

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, The Constitution and By-Laws of the Three Affiliated Tribes authorizes and empowers the Tribal Business Council to engage in activities for the welfare and benefit of the Tribe and Tribal members; and

WHEREAS, There is a continued need for a Donated Commodities Distribution Program on the Fort Berthold Reservation; and

WHEREAS, The Commodities Distribution Program benefits eligible American Indian households within or near the boundaries of the Fort Berthold Reservation; and

WHEREAS, Near the Reservation includes eligible American Indian households living in the communities of Watford City, Killdeer, Halliday, Beulah, Garrison and Minot, North Dakota; and

WHEREAS, The Three Affiliated Tribes has, in the past, contracted for the operation of this program.


NOW, THEREFORE BE IT RESOLVED that the Tribal Business Council desires to recontract with the State Department of Public Instruction, U.S. Department of Agriculture for continued program operation, and

BE IT FURTHER RESOLVED, that the Three Affiliated Tribes be granted \$82,479.00.

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 that the Tribal Business Council is composed of 11 members of whom 7 constitutes a quorum, were present at a special meeting, thereof duly called, noticed, convened and held on the 4 day of June, 1982; that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 7 members, 0 members opposed, 0 members abstained, 1 members passed, and that the said resolution has not been rescinded or amended in any way.

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


Secretary, Tribal Business Council

ATTEST:
 (1)

THREE AFFILIATED TRIBES

COMMODITY PROPOSAL

FY-83

Submitted by

THREE AFFILIATED TRIBES

TRIBAL BUSINESS COUNCIL

New Town, North Dakota

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THREE AFFILIATED TRIBES TRIBAL BUSINESS COUNCIL

COMMITTEES

RESOLUTION No. 80-182

EXECUTIVE COMMITTEE:

Austin Gillette	Chairman
August Little Soldier	Vice-Chairman
Tillie Walker	Secretary
Gerald White Sr.	Treasurer

PURPOSE:

CREDIT COMMITTEE:

Gerald White Sr.	Chairman
Willard Yellow Bird	Secretary
Matthew Mason	Member
August Little Soldier	Member
Paul Goodiron	Member

HUMAN RESOURCES COMMITTEE: (10:00 a.m. - Tuesday)

Tillie Walker	Chairwoman	Welfare and Health
Roy Bird Bear	Secretary	Education & Veterans
Thomas Eagle	Member	<u>Labor Force</u>
Willard Yellow Bird	Member	
Matthew Mason	Member	

JUDICIARY COMMITTEE: (1:00 p.m. - Tuesday)

August Little Soldier	Chairman	Law & Order
Paul Goodiron	Secretary	Tribal Ordinances
Marie Wells	Member	Constitution & By-Laws
Willard Little Owl	Member	Game Protection
Gerald White Sr.	Member	Legal Aid & Lay Advocate

