

BUREAU DIRECTIVES

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# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
WASHINGTON, D. C. 20245

IN REPLY REFER TO:

O BIAM Supp. 2, Release 2

Memorandum

SEP 22 1975

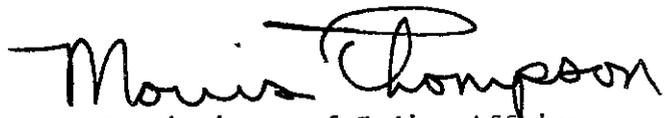
To : Holders of O BIAM Supplement 2

From : Commissioner of Indian Affairs

Subject: Copy Requirements and Clearances

This release revises O BIAM Supplement 2 by:

1. Adding instructions on making corrections to manual bulletins and manual releases as sections 2.5 and 3.10.
2. Adding instructions on what copies of the manual bulletin and manual release should be made and how to prepare them in sections 2.6 and 3.11.
3. Adding instructions on what explanatory and background material should accompany a manual bulletin or manual release to aid reviewers.
4. Providing more detail on what offices the manual bulletin and manual release should be routed to for surname and signature in sections 2.7 and 3.12.

  
Commissioner of Indian Affairs

Filing Instructions:

- (a) Remove superseded material:
- |   |           |
|---|-----------|
| O BIAM Supplement 2, Sec. 0 (Dated 1-20-75)             | (1 sheet) |
| O BIAM Supplement 2, Secs. 2.4B-2.7<br>(Dated 1-20-75)  | (1 sheet) |
| O BIAM Supplement 2, Secs. 3.9E-3.10<br>(Dated 1-20-75) | (1 sheet) |



*Save Energy and You Serve America!*

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(b) Insert new material transmitted:

0 BIAM Supplement 2, Sec. 0

(1 sheet)

0 BIAM Supplement 2, Secs. 2.4B-2.10

(2 sheets)

0 BIAM Supplement 2, Secs. 3.9E-3.13C

(2 sheets)

(c) Pen-and-ink changes:

None

## BUREAU MANUAL SYSTEM

## Table of Contents

- 
- .5 Numbering and Reference
    - A. Basic Manual Parts
    - B. Manual Supplements
    - C. Manual References in Correspondence
  - .6 Incorporating Departmental Manual Material
  - .7 Incorporating Material From Other Agencies
  - .8 Table of Contents
    - A. Basic Manual Part
    - B. Manual Supplement
  - .9 Release Memorandum
    - A. Release Number
    - B. To Line
    - C. From Line
    - D. Body
    - E. Signature and Title
    - F. Filing Instructions
  - .10 Corrections
  - .11 Copy Requirements for Manual Release
    - A. Number and Assembly
    - B. Machine Copies
    - C. Identification of Writer and Copy Distribution
  - .12 Accompanying Material
    - A. Explanatory Memorandum (If Necessary)
    - B. Background Material
  - .13 Clearances for Manual Release
4. Distribution and Maintenance
- .1 Reproduction and Distribution
    - A. Routine
    - B. Priority
  - .2 Distribution Lists
  - .3 Filing
  - .4 Periodic Update
  - .5 Checklists
  - .6 Availability to Public

Illustrations 1-6

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BUREAU MANUAL SYSTEM  
Manual Bulletins

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B. To Line. The "To" line should be addressed to holders of the basic manual part or manual supplement affected by the bulletin as shown in Illustration 1.

C. From Line. The "From" line gives the title of the official authorized to sign manual bulletins. The signing authority given in section 1.6 applies to manual bulletins.

D. Signature and Title. The title of the signing official should be typed six lines below the body of the bulletin so that the signature can be written above the title.

E. Filing Reference. A filing reference must be given on each manual bulletin. The filing reference will be typed flush with the left margin, 3 lines below the signature and title (see Illustration 1). The filing reference will give the basic manual part or supplement and the section or page affected by the manual bulletin, as shown in the following examples:

BASIC:

Filing Reference: 16 BIAM 4.5A

SUPPLEMENT:

Filing Reference: 15 BIAM Supplement 1, Section 6.7  
(or Page 23)

Manual bulletins will be filed in the designated manual part or supplement, immediately in front of or behind the section or page amended.

F. Expiration Date. The life of a bulletin will be no longer than 6 months duration. The expiration date is typed in the lower right corner of the bulletin as shown in Illustration 1.

G. Right Margin Format. To further identify the manual bulletin, a right margin format will be added by the Division of Management Research and Evaluation to the first page of the bulletin after it is signed. Illustration 1 shows this right margin format.

When more than one page must be used for a bulletin, the originating office will type the page number in the upper right corner and the expiration date in the lower right corner of each succeeding page. The Division of Management Research and Evaluation will type the bulletin number in the upper left corner of succeeding pages after the bulletin is signed.

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BUREAU MANUAL SYSTEM  
Manual Bulletins

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2.5 Corrections. Correction fluid and correction tape may be used to correct manual bulletins before they are routed for signature.

2.6 Copy Requirements for Manual Bulletin.

A. Number and Assembly. The following copies will be prepared for all manual bulletins:

- (1) Original with signature tab appropriately placed.
- (2) Surname copy.
- (3) Division chronological copy.
- (4) Mailroom chronological copy.
- (5) Other copies determined necessary by originating office.
- (6) Copy for Commissioner's Correspondence Office.

Copies (1)-(5) will be assembled in the order shown and placed on the inside right of the folder. Copy (6) will be placed under the route sheet on the front of the folder.

B. Machine Copies. Good machine copies may be used in place of carbon copies to meet the requirements in Sec. 2.6A.

C. Identification of Writer and Copy Distribution. The identification of the preparing office, writer, typist, and date and total distribution of copies must be shown on all copies except the original and any copies going outside the Department. Sections 1.12F and G of 15 BIAM Supplement 1 (the Bureau Correspondence Handbook) provide details on this requirement.

2.7 Accompanying Material. The following material should be placed on the inside left of the folder to aid the reviewer:

A. Explanatory Memorandum (If Necessary). If the text of the manual bulletin does not adequately explain the purpose of the bulletin or if more justification is needed, an explanatory memorandum should be prepared. The memorandum should be addressed to "Reviewers." The explanatory memorandum should be placed on the inside left of the folder, in front of any background material.

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BUREAU MANUAL SYSTEM  
Manual Bulletins

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B. Background Material. Background material should be placed on the inside left of the folder behind the explanatory memorandum, if any.

2.8 Clearances for Manual Bulletin.

A. Manual bulletins for the Commissioner's signature (see sec. 1.6) should be routed from the originating office for surname and signature to the following offices in the order given:

(1) Office of the Director having jurisdiction over the originating office.

(2) Commissioner's Correspondence Office.

(3) Division of Management Research and Evaluation.

B. Manual bulletins for signature below the Commissioner level (see sec. 1.6) may be routed from the originating office to the office of the signing official and then to the Division of Management Research and Evaluation.

C. After signature, all manual bulletins must be routed to the Division of Management Research and Evaluation for assigning the bulletin number, typing the bulletin number on each page of the bulletin, typing the date on the first page of the bulletin, and adding the right margin format.

