relocation Services.

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- C. Negotiations with Schools. Recognizing the educational limitations of some of the applicants selected for training, Vocational Training Counselors should endeavor to negotiate with training institutions to establish courses which meet these lower educational achievements, and, subsequently, the needs of the Indian people. An attempt should not be made to lower the standard of the curriculum established; however, efforts should be made through negotiations to arrive at some means of obtaining acceptance of the education received, experience obtained, or equivalency tests for entrance. Where present courses may be too complex or of higher requirements, efforts should be made to arrange variations in courses which would make such courses available to Indian applicants of lower educational levels. It may be necessary, upon occasion, to arrange for supplemental or related training to previously established courses which would help the trainees develop their proficiencies to a higher point of acceptance.

Negotiations with training institutions should include arrangements for special counseling service to Indian students, assistance in locating housing in close proximity to the institutions, and, above all, assistance in employment placement of the students upon graduation.

- D. Announcement Preparation. The announcement and criteria shall be combined into one document, called the "Adult Vocational Training Course." It shall be prepared as outlined in Illustration 12, 82 IAM 5. The format established should be self-explanatory. The original and one copy of it should be submitted to the Central Office, Attention: Branch of Relocation Services, for approval. The number should not be assigned to the course until after it has been approved. The numbering will be continuous, and in consecutive order, despite the changes in fiscal years. The copy submitted for approval, if approved, will be returned to the training destination. Upon receipt of the approved course at the training destination, the announcement should be reproduced and should show any changes or corrections made by the Central Office.
- E. Revisions of Course Announcement. Revisions of course announcements should only be made when there is a change in major content of the announcement, such as: a change in the length of training, in the entrance qualifications,

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etc. When it is necessary to revise an announcement, the course number in the upper right hand corner of the page shall indicate the revised date of the course announcement, as shown in the example below:

CL-59-8
(Revised 8-27-60)
Tool and Die Designer
Cleveland Field Relocation Office

Such revisions should be submitted to the Central Office, Attention: Branch of Relocation Services, for prior approval.

Other information, such as the entrance dates, wage earnings, minor changes in tuition and related costs, and employment opportunities, etc., may be prepared as a revision for distribution without the necessity of submitting it to the Central Office for approval.

Courses to be discontinued must be submitted to the Central Office for approval prior to notification of the origin offices.

- F. Distribution of Course Announcement. After the training course announcement has been approved by the Central Office, the signed copy is returned to the originating office for redistribution. Three copies of the announcement will be transmitted directly by the originating office to:

- (1) Area Offices.
- (2) All Agency Offices where the Relocation Services Program exists.
- (3) All other Field Relocation Offices.
- (4) Two copies only to the Central Office.

- G. Numbering and Inventory Lists of Courses. All approved courses will be numbered consecutively, beginning with the code for the training destination, the fiscal year in which approved, plus the serial number, which should be continuous, despite the change in fiscal year. The codes established for the training destination, the fiscal year, and the number assigned to the course should be shown in the upper right hand corner of the standard

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format, as shown in the illustration. The codes to be used by the respective training destinations are as follows:

| <u>Field Offices</u> | <u>Area Offices</u> |
|----------------------|---------------------|
| CH --- Chicago | AB --- Aberdeen |
| CL --- Cleveland | BI --- Billings |
| DA --- Dallas | GA --- Gallup |
| DE --- Denver | JU --- Juneau |
| LA --- Los Angeles | MI --- Minneapolis |
| OA --- Oakland | MU --- Muskogee |
| SF --- San Francisco | PH --- Phoenix |
| SJ --- San Jose | PO --- Portland |

A continuing record should be maintained at the training destination office of each course approved, and at the end of each fiscal year, or as the need requires, a master list should be distributed to all offices on the distribution list. This will serve as a check list to the receiving offices. Area Training Units need not send copies of announcements or lists to other than Agencies under their jurisdiction, and copies to the Central Office.

- H. Use of Announcement as Counseling Aid. The vocational training course announcement, when used at the Agency of origin, furnishes only that information which gives some idea of the contents of an approved course. It is expected that at the training destination the course announcement will be supplemented with more detailed information concerning the training facility and the course. The course announcement should be used as a counseling tool; it should present facts, and should inform, not influence, the applicant. With this in mind, language which tends to promote, sell, advertise, or influence should be omitted from the announcement.
- I. Course Evaluation. Each training destination is responsible for the evaluation of every course approved within its jurisdiction at least once during the fiscal year. Form 5-661, Adult Vocational Training Course Evaluation, has been provided for this purpose (See Illustration 10, 82 IAM 5). Where it is determined that courses should be discontinued, recommendations to this effect should be made to the Central Office, Attention: Branch of Relocation Services, before such action is taken. Such requests for

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discontinuation of courses should furnish a justification for the action.

Periodic review of course evaluation files will be made by members of the Central Office staff during their visits to the training destinations.

- .4 Review of Applications. Prior to the arrival of the trainee at the training destination there is a need for a review of the application and its accompanying documents for the following purposes:
 - A. Feasibility of Training. Although the applicant has been selected for training on the basis of eligibility, it does not necessarily follow that it will be possible for him to complete training; therefore, a close scrutiny should be given to the application to determine whether the training is feasible. Such factors as the following should be considered: age; previous training or educational experience; adaptability to classroom environment; previous school grades, with particular reference to the type of training desired; interest and attitude; and general adaptability of the individual to the training desired.
 - B. Need for Additional Factors. A review of the application may indicate that enough is not known about the individual to reach a conclusion regarding feasibility of training, potential for accomplishment of objective, attitude, interest, meeting of the educational requirements, and aptitude for such training. It may be necessary at this time to require the use of the GATB (General Aptitude Test Battery) or a general equivalency test. Where there is an indication that these tests would be necessary, arrangements should be made to test the individual.
 - C. Recognition of Strengths and Weaknesses. One of the most important things that a Vocational Guidance Counselor must know about a trainee is his strengths and weaknesses. Each application should be reviewed in order that these factors may be readily known to the Vocational Guidance Counselor. In order to be successful, the counselor should utilize the strengths of the individual to the utmost, and should strengthen the weaknesses to the point where they

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will be an asset to the trainee. The responsibility of the Vocational Guidance Counselor is to be aware of these strengths and weaknesses and to make full use of them in assisting and charting the trainee to successful completion of the training.

Weaknesses that do not fall within the realm of the functional responsibilities of the counselor should be discussed with specialists having experience in the field. Vocational Guidance Counselors should not try to overcome weaknesses which are beyond their scope of responsibility, but should refer these problems to those individuals and agencies capable of coping with them. Weaknesses have a very strong influence upon the actions of individuals. Unless the counselor is technically qualified to work with deep-seated personality problems, he may find it dangerous to interfere, as the results might be most unfortunate.

- .5 Review of Application with Staff. After a review of the application by the Vocational Guidance Counselor, and the contents thoroughly understood, the application should be discussed with members of the staffs of the Community Living, Housing, and Employment functions. The purpose of this discussion with these staff members is to determine the assistance that is needed from each function and to chart a course of action for the individual upon his arrival and during the course of training. All staff members who will, at one time or another, have contact with the individual should collaborate in arriving at a feasible plan of assistance to the individual.
- .6 Preparation of Notice of Acceptance or Rejection. After a review of the application by the vocational training staff and staff members of the other functions of the training destination, Section C of Form 5-412 should be completed and returned to the Agency of origin with a copy sent to the Area Relocation Specialist.
- .7 Orientation of Trainee. Upon the trainee's arrival at the training destination it is customary for him to have an orientation session with his assigned Vocational Guidance Counselor. It is during this orientation session that the trainee gets to know the Vocational Counselor and vice versa. Since the transition from reservation or boarding school life to that

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at the training destination is complex, it is recommended that not too much information be furnished at this time to the trainee. However, it is essential that considerable basic material be covered which will provide information about the training, the conditions under which training will be pursued, and the things which will be expected of the trainee. Although it cannot be expected that the trainee will absorb everything discussed at the initial orientation, specific understandings should be reached on certain subjects. Subjects discussed during the orientation should be referred to again and again in the counseling sessions held during the course of training.

Some of the areas of understanding which should be covered are set forth below:

A. The Adult Vocational Training Agreement.

- (1) Review of Training Agreement. The Adult Vocational Training Agreement, Form 5-412A (See Illustration 3, 82 IAM 4), sets forth the responsibilities of both the trainee and the Bureau of Indian Affairs and should be the first thing reviewed with the trainee.
- (2) Use of Training Agreement. It is intended that the Training Agreement be used as a counseling aid. It is a reminder of the circumstances under which the trainee agreed to undertake vocational training and the conditions under which the Federal Government will continue to finance such training. The provisions set forth in the Agreement should be thoroughly understood by all Vocational Guidance Counselors, as well as by other Relocation Services staff members furnishing counseling and guidance service to vocational trainees. The contents should be discussed and thoroughly understood by the trainee prior to entrance into training. It is imperative that all members of the Relocation Services staff furnishing counseling and guidance services to trainees understand that this document is not to be used primarily for disciplinary purposes. In fact, the opposite is its purpose. The provisions set forth are those which experience shows have a major effect upon the progress individuals make in their training. Therefore, the attitude of all Relocation Services staff members should be one of assisting the individual in making his

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own decisions with regard to the items set forth. Under no circumstances should a disciplinary attitude be conveyed to the individual by word, expression, action, or otherwise. He should be encouraged to use his aptitudes, capabilities, leisure time, etc., to the utmost in accomplishing the training objective and employment goal. All Relocation Services staff members are reminded that their function is to assist the trainee in accomplishing the training and to furnish guidance, counseling, and assistance to obtain reasonable and satisfactory employment, eventually resulting in self-sufficiency. In order for the training activity to be successful in its entirety, an atmosphere of congeniality must be created. Trainees must feel that regardless of any situation they are free to visit the training destination office and receive the best counseling and guidance available. Under no circumstances should Relocation Services staff convey to the trainee the impression that they are curious about the personal life of the trainee other than for the effect it may have upon the progress in training. Interviews with trainees should be maintained in a quiet and confidential atmosphere. The information learned about a trainee should be retained in confidence and not shared with other than authorized staff members who are working with the trainee.

- (3) Conditions of the Agreement. It is expected that occasionally some of the conditions set forth in this Agreement will not be followed by the trainees. Many of the conditions that have not been followed may never be discovered. It is not the job of the Vocational Guidance Counselor to look constantly for infractions of the conditions set forth, but rather to furnish, wherever possible and when requested, assistance to the trainee in meeting and overcoming some of the obstacles which experience has shown to be detrimental to the success of training. It must be emphasized that neither the Vocational Guidance Counselor nor any other Relocation Services staff members who are furnishing counseling and guidance to a vocational trainee are to engage in a policing action. In order to insure that training is successfully completed, an attitude of encouragement by counselors to forget the past and do better in the future must be displayed. Where infractions of the conditions are known, they should be

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thoroughly discussed with the trainee. The following procedure is established for working with trainees when such infractions occur:

- (a) The first time an infraction occurs the trainee will be given a verbal warning by the Vocational Guidance Counselor;
- (b) When a second infraction of the Training Agreement occurs the trainee shall be given a written statement of warning. Included in this written document shall be a statement to the effect that any further occurrence of the nature cited in the document will result in his automatic termination from training; and,
- (c) A third infraction of the conditions of the Training Agreement will result in an automatic termination of training, as set forth in the written document referred to in 82 IAM 5.2.8.7A(2).

The above procedures should be applied as uniformly as possible to all trainees. However, it is recognized that there will be circumstances beyond the control of the individual which will warrant leniency and require a delay in the final termination from training action. It is expected that Vocational Guidance Counselors will utilize their best judgment by furnishing an understanding but firm attitude in working with trainees. All instances of infractions must be recorded in the trainee's unit file folder and signed by the Vocational Guidance Counselor conducting the interview arranged for the purpose of carrying out the provisions of this section. Trainees who are terminated from training as a result of infractions of the conditions of the Training Agreement should be referred promptly to the Employment Section for assistance in locating immediate employment. These trainees should be reported on Form 5-648 as discontinuances from training, (See Illustration 1, 82 IAM 7).

- (4) Distribution. The Adult Vocational Training Agreement is to be prepared in quadruplicate. The original is to be placed in the trainee's unit file at the training destination, a copy is to be retained at the office

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of origin, a copy is to be given to the applicant, and a copy is to be sent to the appropriate Area Relocation Specialist.

- B. Discussion of Personal Problems. At this time any personal problems which the trainee has or anticipates should be discussed. The purpose of this is to make the trainee's mind free to concentrate his efforts upon the training. Where personal problems are beyond the scope of the Vocational Guidance Counselor's responsibility, they should be referred to those individuals or agencies which are technically equipped to deal with the problems. The important thing to keep in mind at this time is to alleviate any outside interferences or stimulants which may hamper the trainee in making a good start in training.
- C. Review and Determination of Training Objective and Development of Training Program. The development of a feasible training objective is the responsibility of the training destination. Although an objective may have been tentatively agreed upon at the office of origin, the Vocational Guidance Counselor should make available to the trainee all the information possible in order that an objective can be decided upon which will be in the best interest of the individual and within his reach. Visits to schools to inspect the facilities as well as the equipment, and introductions to the instructors should be undertaken at this time if they are needed to help the individual arrive at a feasible and desirable training objective.

It must be borne in mind that the trainee's acquaintances with many varied vocations may be limited. The counselor's responsibility at this stage of the training process is to assist the individual to be cognizant of the other vocation fields which may be made available to him if desired and if the requirements are met. After the training objective has been determined, a training program for the trainee should be developed. This training program is not to be confused with the training plan which is a part of Form 5-440, Relocation Services Information Record. The training program referred to is set forth as follows:

Training programs will be comprised of unit subjects or units of instruction which are of a technical vocational nature related to the training objective and clearly distinguishable from academic subjects associated with

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general education. An individual training program will be provided for each applicant entered into training. Adult Vocational Training Program, Form 5-636, is to be used for this purpose (See Illustration 9, 82 IAM 5).

Form 5-636 is filed in the unit's file folder and shall be the top document on side #3 of the unit file folder at all times. (See Illustration 2, 82 IAM 5). Whenever additional information is filed in the unit's file folder, this form shall be brought forward and placed on top of all other papers on the permanent side. The trainee should be made aware of this document which sets forth the composition of this training, as well as maintenance of an up-to-date record of his progress. When counseling with trainees, Vocational Guidance Counselors should be familiar with the contents of this document.

- D. Advising the Trainee of Procedures. During the course of training there will be certain procedures which the trainee will be required to follow. It is expected that the trainee will understand that these procedures have been established especially to furnish assistance to him and at the same time provide him with a large degree of independence from the destination office.

The determination of the amount of subsistence grants, and the frequency of issuing grants to trainees are the responsibility of the destination offices (See 82 IAM 6.7.1C). To assist the destination offices, the following guidelines are established for the distribution of funds or checks to institutional trainees.

- (1) During the first 30 days of training, it may be best to distribute checks or funds to the trainees on a weekly basis. Each time contact is made with the trainee for this purpose, a conference with the trainee should be arranged and used to bring the responsible staff member and the trainee closer together for better understanding.
- (2) During the second and third month of training, the Vocational Guidance Counselor should be evaluating the stability of the trainee as well as his ability to handle his own funds. Where financial responsibility is established, the distribution of funds or checks may be made less frequent. On the other hand, if the

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Vocational Guidance Counselor is not convinced of the financial responsibility of the trainee, then disbursement should be continued on the same basis as during the first 30-day period.

- (3) The recommendations of the Vocational Guidance Counselor with regard to the disbursement of checks or funds to the trainee during the first 90 days should be thoroughly discussed with the officer-in-charge of the training destination office, and decisions made concerning them.
- (4) For trainees who continue training beyond the 90-day period, or three months, a determination should be made after an evaluation of their financial responsibility as to the frequency of disbursement of funds or checks. Trainees should be contacted at least once a month.
- (5) Schools or institutions are not to be used as intermediaries for the delivery of Treasury checks to institutional trainees and to obtain receipts for Treasury checks. The Vocational Guidance Counselor, his assistant, or other members of the Relocation Services staff should deliver Treasury checks to the trainee. An exception may be made to this procedure when excessive distances are involved or where the trainee has obtained reliable stature in the program to the extent that he is no longer in need of continual counseling. In such cases, checks may be forwarded to the trainees by certified mail with return receipt requested (See 82 IAM 6.12.2A(3)).
- (6) For trainees who have been in training longer than three months it is suggested that arrangements be made with a reputable local bank to have a checking account established for the trainee and a power of attorney furnished to the bank (See 82 IAM 6.12.2A(2)). Checks may then be sent to the bank and the trainee advised when the check is deposited. The trainee then may withdraw his funds as needed. This procedure will alleviate the necessity of the trainee contacting the training destination office, carrying large sums of money; it will remove those influences which help him dispose of his money prior to using it for the purpose

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for which it was granted. This method also will help the trainee become accustomed to regular banking procedures and will develop in many instances a "savings" attitude.

- E. Employment. During training all trainees should be advised that they will not be allowed under any circumstances to undertake employment during the first 30 days of training. Only part-time employment may be considered after this time if the trainee has demonstrated above average scholastic ability and has proven that part-time employment will not have any material effect upon his progress in training. Full-time employment may not be undertaken under any circumstances. For further information with regard to employment during training, see 82 IAM 4.5.2.9, "Trainee Income From Other Than Productive Phases of Training." Where further interpretation of the conditions set forth in this section are needed, inquiries may be made to the Central Office, Attention: Branch of Relocation Services, citing the circumstances and requesting an opinion.
- F. Marriage While in Training. All trainees should be counseled on the policy regarding trainees who marry while in training. This is set forth in 82 IAM 4.5.2.8. It is not the intention of the Bureau to discourage marriage but rather to see that the objectives of the Act are carried out without interference from outside sources. The primary objective of the trainee is to obtain training with eventual reasonable and satisfactory employment. Any efforts by the trainee to marry should be delayed, if possible, to the time when training has been completed.
- G. The Effect of Pregnancy on Participation in Training. The policy regarding pregnancy during training should be discussed with all female trainees. It is assumed that it has been previously discussed at the Agency of origin. However, it should again be covered with the trainee. The policy set forth on this subject is outlined in 82 IAM 4.5.2.3G, "Effect of Pregnancy on Participation."
- H. Referral to Community Living Staff. As was previously mentioned, it is advisable to cover only those important items which affect the trainee during the training period. Upon completion of the orientation, it will be necessary to refer the trainee to the Community Living staff, where further

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indoctrination concerning adjustment to the community, housing, provision of funds, etc., will be discussed. The trainee should be informed that on problems regarding the adjustment to the environment, the Community Living staff should be consulted, and that the Vocational Guidance Counselor has a responsibility only for counseling concerning the individual's pursuit of training. The Vocational Guidance staff and the Community Living staff should cooperate to the greatest extent possible and should coordinate their efforts to insure success in the training effort by the trainee. It is the responsibility of the Vocational Guidance Counselor to know what the responsibilities of the Community Living staff are and to refrain from infringing upon those responsibilities. By the same token, the Vocational Guidance Counselor should help the Community Living staff to understand the responsibilities of the Vocational Training staff. Where an overlapping of responsibilities or infringements appear prevalent, they should be reconciled by the head of the training destination office.

- .8 Enrollment in School. One of the most important events in the career of a trainee is his enrollment in school. The impression the trainee receives at this time regarding the school and the instructors is usually a lasting impression. Therefore, it behooves the Vocational Guidance Counselor to take this opportunity to accompany the trainee to the school to insure that things go smoothly and that the impression is a good one. Although it is desired that the trainee be independent when embarking upon training, it is advisable in this instance for the Vocational Guidance Counselor to join the trainee as an observer in his conference with the registrar or instructors. Through this method the Vocational Guidance Counselor can make an objective evaluation of both the school officials and the trainee. The effectiveness of the presentation by the school representatives as well as the understanding attained by the student can be evaluated.

The important thing to keep in mind at this time is that the student should understand thoroughly all there is to know regarding his status with the school. If further counseling with the student is needed concerning matters discussed at the enrollment conference, the Vocational Guidance Counselor should arrange for the student to confer with him at the earliest possible date. Many schools may insist upon the trainee starting the training on the day of enrollment. However, it may be advisable, when things are not thoroughly understood, to delay the actual training starting date. The reason for delaying the starting date is

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to give the Vocational Guidance Counselor and the trainee the opportunity to get together and discuss the situation so there will not be any misunderstandings.

- A. Important Adjustment Period. The most important period in the adjustment of a trainee to the training situation is during the first 30 days after arrival. Experience has shown that during this period the student has extreme difficulties in adjusting to the training environment. It must be kept in mind that the adjustment during this period is a tremendous undertaking for any individual, and more assistance and dependency upon the Bureau and the Vocational Guidance staff is needed at this time than at any other time. The Vocational Guidance Counselor should use this first 30-day period as a means for gaining the confidence of the trainee. Many incidents will occur during this period which will reflect the instability and immaturity of some trainees. It is the Vocational Guidance Counselor's responsibility, during this period, to assist the trainee in arriving at mature, sound, and stable decisions, and to remove from the trainee's mind any lack of confidence in his own ability to pursue to a successful completion the training upon which he is embarking.

It is recommended that during the first 30 days the Vocational Guidance Counselor be in contact with the trainees as frequently as possible within the time available; but under no circumstances should the trainee be neglected during this period.

- .9 Use of Counselors to Assist in Solving Problems. Vocational Guidance Counselors are not expected to be all things to all people. It is recognized that some counselors will be better qualified in some areas than others. It is also realized that counselors may be extremely effective with some trainees and not with others. Realizing all of the above to be the case, it is expected that Vocational Guidance Counselors will only furnish counseling and guidance service to trainees on those matters which are within their scope of responsibility and for which they themselves realize they are qualified. Going beyond this point is inviting disaster; therefore Vocational Guidance Counselors are cautioned in this respect, and are expected to utilize the technical services of other agencies and counselors to help them in solving training trainee problems beyond their capabilities. It is no disgrace to need and use

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outside assistance to help solve these problems, and many times it is also helpful to have outside counseling assistance to support previous counseling already furnished.

Whenever there is any question or doubt as to the possible solution to trainee problems, assistance of other counselors should be sought. The important thing is to keep the best interests of the trainee uppermost in mind and to work out the best solution for him.

- .10 Periodic Training Meetings. In order to improve the number of successes in vocational training, destination offices should utilize those training devices and methods which have proven themselves. One of these devices is the use of group meetings with trainees (where there are five or more trainees). Although group meetings are not required, it is suggested that such meetings be considered, and the following guidelines used:

- A. Purpose of Meetings. The purpose of group trainee meetings is to establish rapport between other trainees and with the Vocational Guidance Counselor. Trainees have many problems in common, and this gives them an opportunity to discuss these problems with others, and, if possible, to work out joint solutions.

No partiality shall be shown any trainee. Since there are many items of like concern to all trainees, these items should be discussed in the group setting in order to reach a common understanding of the conditions.

Another purpose of the meeting is to establish group activities and to develop plans for group action resulting in better "esprit de corps." The bringing together of the trainees to discuss common purposes and objectives will, in many instances, replace loneliness, keeping of bad company, and the frequenting of undesirable places.

- B. Frequency of Meetings. The number of meetings suggested will vary from locality to locality, depending upon the number of trainees. The frequency of meetings will vary, depending upon the desires of the individuals participating. The Vocational Guidance Counselor should assume the responsibility of seeing that these meetings are started at a very early stage of the training, preferably during the first 30 days. The group should be encouraged to establish their

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own group in the same manner as other organizations, electing officers and conducting their business in a business-like manner. Where possible, arrangements should be made for a meeting place for the group free of charge.

All new trainees should be entered into the group, and older group members should be encouraged to help and assist the new trainees to become familiar with the training environment as well as with the activities and procedures of the group. General supervision for the meetings should be furnished by the Vocational Guidance Counselor; however, under no circumstances should the Vocational Guidance Counselor become the leader of the group, but rather he should encourage and assist the group in conducting its own affairs.

- C. Maintenance of Records. The group must be allowed to maintain its own organization records. A locked file may be placed at the disposal of the group for its use, but this is not necessary if they desire to retain the records elsewhere. The confidential nature of the records should be maintained at all times.
- .11 Maintenance of Trainee Records. The importance of maintaining accurate and current records on each trainee cannot be overemphasized. These records should be readily available for counseling with the trainee. By the same token, they should be readily available for the compilation of reports that are required.
- A. Definitions. In order to provide a uniform understanding regarding the status of each trainee, the following interpretation of definitions regarding training status is set forth:
- (1) Training Status. The status of an applicant selected for institutional training is reflected by the conditions and circumstances bearing on the progress he has made in accomplishing the purpose of training. The chronological order of such conditions is described under the following headings:
- (a) Pending Entrance into Training. An applicant selected for training is considered to be in a status of "pending entrance into training" until the training is actually being pursued. This status fixes a responsibility upon staff members to complete

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prerequisite plans and actions essential to the applicant's entrance into training.

- (b) In-training Status. An applicant entered into training must be enrolled in an approved course, or combination of courses, to be eligible for services and financial assistance authorized by this program. The applicant must complete his course without interruption unless prior approval is given for interruption by an officer with authority to make such approval.
- (c) Training Interrupted. The interruption status is used for a break in the continuity of training for periods of relatively short duration which do not materially jeopardize the trainee's progress. Interruptions should not exceed periods in excess of 90 days, and every case must be for justifiable reasons, such as prolonged intervals between school terms, or other circumstances beyond the trainee's control. Whenever an interruption of training is authorized for a period in excess of two weeks, the responsible office will be obligated to assist the trainee to secure temporary employment. Individuals authorized to interrupt their training are considered to be in "In-training Status" and are to be so reported on Form 5-648, Activity Report, (See Illustration 1, 82 IAM 7).
- (d) Discontinuance of Training. Training may be discontinued when a trainee voluntarily withdraws from training without approval or when a trainee is withdrawn from training because of:
1. His failure to cooperate with the training facility or with representatives of the Bureau of Indian Affairs; or
 2. His failure to properly avail himself of the training provided; or,
 3. His own misconduct.
- (e) Partial Completion. Trainees who have pursued sufficient training to allow them to accept employment in the field or related field for which they

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have been trained, and upon partial completion of training they decide to accept employment, are considered partial completions. This also includes trainees who drop out of training to enter employment. These are not to be construed as discontinuances, as the objectives of the Act, "to train individuals for reasonable and satisfactory employment," have been accomplished.

- (f) Re-entrance into Training. An individual whose training has been discontinued for less than 3 months, or considered a partial completion for less than 3 months, may be permitted to re-enter training, provided he presents information to the Bureau of Indian Affairs which shows:
1. That the cause for discontinuance has been resolved;
 2. That he will continue the training to completion;
 3. That he will satisfactorily benefit from a continuation of training; and,
 4. That the training facility will accept him for continuance of training.
- (g) Special Circumstances Affecting Re-entrance. Re-entrance into training may also be permitted when it is determined that special circumstances and conditions warrant it. An individual whose training has been discontinued twice will be deemed to have forfeited his rights to the benefits provided under Public Law 959. All authorities for re-entrance into training are the responsibility of the officer-in-charge of the training destination. Such authorizations must be filed in the unit file folder and must include the reasons for the action.
- (h) Training Completed. The "training completed" status indicates that a trainee has successfully fulfilled the requirements of his training and is employable in an occupation in line with his training. This includes trainees who satisfactorily

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complete the training course or who are allowed to drop out early to accept employment and who the school or institution agrees will receive a certificate, diploma, or other document indicating satisfactory completion of training.

- B. Progress in Training. On a periodic basis, not less than once a month, the Vocational Guidance Counselor should obtain a report regarding the trainee's progress in training and attendance from the training institution. These reports of progress should be reviewed with the trainee with the intention of first complimenting them on areas of high quality performance, and encouraging them in those areas which are acceptable or below level. When unacceptable items are reflected on the report, they should be discussed with the instructors at the training institutions prior to discussing them with the trainee. It is imperative that before counseling on delinquency areas both sides of the picture be obtained. It is not considered advisable to counsel with the trainee without first discussing the delinquency areas with the instructor and later obtaining the reasons for such delinquencies from the trainee himself. The Vocational Guidance Counselor has the responsibility for bringing about improvement in those things which will help the trainee progress in training. He should not be hasty in judgment nor draw conclusions without allowing the trainee to present his side of the story. Many times a sensitiveness to the problems of the trainee at this stage of the counseling process will achieve inestimable results in improving the trainee's attitude, attentiveness, study habits, and morale. The philosophy set forth in this subchapter should be uppermost in the mind of the Vocational Guidance Counselor during all counseling.
- C. Reporting to Agencies. The Vocational Guidance Counselor has the responsibility of keeping the Agency Relocation Officer and the relatives of the trainee informed of the trainee's progress during training. Although it is not mandatory, it is suggested that a brief report to the Agency be prepared and sent to the Agency Office. It may be combined with other reports being sent to the Agency Offices as required in Section 82 IAM 5.2.6. Many times, the assistance of the Agency Relocation Officer or relatives at home can be solicited to furnish encouragement, incentive, and a boost to the morale of the trainee. This technique

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of reporting and receiving assistance should be utilized whenever possible.

- D. Required Reports. No program effort is complete unless a report on the experience or actions taken has been reported. The primary report required for the vocational training activity is contained in the Activity Report, Form 5-648 (See Illustration 1, 82 IAM 7). The need for accurate and current information within the definition set forth in the instructions is extremely important. Future scheduling as well as reports to high authority and requests for funds and the budgeting thereof are based on such reports.

Periodically information will be needed regarding the effectiveness of the vocational training activity. In order to evaluate this effectiveness, information about the employment of trainees either upon completion, partial completion or discontinuance of training will be needed. A follow-up on the employment of those individuals affected should be maintained for a period of six months from their action. Instructions for reporting on this phase of the activity are located in 82 IAM 7.

Periodically, reports are necessary on individual trainees as a result of inquiries from outside sources. When such reports and other special reports are requested the need for expediency in making the report is essential (See 82 IAM 7). It is expected that the Vocational Guidance Counselors will give attention to the requests for reports of a special nature. A "tickler" or suspense file system should be established and maintained to insure that the report information is accurate and is submitted on time.

- E. Graduation and Employment. The primary objective of Public Law 959 is "to obtain reasonable and satisfactory employment." This objective should be kept uppermost in the mind of the trainee throughout the training process. Every trainee should have a thorough understanding that his objective is to complete training and to assume employment upon such completion. With this in mind, such devices as suspense files are needed to insure that this objective is accomplished; however, the system must be simple and concise. Although in many instances the training institution will assist in the placement of trainees, this responsibility belongs to the Bureau of Indian Affairs. It cannot be delegated to another source. The Vocational Guidance Counselor is not, except upon

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special delegation, primarily responsible for the placement of trainees. It is rather the responsibility of the Employment Unit. There are certain lead-in functions that the Vocational Guidance Counselor must perform. These consist of:

- (1) Developing in the trainee an attitude of desiring to work;
- (2) Insuring that full employment assistance is provided, either by the training institution or the Employment Unit.
- (3) Notifying the Employment Unit, at least 60 days in advance, of completion of training, for the purpose of employment orientation, employment planning, determining employment objectives and arranging for assistance to obtain employment upon completion of training.
- (4) Follow-up with both institutions and with Employment Unit at least 30 days prior to completion of training to insure that steps are being taken to furnish employment to the trainee. If it is learned at this time that measures are not being taken by the Employment Unit to obtain employment opportunities for the trainee, then the subject should be discussed with the officer-in-charge of the Employment Unit and of the destination office.

.12 Adjustments in Training. The period of training for an individual will be no longer than is required to attain the training objective. However, changes and adjustments required to enable the individual to complete training satisfactorily may be made, provided the total period of training does not exceed two years.

- A. Change in Training Objective. If within 90 days after entrance into training, it is reliably determined that continuation of the training for the current objective is unfeasible for an individual, a change to a training objective which is feasible for him may be authorized.
- B. Change in Types of Training. An individual may be enrolled in full-time institutional training, or in full-time apprenticeship or on-the-job training. For justifiable

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reasons, the individual may be authorized to change from one type of training to another or to pursue combinations of types of training, when the change does not result in less than full-time training for the training objective.

- C. Adjustments During Training. Courses may be adjusted during the training period to provide related or supplemental training which is essential for the trainee to have in order to either complete the training or to raise him to the level of employability upon completion of the training.
- D. Extension of Courses. The extension of courses for trainees beyond the prearranged time established for the course may be made in exceptional cases and provided necessary funds are available; for example:
- (1) Where the course has been amended by the school to include additional or specialized training and such amendment to the course has been approved by the Central Office or the Area Office, whichever is appropriate.
 - (2) Where the trainee's lack of ability to complete the regular course successfully was not detected until late in the training course. This exception should be rare, as Vocational Guidance Officers are responsible for contact with the institutions, the instructors, and for counseling with the trainee, at which time these deficiencies should be discussed.
 - (3) Where the trainee has been ill, had an accident, or an authorized interruption which would necessitate the extension of his training (not in excess of 90 days) in order for him to complete the course and to receive a certificate.

Training courses should not be extended to provide solely for the upgrading of the trainee to a higher level of skill. If upon completion of the basic course the trainee is considered employable and there is employment available in that field, then no extension or adjustment is allowable.

Extension of courses beyond 90 days, or for any reasons other than those set forth above, must have the prior concurrence of the Central Office.

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- .13 Referral to Other Specialists. The services of other agencies, technicians, and specialists should be utilized to the fullest extent possible in assisting trainees to successfully complete their training and enter employment. As has been mentioned before, problems may arise which are beyond the scope of the responsibility of the Vocational Guidance Counselor, as well as beyond his qualifications. The objective for Vocational Guidance Counselors is to provide the best available information and guidance to the trainee with which he can make his own decisions. The manner in which this can be accomplished may vary, depending upon the amount of technical advice and guidance available; however, where it is available it should be used.
- .14 Employment Upon Discontinuance, Termination, Partial Completion, and Completion of Training. Regardless of whether a trainee discontinues, is terminated, partially completes training, or completes training, the responsibility of the Branch of Relocation Services is to assist him in obtaining employment. Procedures for obtaining such employment are set forth in the subsection on Employment (See 82 IAM 5.2.7).

The purpose of referring to it in this subsection is to remind the Vocational Guidance Counselor that each individual entering training must have an ultimate objective of employment. Although some may complete training and others may not, the objective for the Vocational Guidance Counselor remains the same. Individuals who do not complete training but are successfully placed in employment are considered to have accomplished the objectives of Public Law 959. In view of this, it is important that Vocational Guidance Counselors start early in the training program to counsel with trainees regarding employment. Some methods of enlightening students about employment are:

- Furnishing material about jobs;
- Arranging visits to industrial plants;
- Arranging conferences with employers;
- Arranging orientation and indoctrination sessions with employment staff members; and,
- Assisting in obtaining part-time employment which does not interfere with the training.

In other words, the entire training period is to be used to prepare the trainee for employment, regardless of his training status. The desirable approach to employment is to have a job

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waiting when training is completed. The arrangement of interviews with employers, through the cooperation of the school and the Employment Unit should be encouraged.

When an offer of employment has been made to a trainee, it shall be recorded and filed in the unit's file folder. If the trainee refuses to accept such an offer of employment, this fact should also be recorded and filed. In this instance, employment is work directly related to the training course pursued, or is in a related field of work. Once employment has been offered to a trainee upon discontinuance, termination, partial completion, or completion of training, the provisions and objective of Public Law 959 have been met. Even though the provisions of Public Law 959 have been met, it does not necessarily preclude the individual from receiving additional services.

- .15 Shortening of Training Week. Situations may arise where it may appear desirable to shorten the training week for certain trainees. Although this may appear to be desirable, it is the policy of the Bureau of Indian Affairs not to adjust the training week to less than 30 hours. This type of adjustment in the training week would have the effect of extending the overall training and financial assistance period, resulting in added costs for the training. This policy is necessary in order that the training objective will be accomplished in the time allowed and additional cost will not be incurred. It is expected that all trainees will consider the training as a full-time endeavor and will devote their full attention to it.
- .16 Policy Regarding Training for Two Family Members. The Bureau of Indian Affairs' policy regarding the training for two family members is set forth in 82 IAM 4.5.2.3H (Policy Regarding Training for Two Family Members).
- .17 Combination of Benefits - Utilization of Services of Other Agencies. The services of Federal and non-Federal agencies, when available and appropriate, are to be solicited and used to the greatest extent possible in carrying out the objectives of the Adult Vocational Training Service activity. The Bureau of Indian Affairs does not duplicate any service which can be properly handled by another agency. The training facilities and services required for this activity are arranged through approval of courses in existing public and private vocational schools (other than sectarian), and approval of established training programs for apprenticeship and on-the-job training

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offered by corporations, associations, and other recognized organizations. Indians are encouraged to use established facilities available to the general public and are to be assisted to make contact for use of such facilities.

Because the limitation of funds does not permit service to all who apply for vocational training, those who are determined to be entitled to vocational training from other sources must utilize that source prior to their application being considered under Public Law 959. Funds available under Public Law 959 shall not be used to supplement or be combined with payments made to trainees under another program.