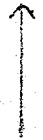
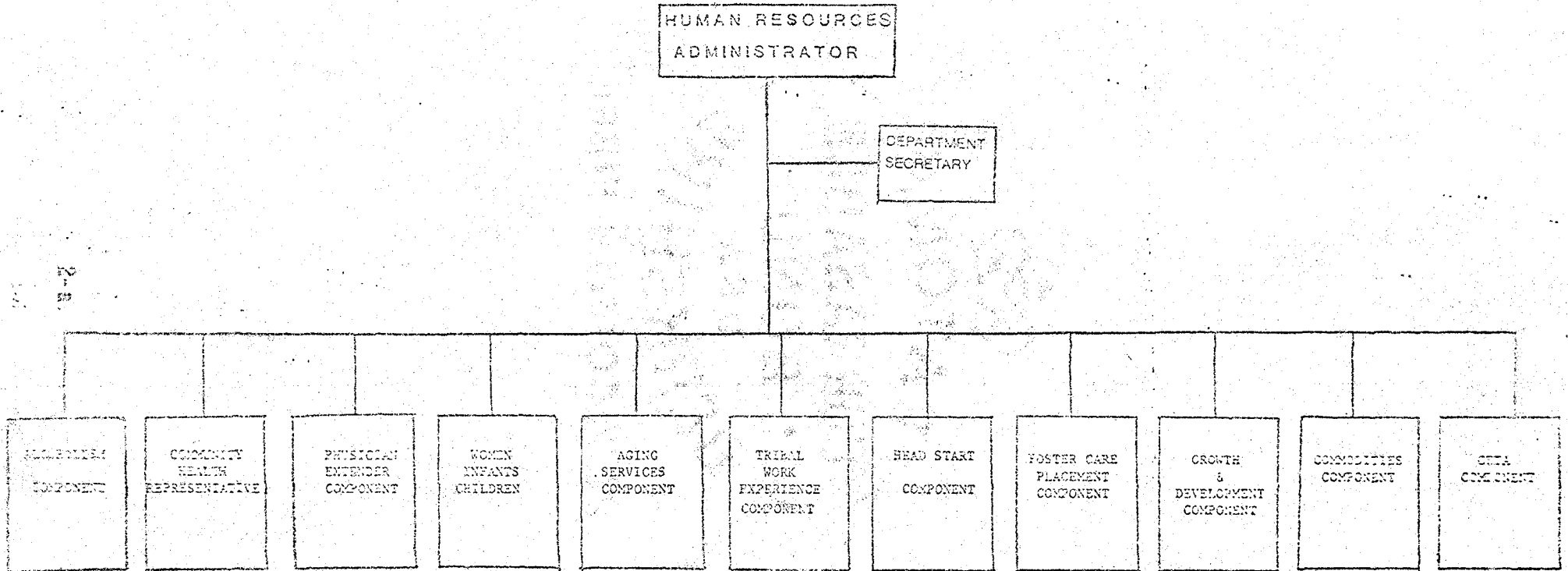
MATERIAL RESOURCES COMMITTEE: (10:00 a.m. - Wednesday)

Gerald White Sr.	Chairman	Housing
Marie Wells	Secretary	Parks/Recreation
Paul Goodiron	Member	Industrial & F.H.A.
Thomas Eagle Jr.	Member	Roads
August Little Soldier	Member	

NATURAL RESOURCES COMMITTEE: (1:00 p.m. - Monday)

Austin Gillette	Chairman	Land
Matthew Mason	Secretary	Soil
Willard Yellow Bird	Member	Water
Roy Bird Bear	Member	Wild Life & Minerals
Willard Little Owl	Member	

THREE AFFILIATED TRIBES
HUMAN RESOURCES DEPARTMENT



2-8

INTRODUCTION:

The Commodity Program has been in operation since August 1, 1957. The Commodity Program serves an average of 1,000 persons per month or approximately 250 families. The total dollar value of commodities supplied to recipients is in excess of 500,000 per year (USDA cost) and is expected to increase during the next year.

The Commodity Program consists of six (6) personnel, four (4) of which are full-time and two (2) are part-time employees. Because of geography (see map 1.) two (2) sub-warehouses are utilized to store commodities and two (2) part-time employees are responsible to distribute these commodities within three (3) days or twenty-four (24) hours.

For the convenience of the people the Three Affiliated Tribes Commodity Program distributes commodities the entire month.

RESERVATION BACKGROUND INFORMATION

The Fort Berthold Reservation was established for the Arikara, Mandan, and Hidatsa Tribes by the Fort Laramie Treaty of 1851. Located in central North Dakota, the Reservation occupies sections of six (6) counties - Mountrail, McLean, Dunn, McKenzie, Mercer and Ward.

(See Maps I. & II.).

The total acres within the boundaries of the Reservation is approximately one million acres of which about one-half is trust land. The topography of the west and south segments is rough grassland and "badlands" - this land being used primarily for livestock production; and flat to rolling grasslands in the north and east segments - both of which contain desirable cropland.