2.9 Advance Release. When a bulletin must be distributed immediately, the priority advance release procedures given in section 4.1B may be used.

2.10 Removing Bulletins. A manual bulletin expires on the date shown in the lower right corner (the expiration date). The bulletin should then be removed from the basic manual part or supplement and thrown away.

If a manual release or other document supersedes the information in a bulletin before the bulletin's expiration date, the manual release or document must clearly identify the bulletin by its bulletin number and date and must clearly supersede it. This would not need to be done after the expiration date since the bulletin is self-expiring.

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BUREAU MANUAL SYSTEM  
Manual Releases

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E. Signature and Title. The title of the signing official should be typed six lines below the body so that the signature can be written above the title.

F. Filing Instructions. Filing instructions will also be given on a release memorandum below the signature (see Illustration 5). The filing instructions are broken down into three categories.

(1) Removing. Under the heading "(a) Remove superseded material:", list the material which is superseded by the release. This material could include manual bulletins, sections of the old Indian Affairs Manual (IAM), or sections of a BIAM basic manual part or manual supplement. The number of sheets removed should be given on the right. The date and release number of superseded material may also be given but is not required.

If the release does not supersede any material, the word "None" should be added under (a) in the filing instructions.

(2) Inserting. Under the heading "(b) Insert new material transmitted:", list the sections or pages of the basic manual part or manual supplement to be inserted. The number of sheets inserted should be given on the right. Basic manual material and manual supplement material cannot be issued by the same release memorandum. Material to be inserted in two different manual parts cannot be issued by the same release memorandum.

If there is no material to be inserted (as in a release only making a pen-and-ink change), the word "None" should be added under (b) in the filing instructions.

(3) Making changes by pen. Under the heading "(c) Pen-and-ink changes:", refer specifically to the sections being revised and state clearly what revision is to be made. Pen-and-ink changes can only be used for minor revisions where the changes are few in number and unmistakable in meaning.

If no pen-and-ink changes are to be made, the word "None" should be added under (c) in the filing instructions.

3.10 Corrections. Correction fluid and correction tape may be used to correct manual releases before they are routed for signature.

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BUREAU MANUAL SYSTEM  
Manual Releases

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3.11 Copy Requirements for Manual Release.

A. Number and Assembly. The following copies will be prepared for all manual releases:

- (1) Original with signature tab appropriately placed.
- (2) Surname copy.
- (3) Division chronological copy.
- (4) Mailroom chronological copy.
- (5) Other copies determined necessary by originating office.
- (6) Copy for Commissioner's Correspondence Office.

Copies (1)-(5) will be assembled in the order shown and placed on the inside right of the folder. Copy (6) will be placed under the route sheet on the front of the folder.

B. Machine Copies. Good machine copies may be used in place of carbon copies to meet the requirements in sec. 3.11A.

C. Identification of Writer and Copy Distribution. The identification of the preparing office, writer, typist, and date and total distribution of copies must be shown on all copies except the original and any copies going outside the Department. Sections 1.12F and G of 15 BIAM Supplement 1 (the Bureau Correspondence Handbook) provide details on this requirement.

3.12 Accompanying Material. The following material should be placed on the inside left of the folder to aid the reviewer:

A. Explanatory Memorandum (If Necessary). If the release memorandum does not adequately explain the purpose of the manual release or if more justification is needed, an explanatory memorandum should be prepared. The memorandum should be addressed to "Reviewers." The explanatory memorandum should be placed on the inside left of the folder, in front of any background material.

B. Background Material. Background material should be placed on the inside left of the folder behind the explanatory memorandum, if any. When the manual release revises existing manual pages, include a copy of the existing manual pages marked with the insertions and deletions as part of the background material.

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BUREAU MANUAL SYSTEM  
Manual Releases

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3.13 Clearances for Manual Release.

A. Manual releases for the Commissioner's signature (see sec. 1.6) should be routed from the originating office for surname and signature to the following offices in the order given:

- (1) Division of Management Research and Evaluation..
- (2) Office of the Director having jurisdiction over the originating office.
- (3) Commissioner's Correspondence Office.
- (4) Division of Management Research and Evaluation.

B. Manual releases for signature below the Commissioner level (see sec. 1.6) may be routed from the originating office for surname and signature to the following offices in the order given:

- (1) Division of Management Research and Evaluation.
- (2) Office of the signing official.
- (3) Division of Management Research and Evaluation.

C. After signature, all manual releases must be routed back to the Division of Management Research and Evaluation for processing. This Division will assign the release number and fill in the release number and date in the upper right corner of the release memorandum and in the lower left corner of each page of the release.

133



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
WASHINGTON, D. C. 20245

IN REPLY REFER TO:

O|BIAM Supplement 2, Release 1

JAN 20 1975

Memorandum

To: Holders of O BIAM Supplement 2  
From: Commissioner of Indian Affairs  
Subject: Bureau Manual System

This release revises the detailed instructions in O BIAM on preparing manual releases and bulletins and issues that material as a new Supplement 2 to O BIAM. The purposes of this revision are:

1. To make the material easier to read, understand, and use by reorganizing it and by simplifying the wording.
2. To add instructions to cover areas on which there have been questions or problems in the past.
3. To enable offices to issue instructions faster and easier by streamlining the manual bulletin. A memorandum can now be converted into a manual bulletin without retyping. Special bulletin forms (Form 5-001) will no longer be needed to prepare a bulletin.
4. To improve the illustrations so they will be more helpful in preparing manual material.
5. To update organizational references.

*Morris Thompson*  
Commissioner of Indian Affairs

*2/26/75*

RECEIVED  
BUREAU OF INDIAN AFFAIRS  
ALBUQUERQUE AREA OFFICE  
FEB 24 1975

AREA DIRECTOR'S OFFICE



*Save Energy and You Serve America!*

Filing Instructions:

(a) Remove superseded material:

O BIAM 1.0

(1 sheet)

O BIAM 1.1-1.13 and Illustrations 1-4

(10 sheets)

(b) Insert new material transmitted:

O BIAM Supplement 2, Sec. 0-4.6  
and Illustrations 1-6

(14 sheets)

(c) Pen-and-ink changes:

None

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BUREAU MANUAL SYSTEM  
Table of Contents

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1. General
  - .1 Purpose
  - .2 Directives System
  - .3 Code of Federal Regulations
  - .4 Bureau of Indian Affairs Manual
    - A. Basic Manual Parts
    - B. Manual Supplements
    - C. Manual Bulletins
  - .5 Responsibilities
    - A. Central Office Directors
    - B. Division of Management Research and Evaluation
    - C. Staff Divisions and Offices
  - .6 Signing Authority
  - .7 Area Instructions
2. Manual Bulletins
  - .1 Purpose
  - .2 Responsibilities and Authority
  - .3 Stationery
  - .4 Format
    - A. Bulletin Number
    - B. To Line
    - C. From Line
    - D. Signature and Title
    - E. Filing Reference
    - F. Expiration Date
    - G. Right Margin Format
  - .5 Clearances
  - .6 Advance Release
  - .7 Removing Bulletins
3. Manual Releases
  - .1 Elements
  - .2 Stationery
  - .3 Page Format
  - .4 Body
  - .5 Numbering and Reference
    - A. Basic Manual Parts
    - B. Manual Supplements
    - C. Manual References in Correspondence

