

RESOLUTION OF THE GOVERNING BODY OF  
THE THREE AFFILIATED TRIBES OF THE  
FORT BERTHOLD RESERVATION

- WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and authority under said Act; and
- WHEREAS, That Constitution and By-laws of the Three Affiliated Tribes authorized and empowers the Tribal Business Council to engage in activities for the welfare and benefits of the Tribe and tribal members; and
- WHEREAS, The Tribal Business Council is empowered under the Constitution and By-Laws to recommend and negotiate Federal employee assignments under the Intergovernmental Personnel Act of 1970; and
- WHEREAS, Mr. James Monteau has been assigned to the Three Affiliated Tribes in the capacity of "Tribal Comptroller" under the authority of the above Act from May 6, 1979 to May 5, 1980; and
- WHEREAS, More time is needed for Mr. Monteau to accomplish the objectives of the assignment;

NOW, THEREFORE BE IT RESOLVED BY THE TRIBAL BUSINESS COUNCIL OF THE THREE AFFILIATED TRIBES, that we stongly recommend that the assignment of Mr. Monteau be extended until September 30, 1980 under the previous conditions and terms of the agreement as negotiated and signed by the Chairman of the Three Affiliated Tribes.

C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify the Tribal Business Council is composed of 11 members of whom 7 constituting a quorum were present at a Special meeting, thereof duly called, noticed, convened and held on the 21 day of April, 1980; that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 7 members, 0 members opposed, 0 members abstained, 0 members passed, and that the said resolution has not been rescinded or amended in any way.

Chairman (voting) (~~not voting~~)

Dated this 21 day of April 1980.

ATTEST:

Jillie Walker  
Secretary, Tribal Business Council

Archie H. Dilworth  
Chairman Tribal Business Council

# ASSIGNMENT AGREEMENT

TITLE IV OF THE  
INTERGOVERNMENTAL PERSONNEL ACT OF 1970  
(5 U.S.C. 3371-3376)

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## INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

As the term "State or local government" occurs on the form, it should be understood also to refer to an institution of higher education.

Copies of the completed and signed agreement should be retained by each signatory.

Two copies should also be sent to:  
Office of Faculty Fellows and Personnel Mobility  
Bureau of Intergovernmental Personnel Programs  
U. S. Civil Service Commission  
Washington, D. C. 20415

Procedural questions on completing the agreement can be answered by staff in the Intergovernmental Personnel Programs Divisions in U. S. Civil Service Commission regional offices. See page 4 for listing.

### PART I--INFORMATION CONCERNING THE PARTICIPATING EMPLOYEE

NAME (Last) (First) (Middle)		SOCIAL SECURITY NUMBER
Mott, James Edward		516-50-7220
BIRTH DATE (Month, day, year)	HOME ADDRESS (Street, city, state, ZIP code)	
09/06/43	Box #60 New Town, North Dakota 58763	
HOME PHONE (Including area code)		
(701) 627-3397		

### PART II--PARTIES TO THE AGREEMENT

FEDERAL AGENCY (Identify agency down to the level that is party to the agreement.)	STATE OR LOCAL GOVERNMENT (Identify the governmental agency fully.)
Fort Berthold Agency New Town, North Dakota 58763	Three Affiliated Tribes New Town, North Dakota 58763

### PART III--POSITION DATA

#### POSITION CURRENTLY HELD

OFFICE OF EMPLOYMENT	Branch of Credit	
LOCATION OF OFFICE	Fort Berthold Agency New Town, North Dakota 58763	JOB TITLE Loan Specialist
Federal Grade: GS 11/1 \$20,611	OFFICE PHONE (Including area code)	TYPE OF APPOINTMENT (Federal Employees)
State or local salary: \$25,000	(701) 627-4706	
NAME AND TITLE OF IMMEDIATE SUPERVISOR	<input type="checkbox"/> Career <input checked="" type="checkbox"/> Schedule <input type="checkbox"/> Competitive                  A or B <input type="checkbox"/> Other <input type="checkbox"/> Schedule C	
Harrison O. Fields, Acting Superintendent		

#### POSITION TO WHICH ASSIGNMENT WILL BE MADE

OFFICE OF EMPLOYMENT	Three Affiliated Tribes	
LOCATION OF OFFICE	New Town, North Dakota 58763	JOB TITLE Tribal Comptroller
NAME AND TITLE OF IMMEDIATE SUPERVISOR	Austin H. Givlette, Comptroller	