Sakakawea, formed by the Garrison Dam, traverses the Reservation and splits it into five parts which are tenuously tied together by the road system. Lake Sakakawea has approximately 600 miles of shoreline lying within Reservation boundaries.

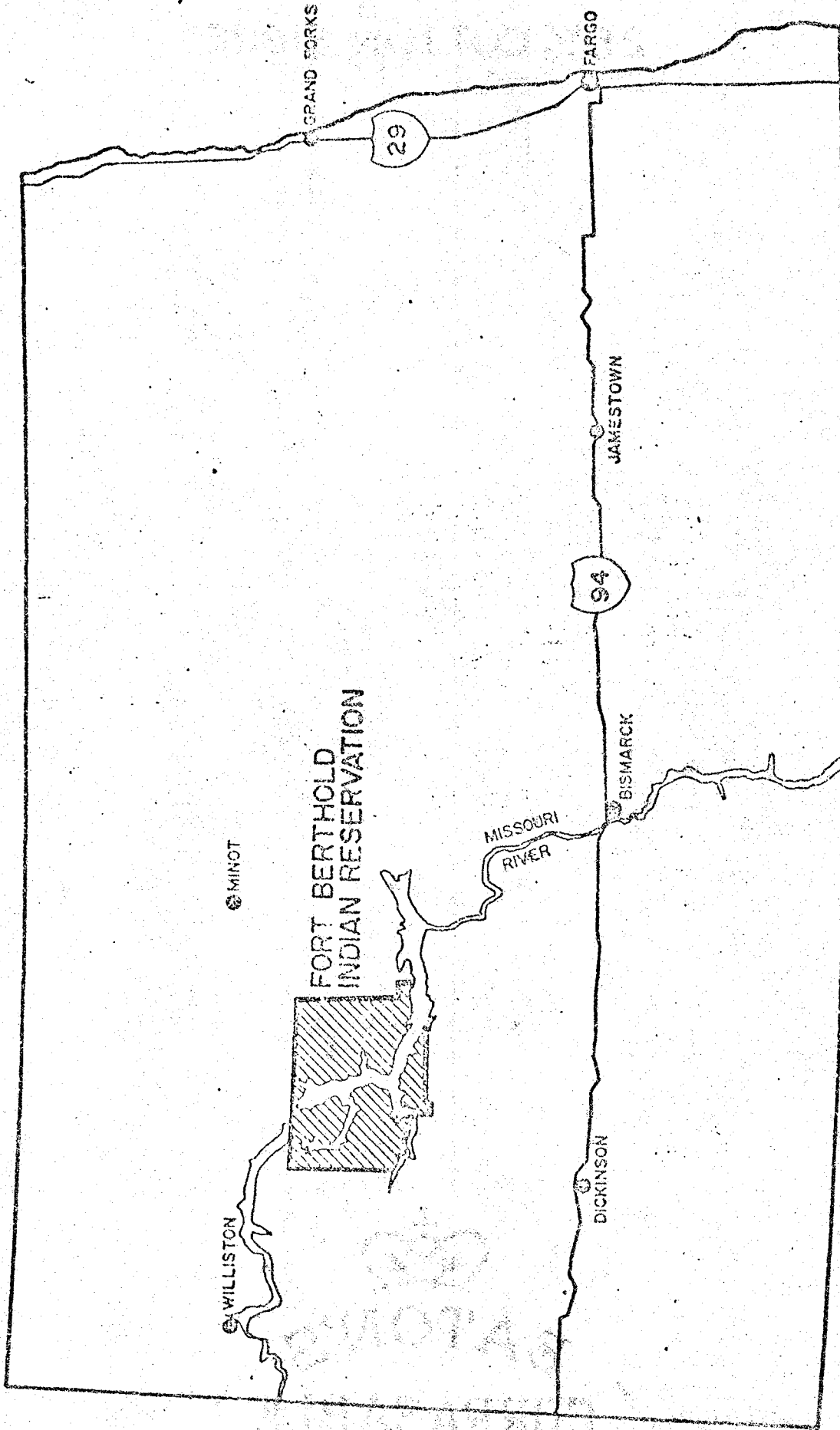
The original major Indian communities on Fort Berthold were inundated with the construction of the Garrison Dam on the Missouri River in the 1950's. And while there are Indian families living throughout the Reservation, the majority live in the local communities of Mandaree, White Shield, Twin Buttes, and the incorporated towns of Parshall and New Town, the last containing tribal and agency headquarters.