- .18 Relationship with Institutions. The Bureau of Indian Affairs is interested in maintaining with training institutions a high standard of cooperation. The Relocation Services staff members who are responsible for maintaining contact with training institutions will be expected to maintain a cordial and cooperative attitude with officials and instructors, at all times. Advance arrangements should be made for all visits to training institutions. Every assistance possible should be furnished to training institutions with regard to plans, problems, activities, etc., involving Indian trainees. Steps should be taken to insure that training institutions are financially reimbursed for any training furnished to Indian trainees.

It is expected that Relocation Services staff members will insist that Indian trainees maintain and comply with the policies, rules, and regulations of participating training institutions. The training institutions must be allowed to function without interference from members of the Bureau of Indian Affairs staff. The responsibility of the training institutions to conduct the training of Indians must be respected. Relocation Services staff members should refrain from criticizing the training institutions' officials, instructors, policies, curriculum, procedures, etc. When comment is considered necessary, it should be made in written form to the officer-in-charge of the destination office.

- .19 Self-financed Trainees. Individuals whose training is self-financed (not paid for by the Bureau of Indian Affairs) may be furnished any required services performed by the Branch of Relocation Services other than financial assistance.

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.9 Relationships with National, Federal, State and Local Organizations

- A. Basic Premise of Relocation Services Policy. The destination staff is dependent upon the cooperative assistance of public service groups at their local, State, National and Federal levels of operation to provide professional guidance and assistance to Indian relocatees as well as to all other citizens of the community. It is not intended that the Bureau of Indian Affairs through its local service office could, or would, provide a comprehensive program of services to the Indian citizens in the community, thereby isolating them from the remainder of the citizenry.
- B. Destination Offices, Bureau of Indian Affairs. There are two types of destination offices:
- (1) An Area Training Unit which may have more limited community resources because the size of the city may not justify a full complement of community services.
 - (2) A Field Relocation Office which is located in a metropolitan industrial area and is served by public and private organizations, some of which are national in scope, while others are maintained by the respective state, county, city or private groups.
- C. Responsibility of Local Bureau of Indian Affairs Staff. To be able to inform the newcomer relocatee about the community resources, it is incumbent upon the local staff to know what city, county, state, national and Federal services are available within the immediate area.

The Destination Officer shall be responsible for keeping these service groups informed of the aims and operation of the Relocation Services program. The development of mutual understanding is fundamental to appropriate and timely exchange of services as the need occurs.

The Bureau of Indian Affairs, as a Federal bureau, may expect the interest and cooperation of all branches of other Federal and tax-supported bureaus, as well as publicly and privately supported organizations.

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The Branch of Relocation Services, in some instances, has negotiated cooperative agreements with certain national organizations, such as the Travelers' Aid Society, U. S. Employment Service, Railroad Retirement Board and a contract-services agreement with Health Services, Inc., where the nature and extent of service is clearly defined (See 82 IAM 8). Some of the local service groups are supported by contributions distributed through a local branch of national organizations such as the United Givers' Fund, or those similarly identified.

It shall be the responsibility of destination office to:

- (1) Become thoroughly familiar with the names, functions, and locations of the local agencies or service organizations in the areas of their jurisdictions. Those agencies may provide assistance, directly or indirectly, in the broad fields of health, education, economic stability or social status;
- (2) Determine where and when local agreements with established organizations are needed to work together more effectively;
- (3) Explain to representatives of such local agencies, through personal contact, and through the medium of all forms of visual aid material distributed by the Branch of Relocation Services, the purpose, aims and accomplishments of the Relocation Services program;
- (4) Arrange conferences to exchange information between Field Relocation Office staff workers and public and private service organizational representatives at various levels of operation;
- (5) Appreciate the need for the regular exchange of information and assistance from professional service groups. Destination officers shall exercise care in seeing that interagency contacts are not made on problem cases only.
- (6) Define for all representatives of Area operation, when necessary or upon request, the nature and scope of these services;

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- (7) Define for the relocating Indian people, their eligibility for each particular service as it pertains to his needs.

Most metropolitan areas have a community activity known as a Social Service Exchange. A Social Service Exchange supplies information to and gives appropriate referral of inquirers to local group and service organizations for the solution and treatment of their problems. Field Relocation Officers shall avail themselves of the services of the Social Service Exchange to facilitate service to relocatees.

The officer-in-charge of the destination office shall plan with the directors of other bureau programs for key personnel of each service to know and understand one another. This will facilitate the proper service to problem situations as they develop and are cooperatively handled for solution.

- .10 Relationships with Origin and Area Offices. Fundamental to the adequate operation of the Relocation Services program is a healthy relationship between the origin and the destination offices. Without understanding, respect, and an objective and generous attitude for the role and problems of other offices, the program cannot be made to serve effectively the Indian people for whom it is designed. Basic to this sound relationship is the interest at each of these levels of operation in regularly providing the other with current information concerning any phase or influence of their program which relates to applicants, trends, problems, etc. Each office shall be responsible for presenting a clear and complete picture of conditions and situations which may be instrumental in determining the applicants' choice to relocate.
- A. Origin Staff Responsibility for Program Selection. Applications for program services are prepared at the origin office (the Agency Office). It is essential that the local interviewing official extract every possible bit of information about the applicant and his family before the application is forwarded to the destination office. The Relocation Plan should be a plan which is carefully developed on the basis of the individual's interest, personal desires, education, experience, etc. The plan should be evaluated for practicability, feasibility, and should be accepted without qualification by the relocatee in as much as it is his "his" plan. In addition to the factual statement of time and experience, the interviewer should include an evaluative statement concerning his own

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impressions of the applicant and his family. This evaluation should be clear cut and sufficiently comprehensive to be used by the destination office as a guideline in early counseling and helping the relocatee realize his ambition. Failure by the origin office to present a clear picture jeopardizes the relocatee and limits the effectiveness of the counselor.

The determination of the applicant's eligibility for the services of the Relocation Program is made by the staffs at points of origin (Agency and Area Offices). Origin offices' staff are responsible for the selection of persons to relocate, the predeparture and departure counseling in preparation of the potential relocatee for the move, and the conditioning for the changed environment such a move involves. The destination office should accept the referred applicants as being qualified and should schedule their arrival without delay, within 72 hours after receipt of the application.

It must be understood by origin offices that the commitment regarding the schedule assures the relocatee and his family of sufficient staff time for the necessary program assistance, and such extra time as is needed if an adequate presentation of the applicant's case requires further development. Upon receipt of the reporting date at the office of origin, travel plans should be made with the applicant. Advice as to the exact time of the relocatee's arrival at the destination should be supplied the receiving office. (See 82 IAM 4.5.5D). This information enables the destination office to make such prearrival plans as are considered necessary to make the relocatee comfortable and confident.

B. Field Relocation Office Program Information. Comprehensive understanding can be guaranteed only through the regular and free exchange of information about the destination jurisdiction. This information should include:

- (1) A panel display unit that provides a pictorial presentation of services offered at the Field Relocation Offices.
- (2) A miniature of the panel display unit, designed especially for the use of Agency officers in contacts outside the office.
- (3) Colored slides for each Field Relocation Office, complementary to the panel display presentation.

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- (4) Colored film strips produced in 35 MM with taped recordings used in a combination audio-visual machine, covering various subjects of interest to relocatees.
- (5) A counseling guide, a complementary tool of information to be used in connection with the panel display units (regular and miniature), outlining in detail the services offered, and a resume of facts peculiar to each individual city.
- (6) Other informational material as may be developed with the approval of the Central Office.

The Destination Officer shall invite, participate in, and respect the informal exchange of complete information about each individual relocatee with the origin offices.

Through the employment of professional viewpoint and the exercise of mutual concern over the welfare and progress of the relocatee, the initiating and receiving service staffs can and must integrate their interests and official assistance to the program recipient. Together, the staffs may interpret values, renew the challenge to success, and perform many satisfying services to the relocatee.

- C. Inter-office Reports. Reporting to the office of origin of the arrival of the unit in the new area must be the initial step taken by the destination office. (See Illustration 3, 82 IAM 5). Following this report, certain basic services are provided the relocatee. As soon as employment has been obtained, or the individual enrolled in a vocational school, permanent housing within reasonable commuting area of the job or school should be secured, and the newcomer unit moved. Children must be entered in school; members of the family should learn of the availability of a neighborhood clinic, shopping center, church, etc., as well as transportation routes and schedules to and from work. A report shall be sent to the office of origin confirming the status of each individual relocatee (See 82 IAM 5.2.6.16).

This information is appreciated by the Agency Relocation Officer, who has a vested interest in the welfare of the individual unit. Friends and relatives on the reservation are often dependent upon the Agency Relocation Office staff to supply them with information about the relocated unit. The

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Destination Officer should be sensitive to the fact that the tone of the report determines the kind of acceptance the communication receives. He should be mindful that the measurement of a man's eligibility for program services, and the prediction of a man's future may look different at the reservation level. At no time shall the Agency or Area Relocation staff be made to feel that their selection of an applicant is other than sound.

- D. Inter-Office Relationships. Sometimes the program recipient fails in his endeavor to fulfill his relocation or training plan. This failure may be attributed to many causes. Irrespective of the cause, neither the origin nor destination office should feel that the failure was attributed to them. Each of their offices assists Indian people the best way possible to achieve their objective and must respect and put trust in what the other is doing. Where there is a failure the other should be informed of the known reasons for the failure so that the counseling process can be strengthened at each level of operation. It is essential that good rapport be maintained between the destination office and the office of origin.

Effort shall be made by the Destination Officer to keep his staff alert to and aware of operational problems facing Agency Relocation Officers, such as: extensive travel involved in processing the average unit for relocation; difficulty in clearance of essential documents; arranging for appropriate timing in connection with health examinations, etc.

Within the limitations of time and funds and without sacrifice of program goals, some exchange visits between the staffs of origin and destination offices shall be made. These on-site visits can result in a more practical understanding of program operation.

- .11 Relationships with the Central Office. The Central Office, Branch of Relocation Services is responsible for providing technical assistance and guidance for the Relocation Services program. There are two types of destination office, Field Relocation Offices and Area Training Units, and each is under the administrative supervision of different offices. Each office's objective is to assist Indian people to attain a status of economic independence. The Chief, Branch of Relocation Services, directs and supervises the activity of the Field Relocation Offices (See 82 IAM 3.2B). The Area Relocation Specialist, under the administrative supervision of the Area Director, supervises the activities of the Area Training Unit established in his Area (See 82 IAM 3.2D) and receives

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technical guidance from the Central Office.

- A. Communications by Field Relocation Offices. The Field Relocation Officer may communicate in writing or telephone directly to the Central Office at any time on any matter pertaining to the operations and activities of his office. If a Field Relocation Officer finds it necessary to communicate with an Area Training Unit on a matter concerning specific individuals, he shall direct the communications in writing to the appropriate Area Director, Attention: Area Relocation Specialist. A copy of any written communication shall be forwarded to the appropriate office of origin for their information.
- B. Communications by Area Training Units. Area Training Units may correspond with the Central Office through the Area Relocation Specialist and the Area Director. If an Area Training Unit finds it necessary to communicate with a Field Relocation Office on a matter concerning a specific trainee, the correspondence should be directed through the Area Relocation Specialist and the Area Director to the Field Relocation Office.

.12 Relationship with Applicants.

- A. Establishing Rapport. The importance of establishing a friendly, sound, and balanced rapport with approved applicants for program services cannot be overstressed. The success of the whole project of their relocation may easily rest on the proper and healthy basis of this relationship. The responsibility of the counselor from the first interview is as follows: to create an atmosphere of welcome; to show quiet confidence in the sincerity and the ability of the new relocatee to "make good;" to maintain an objective interest in the applicant's past, present, and future; and to invite some discussion of the applicant's former living experiences so that a premise of mutual understanding and respect may be established.

Breaking a barrier of reserve, timidity, and general reluctance is difficult at times and exacts all the sensitive understanding and ingenuity of the responsible interviewer. Until this is accomplished, however, the new relocatee feels a loneliness which may prompt him to react to routine counseling suggestions with hostility and/or serve to increase the barrier of mistrust in people, and in things unknown to him. Every effort shall be made to help the newcomer relax, feel at home, believe that his experiences in the next few weeks and months are the same

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as countless others have had, and that his ability to meet the challenge is good. The counselor shall encourage some informal discussion about hobbies, travel, family, etc., thus helping the individual relate himself to new friends and the new environment.

B. Understanding of Roles.

- (1) Relocatee. The Agency Relocation Officer has attempted to prepare the voluntary applicant for actual relocation services at destination as described in 82 IAM 4, "Origin Services."

The destination office staff shall continue all avenues of discussion to make sure that the individual relocatee thoroughly understands the position of an approved applicant for program services who is accepting financial assistance and personalized service to insure his own self-improvement. The relocatee must accept his inevitable responsibility for making his relocation a success. He must be made to know that the plan of the program is only to help him to help himself. He must recognize that this will require persistence, continuous effort, a proper attitude in dealing with his employers, neighbors, and other community representatives, plus a determination to withstand the difficulties which are to be expected in an undertaking as involved as a complete change of environment, etc. If, through counseling, the relocatee is guided into a proper and realistic acceptance of his own role in the relocation process, the first hurdle of the project has been achieved.

- (2) Destination Office. It shall be made clear to the relocatee that the role of the destination office staff is one of service. This service includes continuous effort to: help the relocatee understand the resources of the community; assist him in finding initial employment, initial housing, affiliating with schools, learning about the availability of hospitals, making practical use of shopping services, etc. In addition, the destination office Relocation Officers shall stress repeatedly that they are available to serve as a "listening post" regarding problems, but that their responsibility is to refer the relocatee with a specialized problem to a professional local group for specific advice. The Relocation Officer must recognize

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within himself, and secure recognition by relocatees as well as public and private service representatives, that he is a generalist whose specialization is supplying information about local services so that he can serve as a useful referral agent. The Relocation Officer shall maintain a friendly, impersonal interest in the progress of the relocatee and his family.

- (3) Bureau of Indian Affairs. The former resident of a reservation and/or within a service area of a reservation may have grown to rely on the continuing availability of the Bureau of Indian Affairs staff and services to meet his individual and family needs. The receiver of services at relocation destination may need to be reminded at intervals that he voluntarily applied for Bureau assistance for off-reservation help to become economically and socially independent. The Bureau's abiding interest in his welfare is based on his acceptance of his citizen's responsibility to become independent and self-reliant. The hazards of continued dependence upon Bureau's services should be pointed out to the relocatee and he should be made cognizant of the fact that no other people in the United States enjoy or have as protective a Governmental shield as the American Indian. The Bureau recognizes that this protection, within reason, is good, but that a continuation of over-protection or prolonged protection may prove to be a disservice to the individual.

- C. Importance of Keeping Agreements. The destination office Relocation Officers shall advise the relocatee of the importance of keeping any agreements he makes with individuals and/or groups. The majority of relocatees are inexperienced in business-like negotiations and therefore may be more naive in expecting returns on a real or implied promise of services.

It is incumbent upon the destination office staff to deal objectively and reasonably with the relocatee, remembering that no promise of assistance shall be made unless such service is within the scope of the program and is considered sound for the particular case in point. When a promise is given, there should be no renegeing by the Bureau of Indian Affairs representatives. It is important that the destination office Relocation Officer make clear what they can or cannot do in terms of program limitations.

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- D. Analysis of Service Needs. The Destination Officer should regularly observe the progress of the relocatee so that he will be able to offer timely help in building the relocatee's self-confidence in solving his own problems.

.13 Discontinuance of Service.

- A. Policy. It is a policy of the Bureau of Indian Affairs not to initiate continuing special services to Indians in non-reservation communities (See 82 IAM 2.1). The Branch of Relocation Services implements the Bureau's policy by assisting Indians who move to urban industrial areas to seek and receive services from established agencies on the same basis as other residents of these areas and not to rely upon special services from the Bureau.
- B. Objective. The objective of the Relocation Services program is to assist Indian people to become self-sufficient and independent of the Bureau's special services. The destination offices play an integral part in fulfilling this objective.
- C. When to Discontinue Service. Termination of service lies in the transfer of responsibility to the Indian. When the individual has developed the ability to completely manage his own affairs and to seek on his own the services of established community resources, Bureau services should be discontinued.

No hard and fast rule can be established as to the length of time this adjustment entails, or when the services should actually be discontinued. Termination of service may be different for each individual, based on his ability to assume responsibility. Destination offices need to be working toward this objective during every counseling session with Indian people. Generally, it is believed that as soon as an individual is legally eligible for the services offered him in the state in which the destination office is located, the individual should avail himself of them. Eligibility for state services is based upon length of residence within a state. It must be remembered that state laws in connection with the acquisition of state residence vary from one state to another.

The question of discontinuing service usually does not arise for many of the Indian people who are assisted in moving to destination points. This is due to their own initiative in establishing themselves in the community, thereby of their own

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volition discontinuing contact with the destination office for further assistance. However, there are others who continue to return to the destination office for service. It is with this latter group that the destination office must place the most emphasis. There are many reasons why they return; however, in the majority of the instances it is due to loss of employment. If employment is not steady and remunerative, the adjustment process is prolonged. The main measure of successful adjustment seems to be whether or not the individual or the entire family is doing its part to succeed.

The destination office staff must exercise a fine sense of discretion and sound judgment in each individual instance in order to successfully determine the best way to proceed. The staff should consider not only "do they need service from us?" but "can they procure adequate assistance from some other established agency in the community?" It is the destination office's responsibility to assist Indian people to help themselves; therefore the destination office shall be responsible for determining when any of the services shall be discontinued. All of the resources of the destination office shall be geared to terminating service as soon as is feasible. A continuous evaluation and review is needed of this phase of operations.

.14 Reports. This section deals with those reports, both narrative and statistical, that are required and are considered necessary for destination offices to submit to the Central Office, Branch of Relocation Services, and any other reports the destination offices may be requested to submit. Reports required by the Central Office provide them with valuable information as to progress and the manner in which the program is being carried out; any problems connected with the program, and how they may be resolved; certain statistical data concerning operations of the program; and recommendations or suggestions regarding improvements in operations. In addition, these reports assist the Central Office in interpreting the program to higher authorities and in programming for the future.

A. Activity Report. Destination offices will provide the Central Office, Branch of Relocation Services, with a report of the various activities performed by their office. This report reflects the volume of activities and types of service rendered on behalf of relocatees and institutional trainees. Also, it reports the number of units and persons accepted and scheduled for program services who actually arrive at their offices from offices of origin. Form 5-648, Activity Report,

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shall be used for this purpose as outlined in 82 IAM 7. This report is to be submitted monthly and is to reach the Central Office not later than the tenth (10th) of the month following the reporting period.

Offices of origin will use this same form to report to the Central Office, Branch of Relocation Services, the actual departure of relocation units at that point of service.

Area Relocation Specialist through the Area Director shall use Form 5-648 to report to the Central Office, Branch of Relocation Services, the number of units on the Area Training Register who are awaiting entrance into institutional training.

- B. Quarterly Report. Destination offices shall make a report of the various activities performed through their office. This report reflects the volume of activities and types of service rendered on behalf of relocatees for employment and institutional training. This report is to be submitted at the end of each quarter and is to reach the Central Office not later than 10 days after the end of the respective quarter. Certain portions of these reports shall be reproduced and forwarded to other destination offices for their information. The information desired and format to be followed are outlined in 82 IAM 7.
- C. Annual Reports. A narrative and statistical report regarding program operations is to be prepared annually by destination offices where relocation services are established. This report shall present a picture of major activities, problems, and accomplishments of the program of Relocation Services of that destination office for the entire year. The report submitted by Field Relocation Offices shall be forwarded directly to the Central Office, Branch of Relocation Services. The report for the Area Training Units shall be forwarded by the appropriate Area Director to the Central Office, Branch of Relocation Services. The information desired, and format to be followed, are outlined in 82 IAM 7. Certain portions of these reports shall be reproduced and forwarded to other destination offices for their information.
- D. Special Reports. Special reports are those reports other than those listed above which may be made as a result of special requests. Several examples of the types of reports made

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include returnee studies, cost studies, and specific reports concerning relocatees and trainees. When reports are requested by organizations or agencies outside of the Bureau of Indian Affairs regarding information about specific relocatees or trainees, or about program operations, the destination office shall respect the confidential nature of the information and data which have been submitted to them about these units and program operations. Requests other than of a routine nature shall be cleared in advance with the appropriate Area Director, in the case of Area Training Units, and with the Central Office, Branch of Relocation Services, in the case of Field Relocation Offices.

.15 Records and Files.

- A. Confidential Nature of Records. Due to the nature of the material contained in Unit File Folders, the contents shall be kept in confidence. The Unit File Folders should be kept in locked file cabinets. Folders shall not be left on desks when the staff is outside of the office or at night when the office is closed, but placed in the cabinet.

Reports concerning relocatees or trainees from offices of origin, Area Offices, or others, shall not be discussed with unauthorized persons, since they are confidential in nature. Individuals found to be negligent in maintaining the confidential nature of the information will be subject to administrative disciplinary action.

- B. Records. In order that records shall be uniform at all destination offices the following records, in addition to those specifically mentioned in the Housing, Community Living, Employment, and Adult Vocational Training subsections, shall be maintained:

- (1) Destination Office Application Control Register (See Illustration 1, 82 IAM 5).
- (2) Individual Relocation Services Unit File Folder (See Illustration 2, 82 IAM 5).
- (3) Alphabetical Index Cards (See Illustration 2, 82 IAM 5).

No other records will be maintained by a destination office

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(Field Relocation Office) unless approved by the Chief, Branch of Relocation Services. Area Offices may establish such additional records for the Area Training Units as are considered necessary for efficient operations.

- C. Files. The records maintained shall be placed in a repository of an appropriate size for the maintenance of records and shall be located in the offices of the destination office.
- D. Transmittal of Reports and Records. The safeguarding of the information concerning relocatees and institutional trainees contained in reports and unit file folders is extremely important. In order to preserve the confidential nature of this information the destination office, when transmitting letter reports, unit file folders or other material pertaining to relocated units to offices of origin and Area offices, shall affix to the envelope in which this material is contained the phrase "To Be Opened By Relocation Services Personnel Only". Since the information contained in these documents is for the use of Relocation Services personnel, it may be assured that unauthorized individuals will not become directly acquainted with the contents of this material.

- 5.3 Area Training Units. Area Training Units established in designated areas are operating units, and are considered for the purpose of this Manual as destination offices. The function of the Area Training Unit is set forth in 82 IAM 3.2D. Since it is considered as a destination office, the policies, procedures, records, etc., established for the Field Relocation Offices are to be followed. Certain modifications in these items will be necessary, due to the limited size of the Area Training Unit operations and staff.

Where major deviations or eliminations in these items are desired, a request, together with the proper justification, must be submitted to the Central Office, Attention: Branch of Relocation Services for an exception to be made. The consolidation of the specialized functions set forth for Field Relocation Offices may be made without prior approval, provided all functions are performed.

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BUREAU OF INDIAN AFFAIRS
Branch of Relocation Services

LOS ANGELES Office

DESTINATION OFFICE APPLICATION CONTROL REGISTER

| A FILE NUMBER | B NAME OF APPLICANT | C UNIT IDENTITY | | D AGENCY JURISDICTION | E TRIBE | F TYPE OF SERVICES | G DATE RECEIVED | H ACTION ON APPLICATION | | I DESTINATION OFFICE ARRIVAL | | J REMARKS |
|------------------|------------------------|--------------------|-----|--------------------------|------------|-----------------------|--------------------|----------------------------|---------|---------------------------------|---------|----------------------|
| | | C-1 | C-2 | | | | | H-1 | H-2 | I-1 | I-2 | |
| 62-1 | JONES, ABLE | SM | 1 | ARDMORE | CREEK | TR | 7-5-61 | 7-6-61 | 8-8-61 | 8-8-61 | 8-8-61 | |
| 62-2T | SMITH, MARY | SW | 1 | PINE RIDGE | SIoux | T | 7-5-61 | 7-6-61 | 9-12-61 | 9-12-61 | 9-12-61 | |
| 60-62-3 | CONRALD, BILLY | FUC | 4 | CROW | CROW | R-2 | 7-6-61 | 7-7-61 | 8-9-61 | 8-14-61 | 8-14-61 | POSTPONED TO 8-14-61 |

EXPLANATION OF SAMPLE ENTRIES

- The application of Able Jones was received from the Ardmore District Office on July 5, 1961. Mr. Jones, a single male, is registered on the rolls of the Creek Tribe and desires relocation for employment. Since this was the first application for service received in fiscal year 1962, the unit file number 62-1 was assigned, and Columns B, C, D, E, F, and G were completed. The application was reviewed by the destination office and on July 6, Section C of Form 5-412, Application for Relocation Services, was completed, indicating that the applicant should report to the Los Angeles Destination Office on August 8, 1961, and mailed to the Ardmore District Office. Columns H-1 and H-2 were then completed. Mr. Jones arrived in Los Angeles on August 8, 1961, and reported to the destination office at 11:15 AM. That same day Form 5-654, Advice of Arrival, was completed, indicating that Able Jones arrived in Los Angeles on August 8, 1961, and was forwarded to the office of origin. Columns I-1 and I-2 were completed.
- Line 2 (62-2T, Mary Smith) concerns entries made for an applicant requesting institutional training. On June 23, 1961, the Los Angeles destination office contacted the Aberdeen Area Office and advised them that an applicant for institutional training could be accepted from their Area for entrance into training during August 1961 or in any month thereafter. The Aberdeen Area informed the destination office that they had an applicant for training who could be entered during the month of September, 1961. The individual's application would be forwarded to the destination office immediately. The destination office reviewed the application on July 5, 1961. Columns A through G were then completed. On July 6, 1961 the destination office completed their review of the application and advised the Aberdeen Area and the Pine Ridge Agency that the applicant should report for training on September 12, 1961. Therefore Columns H-1 and H-2 were completed. The remaining entries were recorded as events occurred.
- Billy Conrald, 60-62-3, is an applicant for relocation services. Service was first provided in fiscal year 1960, and this is the second relocation for employment (see Column F). An arrival date of August 9, 1961, was first set but later it was postponed to August 14, 1961, and was so recorded in Column J. The remaining entries were recorded as events occurred.

Instructions for the Preparation and Use of Form 5-649

Destination Office Application Control Register

Form 5-649 shall be used by all destination offices as a control for relocation and adult vocational services applications. This control will provide information concerning the status of applications from the time of receipt at the destination office through and including the actual arrival of the unit in the destination office. The form may be used effectively as a management control.

Office. Enter the office at which the form is maintained.

Column A. File Number. A unit file number is assigned by the destination office immediately upon receipt of an application for service. A unit file number may also be assigned to a unit who has arrived unscheduled at a destination office, provided the conditions set forth in 82 IAM 5.2.2 have been met. This number should, if appropriate, consist of four principal parts, as follows:

- (1) The destination office letter prefix
- (2) The fiscal year
- (3) A serial number assigned in the order in which applications are taken; and
- (4) If appropriate, the letter "T" to indicate institutional training.

The letter prefixes are as follows:

Field Relocation Offices: CH-Chicago; CL-Cleveland;
DA-Dallas; DE-Denver; OA-Oakland; LA-Los Angeles;
SF-San Francisco; SJ-San Jose.

Area Training Units: AB-Aberdeen; BI-Billings; GA-Gallup;
JU-Juneau; MI-Minneapolis; MU-Muskogee; PH-Phoenix; PO-Portland.

When an application is received by a destination office for a unit which has previously received services, the unit file number which had previously been assigned to the unit by that destination office or another destination office shall not

be used again. Instead, the fiscal year in which the unit first applied shall precede the current fiscal year and serial number which is assigned by the last destination office. The prior fiscal year can be ascertained from the unit's previous destination unit file, since it accompanies the new application for service. There may be instances whereby a unit requesting services was assigned a unit file number but never actually received services. Therefore, only those prior fiscal years in which a unit actually received services from the Bureau will be included in the new unit file number. The reason for this procedure is that when a unit applies for repeat services the complete file for both the present and previous services shall be consolidated, and the number will indicate the years in which service was received.

The examples that follow illustrate and provide an interpretation of several unit file numbers:

Example 1: LA-60-27. The number indicates that an application for relocation for employment was received at the Los Angeles Field Relocation Office (LA) during fiscal year 1960 (60), and that it was the 27th application for relocation services received at the destination office.

Example 2: LA-60-29T. The number indicates that an application was received at the Los Angeles Field Relocation Office (LA) during fiscal year 1960 (60) for institutional training (T) and that it was the 29th application for relocation services received at the destination office.

Example 3: LA-58-60-2. This number indicates that an application was received for repeat services. In fiscal year 1960 (60) the application was received at the Los Angeles Field Relocation Office (LA) for relocation for employment and it was the 2nd application (2) received at the destination office during that fiscal year. The figure "58" between "LA" and "60" reveals that services had been received previously for relocation for employment in fiscal year 1958.

Example 4: LA-58-60-27T. This number indicates that an application was received for repeat services. In fiscal year 1960 (60) the application was received at the Los Angeles Field Relocation Office (LA) for institutional training (T) and it was the 27th application received at the destination office during that fiscal year. The figure "58" between "LA" and "60" reveals that services had been received previously for relocation for employment in fiscal year 1958.

Example 5: LA-59T-60-34. This number indicates that an application was received for repeat services. In fiscal year 1960 (60) the application was received at the Los Angeles Field Relocation Office (LA) for relocation for employment and it was the 34th application (34) received at the destination office during that fiscal year. The figure "59T" between "LA" and "60" reveals that services had been received for institutional training in fiscal year 1959.

The entry in this column shall include the previous fiscal year, if appropriate, the current fiscal year, serial number, and, if appropriate, the letter "T". The destination office letter prefix shall not be included on this form but shall appear on all documents pertaining to the unit initiated by the Field Relocation Office.

Column B. Name of Applicant. Enter the name (last, first, and middle) of the individual or the family head to whom the unit file number is assigned.

Column C. Unit Identity. Enter the appropriate letters from those listed below for each unit in subcolumn C-1:

- SM.....Single man
- SW.....Single woman
- FHM.....Family head, man (no dependents)
- FHW.....Family head, woman (no dependents)
- FHMC.....Family head, man (with dependents)
- FHWC.....Family head, woman (with dependents)
- FUMW.....Family unit, man and wife (no dependents)
- FUC.....Family unit, man, wife, children and other dependents
- FMJ.....Family member joining family head (not to be counted as a unit; count as persons only)

Enter the total number of persons comprising the unit, either single or family, in subcolumn C-2.

Column D. Agency Jurisdiction. Enter the name of the office of origin from which the application was forwarded.

Column E. Tribe. Enter the tribal affiliation of the individual or family head.

Column F. Type of Service. Enter the appropriate letter and/or number from those listed below:

- R - Relocation for employment (initial application for this type of service)
- R2 - Relocation for employment and 2nd application for relocation services.
- R3,R4,etc. - Relocation for employment and 3rd, 4th, or more applications for relocation services.
- T - Institutional training

Column G. Date Received. Enter the actual date the Application for Relocation Services, Form 5-412, was received at the destination office.

Column H. Action on Application. Enter the date that Section C of the Application for Relocation Services, Form 5-412, was completed and forwarded to the office of origin in subcolumn H-1.

Enter the date that has been set for the unit relocating for employment to arrive at the destination office in subcolumn H-2.

Enter the date that has been set for the unit which is to pursue institutional training to arrive at the destination office in subcolumn H-3.

Column I. Destination Office Arrival. Enter the date the unit actually arrived from the reservation jurisdiction in subcolumn I-1.

Enter the date that the Advice of Arrival, Form 5-654, was forwarded to the office of origin in subcolumn I-2.

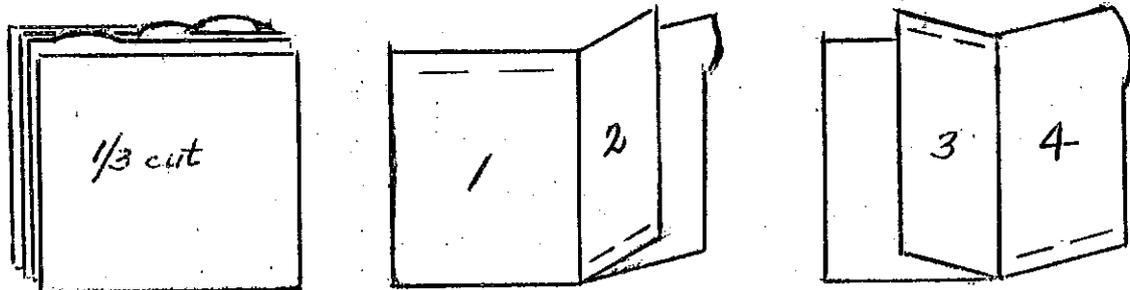
Column J. Remarks. Enter here any pertinent comments relating to the application or to the unit's arrival that appear important. If the unit has been provided an arrival date and for some reason the unit's arrival is delayed or postponed and the unit is rescheduled, an entry indicating the new arrival date should be recorded in this column. On the other hand, if the unit's arrival is cancelled, this should be entered in this column.

Instructions for Establishing and Maintaining
Individual Relocation Services Unit Files and Alphabetical
Index Card

A. Individual Relocation Services Unit File Folder.

1. Establishment. An Individual Relocation Services Unit File Folder shall be established when an application for relocation services is received by the destination office and when a destination office Unit File Number (see Illustration 1, 82 IAM 5) has been assigned to the unit.
2. Preparation. A manila folder shall be prepared with the following information on the tab:
 - a. Destination office Unit File Number on the top line
 - b. Name of applicant on the second line.

A specifically designed manila folder, pictured below, shall be utilized for this purpose.



3. Arrangement of Contents in File Folder.

- a. What to File. All records and correspondence pertaining or relating to the individual or family unit shall thereafter be filed in the folder. When any document is filed in this folder it shall contain the destination office Unit File Number for identification purposes.

- b. How to File the Material. There are four sides on which material may be placed, and each side contains a fastener. The material pertaining to the unit shall be filed on the side specified below, and in the order indicated.

Side 1. This side is reserved for the contents of the unit's previous relocation or institutional training destination file. This file is obtained by the office of origin from the destination office where the unit previously received service, and will accompany the new application and supporting documents to the selected destination office. A short summary of the unit's previous experience shall be the top paper on this side. Immediately after this summary the fiscal summary shall follow, and then the Information Record. The remainder of the papers or documents may be in any order that meets the needs of the destination office.

Side 2. The fiscal documents, such as SF-1034 and Form 5-645, shall be placed on this side. These documents should be placed in chronological order with the earliest date at the bottom.

Side 3. This side is reserved for the new application and supporting documents which are received from the office of origin, and all correspondence pertaining to the unit, up to and including their date of arrival.

In addition, Form 5-636, Adult Vocational Training Program, and Form 5-665, Individual Employment Record, shall be filed on this side of the folder. These papers shall be arranged in the order indicated below:

1. Form 5-665, Individual Employment Record
2. Form 5-636, Adult Vocational Training Program
(for institutional training units only)
3. Form 5-654, Advice of Arrival
4. Teletype or telegram report of departure from
office of origin.
5. Form 5-412, Application for Relocation Services
6. Form 5-440, Relocation Services Information
Record
7. Medical Forms
8. Supporting documents and other correspondence,
arranged in any order deemed essential by the
destination office.

Side 4. All documents, papers and recorded activities regarding the unit while at the destination office area shall be placed on this side. These shall be filed in chronological order, with the earliest date at the bottom. The top paper shall always be the latest Form 5-637, Destination Office Contact Report. Since the address of the unit is recorded on Form 5-637 and since the latest one is placed on the top, the current address of the unit can immediately be determined when the file is reviewed.

4. Maintenance of Folders. All unit file folders shall be maintained in numerical order by fiscal year and chronological sequence.

B. Alphabetical Index Card.

An alphabetical index card shall be instituted at the same time the destination office Unit File Number is assigned and the Individual Relocation Services Unit File Folder is established. The card shall contain the applicant's name and unit file number, for example:

Gills, Charlie L.
Smith, John J.

LA-60-10
LA-58-60-25

The size of the card should be 3" by 5" and of the type with a hole punched in the lower center of the card for filing in a cabinet or case with a rod running through the hole so that the card cannot be removed, lost or destroyed. The cards shall be filed alphabetically.

Instructions for the Preparation and Use of Form 5-654,

Advice of Arrival

Form 5-654 is used by destination offices to advise the origin office that the unit which departed from their jurisdiction arrived at the destination point. Upon arrival of the unit, the destination office shall immediately (same day) complete the form and forward the original to the office of origin. One copy of the form will be forwarded to the appropriate Area Office, Attention: Area Relocation Specialist, and one copy will be retained. In instances where the unit departed directly from a non-reservation boarding school or other similar location, an extra origin office copy shall also be forwarded to that office. If this extra copy is not used, it should be destroyed. The form shall be filed in the unit's file folder at each appropriate office. It is imperative that the form be prepared correctly on the date of arrival of the unit, and mailed the same day as prepared.

Form 5-654
April 1961

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Branch of Relocation Services

82 IAM 5
Illustration 3

ADVICE OF ARRIVAL

Agency File No.

Dest. File No.