### PART IV--TYPE OF ASSIGNMENT

TYPE OF APPLICATION	<input checked="" type="checkbox"/> on detail from a Federal agency to a State or local government agency <input type="checkbox"/> on detail without pay from a Federal agency to a State or local government agency <input type="checkbox"/> on detail from a State or local gov't agency to a Federal agency <input type="checkbox"/> on appointment in a Federal agency from a State or local gov't agency		
PERIOD OF ASSIGNMENT	5 months	START DATE (Month, day, year)	9-30-80
		END DATE (Month, day, year)	9-30-80

## PART V—BRIEF DESCRIPTION OF POSITION AND REASONS FOR ASSIGNMENT REQUEST

To complete implementation of accounting system for Three Affiliated Tribes. To complete installation of centralized computer system and to give orientation to newly hired Tribal Comptroller. Attached Job Description.

## PART VI—EMPLOYEE BENEFITS

## RATE OF BASIC PAY

\$20,611 plus fringe benefits—entitled to step increases, Promotions and Federal pay increases.

## SPECIAL PAY CONDITIONS (Indicate any conditions that could increase the compensation of the assigned employee during the period of assignment.)

Tribal will supplement Basic salary up to \$25,000 for duration of extension to September 30, 1980

## LEAVE PROVISIONS (Indicate the annual and sick leave benefits for which the assigned employee is eligible, and specify the procedures for requesting, reporting, and recording such leave.)

6 hours annual and 4 hours sick leave per pay period. Tribe will be responsible for time & attendance reports, will also be turned in at the agency for pay and record keeping.

## PART VII—FISCAL OBLIGATIONS

## FEDERAL AGENCY OBLIGATIONS

Agency will pay basic salary, retirement and health benefits, salary will be reimbursed 100% by the Tribe. Travel and transportation costs incurred while employee is at his assignment will be paid fully by the tribe. Retain government quarters.

## STATE OR LOCAL GOVERNMENT AGENCY OBLIGATIONS

Reimburse all costs incurred to the Agency concerning this employee.

## PART VIII—APPLICABILITY OF RULES, REGULATIONS, AND POLICIES

1. The rules and policies governing the internal operation and management of the agency to which the assignment is made under this agreement will be observed by the assigned employee.

Yes  Yes, with exceptions attached

2. Assignee has been informed that the assignment may be terminated at any time at the option of the Federal executive agency or the State or local government.

3. Assignee has been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if he does not serve until the completion of his assignment (unless terminated earlier by either employer) or one year, whichever is shorter.

4. Assignee has been informed of applicable provision should his position with his permanent employer become subject to a reduction-in-force procedure.

PART IX--CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.

The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him while on this assignment.

PART X--OPTIONS AND/OR ENTITLEMENTS

Federal Employees Group Life Insurance (Indicate coverage or "N.A." if not applicable.)

Covered  N.A.

Federal Employees Health Benefits (Indicate coverage or "N.A." if not applicable.)

Covered  N.A.

Federal Civil Service Retirement (Indicate coverage or "N.A." if not applicable.)

Covered  N.A.

State or Local Agency Benefits (Indicate all State employee benefits that will be retained by a State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal employee on leave without pay from the Federal agency to a State or local agency.)

Other Benefits (Indicate any other employee benefits to be made part of this agreement.)

NONE

N/A

PART XI--TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES

Indicate whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334, of the Federal Personnel Manual.

Mr. Monteau is a local resident and travel and transportation to this assignment is not required since there is no change in duty station from New Town.

PART XII--APPROVALS

ASSIGNED EMPLOYEE'S STATEMENT

I, James Edward Monteau, understand the terms of this agreement providing for my assignment to the position of Tribal Comptroller - Three Affiliated Tribes at (location) \_\_\_\_\_ from (date) 05-06-80 to 09-30-80