---

BUREAU MANUAL SYSTEM  
Table of Contents

---

- .6 Incorporating Departmental Manual Material
  - .7 Incorporating Material From Other Agencies
  - .8 Table of Contents
    - A. Basic Manual Part
    - B. Manual Supplement
  - .9 Release Memorandum
    - A. Release Number
    - B. To Line
    - C. From Line
    - D. Body
    - E. Signature and Title
    - F. Filing Instructions
  - .10 Clearances
4. Distribution and Maintenance
- .1 Reproduction and Distribution
    - A. Routine
    - B. Priority
  - .2 Distribution Lists
  - .3 Filing
  - .4 Periodic Update
  - .5 Checklists
  - .6 Availability to Public

Illustrations 1-6

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BUREAU MANUAL SYSTEM  
General

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1. GENERAL

1.1 Purpose. All policies, procedures, instructions and selected information which have general and continuing applicability to Bureau of Indian Affairs activities must be published in the Bureau manual system. The major objectives of the system are to communicate instructions effectively and to provide for consistent filing and classification of instructions.

1.2 Directives System. The Bureau directives system is made up of two major parts, Chapter I of Title 25 of the Code of Federal Regulations (CFR) and the Bureau of Indian Affairs Manual (BIAM). These are described in sections 1.3 and 1.4.

1.3 Code of Federal Regulations. Directives which relate to the public (including Indians) are published in the Federal Register and codified in Chapter I of Title 25 of the Code of Federal Regulations (25 CFR). Directives are among the following items which the Administrative Procedure Act as amended (5 U.S.C. 553) requires each agency to publish in the Federal Register for public guidance:

A. Descriptions of organizations and of places at which to obtain information, make requests, or get decisions.

B. Statements of functions performed and procedures used.

C. Rules of procedures, forms used, places to get forms, and instructions on reports and examinations.

D. Rules adopted as authorized by law and statements of policy or interpretations used.

The Administrative Procedure Act as amended also provides that except to the extent that a person has actual and timely notice of the terms, no person is required to resort to or be adversely affected by any matter which should have been published in the Federal Register but was not published. It is important the Bureau offices publish in the Federal Register matters listed in paragraphs A-E above which affect the public.

Bureau instructions and guidance on preparing directives published in the Federal Register and codified in 25 CFR are contained in O BIAM Supplement 1. The Federal Register Handbook on Document Drafting and 1 CFR contain additional instructions, if needed. The Division of Management Research and Evaluation provides assistance in complying with these requirements.

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BUREAU MANUAL SYSTEM  
General

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1.4 Bureau of Indian Affairs Manual. Policies, procedures, and instructions not required to be published in the Federal Register but which are needed to govern internal Bureau operations are published in the Bureau of Indian Affairs Manual (BIAM). Matters required to be published in the Federal Register may also be included in the Bureau manual after Federal Register publication, if desired. However, publication of these matters in the Federal Register must be done before they are published in the Bureau manual.

BIAM material can only be issued in the following three forms:

A. Basic Manual Parts. The basic manual should include the Bureau organization description, all delegations of authority from the Commissioner, and the general policies and procedures for each Bureau program. The basic manual and the CFR give needed basic information to line and staff officers who have general management responsibilities so they can perform their job.

B. Manual Supplements. Manual supplements are intended to include administrative and technical instructions or information necessary for specific programs or administrative activities. All Bureau levels must comply with instructions contained in the supplements unless the supplement itself provides otherwise. Supplements will normally be filed or maintained separately from basic manual material.

C. Manual Bulletins. Manual bulletins are easily prepared self-contained manual releases. They contain:

(1) Instructions or guidance material which should be included in the manual but which must be issued immediately. Such instructions or material must later be incorporated into the Bureau manual by a manual release before the bulletin expires. Matters required to be published in the Federal Register cannot be issued by bulletin before Federal Register publication is completed.

(2) Temporary instructions.

A manual bulletin must expire within six months of the date of signature.

The Bureau is in the process of converting from the old Indian Affairs Manual (IAM) to the new Bureau of Indian Affairs Manual (BIAM) system. Publication of material as IAM material is no longer authorized. All new material will be issued as BIAM material. Existing IAM material will be updated and issued as BIAM material, either basic or supplement.

## BUREAU MANUAL SYSTEM

## General

The BIAM release which issues this updated material will identify the IAM material being replaced as being superseded in the filing instructions of the release memorandum. The IAM material identified as superseded will be thrown away when the BIAM material replacing it is filed. In this way, the entire Indian Affairs Manual (IAM) will soon be replaced by the Bureau of Indian Affairs Manual (BIAM).

### 1.5 Responsibilities.

A. Central Office Directors. Each Central Office Director is responsible for directing his subordinates in preparing and publishing appropriate directives in accordance with the Bureau manual system.

B. Division of Management Research and Evaluation. The Division of Management Research and Evaluation is responsible for monitoring and coordinating the manual system. This will be done by conducting reviews of all manual material, periodically reviewing Bureau mailroom chronological files, supervising a periodic updating process, and providing advice and assistance to program personnel.

The Division of Management Research and Evaluation is also responsible for:

(1) Keeping a complete current set of all manual material including supplements, bulletins and Area addenda.

(2) Keeping an historical file including the signed copy of each release.

(3) Maintaining a central log of basic manual, supplement, and bulletin releases.

(4) Assigning all release numbers.

C. Staff Divisions and Offices. Each staff division and office is responsible for developing and updating those sections of the manual which apply to their program.

1.6 Signing Authority. The Commissioner and Deputy Commissioner have the authority to sign manual material. Central Office Directors and Division Chiefs may sign only manual material of a purely informational nature (for example, a manual release which incorporates regulatory material issued by the Civil Service Commission and General Services Administration into the Bureau manual). Persons exercising this authority are responsible for obtaining any concurrences or clearances they consider necessary.

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BUREAU MANUAL SYSTEM  
General

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1.7 Area Instructions. Each Area Director (including the Project Officer of the Joint Use Administrative Office) has the authority to issue instructions to employees under his jurisdiction. At the minimum, each Area redelegation order must be incorporated into the Bureau manual system as an Area addendum.

Instructions issued as an Area addendum to a basic manual part or a manual supplement will be issued on colored paper and will clearly show the Area issuing the addendum. The format of the addendum should be similar to the format of the manual material affected. Copies of the addendum should be sent to the other Area Offices (including the Joint Use Administrative Office) for information. In addition, three copies of each addendum must be sent to the Division of Management Research and Evaluation for filing in the master set of the Bureau manual and for distribution to the division and directorate concerned.