Financed by: BIA Self

Gentlemen:

This will advise that _____ and
the following members of the household arrived at this office on _____
19__.

Members of Household

| <u>Name</u> | <u>Age</u> | <u>Relationship</u> |
|-------------|------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

DESTINATION OFFICE CONTACT REPORT

Date

Name _____ Dest. File No. _____

Address _____
(Street Number) (City) (Postal Zone) (State)

Telephone Number _____ Type of Contact: Telephone Home
 Office Other (Specify)

Purpose of Contact:

Report of Interview:

Action Needed or Taken:

| To | NAME | Routing Initial | Date |
|----|-------------------|-----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | OFFICER-IN-CHARGE | | |
| | FILE | | |

Relocation Officer

Instructions for the Preparation and Use of Form 5-637,

Individual Contact Report

Form 5-637 is used by destination offices to record facts and conditions, actions and decisions, pertaining to every telephone, office and home contact concerning any unit. The form shall be completed immediately after the contact. It should be filled in legibly, concisely, and without editorial comment, and should be clearly understandable to an individual who may be unfamiliar with the situation. Only one form need be completed for each contact, and this shall be filed in the unit's file folder. Since the form is printed on green paper, it should be easily discernible from other papers.

Date. Enter the exact date of the contact.

Name. Enter the name of the individual or family unit.

Dest. File No. Enter the destination office unit file number assigned to the unit in accordance with Illustration 1, 82 IAM 5.

Address. Enter the address where the unit is currently residing.

Telephone Number. Enter the telephone number where the unit may be contacted.

Type of Contact. Enter an "X" in the appropriate box to indicate whether it was a telephone, office or home contact. ("Office" denotes that it was conducted in the destination office.) If the contact was made at a school, employment establishment or some other place, enter where it was made.

Purpose of Contact. Record the exact purpose of the contact. If contact was with a person other than the relocatee (for example, family member, neighbor friend, a school official or representative of a public or private community service organization) enter the name of that individual and the relationship to relocatee or such identifying information that is appropriate.

Report of Interview. Record only the pertinent information that was discussed during the interview if the type of contact was by telephone, in the office, or other. If the contact was a home visit all pertinent information should be recorded. In addition it is of primary importance that other facts be recorded such as the type of housing occupied by the unit and certain pertinent data about the facility, employment of the head of the family and any other family members, and other information that the visitor may deem appropriate. The items included on Form 5-448, Permanent Housing Report, and Form 5-665, Individual Employment Record, should be used as guidelines in recording data about these two subjects. If additional space is needed, the reverse side of the form may be used. Do not include any remedial action needed or taken.

Action Needed or Taken. During the course of the interview it may be that certain remedial actions were discussed or offered as solutions. If so, record those actions offered or taken at the time of the interview. On completion of the interview there may be some specific plans or actions that might be effected. If so, record those recommendations for future actions that may be needed, including a plan as to how to effect any recommendations, and the time element involved.

Relocation Officer. The destination office staff member who talked with the caller shall sign the form.

The box in the lower right corner of the form may be used to route the report and the unit file folder to other staff members in the destination office. The last entry (File) indicates that it should be filed.

Form 5-448
Jan. 1961

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Branch of Relocation Services

PERMANENT HOUSING REPORT
82 IAM 5
Illustration 5

Name of Relocatee _____ Destination Office Number _____ Date _____

Address _____

Name of Landlord/Manager _____ Landlord's Address _____

Type of Housing:
 House Apartment Other Floor

Monthly Rental \$ _____ Weekly Rental \$ _____ Lease Required Yes No Cleaning Deposit Yes \$ _____ No

| | Excellent | Good | Fair |
|-------------------------|-----------|------|------|
| General Condition | | | |
| Window Shades or Blinds | | | |
| Glass | | | |
| Plumbing | | | |
| Heat (Oil, Gas, Coal) | | | |
| Stove (Cook) | | | |
| Refrigerator | | | |
| Hot Water Heater | | | |
| Floors | | | |

Total No. Rooms _____ No. Bedrooms _____ Bath (Private) _____ Bath (Shared) _____ Floor Occupied _____

| If furnished does it include following: | | | If unfurnished does it include: | | |
|---|-----|----|---------------------------------|-----|----|
| Item | Yes | No | Item | Yes | No |
| Stove (Cook) | | | Stove (Cook) | | |
| Refrigerator | | | Refrigerator | | |
| Laundry Equipment | | | Laundry Equipment | | |
| Dishes & Utensils | | | Utilities: | | |
| Linens & Bedding | | | Heat (Oil, Gas, Coal) | | |
| Utilities: | | | Electricity | | |
| Heat (Oil, Gas, Coal) | | | Gas (For cooking) | | |
| Electricity | | | | | |
| Gas (For cooking) | | | | | |
| Water | | | | | |
| Telephone | | | | | |

Is there a yard? Yes ___ No ___. School within ___ blocks (Parochial) ___ (Public) ___

Shopping District within ___ blocks. Nearest Transportation ___ blocks. Type of transportation to work: _____

Route to work: _____

Deposit Given: Yes No Amount \$ _____

Relocation Officer (Ass't.) (Aide) _____

The above housing is satisfactory to me.

Relocatee _____

Instructions for Preparation and Use of Form 5-448,

Permanent Housing Report

Form 5-448 is to be used by all destination offices in order to keep clear and useful records of permanent housing accommodations used by individual or family units. A separate report shall be made for each permanent housing move of the unit. Only one copy of the form shall be prepared and should be filed in the unit's file folder.

The Relocation Services staff who assist the individuals in finding living quarters should exercise care to see that the quarters obtained meet the standards for a unit of its size, giving special attention to proximity to shopping, schools, and other community facilities, as well as to transportation.

Name of Relocatee. Enter the name of the individual or the family head (last, first, and middle).

Destination Office Number. Enter the destination office unit file number assigned in accordance with Illustration 1, 82 IAM 5.

Date. Enter the date that the permanent housing is actually occupied by the unit.

Address. Enter the full address of the housing facility, giving the street number, apartment number, if any, postal zone, name of the proper municipality in which located, and State, i.e., 124 Crescent Drive, Apt. 205, Bell 7, California.

Name of Landlord/Manager. Enter the complete name of the landlord or manager. For the purposes of this report, the term "landlord" shall mean the responsible operator of the housing unit being occupied.

Landlord's Address. Enter the business office and home address of the landlord, including appropriate telephone numbers.

Type of Housing. Enter an "X" opposite either House or Apartment to describe the type of shelter obtained. If the shelter is a flat, trailer, motel, or other, enter an "X" in the box designated Other, and identify the type. Enter in the box provided the number of floors of the building.

Monthly Rental. Enter the exact amount of the monthly rent of the housing unit, i.e., \$41.25, \$57.50, \$71.40. This amount includes only those items furnished by the landlord.

Weekly Rental. Enter the exact amount of the weekly rent of the housing unit, if appropriate, i.e., \$11.25, \$17.75. This amount includes only those items furnished by the landlord.

Lease Required. Indicate whether or not a lease is required for the housing unit.

Cleaning Deposit. Indicate whether or not a cleaning deposit is required. If answered in the affirmative, enter the exact amount required.

General Condition. The following section is for the measurement of the general condition of the housing facility by using the terms excellent, good and fair. Enter an "X" under the appropriate term indicating the condition of the item considered.

Total Number of Rooms. Enter the complete number of rooms in the permanent housing facility occupied by the unit.

Number of Bedrooms. Enter the number of bedrooms. If a room is used for a dual purpose (bedroom and living room) do not count this room as a bedroom.

Bath (Private) and Bath (Shared). Enter an "X" after the item which describes the bath facility in the occupied housing unit.

Floor Occupied. Enter the number of the floor occupied by the relocatee unit.

If Furnished, Does it Include. Enter an "X" in the appropriate column designating the availability of equipment in furnished quarters.

If Unfurnished, Does it Include. Enter an "X" in the appropriate column designating the availability of equipment in unfurnished quarters.

Is There a Yard. Indicate whether or not there is a private yard adjacent to and available for the use of the occupants of the permanent housing facility.

School Within. Enter the number of blocks the housing facility is located from the school attended by children of the unit and whether or not it is a parochial or public school.

Shopping District. Enter the number of blocks the nearest shopping area is from the permanent housing unit.

Nearest Transportation. Enter the number of blocks to the nearest public transportation services from the housing facility.

Type of Transportation to Work. Enter the type of public transportation that would normally be used by the individual or family head from the housing unit to the place of employment, i.e., subway, electric train, bus, streetcar, etc.

Route to Work. Enter the appropriate information regarding the normal route to work, as (1) Bus No. 20; (2) Subway - Madison Street Station, or (3) Private Auto - 3 miles.

Deposit Given. Indicate whether or not a deposit is required, and enter the exact amount of the deposit. When contracting for rental housing, it may be necessary for a deposit of good faith be given to the landlord so that the quarters may be held for occupancy.

Signature of Relocation Officer (Ass't.) (Aide). The Relocation Services staff member who is responsible for assisting the unit in finding and occupying the housing accommodations described above shall sign the report and shall cross out the inappropriate title.

Statement of Satisfaction. The relocatee who has been assisted to find permanent housing which fills his needs and which is within his financial ability to pay, signs the statement that the housing described above is satisfactory.

Form 5-449
Mar 1961

HOUSING RESOURCE FILE

82 IAM 5
Illustration 6

TEMPORARY

PERMANENT

Area of City _____

Distance from Office _____

Name of Facility _____

Address _____

Telephone Number _____

Name & Address of Landlord/Manager _____

Telephone Number _____

Type of Housing: Room Room & Board Club Apartment Motel House

No. of Floors in Bldg. _____; No. of Units _____; Walk-up _____; Elevator _____

Accommodations:

Single Men Single Women Families No Children Allowed

Facilities:

Lounge TV Room Laundry Kitchen Single Bed Double Bed

Furnished Unfurnished Playground Schools Shopping Area Utilities Furnished

Other: (Eating Facilities in Area; Bus Connections, Telephone, Restrictions, Etc.) _____

Rates:

By Day: Single _____; Double _____; Combination _____.

By Week: Single _____; Double _____; Combination _____.

By Month: Single _____; Double _____; Combination _____.

First Contact with Housing Management: Date _____ First Use of Quarters: Date _____

Contact Made By: _____ Title: _____

Instructions for the Preparation and Use of Form 5-449,
Housing Resource File

Form 5-449 shall be used to record all bona fide information obtained by the destination office staff about standard temporary and permanent housing available for rental within reasonable commuting distance of the Relocation Office. This information shall be known as the Housing Resource File. It shall be currently maintained by staff members in the Housing Unit. To facilitate the daily use of these records, cards used for permanent housing shall be lemon yellow which will provide an easy selection contrast to the white card used for temporary housing.

Area of City. Enter brief information regarding the area of the city in which this particular housing is located. For example, northeast, or Glendale, etc.

Distance from Office: Enter the number of miles this housing is located from the destination relocation office.

Temporary - Permanent. Enter an "X" in the appropriate box which designates the type - Temporary or Permanent - of the housing described.

Name of Facility. Enter the name of this housing facility if it is known and referred to by a name. For example, Westchester Apartment Hotel, 201 E. Johnson Drive, or Evangeline Residence.

Address. Enter the complete address of the housing facility. For Example, Westchester Apartment Hotel, 201 E. Johnson Dr., Memphis 6, Tennessee, Telephone JA 2-8273.

Name and Address of Landlord/Manager. Enter the name of the person in charge of the rental of this housing and give his full business address.

Telephone Number. Enter the business and home telephone numbers of the person in charge of the housing facility.

Type of Housing. Enter "X" in the box which appropriately describes the type of housing: Room; Room and Board; etc.

Number of Floors in Building. Enter a number in the space provided which describes the number of floors in this housing facility.

Number of Units. Enter the number of dwelling units in this housing facility.

Walk Up. Enter an "X" if this is a walk up building (necessary to use the stairs to reach the upper floors of this building).

Elevator. Enter an "X" if the upper floors of this building may be reached by the use of an elevator.

Accommodations. Enter an "X" in the appropriate box or boxes which describe the availability of space for different types of occupancy.

Facilities. Enter an "X" in the appropriate boxes which describe the type of facilities available in, at, or near the housing. Indicate opposite the facility the distance from the housing to the facility, e.g., schools - 3 blks., shopping area - 6 blks.

Other. Enter information concerning suggested facilities within the neighborhood. For example: public pay telephone located in entrance hall; crosstown bus connection within one block of residence.

Rates. Enter the amount in dollars of the rental rate for single, double, or combination occupancy rental of these quarters by day, week or month.

First Contact with Housing Management. Enter the date that the first contact was made with the management of this housing.

First Use of Quarters. Enter the date of the first use of quarters in this housing facility. The dates of additional contacts with the management may be recorded under the item.

Contact Made By and Title. Enter the name and title of the staff representative who made the initial contact with the landlord or the manager of this housing.

Record of Housing Placements. On the reverse side of the card, each permanent family and single housing placement, and temporary family housing placement in this facility shall be recorded, as per example:

| <u>Date</u> | <u>Name of Occupant</u> | <u>Unit Unit</u> | <u>Identity Persons</u> | <u>Type of Shelter</u> | <u>Rental Rate</u> | <u>Remarks</u> |
|-------------|-------------------------|------------------|-------------------------|------------------------|--------------------|------------------------------|
| 12/5/62 | Yazzie, Ben T. | FUC | 5 | Apt. | \$75 mo. | moved 6/15/61 good tenant |

Single temporary housing placements need not be recorded unless the Destination Officer deems it appropriate.

Instructions for the Preparation and Use of Form 5-652,

Employer Record

Without proper record keeping, the employer relations activity is largely lost motion. Information about employers, along with information about applicants provides the bedrock foundation for all destination office activities. The destination office can be no more effective in any of these activities than it is in getting and using such information. Form 5-652, Employer Record, is provided for recording pertinent information about an employer that is needed in the development of job opportunities. The form has been divided into three general parts: (1) basic data concerning the employing establishment; (2) referral and placement record with the employer; and (3) a record of contacts with the employer.

It is important that essential facts be recorded and that they be kept current. All data and information entered should be written as succinctly as is consistent with clarity of meaning. Except in identifying the firm, its officials, and any union involved, "telegraphic" type is to be followed, and simplicity should be stressed.

An Employer Record is to be initiated and maintained for each employer contacted. It should be filed in numerical order by industry code in a 5 x 8 file box. File guides are to be utilized to separate the major industries. If deemed necessary, a 3 x 5 card may be maintained for each employing establishment for which an Employer Record has been instituted. This card should be filed alphabetically. The Employer Record is not to be considered obsolete unless the firm goes out of business or permanently moves from the area.

Basic Data Concerning Employer. This part is the basic record for each employer contacted. Information is entered as promptly as possible after it is obtained. However, all the information is not necessarily entered at the same time. Pertinent facts are added as they are discovered in the course of continuing relationships with the employer. Since the information is kept current by corrections and deletions as significant changes in any of the facts occur or are obtained, only the Industrial Code, Firm's Name, and Address need to be entered in ink or by typewriter. The remainder of the information should be entered in pencil.

No space is left blank without explanation. If the information called for has not yet become available, "INA" (Information not available) is entered. If the information called for is not relevant or applicable

in the given instance, "NR" (not relevant) is entered. If the information called for is relevant or applicable but the answer is "0" or "none," such is entered. The following are instructions for entries in this portion of the Employer Record:

The last name of the individual responsible for the employer account may be entered on the right at the top of the form above or near "Ind. Code," if desired.

Ind. Code. Enter the 4-digit industrial classification code number of the major industrial activity of the firm. The major activity and other activities, if any, are described in "Nature of Business." The code may be obtained from the employer or other sources. The Standard Industrial Classification Manual, Bureau of the Budget, 1957, can be used to identify and code the major activity.

Firm Name. Enter the complete name of the establishment as listed in the telephone directory. If the firm is popularly known by another name, as a result of previous ownership or for other reasons, add the popular name in parenthesis.

Address. Enter the complete address of the establishment. If the business office or hiring office is separately located, so indicate.

Phone. Enter the telephone number(s) of the establishment.

Name and Title of Firm Officials and Persons to Contact for Employment Opportunities. Enter the name, title, and telephone number of the person actively in charge of the establishment and any other top-management officials with whom contact may be appropriate. Identify particularly the personnel director, employment manager, or other official having major hiring responsibility with whom contact is normally made.

Nature of Business. Indicate specifically and briefly the nature of the employer's industrial activity.

Type of Jobs. Enter the significant occupations or type of work in the establishment, with emphasis on those which represent relatively heavy actual or potential placement activity.

Directions to Plant. Enter instructions on how to reach the employing establishment.

Hiring Policies. Enter hiring requirements or standards which the employer applies, such as age, education, specific training required, scope and thoroughness of any required physical examination, and any other pertinent information necessary for a successful referral.

Wage Information. Enter the firm's policy on wages and salaries for men* and women. Also specify pay periods, holdback periods, and shift differential, if pertinent. If deemed appropriate, enter the beginning wage or wage scale for specific jobs.

Union Status. Identify any union local or locals having bargaining rights or significant membership at the establishment. Specify national affiliation of any such local. Enter appropriate information, if pertinent, on initiation fees and dues.

No. of Employees. Enter the total number of employees, male and female, in production and non-production activities. Employment in any firm fluctuates from time to time due to seasonal patterns and other reasons. Therefore, these totals should reflect as nearly as possible normal employment. Information pertaining to the number employed should be obtained, if possible, each time the employer is personally visited, and recorded in the Record of Employer Contacts as part of the resume of the visit.

Shift Information. Enter brief information on usual hours of work at the establishment. If there are multiple shifts, check to indicate whether workers usually rotate periodically from one shift to another or remain on a fixed schedule. Enter any additional clarification, if needed.

Employment Trends, Promotion Policies, Employee Benefits, Etc. Enter any significant trends in employment, employer's personnel policies and practices, and the services or benefits offered employees. Cover particularly: (1) peak and low employment periods; (2) transfer and promotion practices; (3) special inducements (fringe benefits), such as bonuses, vacations, insurance and pensions, group savings, rest periods, and holidays. Other pertinent information that may be included here is recreational and educational programs, plant working conditions, eating facilities, security clearance, etc.

Record of Employer Contacts. This portion of the form provides for a chronological record of each significant employer contact regardless of whether the contact is made by telephone or personal visit. Space is available for conveniently recording the summarization of each contact. A review of the cumulative information about an employer is basic for planning promotional contacts as well as developing a plan of service aimed at achieving maximum employment for relocatees and trainees. Each contact will commence on a new line with identifying information preceding the summarization. Information should be recorded in the following order;

1. Type of contact. These codes are to be used;
 - T - telephone call by destination office to employer.
 - TO - telephone call by employer to destination office.
 - V - personal visit by staff member to employer's place of business.
 - VO - personal visit by employer to destination office.
2. Date of contact.
3. Name of person contacted and title, if deemed necessary.
4. Summary of contact. This narrative should contain such facts as specific purpose of contact, problems discussed, results, complaints or dissatisfaction experienced by employer or applicant, or other pertinent information.
5. Initials of person making contact.

The following are several examples of information that might be recorded;

T -3/9/59, Jones, arranged visit for Smith to discuss Rel. Serv. and tour Co. on 3/14 BB.
V -3/14/59, Gills, Jones. Discussed Rel. Serv. and toured plant. Hire prod. workers o/a 6/1. Contact 5/1. S.
VO - 3/21/59, Gills, Jones. Visited w/Smith and FRO. To hire cler. and prod. workers o/a 6/1. S.
TO - 4/1/59, Jones. Has openings, 2 typists, 4 sewing machine operators. Refer on 4/6. S.

Referral and Placement Record. This portion of the form provides for the recording of information on applicants referred to the employer for employment. This information is important since it can assist in developing additional job opportunities for applicants. Further, it may be used as a management tool in determining the effectiveness of the selection process.

The following instructions apply to entries to be made in this part of the form.

Date of Ref. Enter the date the applicant was referred to the employer.

Name. Enter the name of the applicant who was referred.

File No. Enter the destination office unit file number assigned to the applicant.

Job Title. Enter the title or name of the job in the employing establishment to which the applicant is referred.

Dur. This refers to the duration of the job. Enter "T" for Temporary and "P" for Permanent. A permanent job is one for which the duration of the job is not known to be less than one year. A temporary job is one for which the duration is known to be less than one year. The duration should be known at the time of placement. If not, it will be classified as a permanent job.

Wage. Enter the beginning wage rate of the job as indicated by the employer.

Result. Enter the result of the applicant's interview with the employer by using the following codes. The date of the action should always precede the code, e.g., 3/14/9 H.

H - hired by employer
NH - not hired by employer
NQ - not qualified for job as per employer's statement
DNR - applicant did not report to employer for interview

- RJ - after interview with employer, the applicant refused the job offered.
- JF - upon arriving at the employing establishment, the applicant learned that the job had already been filled.

Remarks. This column has been reserved for the recording of any information that may prove helpful in future referrals of applicants to the employer. In instances where "NH," "NQ," "DNR," and "RJ" are entered in the Result column, an entry should be made stating the reason for the action.

Instructions for the Preparation and Use of Form 5-653,
Monthly Placement Control

Form 5-653 is provided for the use of destination offices. It is a convenient form for recording the name of each individual desiring employment assistance and information relating to his placement. A review of this form at any time during the month will indicate which individuals have been placed, and where, and the number of unemployed persons with whom the destination office is working.

At the end of each month this form should be filed in a binder for future reference. The names of those individuals not placed during the month who are still available should be recorded on the first lines of the next month's Placement Control, together with the original availability date. Therefore, the beginning lines of each month's Control form will indicate the individuals still available for employment carried over from the previous month's Control list.

Office. Enter the name of the office maintaining the Control.

Month of. Enter the month and the year for which the Control is being maintained.

Column A. Date of Availability. Enter the date that the relocatee, trainee, or family member requests assistance of the destination office in locating employment. The dates in this column should be in chronological sequence. Only one line shall be used per individual for each placement. If an individual is placed in employment during the month and later becomes unemployed in the same month, the date he requests employment assistance will be entered on the next available line.

Column B. Unit File Number. Enter the destination office unit file number assigned to the unit in accordance with instructions outlined in Illustration 1, 82 IAM 5.

Column C. Name. Enter the name of the individual requesting employment assistance.

Column D. Number in Family. Enter the total number of persons comprising the unit requesting employment assistance.

- Column E. Relocatee or Trainee. Enter "R" for relocatee or "T" for trainee. If a member of the family of a relocatee requests employment assistance, "RF" will be entered in this column. If a member of the family or a trainee requests employment assistance, "TF" will be entered in this column.
- Column F. Sex. Enter "M" for male or "F" for female.
- Column G. Job Number. This column reflects the number of jobs that the individual has had including the one he is now seeking. If an individual is seeking employment for the first time, the entry would be "1". If an individual has had two jobs, one temporary and one permanent, the entry would be "3". All jobs, temporary and permanent, shall be counted.
- Column H. Employer and Address. Enter the name and address of the employer where the individual is to be employed.
- Column I. Job Title. Enter the job or working title which describes the duties the individual will perform, e.g., auto mechanic; construction laborer; unloader; stock clerk, etc.
- Column J. Temporary or Permanent. Enter the duration of the job, "T" for temporary or "P" for permanent. A permanent job is one for which the duration of the job is not known to be less than one year. A temporary job is one for which the duration of the job is known to be less than one year. The duration should be known at the time of placement. If not, it will be classified as a permanent job.
- Column K. Rate of Pay. Enter the beginning wage rate that the individual will receive.
- Column L. Date Started Work. Enter the actual date the individual started to work.
- Column M. Remarks. This column may be used for recording any supplementary information that is deemed appropriate.

If an individual returns to the reservation or for other reasons becomes unavailable for employment, a note to that effect, including the date, should be made

in this column. An individual who becomes sick and remains in the area is still considered available for employment even though temporarily unavailable. When a trainee is placed in employment it will be desirable to indicate in this column whether or not he was placed in his field of training, in a related field of training, or in a job not related to the training pursued. Sometimes the school attended by the trainee assists its graduates in securing employment. If the placement of a trainee is the direct result of assistance by the school, this should be noted in this column. If an individual was placed in a job that is considered an upgrade, this information should be noted in this column.

ADULT VOCATIONAL TRAINING PROGRAM

| | | | |
|--------------------------------------|-------------------|---------------------------|------|
| Trainee's Name (Last, First, Middle) | | Destination Office Number | |
| Address | | Telephone Number | Date |
| Name of School | | Address of School | |
| Course Title | Course Number | Length of Course | |
| School Official or Counselor | Title of Official | Telephone Number | |
| Change of School | Address | | |
| Change of Course (Title of Course) | Course Number | Length of Course | |
| School Official or Counselor | Title of Official | Telephone Number | |

RELATED TRAINING

| Subject | Training Facility | Length | Hours per Week | Completion |
|---------|-------------------|--------|----------------|------------|
| | | | | |
| | | | | |

TRAINING STATUS

| Date Arrived | Entered | Scheduled Completion | Actual Completion |
|--------------|---------|----------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

EMPLOYMENT PLAN

Include job title and brief description, necessary licensing, special requirements, etc.

Instructions for the Preparation and Use of Form 5-636,

Adult Vocational Training Program

Form 5-636 is used by the destination office to record information concerning the applicant's vocational training program, which includes training status, employment plans, and outline of the course of study. Prepare an original and two copies, filing the original in the trainee's unit file folder. A copy should be given to the trainee, and a copy to the training establishment, if desired.

Trainee's Name. Enter the trainee's name (last, first, and middle).

Destination Office Number. Enter the unit file number assigned to the trainee by the destination office in accordance with instructions in Illustration 1, 82 IAM 5.

Address and Telephone Number. Enter the trainee's address at the place of training, listing the number of the street, apartment, house, or room number, as applicable, the city and state, and telephone number at which the trainee may be reached.

Date. Enter the date on which the trainee moved to this address.

Name of School and Address of School. Enter the name and address of the facility providing the training. If apprenticeship training is being provided, identify the organization at which the trainee is indentured.

Course Title, Course Number, Length of Course. Enter the title and designated number of the course as assigned by the Bureau. Enter also the total months of "in training status" ordinarily required to complete the course.

School Official or Counselor, Title of Official, Telephone Number. Enter the name, title, and school telephone number of the school official or counselor to be contacted for information regarding the trainee or his course.

Change of School and Address. If the trainee changes schools, enter the name and address of the new school.

Change of Course, Course Number, Length of Course. If the school remains the same but the course is changed, enter "same" in the space provided for the school's name; and enter the name and number of the new course, and state its length.

School Official or Counselor, Title of Official, Telephone Number. Enter the name, title, and school telephone number of the school official or counselor to be contacted for information regarding the trainee or his course, if there was a change.

Related Training. When subjects not ordinarily a part of the regular course are offered to supplement the training received, they are to be considered as "related training" and entered here. Enter the name of the training facility providing the related training; the length of the course entered in terms of total hours and weeks required to complete the related training; the hours per week of classroom instruction for each subject; and the date the course was completed.

Training Status. This portion of the form should indicate at all times the training status of the trainee, i.e., if training was interrupted and then resumed, proper entries should indicate why it was interrupted, the date resumed, and the scheduled completion date for the resumed training.

Enter the date the trainee arrived at the training destination; the date the trainee first enrolled for training (entered); the date he would be expected to complete training at a normal rate of progress (scheduled completion); and the date of actual completion or partial completion. (If partial completion, enter "partial" after the date.) Whenever training is interrupted, resumed, discontinued, or re-entered, the type of change should be entered, with the date that it occurs and a comment or reason for the change. If more space is needed, use a separate sheet, and attach it to this form.

Employment Plan. The employment plan may be the same as shown in the Relocation Services Information Record, Form 5-440, or it may be modified because of decisions made at the destination office. The job title and brief description, necessary licensing, special requirements, and other details of the employment plan for the trainee should be given. Any changes in the employment plan prior to the completion of training shall be recorded in this portion of the form.

Course Outline. Enter the school numbers assigned to subjects, if available, and the subjects comprising the course, in their proper order. Include the credit values (normally used by schools operating on a semester or quarterly basis) or clock hours to be spent during training on each major division of instruction, work, or tasks to be learned. Enter grades, comments, or other indications of progress. Course outlines may be dittoed and attached to the first page of the form. If a new course is undertaken and a new course outline is prepared, then this should be attached to the form.

ADULT VOCATIONAL TRAINING

Course Evaluation

Title _____ School _____

Course Number _____ Review Date _____

| | | | This Course C | All Offices | |
|---|--------------------------|------------------------|---------------------|-----------------------|------------------------|
| | Lowest Course A | Highest Course B | | Lowest Course D | Highest Course E |
| | <u>1. Course Factors</u> | | | | |
| a. Length (Mos.) | | | | | |
| b. Required Education (Grade) | | | | | |
| c. Tuition and Related Costs | | | | | |
| d. Employment Possibilities | | | | | |
| e. Anticipated Income (Per Mo.) | | | | | |
| <u>2. Utilization Factors</u> | | | | | |
| a. No. Entered Training | | | | | |
| b. No. Completed | | | | | |
| c. No. Discontinued | | | | | |
| <u>3. Accomplishment Factors</u> | | | | | |
| <u>a. Employment of Completions</u> | | | | | |
| (1) In Field of Training | | | | | |
| (2) In Related Field | | | | | |
| (3) In Unrelated Field | | | | | |
| (4) Unemployed | | | | | |
| (5) Status Not Known | | | | | |
| (6) Wage (Range per Mo.) | | | | | |
| <u>b. Employment of Discontinuances</u> | | | | | |
| (1) In Field of Training | | | | | |
| (2) In Related Field | | | | | |
| (3) In Unrelated Field | | | | | |
| (4) Unemployed | | | | | |
| (5) Status Not Known | | | | | |
| (6) Wage (Range per Mo.) | | | | | |

EVALUATOR

(Use other side for narrative evaluation of course)

Instructions for the Preparation and Use of Form 5-661,
Adult Vocational Training Course Evaluation

Form 5-661 is used by training destination offices to evaluate and review the courses approved at these offices. Each approved course shall be evaluated at least once during each fiscal year (See 82 IAM 5.2.8.3I).

Title. Enter the exact title of the course being reviewed.

Course Number. Enter the course number assigned by the training destination office.

School. Enter the name of the school where the course is given.

Review Date. Enter the date the review is made.

Only Columns A, B, and C need to be completed. The name of the training destination office shall be entered in the space provided above Columns A and B. Columns D and E shall be left blank since these columns have been reserved for Central Office use.

Column A. This column represents the lowest figure for any given similar course within the training destination office jurisdiction.

Column B. This column represents the figure for the highest similar course within the training destination office jurisdiction.

Column C. This column represents the course which is being evaluated.

The form has been divided into four major categories: Course Factors, Utilization Factors, Accomplishment Factors, and Narrative Evaluation.

Item 1. Course Factors. Indicate the number of months required to complete the course in Item 1a, Length. Insert the minimum grade level required in Item 1b, Required Education. Insert the combined figure of both tuition

and related costs in Item 1c, Tuition and Related Costs. These should be the latest available cost figures. Insert one of the four following adjectives: poor, fair, good, or excellent, whichever most nearly reflects the employment condition, in Item 1d, Employment Possibilities. Indicate the estimated monthly income in Item 1e, Anticipated Income. Do not enter the weekly or hourly rate.

Item 2. Utilization Factors. Indicate the total number of trainees that have entered training in the particular course under review since the beginning of the activity to the date of the review in Item 2a, No. Entered Training. Insert the total number of trainees that have completed training for the same period in Item 2b, No. Completed. (Include "partial completions"). For the same period, indicate the number of trainees who have discontinued training in Item 2c, No. Discontinued.

Item 3. Accomplishment Factors. Accomplishment Factors has been divided into two major areas: Employment of Completions and Employment of Discontinuances. The Employment of Discontinuances is required since it is essential in giving a thorough evaluation of the effectiveness of the course.

The following guidelines should be used in determining the employment of trainees:

- (1) For those trainees who completed training more than 6 months prior to the date of the review, their employment as of the sixth month following completion of training shall be shown.
- (2) For those trainees who have completed training within 6 months of the date of the review, their employment as of the month of the review shall be shown.

For example, the course is being evaluated during the month of September. If a trainee completes training in February, the employment which should be shown would be that as of August. For any trainee who completed training between April and September, employment will be shown as of the month of review.

Item 3a. Employment of Completions. (Include "Partial" Completions).

- (1) Enter the number of trainees employed in the Field of Training;
- (2) Show those employed in a Related Field. For example, an automechanic trainee who is employed as a Parts Clerk in the stockroom of an automobile dealer;
- (3) Indicate those employed in an Unrelated Field. For example, an auto mechanic who is employed as an assembler on a production line in a furniture plant;
- (4) Enter those Unemployed. Do not include those individuals employed in part-time jobs;
- (5) Enter those who Status is Not Known. It is not necessary to initiate inquiries to determine the validity of this information;
- (6) For those who are employed, enter the lowest and highest monthly wage rate.

Item 3b. Employment of Discontinuances.

The same type of information as required for Employment of Completions shall be entered for those trainees who have discontinued training.

Item 4. Narrative Evaluation. Since the information furnished in the above three major categories may not necessarily provide complete information as to the effectiveness of the course, space for a narrative evaluation of the course has been provided. The usefulness of the course from an operational standpoint, together with any special adaptations which make it desirable, and with the acceptability from an entrance standpoint, should be included. Any additional information that may prove helpful to have a complete picture of the course should be included. The reverse side of the form shall be used for the narrative evaluation.

Form 5-661 should be signed by the staff member making the evaluation in the space indicated for the "Evaluator."

ORIENTATION AND COUNSELING CHECK LIST

NAME _____ DATE _____ DEST. FILE NO. _____

UNIT IDENTITY: Unit _____; Persons _____.

TEMPORARY HOUSING: Name and Address _____ Telephone No. _____ Rental Rate \$ _____

PERSONALIZED WELCOME

PURPOSE OF DESTINATION OFFICE

Advisory Capacity Assist Individuals to Become Self-sufficient
 Office Hours

PERSONAL BELONGINGS BROUGHT

Luggage brought _____ lbs. Prepaid _____ Collect _____
 Use of Form 5-664, Household Inventory & Suggested Shipping List
 Personal Automobile. Explain insurance, registration, licensing, State & Local laws and regulations.

HOUSING

TEMPORARY Transportation Arrangement
 Pickup Checked Baggage
 Delivery of Household Goods
 Necessary Housekeeping items - dishes, bedding, etc.
 Use and Care of Facilities
 Relationship of Landlord and Tenant. Notification of intention to move
 Rental Payment

PERMANENT Arrangements through Destination Office
 Rental Payment
 Maintenance of Housing
 Future Moves

FINANCIAL ASSISTANCE

Explanation of Categories
 Issuance of Funds
 Use of Funds to Include Money Management

HEALTH SERVICE COVERAGE

Explain Two-Part Phase of Coverage - Blue Cross and Blue Shield
 Issue Pamphlet and Explain - first visit, fees, etc.
 Obtain Signatures on Health Service Cards and Other Necessary Documents
 What to do in an Emergency

TRANSPORTATION

Local Modes of Transportation
 Use of Transportation Facilities
 Use of Private Automobiles
 Traffic Regulations

Instructions for the Preparation and Use of Form 5-662,
Orientation and Counseling Check List

Form 5-662 has been developed for the use of destination offices in their orientation and counseling phase of operations. This form includes the major points of program coverage to be reviewed with each and every relocatee who arrives at the destination point. The detail of this form should serve as a reminder for counselors who are less seasoned in the routine coverage to be given to all newcomers, a valuable prompter to more experienced counselors who might overlook an item of importance in their coverage of responsibilities, and a confirmation of counseling coverage in the individual relocatee's file.

The orientation of each new unit should be conducted by the counselor in a relaxed manner, with complete friendliness and new enthusiasm, giving a personalized presentation to the individual at hand. The counselor should not assume that the relocatee has a complete and true understanding of all the points listed for review. Information may be presented in various ways, depending upon the sophistication and experience of the relocatee. However, it is the responsibility of the destination office to cover in sufficient detail all points listed in the check list within a reasonable period, usually two weeks after the relocatee's arrival at destination point.

It is expected that more than one staff member will be involved in counseling. Therefore, the counselor's initials and date shall be written in the box opposite each major category as it is covered and in the box opposite each sub-item as it is discussed. By initialing, the counselor responsible for ample coverage of the subject is identified if future reference is necessary, and the date signifies when it was discussed.

Name. Enter the name of the relocatee, giving last name first.

Date. Enter the date the initial orientation counseling begins.

Destination File No. Enter the destination file number assigned the unit.

Unit Identity: Enter identifying unit information, i.e., SM, SW, FUC, etc. and the number of persons in unit.

Temporary Housing.

Name and Address. Enter name and address of the temporary housing, i.e., YMCA Hotel, 810 Greenwood Avenue, Denver, Colorado.

Telephone Number. Enter the telephone number of the telephone in the temporary housing which offers easiest contact to the relocatee.

Rental Rates. Enter the rental rate figure by daily, weekly, or monthly charge as per contract with the relocatee.