Commerical facilities are found in all the Reservation communities; however, Fort Berthold residents are from 60 to 100 miles away from such larger population centers such as Minot, Bismarck, Dickinson and Williston.

PROGRAM PLAN:

The goal of the Three Affiliated Tribes Commodity Program is to provide low income eligible individuals, of American Indian Households within or near the boundaries of the Fort Berthold Reservation with donated foods from the United States Department of Agriculture.

Low income American Indian people residing within the communities of Watford City, Killdeer, Halliday, Beulah, Garrison and Minot, North Dakota are also eligible for receiving these program benefits.



NORTH DAKOTA REGION MAP

0 10 20 30 40 50 MILES

THREE AFFILIATED TRIBES COMMODITY PROGRAM
FISCAL YEAR 1983

Commodity Director	\$13,738.00
Warehouse Manager	10,879.00
Assistant Warehouse Manager	9,555.00
Certification Tech./Secretary	9,523.00
Distribution Clerks	2,217.00
Warehouse Helpers	<u>1,600.00</u>
Subtotal= -----	\$47,512.00
Fringe @ 15%	<u>7,126.00</u>
Total Salaries = -----	<u>\$54,638.00</u>
Travel and Per Diem	\$ 3,000.00
Supplies - - Warehouse - \$200.00	
Cert-Office \$800.00	1,000.00
Total ----- (\$1000.00)	
Contractual - (Garbage)	300.00
Utilities	5,000.00
Rent - - Sub-warehouses	
1. Twin Buttes	840.00
2. White Shield	
Rodent Control	200.00
Fuel and Truck Maintenance	3,000.00
Training	<u>300.00</u>
Subtotal= -----	\$13,640.00
Total Direct Cost= -----	<u>68,278.00</u>
Total Indirect Cost @ 20.8% -----	<u>\$14,201.00</u>
TOTAL -----	<u>\$82,479.00</u>

BUDGET JUSTIFICATIONS

Personnel: In keeping with Tribal Business practices all permanent full-time employees are being granted a 7% cost of living increase. Permanent part-time employees in the districts of White Shield and Twin Buttes are being granted a 50¢ per hour wage increase. Present salary is \$3.35 per hour. These individuals work a total of 24 hours per month.

Pick up laborers are utilized monthly to unload trucks.

Their salary is \$5.00 per hour.

Fringe Benefits:

The 15% fringe benefit allotted includes Social Security, Workmen's Comp., Unemployment Comp. and Occidental Insurance.

Travel: No increase requested. Travel expenses include trips to outlying segments for purposes of certification.

Supplies: This line item includes both warehouse and office supplies including postage, tape, etc.

Contractual:

A commercial sanitation company picks up garbage at the warehouse on a weekly basis.

Budget Justifications cont.

Utilities: Reduction due to move of Certification Office from New Town to tribal building. Tribe now picks up Utility costs.

Rent: This line covers the use of buildings in the segments for Twin Buttes and White Shield. Distribution takes place over a three day period in each segment. Total rent for both segments is \$70.00 per month.

Rodent Control:

Four times per year a commercial rodent control company services the warehouse.

Truck Fuel and Maintenance:

Cost of maintaining truck for tailgate operation.

TABLE I-4:

POPULATION PROJECTIONS, FORT BERTHOLD INDIAN RESERVATION, BY
AGE GROUP AND SEX, 1980-2000 IN 5 YEAR INTERVALS USING IHS &
BIA POPULATION BASES.