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BUREAU MANUAL SYSTEM  
Manual Bulletins

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## 2. MANUAL BULLETINS

2.1 Purpose. Manual bulletins are designed for the following purposes:

A. To release material of the type which should be manualized (see section 1.4) but which must be issued quickly. Such material must later be incorporated into the manual by a manual release before the bulletin expires.

B. To issue temporary instructions which will be in effect for six months or less.

2.2 Responsibilities and Authority. The responsibilities given in section 1.5 also apply to issuing manual bulletins. The Division of Management Research and Evaluation will maintain a master control log of bulletin numbers and will assign all numbers. The authority to sign manual bulletins is the same as for manual releases (see section 1.6).

2.3 Stationery. The first page of a bulletin will be typed on Bureau letterhead bond paper. Bulletins should normally be limited to one page to speed up processing. However, when more than one page must be used succeeding pages will be typed on plain bond paper.

2.4 Format. Manual bulletins will be complete in themselves as shown in Illustration 1. The format of the bulletin is similar to that of a memorandum. However, the bulletin differs in the following major ways:

A. Bulletin Number. Leave six lines between the last line of the heading and the typed word "Memorandum" so that the bulletin number and the date the bulletin is signed can be typed in the upper right corner. The Division of Management Research and Evaluation will type this information in after the bulletin is signed.

The bulletin affecting a basic manual part will be identified in the upper right corner by the part number, the words "BIAM Bulletin", and a sequential release number of bulletins affecting the basic manual part. For example, the second bulletin for Part 55 would be numbered:

55 BIAM Bulletin 2

The bulletin affecting a supplement will be identified in the upper right corner by the part number, the phrase "BIAM Supp.", the supplement number, the word "Bulletin", and a sequential release number of bulletins affecting that supplement only. For example; the third bulletin affecting Supplement 5 to 84 BIAM would be numbered:

84 BIAM Supp. 5 Bulletin 3

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BUREAU MANUAL SYSTEM  
General

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1.7 Area Instructions. Each Area Director (including the Project Officer of the Joint Use Administrative Office) has the authority to issue instructions to employees under his jurisdiction. At the minimum, each Area redelegation order must be incorporated into the Bureau manual system as an Area addendum.

Instructions issued as an Area addendum to a basic manual part or a manual supplement will be issued on colored paper and will clearly show the Area issuing the addendum. The format of the addendum should be similar to the format of the manual material affected. Copies of the addendum should be sent to the other Area Offices (including the Joint Use Administrative Office) for information. In addition, three copies of each addendum must be sent to the Division of Management Research and Evaluation for filing in the master set of the Bureau manual and for distribution to the division and directorate concerned.

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BUREAU MANUAL SYSTEM  
Manual Bulletins

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B. To Line. The "To" line should be addressed to holders of the basic manual part or manual supplement affected by the bulletin as shown in Illustration 1.

C. From Line. The "From" line gives the title of the official authorized to sign manual bulletins. The signing authority given in section 1.6 applies to manual bulletins.

D. Signature and Title. The title of the signing official should be typed six lines below the body of the bulletin so that the signature can be written above the title.

E. Filing Reference. A filing reference must be given on each manual bulletin. The filing reference will be typed flush with the left margin, 3 lines below the signature and title (see Illustration 1). The filing reference will give the basic manual part or supplement and the section or page affected by the manual bulletin, as shown in the following examples:

BASIC:

Filing Reference: 16 BIAM 4.5A

SUPPLEMENT:

Filing Reference: 15 BIAM Supplement 1, Section 6.7  
(or Page 23)

Manual bulletins will be filed in the designated manual part or supplement, immediately in front of or behind the section or page amended.

F. Expiration Date. The life of a bulletin will be no longer than 6 months duration. The expiration date is typed in the lower right corner of the bulletin as shown in Illustration 1.

G. Right Margin Format. To further identify the manual bulletin, a right margin format will be added by the Division of Management Research and Evaluation to the first page of the bulletin after it is signed. Illustration 1 shows this right margin format.

When more than one page must be used for a bulletin, the originating office will type the page number in the upper right corner and the expiration date in the lower right corner of each succeeding page. The Division of Management Research and Evaluation will type the bulletin number in the upper left corner of succeeding pages after the bulletin is signed.

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BUREAU MANUAL SYSTEM  
Manual Bulletins

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2.5 Clearances. The manual bulletin should be routed from the originating office for surnaming and signature.

After signature, the manual bulletin must be routed to the Division of Management Research and Evaluation for assigning the bulletin number, typing the bulletin number on each page of the bulletin, typing the date on the first page of the bulletin, and adding the right margin format.

2.6 Advance Release. When a bulletin must be distributed immediately, the priority advance release procedures given in section 4.1B may be used.

2.7 Removing Bulletins. A manual bulletin expires on the date shown in the lower right corner (the expiration date). The bulletin should then be removed from the basic manual part or supplement and thrown away.

If a manual release or other document supersedes the information in a bulletin before the bulletin's expiration date, the manual release or document must clearly identify the bulletin by its bulletin number and date and must clearly supersede it. This would not need to be done after the expiration date since the bulletin is self-expiring.

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BUREAU MANUAL SYSTEM  
Manual Releases

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### 3. MANUAL RELEASES

3.1 Elements. Basically, a manual release consists of pages of material typed in the manual format and a release memorandum containing the filing instructions. Sections 3.2-3.8 cover preparing manual pages. Section 3.9 covers preparing the release memorandum.

3.2 Stationery. The basic manual material will be typed on 8" x 10 ½" plain bond paper and published in loose leaf form for easy filing. Manual supplement material will usually be typed on 8" x 10 ½" plain bond paper and published in loose leaf form. Variations from the standard 8" x 10 ½" paper size or using bound form in place of loose leaf form must be cleared by the Division of Management Research and Evaluation in advance.

3.3 Page Format. Each page of the basic manual material will be prepared as shown in Illustration 2. Each page of a manual supplement should be prepared as shown in Illustration 3. Variations from this format must be cleared by the Division of Management Research and Evaluation in advance.

3.4 Body. The format for the material between the heading and the release identification (see Illustrations 2 and 3) is not prescribed. Any appropriate format may be used as long as the material communicates effectively and efficiently. See section 3.5 on numbering and referencing manual material. Illustrations should be used when they will aid the reader's understanding or provide an example of how to prepare a document.

#### 3.5 Numbering and Reference.

A. Basic Manual Parts. The Bureau of Indian Affairs Manual is made up of various parts, each covering a specific subject matter. The parts currently in the Bureau manual are listed by part number and title in O BIAM O, the BIAM table of contents.

Each part is divided into sections, subsections, paragraphs, and subparagraphs as needed to make the material easy to read and to reference. For ease of reference, all subdivisions below the part may be cited as sections. To reference the BIAM, give the part number, initials "BIAM", and the full section numbering necessary to identify the specific material. For example, a hypothetical reference would be "15 BIAM 3.5A".

B. Manual Supplements. In some cases, a supplement or supplements will be needed in addition to the basic manual part on a particular subject matter (see section 1.4).