Personalized Welcome. The importance of the counselor giving each newcomer unit a personalized welcome cannot be overstressed. To be successful in this, the counselor must be friendly, alert to the reactions of the person or persons, and intuitive about the relocatee's acceptance and understanding of the welcome. (Travel fatigue may preclude the advisability of giving the newcomer more than a cordial welcome, and making a date for the following day.) All members of the family shall be included in the welcome. The counselor must recognize that the inclusion of children in this first welcome is necessary to assure the child that he is an important part of the new life. The difficulties caused through the dissatisfaction of children should not be minimized. Effort shall be made by the counselor to establish rapport with each individual in the family. The technique of calling each individual by name builds friendship, as it creates confidence between the counselor and the relocatee.

Purpose of the Destination Office. A thorough understanding of the role of the destination office by the relocatee is a sound basis for good working relationships. The relocatee must recognize that the destination office does not serve Indian people in the same capacity as in an Agency office.

Personal Belongings Brought. It is essential to ascertain the personal belongings that the unit brought to the destination point.

Luggage Brought. This item includes luggage, trunks, boxes, etc. that accompanied the unit on their move but does not include household goods shipped to the destination point. Indicate the pounds of luggage brought and

whether it was "prepaid" or "collect." If "collect" enter the amount due at destination.

Use of Form 5-664. Explain the use of this form and have it initiated. Household goods as well as other items brought by the unit should be recorded on the form.

Personal Automobile. Assist the relocatee to avoid early problems by explaining local regulations regarding registration, driver's permit, insurance, parking, etc. This general subject should be discussed in more detail under "Transportation." The relocatee should not be burdened with information above and beyond that which he needs for the first few days.

Housing. This item includes both temporary and permanent housing.

Temporary Housing. The aspects of temporary housing should be thoroughly discussed with the unit.

Arrangements are made to effect the movement of the unit into temporary housing and to pick up any luggage which has been checked before the move.

If any household goods were shipped, delivery arrangements must be made as well as the payment for collect charges if any are due.

Arrangements need to be made for the purchase of a minimum of bedding, dishes, and housekeeping items if these items are not furnished by the landlord or when not brought by the unit.

Confirm the unit's understanding of the use of facilities (gas, electric stove, disposals, flush toilets, etc.) through specific experience with modern equipment or through actual demonstration at the housing quarters.

The importance of good maintenance of the housing shall be stressed. The unit shall be cautioned concerning the need for being thoughtful of the neighbor's right to privacy and quiet, especially in multiple unit housings.

Maintenance of sound, business-like relationships with the landlord who is responsible for the property and the good management of such property.

Assurance that the relocatee (who may be inexperienced in rental contractual obligations) understands the need to

give the landlord ample notice of intention to move, and that failure to give such notice may exact a penalty. Rental payments are to be made in accordance with terms of the rental agreement.

Permanent Housing. The destination office helps the relocating unit find their initial permanent housing; and gives complete explanation regarding the need for regular payment of rent in advance. Persons who have not experienced living in rented quarters will need help to know and adjust to the new arrangement. The relocatee needs to understand that he must retain, on reserve, a sufficient amount of money out of the initial grant to pay for his move from temporary to permanent quarters. The responsibility for any future moves of the family rests primarily with the relocatee. Some assistance in referral and counseling may be given by the staff after the first temporary and permanent moves have been made, if the individual case warrants it.

Financial Assistance. The financial assistance grants to accomplish relocation for employment and adult vocational training must be carefully explained to the unit. Make clear to the unit that there will be repeated discussions about the granting and use of funds. It is important that both the man and wife understand that the wise use of funds depends on mutual understanding of the need for funds and planning for expenditures.

Health Service Coverage. This is a very important item and needs a careful and somewhat elaborate explanation. The unit should be urged to feel free to ask questions if any part of the coverage is not understood. They should be assured that discussions concerning the coverage will be held on subsequent office and house visit contacts.

Transportation. The kinds and types of local transportation shall be discussed with the unit and a city transit map provided. Commutation charges are discussed also. If necessary, because of the unit's lack of experience in coping with city transportation, the counselor shall go with the unit to teach the newcomers what to do and how to arrange for travel on subways, buses, electric railways, etc. Peculiarities of local traffic regulations are covered, as well as local laws affecting car insurance

personal liability, driver's license, parking regulations, etc.

Life in the City. The items in this category are very important in the day-to-day living of each person, single or family, who resides in the community. Sufficient time shall be allowed for the discussion of each item and it may be necessary that certain items be discussed over and over. Careful instructions shall be given to persons who are unfamiliar with the use of dial telephones, marketing in large super-markets, and with any other item which seems to be confusing to the relocatee. The information covered must be highly personalized, and all explanations shall be based on the unit's personal background of experience and interest. All members of the family should be given the benefit of most of this information, since failure to understand some of the items would make them feel like misfits in their new surroundings.

Adult Vocational Training. Applicants for vocational training shall be interviewed carefully to determine their real interest in vocational training and ultimate employment. Time shall be given for thorough discussions as needs for guidance are indicated. The trainee must be made to understand his agreement responsibilities to the Bureau of Indian Affairs, to the school, and to himself. The availability of staff assistance for the trainee and his family shall be outlined. The trainee must recognize that during the training period he is subject, as any student is, to certain regulations of the school and the Bureau. The policy regarding employment during training shall be carefully explained so that the trainee will not violate regulations. General assistance on the required procedures for referral to community resources shall be given the family.

Employment Assistance. The relocatee's feeling of security is based primarily on his satisfaction with his job. It is important that he understand fully his own responsibility in finding and holding employment. He must make himself available for employment counseling, report for interviews with the proper attitude, recognize his own limitations and needs, and show a willingness to accept a job which will give him an opportunity to improve himself and become a productive employee. The relocatee should be advised that

employment contacts will be made by the destination office. The role of the Bureau of Indian Affairs staff for assistance in subsequent employment situations shall be explained.

Mail. It is imperative that the unit understand that when they move from one housing situation to another that all interested individuals, agencies, etc. be informed of the move. The United States Post Office Department change of address system should be explained.

Other. The above listed categories are not intended to be all inclusive. There may be instances where the counselor finds that the particular unit needs special assistance on some phase of relocation or vocational training not included above. In this event, the counselor should give the same careful coverage to these items as to the ones already covered. These new items should be recorded under this category.

Instructions for the Preparation and Use of
Authorized Vocational Training Course

A course announcement shall be prepared by the training destination office for each course that they desire approved. The announcement shall be prepared in an original and one copy, and shall be submitted to the Central Office for approval. Upon approval by the Central Office, the announcement shall be duplicated by the training destination office, and distribution made as set forth in 82 IAM 5.2.8.3F.

The format of the course announcement is self-explanatory. See 82 IAM 5.2.8.3D, E, F, and G for more detailed information regarding these course announcements.

DESTINATION OFFICE CODE
NAME OF COURSE AND OCCUPATIONAL
CLASS NO.
NAME OF TRAINING DESTINATION

DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
BRANCH OF RELOCATION SERVICES

AUTHORIZED VOCATIONAL TRAINING COURSE

I. Occupation

TITLE OF COURSE (in caps)

A. Duties and Working Conditions
(Brief but complete description)

B. Entry Qualifications

Education

Physical

Aptitude/Skills

Interests

Other

II. Training Facility

TITLE AND ADDRESS OF FACILITY (Title of School in caps)

A. Registration Dates

B. Accreditation

C. Length of Training (Show number of months, as well as
hours a day and days a week)

D. Required Related Training

E. Credit granted students for previous training and
experience

F. School policy and regulations covering leave, absences,
class cuts, tardiness, and interruptions per unsatis-
factory attendance

G. School policy and regulations on student conduct and basis
of dismissal for unsatisfactory conduct

H. Requirements in time devoted to outside assignment or class
preparation each week

I. Provisions for furnishing certificates

J. Training environment, space in shops or laboratories and
classrooms for the equipment and the number of students
in each class

K. Kind and type of equipment currently in use. Comparison
with equipment now used by industry

L. Training costs

M. Other

- III. Employment Opportunities
- A. Availability of jobs in the appropriate or related field
 - B. Use of school placement service
 - C. Firms presently employing graduates
 - D. Employment Requirements
 - Union Membership
 - License
 - Certificate
 - E. Anticipated Earnings
 - Starting Wage
 - Wage Range
- IV. General
- A. Availability of housing for trainees at or near the school
 - B. Cost of living index bearing upon subsistence grants
 - C. Limitations on number of trainees to be entered
 - D. Other appropriate comments not elsewhere included

Approval Recommended:

Officer-in-Charge of Destination Office

Date _____

APPROVED:

Chief, Branch of Relocation Services

Date _____

Instructions for the Preparation and Use of Form 5-663,

Daily Visitor Register

Form 5-663 is provided for the use of destination offices to record the names of those individuals who visit the office during a day. The form shall be placed in a conspicuous location on the registration desk or counter in order that each person visiting the office may sign it. Since it is a daily record, the completed form for each day shall be placed in a folder for retention and safekeeping.

Office. Enter the name of the office at which the register is being maintained.

Date. Enter the date for which the form is being maintained.

Column A. Name. The visitor to the office should sign his name.

Column B. Tribal Affiliation. A visitor who is a recipient of relocation services shall enter the name of the tribe of which he is a recognized member.

Column C. New Arrival. If the individual is a new arrival to the office, a check mark (✓) shall be entered.

Column D. Relocatee. If the individual is relocating for employment, a check mark (✓) shall be entered.

Column E. Trainee. If the individual is an institutional trainee, a check mark (✓) shall be entered.

Column F. Representing. If the visitor is other than a recipient of relocation services, enter his organization or affiliation.

Column G. Reason for Visit. The visitor shall record his reason for the visit to the office.

Column H. Referred to: Enter the name of the staff member or section of the office to which the individual was referred.

HOUSEHOLD INVENTORY AND SUGGESTED SHOPPING LIST

Name _____ : Man _____ Wife _____ Boys _____ Girls _____
 Address _____ Telephone No. _____ Dest. No. _____

| ITEMS | ON HAND | NO. TO PURCHASE | COST | ITEMS | ON HAND | NO. TO PURCHASE | COST |
|--|---------|-----------------|------|--|---------|-----------------|------|
| FURNITURE & LARGE EQUIPMENT | | | | LINENS & BEDDING | | | |
| Range | | | | Bath Towels | | | |
| Refrigerator | | | | Wash Cloths | | | |
| Washing Machine | | | | Hand Towels | | | |
| 18" Base Cabinet | | | | Bath Mat Set | | | |
| 30" Base Cabinet | | | | Muslin Sheets - Twin, | | | |
| Dinette Table | | | | Double | | | |
| Chairs | | | | Pillow Cases | | | |
| Living Room Chair | | | | Quilts | | | |
| Studio Couch | | | | Blankets | | | |
| Lamp Table | | | | Bed Spreads | | | |
| Lamp - Table or Floor (With 3-way switch) | | | | Water Proof Sheeting | | | |
| Rugs - Linoleum 9x12 Throw Rugs | | | | Mattress Pad | | | |
| Baby Bed | | | | Pillows | | | |
| Hollywood Bed - Frame or Legs Mattress & Box | | | | Tea Towels | | | |
| Bunk Bed | | | | Dish Cloths | | | |
| Roll-Away Bed | | | | Table Cloths & Napkins | | | |
| Chest | | | | Hot Pads | | | |
| Mirror | | | | DISHES & FLATWARE | | | |
| Dresser w/ Mirror | | | | Place Setting - (Plates, Cereal Bowl, Cup & Saucer) | | | |
| Sewing Machine | | | | Platter | | | |
| | | | | Bowls (Various Sizes) | | | |
| | | | | Cream & Sugar Bowl | | | |
| | | | | Salt & Pepper Shakers | | | |

HOUSEHOLD INVENTORY AND SUGGESTED SHOPPING LIST (Continued)

| ITEMS | ON HAND | NO. TO PURCHASE | COST | ITEMS | ON HAND | NO. TO PURCHASE | COST |
|---|---------|-----------------|------|---|---------|-----------------|------|
| DISHES & FLATWARE (Continued) | | | | LAUNDRY & CLEANING EQUIPMENT | | | |
| Flatware Place Setting (Silver or Stainless Steel) | | | | Pad and cover | | | |
| Glasses | | | | Electric steam iron | | | |
| Tablespoons | | | | Clothes line and pins | | | |
| SMALL KITCHEN EQUIPMENT (Essential) | | | | Tubs on stand | | | |
| Roaster | | | | Clothes hamper | | | |
| 3 qt. Covered saucepan | | | | Broom | | | |
| 1 qt. Covered saucepan | | | | Wet mop | | | |
| Double boiler (1½ qt.) | | | | Dry mop | | | |
| 1 Casserole (2 qt.) | | | | Dust pan | | | |
| 1 Baking sheet | | | | Bucket (12 qt.) | | | |
| Pie pan | | | | | | | |
| Canister set | | | | | | | |
| Coffee pot | | | | | | | |
| Dish pan & drain rack | | | | | | | |
| Garbage can (5 gal.) | | | | | | | |
| Large waste basket | | | | | | | |
| Small waste basket | | | | | | | |
| Paring knife | | | | | | | |
| Large knife (8") | | | | | | | |
| Kitchen fork (2-tines, long handle) | | | | | | | |
| Mixing spoon (Non perforated) | | | | | | | |
| Set measuring spoons | | | | | | | |
| Measuring cup | | | | | | | |
| Flour sifter | | | | | | | |
| Bottle opener | | | | | | | |
| Can opener | | | | | | | |
| Potato masher | | | | | | | |
| Strainer (7") | | | | | | | |
| Rotary eggbeater | | | | | | | |
| 10" Skillet | | | | | | | |
| (To Be Purchased Later) | | | | OTHER | | | |
| Spatula | | | | Alarm Clock | | | |
| Griddle | | | | Radio - table model | | | |
| Muffin pan | | | | Hand sewing materials | | | |
| Cake turner | | | | Clothes hangers | | | |
| Rolling pin | | | | Curtains | | | |
| Wooden spoon (11") | | | | | | | |
| 4 qt. Saucepan | | | | | | | |
| LAUNDRY & CLEANING EQUIPMENT | | | | | | | |
| Adjustable ironing board | | | | | | | |

Instructions for the Preparation and Use of Form 5-664,
Household Inventory and Suggested Shopping List

Form 5-664 has been developed for the use of destination offices to better serve the relocating unit in planning his household needs. The form contains a comprehensive list of basic furniture and household items. It has been set up to record those items that the unit has on hand with him at the destination point and those items that are needed by the unit to begin housekeeping including the cost of the purchases. The form can be used effectively as a yardstick in planning for the purchase of additional items that are needed.

It is recommended that the unit's needs be discussed shortly after arrival at the destination office. At this time a tentative list of items should be agreed upon in order that funds may be set aside for their purchase. The orientation and home visit counselor should refer to this form frequently during discussions with the unit about household needs and money management planning.

Two copies of Form 5-664 should be prepared with the original being filed in the unit's file folder and the other given to the unit. As items are purchased a notation should be made on the form. If the unit decides to make a change in the plans agreed upon, a record should be made of the change.

Name: Enter the name of the individual or family head (last, first, and middle).

Man, Wife, Boys and Girls: These entries are to reflect the composition of the unit. Enter a check (✓) opposite man and/or wife to indicate if the unit has both a man and wife. Opposite boys and/or girls record the number of each in the unit.

Address: Enter the permanent housing address of the unit.

Telephone No. Enter the telephone number at which the unit can be reached.

Dest. No. Enter the destination office unit file number assigned to the unit in accordance with the procedures outlined in Illustration 1, 82 IAM 5.

Enter in the "On Hand" column opposite each furniture and/or household item, the number of items that the unit has in his possession at the destination point.

As a result of discussions with the unit, enter in the "No. to purchase" column opposite each furniture and/or household item the number of items to be purchased. In the "Cost" column enter the estimated cost of the items to be purchased. When the items are purchased, the date of purchase should be entered in the "No. to Purchase" column. If the number to purchase was "2" and only "1" was purchased, the "2" should be crossed out and "1" inserted. If the actual cost of the item was different than the estimated cost, the actual cost should be inserted and the estimated cost crossed out.

INDIVIDUAL EMPLOYMENT RECORD

Name of Worker _____ File No. _____

Employment Counseling:

| | |
|--|-------------------------------|
| Responsibility of DRO and Worker | Responsibility of Family Head |
| Vocational/Personal Assets and Liabilities | Responsibility to Employer |
| Training Possibilities | Conduct on and off Job |
| Possession of Important Documents | What to do when Unemployed |
| Interviews with Employer | Other _____ |

Problem Areas Affecting Employment

Vocational Plan and Job Development

EMPLOYMENT RECORD

| Job No. | Date Started Work | Employer | Job Title | Beginning Wage | T/P | Remarks |
|---------|-------------------|----------|-----------|----------------|-----|---------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |
| 16. | | | | | | |
| 17. | | | | | | |
| 18. | | | | | | |

Instructions for the Preparation and Use of Form 5-665,
Individual Employment Record

Form 5-665 has been developed for use by destination offices to assist them in the employment counseling process and in recording the individual's employment history in the destination office area. This form shall be initiated and maintained for each individual who is provided employment assistance by the destination office. Form 5-665 shall be filed in the unit's file folder as outlined in Illustration 2, 82 IAM 5.

Name of Worker. Enter the name of the individual being provided employment assistance.

File No. Enter the unit's destination office file number assigned in accordance with the instructions outlined in Illustration 1, 82 IAM 5.

Employment Counseling. The short headings or topics included in this item are to be used as guidelines in the employment counseling process. They are broad in application and many detailed subjects may be discussed depending on individual differences. In addition, there may be other subjects that need to be discussed. If so, under "Other" record those discussed.

In order to be aware of those subjects that have been discussed with the worker, it may be appropriate to check (✓) those subjects. By following this procedure it can be determined what has been discussed during the interviews.

Problem Areas Affecting Employment. During the review of the Information Record prior to the arrival of the unit, it may be determined from the record that the worker may have difficulty in securing or holding employment. If so, these difficulties should be recorded in this item and discussed during this interview. If, during the interview, it is found that their difficulties are not pertinent, they should be deleted. Other difficulties that are ascertained during the interview should be recorded. In any instance only those areas that are considered problems and could affect employment should be recorded.

Vocational Plan and Job Development. The Information Record contains information concerning the worker's job preference for employment. During the review of this record prior to arrival of the unit, the job preference should be noted in this item. These job preferences should be discussed and a vocational plan developed. The plan should be recorded in this item. Upon completion of the vocational plan, job development commences. Indicate the prospective employing establishments that may be contacted in order to assist the worker in fulfilling his vocational plan. At any time the vocational plan may be altered or amended based on discussions with the worker. The ultimate goal is to assist the worker in obtaining steady employment.

Employment Record. There will be recorded in this item a chronological record of the worker's employment. Temporary as well as permanent jobs shall be listed.

Job No. This column is numbered and indicates the number of jobs that the worker has had. Employment shall be listed chronologically.

Date Started. Enter the actual date the worker started to work.

Employer. Enter the name of the employer where the worker is employed. Also, enter the employer's address if desired and if it will further identify the employer.

Job Title. Enter the job or working title which describes the duties the worker will perform.

Beginning Wage. Enter the beginning wage rate that the worker will receive.

T/P. Enter the duration of the job, "T" for temporary or "P" for permanent. A permanent job is one for which the duration of the job is not known to be less than one year. A temporary job is one for which the duration of the job is known to be less than one year. The duration should be known at the time of placement. If not, it will be classified as a permanent job.

Remarks. This column may be used for recording any supplementary information or comments that are deemed appropriate.

Referral Record. There will be recorded in this item a chronological record of the worker's referral to employing establishments for employment.

Ref. Date. Enter the actual date the worker was referred to the employing establishment.

Employer. Enter the name of the employer where the worker is employed. Also, enter the employer's address if desired and if it will further identify the employer.

Job Title. Enter the job or working title which describes the duties the worker will perform.

Pay. Enter the beginning wage rate that the worker will receive.

T/P. Enter the duration of the job, "T" for temporary or "P" for permanent. A permanent job is one for which the duration of the job is not known to be less than one year. A temporary job is one for which the duration of the job is known to be less than one year. The duration should be known at the time of placement. If not, it will be classified as a permanent job.

Result. Enter the result of the applicant's interview with the employer by using the following codes. If appropriate, an entry should be made stating the reason for the action.

- H - hired by employer
- NH - not hired by employer
- NQ - not qualified for job as per employer's statement
- DNR - applicant did not report to employer for interview
- RJ - after interview with employer, the applicant refused the job offer
- JF - upon arriving at the employing establishment, the applicant learned that the job had already been filled.

Dates of Visit to Destination Office. This column has been provided to record the dates that the worker visits the destination office seeking employment assistance. If the worker is only seeking employment and requires no other service provided by the destination office during this visit, it will not be necessary to complete Form 5-637, Destination Office Contact Report. Only the date of his visit needs to be recorded in this column. However, if during his visit there is an employment problem that should be recorded, Form 5-637 shall be completed. The date of the visit will also be recorded in this column. The dates recorded reflect the days that the worker was seeking employment assistance and service was being provided.

APPLICATION SCHEDULING RECORD

| Week Ending | Weekly Minimum Workload | | | | |
|--------------------------------------|-------------------------|---------|-----------|----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, post-ponement, remarks | | | | | |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, post-ponement, remarks | | | | | |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, post-ponement, remarks | | | | | |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, post-ponement, remarks | | | | | |

APPLICATION SCHEDULING RECORD (Continued)

| Week Ending | Weekly Minimum Workload | | | | |
|-------------------------------------|-------------------------|---------|-----------|----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, postponement, remarks | | | | | |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, postponement, remarks | | | | | |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, postponement, remarks | | | | | |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, postponement, remarks | | | | | |
| Name | | | | | |
| Dest. File No. | | | | | |
| Area | | | | | |
| Agency | | | | | |
| Family Composition | | | | | |
| Funds Committed | | | | | |
| Staff Assignments | | | | | |
| Cancellation, postponement, remarks | | | | | |

Instructions for the Preparation and Use of Form 5-666,
Application Scheduling Record

Form 5-666 is used by destination offices for the scheduling of new arrivals into their offices. This form provides for the recording of pertinent information about the unit under the day of the week in which it is scheduled to arrive at the destination office. Only one form needs to be used for each week since there is sufficient space for the names of nine units in any one day. Form 5-666 should be maintained in a folder by fiscal year.

Week Ending. Enter the week ending date (Friday) for the week in which the form is prepared, e.g., July 21, 1961.

Weekly Minimum Workload. For use of Field Relocation offices only.
Enter the minimum number of units to be received each week as established by the Central Office.

In the block provided alongside each day of the week, enter the date for that day of the week. For example - the week ending date is Friday, July 21, 1961, therefore, Monday would be July 17, 1961. In the block by Monday, enter 17, for Tuesday enter 18, etc.

The first space under each day shall be used for the first unit scheduled for that day.

Name. Enter the name of the single or family head who has been scheduled.

Dest. File No. Enter the destination office unit file number assigned in accordance with the instructions outlined in Illustration 1, 82 IAM 5.

Area. Enter the name of the Area Office which has jurisdiction over the Agency, District or Area Field Office from which the application originated.

Agency. Enter the name of the Agency, District or Area Field Office from which the application originated.

Family Composition. Enter the appropriate letters from those listed below for each applicant and the number of persons

comprising the unit directly thereafter, e.g., SM-1,
FUMW-2, FUC-4.

SM.....Single man
SW.....Single woman
FHM.....Family head, man (no dependents)
FHW.....Family head, woman (no dependents)
FHMC.....Family head, man (with dependents)
FHC.....Family head, woman (with dependents)
FUMW.....Family unit, man and wife (no dependents)
FUC.....Family unit, man, wife, children and
 other dependents
FMJ.....Family member joining family head (not to
 be counted as a unit; count as
 persons only)

Funds Committed (Optional). This item is to indicate that financial assistance funds have been committed. Any entry that the destination office deems appropriate may be entered.

Staff Assignments (Optional). This item is to indicate the staff members which have been assigned to provide service to the unit.

Cancellation, Postponement, Remarks. If a unit that has been scheduled, cancels or postpones their arrival, an appropriate entry shall be made. Also a line should be drawn diagonally through the entry to indicate that the unit will not arrive as scheduled. Any comments or remarks may be entered as deemed appropriate.

6 FINANCIAL ASSISTANCETABLE OF CONTENTS

- 6.1 Financial Assistance Grants
- 6.2 Determining Need for Financial Assistance
- 6.3 Application for Financial Assistance
 - .1 Filing of Application
 - .2 Approval of Application
- 6.4 Purposes and Amounts of Financial Assistance
- 6.5 Origin Services
 - .1 Applicants for Services at Destination Offices
 - A. Physical Examinations
 - B. Transportation of Persons
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 - D. Personal Appearance
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- 6.6 Destination Services at Field Employment Assistance Offices - Direct Employment Only
 - .1 Financial Grants Available
 - A. Physical and Eye Examinations and Eyeglasses
 - (1) Physical Examinations
 - (2) Eyeglasses and Examination for Eyeglasses
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 - E. Emergency Assistance
- 6.7 Financial Assistance Grants for Within-Area Direct Employment
 - .1 Financial Grants Available (Except Alaska)
 - A. Location of Employment
 - B. Financial Assistance
 - .2 Financial Grants Available (Alaska Only)

6.8 Destination Services - Institutional Training Services.1 Field Employment Assistance Offices

- A. Physical and Eye Examinations and Eyeglasses
 - (1) Physical Examinations
 - (2) Eyeglasses and Examination for Eyeglasses
- B. Shipment of Household Goods
- C. Maintenance at Destination
- D. Health Benefits
- E. Emergency Assistance
- F. Tuition for Training
- G. Related Costs
- H. Employment Placement Assistance for Trainees

.2 Area Training Units6.9 On-the-Job Training6.10 Financial Assistance Grants For Use to Supplement Other Training Programs.

6.11 (To be Issued Later)

6.12 Commitments and Disbursement of Grant Funds.1 Commitment of Grant Funds

- A. Destination Offices
- B. Origin Offices

.2 Disbursement of Grant Funds (1782 and 1787.41-49)

- A. Treasury Checks
 - (1) Request for Treasury Checks
 - (2) Use of Power of Attorney
 - (3) Delivery of and Receipts for Treasury Checks
 - (4) Return of Unused Treasury Checks
- B. Cashier Functions
 - (1) Designations
 - (2) Bond
 - (3) Advances of Funds
 - (4) Requests for Advances
 - (5) Form of Advances
 - (6) Cash Payments
 - (7) Cash Payments and Replenishment Vouchers
 - (8) Safeguarding of Cash Advanced to Cashiers by the Treasury Department
 - (9) Alternate Cashiers
 - (10) Endorsement of Advance Checks
 - (11) Intermingling of Funds
 - (12) Communications
 - (13) Certifying Officers
 - (14) Administrative Audits
 - (15) Accounting Functions
- C. Administrative Requirements

6 FINANCIAL ASSISTANCE

- 6.1 Financial Assistance Grants. Many Indian people who voluntarily apply for and are in need of the services of the Branch of Employment Assistance do not have sufficient resources to pay the costs thereof. Within the limitations of available funds and not to exceed established maximum amounts, eligible individuals or family groups who voluntarily apply for and are determined to be in need of financial assistance, and whose departure from the Agency is planned and scheduled, and who are otherwise eligible, may be made grants of financial assistance to meet their needs.
- 6.2 Determining Need for Financial Assistance. Financial assistance is to be granted only after the need for such assistance has been determined. Those eligible individuals or family groups without sufficient resources available to provide the funds determined to be necessary may be considered to be in need of financial assistance. A person may be eligible for the services of the Branch and not be eligible for financial assistance.

The Agency Employment Assistance Officer or similar officer shall determine from local sources the resources that are readily available to the single individuals or family groups and from this information shall indicate the need or lack of need for financial assistance.

Due to the uncertainty of the amounts to be received for per capita payments and the time when payments are to be made, and since the income derived from the source is considered in the basic planning of the service, it is not deemed advisable to consider such income in determining need for financial assistance. Oftentimes such income when actually paid is obligated or committed for the liquidation of financial obligations and cannot be considered as a dependable source.

- 6.3 Application for Financial Assistance.
- .1 Filing of Application. The Application for Employment Assistance, Form 5-412, which includes a statement as to need for financial assistance (see Illustration 1, 82 IAM 4) is made in writing at the Agency or similar jurisdiction by the individual or family head and spouse, with any necessary assistance to complete the application being given by the Employment Assistance staff.

FINANCIAL ASSISTANCE

.2 Approval of Application. Applications for Employment Assistance, which include a statement of the need for financial assistance, are recommended for acceptance by the Agency Superintendent or similar officer in charge of the jurisdiction, or this responsibility may be delegated by him to the Agency Employment Assistance Officer. In instances where an Agency has subagencies or where District Employment Assistance Offices are established, this responsibility may be delegated to the subagency or District Employment Assistance Officer upon the approval of the Agency Superintendent or the Officer-in-Charge.

6.4 Purposes and Amounts of Financial Assistance. Financial assistance may be provided to those eligible individuals or family groups who apply for direct employment, institutional training and on-the-job training services. There are two separate groups of applicants, initial and repeat. The services and financial assistance available for each group are the same. The definition for "Initial" and "Repeat" applicants is as follows:

Initial - An applicant who has never before received the services provided by the Branch of Employment Assistance.

Repeat - An applicant who has previously received services offered by the Branch of Employment Assistance, e.g.: repeat relocation, institutional training after relocation, relocation after adult vocational training (See 82 IAM 4.4.3).

Agency Employment Assistance Officers, Field Employment Assistance Officers, and Area Employment Assistance Officers are responsible for determining that the amounts of financial assistance granted are based on actual need in each instance. Grants may be in amounts up to but not exceeding the established maximums unless otherwise authorized and may be disbursed only within the established time limits.

6.5 Origin Services.

.1 Applicants for Services at Destination Offices. Financial assistance grants may be disbursed at point of origin to eligible applicants and their dependents but are limited to payments for Physical Examination, Transportation of Persons,

FINANCIAL ASSISTANCE

and Subsistence Enroute. Personal appearance and emergency assistance grants and grants for direct employment to communities other than authorized destinations are available under certain conditions. (See 82 IAM 6.5.1D, E, and .2)

A. Physical Examinations. If physical examination service cannot be provided by the Public Health Service without cost, or when distance or other factors make it more economical to do so, financial assistance funds may be used to pay the cost of examinations by private doctors. When it is necessary to secure such examinations from a private physician with whom the Public Health Service has not entered into a contract, the maximum amount allowed for such examination must not exceed \$7.50 per individual. This maximum is established because these examinations are limited primarily to the determination of contagious or communicable diseases, pregnancies, or serious physical abnormalities. Physical examinations will normally not be requested until the applicant is otherwise determined to be acceptable and is scheduled for near future departure. Physical examinations are not necessary nor authorized for applicants entering on-the-job training within areas. (See Illustration 7, 82 IAM 4).

B. Transportation of Persons. Financial assistance may be granted to an individual or family group to provide transportation to the place of destination service. Transportation by common carrier must not exceed the cost of the least expensive rail transportation. Mileage rates of ~~four cents~~ ^{4.07} per mile via the shortest commonly used route may be allowed for use of private automobiles with a minimum requirement of 350 miles per day. For trips via common carrier involving over-night journeys, provision may be made for sleeping accommodations (upper or lower berth) on the recommendation of a physician that such accommodations are essential to the health of the traveler. If after computation of total costs, including subsistence enroute and taxi fare costs from airport to town, etc., it is found that transportation by air can be obtained for the same or less cost, this mode of travel is authorized. Government transportation requests will be used for travel via common carriers.

*** Per memo dated 5/28/71 from central office

Release 82-32, 7-1-63

* See memo, central, dated 1/14/67
Purpose: to allow for an examination that provides chest x-ray serology and urinalysis. The maximum is increased to \$35.00 from \$7.50

FINANCIAL ASSISTANCE

and Subsistence Enroute. Personal appearance and emergency assistance grants and grants for direct employment to communities other than authorized destinations are available under certain conditions. (See 82 IAM 6.5.1D, E, and .2)

- A. Physical Examinations. If physical examination service cannot be provided by the Public Health Service without cost, or when distance or other factors make it more economical to do so, financial assistance funds may be used to pay the cost of examinations by private doctors. When it is necessary to secure such examinations from a private physician with whom the Public Health Service has not entered into a contract, the maximum amount allowed for such examination must not exceed \$7.50 per individual. This maximum is established because these examinations are limited primarily to the determination of contagious or communicable diseases, pregnancies, or serious physical abnormalities. Physical examinations will normally not be requested until the applicant is otherwise determined to be acceptable and is scheduled for near future departure. Physical examinations are not necessary nor authorized for applicants entering on-the-job training within areas. (See Illustration 7, 82 IAM 4).
- B. Transportation of Persons. Financial assistance may be granted to an individual or family group to provide transportation to the place of destination service. Transportation by common carrier must not exceed the cost of the least expensive rail transportation. Mileage rates of ~~four cents~~ ^{.07} per mile via the shortest commonly used route may be allowed for use of private automobiles with a minimum requirement of 350 miles per day. For trips via common carrier involving over-night journeys, provision may be made for sleeping accommodations (upper or lower berth) on the recommendation of a physician that such accommodations are essential to the health of the traveler. If after computation of total costs, including subsistence enroute and taxi fare costs from airport to town, etc., it is found that transportation by air can be obtained for the same or less cost, this mode of travel is authorized. Government transportation requests will be used for travel via common carriers.

pu memo dated 5/28/71 from central office

FINANCIAL ASSISTANCE

- C. Subsistence Enroute. Financial assistance may be granted for subsistence during the course of travel to place of destination services, based on a reasonable estimate of requirements and must not exceed \$5.00 per day for adults or children over six years of age and \$2.50 per day for children six years of age or under. The day of arrival at destination point should be counted as an additional day when these grants are being calculated. This is intended to make available to eligible applicants and dependents sufficient funds to defray the costs of the first night's lodging and meals at destination before maintenance funds are released to them from the destination office the following day.
- D. Personal Appearance. Individuals or family groups may be provided clothing if after investigation it is found that certain personal articles of clothing are lacking or are inadequate for travel to destination points. Grants for this purpose are made by destination offices (Field Employment Assistance Offices or Area Training Units). Before grants for clothing can be furnished by the origin office, arrangements must be made with the destination office for a grant of funds to defray actual costs of purchase of such articles of clothing prior to the departure of the individuals. A separate letter of request shall be directed to the destination office, listing the items and cost, and furnishing a full justification for the expenditure.

Such grants may only be made when the destination office has received appropriate application material certifying to the eligibility and need of the applicant. Grants made under these circumstances will be deducted from the total maintenance allowable grants at the destination office. It is intended that this procedure be used only in exceptional cases where extreme hardship has been found. Since clothing styles, etc. vary considerably from one section of the country to the other, such purchases made at point of origin may not conform to styles, etc., at point of destination services.

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- E. Emergencies Enroute to Destination Point. Applicants, while enroute from their homes to the destination point where services of the Branch of Employment Assistance are to be provided, sometimes encounter problems which result in the need for financial assistance in order to prevent the individual or family from suffering severe hardships. It is the responsibility of the receiving destination office to arrange for a satisfactory solution to the problem by contacting officials of the appropriate organization at the point at which the delay or misfortune has been encountered.

Receiving destination offices are authorized to grant financial assistance in these instances when it has been determined that such assistance is necessary in order for the unit to proceed to the destination point. In the case of an extreme emergency, where it is impossible for the unit to continue to the destination point, and where it is necessary that they return to the Agency of origin, the appropriate Area Office shall make the necessary arrangements and is authorized to grant financial assistance. Close coordination between the Agency, Area, and destination is required.

The financial assistance is chargeable to the Emergency Assistance Cost Code (See 82 IAM 6.6.1E and 6.8.1E).

- .2 Applicants for Service to Communities Other than Authorized Destinations. In special circumstances where an eligible applicant applies for Employment Assistance services to a community not served by a Field Employment Assistance Office, and outside the Area jurisdiction, the Application for Employment Assistance, including request for financial assistance, shall be forwarded with recommendation and justification by the Agency Employment Assistance Officer, together with all pertinent documents, through administrative channels to the Central Office, Branch of Employment Assistance. The Central Office will review and advise the appropriate Area as to the acceptance of the plan. If accepted, and destination financial assistance is necessary, the letter of authorization will contain instructions for the procedure to be followed.