SIGNATURE OF ASSIGNED EMPLOYEE

DATE OF SIGNATURE

*James E. Monteau*

*April 2, 1980*

STATE OR LOCAL GOVERNMENT AGENCY

FEDERAL AGENCY

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICER

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICER

*Austin J. Gillette*  
Austin J. Gillette - Tribal Chairman

Dennis Peterson - Acting Area Director

UNITED STATES CIVIL SERVICE COMMISSION  
INTERGOVERNMENTAL PERSONNEL PROGRAMS DIVISIONS

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Region	Address	Area Served
Atlanta . . . . .	1340 Spring Street NW. Atlanta, Georgia 30309 Phone: 404-526-2448	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
Boston . . . . .	John W. McCormack Post Office and Courthouse Boston, Massachusetts 02109 Phone: 617-223-6835	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Chicago . . . . .	Main Post Office Building 433 W. Van Buren Street Chicago, Illinois 60607 Phone: 312-353-5263	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Dallas . . . . .	1100 Commerce Street Dallas, Texas 75202 Phone: 214-749-1907	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Denver . . . . .	Building 20, Denver Federal Center Denver, Colorado 80225 Phone: 303-234-4047	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
New York . . . . .	New Federal Building 26 Federal Plaza New York, New York 10007 Phone: 212-264-4612	New Jersey, New York, Puerto Rico, Virgin Islands
Philadelphia . . . . .	William J. Green, Jr. Federal Building 600 Arch Street Philadelphia, Pennsylvania 19105 Phone: 215-597-9125	Delaware, Maryland, Pennsylvania, Virginia, West Virginia,
St. Louis . . . . .	1256 Federal Building 1520 Market Street St. Louis, Missouri 63103 Phone: 314-622-4941	Iowa, Kansas, Missouri Nebraska
San Francisco . . . . .	Federal Building, Box 36010 450 Golden Gate Avenue San Francisco, California 94102 Phone: 415-556-1190	Arizona, California, Hawaii, Nevada, Guam, American Samoa, Trust Territory
Seattle . . . . .	B-085 Federal Office Building 909 First Avenue Seattle, Washington 98104 Phone: 206-442-0164	Alaska, Idaho, Oregon, Washington

## THREE AFFILIATED TRIBES

### Position Description

Position: Tribal Comptroller

#### Duties and Responsibilities

1. Implement and oversee centralized accounting procedures.
2. Maintain control of disbursements.
3. Assure proper account coding.
4. Maintain daily check on cash balances for all programs and keep directors informed.
5. Control purchasing and receiving activity.
6. Review requests for payment for propriety as to payee, amount and approval.
7. Insure available discounts are taken.
8. Receive and review contract and grant proposals for completeness.
9. Receive and monitor files on all executed contracts, grants, other agreements and modifications relating thereto.
10. Review and approve payroll worksheet.
11. Review and approve payroll distribution after preparation.
12. Oversee distribution of payroll checks to supervisors.
13. Critically review bank reconciliations, investigate long outstanding checks and examine all voided checks.
14. Review outstanding payables which have been aged.
15. Oversee preparation of monthly, quarterly and annual financial reports for all programs.
16. Analyze successive payroll periods for reasonableness.
17. Review (monthly) contracts and grant agreements.
18. Review equipment records to assure completeness.
19. Approve all journal entries and review reconciled general ledger accounts.
20. Review and control major repairs and renovation costs.
21. Review postings to general ledger.
22. Oversee preparation of quarterly Federal tax reports.
23. Prepare Form 990 tax returns.
24. Review 1099's on contractors earnings prior to distribution.
25. Oversee and review preparation of Federal and State unemployment tax reports.
26. Review financial reports for program manager, program directors, tribal council, and funding agencies.
27. Prepare and submit special reports as needed.
28. Administer grant withdrawals and transfers and assure proper accounting for such.
29. Monitor budget summaries for all programs.
30. Maintain communication with program directors and staff personnel to answer questions, resolve problems and assure agency reporting requirements.

31. Coordinate employee training on centralized accounting policies and procedures.
32. Review accounting procedures and chart of accounts manual for revisions as needed.
33. Insure all grant and contract financial obligations are eliminated at least 90 days subsequent to its termination.
34. Insure that funding agreements are closed out promptly.
35. Assure that all files are maintained in an orderly fashion.
36. Review all invoices and checks and insure compliance with funding agency regulations.
37. Prepare annual proposal to establish Indirect Cost Rate for Federal grants and contracts that allow the use of such rates to recover indirect costs incurred by the tribe.
38. Prepare auditors with necessary records and explanations regarding accounting system and accounting transactions involving the contract or grant being audited.
39. Advise Tribal business council of audit problems.
40. Oversee property and supply procedures for purchasing, acquisitions, tagging, etc. of equipment and fixtures.
41. Supervises, assistant finance officer, payroll clerk, cash receipts clerk, cash disbursements clerk, property & supply officer, receptionist secretary, trainees and any other temporaries that may be assigned to tribal finance.

SUPERVISION AND GUIDANCE

The Tribal Comptroller is under the general supervision of the Three Affiliated Tribes' Tribal Business Council. The immediate supervisor is the Chairman of the Tribal Business Council who may delegate his authority to the Tribal Treasurer.

This is a complete and accurate description of the duties and responsibilities of this position.

Amel Dillute  
SIGNATURE OF SUPERVISOR

3-26-79  
DATE

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