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BUREAU MANUAL SYSTEM  
Manual Releases

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Each manual supplement is numbered with the number of the appropriate basic manual part, the word "Supplement" (or abbreviated to "Supp."), and a serial number. Serial numbers will be assigned consecutively within each part (e.g. 43 BIAM Supplement 1, 43 BIAM Supplement 2, etc.).

The internal numbering of a supplement may be the same as the basic manual parts or may consist of page numbering. However, page numbering is desirable only when there will be few changes to the supplement. A hypothetical reference to material in a manual supplement would be:

43 BIAM Supp. 3, Sec. 5.3C(2)(d)

or

43 BIAM Supp. 3, Page 16

C. Manual References in Correspondence. When using manual references in correspondence with persons unfamiliar with the Bureau manual, use the following references:

BASIC:

Bureau of Indian Affairs Manual, Part \_\_\_\_\_, Section \_\_\_\_\_

SUPPLEMENT:

Bureau of Indian Affairs Manual, Part \_\_\_\_\_, Supplement \_\_\_\_\_,  
Section \_\_\_\_\_ (or Page \_\_\_\_\_).

When BIAM material is based upon higher Federal regulatory authority (such as the Code of Federal Regulations (CFR), Federal Procurement Regulations, or the Federal Personnel Manual), these should be cited to the public rather than BIAM references.

3.6 Incorporating Departmental Manual Material. The Department encourages the bureaus to use Departmental Manual material by incorporating it into Bureau manuals wherever possible. Since copies of the Departmental Manuals are sent to each Area Office, incorporating Departmental Manual (DM) material into the Bureau manual can be done by reference. Excerpts from the DM should be incorporated into the Bureau manual system only when needed by users below the Area level.

A Bureau release memorandum must be prepared to incorporate entire Departmental Manual issuances. Departmental Manual material being incorporated in a Bureau manual part or supplement should be referenced and explained in that Bureau manual part or supplement.

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BUREAU MANUAL SYSTEM  
Manual Releases

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3.7 Incorporating Material From Other Agencies. The objectives of the Bureau manual system can sometimes be met by incorporating all or part of a manual published by another agency into the Bureau manual. The agency's manual can be incorporated as follows:

A. When the material is readily available to Bureau users, it may be incorporated by reference. When other agency material is incorporated by reference, it will be listed at the bottom of the table of contents to the Bureau manual part or supplement, as follows:

Other Agency Directives Which Apply

Federal Property Management Regulations  
Federal Procurement Regulations

B. When only a small part of the other agency's manual is needed, that material may be quoted directly in the appropriate Bureau manual part or supplement. The source of the quotation should be given.

C. When the other agency's material is not available to the Bureau users or is revised so much that a single publication is needed, the material may be reprinted and issued as a Bureau manual supplement. The source of the reprinted material should be given.

3.8 Table of Contents.

A. Basic Manual Part. Each basic manual part must have a table of contents organized by section. This table of contents should list all supplements to that part.

When a section or supplement is planned but not yet issued, list the section or supplement in the table of contents followed by the phrase "To be issued later." If other material should be used until the section or supplement is issued, this should also be noted. See Illustration 4.

B. Manual Supplement. Each manual supplement should have a table of contents organized by section as shown in Illustration 4 but with a manual supplement heading. The heading is shown in the following example:

15 BIAM SUPPLEMENT 1

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BUREAU CORRESPONDENCE HANDBOOK  
Table of Contents

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BUREAU MANUAL SYSTEM  
Manual Releases

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3.9 Release Memorandum. All Bureau manual material will be transmitted by a release memorandum signed by the authorized official (see section 1.6). The release memorandum will be prepared by the originating office as shown in Illustration 5. The first page of the release memorandum will be typed by the originating office on Bureau letterhead bond paper. Any succeeding pages will be typed on plain bond paper. The format of a release memorandum for a supplement is basically the same as a release memorandum for a basic manual part. The release memorandum differs from a regular memorandum in the following ways:

A. Release Number. Six lines will be left between the last line of the heading and the typed word "Memorandum" so that the release number and the date the release is signed can be typed in the upper right corner. The Division of Management Research and Evaluation will type in this information after the release is signed.

The release memoranda for each basic manual part and each individual supplement will be numbered in a separate series. The release memorandum for a basic manual part will be identified by the part number, the words "BIAM Release", and a sequential release number. For example, the second release for Part 55 of the Bureau manual would be:

55 BIAM Release 2

The release memorandum for a supplement will be identified by the part number, the words "BIAM Supp.", the supplement number, the word "Release", and a sequential release number. For example, the third release for Supplement 5 to 84 BIAM would be:

84 BIAM Supp. 5 Release 3

B. To Line. The "To" line should be addressed to holders of the basic manual part or manual supplement affected by the release as shown in Illustration 5.

C. From Line. The "From" line gives the title of the official authorized to sign manual releases. The signing authority given in section 1.6 applies to manual releases.

D. Body. The body of the release memorandum should give a brief summary of the material transmitted or a brief explanation of the changes being made. No permanent instructions should be given in the body of the release memorandum because, after the filing instructions are followed, the memorandum is filed separately or thrown away.

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BUREAU MANUAL SYSTEM  
Manual Releases

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E. Signature and Title. The title of the signing official should be typed six lines below the body so that the signature can be written above the title.

F. Filing Instructions. Filing instructions will also be given on a release memorandum below the signature (see Illustration 5). The filing instructions are broken down into three categories.

(1) Removing. Under the heading "(a) Remove superseded material:", list the material which is superseded by the release. This material could include manual bulletins, sections of the old Indian Affairs Manual (IAM), or sections of a BIAM basic manual part or manual supplement. The number of sheets removed should be given on the right. The date and release number of superseded material may also be given but is not required.

If the release does not supersede any material, the word "None" should be added under (a) in the filing instructions.

(2) Inserting. Under the heading "(b) Insert new material transmitted:", list the sections or pages of the basic manual part or manual supplement to be inserted. The number of sheets inserted should be given on the right. Basic manual material and manual supplement material cannot be issued by the same release memorandum. Material to be inserted in two different manual parts cannot be issued by the same release memorandum.

If there is no material to be inserted (as in a release only making a pen-and-ink change), the word "None" should be added under (b) in the filing instructions.

(3) Making changes by pen. Under the heading "(c) Pen-and-ink changes:", refer specifically to the sections being revised and state clearly what revision is to be made. Pen-and-ink changes can only be used for minor revisions where the changes are few in number and unmistakable in meaning.

If no pen-and-ink changes are to be made, the word "None" should be added under (c) in the filing instructions.

3.10 Clearances. Manual releases should be routed from the originating office to the Division of Management Research and Evaluation for review. The release should then be routed for surnaming and signature.

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BUREAU MANUAL SYSTEM  
Manual Releases

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After signature, the manual release must be routed back to the Division of Management Research and Evaluation for processing. This Division will assign the release number and fill in the release number and date in the upper right corner of the release memorandum and in the lower left corner of each page of the release.