FINANCIAL ASSISTANCE

6.6 Destination Services at Field Employment Assistance Offices -
Direct Employment Only.

- .1 Financial Grants Available. Financial assistance grants may be disbursed to eligible applicants (direct employment only) at Field Office destination points only when they have been previously recommended as eligible and in need of financial assistance by the Agency Superintendent or other responsible officer. Grants are authorized as follows:

Physical and Eye Examinations and Eyeglasses
Shipment of Household Goods
Maintenance at Destination
Health Benefits
Emergency Assistance

A. Physical and Eye Examinations and Eyeglasses.

- (1) Physical Examinations. In isolated instances, when a serious health problem is evident or employment cannot be secured for a head of a family or a single individual without a comprehensive physical examination and the prospective employer does not provide this type of service, nor does the applicant have funds to meet the costs, a grant of funds up to \$20.00 may be made to eligible individuals to defray the costs. In no instances shall the grant for this purpose exceed \$20.00 for a comprehensive physical examination. Grants in this category shall not be made if the single individual or family head has been at the destination point for more than one year and shall be limited to one grant of funds. (See Illustration 7, 82 IAM 4.)
- (2) Eyeglasses and Examination for Eyeglasses. This category of assistance is limited to single persons or heads of families and does not include their dependents. Occasionally, it may be found that a single person or head of a family needs eyeglasses to become employable and eyeglasses cannot be obtained from other sources, nor paid for by the individual. In these instances, grants may be made after documentation of need and personal approval of the Field Employment Assistance Officer has been obtained. In no instance shall the grant of funds exceed \$25.00 for an eye examination,

FINANCIAL ASSISTANCE

procurement, and/or repair of glasses. Grants in this category shall not be made after the eligible individual has been at the destination point for one year. (See Illustration 7, 82 IAM 4).

- Changed to
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9/5/69*
- B. Shipment of Household Goods. Financial assistance may be granted on an actual cost basis to an eligible individual or family group in order to cover the cost of shipment, via the least expensive method of transportation through which a suitable delivery date can be met, of household goods (furniture), housewares, and personal effects which cannot be carried or checked as baggage via common carrier. Such grants of funds must not exceed the cost of shipping of ~~1,000~~ pounds of household goods, housewares, and personal effects. All shipments are made by and in the name of the eligible individual to the destination point, and are to be marked "Will Call." There are instances where an additional charge is made for delivery of household goods to the individual's residence within the Field Employment Assistance Office administrative area. In these instances, grants may be made when approved by the Field Employment Assistance Officer. The unit file folder shall contain a copy of the shipping ticket reflecting actual poundage and costs and the delivery receipt on which these grants are based.
- C. Maintenance at Destination. Financial assistance grants may be made to eligible single individuals and family groups at the destination point for maintenance on the basis of needs as they arise during the first year after arrival. For the most part, single individuals and family groups will need the most help during the first month or until the first full pay check from productive employment is received. For purposes of administering this category of financial assistance, a family group is defined as a group consisting of a parent or parents, spouse, children or foster children, and other relatives who are recognized as permanent members of the same household.

In some instances, depending on the season of the year, the labor market, or other factors, the first employment that is obtained may be of a seasonal or short-term duration.

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Field Employment Assistance Offices, through planning with the family, may determine that financial assistance to purchase minimum furniture requirements should be delayed until more stable employment is obtained, in order to avoid the necessity of transporting it from one section of the city to the other. This factor must be weighed against the increased costs of renting furnished housing for what may be planned for as a temporary period. The relative stability of the family, also, needs to be considered. If the Field Employment Assistance Office has reason to believe that family stability is questionable, they should delay assistance for the purchase of furniture items until the family has demonstrated stability. The amounts set forth in the "Total Maintenance Allowable" column of the following table must not be exceeded. This total amount, according to family size, may be granted on the basis of need, as and when needed by the family or single individual to defray day-to-day living costs such as subsistence, personal appearance items, furniture, and housewares. When sufficient income from employment or other sources is available, the need for this assistance is not justified. The total maintenance allowable amount set forth here may be used as needed and on the basis of need any time during the first year after arrival at the Field Employment Assistance Office.

| <u>Size of Unit</u> | <u>Maximum Maintenance Allowable</u> | |
|----------------------------|--------------------------------------|--------|
| Single Individuals | \$200.00 | 245.00 |
| Family Head only | 200.00 | 245.00 |
| Family Head plus 1 | 480.00 | 505.00 |
| Family Head plus 2 | 565.00 | 600.00 |
| Family Head plus 3 | 620.00 | 655.00 |
| Family Head plus 4 | 680.00 | 720.00 |
| Family Head plus 5 | 735.00 | 775.00 |
| Family Head plus 6 | 785.00 | 825.00 |
| Family Head plus 7 | 825.00 | 870.00 |
| Family Head plus 8 | 855.00 | 895.00 |
| Family Head plus 9 or more | 895.00 | 950.00 |

PL MEMO
7/30/68

When changes occur in family size or status during the first year an adjustment in the total maintenance allowable amount is authorized. Grants of funds for personal appearance purposes may be made in special justifiable cases to eligible individuals who are in need prior to departure from point of origin, as outlined in 82 IAM 6.5.1D. When such grants are made they are to be deducted from the "Total Maintenance Allowable."

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- D. Health Benefits. Financial assistance may be granted to an eligible individual or family to enable them to pay for medical (exclusive of dental care), hospital, and surgical expenses incurred as a result of sickness or an accident. The amount of the grant for individual and family groups shall not exceed those outlined in the Health Benefit Plan developed by the Destination Office. However, the Destination Officer in his discretion may authorize such additional amounts to defray those costs over and above that which have been established or to defray expenses not covered in the plan on the basis of need and individual circumstances.

Coverage under the Health Benefit Plan of the Destination Office shall be for a period of six months beginning from the date of arrival at the point of service. Grants may be authorized for expenses or costs occurring during this six-month period and disbursed at any time.

- E. Emergency Assistance. Financial assistance may be granted to cover or assist in covering expenses incurred by eligible individuals or family groups because of unusual or emergency reasons, or situations not provided for elsewhere in this Manual. Field Employment Assistance Officers may authorize emergency assistance grants following a determination of need to individuals who have lost their employment and are not eligible for or not yet in receipt of unemployment compensation. Disbursement of funds in this category is limited to a period of three years from the date of arrival at the destination location. However, Field Employment Assistance Offices should most carefully evaluate the use of this category of assistance after the individual has been in residence more than one year. In most states legal residence is acquired by the individual and family group, and they are eligible for assistance from public and private agencies if they are found to be in need, after they have been in residence for a period of one year, except California, which is 3 years. Emergency assistance may also be used in the case of serious illness or because of the death of an individual or family member.

As outlined in 82 IAM 6.5.1E, emergency assistance may be used for emergencies enroute to the destination point.

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Funds granted for this purpose must be entirely justified and the full justification is to be documented in the unit file folder.

Each Field Employment Assistance Office, depending on size and intake factor, is advised of the amount of available funds for this purpose, and in no instance shall grants be made to exceed this amount. Funds available from outside sources should be used first; however, if insufficient, they may be supplemented from this category.

6.7 Financial Assistance Grants for Within-Area Direct Employment.

- .1 Financial Grants Available (Except Alaska.). Financial assistance grants may be disbursed to eligible applicants who accept permanent employment within the Area jurisdiction only when they have been previously recommended as eligible and in need of financial assistance by the Agency Superintendent or other responsible officer. The Area Office shall decide on all questions concerning eligibility for financial assistance with referral to the Central Office for guidance if necessary.
 - A. Location of Employment. Some guidelines are needed as to the location of the employment in order to define the financial assistance that can be provided. For this purpose, the location of employment has been divided into two categories which are as follows:
 - (1) Within daily commuting distance of place of residence. Any employer within daily commuting distance from the individual's place of residence or agency headquarters is considered to be within this category. An exception can be made by the Area Office to this when they determine it to be advantageous to the individual. In case of an exception, the applicant could be considered for those benefits allowable to those who are included in item (2) below. In this category are those individuals who will reside at home and commute daily to work. The employer's place of business may be located adjacent to the reservation (within or outside state of residence), on the reservation, or on another reservation.

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D. Health Benefits. Financial assistance may be granted to an eligible individual or family to enable them to pay for medical (exclusive of dental care), hospital, and surgical expenses incurred as a result of sickness or an accident. The amount of the grant for individual and family groups shall not exceed those outlined in the Health Benefit Plan developed by the Destination Office. However, the Destination Officer in his discretion may

Insert: → Except for pregnancy cases, coverage under the Health Benefit Plan of the Destination Office shall be for a period of six months beginning from the date of arrival at the point of service. In case of pregnancy of a female relocatee, or wife of a relocatee, the maternity benefit provisions of the Health Plan may be provided up to 11 months following the date of arrival at destination point. Grants may be authorized for expenses or costs occurring during the limitation periods and disbursed at any time.

E. Emergency Assistance. Financial assistance may be granted to cover or assist in covering expenses incurred by eligible individuals or family groups because of unusual or emergency reasons, or situations not provided for elsewhere in this Manual. Field Employment Assistance Officers may authorize emergency assistance grants following a determination of need to individuals who have lost their employment and are not eligible for or not yet in receipt of unemployment compensation. Disbursement of funds in this category is limited to a period of three years from the date of arrival at the destination location. However, Field Employment Assistance Offices should most carefully evaluate the use of this category of assistance after the individual has been in residence more than one year. In most states legal residence is acquired by the individual and family group, and they are eligible for assistance from public and private agencies if they are found to be in need, after they have been in residence for a period of one year, except California, which is 3 years. Emergency assistance may also be used in the case of serious illness or because of the death of an individual or family member.

Cover for pregnancy cases

As outlined in 82 IAM 6.5.1E, emergency assistance may be used for emergencies enroute to the destination point.

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Funds granted for this purpose must be entirely justified and the full justification is to be documented in the unit file folder.

Each Field Employment Assistance Office, depending on size and intake factor, is advised of the amount of available funds for this purpose, and in no instance shall grants be made to exceed this amount. Funds available from outside sources should be used first; however, if insufficient, they may be supplemented from this category.

6.7 Financial Assistance Grants for Within-Area Direct Employment.

- .1 Financial Grants Available (Except Alaska.). Financial assistance grants may be disbursed to eligible applicants who accept permanent employment within the Area jurisdiction only when they have been previously recommended as eligible and in need of financial assistance by the Agency Superintendent or other responsible officer. The Area Office shall decide on all questions concerning eligibility for financial assistance with referral to the Central Office for guidance if necessary.
 - A. Location of Employment. Some guidelines are needed as to the location of the employment in order to define the financial assistance that can be provided. For this purpose, the location of employment has been divided into two categories which are as follows:
 - (1) Within daily commuting distance of place of residence. Any employer within daily commuting distance from the individual's place of residence or agency headquarters is considered to be within this category. An exception can be made by the Area Office to this when they determine it to be advantageous to the individual. In case of an exception, the applicant could be considered for those benefits allowable to those who are included in item (2) below. In this category are those individuals who will reside at home and commute daily to work. The employer's place of business may be located adjacent to the reservation (within or outside state of residence), on the reservation, or on another reservation.

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- (2) Physical change of place of residence. This includes all employing establishments not included within item (1) above. In this category, it is expected that the individual will need to change his present place of residence to live as near as possible to his place of employment.

B. Financial Assistance. Financial assistance shall be provided only to those units who accept permanent type employment.

- (1) For employment within daily commuting distance of place of residence. Only subsistence grants are authorized in the amounts per unit as set forth below:

| <u>Size of Unit</u> | <u>Subsistence Rate</u> |
|----------------------------|-------------------------|
| Single Individuals | \$145.00- 175.00 |
| Family Head Only | 145.00- 175.00 |
| Family Head plus 1 | 220.00 235.00 |
| Family Head plus 2 | 265.00 285.00 |
| Family Head plus 3 | 285.00 305.00 |
| Family Head plus 4 | 315.00 340.00 |
| Family Head plus 5 | 340.00 365.00 |
| Family Head plus 6 | 355.00 380.00 |
| Family Head plus 7 | 370.00 400.00 |
| Family Head plus 8 | 385.00 410.00 |
| Family Head plus 9 or more | 400.00 435.00 |

Re memo cited 1/3/63

When income is received from employment, the need for this assistance is not justified. ✓

- (2) For employment when there is a physical change of residence. Grants may be authorized for the following categories of financial assistance only:
- Physical examination only (see 82 IAM 6.5.1A).
 - Transportation of persons (see 82 IAM 6.5.1B).
 - Subsistence enroute (see 82 IAM 6.5.1C).
 - Shipment of household goods (see 82 IAM 6.6.1B).
 - Maintenance at destination (see 82 IAM 6.6.1C).
 - Emergency assistance (see 82 IAM 6.6.1E).

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(2) Physical change of place of residence. This includes all employing establishments not included within item (1) above. In this category, it is expected that the individual will need to change his present place of residence to live as near as possible to his place of employment.

B. Financial Assistance. Financial assistance shall be provided only to those units who accept permanent type employment.

(1) For employment within daily commuting distance of place of residence. Only subsistence grants are authorized in the amounts per unit as set forth below:

| <u>Size of Unit</u> | <u>Subsistence Rate</u> |
|----------------------------|-------------------------|
| Single Individuals | \$145.00 |
| Family Head Only | 145.00 |
| Family Head plus 1 | 220.00 |
| Family Head plus 2 | 265.00 |
| Family Head plus 3 | 285.00 |
| Family Head plus 4 | 315.00 |
| Family Head plus 5 | 340.00 |
| Family Head plus 6 | 355.00 |
| Family Head plus 7 | 370.00 |
| Family Head plus 8 | 385.00 |
| Family Head plus 9 or more | 400.00 |

When income is received from employment, the need for this assistance is not justified.

(2) For employment when there is a physical change of residence. Grants may be authorized for the following categories of financial assistance only:

- (a) Physical examination only (see 82 IAM 6.5.1A).
- (b) Transportation of persons (see 82 IAM 6.5.1B).
- (c) Subsistence enroute (see 82 IAM 6.5.1C).
- (d) Shipment of household goods (see 82 IAM 6.6.1B).
- (e) Maintenance at destination (see 82 IAM 6.6.1C).
- (f) Emergency assistance (see 82 IAM 6.6.1E).

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- .2 Financial Grants Available (Alaska Only). Amounts and classification of grants for these services have been separately authorized by letter.
- 6.8 Destination Services - Institutional Training Services. Financial assistance for institutional training services by law is limited to twenty-four (24) months.
- .1 Field Employment Assistance Offices. Determination of amounts needed in this category is the responsibility of the appropriate Field Employment Assistance Officer and must not exceed in total the maximum amounts established. Arrival of trainees must not be scheduled more than 10 days prior to entrance into training. No grants for subsistence may be made for unauthorized interruptions in training and for not more than one-half month's subsistence for any authorized period of interruption. The following categories of financial assistance are authorized and may be disbursed on the basis of current need to eligible applicants at Field Office destination points, if applicant and dependents have been recommended by the Agency Superintendent and the appropriate Area Director or his delegated representative as eligible and in need of Adult Vocational Training Services:
- Physical and Eye Examinations and Eyeglasses
 - Shipment of Household Goods
 - Maintenance at Destination (Includes subsistence, personal appearance, furniture and housewares)
 - Health Benefits
 - Emergency Assistance
 - Tuition for Training
 - Related Training Costs
 - Employment Placement Assistance (Trainees)

A. Physical and Eye Examinations and Eyeglasses.

- (1) Physical Examinations. In isolated instances, when a serious health problem is evident or employment or entrance into training cannot be secured for a head of a family (trainee) or a single individual (trainee) without a comprehensive medical examination and the

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prospective school or employer does not provide this type of service, nor does the applicant have funds to meet the costs, a grant of funds up to \$20.00 may be made to eligible individuals to defray the costs. In no instance shall the grant for this purpose exceed \$20.00 for a comprehensive physical examination. Grants in this category shall not be made after the single individual or family head has completed, partially completed, or discontinued a course of training plus 30 calendar days, and shall be limited to one grant of funds. (See Illustration 7, 82 IAM 4).

- (2) Eyeglasses and Examination for Eyeglasses. This category of assistance is limited to the trainee and does not include his dependents. Occasionally it may be found that an individual needs eyeglasses to pursue a course of training or to become employable and eyeglasses cannot be obtained from other sources, nor paid for by the trainee. In these instances, grants may be made after documentation of need and personal approval of the Field Employment Assistance Officer have been obtained. In no instance shall the grant of funds exceed \$25.00 for examination, procurement and/or repair of glasses. Grants in this category shall not be made after the eligible individual has completed, partially completed, or discontinued a course of training plus 30 days. (See Illustration 7, 82 IAM 4).

- B. Shipment of Household Goods. Financial assistance may be ^{individual} granted ~~on an actual cost basis~~ ^{to eligible individual} to eligible ^{or} family groups in order to cover the cost of shipment, via the least expensive method of transportation, through which a suitable delivery date can be met, of household goods (furniture), housewares, and personal effects which cannot be carried or checked as baggage via common carrier. Such grants of funds must not exceed the cost of shipping of 1,000 pounds of household goods, housewares, and personal effects. All shipments are made by and in the name of the eligible individual to the destination point, and are to be marked "Will Call." There are instances where an additional charge is made for delivery

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of household goods to the individual's residence within the Field Employment Assistance Office administrative area. In these instances, grants may be made when approved by the Field Employment Assistance Officer. The unit file folder shall contain a copy of the shipping ticket reflecting actual poundage and costs and the delivery receipt on which these grants are based. Funds in this category are to be used only for those families who plan to permanently reside at the training destination in accordance with the "Training Plan" set forth in Form 5-440, Employment Assistance Information Record.

- C. Maintenance at Destination. Financial assistance grants may be made to eligible single individuals and family groups after arrival at the training destination point to provide maintenance while they are pursuing courses of training. For purposes of administering this category of financial assistance, a family group is defined as a group consisting of a parent or parents, spouse, children or foster children, and other relations who are recognized as permanent members of the same household.

The determination of amounts needed and the frequency of issuing grants in this category are the responsibility of the Field Employment Assistance Officer. Funds in this category are available in a lump sum amount on the basis of the following formula: size of unit subsistence rate per month multiplied by the total training time, which includes the total time from the date of arrival (not to exceed 10 days prior to entrance into training) through and including 30 days after completion of training, but not to exceed 24 months, plus the size of unit rate for additional needs. This represents the maximum amount allowable which is to be disbursed on an as-needed basis. These amounts at the training destination are based on a reasonable estimate of requirements for the total training time.

The amounts set forth under the heading "Maximum Amounts Allowable for Additional Needs" may be used for personal appearance items, furniture, and housewares on the basis of need as determined by the destination office, as it is

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recognized that individual family needs will vary somewhat. The amounts set forth in the "Subsistence" and "Total Maximum Amount Allowable for Additional Needs" column must not be exceeded.

| <u>Size of Unit</u> | <u>Total Maximum Maintenance Amounts Allowable</u> | |
|----------------------------|--|--------------------------|
| | <u>Subsistence</u> | <u>Additional Needs</u> |
| | <u>Per Month</u> | |
| Single Individuals | \$145.00 | \$ 55.00 |
| Family Head Only | 145.00 | 55.00 |
| Family Head plus 1 | 220.00 | 260.00 |
| Family Head plus 2 | 265.00 | 300.00 |
| Family Head plus 3 | 285.00 | 335.00 |
| Family Head plus 4 | 315.00 | 365.00 |
| Family Head plus 5 | 340.00 | 395.00 |
| Family Head plus 6 | 355.00 | 405.00 430.00 |
| Family Head plus 7 | 370.00 | 455.00 |
| Family Head plus 8 | 385.00 | 470.00 |
| Family Head plus 9 or more | 400.00 | 495.00 |

*Release 82-35
Revised 10/30/63*

Example: A man and wife (no dependent children) are accepted and scheduled for training. They arrive 10 days before actual entrance into training, and the course selected for training according to the course outline is a six-month course. In addition, it is planned that after training is completed, an additional 30 days' maintenance will be required until income to the family will be forthcoming from employment. The total maintenance time, therefore, would total seven months and ten days. The monthly subsistence rate from the above table is \$220.00 and the total for additional needs is \$260.00. Using these rates, the total maintenance allowable would be \$1,874.00. This amount includes \$1,614 (rounded to the nearest dollar) for subsistence plus \$260.00 for additional needs. Any portion of the total maintenance allowable can be granted to the family on the basis of need on an as-and-when-needed basis to assist them defray miscellaneous day-to-day living costs, for personal appearance needs, and for the purchase of such furniture and houseware items as are necessary. Careful budget planning with the family must

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be carried out on a continuing basis because this amount cannot be exceeded. In the event that the course of training is extended, or interruptions authorized which must be made up, as set forth in 82 IAM 5.2.8.12, then the total maximum allowable amount may be adjusted accordingly.

Field Employment Assistance Officers should exercise extreme care when working with family groups to make certain that financial assistance grants disbursed are realistic in terms of their anticipated earnings from employment after training in their field of work. Financial assistance grants to trainees who receive income from productive phases of training will be taken into consideration in determining need, and grants will be adjusted downward accordingly. Adjustments in maintenance grants are to be made as outlined in 82 IAM 4.5.2.9, "Trainee Income From Other Than Productive Phases of Training." Adjustments in total maximum amount allowable may be made when there is a change in the family size or status, provided such changes are not contrary to the "Policy Regarding Trainees Who Marry While in Training." (82 IAM 4.5.2.8)

- D. Health Benefits. Financial assistance may be granted to an eligible individual or family group to enable them to pay for medical (exclusive of dental care), hospital, and surgical expenses incurred as a result of sickness or an accident. The amount of the grant for individual and family groups should not exceed those outlined in the Health Benefit Plan developed by the Destination Officer. However, the Destination Officer in his discretion may authorize such additional amounts to defray those costs over and above that which have been established or to defray expenses not covered in the plan on the basis of need and individual circumstances. Coverage under the Health Benefit Plan of the Destination Office shall be for a period of not longer than the duration of training plus 30 days from date of arrival at the point of destination services, but not to exceed 24 months. Grants may be authorized for expenses or costs occurring during this period and disbursed at any time.

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E. Emergency Assistance. Financial assistance may be granted to cover or assist in covering expenses incurred by eligible individuals or family groups because of unusual or emergency reasons, or situations not provided for elsewhere in this Manual. Field Employment Assistance Officers may authorize emergency assistance grants during the period of training and for not more than one year following the date the training was completed or partially completed, or upon termination following a determination of need. Unusual or emergency reasons or situations arising during the period of training for which grants may be disbursed generally are defined as resulting from a death of an individual or family member, or serious illness or accident. Unusual or emergency reasons or situations arising after training for which grants may be disbursed are defined as resulting from a death of an individual or family member, or serious illness, or accident, or having lost their employment and are not eligible for or are not yet in receipt of unemployment compensation. Field Employment Assistance Offices should scrutinize carefully the use of this category of assistance, since in most states legal residence is acquired by the individual and family group, and they are eligible for assistance from public and private agencies if they are found to be in need, after they have been in residence for a period of one year except California, which is three years.

Emergency assistance may also be used for emergencies enroute to the destination as outlined in 82 IAM 6.5.1E.

Funds granted for this purpose must be entirely justified and the full justification is to be documented in the unit file folder.

Each Field Employment Assistance Office, depending on size and intake factor, is advised of the amount of available funds for this purpose and in no instance shall grants be made that exceed this amount.

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- F. Tuition for Training. Institutional trainees may be granted financial assistance for the payment of costs of tuition, registration, and other entry fees, as are determined from approved courses of institutional training. Under normal conditions, grants for payments of charges for tuition will be made on the basis of training received, and pro-rated to cover actual time in training when a trainee withdraws or is separated from the institution prior to completion of the term, quarter, semester, or course of training. This understanding is basic in the approval of institutional courses of training.
- G. Related Costs. Institutional trainees pursuing approved courses of institutional training may be granted financial assistance for payment of items which the training facility requires all students to possess as essential to successful pursuance of the course. Such required items may include text books, text materials, supplies, uniforms, protective equipment, tools, special fees, examination fees for licensing purposes, devices, and/or similar items.
- H. Employment Placement Assistance for Trainees. Single trainees and family groups in which the family heads are trainees who receive training at Field Employment Assistance Offices, upon the termination, partial completion, or completion of approved courses of institutional training, may be granted assistance for transportation, subsistence enroute, and temporary subsistence for purposes of entering employment in a community distantly removed from that in which the training is received, when plans for such action were made and documented and made a part of the "Training Plan" set forth in Form 5-440, Employment Assistance Information Record, or when it is determined that:
- (1) The training is satisfactorily completed, or
 - (2) The training has reached a point at which satisfactory employment is obtainable, or

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- (3) Ineptness necessitates the termination of training, or
- (4) A bona fide ^{offer} ~~offer~~ of reasonable and satisfactory employment is immediately available to the trainee.

The validity of an employment offer must be verified either in writing from a responsible official of the employing establishment or by facts recorded as a result of an inquiry of the employing establishment by an authorized Bureau representative, in either case showing:

- (1) The starting date.
- (2) The title and a brief description of the job.
- (3) Evidence that the work is not of a temporary nature.

Subsistence funds may be provided, if needed, at not to exceed the maximum amount available for one month, as set forth in 82 IAM 6.8.1C, above. However, this one month's grant may be made at any time, in any amount, up to 3 months after training has been completed or partially completed, provided that the trainee is residing in the training area where he was trained (not in the office of origin area) and is unemployed or in employment temporarily pending confirmation of a job outside of the training destination area.

- .2 Area Training Units. Financial assistance grants are authorized for eligible individuals and family groups on the same basis as provided in Section 6.8.1, Field Employment Assistance Offices, above, except Alaska which has been separately authorized by letter. In instances where single trainees and family groups in which the family heads are trainees, have completed, partially completed, or discontinued a course of institutional training and elect to go to a Field Employment Assistance Office for employment, they shall be considered as applicants for "repeat services." (See 82 IAM 4.4.3D). Funds shall be granted on the same basis as provided in 6.5.1 and 6.6.2 above and chargeable to Account 1782.

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- 6.9 On-the-Job Training. Public Law 959, 84th Congress, (70 Stat. 986) provides that "The Secretary of the Interior is authorized to undertake a program of Vocational Training that provides on-the-job training for periods that do not exceed 24 months, transportation to the place of training and subsistence during the course of training." The delegation of authority to negotiate and execute On-the-Job Training Contracts within an Area is set forth in 43 IAM 4.31, Negotiated Contracts - On-the-Job Training. The Central Office shall negotiate and execute On-the-Job Training Contracts with employees in Field Employment Assistance Office jurisdictions.
- 6.10 Financial Assistance Grants for Use to Supplement Other Training Programs. Single individuals and family groups who are eligible for services provided by the Branch of Employment Assistance frequently pursue training under the auspices of other Government or State financial programs. The allowances received while undertaking this training are sometimes considered insufficient to meet the particular needs of the unit. In those instances when it has been determined by an Area Director that the allowances received under those programs do not meet the specific needs of the single individual or family group, financial assistance funds to supplement those already being received from the other program may be authorized by the Central Office, Branch of Employment Assistance, upon written request and justification.
- 6.11 (To be issued later).
- 6.12 Commitment and Disbursement of Grant Funds. The commitment and disbursement of grant funds for special assistance are the responsibility of the Officer-in-Charge or his designated representative. Allotment Account numbers are contained in 42 IAM 5.8. Cost Account Numbers and definitions are contained in 42 IAM 5.3.2C(5) and (6). The forms prescribed for commitment, disbursement, and control of allotted funds; unit costs by categories of assistance; and the obtaining of advances and replenishment of cash from the Treasury Department, are as follows:

| Form Numbers | Titles | Illustration Numbers (Ref: 82 IAM 6) |
|-----------------|--|--|
| 5-660 | Emergency Assistance Control Register | 1 |
| 5-643 | Voucher for Payments of Special Assistance Grants (Attachment to SF-1034 - see Illustration 9) | 2 |
| 5-645 | Receipt for Delivery of Treasury Check | 3 |
| 5-646 | Unit Ledger Record-Financial Assistance | 4 |
| 5-646A | Control Register - Financial Assistance | 5 |

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| Form Numbers | Titles | Illustration Numbers (Ref: 82 IAM 6) |
|--------------|---|---|
| SF-1129-Rev. | Reimbursement Voucher | 6 |
| SF-1098 | Schedule of Canceled Checks | 7 |
| SF-1034 | Public Voucher for Purchases and Services Other Than Personal (Sub-Voucher for Cash Grants to Trainees) | 8 |
| SF-1034 | Public Voucher for Purchases and Services Other Than Personal (Voucher for Request for Treasury Checks) | 8 |
| SF-1034 | Public Voucher for Purchases and Services Other than Personal (Sub-Voucher for Cash Grants to Relocates), | 8A |
| SF-1165 | Receipt for Cash - Sub-Voucher (Interim Receipt for Cash) | 10 |
| SF-1166 | Voucher and Schedule of Payments | 11 |
| TUS 6569 | Power of Attorney (Other than to Banks for Deposit only) | 12 |
| TUS 6711 | Power of Attorney (To Banks for Deposit of Funds only) | 13 |

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.1 Commitment of Grant Funds.

- A. Destination Offices. Initial commitments of estimated total grant needs under each applicable category of assistance during the current fiscal year for each relocatee and trainee unit shall be entered in parenthesis on the first line of the Unit Ledger Record, Form 5-646. The total commitment for all categories shall be entered in the "Cumulative Total Cost" column of the Unit Ledger Record, and shall be recorded on the Control Register, Form 5-646A.

The Officer-in-Charge, or his designated representative, will review the recommended commitments, and if in agreement, shall sign his name in the "Description or Signature" column of the Unit Ledger Record, following which needed disbursements may be made. Subsequent commitment adjustments shall be made in a similar manner when necessary and authorized. Reverse entries on the Unit Ledger Record,

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*to cover reductions in estimated commitment needs shall be preceded by a minus sign in the following manner: (-153.42), and shall be approved by the Officer-in-Charge by affixing his signature in the "Description or Signature" column. Unexpended commitment balances shall be posted in each column of the Unit Ledger Record in small numbers immediately under the last line in which entries covering transactions have been made. The minus entries posted on the Unit Ledger Record shall then be entered in Column F of the applicable Control Register (Account 1782 or ~~1769.2~~) and Columns G, I, and J shall be increased accordingly. 1787.4 pu Bal # [redacted] 82-32 dated 7/1/63

The amount of each check scheduled for cancellation for each unit on SF-1098 (or totals of checks by appropriations under each Cost Account for each unit) shall be entered as a minus disbursement entry under the appropriate assistance category column of the applicable Unit Ledger Record. As a result of these entries the unexpended commitment balances in these columns shall be increased and entered in small numbers immediately under the line on which the entries were made. The "Cumulative Total Costs" column shall be decreased by the total amount of all checks cancelled for the unit on SF-1098. The "Summary Totals" for each Allotment Account (1782 or ~~1769.2~~) or 1787.4 on SF-1098 shall be posted as minus entries under Column H of the applicable Control Register, and Column J shall be increased accordingly. All Unit Ledger Record entries should be totaled to assure that they equal the Allotment Account "Summary Totals," as posted on the applicable Control Register.*

Total disbursements shall not exceed total authorized commitments, nor are commitments to be authorized in excess of maximum allowable amounts or disbursements made after allowable periods have expired without furnishing justification and obtaining prior approval from the Central Office.

- B. Origin Offices. Commitments of origin expenses of relocatee and trainee units shall be entered directly on applicable Control Register, Form 5-646A. Maintenance of Unit Ledger Records will not be required at origin offices. However, all entries on the Control Registers shall be for individual units only (not "Allotment Account Summary Totals" from such documents as Voucher Forms SF-1034 (Illustration 9) or Schedules of Cancelled Checks, Form SF-1098, as outlined for destination offices, where Unit Ledger Records are maintained). A breakdown of cost accounts and applicable amounts making up total commitments and disbursements in Columns F and H shall be entered in Column K. Commitments to cover estimated costs for physical examinations and/or eye examinations and glasses shall be posted on the Control Register at the time of scheduling such service with private doctors. Other estimated origin costs shall be posted thereon upon receipt of notices from destination offices scheduling the arrival of units.

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Minus entries in the total amount of checks being returned for cancellation on SF-1098 for individual units shall be posted on the Control Register in Column F, and Columns *G and J increased and Column I decreased accordingly.*

Commitment adjustment (minus or plus) entries shall be made in Column F when disbursements (Requests for Treasury Checks, Forms 5-643, attached to SF-1034) posted in Column H, are less or exceed original commitments for Cost Accounts involved. Columns G, I, and J shall also be adjusted accordingly. *When minus disbursement entries are made in Column H from SF-1098s covering cancelled checks, Columns I and J should be increased by the same amount. Appropriate notations shall be made in Column K covering all such transactions.*

*Per Rel #
82-32
7/1/63*

*Per Rel # 82-36
1/24/64*

- 1787.4
- .2 Disbursement of Grant Funds (1782 and ~~1769~~ 14-23). All grants made at Agency and Area Office levels will be by Treasury Check except in Grants made at Field Relocation Offices may be either by Treasury /emergency Checks or by cash through Cashiers or a combination thereof, ex-/cases when cept that grants for purchase of Health Services coverage must / grants may be made by Treasury Check. / be made by /cash.
 - A. Treasury Checks. The procedure for making of grants by /Cash disburse- Treasury Check is as follows: /ments are authorized / only for subsis- / tence and trans- / portation en- / route to destina- / tion points / away from the / reservation / and may not / exceed \$100.00.
 - (1) Request for Treasury Checks. When Treasury Checks / tence and trans- are required, Form 5-643 will be prepared in six / portation en- copies. Each individual relocatee and/or trainee / route to destina- unit in need of grants shall be listed on this form, / tion points which will be attached as a continuation sheet to / away from the SF-1034 (Illustration 9), also prepared in six copies. / reservation The total amounts of grants requested by allotment / and may not and cost accounts shall be summarized on SF-1034 / exceed \$100.00. and shall show the Designated Agent to whom the checks are to be mailed. Completed Forms 5-643 and SF-1034 shall be forwarded to the appropriate Area Office Finance Office. All checks must be ordered drawn in the name of the applicant unless specifically author- ized by the Central Office to be made payable to a third party. Separate checks should always be or- dered for transportation via personal car and for subsistence en route. Checks on hand at destination points shall not exceed one month's supply at any one time, nor are they to be held longer than 30 days from date of receipt except when otherwise authorized. *Field Relocation Offices* shall not order

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checks in advance of the arrival of relocatee or trainee units, with the exception of Health Services coverage checks, which should be ordered no more than two weeks prior to the scheduled arrival date of the unit. *Area Training Units shall not order checks more than three weeks prior to the scheduled arrival date of the unit.*

- (2) Use of Power of Attorney. The use of a Power of Attorney, Treasury Form TUS 6569, is authorized when services of a third party are involved and the third party's identity is known. Examples of circumstances where this form may be used are: physical and eye examinations by private physicians, tuition and related costs incurred by trainees prior to departure from a destination point, etc.

When this form is used it shall be prepared in an original only. Immediately upon preparation it shall be signed by the relocatee or trainee and notarized by a Notary Public. It shall then be filed in an alphabetical file folder and retained by the appropriate administrative clerk.

Upon receipt of the Treasury Check requested for payment of services, the applicable Power of Attorney shall be removed from the file, and together with a duplicate copy of the bill for services and the Treasury Check, shall immediately be mailed to the supplier of services. A copy of the transmittal letter listing all enclosed documents shall be retained in the unit file folder. A Power of Attorney cannot be used in connection with cash payments by a Cashier.

In instances where it has been determined, after consultation with a trainee, that it would be most expedient (following suggestions in 82 IAM 5.2.8.7D(6)) to forward certain checks for grants to a designated bank for deposit in the name of the trainee, a Power of Attorney, Treasury Form TUS 6711, shall be used. (Do not use Treasury Form TUS 6569.) Treasury Form TUS 6711 shall be furnished the designated bank so that when checks

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are mailed by the Designated Agent at the destination office to the bank, the bank will deposit them in the appropriate account and mail the deposit slip to the trainee at his home address. A list of all checks sent to banks for deposit shall be transmitted by letter by regular mail in order that there will be a record of all individual checks transmitted.

One copy of the transmittal letter shall be placed in the file folder of each unit listed in the letter.

- (3) Delivery of Treasury Checks. Checks may be delivered to relocatees and trainees, or their spouses, by mail, or in person by an authorized staff member, or be given to them during a visit to the office.

Checks mailed should be placed in Bureau franked envelopes and sent regular mail. Notation "Mailed (Date)" should be placed opposite the name and check number on the copy of the Check Request Form 5-643 returned with the checks to the ordering office.

Relocatees and trainees (or spouses) receiving their checks at the office should sign and insert date received opposite their name and check number of Form 5-643.

Checks being delivered in person outside the office by authorized personnel should be listed in duplicate by name and the staff member sign the copy at the bottom as having accepted such checks for delivery in person. The staff member should have the respective relocatees or trainees sign and insert date opposite their name as having received their

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check. The staff member will then return the original signed copy to the Designated Agent for filing in a folder for such memoranda. A notation "See memo (Date)" may then be made opposite the appropriate names and check numbers on applicable Forms 5-643.

- (4) Return of Unused Treasury Checks. Checks that are not needed are to be returned to the appropriate Area Finance Office. Schedule of Canceled Checks, SF-1098, is to be prepared in an original and six copies on which are listed all attached checks being returned, and summarized according to Fiscal Year Appropriations and Cost Accounts for credit to proper fiscal year funds expended when originally requested. The following statement shall be rubber-stamped (preferably in red) diagonally across the face of each check attached to SF-1098 for cancellation:

"NOT NEGOTIABLE - For
Payment and Credit in
Treasurer's Account"

- (5) Lost Checks. Refer to 42 IAM 6.3.2F and 42 IAM 6.3 Appendix B for action instructions.

- B. Cashier Functions. To provide the means for the issuance of cash grants, selected employees of the Field Employment Assistance Offices will be designated as Cashiers, and will serve as either the Primary or Alternate Cashier as necessity re-

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quires. The Cashiers, when designated as such by the Chief Disbursing Officer, Treasury Department, will be responsible to the Chief Disbursing Officer, or to the Regional Disbursing Officers of the Division of Disbursement, Treasury Department, for the performance of all duties relating to the accountability of funds entrusted to their care. The Cashiers must conform to the "Manual of Procedures and Instructions for Cashiers" and other official instructions issued by the Treasury Department. The Regional Disbursing Officers will supply additional instructions if and when needed.

- (1) Designations. Each Field Relocation Office recommends to the Central Office, Branch of Relocation Services, the employees to be designated as Cashiers and will indicate whether they are to serve as Primary or Alternate Cashiers. The recommendation shall contain the name of the employee, her title and grade, and the amount of cash to be advanced. If the recommendation is approved, the Central Office will request the Chief Disbursing Officer, Treasury Department, to make the designation and advance the necessary amount of cash. Such designations and advances will be effected through the Treasury Regional Disbursing Office serving the area in which the Field Relocation Office is located. Revocations of designations will be requested in the same manner and through the same channels as provided for securing the designation. Such requests for revocation of designations shall indicate the date on which the Cashier satisfactorily settled their advance with the Treasury Regional Disbursing Office and whether settlement was effected by the return of cash to the Treasury Regional Disbursing Office, or by transfer of the cash to an Alternate Cashier, and appropriate notification furnished the Treasury Regional Disbursing Office.
- (2) Bond. The Central Office, Branch of Budget and Finance, will effect the bonding of approved Primary Cashiers or Alternate Cashiers prior to requesting the Treasury Department to make designations. (See 42 IAM 11.)

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- (3) Advances of Funds. Normally, the maximum advance of funds to a Cashier is \$5,000; however, an additional amount may be advanced in accordance with the operational needs of the office, when justified and approved by the Central Office.
- (4) Requests for Advances. In requesting the Treasury Department to designate a Cashier, the Central Office will indicate the maximum authorized amount of advance, the amount of the initial advance, and the number and denomination of the checks to be issued representing the initial advance. The total advance for which a Cashier is accountable shall not exceed at any time the maximum amount authorized. Increases and decreases in the amount of the advance shall be requested in writing by the Cashier through the Field Relocation Officer to the Central Office, Branch of Relocation Services. When approved by the Central Office, the Cashier will request the Treasury Regional Disbursing Office that made the original advance to adjust the advance.
- (5) Form of Advance. The Treasury Regional Disbursing Office will effect advances to the Cashier by one or more checks drawn on the Treasurer of the United States to the order of the Cashier. The checks should be exchanged for cash as and when the need for replenishing cash arises. Checks bearing the oldest date should be exchanged for cash first. It shall not be necessary for a Cashier to maintain actual cash on hand to the extent of the maximum authorized limit. Requests for advances of cash or for reimbursement will be for checks in denominations of \$500.00, or part thereof, which when added to the amount of cash on hand, cannot exceed the total authorized advance.
- (6) Cash Payments. Payments in cash shall be made by the Cashier to relocatees and trainees, or their spouses, upon receipt of sub-vouchers properly approved by a Relocation Officer or Vocational Guid-

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ance Officer and certified for payment by an Authorized Certifying Officer. The payee shall sign the sub-voucher, SF-1034, (Illustration 8) in the lower right-hand corner when receiving payments.

- (7) Cash Payment and Replenishment Vouchers. After arrival of scheduled applicants, cash disbursements to individuals or family units will be accomplished by the preparation of SF-1034 in accordance with their needs. SF-1034 shall be prepared in an original and three copies and approved in the space provided by a Relocation Officer or Vocational Guidance Officer. The original shall be certified by an Authorized Certifying Officer. The original and two copies shall be delivered to the Cashier for payment, and one copy placed in the unit's file folder. The Cashier shall assign a sub-voucher number to those copies of SF-1034 at the time payment is made.

When replenishment of advanced cash is necessary, the Cashier will voucher SF-1034's on SF-1129-Rev., Reimbursement Voucher, in an original and three copies. The SF-1129-Rev. shall be scheduled on SF-1166 in an original and four copies. The originals of SF-1166 and SF-1129-Rev. shall be certified by an Authorized Certifying Officer. The original and one copy of SF-1166, together with one copy of SF-1129-Rev. shall be forwarded to the Treasury Regional Disbursing Officer serving the Field Relocation Office. One copy of SF-1166, together with one copy each of SF-1129-Rev. and one copy of the supporting sub-vouchers (SF-1034a) shall be forwarded to the Phoenix Area Finance Office at the same time SF-1166 is forwarded to the Treasury Regional Disbursing Office. One copy of SF-1166, together with the original of SF-1129, and the original supporting SF-1134, shall be retained at the Field Relocation Office until such time as the Field Relocation Officer has been furnished clearance by the Bureau's Internal Auditors. Such documents shall then be forwarded to the Phoenix Area Finance Office for retention pending General Accounting Office audit clearance, following which they may be transmitted to the Federal Records Center. One copy each of SF-1034a, SF-1129-Rev. and SF-1166 will be retained by the Cashier and filed numerically by fiscal years.

- (8) Safeguarding of Cash Advanced to Cashiers by the Treasury Department. A separate office shall be

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provided for the Cashiers for the purpose of disbursing funds and related activities. The door to the office shall be provided with a secure lock, with keys to be furnished only to Cashiers and the Field Relocation Officer. Only Cashiers bonded to handle advance funds or authorized personnel shall enter this office. This office shall be locked at all times. A safe shall be provided of sufficient size to place three cash boxes therein and to store originals of SF-1034 pending audit clearance and shipment to the Phoenix Area Finance Office. Only Cashiers are to be furnished the combination to the safe. The combination is to be changed immediately upon receiving the resignation of a Cashier or whenever a designation is revoked. A separate cash box shall be assigned to each Cashier, with keys that are not interchangeable. A key to each cash box shall be placed in a sealed envelope with the safe combination, signed and dated across the seal by each Cashier, and given to the Field Relocation Officer for safekeeping in a location within the Field Relocation Office known only to him. Such envelope is to be opened only by the Field Relocation Officer in the presence of two employee witnesses (one of whom is to be a Cashier) who will both act with him as a committee of three to open the safe and transfer cash to another Cashier in case an emergency precludes the accountable Cashier from being present to do so. (See 82 IAM 6.12.2B(9) (c)). Locked cash boxes are to be placed in the safe, and the safe locked, when Cashiers are away from their office.

(9) Alternate Cashiers.

- (a) In case of a leave of absence for short periods of time, 5 days or less, the Cashier may transfer sufficient funds to an Alternate Cashier to transact the usual business during such absence. The Cashier will take the Alternate Cashier's Interim Receipt for Cash, SF-1165, but will retain full accountability for the funds. The funds may likewise be transferred to an Alternate Cashier for such period during a given day that the volume of work requires the services of more than one Cashier. Originals of SF-1034

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and unused cash will be returned to the accountable Cashier at the end of the day. However, if the continued services of the Alternate Cashier will be required, the informal cash advance should be replenished for the total amount of sub-vouchers given to the Cashier at the end of the day.

- (b) In case of a foreseen absence of the Cashier from duty status in excess of five days, direct transfer of all funds will be made to an Alternate Cashier. Prior to effecting this transfer, the Alternate Cashier will return the informal cash advance with all paid sub-vouchers, SF-1034, to the Cashier, and the interim receipt therefor will be returned to the Alternate Cashier. Standard Form 1129-Rev. shall be prepared in the Cashier's name and the transfer of accountability of funds completed. As part of the certification the Cashier will add "and has been transferred to (name of Alternate Cashier) as of this date." The Alternate Cashier will acknowledge receipt of the funds transferred by the Cashier by inserting the following statement on the SF-1129-Rev.:

"The transfer of funds indicated has been received by me, (name of Alternate Cashier), Incoming Cashier."

A signed copy of Standard Form 1129-Rev. will be submitted to the Regional Disbursing Officer from whom the advance was received. Standard Form 1166 will be prepared in the name of the Cashier but will carry a notation in the body to issue a check(s) for the amount set forth on the Standard Form 1166 to the Alternate Cashier by name.

- (c) In instances of an unforeseen absence of the Cashier where transfer of funds to an Alternate Cashier cannot be effected in the manner prescribed in the paragraph next above, a

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committee of three (the Field Relocation Officer, an Alternate Cashier, and another employee designated at the time by the Field Relocation Officer) will effect access to the Cashier's records and funds and will prepare an accounting on Standard Form 1129-Rev. in the name of the Cashier in the same manner outlined for transfer of funds in sub-paragraph (b) above. A complete transfer of responsibility and accountability to the Alternate Cashier will be effected. The accounting prepared on SF-1129-Rev. will be signed by each member of the committee on behalf of the Cashier. If the Cashier is not available for endorsement of advance reimbursement checks found in the fund payable to the Cashier, or which may be received after transfer of accountability, such checks will be returned by the committee to the Regional Disbursing Officer from whom the advance was received, for deposit and reissuance to the Alternate Cashier.

- (10) Endorsement of Advance Checks. When accountability of funds is being transferred from a Cashier to an Alternate Cashier, Treasury Checks on hand made payable to the Cashier will be endorsed in the following manner:

Pay to the Order of
Mary Jones, Alternate Cashier
/S/ Sarah Brown, Cashier
(Signature)

The above procedure will likewise be used when transferring accountability of funds back to the Cashier from the Alternate Cashier. Checks on hand made payable to the Alternate Cashier, as well as checks still on hand previously endorsed as above by the Cashier, will be endorsed in the following manner:

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Pay to the Order of
Sarah Brown, Cashier
/S/ Mary Jones, Alternate Cashier
(Signature)

(11) Intermingling of Funds. Under no circumstances are personal funds to be intermingled with funds advanced to the Cashier by the Treasury Department, nor are funds or other valuables from office personnel, relocatees or trainees to be accepted for safekeeping or to be intermingled with advanced funds.

(12) Communications. Cashiers may receive communications directly from the Division of Disbursements of the Treasury Department pertaining to matters of disbursement and accounting for advanced funds. The Field Officer-in-Charge will also receive copies of these communications. Communications pertaining to matters within the jurisdiction of the Field Office, however, will be addressed to the Officer-in-Charge rather than to the Cashier.

Cashiers may communicate directly with the Division of Disbursement on matters pertaining to disbursements and accounting for funds advanced to them, but the file copy should be routed to and should be initialed by the Officer-in-Charge before filing it.

(13) Certifying Officers. Officers-in-Charge shall recommend to the Central Office those employees they wish designated as Authorized Certifying Officers. If approved, the Central Office or other designated office will effect the designation and bonding of these Certifying Officers in accordance with 42 IAM 11. Certifications by Authorized Certifying Officers shall be restricted to the following documents: (1) Subvoucher SF-1034 for cash payments by the Cashier, and (2) Reimbursement Voucher, SF-1129-Rev., and Voucher for Schedule of Payments, SF-1166, for replenishment of the

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Cashier's advance funds. Sub-Voucher Forms, SF-1034 to be signed by a Certifying Officer, who is also the Approving Officer, need not be signed by another Approving Officer but only by the Certifying Officer. His signature will constitute both approval and certification. If errors or discrepancies are discovered by Certifying Officers on SF-1034's approved by someone other than themselves, they should be returned to the Approving Officer for correction and reissuance.

- (14) Administrative Audits. Verification of cash balances of funds advanced to the Cashier shall be made at least once each calendar month by the Officer-in-Charge or his designated representative. However, such verifications are not to be made on regularly established weeks, days, or hours, but must be varied and unannounced. Also, immediately following such verification of cash, a review shall be made of all unscheduled SF-1034's, as well as a review of a reasonable sampling of SF-1034, SF-1129-Rev., and SF-1166 scheduled since the previous administrative audit, for the purpose of determining proper preparation of forms, accuracy of computations, proper approval and certification, and actual receipt of grant funds by payees.

The administrative audit reports shall be prepared in an original and three copies and distributed no later than the first business day following the date of the audit. If a shortage is disclosed, then an additional copy should be prepared and furnished the Regional Disbursing Office from which the advance was received. Other copies are to be distributed as follows: Original and one to the Chief, Branch of Employment Assistance; one copy to the appropriate Finance Office; and the other copy shall be retained and filed by the originating office.

The caption of the report will include name of Cashier, or Alternate Cashier, accountable at time of audit, date of report, and name and

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location of office. The body of the report shall include, but not be limited to, the following information:

- a. Name of disbursing officer to whom Cashier is accountable and Regional Disbursing Office Symbol number.
- b. Amount of funds advanced to Cashier.
- c. Amount of bills and coins on hand.
- d. Amount of uncashed advance checks on hand and check numbers.
- e. Total amount of unscheduled SF-1034's for cash disbursed, giving the beginning and ending numbers of such receipted sub-voucher forms.
- f. Amount of informal advance on an Interim Receipt to an Alternate Cashier, and to whom so advanced.
- g. Total amount of Reimbursement Voucher(s), SF-1129, in transit, giving the Voucher Number(s).
- h. Total amount of advance funds accounted for, which should be the same as that appearing under Item b. above.
- i. An explanation of any difference, representing shortage or overage between amount reported in Item b and in Item h, including action taken to adjust account.
- j. A full report covering the review of SF-1034's, SF-1129, and SF-1166 should be made, giving inclusive numbers of all documents and total number of each type of forms checked, and whether or not they all were in order with respect to accuracy and existing procedures and regulations. If not, a breakdown should be

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furnished of the number and types of discrepancies or irregularities found, and action taken to correct them, as well as precautionary measures to be immediately placed in effect to prevent future irregularities or discrepancies.

Authorized officials of the Central Office, Branch of Relocation Services, will make periodic administrative audits of Cashier and related administrative records for the purpose of determining adequacy of record keeping and controls to comply with existing procedures and regulations. Appropriate reports will be submitted to the Chief, Branch of Relocation Services, of the findings, recommendations for corrective action, if any, changes in procedures, if deemed desirable, and other pertinent information on administrative operations.

- (15) Accounting Functions. The Phoenix Area Office will perform the fiscal accounting functions for all Field Relocation Offices. The Accounting Station Number of the Phoenix Area Office is 14-20-0450. The various Treasury Regional Disbursing Offices, through which replenishment vouchers of Cashiers are processed, will render monthly "Statements of Transactions," SF-1220, to the Phoenix Area Office. The Administrative Officer of the Central Office, Branch of Relocation Services, has been delegated the responsibility for maintaining contacts with the Phoenix Area Office and Field Relocation Offices to make appropriate arrangements as necessary for internal operations to fit accounting needs.

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C. Administrative Requirements.

- (1) Field Employment Assistance Offices shall make administrative records available to Authorized Certifying Officers for verification purposes when certifying vouchers for payment of cash grants.
- (2) Destination offices (Field Employment Assistance Offices and Area Training Units) shall maintain a Unit Ledger Record, Form 5-646, for each single and family unit granted financial assistance. The Unit Ledger for families shall indicate both the name of the head of the family and spouse, and the number of dependents.

Destination offices shall also maintain a Control Register, Form 5-646A, to reflect an accurate uncommitted and unexpended balance at all times of current fiscal year grant funds programmed under Accounts 1782 and 1787.4. Entries under Column E of the Control Register, covering allotment or withdrawal of funds, are to be posted from approved initial and amended financial programs, and Columns G, I and J shall be increased or decreased accordingly.

As stated in 82 IAM 6.12.1A, commitment entries on the Control Register for applicable allotment accounts are to be posted from individual Unit Ledger Records. Disbursement entries for **individual** units are required on Unit Ledger Records only. Disbursement entries on the Control Register shall be posted from the summary totals of Cost Accounts 1782 and 1787.4 on Reimbursement Vouchers, SF-1129-Rev., and SF-1034 vouchers covering requests for Treasury Checks.

However, care must be exercised to assure that the totals of entries recorded on the individual Unit Ledger Records equal the Summary Totals posted on the applicable Control Registers.

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Minus entries shall be posted under applicable categories of assistance on Unit Ledger Records covering totals of Treasury Checks for units listed on Schedule of Canceled Checks, SF-1098. The "Cumulative Total Costs" column should then be reduced accordingly. Entries shall also be made on the reverse side of these Unit Ledger Records under "Checks Issued," indicating date released for cancellation, SF-1098, number, and reason for cancellation.

It is imperative that Unit Ledger Records and Control Registers be maintained accurately and in a current status at all times. This record constitutes an important administrative record, as it will control the grants to individual and family units so as not to exceed limitation periods or amounts allowable for various units under specified categories of assistance. It will also provide a record for analyses of costs of grant assistance by categories and size of units for budget and operation purposes.

- (3) Agencies and other origin offices, may, at the discretion of the Area Office, maintain a Control Register, Form 5-646A, for each of the cost accounts, 1782 and 1787.4, to reflect and control available funds for grants to cover origin expenses of relocatees, and institutional trainees, and for each On-the-Job Training contract. If not maintained by these offices, the Area Employment Assistance Office shall keep the Control Register. Maintenance of Unit Ledger Records is not required at origin offices. Commitment transactions will be accomplished on the Control Registers by origin or area offices in accordance with 82 IAM 6.12.1B. Entries for disbursements made at or for origin offices shall be posted from the request for Treasury Checks, Form 5-643, attached to SF-1034 by individual units and totals of all checks requested, and shall indicate under "Remarks" the applicable costs chargeable to each category of assistance. When maintained by the Area Employment Assistance Office, a Control Register may be kept for each account for each origin office or for the entire area. A separate Control Register shall be maintained for each On-the-Job Training contract.

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- (4) Control Registers shall be totaled by destination and origin offices or the Area Employment Assistance Office the last business day of each month in the manner outlined in Illustration 5, 82 IAM 6. Origin Offices who maintain control shall forward the totaled Control Register figures to the Area Office where they shall be consolidated into an Area report. The consolidated Area report for origin costs, On-the-Job Training reports, and all destination office reports, showing only Total Transactions for the Month, Previous Month's Totals, and Totals to Date this Fiscal Year, shall be airmailed to the Central Office, Attention: Employment Assistance, no later than the fifth business day of the month following the month for which the totals are furnished.
- (5) Each Field Employment Assistance Office will be advised by the Chief, Branch of Employment Assistance, of the total amount they will be authorized to expend for "Emergency Assistance" each fiscal year, as stated in 82 IAM 6.6.1E and 6.8.1E. Immediately upon receipt of such notice the authority reference and approved maximum amount shall be entered on the first line of the Emergency Assistance Control Register, Form 5-660. Entries thereafter covering transactions chargeable against such limitation shall be immediately posted by individual and family units from disbursement documents on which emergency assistance grants are made. The maintenance of this register is required in addition to the Unit Ledger Record, Form 5-646, and the Control Register, Form 5-646A. It is based upon an administrative limitation covering use of already allotted funds for total financial assistance needs, and not on an allotment specifically for "Emergency Assistance." The total maximum amount authorized for this category of assistance shall not be exceeded.
- (6) The Area Director or his designated representative will determine the total maximum amount that may be expended by Area Training Units for emergency assistance grants during each fiscal year, and will so advise them of the established limitation. Each Area Training Unit shall maintain an Emergency Assistance Control Register, Form 5-660, in the same manner as outlined for Field Employment Assistance Offices under paragraph (5) next above.

Instructions for Adapting the New

Financial Assistance Procedures in 82 IAM 6

These instructions describe the methods to be followed in converting the financial assistance grants being provided under 82 IAM 10 to those eligible relocatee and trainee units now at Field Relocation Offices and Area Training Units, to the financial assistance grants authorized in 82 IAM 6. The procedures outlined in 82 IAM 10 shall be followed by offices of origin in granting financial assistance grants to those units departing from their offices prior to and on February 28, 1961, but the new procedures will be applicable on March 1, 1961. For those units arriving at destination offices on or after March 1, 1961, the procedures outlined in 82 IAM 6 for granting financial assistance shall be followed.

The references to 82 IAM 4 and 5 in the financial assistance chapter shall be disregarded until those chapters are released. The procedures they refer to are those that are presently being followed and are contained in memorandums released by the Central Office. When there is any conflict between those memorandums and 82 IAM 6, the Manual chapter shall prevail.

In addition, the references to Illustration 7, 82 IAM 4 refer to the procedures for physical examinations. Form 5-412, Application for Relocation Services, and Form 5-440, Relocation Services Information Record, which are contained in 82 IAM 4, are revisions of several other forms. The forms and procedures presently in existence shall be used until 82 IAM 4 is released.

Field Relocation Offices.

1. Initial Relocation Services. The procedures effective March 1, 1961 shall be applicable to all relocatees receiving initial services. Initial relocatees who arrived prior to the effective date, March 1, may be eligible for grants under certain circumstances. Where the maximum allowable grants available to the units were not fully expended prior to March 1, 1961, the balance of such unexpended grants may be converted for use under the new procedures. Circumstances under which units may be eligible and those categories for which grants may be made are set forth below. Units where the maximum allowable grants have been expended are only eligible for emergency assistance under the new procedures. There is no change in grants for Health Services coverage.

- A. Physical and Eye Examinations and Eyeglasses (82 IAM 6.6.1A(1) and (2)). These categories of assistance are being provided for the first time. Singles or family heads who have been at the destination point for less than one year may be granted funds for this purpose if at the time of the disbursement of funds the year has not elapsed.
- B. Shipment of Household Goods (82 IAM 6.6.1B). This category of assistance may be granted to eligible applicants if they have not previously been extended financial assistance for this purpose.
- C. Maintenance at Destination (82 IAM 6.6.1C). Under the old procedures, maintenance at destination included the following three categories of assistance, which were disbursed under separate maximums: subsistence, emergency subsistence, and personal appearance. Under the new procedures, maintenance at destination has been combined into one type of assistance which consists of: subsistence, personal appearance, and furniture and housewares. With the combining of these three categories into one assistance category, a single total maximum allowable amount has been established for the entire category. The previous emergency subsistence has now been combined with unusual emergencies into one category, "emergency assistance," for separate disbursement. The three categories comprising the new maintenance at destination were previously granted on the basis of need any time during the first 6 months after arrival. However, now grants for maintenance at destination may be granted any time during the first year after arrival at the destination office. Individuals and family groups may be granted maintenance as set forth in 82 IAM 6.6.1C provided that the maximum amount of funds allowable for subsistence, personal appearance, and furniture and housewares in 82 IAM 10 have not been expended during their first 6 months after arrival at the destination point.

Example: A family unit plus 1 (man and wife with no dependent children) arrived at the Los Angeles Field Relocation Office on August 4, 1960. The maximum amounts allowable for maintenance at destination in 82 IAM 10 were: Subsistence - \$190; Personal Appearance - \$50; Furniture and Housewares - \$200. Grants were made to this family during the 6-months period August 4, 1960 through February 3, 1961 as follows: Subsistence - \$150; Personal Appearance - \$25; Furniture and Housewares - \$180. The allowable amounts unexpended were: Subsistence - \$40; Personal Appearance - \$25; Furniture and Housewares - \$20, or a combined total of \$85. On March 1, 1961, this family unit may be granted as needed an amount not to exceed \$95 for maintenance at destination any time up through August 3, 1961, which is one year from the date of their arrival at the destination office. This \$95 includes the \$85 allowable, but not disbursed, plus \$10, since the former subsistence allowable,

which was \$190, has been increased to \$200. In disbursing this \$95, the amount allowable for personal appearance and furniture and housewares in 82 IAM 10 shall not be exceeded, i.e., the total amount disbursed to this family for these two categories shall not be more than \$50 for personal appearance and \$200 for furniture and housewares, which shall include the grants received prior to March 1, 1961. However, if it is determined that the entire unexpended balance allowable is needed for subsistence, it may be so disbursed. But in such instance, no amount would then be available for personal appearance or furniture and housewares.

D. Emergency Assistance (82 IAM 6.6.1E). Disbursement of emergency assistance grants is limited to the period of 3 years from the date of arrival at the destination point. Individuals and family groups who have received emergency subsistence or unusual emergency grants in accordance with the provisions of 82 IAM 10 may be granted emergency assistance funds within this period, irrespective of the amounts already received, if so authorized by the Field Relocation Officer.

2. Repeat Services. The procedures effective March 1, 1961, shall be applicable to all relocatees receiving repeat services. Since repeat relocations are treated as a separate category under the new procedures, with limited financial assistance, undue hardships may result in some instances. In view of this, where it is determined by the Field Relocation Officer that the application of the new procedures will cause undue hardships, the previous commitments of financial assistance under the old procedures may be authorized and continued. Where such determinations and authorizations are made, the circumstances shall be recorded in the individual's unit file folder.

Field Relocation Offices and Area Training Units.

1. Institutional Training Services. The financial assistance procedures outlined in 82 IAM 6.7.1 shall apply to all trainee units who are eligible for service on or after March 1, 1961. Any adjustments needed to conform to the new procedures may be made for those months of training following March 1, 1961. There should not be any adjustment for those months in training prior to March 1, 1961.

For those trainee units actually in training on March 1, 1961, it will be necessary to make an adjustment in their subsistence allowance to conform to the new procedures outlined in 82 IAM 6.7.1C.

Heretofore, only a maximum amount of subsistence funds were available in any one month, while now a maximum amount is to be established and may be disbursed any time during the period of training plus 30 days. An example of an adjustment to be made is as follows:

Example: A man and wife (no dependent children) were accepted for training and arrived at the Los Angeles Field Relocation Office on January 22, 1961. The family head entered training on February 1, 1961 to pursue a 6-month's course of instruction. The maximum allowable amount for subsistence for this unit was \$190 during the month of February, and \$63 (rounded to the nearest dollar) for the 10 days in January, or a total of \$253. This amount was actually disbursed to the unit. As of March 1, 1961, the effective date of the new financial assistance procedures, this unit still may be provided 6 months of subsistence funds. This includes the five (5) months of training remaining after March 1, plus the 30 days of subsistence upon completion of training and awaiting employment. The monthly rate from the table in 82 IAM 6.7.1C for the unit is \$200. Using this rate, the total available would be \$1,200. Therefore, any portion of this amount can be granted to the family on the basis of need on an as-and-when needed basis to assist them to defray miscellaneous day-to-day living costs during this period. There may be instances where the total available subsistence grants were not disbursed for any one month prior to March 1, 1961. If this is the case, these unexpended grants will not be used to increase the subsistence amount available after March 1, 1961.)

Summarization and Transfer of Unit Cost Information.

1. Destination Offices. Upon receipt of 82 IAM 6, all Unit Ledger Records in the active file shall be reviewed and determinations made concerning the need for existing commitments. Commitments not needed shall be decommitted immediately by means of the procedure outlined under 82 IAM 10, and the unexpended balance on the Control Register, Form 5-646A, shall be increased accordingly.

All columns on Unit Ledger Records remaining in the active file as of February 28, 1961, shall be totaled as follows:

Total Commitments to date this F.Y.:

Total Disbursements to date this F.Y.:

Unexpended Commitments:

The "Unexpended Balance" column of the Unit Ledger Record in this instance will be used as the "Grand Total" column in making such summaries, and grand totals for all categories shall be inserted in that column opposite each of the above three line entries.

Also, it will be necessary to further reflect this same information on the reverse side of each Unit Ledger Record for subcategories of assistance under 1782.5, "Maintenance at Destination," in the following manner:

| | Subsistence 1782.5A | Emergency Subsistence 1782.5B | Personal Appearance 1782.5C | Grand Total |
|--|------------------------|-------------------------------------|-----------------------------------|----------------|
| Total Commitments to date this F.Y. | | | | |

Total Disbursements
to date this F.Y.

Unexpended Commitments:

Likewise, subcategories under 1769.18 shall be totaled and recorded in the same manner as for 1782.5 above. The amounts in the "Grand Total" column on the reverse side opposite each of the three line entries should be the same as those amounts for 1782.5 and 1769.18, respectively, on the face of the Unit Ledger Record.

The Unit Ledger Record, Form 5-646 (July, 1960) is to be utilized until the supply is exhausted. Therefore, pen-and-ink changes in the headings on the Unit Ledger Record, Form 5-646 (July, 1960) shall be made to conform to those headings on the new Unit Ledger Record, Form 5-646 (March, 1961), which is shown in Illustration 4, 82 IAM 6. An initial supply of the new Unit Ledger Record, Form 5-646 (March, 1961) will be forwarded to you at a later date.

The "Unexpended Commitments" from the summaries of all columns on the old Unit Ledger Record shall then be carried forward to the newly headed-up Unit Ledger Record and entered in parentheses as commitments in the manner outlined in 82 IAM 6.12.1A, except those for 1782.5B ("Emergency Subsistence") and 1782.8 ("Unusual Emergencies"). Any unexpended commitments in these two categories shall be decommitted. Under the new procedures, grants authorized for "Emergency Assistance" are usually committed and disbursed the same day, since there is no minimum or maximum applicable for individual units. The total amount carried forward as the commitment in the "Total Destination Maintenance" column on the new Unit Ledger Record for relocatees shall be the total of the "Unexpended Commitments" carried forward from the old Unit Ledger Record under 1782.5A, "Subsistence," 1782.5C, "Personal Appearance," and 1782.6, "Furniture and Housewares." Thereafter, increases or decreases in commitments shall be accomplished in accordance with 82 IAM 6.12.1A. However, increases in commitments

shall not be authorized in excess of maximum allowable amounts, including all previous commitments during limitation periods of the categories of assistance involved. Disbursements on and after March 1, 1961, for "Emergency Assistance" shall be chargeable to 1782.8.

"Unexpended Commitments" on the old Unit Ledger Record sheets for institutional trainees shall be carried forward to the new sheets for each individual category and subcategory of assistance, including 1769.18A, "Subsistence," 1769.18C, "Personal Appearance," and 1769.19, "Housewares." No entry in the "Total Destination Maintenance" column is necessary for trainees, as maximum allowable amounts are established for such units on an individual category basis.

Treasury Checks on hand March 1, 1961, shall be posted on the Treasury Check Control on the reverse side of applicable newly headed-up Unit Ledger Records in accordance with 82 IAM 6.12.2 (3). Checks that have been received prior to January 30, 1961, shall be returned as provided in 82 IAM 6.12.2B (4) unless they are to be issued within the immediate future. In such instance, the justification for retention beyond the authorized 30-day period must be documented and approved by the Officer-in-Charge, and be filed in the unit file folder.

Old Unit Ledger Records shall be fastened in the upper left-hand corner to the newly made Unit Ledger Record sheets.

Unit Ledger Records which are inactive as of March 1, 1961, but later become active, should be summarized in the same manner as those that were then active. However, commitment entries on the newly headed-up Unit Ledger Record shall be in an amount determined by the need of the unit, but not in excess of allowable maximums authorized under 82 IAM 6, including previously expended funds in each category of assistance during the applicable limitation period.

Transactions during the fiscal year on the Control Register, Form 5-646A (July, 1958), should be separated and totaled in such a manner as to reflect the following:

| | <u>Columns of the new Form 5-646A (March, 1961)</u> |
|--|---|
| Total Allotments | E |
| Total Commitments | F |
| Balance Uncommitted (which should be the same as the last entry in the "Balance Unexpended" column). | G (= E minus F) |

Columns of the new
Form 5-646A (March, 1961)

| | |
|--|------------------|
| Total Disbursements (cash and requests for checks) | H |
| Unexpended Commitments | I (= F minus H) |
| Total Unexpended Allotments | J (= G plus I) |

The above amounts should be carried forward on March 1, 1961 to the new Control Register, Form 5-646A (March, 1961), and should be entered in the applicable columns. These same amounts will be used as "Previous Months' Totals" when preparing the summary on March 31, 1961, of transactions for that month, and to date this fiscal year, in accordance with 82 IAM 6.12.2C (4).

There will be no changes during the balance of this fiscal year in the Cost Account numbers. Sub-voucher Form, SF-1034, covering cash disbursements shall be made in the same manner as before, except that 1782.5B shall be crossed out, and 1782.8 and 1769.23 changed to read: "Emergency Assistance." Approved grants, formerly made separately under 1782.5B and 1782.8, shall be made under 1782.8 on and after March 1, 1961.

2. Origin Offices. Maintenance of Unit Ledger Records shall not be required by offices of origin after February 28, 1961. However, the old Control Register shall be summarized and the totals carried forward on March 1, 1961, to the new Control Register, Form 5-646A (March, 1961), in the same manner as outlined under paragraph "A" next above, for destination offices. The new Control Register shall subsequently be maintained, and monthly summaries shall be submitted in accordance with 82 IAM 6.12.2C (3) and (4).

INSTRUCTIONS FOR PREPARATION AND DISTRIBUTION OF FORMS 5-643.

1. Prepare in original and five copies and staple individual copies behind completed Forms SF-1034 (Illustration 9) in upper left-hand corner.
2. Originating office shall retain last copy and place with copy of SF-1034 in a consecutive numerical file by request number. Original and four copies shall be transmitted to the appropriate Area Finance Office.
3. The Area Finance Office will check forms for accuracy, insert Bureau Voucher Number and send original and three copies to the appropriate Treasury Regional Disbursing Office with Schedule for Payment.
4. The Area Finance Office shall request the Regional Disbursing Office to imprint Check Numbers opposite each check listed on all Forms 5-643 and enclose one copy of that form and Voucher Form SF-1034 with checks when sending them to Designated Agent. They should also request that one copy of each of these forms be returned to the Area Finance Office with the Paid Copy of the Schedule.
5. Immediately upon receipt of a shipment of Treasury Checks, the Designated Agent shall review those received so as to be assured that spelling of the names of payees and amounts are correct. A pen-and-ink check mark shall be made beside the amount of each Treasury Check listed on Form 5-643 returned with the checks to indicate that each individual check was received and no errors were detected. The Designated Agent shall then insert the word "Received" and date received in the "Name" column at the bottom of the checked Form 5-643, and sign their name immediately under such entry. Entries on other administrative forms shall also immediately be accomplished in accordance with 82 IAM 6.12.2A(3).
6. The copies of Forms 5-643 and SF-1034 originally filed in the numerical file pending receipt of the checks, shall then be removed and destroyed and replaced with the Paid Copy of Forms 5-643 and SF-1034, which will serve as the originating office's Master Check Control Register of Treasury Checks received.

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Branch of Relocation Services

Form 5-645
July 1958
March 1961

(Re 82-23)
dated 4/12/61

RECEIPT FOR DELIVERY OF TREASURY CHECK

| | |
|------------------------------|---|
| Receipt No. 463-61-12 | Date Check Received August 1, 1960 |
|------------------------------|---|

I, George Begay, have received Treasury Check No. 12,608,111
 dated July 12, 1960, in the amount of \$ 60.00 from

Henry Brown of the Los Angeles Field Relocation Office
 (Name of Employee Making Delivery) (Name of Office)

/s/ George Begay
 (Signature)

INSTRUCTIONS: Prepare in original and one copy. Number consecutive receipts with consecutive numbers when prepared. Place the copy in the consecutive receipt file. File the signed original in the applicant's file folder after its return to office and noting on records in accordance with 82 IAM 6.12.2A(3).

REIMBURSEMENT VOUCHER

D. O. Vou. No. _____

Bur. Vou. No. 464-61-10

U. S. INTERIOR - INDIAN AFFAIRS - PHOENIX AREA OFFICE
(Department, bureau, or establishment)

PAID BY

82 IAM 6
Illustration 6

Payee's name Jane Smith

Mailing address Golden Gate Building, 25 Taylor Street,
San Francisco, California

For payments made on account of official business as per attached subvouchers numbers 464-61-15
to 464-61-54, inclusive, for the period July 15, 1960, to July 20, 1960,
and reclaimed subvouchers numbers _____

| AMOUNT | |
|---------|-------|
| DOLLARS | CENTS |
| 2375 | 00 |

| STATUS OF FUND | DOLLARS | CENTS |
|--|-------------|-----------|
| This Voucher | 2375 | 00 |
| Unpaid Reimbursement Voucher Dated <u>7/6/60</u> | 1365 | 00 |
| Unscheduled Subvouchers | | |
| Interim Receipts for Cash | | |
| Cash on Hand | 1260 | 00 |
| TOTAL | 5000 | 00 |

| | | |
|------------------------------|--|--|
| Differences | | |
| | | |
| | | |
| | | |
| | | |
| Amount verified; correct for | | |
| (Signature or initials) | | |

I certify that the disbursements claimed herein are correct
oper, that payment has not been received, and that the
of the imprest fund for which I am accountable is as
stated above.

7/20/60 /s/ Jane Smith
(Date) (Imprest Fund Cashier)

SIGN ORIGINAL ONLY Title Cashier

(For Administrative Use)

Approved:

Pursuant to authority vested in me, I certify that this voucher
is correct and proper for payment.

7/20/60 /s/ Harry Jones
(Date) Authorized Certifying Officer.