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BUREAU MANUAL SYSTEM  
Distribution and Maintenance

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4. DISTRIBUTION AND MAINTENANCE

4.1 Reproduction and Distribution. The two methods of reproducing and distributing manual material are routine or priority. The originating office is responsible for indicating which method should be used and for preparing the necessary printing requisitions.

A. Routine. Manual material which can be delayed 2 to 8 weeks without adversely affecting Bureau programs is processed by this method. This is the amount of time allowed for printing. All large volume manual releases must be processed this way.

Under this method, the originating office prepares the printing requisition (DI-14) and forwards it to the Division of Management Research and Evaluation after the manual release or bulletin is signed. (Illustration 6 shows how to prepare a printing requisition.) The Division of Management Research and Evaluation will assign and fill in the release numbers or bulletin numbers, attach the distribution list (see section 4.2), and route to the Department for printing and distribution.

B. Priority. Manual material which requires immediate action can be processed under a priority method.

Under the priority method, the manual release or bulletin is routed to the Division of Management Research and Evaluation after signature. The Division of Management Research and Evaluation assigns the release number and adds the appropriate identifications. The manual release or bulletin will be marked "ADVANCE COPY" in typed capital letters above the heading and in the lower margin. The originating office determines how many advance copies will be made and what offices will receive them and makes sure the copies are made and distributed accordingly. Area Offices (including the Joint Use Administrative Office) which receive advance copies will be responsible for reproducing and distributing the advance copies within their jurisdiction as needed.

After this initial reproduction and distribution, the "ADVANCE COPY" markings will be removed from the manual release or bulletin. The manual release or bulletin and a completed printing requisition (see Illustration 6) will then be routed to the Division of Management Research and Evaluation for routine processing.

4.2 Distribution Lists. Manual releases and bulletins will be distributed within the Bureau on the basis of distribution lists

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BUREAU MANUAL SYSTEM  
Distribution and Maintenance

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furnished by Area and Washington offices to the Division of Management Research and Evaluation. Although these offices determine the distribution, manual releases or bulletins generally will be distributed as follows:

A. One complete set of all manual material (basic and supplements) at each Area Office (including the Joint Use Administrative Office) and in the Division of Management Research and Evaluation.

B. One set of all basic manual material at each Agency and for each tribal governing body.

C. Extra sets of all basic manual material for each Area Office (including the Joint Use Administrative Office) or Agency Office based on their requests.

D. One or more copies of each basic manual part or manual supplement to each organizational unit responsible for matters covered by or related to that manual part or supplement.

E. Extra copies of each manual release or bulletin to the Division of Management Research and Evaluation to fill requests.

4.3 Filing. When an office receives a manual release, the release must be promptly filed according to the instructions on it. Supplements are usually maintained separately from basic manual parts. Release memoranda should be placed in a separate binder. Prompt filing will insure that an office has the up-to-date instructions necessary to carry out its functions.

4.4 Periodic Update. The Division of Management Research and Evaluation will establish procedures and schedules to provide for full review and reissuance of each basic manual part and supplement every 5 years. The procedures developed will provide for reviewing existing manual material, making any needed changes, and adding any instructions not included earlier. If the existing manual material is still current, the material may be reprinted under a new date.

4.5 Checklists. Each year, the Division of Management Research and Evaluation will issue a manual bulletin to O BIAM showing all manual releases currently in effect. Since the distribution of manual supplements varies widely, these checklists will be addressed only to holders of the basic manual. Holders of a manual supplement should review the checklist maintained by basic manual holders to make sure their supplement is up-to-date.

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BUREAU MANUAL SYSTEM  
Distribution and Maintenance

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4.6 Availability to Public. The Administrative Procedure Act as amended (5 U.S.C. 552) requires that all Bureau "statements of policy and interpretations" and "administrative staff manuals and instructions to staff that affect any member of the public" be made available to the public for inspection and copying (with certain exceptions). Therefore, unless covered by an exception and good reason exists for the contrary, all portions of the Bureau manual shall be made available on request. The public will be charged for the cost of xeroxing copies when no printed copies of manual material are available. Section 6 of 15 BIAM Supplement 2 (Mail and Records Handbook) contains more detailed information on availability of official records to the public.



IN REPLY REFER TO:

# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
WASHINGTON, D. C. 20245

O BIAM  
Illustration 1  
Page 1

42 BIAM Supp. 3 Bulletin 1  
December 26, 1973

Memorandum

To: Holders of 42 BIAM Supplement 3,  
Accounting Procedures Handbook

From: Commissioner of Indian Affairs

Subject: Access to Individual Indian Money (IIM) Records

Title XVI, Supplemental Security Income for the Aged, Blind and Disabled, Social Security Amendments of 1972, Public Law 92-603, provides for the establishment of a national program to provide supplemental security income to individuals who have attained age 65 or are blind or disabled. As of January 1974 this national program, administered by the Social Security Administration, will replace the present welfare programs contained in Title I (Old Age Assistance), Title X (Aid to the Blind), Title XIV (Aid to the Permanently and Totally Disabled), and Title XVI (Aid to the Aged, Blind, and Disabled).

Applicants for SSI will be required to provide a statement of income and resources, and to this end will provide a signed authorization permitting release to the Social Security Administration of any information needed to verify the income and resources statement.

Information pertaining to Individual Indian Money (IIM) accounts which is needed to verify the income and resources statement of Indian SSI applicants may be released directly to the Social Security Administration only after the Bureau receives:

1. a written request from the Social Security Administration
2. written notice from the Social Security Administration that the individual Indian SSI applicant has signed the appropriate SSI authorization permitting release of income and resources information.

Supp. 2, Release 1, 1-20-75



BULLETIN EXPIRES June 10, 1984

*Save Energy and You Serve America!*

42 BIAM Supp. 3 Bulletin 1

Page 2

Section 3.10 F(6) of 42 BIAM Supplement 3 will be revised to reflect this authorization at a later date.

Commissioner of Indian Affairs

Filing Reference: 42 BIAM Supplement 3, section 3.10F(6)

BASIC MANUAL PAGE

- (1) The phrase "BUREAU OF INDIAN AFFAIRS MANUAL." This phrase should be typed all in caps.
- (2) Page reference. Type the basic manual part number, the word "BIAM" in caps, and the number of the first subdivision beginning on the page. If no subdivision begins on the page, show the subdivision continued from the previous page. For example, if the page is strictly a continuation of section 1.3B(2) of 15 BIAM, the page reference should be "15 BIAM 1.3B(2) Cont." in the upper right corner.
- (3) Part title. Type the title of the basic manual part in caps. The table of contents for the entire Bureau of Indian Affairs Manual (O BIAM O) lists all the basic manual parts assigned and their titles.
- (4) Subject. A brief subject title may be typed here or this line may be left blank. If a subject title is used, only the first letter of major words should be typed in caps.
- (5) Side margins. Both sides must have 1" margins to allow for hole punching. After indenting for subdivision numbers and headings, subsequent lines should be typed flush with the left margin to avoid wasting paper.
- (6) Bottom margin. Allow 1 1/2" margin at the bottom so the release identification can be typed in.
- (7) Release identification. The release number and date of release is typed in the lower left corner, about 1" from the bottom of the page. The Division of Management Research and Evaluation will add the release identification to each page after the manual release is signed.