Number of reimbursement checks desired 5

in the amounts of 4 @ \$500.00; 1 @ \$375.00

(SIGN ORIGINAL ONLY)

ACCOUNTING CLASSIFICATION (Appropriation symbol must be shown—other classification optional)

1412507.....\$2375.00

1780 - 464.....\$1800.00
1782.5 : \$1250.00
.6 : 550.00

1769.2 - 464.....575.00
1769.2.17: 175.00
.18: 400.00

by check(s) on Treasurer of the United States in favor
payee named above No. (s)

Paid by cash, \$ _____ on _____ (Date)

Payee _____
(SIGN ORIGINAL ONLY)

SCHEDULE OF CANCELED CHECKS

Los Angeles Field

~~Interior-Indian~~ Relocation Office
 (Department or establishment)

Phoenix Area Office
 (Bureau or office)

Submitted by P. E. Frowd, Regional Disbursing Officer at San Francisco, California
 (Name and title of disbursing officer) (Station)

Period July, 1960
 (Month or quarter ended)

D. O. Symbol No. 3120

| DATE OF ISSUE | CHECK NO. | PAYEE | VOUCHER NUMBER APPLICABLE | | AMOUNT | SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED |
|---|-------------------|----------------|---|-----------------|----------|--|
| | | | Request Number | Date of Request | | |
| 1960 | | | | | | 1402507 |
| 6/27 | 10,200,991 | Mary Doe | 463-60-10 | 6-14-60 | 30.00 | 463-1782.7 |
| 6/16 | 10,634,421 | Bob Doe | 463-60-55 | 6-10-60 | 210.00 | 463-1782.5A |
| 6/20 | 10,736,111 | John Jones | 463-60-76 | 6-10-60 | 362.00 | 463-1782.7 |
| 6/18 | 10,862,222 | Jane Jones | 463-60-88 | 6-9-60 | 42.00 | 463-1782.5C |
| | | | | | | 1412507 |
| 7/13 | 11,632,011 | Bill Brown | 463-61-1 | 7-1-60 | 95.62 | 463-1782.6 |
| 7/15 | 12,321,062 | May Brown | 463-61-12 | 7-8-60 | 36.41 | 463-1782.7 |
| 7/18 | 12,321,068 | Joe Hosteen | 463-61-14 | 7-9-60 | 100.00 | 463-1769.21 |
| 7/18 | 12,321,069 | Joe Hosteen | 463-61-14 | 7-9-60 | 60.00 | 463-1769.18A |
| | | <u>SUMMARY</u> | | | | |
| | 1402507 | 463-1782.7 | 392.00 | | | |
| | | 463-1782.5A | 210.00 | | | |
| | | 463-1782.5C | 42.00 | | | |
| | Sub-total 1782: | | 644.00 | | | |
| | | TOTAL | | \$644.00 | | |
| | 1412507 | 463-1782.7 | 36.41 | | | |
| | | 463-1782.6 | 95.62 | | | |
| | Sub-total 1782: | | 132.03 | | | |
| | | 463-1769.18A | 60.00 | | | |
| | | 463-1769.21 | 100.00 | | | |
| | Sub-total 1769.2: | | 160.00 | | | |
| | | TOTAL | | \$292.03 | | |
| (Prepare in an original and 6 copies, Area Finance Office.) | | | submit original and 5 copies to appropriate | | | |
| TOTAL, | | | | | \$936.03 | |

The amount of the above check(s) will be charged on my Account Current for _____, under the appropriation(s) or fund(s) indicated.

Forwarded July 26, 1960,

By John Doe
 (Name)

(Disbursing clerk or accountable officer)

Title Officer-in-charge

Date _____, 19____

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

D. O. VOU. NO. _____

Use continuation sheet(s) if necessary

Sub. VOU. NO. _____

U. S. Department of the Interior - Bureau of Indian Affairs
(Department, bureau, or establishment)

Voucher prepared at _____
(Give place and date)

Payee's Account No. _____ Discount Terms _____

TO _____
(Payee)

(Address)

PAID BY

82 IAM 6
Illustration 8

Contract No. _____ Date _____ Req. No. _____ Date _____ Invoice Rec'd. _____
Shipped from _____ to _____ Weight _____ Govt. B/l. No. _____

| No. and Date of Order | Date of Delivery or Service | ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary) | Quantity | UNIT PRICE | | AMOUNT |
|-----------------------|-----------------------------|---|----------|------------|-----|----------|
| | | | | Cost | Per | |
| 1787.41 | | Physical & Eye Exams. and Eye Glasses | | | | \$ _____ |
| | | E. Eye Exams. and/or Glasses \$ _____ | | | | |
| | | P. Physical Examinations \$ _____ | | | | |
| 1787.44 | | Shipment of Household Goods | | | | \$ _____ |
| 1787.45 | | Maintenance at Destination | | | | \$ _____ |
| | | A. Subsistence \$ _____ | | | | |
| | | B. Other Costs \$ _____ | | | | |
| 1787.46 | | Health Benefits | | | | \$ _____ |
| 1787.47 | | Tuition | | | | \$ _____ |
| 1787.48 | | Related Costs | | | | \$ _____ |
| 1787.49 | | Emergency Assistance | | | | \$ _____ |
| | | | | TOTAL | | |

PAYMENT:

COMPLETE

PARTIAL

FINAL

PROGRESS

ADVANCE

(PAYEE MUST NOT USE THIS SPACE)

DIFFERENCES _____

Amount verified; correct for _____
(Signature or initials) _____

† Approved for _____ = \$ _____

By _____

Title _____

Exchange rate _____ = \$1.00

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Authorized Certifying Officer) (Date)

Authorized Certifying Officer

THE REVERSE OF THIS FORM MUST BE EXECUTED WHEN PURCHASES ARE MADE OR SERVICES SECURED WITHOUT WRITTEN AGREEMENT IN ANY FORM

ACCOUNTING CLASSIFICATION (Appropriation Symbol must be shown; other classification optional)

14 2507 Education and Welfare Services, Bureau of Indian Affairs, 196 _____

1787.41 _____ 1787.47 _____

1787.44 _____ 1787.48 _____

1787.45 _____ 1787.49 _____

by _____

Check No. _____ on Treasurer of the United States

Check No. _____ on _____ (Name of Bank)

Cash, \$ _____, on _____, 19 _____ Payee _____

* When used in foreign countries, insert name of currency of country in which used.

† If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign on the line below "Approved for \$ _____", and over his official title.

Per _____

Title _____

FEDERAL GOVERNMENT VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

Use continuation sheet(s) if necessary

D. O. VOU. NO. _____

BU. VOU. NO. _____

Sub. Vou. No. _____

U. S. Department of the Interior -- Bureau of Indian Affairs
(Department, bureau, or establishment)

Voucher prepared at _____
(Give place and date)

Payee's Account No. _____ Discount Terms _____

TO _____
(Payee)

(Address)

PAID BY

82 IAM 6
Illustration 8A

Contract No. _____ Date _____ Req. No. _____ Date _____ Invoice Rec'd. _____
Shipped from _____ to _____ Weight _____ Govt. S/L No. _____

| No. and Date of Order | Date of Delivery or Service | ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary) | Quantity | UNIT PRICE | | AMOUNT |
|-----------------------|-----------------------------|---|----------|------------|-----|----------|
| | | | | Cost | Per | |
| | 1782.1 | Physical & Eye Exams. & Eye Glasses E. Eye Exam. and/or Glasses \$ _____ P. Physical Examinations . . \$ _____ | | | | \$ _____ |
| | 1782.4 | Shipment of Household Goods | | | | \$ _____ |
| | 1782.5 | Maintenance at Destination | | | | \$ _____ |
| | 1782.7 | Health Benefits | | | | \$ _____ |
| | 1782.8 | Emergency Assistance | | | | \$ _____ |
| | | | | TOTAL | | |

PAYMENT:

COMPLETE
PARTIAL
FINAL
PROGRESS
ADVANCE

(PAYEE MUST NOT USE THIS SPACE)

DIFFERENCES _____

Amount verified; correct for _____
(Signature or initials) _____

† Approved for _____ = \$ _____
By _____
Title _____
Exchange rate _____ = \$1.00

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

† _____ (Authorized Certifying Officer) _____ (Date)

Authorized Certifying Officer

THE REVERSE OF THIS FORM MUST BE EXECUTED WHEN PURCHASES ARE MADE OR SERVICES SECURED WITHOUT WRITTEN AGREEMENT IN ANY FORM
ACCOUNTING CLASSIFICATION (Appropriation Symbol must be shown; other classification optional)

14 2507 Education and Welfare Services, Bureau of Indian Affairs, 196 _____

1782.1 _____ 1782.7 _____
1782.4 _____ 1782.8 _____
1782.5 _____

paid by { Check No. _____ on Treasurer of the United States
Check No. _____ on _____ (Name of Bank)
Cash, \$ _____, on _____, 19 _____ Payee _____

* When used in foreign countries, insert name of currency of country in which used.
† If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign on the "low" "Approved for \$ _____", and over his official title.

Per _____
Title _____

Standard Form No. 1166
7 GAO 3120
1166-108

RECEIPT FOR CASH—SUBVOUCHER

Subvoucher No. _____

(To be used when invoice is not available)

Date _____

Received in cash from _____

_____ and _____ (\$ _____) for the following:

| QUANTITY | ARTICLES OR SERVICES | AMOUNT |
|----------|----------------------|--------|
| | Illustration 10 | |
| | 82 IAM 6 | |
| | | |
| | | |
| | | |

Vendor _____

Address _____

By _____
(Signature of Vendor/Agent)

Title _____

(DO NOT SIGN IN DUPLICATE)

APPROPRIATION AND ACCOUNTING CLASSIFICATION

PURPOSE (Project, etc.)

INTERIM RECEIPT FOR CASH

DATE 9/17/60

Received of Imprest Fund Cashier
\$ 1,000 for which I hold
myself accountable to the United
States.

/s/ Susie Brown
(Signature)
Alternate Cashier

NOTE TO SIGNER
Be sure this receipt is marked "VOID"
and returned to you when the transaction is
completed or the funds returned to the Cashier.

VOUCHER AND SCHEDULE OF PAYMENTS

U. S. DEPARTMENT OF THE INTERIOR

(DEPARTMENT OR ESTABLISHMENT)

| | | |
|--|---------------------------------|----------------------------|
| BUREAU OR OFFICE INDIAN AFFAIRS - PHOENIX AREA OFFICE | | |
| LOCATION OF TRANSMITTING OFFICE San Francisco, California | STATION NO. 14-20-450 | D.O. SYMBOL 3120 |
| APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT) 1412507 \$2375.00 | | |

D.O. Voucher No. _____

Bu. Schedule No. 464-61-10

| |
|--|
| PAID BY 82 IAM 6 Illustration 11 |
|--|

| BUREAU VOUCHER NO. <small>(1)</small> | PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION <small>(2)</small> | AMOUNT <small>(3)</small> | D.O. CHECK NO. <small>(4)</small> |
|---|--|------------------------------|--------------------------------------|
| 464-61-10 | Pay to Jane Smith, Cashier Golden Gate Building 25 Taylor Street San Francisco, California Make four (4) checks @ \$500.00 each and one (1) check @ \$375.00. | \$2375.00 | |

In accordance with authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

| | |
|--------------------|------------------|
| GRAND TOTAL | \$2375.00 |
|--------------------|------------------|

7/20/60
(Date)

/s/ Harry Jones
(Authorized certifying officer)

POWER OF ATTORNEY BY INDIVIDUAL FOR THE COLLECTION OF CHECKS DRAWN ON THE TREASURER OF THE UNITED STATES

82 IAM 6
Illustration 12

Know all Men by these Presents:

That the undersigned, JOHN NEZ, of
408 Flower Avenue, Tucson, Arizona, does hereby appoint S. H. Kress
(Post-office address)
Practical Nursing School, of 2900 S. 6th Avenue, Tucson, Arizona
(Post-office address)

as his attorney to receive, endorse, and collect checks payable to the order of the undersigned, drawn on the Treasurer of the United States, and to execute in the name and on behalf of the undersigned, all bonds, indemnities, applications, or other documents, which may be required by law or regulation to secure the issuance of substitutes for such checks, and to give full discharge for same, granting to said attorney full power of substitution and revocation, hereby ratifying and confirming all that said attorney, or his substitute, shall lawfully do or cause to be done by virtue hereof.

WITNESS the signature and seal of the undersigned, this 31st day
of August, 19 60.

/s/ John Nez [SEAL]
(Signature of grantor)

Personally appeared before me the above-named John Nez
known or proved to me to be the same person who executed the foregoing instrument, and acknowledged to me that he executed the same as his free act and deed.

WITNESS my signature, official designation, and seal.

[IMPRESS SEAL HERE]

/s/ Mary A. Jones
(Signature of attesting officer)

Notary Public
(Official designation)

Dated at Tucson, Arizona, this 31st day of August, 19 60

My commission expires January 1, 19 62.

IMPORTANT.—Do not execute this instrument without first reading the instructions on the reverse side hereof. Exact compliance with these instructions will avoid complications.

DEPOSIT
**POWER OF ATTORNEY BY INDIVIDUAL TO A BANK FOR THE COLLECTION OF CHECKS DRAWN ON THE
TREASURER OF THE UNITED STATES**

82 IAM 6
Illustration 13

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, JOHN NEZ, of
408 Flower Avenue, Tucson, Arizona, does hereby appoint
(Post-office address)

Valley National Bank
(A responsible banking institution or trust company must be named)
of P. O. Box 132, Tucson, Arizona, as his attorney to receive, endorse,
(Post-office address)

~~and collect~~ checks payable to the order of the undersigned, drawn on the Treasurer of the United States
and issued for maintenance grants
(State purpose for which checks are issued)

dated from September 1, 1960, to August 31, 1961, and to give full
(Time not to exceed 12 months)

discharge for same, hereby ratifying and confirming all that said attorney shall lawfully do by virtue hereof. This power of attorney is not given to carry into effect an assignment to the attorney, or to any other person, of the right of the undersigned to receive the above-described payments.

WITNESS the signature and seal of the undersigned, this 31st day of August, 1960
/s/ John Nez [SEAL]
(Signature of grantor)

Personally appeared before me the above-named John Nez known or proved to me to be the same person who executed the foregoing instrument, and acknowledged to me that he executed the same as his free act and deed.

WITNESS my signature, official designation, and seal.

/s/ Mary A. Jones
(Signature of attesting officer)

[IMPRESS SEAL HERE]

NOTARY PUBLIC
(Official designation)

Dated at Tucson, Arizona, this 31st day of August, 1960.

My commission expires January 1, 1962.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

March 17, 1958

MEMORANDUM

To: All Field Relocation Officers

From: Chief, Branch of Relocation Services

Subject: Use of Power of Attorney Forms 6569 - 82 IAM 5.5.3C.

It has come to our attention that in the mailing of Power of Attorney Forms 6569 with applicable U. S. Treasury Checks, some Field Relocation Officers are mailing such documents to Agency personnel for transmittal to suppliers rendering service on behalf of relocatees; whereas, others are sending them direct to payees.

Established procedures outlined under 82 IAM 5.5.3C prescribes that completed Forms 6569 and applicable U. S. Treasury Checks should be mailed direct to appropriate suppliers of service. Therefore, unless Central Office authority is obtained to deviate from established procedures, mailing of such documents to Agency personnel should be discontinued.

Charles F. Miller
Charles F. Miller
Chief, Branch of Relocation Services

Noted - RUC
4/2/58

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

Air Mail

June 23, 1958

Memorandum

To: All Area Directors

From: Assistant Commissioner (Economic Development)

Subject: Memorandum to All Field Relocation Offices and
Disposition of Unused Supplies of Snap Out Type
Transportation Requests at Agency Jurisdictions

A supply of Memorandum to All Field Relocation Offices which outlines procedures to be utilized during Fiscal Year 1959 for the following was sent to you on June 20.

1. Payments for medical examination when private doctors perform the service.
2. Transportation by Common Carrier.
3. Transportation by Personally Owned Automobile.
4. Subsistence Enroute.

Beginning July 1, 1958, the regular type Government Transportation Request (Standard Form 1169) will be used for transportation of applicants to destination points. The Snap Out Type previously used will be discontinued and unused supplies on hand are to be returned to the Central Office. These are stamped Phoenix Area Office in the space provided for billing. On and after July 1, 1958, Billing should be made to the appropriate area accounts and should be so indicated on all Standard Forms 1169 used after that date.

Thomas M. Reid
Thomas M. Reid
Assistant Commissioner
(Economic Development)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

Air Mail

June 20, 1958

Memorandum

To: All Field Relocation Officers
From: Chief, Branch of Relocation Services
Subject: Grants for Subsistence Enroute and Transportation
via Personally Owned Automobile, Month of July, 1958

Confirming our discussion of this topic of the recent meeting of Field Relocation Officers held in Denver, Colorado, the following procedure will apply.

1. Funds for subsistence enroute, transportation and medical examinations are being allotted to each area jurisdiction beginning July 1, 1959 (for FY 1959 operations).
2. In view of the fact that Field Relocation Offices have been or will be scheduling relocations for July arrival, funds for subsistence enroute and transportation via personally owned automobile will be arranged for, ordered by, and charged to Field Relocation Office funds during the month of July, 1958. This procedure is deemed necessary inasmuch as agency jurisdictions will not have sufficient time to arrange for delivery of Treasury Checks to meet pre-scheduled departure dates.
3. During the month of July, 1958, agency jurisdictions will provide departing relocatees with the following:
 - a. Transportation via common carrier (by use of Government Transportation Request and charging to appropriate area accounts).
 - b. Costs of medical examinations when public health facilities are not used and private doctors perform the service. Charge to appropriate area accounts.

4. Beginning on August 1, 1958 and continuing thereafter,
Agency jurisdictions will arrange for and provide the
following:

- a. Medical examinations (when costs are involved).
- b. Transportation via common carrier utilizing
Government Transportation Requests.
- c. Treasury Checks for subsistence enroute.
- d. Treasury Checks for transportation when the
relocatee is traveling via personally owned
automobile.

Charge a, b, c, and d to appropriate area accounts.

Upon receipt of these instructions Field Relocation Officers
will review July scheduling thus far established and make certain that
funds have been requested. When this review has been accomplished each
agency jurisdiction must be advised to this effect. Likewise, when
scheduling for July arrivals that are made subsequent to this memorandum,
in each instance Field Relocation Offices will confirm to the agency
the fact that appropriate Treasury Checks have been ordered.



Charles F. Miller
Chief, Branch of Relocation Services

Copies to All Area Directors for distribution to
Agencies under their jurisdiction.

Cullen Felt

In reply refer to:
Relocation Services

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

June 18, 1958

Air Mail

Memorandum

To: Area Directors (Attention: Relocation Services)

From: Assistant Commissioner, Economic Development

Subject: Consideration of Individuals under 18 Years of Age as Applicant for Adult Vocational Training Services

The question was raised during the Denver Conference as to whether an individual under 18 years of age could be considered as an applicant for Adult Vocational Training Services. In order to provide guidance in this matter, the following policy will be observed:

1. An individual who is under 18 years of age and is the head of a family may be considered for Adult Vocational Training Services provided, upon administrative review by the appropriate officers the individual is otherwise determined to be eligible and is approved for services. Included in this interpretation are single persons having dependents, divorcees, widows and unmarried mothers.
2. Applications for individuals under 18 years of age who do not fall in the above-mentioned categories may be approved but the arrival date should be on or after their eighteenth birthday.

Financial assistance to those individuals in category 1 above is granted on the basis of a family unit. Financial assistance to individuals in group 2 is granted on the single unit basis.

/s/ Thomas M. Reid
Assistant Commissioner
Economic Development

In reply refer to:
Relocation Services

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

June 4, 1958

Memorandum

To: Area Directors (Except Sacramento, Juneau and Anadarko)
From: Assistant Commissioner, Economic Development
Subject: Numbering and Inventorying of "Adult Vocational Training Course"
Announcements

During the recent Denver conference, we discussed the subject of numbering and inventorying the "Adult Vocational Training Course" announcements. It was agreed that a continuing numbering system should be put into effect to assist in providing complete and up-to-date information as to courses approved for each office.

To initiate this system, and assure a complete record of all training courses offered in each Area, you are requested to number the "Authorized Vocational Training Course" announcements approved by you. The announcements should be numbered consecutively, beginning with the code for your Area, fiscal year in which approved, plus the number "1", and continuing in order of their approval. The numbering should be continuous despite the change in fiscal year. The code for your Area Office and number assigned to the course should be shown in the upper right-hand corner of the standard format for the "Authorized Vocational Training Course" announcement. The codes to be used by the respective Area Offices are as follows:

| | | | |
|----------|-----|-------------|-----|
| Aberdeen | AB- | Minneapolis | MI- |
| Billings | BI- | Phoenix | PH- |
| Gallup | GA- | Portland | PO- |
| Muskogee | MU- | | |

After all courses have been numbered, please prepare a complete list of your approved courses in accordance with the following example of format and submit to this office before July 1, 1958.

ABERDEEN AREA OFFICE

| <u>Office Code--Fiscal Year--Number</u> | <u>Name of Course</u> | <u>DOT Number</u> | <u>Date Approved</u> |
|---|-----------------------|-------------------|----------------------|
| AB-58-1 | Auto Body Repair | (5-81) | Feb. 1958 |

Subsequent courses approved in the Areas should be numbered in sequence and the information copy of the announcement should bear the number assigned. Please submit with your list a copy of each course announcement, with the number assigned thereon.

Your cooperation is very much appreciated.

Thomas M. Reid
Thomas M. Reid
Assistant Commissioner
Economic Development

In reply refer to:
Relocation Services--VT

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

May 7, 1958

Memorandum

To: All Area Directors (Attention: Relocation Services)
All Field Relocation Officers

From: Assistant Commissioner, Economic Development

Subject: Vocational Training for Practical Nurses, Laboratory Technicians
and Medical Technicians

Some applications have been received for Adult Vocational Training for the above objectives. Training in these fields is frequently available in private, local, county, state and Federal Government facilities, and at some institutions. In many instances the training facility provides training services only to meet its own needs for employees.

In order to provide guidance in the processing of applications for this type of training, the following policy would appear to meet the need:

When the course of instruction is for employment by the facility in which the training is given, it shall be considered as "On-the-Job" training. The regulations and procedures set forth in the Manual applicable to "On-the-Job" training shall be used.

When the course of training is at an institution and is for the purpose of placing the students elsewhere than the facility in which trained, it will be considered "Institutional" training, and the regulations and procedures set forth for such training are to be used.

Occasionally there are facilities which combine training at the institution with actual "On-the-Job" work assignments. These types of situations are "Institutional" training, since the enrollment by the student is made at the school and work assignment is a definite part of the school program.

If any further questions occur to you, please advise this office.

Thomas M. Reid
Thomas M. Reid
Assistant Commissioner
Economic Development

In reply refer to:
Relocation Services

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

May 12, 1958

Air Mail

Memorandum

To: Area Directors

From: Assistant Commissioner, Economic Development

Subject: Distribution of "Authorized Vocational Training Course" Announcement (Previously referred to as "Release")

This is with further reference to the memorandum of April 22, 1958, to all Field Relocation Officers, subject: "Distribution of "Authorized Vocational Training Course" Releases (Revised)", copy of which was sent to all Area Directors, and to our memorandum to you of April 18, subject: "Distribution of "Authorized Vocational Training Course" material".

To simplify and make uniform the distribution of the announcement, the Field Relocation Offices have been requested to furnish 3 copies each of the "Authorized Vocational Training Course" direct to each Agency and Area Office. The Manual revision, when it is released, will contain instructions to this effect.

Please continue to provide the Central Office with 2 copies of each course approved for training services within the Areas, on the announcement format released with our memorandum of April 22, 1958.

Your cooperation is appreciated.

Thomas M. Reid
Thomas M. Reid
Assistant Commissioner
Economic Development

In reply refer to:
Relocation Services--VT

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

April 28, 1958

Memorandum

To: All Area Directors (Attention: Relocation Services)
All Field Relocation Officers

From: Acting Assistant Commissioner, Economic Development

Subject: Policy re Training for Two Family Members

In several instances a question has been asked as to whether or not both the husband and wife are eligible for vocational training at the same time. In order to furnish you some guidance on this subject until the pending Manual Release covering this is received, the following interpretation is given:

82 IAM 16.4.3 reads in part:

"...Accepted single applicants and family groups in which the family heads are accepted applicants may be granted financial assistance..."

This is interpreted to mean that only the head of the family will receive training. An unmarried adult over 18 years of age who applies for Adult Vocational Training Services will be considered as a single applicant.

Further interpretation of this section is needed with regard to whether the wife is eligible as a family head while still part of the family under the following circumstances:

(1) If the husband is permanently incapacitated, the wife is considered to be the head of the family, and may be considered for training within eligibility requirements.

(2) When the husband is in the military service and the term of the military service will end in the foreseeable future, the wife should not be considered for training.

(3) Where the husband is unemployed, and is ineligible for vocational training by reason of his failure to meet the necessary educational requirements, the wife should not be considered as the head of the family. Rather, the approach in such cases should be for the Agency Office to seek the assistance of the Bureau's Adult Education Training Program to bring the husband's educational level up to the standard where it would meet the vocational training educational requirements.

(4) Where the husband is in the custody of a penal institution for a prolonged period of time, the eligibility of the wife as a family head should be determined on an individual basis. As an example, if a divorce is imminent, or the intention, the wife may be considered as the head of the family, and circumstances may warrant considering her for a full training program. Where the wife intends to be reconciled upon completion of the "sentence", then she probably would not be eligible for vocational training.

A handwritten signature in cursive script, appearing to read "H. B. Jenkins".

H. B. Jenkins
Acting Assistant Commissioner

In reply refer to:
Relocation Services

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

30-101

April 22, 1958

Air Mail

Memorandum

To: All Field Relocation Officers

From: Chief, Branch of Relocation Services

Subject: Distribution of "Authorized Vocational Training Course" Releases
(Revised)

This memorandum supersedes and revises our memorandum of April 18, 1958, above subject. There seems to be need for clarification concerning the preparation and distribution of the release titled "Authorized Vocational Training Course". The following is the procedure which should be followed:

1. Original copy of the criteria (82 IAM 15.14) and original and one copy of the "Authorized Vocational Training Course" should be submitted to the Central Office for review and approval, together with supporting documents and literature.

The format to be used for the "Authorized Vocational Training Course" release is shown on the enclosure. You will note that provision has been made for recommendation of approval by the Field Relocation Officer, and approval by the Chief, Branch of Relocation Services.

2. Upon receipt of the "Authorized Vocational Training Course" and criteria, the Central Office will review and notify you of approval or disapproval. Upon approval, the duplicate copy of the "Authorized Vocational Training Course" release will be signed and returned to your office with Inter-Office Transmittal Form 5-388. Disapprovals will be transmitted by letter.
3. When Central Office approval is given, the entire "Authorized Vocational Training Course" will then be reproduced by the responsible Field Relocation Office. The corrections, if any, as indicated on the copy returned by the Central Office, should be made when the material is typed for reproduction. Distribution is to be made direct to:

(a) All Area Offices

- (b) All Agency Offices, where the Relocation Services program is in operation.
- (c) All Field Relocation Offices
- (d) 2 copies to Central Office

As revisions are made, perhaps involving changes in entry qualifications, fees, registration dates, employment opportunities, wage earnings, etc., copies should be prepared and distributed as indicated in par. 3. In such instance, it is not necessary to secure Central Office advance approval, since the course has already been approved.

You will receive at a later date a formalized distribution sheet showing the number of copies to be sent to each jurisdiction. If there are any questions concerning this procedure, please advise this office.

Please destroy our memorandum dated April 18, 1958, on this subject.



Charles F. Miller

Chief, Branch of Relocation Services

Enclosure

Copy to All Area Offices

NAME OF COURSE AND OCCUPATIONAL CLASS. NO.
Name of Field Relocation Office

DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
BRANCH OF RELOCATION SERVICES

AUTHORIZED VOCATIONAL TRAINING COURSE

I. Occupation

TITLE OF COURSE (in caps)

a. Duties and Working Conditions

b. Entry Qualifications

Education:

Physical:

Aptitude/Skills:

Interests:

Other:

II. Training Facility

TITLE AND ADDRESS OF FACILITY (Title of School in caps)

a. Registration Dates:

b. Accreditation:

c. Length of Training: (Show number of months, as well as hours a day
and days a week)

d. Required Related Training:

e. Training Costs:

f. Other:

III. Employment Opportunities

a. Employment Requirements:

Union Membership:

License:

Certificate:

b. Anticipated Earnings:

Starting Wage:

Wage Range:

IV. General

Approval Recommended:

Field Relocation Officer

Date _____

APPROVED:

Chief, Branch of Relocation Services

Date _____

In reply refer to:
Relocation Services-AT

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

March 17, 1958

Air Mail

Memorandum

To: All Area Directors

From: Acting Assistant Commissioner, Economic Development

Subject: Scheduling and Course Enrollment Forecast

Numbers of applications for Adult Vocational Training at some Field Relocation Offices are building up very rapidly, while at other offices, relatively fewer applications are being received. In view of the heavy flow of applications for this service which is expected during the next few months, this concentration of applications at a few offices may delay service to applicants. We are attempting to remove this pressure by two means:

1. Adult Vocational Training Services will be made available through additional Field Relocation Offices as soon as possible.
2. Each Field Relocation Office offering Vocational Training Services will furnish to each Agency Relocation Officer a bi-weekly report of "Scheduling and Course Enrollment Forecast." (Sample form attached).

By using this type of information in counseling and planning interviews with applicants, it is felt that

1. Applicants can be served more quickly.
2. The work load at Field Relocation Offices can be distributed more evenly.
3. Agency Relocation Officers may plan more realistically with applicants, considering a greater variety of courses available at more locations.


Acting Assistant Commissioner
Economic Development

Enclosure

FIELD RELOCATION OFFICE

Name

Date _____

ADULT VOCATIONAL TRAINING
SCHEDULING AND COURSE ENROLLMENT FORECAST

PART I

1. Number of Adult Vocational Training Units scheduled for future arrival. _____
2. Number of applications for Adult Vocational Training on hand but not yet scheduled for arrival. _____
3. Remarks:

Signature

Title

(See Part II, reverse side of page)

PART II

| Name of Course | Can Applicants be Scheduled for Prompt Enrollment | | | | If enrollment is delayed, give approx. date applicant can expect to enroll in course |
|--------------------------------|---|----|-------------|----|--|
| | Single | | Family Unit | | |
| | Yes | No | Yes | No | |
| Automobile Mechanic | | | | | |
| Auto Body Repairman | | | | | |
| Baker | | | | | |
| Barber | | | | | |
| Beauty Operator | | | | | |
| Bookkeeper | | | | | |
| Cabinetmaker | | | | | |
| Carpenter | | | | | |
| Clerk | | | | | |
| Cook | | | | | |
| Comptometrist | | | | | |
| Dressmaker | | | | | |
| Dry Cleaner | | | | | |
| Draftsman | | | | | |
| Electrical Appliance Repairman | | | | | |
| Electronics (Industrial) | | | | | |
| Laboratory Technician | | | | | |
| Machinist | | | | | |
| Practical Nurse | | | | | |
| Radio & TV Repairman | | | | | |
| Sewing Machine Operator | | | | | |
| Stenographer | | | | | |
| Welder | | | | | |
| | | | | | |
| | | | | | |

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

March 26, 1958

Air Mail

Memorandum

To: ALL Area Directors

From: Assistant Commissioner, Economic Development

Subject: Requests for Approval of Additional Courses for Adult Vocational Training Services

It is recognized that the listings of Authorized Vocational Training Courses available at the various Field Relocation Offices do not meet the needs of all applicants for Adult Vocational Training Services. Agencies will, from time to time, receive information about additional approved courses.

If after counseling with an applicant, a training objective is agreed upon, for which no approved course of training is listed, the Agency Relocation Officer should request information from the Field Relocation Officer as to whether such a course can be approved in the location at which the applicant wishes to take the training. It is expected that on the basis of those requests, courses of training which meet existing standards can be found and approved to meet the needs of the applicants.

Thomas W. R. R. R.
Assistant Commissioner
Economic Development

Ditto

Copy to each Area and
Field Relocation Office

100-101

March 7, 1950

Mr. Maynard Gage
Field Relocation Officer
Bureau of Indian Affairs
Room 215, Thayer Building
577 14th Street
Oakland 12, California

Dear Mr. Gage:

The copy of the application for David Paul Jones, received from the Gallup Area, and forwarded to this office with your letter of January 30, 1950, has been carefully considered.

The procedure as described by the Bureau of Indian Affairs Manual for Adult Vocational Training Services requires that an application for training may be approved only after it has been determined that the applicant is in need of training in order to obtain reasonable and satisfactory employment. Based on this determination, and other factors, the Agency Superintendent authorizes "Primary selection" of an applicant. Following this, the Area Director authorizes final selection of the applicant for training. The application is then forwarded to a Field Relocation Office.

It is our opinion that the Field Relocation Officer should not concern himself with whether the applicant meets the eligibility and need requirements. This has been considered carefully, and the determination has been made by qualified personnel who have a personal knowledge of all factors relating to the individual applicant. When considering an application, the Field Relocation Office must make the determination whether a suitable course of training can be provided for this particular applicant, and notify the Agency Relocation Officer who originated the application.

Failure by a Field Relocation Officer to accept an applicant for training will be based on inability to provide for entry into a suitable course of training, and will not be based on a determination of "need" or "eligibility". Final consideration of these factors is completed at the Area level.

If a review of the applications for Adult Vocational Training being received shows a wide variance of interpretation of need for training, Central Office personnel will discuss the matter with Area Directors and Area Relocation Specialists, and offer all possible assistance and advice on this subject.

Sincerely yours,

Sgd. CHARLES F. MILLER
Charles F. Miller
Chief, Branch of Relocation Service

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

RELOCATION SERVICE
Relocation Services

March 25, 1958

Memorandum

To: Field Relocation Officers (Oakland, Chicago, St. Louis,
Denver, Dallas, Los Angeles)

From: Acting Chief, Branch of Relocation Services

Subject: Combination of benefits under Public Law 959 with training
benefits under other programs.

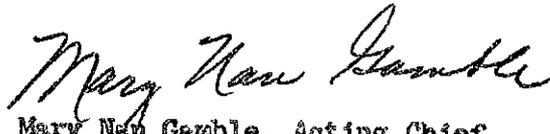
This office has received a number of inquiries concerning the possibility of combining the financial assistance benefits available to certain applicants under Public Law 959 and another program, such as the training program provided by the Veterans Administration.

It is not intended that Public Law 959 will be used to supplement the payments made to trainees under another program. Each case must be considered on an individual basis to determine:

1. Is the applicant eligible for satisfactory training and services from a source other than Public Law 959, and
2. Can adequate financial assistance be provided during the period of training other than by Public Law 959?

Services under Public Law 959 will not be necessary if the other training opportunity meets both of the above criteria. If both of the above criteria are not met, the applicant could be considered for training under Public Law 959, but consideration will not be given to combining the services and financial benefits available through the two sources.

Instances not falling clearly into the above categories, should be referred to the Central Office with complete documentation for decision.


Mary Nan Gamble, Acting Chief
Branch of Relocation Services

Copy to: All Area Directors for distribution to agencies.

Field Relocation Officers (Cincinnati, Cleveland, Joliet,
San Francisco, San Jose, Waukegan)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

Relocation Services

March 25, 1958

Memorandum

To: Field Relocation Officers (Oakland, Chicago, St. Louis,
Denver, Dallas, Los Angeles)

From: Acting Chief, Branch of Relocation Services

Subject: Basic consideration for implementing the Program of Adult
Vocational Training Services.

There are a few rather basic principles to be considered in effective operation of an Adult Vocational Training Program of which we feel that all personnel in Relocation Services must be aware if we are to accomplish the tremendous job of effectively serving the number of people who are expected to apply for this service this fiscal year. Some of the principles necessary to consider in establishing this program are:

1. The primary functions of Relocation Services (Adult Vocational Training) personnel in this program will be of two types:

a. Administrative in nature -- to make the training available to eligible applicants, by informing them of training opportunities, assisting them to the place of training, helping them to solve problems of adjustment to living in the new locality, and assistance in finding employment after training.

b. Assistance in selection of a course of training -- to provide the applicant with information and assistance which will enable him to select the course of training which is best suited to his particular needs.

Once the course has been selected, we must rely on the personnel and the facilities available to all students at the place of training to perform the academic functions relating to training. Our staff in Relocation Services is not in general expected to be academically trained to provide these services. We are experienced in administering such a program. Acceptance of this principle makes it mandatory that we approve for training only those courses at well-established reputable facilities, which, upon completion, will establish the trainee as employable in that field.

2. From the standpoint of our own internal organization in the Branch of Relocation Services, we must accept the fact that Adult Vocational Training is an integral part of Relocation Services, and not a separate program. At the Agency and Area levels, the same basic services are offered to all applicants, and the application may be referred for either relocation or training. Staff at Field Relocation Offices may well consider that some persons relocate for immediate employment, while others relocate for training to be followed by employment. The basic problems are the same, and the same staff will provide the necessary services to all.

A small staff, assigned to Adult Vocational Training Services, can provide those special services relating directly to the training program, in the same manner that other staff members may specialize in other fields.