①

BUREAU OF INDIAN AFFAIRS MANUAL

45 BIAM 2.5

②

③ → PLANT DESIGN AND CONSTRUCTION ← ④  
Development of Programs

Budget when required, and becomes a part of the total anticipated backlog of public works construction needs for the entire Government. Selection of projects for inclusion in the Bureau's annual budget estimates are also made from that program.

2.5 Preparation and Submission of Program. The long range construction program shall be prepared and submitted in accordance with the instructions and guidelines provided in 21 BIAM 4.1F and the following:

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A. Project Justifications. Each construction project contained in the long range construction program shall be supported by a brief supplemental narrative justification and an estimate of cost. Each construction project in the long range construction program subsequently designated for inclusion in the budget estimate shall be supported by a detailed justification and estimate of cost on the form described below.

(1) Form to be Used. The justification for each construction project designated for inclusion in the budget estimate shall be submitted on the form titled "Project Facts, Needs, and Supporting Data" (see Illustration 2).

(2) Reasons for Need. The reason why the new facilities are needed should be described fully. This should be confined only to the reason for the need and should not include any material concerning the details of the facilities to be furnished. It should be a clear and logical statement of the need to be fulfilled. Those who must review the justification and determine the merits of the project usually do not have first hand knowledge of local conditions or perhaps may have never heard of the project and are entirely dependent upon what is furnished for their knowledge. Therefore, this part of the justification should not be brief and it should not be assumed that those who review the justification know about the matter.

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⑤

(3) Description of Existing Conditions. The condition of the existing buildings or utility systems if they are to be replaced, should be described in detail. This should be a complete factual statement of what is now in existence. As much detail as possible should be furnished.

(4) Description of Proposed Facilities. A minute detailed description of the proposed facilities to be provided should be given so that a complete picture of what is involved is presented.

⑦

Release 45-1, 8/29/79

Supp. 2, Release 1, 1-20-75



⑥

MANUAL SUPPLEMENT PAGE

(1) Supplement identification. The supplement identification should be typed in caps in the upper left corner. Type the basic manual part number, the phrase "BIAM SUPPLEMENT" in caps, and the supplement number. The supplement number is a serial number assigned consecutively within each basic manual part (e.g. 15 BIAM SUPPLEMENT 1, 15 BIAM SUPPLEMENT 2, etc.).

(2) Page reference. Type the number of the first subdivision beginning on the page. If no subdivision begins on the page, show the subdivision continued from the previous page. For example, if the page is strictly a continuation of section 1.33(2) of Supplement 1 to 15 BIAM, the page reference should be "1.33(2) Cont." in the upper right corner. Page numbers may be used in place of subdivision numbers if the manual supplement will not be extensively revised in the future (for example, Page 15).

Do not type the basic manual part number or "BIAM" in the manual supplement page reference to avoid confusion with the basic manual material.

(3) Supplement title. Type the title of the manual supplement in caps.

(4) Subject. A brief subject title may be typed here or this line may be left blank. If a subject title is used, only the first letter of major words should be typed in caps.

(5) Side margins. Both sides must have 1" margins to allow for hole punching. After indenting for subdivision numbers and headings, subsequent lines should be typed flush with the left margin to avoid wasting paper.

(6) Bottom margin. Allow 1 1/2" margin at the bottom so the release identification can be typed in.

(7) Release identification. The release number and date of release is typed in the lower left corner, about 1" from the bottom of the page. The Division of Management Research and Evaluation will add the release identification to each page after the manual release is signed.

① 15 BIAM SUPPLEMENT 1 ② 1.1C  
③ → BUREAU CORRESPONDENCE HANDBOOK ← ④  
Letters and Memoranda

C. Letters. Letters are used for correspondence with addressees outside the Department of the Interior. Tribal councils or committees and their members are considered addressees outside the Department. Letters may be addressed directly to tribal councils or committees and their members. When such correspondence is not addressed through an Area Director or Superintendent, a copy must be sent to the Area Director or Superintendent concerned.

← ⑤ A sample of the complete format of a Bureau letter is shown in Illustration 1.

D. Memoranda. Memoranda are used for all correspondence within the Department of the Interior with the following exception:

Correspondence to Area Directors or Superintendents authorizing the call of tribal constitutional elections and approving the results of those elections will be in letter form since such correspondence will eventually become a part of tribal records.

A sample of the format of a memorandum is shown in Illustration 2.

E. Arrangement of This Chapter. The following sections tell how letters and memoranda should be prepared for Bureau signature. Generally, the rules are the same for both. Where they differ, the specific instructions for each form will be given. Illustrations 1 and 2 show the format of letters and memoranda. The circled numbers shown on the illustrations refer to the section in this Handbook that discusses that part of the format.

F. Correspondence Review by Secretaries. The secretary to the division or office head should review correspondence prepared in her division or office to insure that it was prepared correctly. Such items as grammar, spelling, punctuation, neatness, and conformity with correspondence instructions should be considered.

← ⑤ →

1.2 Stationery. Use Bureau stationery as follows:

A. Originals. The first page of the original shall be on Bureau letterhead bond paper. Succeeding pages are on plain bond paper.

If a memorandum is going to a number of addressees, the original may be reproduced and the machine copies used as message copies.

⑦  
Supp. 1, Release 25, 7/6/73  
Supp. 2, Release 1, 1-20-75

↑ ⑥ ↓

OFFICE OPERATIONS  
Table of Contents

1. Correspondence
  - .1 Basic Guidelines for Correspondence
  - .2 Signatory Authority of Various Bureau Officials
    - A. Commissioner and Deputy Commissioner
    - B. Directors of Staff Offices
    - C. Assistants to the Commissioner and Other Staff Officers
    - D. Area Directors and Heads of Operating Offices
    - E. General
    - F. Redelegation
    - G. Limitation on Authority
    - H. Exception to Bureau Authority
  - .3 Channels
    - A. Correspondence with Area and Operating Offices
    - B. Correspondence Between Bureau Field Offices and Other Federal Agencies
2. Mail and Communication Management
  - .1 General
  - .2 Guidelines
  - .3 Official Mailing Indicia
  - .4 Postage Costs and Reporting
  - .5 Telephone and Telegraph Services
  - .6 Limitations on Use of Telephones
    - A. Use of Recording Machines
    - B. Stenographic Monitoring of Telephone Calls
    - C. Unauthorized Use of Bureau Telephone Facilities
3. Disposition of Records  
(To be issued later. Use 43 IAM 3.1 until superseded.)

Illustrations 1-4

Supplements to 15 BIAM

<u>No.</u>	<u>Title</u>
1	Bureau Correspondence Handbook
2	Mail and Records Handbook
3	Field Office File Classification Guide (To be issued later. Use Supplements 1 and 2 to 43 IAM 3.3 until superseded.)