3. Acceptance of this second principle points up the fact that most trainees under Public Law 959 are the same type of people to whom we have for several years been giving services as relocatees. Some relocatees are eligible for, and will receive Adult Vocational Training Services. Others who are not, may be eligible for Relocation Services.

In general, applicants for Adult Vocational Training Services will have the same educational level, the same work history, the same level of skills, and the same attitudes as do applicants for Relocation Services. However, by coordinating the efforts of both Relocation Services and the school facilities, for a longer period of time, we should expect a relatively higher degree of success.

4. In order to serve the needs of as many applicants as possible, we must offer a wide variety of courses at a number of locations. It will be the responsibility of Area Relocation Specialists and Field Relocation Officers to exert every effort to make available courses of training to meet the needs of applicants, keeping in mind the requirements mentioned in the last paragraph of Number 1 above. At times, developing a suitable course of training will require extra effort, but failure to do so may deprive an entire family of an opportunity to which they are entitled.

Agency Relocation Officers will request assistance in recommending approved courses to meet these individual needs.

We recognize that there are many questions and problems which remain unanswered, but perhaps some of these general statements will be helpful in the formative stages of this program.



Mary Nan Gamble, Acting Chief
Branch of Relocation Services

Copy to: All Area Directors for distribution to agencies.

Field Relocation Officers (Cincinnati, Cleveland, Joliet,
San Francisco, San Jose, Waukegan)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

RELOCATION SERVICES
Relocation Services

March 25, 1958

Memorandum

To: All Field Relocation Officers

From: Acting Chief, Branch of Relocation Services

Subject: Further interpretation of policy on acceptance of applicants for Adult Vocational Training Services.

You were recently furnished with a copy of a letter written to the Oakland Field Relocation Office dated March 7, 1958, relating to acceptance of an application for Adult Vocational Training Services. We believe that this subject is of sufficient importance to warrant additional explanation and consideration.

The terms eligibility and need as relating to Public Law 959 are defined in Section 48.3, Part 48, Subchapter F, Chapter 1, Title 25 CFR. Eligibility for Relocation Services has always been determined at the Agency and Area level. There seems to be no question that eligibility for Adult Vocational Training Services must also be determined at the Agency and Area level.

Need for Adult Vocational Training Services is more intangible and difficult to define. Agency Relocation Officers will gather all information relating to the applicant's education, training, work experience, level of employment, etc., and will present for acceptance only those applicants determined to be in need of training.

If an applicant for Adult Vocational Training Services has previously received Relocation Services, the application will be given the same careful consideration that is given to an applicant for a second grant of assistance for Relocation Services, including information from the Field Relocation Officer concerning the record of the first relocation attempt. All of these factors will be considered in the primary selection and final selection at the Agency and Area level.

The application is then referred to the Field Relocation Officer or to the Area Relocation Specialist depending upon the location of the training facilities.

At this point consideration must be given as to whether a suitable course of training can be provided for this applicant. This decision must be made on an individual basis. It may be that after the application is reviewed with the officials of the proposed school or training facility, the Vocational Training Counselor will need to ask the Agency Relocation Officer for more information or will need to exchange information concerning enrollment of the applicant in the course of training.

It is possible that from this exchange of information, a change in the training objective will be agreed upon to a course more suited to needs of the individual. After such an exchange of information, it may be decided that no course of training can be provided at this location which will establish employability at a suitable level for that particular applicant. However, inability to accept an applicant at the Field Relocation Office level will be based on this factor and not on the factors of need and eligibility for training. In these instances all personnel concerned must expedite their actions in the final selection of a place of training and course of training without undue delay.

On this basis, Agency, Area, and Field Relocation Office personnel will be working cooperatively to meet the needs of the individual applicant.



Mary Nan Gamble, Acting Chief
Branch of Relocation Services

Copy to: All Area Directors for distribution to Agencies.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

Relocation Services

Memorandum

November 26, 1957

To: All Area Directors

From: Acting Assistant Commissioner (Economic Development)

Subject: Issuance of Government Transportation Requests - Adult Vocational Training Services.

The Commissioner's letter dated November 14, 1957, outlined the basic policy relating to Adult Vocational Training Services and that such services would be made available to eligible Indians at training institutions located within their state of residence, funds for which will be administered by Area Offices; and through three Field Relocation Offices located at Chicago, Illinois; Oakland, California; and St. Louis, Missouri.

Transportation to destination points for trainees and their families traveling to Field Relocation Office jurisdictions by common carrier will be purchased through use of snap-out type Transportation Request Forms 1169, 1169a, 1169b, and 1169c as in the case of relocatees. The various copies are to be routed in accordance with instructions attached to our letter dated September 28, 1956, to all Area Directors in connection with Relocation Services. Under "Fiscal Data" on the transportation requests, enter appropriation No. 1482507, and the unit and account No. for the Field Relocation Office concerned as follows:

| | |
|-----------|-------------|
| Chicago | 466-1769.15 |
| St. Louis | 469-1769.15 |
| Oakland | 471-1769.15 |

Transportation for trainees going to destination points within state of origin other than Field Relocation Offices, will be purchased by use of transportation requests from regular transportation books, inserting the name and address of Area Office to be billed, and under "Fiscal Data" insert applicable area unit No. followed by cost account No. 1769.15.


Acting Assistant Commissioner

*This memo supersedes
October 9, 1957 memo.
p. 2.*

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

November 14, 1957

Memorandum

To: All Area Directors

From: Acting Assistant Commissioner

Subject: Policy Relating to Adult Vocational Training Services

The following outline of basic policy is established to provide information essential to implementing the program of Adult Vocational Training.

GENERAL

An Act of the 84th Congress, 2nd Session (70 Stat. 936), known as Public Law 959, authorizes a program of vocational training to help Indians secure reasonable and satisfactory employment.

The kinds of training which may be made available to qualified Indian applicants accepted for training through a guidance and counseling procedure, are defined as:

- (a) Full-time institutional vocational training available in approved courses in established schools, except sectarian, which have recognized reputations in vocational education and in successfully obtaining employment for vocational graduates in their respective fields of training.
- (b) Apprenticeship training for objectives formally recognized by industry and labor as leading to skilled employment, available through approved courses in corporations, associations, and establishments where training programs have been in operation for a minimum of one year prior to participation in this program.
- (c) On-the-job training for objectives recognized by industry and labor as leading to skilled employment, available through approved courses in corporations, associations, and establishments where training

programs have been in successful operation for a minimum of one year prior to participation in this program.

- (d) Employment-training on the job in new industries activated near reservations, available in accordance with approved contractual agreements developed through the efforts of the Branch of Industrial Development.

Policies and procedures for administering counseling and guidance services, full-time institutional, apprenticeship, and on-the-job training in a manner to avoid distortion of the purpose of securing reasonable and satisfactory employment for beneficiaries, and to prevent other abuses devolving from contra-distinctive pressures, are contained in 82 IAM 15, 16, and 17.

Relocation Officers at Agency, Area Field Offices, Subagency, or District Offices, and Area Relocation Specialists, have dual responsibilities covering both Relocation Services functions and Adult Vocational Training Services functions.

Field Relocation Offices at Chicago, Illinois, Oakland, California, and St. Louis, Missouri, will provide Adult Vocational Training Services to applicants accepted from Area jurisdictions. Full-time institutional, apprenticeship, and on-the-job training services are available through these three offices.

Copies of information covering approved institutional courses available at these locations have been distributed to all jurisdictions. Additional courses within the scope of the Act, can be approved as needed.

ADULT VOCATIONAL TRAINING SERVICES WITHIN THE ^{Area} ~~STATE~~ OF ORIGIN *

Applicants desiring vocational training within the State of origin may be accepted for such training by the Area Office when:

- A. Courses of institutional vocational training are approved by the Area Director, in accordance with provisions of 82 IAM 15, and information as set forth in 82 IAM 15.14 is furnished the Central Office for each approved course; or
- B. Courses of apprenticeship training are approved by the Area Director, in accordance with provisions of 82 IAM 15.2 (48.6) and a copy of the complete training program for each applicant entered into such training as set forth in 82 IAM 15.9.2 showing the title of the supervisory authority, is furnished to the Central Office; or

* See J. N. Lowe's memo² of January 8, 1958.

C. Courses of on-the-job training are approved by the Area Director, in accordance with provisions of 82 IAM 15.10 and a copy of the complete training program for each applicant entered into such training as set forth in 82 IAM 15.9.2, showing the title of the approving authority, is furnished to the Central Office.

Guidance and counseling services to trainees receiving training within the State are limited to services that may be provided by existing Relocation Services employees or assigned to other personnel by the Area Director.

Grants for financial assistance for all categories of financial assistance except for health services may be made to in-State trainees in accordance with procedures outlined in 82 IAM 16. Area Directors will request funds from the Central Office on the basis of the number of applicants accepted for training within the State of origin.

Functions assigned in 82 IAM 15, 16, and 17 as responsibilities of the Field Relocation Officer will be the responsibility of the Area Relocation Specialist for applicants accepted for training in the State of origin.

SPECIAL PROVISIONS

Applications may be taken from eligible Indian individuals or family heads in accordance with Bureau of Indian Affairs Manual procedures at all field jurisdictions where Agency Relocation Offices are established or from any other jurisdiction which may be served by such offices. It should be noted here that the process of taking of an application involves the assembling of information in the course of several counseling and guidance interviews as it is very important that information be factual and complete before a determination can be made as to acceptance of the applicant for training services.

Preference will be given to unemployed or under-employed applicants who need training to get satisfactory jobs. Since only a limited number of persons can be selected for training, it will be necessary to consider whether the applicant will be able to take full advantage of this opportunity. The applicant's general past record, such as employment, and school record and his present activities, including self-improvement, will be carefully reviewed to determine whether he has the potentials of personally benefiting and can use the training to secure reasonable and satisfactory employment.

Because of the limited funds available, the number of applicants that may be accepted and placed in training during this fiscal year is also limited. The following schedule of estimated number of applications for full-time institutional training that may be accepted by areas is to be used as a preliminary guide for this fiscal year and

may be adjusted as experience dictates

| | |
|-------------|----|
| Aberdeen | 60 |
| Ansdarho | 40 |
| Billings | 30 |
| Gallop | 60 |
| Janeau | 10 |
| Minneapolis | 40 |
| Muskogee | 60 |
| Phoenix | 45 |
| Portland | 35 |
| Sacramento | 20 |

This memorandum cancels and supersedes memorandum of October 9, 1957, "Adult Vocational Training Program, Fiscal Year 1958".

/s/ H. B. Jenkins
Acting Assistant Commissioner

IN REPLY REFER TO:
Relocation Services
Y21 71.11

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

October 9, 1957

Memorandum

To: ALL Area Directors

From: Acting Assistant Commissioner

Subject: Adult Vocational Training Program, Fiscal Year 1958

The complexities and responsibilities in planning and developing the program of Adult Vocational Training Services to implement P. L. 959 are many and varied. The following outline of basic policy will be helpful in providing information necessary to carry out the program in its initial phases this year.

1. The appropriation of \$1,500,000 for fiscal year 1958 does not permit the full implementation of the program. The necessity of limiting the regular budget request for fiscal year 1959 to \$1,000,000 calls for additional restrictive consideration in relation to the extent to which the 1958 program can be implemented. The 1959 budget will carry an over-ceiling request for an additional \$2,500,000, but it does not seem to be feasible to plan at this time for the use of these funds. The act carries with it a restriction that not more than one-seventh of the appropriation may be used for administrative purposes.

2. The kinds of training which may be made available to qualified Indian applicants may be defined as: a. full-time institutional vocational training; b. apprenticeship vocational training; and c. on-the-job training.

3. On-the-job training for fiscal year 1958 will be limited to industrial development projects where contractual relationships are established and approved.

4. Apprenticeship training services will be limited in number and will be handled on a special individual recommendation basis through the Central Office during fiscal year 1958.

5. As indicated in item (1) the funds available will permit full-time institutional training services on the basis of approved courses at four locations. These four points are Okmulgee, Oklahoma (single persons only); and three Field Relocation Offices, Chicago, Illinois; Oakland, California; and St. Louis, Missouri. All unmarried persons, male or female, will receive training at Okmulgee, Oklahoma, providing an approved course of training is available. All family units and such singles for whom there is not an approved course at Okmulgee will receive

This memo is cancelled and superseded by 11-14-57 memo. B.C.

Oct 9 1957
MEMORANDUM

training at one of the Field Relocation Offices. Procedures are being developed to permit return transportation for trainees to the reservation or vicinity, providing a bona fide and verified job exists, which is in accordance with the training objective. Copies of training courses approved at this time for these locations were mailed to all jurisdictions last week. Others will be issued as need develops.

6. Applications may be taken from eligible Indian individuals or family heads in accordance with BIA Manual procedures at all field jurisdictions where Agency Relocation Offices are established or from any other jurisdiction which may be served by such offices. It should be noted here that the process of taking of an application involves the assembling of information in the course of several counseling and guidance interviews as it is very important that information be factual and complete before a determination can be made as to acceptance of the applicant for training services.

7. Because of the limited funds available, the number of applicants that may be accepted and placed in training during this fiscal year is also limited. The following schedule of estimated number of applications for full-time institutional training that may be accepted by areas is to be used as a preliminary guide for this fiscal year and may be adjusted as experience dictates.

| | |
|-------------|----|
| Aberdeen | 60 |
| Anadarko | 40 |
| Billings | 30 |
| Gallup | 60 |
| Junesu | 10 |
| Minneapolis | 40 |
| Muskogee | 60 |
| Phoenix | 45 |
| Portland | 35 |
| Sacramento | 20 |

8. In the Muskogee Area the functions assigned to Manual Chapters, 82 IAM, 15, 16, and 17 as responsibilities for the Field Relocation Offices will be the responsibility of the Area Relocation Specialist.

This memorandum cancels and supersedes memorandum of August 28, 1957, of the same subject.

/s/ Homer B. Jenkins
Acting Assistant Commissioner

/ 22 P. R. 4767 /
July 6, 1957

Mullen

(ORDER 2508 Amtd. 22)

BUREAU OF INDIAN AFFAIRS

NOTED:
Area
Director

DELEGATIONS OF AUTHORITY WITH RESPECT TO VOCATIONAL TRAINING PROGRAM

July 1, 1957.

Order No. 2508, as amended (14 P.R. 258), is further amended by the addition of a new section, reading as follows:

Sec. 33. Vocational training. (a) Except as provided in paragraph (b) of this section, the Commissioner of Indian Affairs may exercise, in accordance with the provisions of 25 CFR Part 48, the authority of the Secretary under the act of August 3, 1956 (70 Stat. 986, 25 U.S.C. 309), with respect to the administration of a program of vocational training for adult Indians.

(b) The authority granted in paragraph (a) of this section shall not include authority to:

- (1) Prescribe rules and regulations.
- (2) Waive the regulations in 25 CFR Part 48.

FRED A. BEATON,
Secretary of the Interior.

(P. R. Doc 57-5499; Filed, July 5, 1957; 8:52 a.m.)

Reproduced and distributed, Division of Administration, Gallup Area Office
7/23/57

cc: Navajo Subagencies

DISTRIBUTION: A, B, C

1261 P. R. 1957
DELEGATION OF AUTHORITY

In reply refer to:
Relocation Services
721.171.5

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington

June 27, 1957

Memorandum

To: Secretary of the Interior

From: Commissioner, Bureau of Indian Affairs

Subject: 25 CFR Part 48, Administration of a Program of Vocational Training for Adult Indians

There is attached for your consideration and approval the regulations for the administration of vocational training, apprenticeship and on-the-job training services to be made available to adult Indians pursuant to Public Law 959, 84th Congress (70 Stat. 986).

Public Law 959, which was enacted on August 3, 1956, authorizes you to undertake a program of vocational training for adult Indians residing on or near Indian reservations. This has been construed in accordance with Departmental policy, to apply to only those Indians who reside on restricted or trust lands, or Federal lands under the jurisdiction of the Department of the Interior. The statute also authorizes an appropriation of \$3,500,000 for each fiscal year. The Department has requested for the coming fiscal year an appropriation of \$1,500,000 for this program. This amount was requested in order to permit a gradual implementation of a program which we believe will greatly assist in meeting the needs of the Indian people.

The regulations have been prepared to provide the basic framework necessary for the administration of Public Law 959; namely, the types of vocational training contemplated; places for filing applications; criteria for selection of applicants; criteria for approval of each type of vocational training; the services which may be provided through grants of financial assistance, including subsistence; and the types of organizations with which contracts and agreements may be made.

To assure a high standard of instructional competence, the regulations provide that training institutions be accredited or approved by a State approving agency. A further requirement is made with respect to the successful employment of graduates as provided by the statute. On-the-job training programs may be approved when the training is recognized by industry and labor as leading to skilled employment. It is proposed that, on the basis of the standards in the regulations, courses of training be approved by the Bureau of Indian Affairs to assure

that the individual will receive adequate and appropriate training in a course that can be reasonably determined as leading to employment.

In order that this program may be executed effectively, it is recommended that you approve the attached proposed amendment to Order No. 2508. This amendment will delegate to the Commissioner of Indian Affairs all of the Secretary's authority to take actions under the Act in accordance with proposed regulations except:

- (1) Authority to prescribe rules and regulations as authorized by the act, and
- (2) Authority to waive the regulations in accordance with section 48.10.

It is recommended that the attached proposed regulations and delegations of authority be approved.

(Sgd) H. Rex Lee

Acting Commissioner

Enclosure

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of the Secretary
Washington

July 1, 1957

ORDER NO. 2508, Amendment No. 22

Subject: Delegations of authority--Bureau of Indian Affairs

Order No. 2508, as amended (14 F.R. 258), is further amended by the addition of a new section, reading as follows:

Sec. 33 Vocational training. (a) Except as provided in paragraph (b) of this section, the Commissioner of Indian Affairs may exercise, in accordance with the provisions of 25 CFR Part 48, the authority of the Secretary under the act of August 3, 1956 (70 Stat. 986, 25 U.S.C. 309), with respect to the administration of a program of vocational training for adult Indians.

(b) The authority granted in paragraph (a) of this section shall not include authority to:

- (1) prescribe rules and regulations
- (2) waive the regulations in 25 CFR Part 48.

/s/ Fred A. Seaton
Secretary of the Interior

UNITED STATES
DEPARTMENT OF THE INTERIOR
Washington 25, D. C.

CODE OF FEDERAL REGULATIONS
TITLE 25 -- INDIANS
CHAPTER I -- BUREAU OF INDIAN AFFAIRS
DEPARTMENT OF THE INTERIOR
SUBCHAPTER F -- EDUCATION OF INDIANS

A new part is added to read as follows:

PART 48 - ADMINISTRATION OF A PROGRAM OF
VOCATIONAL TRAINING FOR ADULT INDIANS

Sec.

- 48.1 Scope of the vocational training program.
- 48.2 Filing application.
- 48.3 Selection of applicants.
- 48.4 Satisfactory progress during training.
- 48.5 Approval of courses for vocational training at institutions.
- 48.6 Approval of apprenticeship training.
- 48.7 Approval of on-the-job training.
- 48.8 Financial assistance for trainees.
- 48.9 Contracts and agreements.
- 48.10 Waiver or exception.

AUTHORITY: Sections 48.1 to 48.10 issued under sec. 1,
70 Stat. 986; 25 U.S.C. 309.

Sec. 48.1 Scope of the vocational training program. The vocational training program provides for vocational counseling or guidance, institutional training in any vocational or trade school, as provided in sec. 48.5, apprenticeship and on-the-job training, for a period not exceeding 24 months.

Sec. 48.2 Filing application. Applications for adult vocational training services may be filed at agency or similar field offices of the Bureau of Indian Affairs on and after July 1, 1957.

Sec. 48.3 Selection of applicants. The vocational training program is available primarily to adult Indians who are not less than 18 and not more than 35 years of age and who reside on restricted or trust lands, or Federal lands under the jurisdiction of the Department of the Interior. An application for training services may be approved, within the limitation of available funds, when it is determined that the applicant is in need of such training in order to obtain reasonable and satisfactory employment, and that it is feasible for him to pursue such training. Reasonable and satisfactory employment is employment that provides:

(a) Sufficient income for the individual or family unit to live at an economic level considered as adequate in the community; and

(b) Opportunity for advancement on the basis of skill and experience acquired in the course of employment.

Sec. 48.4 Satisfactory progress during training. An applicant who enters training pursuant to the provisions of this part, is required to make satisfactory progress in his course of training and to conform to a reasonable standard of conduct. Failure to meet these requirements due to reasons within his control may result in termination of training or loss of further training benefits.

Sec. 48.5 Approval of courses for vocational training at institutions. A course of vocational training at any institution, public or private, offering vocational training, except sectarian schools restricted by the act of March 2, 1917 (25 U.S.C. 278), may be approved provided:

(a) The institution is accredited by a recognized national or regional accrediting association; or,

(b) The institution is approved for training by a State agency authorized to make such approvals; and,

(c) It is determined that there is reasonable certainty of employment for graduates of the institution in their respective fields of training.

Sec. 48.6 Approval of apprenticeship training. A program of apprenticeship training may be approved when such training:

(a) Is offered by a corporation or association which has furnished such training to bona fide apprentices for at least one year preceding participation in this program; and

(b) Is under the supervision of a State apprenticeship agency, a State Apprenticeship Council, or the Federal Apprenticeship Training Service; and

(c) Leads to an occupation which requires the use of skills that normally are learned through training on the job and employment in which occupation is based upon training on the job rather than

upon such elements as length of service, normal turnover, personality, and other personal characteristics; and

(d) Is identified expressly as apprenticeship training by the establishment offering it.

Sec. 48.7 Approval of on-the-job training. On-the-job training may be approved when such training is offered by a corporation or association which has an existing on-the-job training program which is recognized by industry and labor as leading to skilled employment.

Sec. 48.8 Financial assistance for trainees. Individuals or family units where the head of the family is entering training under this part may be granted financial assistance to provide for transportation to the place of training and subsistence during the course of training. For purposes of this part, subsistence may be construed to provide for all or any part of the following items: medical examinations; subsistence en route; subsistence during the course of training; personal appearance; housewares; health care; payment for required books; supplies and tools for training; and payment of tuition and related cost and other required expenses, in accordance with the schedule and amounts as established by the Secretary or his authorized representative.

Sec. 48.9 Contracts and agreements. Training facilities and services required for the program of vocational training may be arranged through contracts or agreements with agencies, establishments, or organizations. These may include:

(a) Appropriate Federal, State or local government agencies, or

(b) Private schools other than sectarian, which have a recognized reputation in vocational education as successfully obtaining employment for its graduates in the fields of training approved by the Secretary or his authorized representative, for purposes of the program, or

(c) Corporations and associations with apprenticeship or on-the-job training programs recognized by industry and labor as leading to skilled employment.

Sec. 48.10 Waiver or exception. The rules set forth in this part are prescribed as required by section 1, of the act of August 3, 1956, 70 Stat. 986. Waiver of or exception to these rules may be made where such waiver or exception is not inconsistent with any terms of said statute, upon a finding by the Secretary of the Interior that such waiver or exception is justified by circumstances not contemplated by these rules and such action is desirable to carry out the purpose of the statute.

/s/ Fred A. Seaton

Secretary of the Interior

July 1, 1957

C O P Y of Final Draft
7/3/57

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RULES AND REGULATIONS

TITLE 25—INDIANS

Chapter I—Bureau of Indian Affairs,
Department of the Interior

Subchapter F—Education of Indians

Section 481—ADMINISTRATION OF A PROGRAM
OF VOCATIONAL TRAINING FOR ADULT

(a) The vocational training program shall be administered by the Bureau of Indian Affairs, Department of the Interior, through such agencies as may be designated by the Secretary of the Interior.

(b) An application for approval of a program of vocational training for adults shall be filed with the Secretary of the Interior by the head of the institution or the person in charge of the program.

(c) The Secretary of the Interior may approve a program of vocational training for adults when such program is approved by the Secretary of the Interior.

(d) The Secretary of the Interior may approve a program of vocational training for adults when such program is approved by the Secretary of the Interior.

(e) The Secretary of the Interior may approve a program of vocational training for adults when such program is approved by the Secretary of the Interior.

Section 482—APPROVAL OF COURSES FOR VOCATIONAL TRAINING FOR ADULTS.

(a) An application for approval of a course for vocational training for adults shall be filed with the Secretary of the Interior by the head of the institution or the person in charge of the program.

(b) The Secretary of the Interior may approve a course for vocational training for adults when such course is approved by the Secretary of the Interior.

(c) The Secretary of the Interior may approve a course for vocational training for adults when such course is approved by the Secretary of the Interior.

(d) The Secretary of the Interior may approve a course for vocational training for adults when such course is approved by the Secretary of the Interior.

(e) The Secretary of the Interior may approve a course for vocational training for adults when such course is approved by the Secretary of the Interior.

(f) The Secretary of the Interior may approve a course for vocational training for adults when such course is approved by the Secretary of the Interior.

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(o) The Secretary of the Interior may approve a course for vocational training for adults when such course is approved by the Secretary of the Interior.

(p) The Secretary of the Interior may approve a course for vocational training for adults when such course is approved by the Secretary of the Interior.

Section 483—SELECTION OF APPLICANTS.

(a) The Secretary of the Interior may select applicants for vocational training for adults when such applicants are approved by the Secretary of the Interior.

(b) The Secretary of the Interior may select applicants for vocational training for adults when such applicants are approved by the Secretary of the Interior.

(c) The Secretary of the Interior may select applicants for vocational training for adults when such applicants are approved by the Secretary of the Interior.

(d) The Secretary of the Interior may select applicants for vocational training for adults when such applicants are approved by the Secretary of the Interior.

(e) The Secretary of the Interior may select applicants for vocational training for adults when such applicants are approved by the Secretary of the Interior.

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(o) The Secretary of the Interior may select applicants for vocational training for adults when such applicants are approved by the Secretary of the Interior.

(p) The Secretary of the Interior may select applicants for vocational training for adults when such applicants are approved by the Secretary of the Interior.

FRANK A. BROWN
Secretary of the Interior

July 1, 1957

Public Law 85-523, 70 Stat. 1045, July 1, 1957.

CODIFICATION GUIDE

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RULES AND REGULATIONS

TITLE 25—INDIANS

Chapter I—Bureau of Indian Affairs, Department of the Interior

Subchapter F—Education of Indians

PART 48—ADMINISTRATION OF A PROGRAM OF VOCATIONAL TRAINING FOR ADULT INDIANS

| Sec. | |
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| 48.1 | Scope of the vocational training program. |
| 48.2 | Filing application. |
| 48.3 | Selection of applicants. |
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AUTHORITY: §§ 48.1 to 48.10 issued under sec. 1, 70 Stat. 986; 25 U. S. C. 309.

§ 48.1 Scope of the vocational training program. The vocational training program provides for vocational counseling or guidance, institutional training in any vocational or trade school, as provided in § 48.5, apprenticeship and on-the-job training, for a period not exceeding 24 months.

§ 48.2 Filing application. Applications for adult vocational training services may be filed at agency or similar field offices of the Bureau of Indian Affairs on and after July 1, 1957.

§ 48.3 Selection of applicants. The vocational training program is available primarily to adult Indians who are not less than 18 and not more than 35 years of age and who reside on restricted or trust lands, or Federal lands under the jurisdiction of the Department of the Interior. An application for training services may be approved, within the limitation of available funds, when it is determined that the applicant is in need of such training in order to obtain reasonable and satisfactory employment, and that it is feasible for him to pursue such training. Reasonable and satisfactory employment is employment that provides:

(a) Sufficient income for the individual or family unit to live at an economic level considered as adequate in the community; and

(b) Opportunity for advancement on the basis of skill and experience acquired in the course of employment.

§ 48.4 Satisfactory progress during training. An applicant who enters training pursuant to the provisions of this part, is required to make satisfactory progress in his course of training and to conform to a reasonable standard of conduct. Failure to meet these requirements due to reasons within his control may result in termination of training or loss of further training benefits.

§ 48.5 Approval of courses for vocational training at institutions. A course of vocational training at any institution, public or private, offering vocational training, except sectarian schools restricted by the act of March 2, 1917 (25 U. S. C. 278), may be approved provided:

(a) The institution is accredited by a recognized national or regional accrediting association; or,

(b) The institution is approved for training by a State agency authorized to make such approvals; and,

(c) It is determined that there is reasonable certainty of employment for graduates of the institution in their respective fields of training.

§ 48.6 Approval of apprenticeship training. A program of apprenticeship training may be approved when such training:

(a) Is offered by a corporation or association which has furnished such training to bona fide apprentices for at least one year preceding participation in this program; and

(b) Is under the supervision of a State apprenticeship agency, a State Appren-

ticeship Council, or the Federal Apprenticeship Training Service; and

(c) Leads to an occupation which requires the use of skills that normally are learned through training on the job and employment in which occupation is based upon training on the job rather than upon such elements as length of service, normal turnover, personality, and other personal characteristics; and

(d) Is identified expressly as apprenticeship training by the establishment offering it.

§ 48.7 Approval of on-the-job training. On-the-job training may be approved when such training is offered by a corporation or association which has an existing on-the-job training program which is recognized by industry and labor as leading to skilled employment.

§ 48.8 Financial assistance for trainees. Individuals or family units where the head of the family is entering training under this part may be granted financial assistance to provide for transportation to the place of training and subsistence during the course of training. For purposes of this part, subsistence may be construed to provide for all or any part of the following items: medical examinations; subsistence en route; subsistence during the course of training; personal appearance; housewares; health care; payment for required books; supplies and tools for training; and payment of tuition and related cost and other required expenses, in accordance with the schedule and amounts as established by the Secretary or his authorized representative.

§ 48.9 Contracts and agreements. Training facilities and services required for the program of vocational training may be arranged through contracts or agreements with agencies, establishments, or organizations. These may include:

(a) Appropriate Federal, State or local government agencies, or

(b) Private schools other than sectarian, which have a recognized reputation in vocational education as successfully obtaining employment for its graduates in the fields of training approved by the Secretary or his authorized representative, for purposes of the program, or

(c) Corporations and associations with apprenticeship or on-the-job training programs recognized by industry and labor as leading to skilled employment.

§ 48.10 Waiver or exception. The rules set forth in this part are prescribed as required by section 1, of the act of August 3, 1956, 70 Stat. 986. Waiver of or exception to these rules may be made where such waiver or exception is not inconsistent with any terms of said statute, upon a finding by the Secretary of the Interior that such waiver or exception is justified by circumstances not contemplated by these rules and such action is desirable to carry out the purpose of the statute.

FRED A. SEATON,
Secretary of the Interior.

JULY 1, 1957.

[F. R. Doc. 57-5498; Filed, July 5, 1957; 8:52 a. m.]

Public Law 959 - 84th Congress
Chapter 930 - 2d Session
S. 3416

AN ACT

All 70 Stat. 986.

Relative to employment for certain adult Indians on or near Indian reservations.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in order to help adult Indians who reside on or near Indian reservations to obtain reasonable and satisfactory employment, the Secretary of the Interior is authorized to undertake a program of vocational training that provides for vocational counseling or guidance, institutional training in any recognized vocation or trade, apprenticeship, and on-the-job training, for periods that do not exceed twenty-four months, transportation to the place of training, and subsistence during the course of training. The program shall be available primarily to Indians who are not less than eighteen and not more than thirty-five years of age and who reside on or near an Indian reservation, and the program shall be conducted under such rules and regulations as the Secretary may prescribe. For the purposes of this program the Secretary is authorized to enter into contracts or agreements with any Federal, State, or local governmental agency, or with any private school which has a recognized reputation in the field of vocational education and has successfully obtained employment for its graduates in their respective fields of training, or with any corporation or association which has an existing apprenticeship or on-the-job training program which is recognized by industry and labor as leading to skilled employment.

Indians.
Vocational
training.

Sec. 2. There is authorized to be appropriated for the purposes of this Act the sum of \$2,500,000 for each fiscal year, and not to exceed \$500,000 of such sum shall be available for administrative purposes.

Appropriation.

Approved August 3, 1956.

No 1

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Gallup Area Office
P. O. Box 1260
Gallup, New Mexico

September 12, 1957

Memorandum

To: General Superintendents: Navajo Agency,
United Pueblos Agency

Superintendents: Mescalero Agency
Jicarilla Agency
Zuni Agency
Con-Ute Agency
Chinle Subagency
Shiprock Subagency
Ft. Defiance Subagency
Tuba City Subagency
Crownpoint Subagency

School Superintendent: Intermountain Indian School

From: Area Relocation Specialist

Subject: Adult Vocational Training Program

Attached for your information is a Central Office memorandum dated August 28, 1957, which deals with the Adult Vocational Training Program, Fiscal Year 1958.

Mr. Charles F. Miller and Mr. Frank Crowell visited the Gallup Area on September 10 and 11, 1957, for the discussions mentioned in the last paragraph of this memorandum.

Since the memo was written, changes have taken place in the possible plans for Fiscal Year 1959 which may require a change of plans this year. For the present, all plans for service within the Gallup Area, or for Gallup Area staff, under the vocational training program, are held in abeyance. In all probability, vocational training will be offered this year only at three designated localities now being served by Field Relocation Offices. As tentatively set up, these will be Oakland, California, Chicago, Illinois, and St. Louis, Missouri.

Copies of 82 IAM 17, dealing with adult vocational training will be available in all offices within a matter of days. Forms

required by 82 IAM 17 will likewise be available soon. As soon as the forms are available, a training conference for implementation of the Adult Vocational Training Program will be set up. It is hoped that this may be possible within the next ten days.

Robert M. Cullum
Area Relocation Specialist

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington 25, D. C.

August 28, 1957

Memorandum

To: All Area Directors

From: Acting Assistant Commissioner

Subject: Adult Vocational Training Program, Fiscal Year 1958

The responsibilities in developing the program of adult Vocational Training Services to implement P. L. 959 are many and varied. The following outline of basic policy will be helpful in providing you with the information necessary to carry out the program in its initial phases this year.

1. The appropriation of \$1,500,000 for fiscal year 1958 does not permit the full implementation of the program in all area jurisdictions. The act carries with it a restriction that not more than one-seventh of the appropriation may be used for administrative purposes.
2. The kinds of training which may be made available to qualified Indian applicants may be defined as: a. full time institutional vocational training; b. apprenticeship vocational training; and c. on-the-job training.
3. On-the-job training for fiscal year 1958 will be limited to industrial development projects where contractual relationships are established and approved.
4. Apprenticeship training services will be limited in number and will be handled on a special individual recommendation basis through the Central Office during fiscal year 1958.
5. As indicated in item (1) the funds available will permit full time institutional training services on the basis of approved courses in five of the ten areas and three of the twelve Field Relocation Offices. The areas selected are Aberdeen, Gallup, Muskogee, Phoenix, and Fortland. The three Field Relocation Offices will be Chicago, Oakland, and St. Louis.

6. Applications may be taken from eligible Indian individuals or family heads in accordance with BIA Manual procedures at all field jurisdictions where agency Relocation Offices are established or from any other jurisdiction which may be served by such offices. It should be noted here that the process of taking of an application involves the assembling of information in the course of several counseling and guidance interviews as it is very important that information be factual and complete before a determination can be made as to acceptance of the applicant for training services.

7. All qualified and approved applicants will first be considered for training in an approved course within the area of origin of the applicant. In the case of applicants from areas where no program of approved courses will be established this year, the applicant will first be referred for training services to the designated adjoining area. The Minneapolis Area will refer its applicants to the Aberdeen Area. The Billings and Juneau Areas will refer their applicants to the Portland Area. The Anadarko Area will refer its applicants to the Muskogee Area. The Sacramento Area will refer its applicants to the Oakland Field Relocation Office.

If a feasible course of training is not available at the Area level, then the applications may be referred to any one of the three field Relocation offices where services may be available.

8. Because of the limited funds available, the number of applicants that may be accepted and placed in training during this fiscal year is also limited. The following schedule of estimated number of applications that may be accepted by areas is to be used as a preliminary guide for this fiscal year and may be adjusted as experience dictates.

| | |
|-------------|----|
| Aberdeen | 55 |
| Anadarko | 35 |
| Billings | 20 |
| Gallup | 40 |
| Juneau | 10 |
| Minneapolis | 35 |
| Muskogee | 55 |
| Phoenix | 40 |
| Portland | 30 |
| Sacramento | 20 |

9. The functions assigned in Manual Chapters, 82 IAM, 15, 16, and 17 as responsibilities for the Field Relocation Offices will be the responsibility of the Area Relocation Specialist in all areas where courses of training will be approved.

10. Funds for the positions to be established, operating expenses and grants to trainees will be allotted to the five area offices on the basis of the anticipated schedule of trainees appearing in paragraph (8) above. The authorized positions that may be established are as follows:

| | |
|----------|---|
| Aberdeen | 2 |
| Callup | 1 |
| Muskogee | 2 |
| Phoenix | 1 |
| Portland | 1 |

11. All changes in the manual necessary to implement the above operational procedure will be made as quickly as possible.

Mr. Charles F. Miller, Chief, Branch of Relocation Services, and Mr. Frank H. Crowell, Supervisory Training Officer, will be visiting your offices during the course of the next two weeks to discuss with you and members of your staff the implementation of these policies.

Sincerely yours,

/s/ Homer E. Jenkins
Acting Assistant Commissioner