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

15 BIAM Supp. 1 Release 25  
July 6, 1980

## Memorandum

To: Holders of 15 BIAM Supplement 1

From: Commissioner of Indian Affairs

Subject: Preparation of Letters and Memoranda

This release combines the previous Chapter 1 on letters and Chapter 2 on memoranda of the Bureau Correspondence Handbook in a new Chapter 1 to eliminate duplicate material and to make the Handbook more useable. The Bureau instructions are revised to reflect the instructions given in the Departmental Correspondence Manual, where necessary. The new Chapter 1 of the Bureau Correspondence Handbook was organized to follow the setup of the Departmental Correspondence Manual as closely as possible.

The other chapters of the Bureau Correspondence Handbook are currently being revised and will be issued at a future date.

*Signature*

Commissioner of Indian Affairs

### Filing Instructions:

- (a) Remove superseded material:
- |  |             |
|--|-------------|
| 15 BIAM Supplement 1, Pages 1-35<br>(Dated 3/9/72) | (21 sheets) |
| 15 IAM 1.1-3.2B                                    | (4 sheets)  |
| 15 BIAM Supp. Bulletin 1-5 (Dated 5/1/30)          | (1 sheet)   |
- (b) Insert new material transmitted:
- |  |             |
|--|-------------|
| 15 BIAM Supplement 1, Sec. 1.0-1.18<br>and Illustrations 1-9 | (20 sheets) |
|--|-------------|
- (c) Pen-and-ink changes:
- None

PRINTING REQUISITION

- (1) Type the name of the division or office which originated the manual material.
- (2) Type the appropriation number to which the cost of printing the manual material should be charged. This appropriation number should be that of the originating office.
- (3) Type a brief description of the manual material to be printed.
- (4) Give the date the requisition is completed.
- (5) Type the title of the head of the originating division or office. The head of the originating division or office should sign the requisition before it is sent to the Division of Management Research and Evaluation for processing.

Type the remainder of the form as shown in Illustration 6.

REQUISITION FOR DUPLICATING SERVICES

0 BIAM  
ILLUSTRATION 6  
Page 2

FORWARD COPIES NOS. 1-3 INCL. TO DUPLICATE		G SECTION. RETAIN NO. 4	
FROM: BUREAU OR OFFICE	FOR INFORMATION CALL NAME		
Bureau of Indian Affairs	Pearl Green		
DIVISION	EXTENSION NO.	ROOM NO.	BUREAU REQUISITION NO.
Mgmt. Research & Evaluation (1)	x4144	204	
APPROPRIATION CHARGEABLE			DATE
KOO/-53/5/3500/01/7267/26F (2)			September 11, 1974 (4)
JOB TITLE OR DESCRIPTION			
Amendments to 10 BIAM 2 and 5 (3)			
QUANTITY	DELIVERY DATE DESIRED	IF RERUN FURNISH LAST JOB NO.	

DUPLICATING OR REPRODUCTION SPECIFICATIONS

<input type="checkbox"/> MIMEOGRAPH: <input type="checkbox"/> PREPARE STENCIL <input type="checkbox"/> STENCIL FURNISHED	<input type="checkbox"/> TYPING: <input type="checkbox"/> PLAIN COPY <input type="checkbox"/> STENCIL <input type="checkbox"/> DUPLIMAT <input type="checkbox"/> SINGLE SPACE <input type="checkbox"/> DOUBLE SPACE <input type="checkbox"/> AS INDICATED <input type="checkbox"/> SEE "SPECIAL INSTRUCTIONS"
<input checked="" type="checkbox"/> OFFSET: <input checked="" type="checkbox"/> PREPARE PLATE <input type="checkbox"/> MATS FURNISHED <input type="checkbox"/> REDUCE _____ <input type="checkbox"/> ENLARGE _____	<input checked="" type="checkbox"/> PAPER: _____ INK COLOR _____ <input checked="" type="checkbox"/> KIND <u>Offset</u> <input checked="" type="checkbox"/> COLOR <u>White</u> <u>Black</u> <input checked="" type="checkbox"/> FINISHED SIZE <u>8 x 10 1/2</u> JUSTIFICATION REQUIRED FOR MULTICOLOR INK
<input type="checkbox"/> MULTIGRAPH: <input type="checkbox"/> FURNISH PROOF	<input checked="" type="checkbox"/> REPRODUCE: <input checked="" type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> ONE SIDE

BINDERY SPECIFICATIONS

<input checked="" type="checkbox"/> ASSEMBLY: <input checked="" type="checkbox"/> AS PAGED <input type="checkbox"/> SETS <input type="checkbox"/> PADS SHEETS IN PAD: _____ SHEETS IN SET: _____ SETS IN PAD: _____	<input type="checkbox"/> FOLDING: <input type="checkbox"/> SAMPLE <input type="checkbox"/> AS NECESSARY
<input checked="" type="checkbox"/> STAPLING: <input type="checkbox"/> ONCE <input type="checkbox"/> TWICE <input type="checkbox"/> END <input type="checkbox"/> SIDE <input type="checkbox"/> CORNER <input type="checkbox"/> SADDLE	<input checked="" type="checkbox"/> PUNCHING: (SUBMIT SAMPLE) <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input checked="" type="checkbox"/> 5/16" <input type="checkbox"/> 1/2" Sample attached
<input checked="" type="checkbox"/> MAILING: <input type="checkbox"/> INSERT <input type="checkbox"/> SEAL <input checked="" type="checkbox"/> MAIL <u>Fourth</u> CLASS	

PHOTOREPRODUCTION SPECIFICATIONS

<input type="checkbox"/> PHOTOSTAT: <input type="checkbox"/> NEGATIVES <input type="checkbox"/> POSITIVES <input type="checkbox"/> REDUCE TO _____ <input type="checkbox"/> ENLARGE TO _____	<input type="checkbox"/> OZALID PRINTS: <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> AUTO POS. <input type="checkbox"/> REPRO NEG.
<input checked="" type="checkbox"/> ADDRESSOGRAPH: <input checked="" type="checkbox"/> ENVELOPES <input type="checkbox"/> CARDS <input type="checkbox"/> LABELS <input type="checkbox"/> LETTERS <input checked="" type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CORRECT <input type="checkbox"/> PROOF LIST <input checked="" type="checkbox"/> LIST NOS. <u>10 BIAM</u>	<input type="checkbox"/> FACSIMILE SIGNATURE

SPECIAL INSTRUCTIONS:  
Distribution list attached.

IT IS CERTIFIED THAT THIS WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF THE BUSINESS OF THIS OFFICE AND THE ILLUSTRATIONS ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC BUSINESS.

FOR USE WHEN ADDITIONAL APPROVAL IS REQUIRED	REQUISITIONED BY (SIGNATURE)
BUREAU OFFICER	
(SIGNATURE)	TITLE
(DATE)	APPROVED BY (SIGNATURE)
Chief, Property & Supply Services	TITLE (5) Chief, Division of Mgmt. Research & Eval.