AGE GROUP	INDIAN HEALTH SERVICE			BUREAU OF INDIAN AFFAIRS		
	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE
<u>1980:</u>						
All Ages	2665	1277	1388	3544	1701	1843
0-14	1203	602	601	1601	803	798
15-44	1008	464	544	1337	615	722
45-64	331	165	166	430	217	222
65 & over	123	46	77	167	66	101
<u>1985:</u>						
All Ages	2818	1339	1479	3948	1851	2087
0-14	1115	558	557	1485	744	741
15-44	1160	532	628	1553	713	840
45-64	388	192	196	515	254	261
65 & over	155	57	98	395	150	245
<u>1990:</u>						
All Ages	2979	1409	1570	4136	1950	2186
0-14	1053	527	526	1448	725	723
15-44	1285	550	695	1717	788	929
45-64	447	221	226	596	294	302
65 & over	194	71	123	375	143	232
<u>1995:</u>						
All Ages	3153	1487	1666	4347	2048	2299
0-14	1056	528	528	1459	731	728
15-44	1358	623	735	1829	840	989
45-64	506	250	256	656	323	333
65 & over	233	86	147	403	154	249
<u>2000:</u>						
All Ages	3330	1567	1763	4573	2155	2418
0-14	1086	543	543	1499	751	748
15-44	1415	649	766	1919	881	1038
45-64	557	275	282	747	368	379
65 & over	272	100	172	408	155	253

Notes: Population projections were accomplished using the Cohort Survival methodology beginning with the IHS and BIA base populations for 1978. These projections using the BIA base population are utilized throughout the remainder of this possibility study.

REPORT OF LABOR FORCE

are for June (month) 1981 (year)

Total Resident Indian Population (see explanation d)			
Within the reservation	3194	1608	1586
Adjacent to the reservation (in Okla., Indians in former reservation areas			
Other Indians, not included in labor force data (In California rural parts of counties with reservations or rancherias)			
Total under 16 years of age included on line "A"	1437	733	704

RESIDENT INDIAN POPULATION OF WORKING AGE
(16 years old and over)

Total 16 years and Over (A minus e)	1757	875	882
16 - 24 years	666	344	322
25 - 34 "	404	209	195
35 - 44 "	266	143	123
45 - 64 "	315	151	164
65 years and over	106	48	58
Not in Labor Force (16 Years and Over), Total (n + o + p + q)	525	177	348
Students (16 years and over, including those away at school)	240	137	103
Men, physically or mentally disabled, retired, institutionalized, etc.	40	40	
Women for whom no child-care substitutes are available	100		100
Women, housewives, physically or mentally disabled, institutionalized, etc.	145		145
Potential Labor Force (16 yrs. and Over) (R minus S)	1232	698	534
Employed, Total (t + u)	454	246	208
Employed, earning \$5,000 or more a year (all jobs)	255	102	153
Employed, earning less than \$5,000 a year (all jobs)	199	144	55
Not employed (R minus S)	778	452	326
Of these, persons actively seeking work	666	390	276

Year	State	
	North Dakota	South Dakota
Total	1608	1586
1437	733	704
1757	875	882
666	344	322
404	209	195
266	143	123
315	151	164
106	48	58
525	177	348
240	137	103
40	40	
100		100
145		145
1232	698	534
454	246	208
255	102	153
199	144	55
778	452	326
666	390	276

Prepared by

Office of the Superintendent

ATTACHMENT: Superintendent's Evaluation of Data

Area Director

Superintendent

12.

Harrison O. Fields

Area

Approval Date

Agency

Approval Date

Statement to "Report of Labor Force, Employment and Unemployment as of (month) <u>June</u> (year) <u>81</u> "	Area <u>Aberdeen</u>	Reservation <u>Fort Berthold</u>
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Methods and sources. Few Superintendents are in position to provide an actual count of the population or labor force, although the use of such data by other Federal agencies has stimulated tribal interest in data improvement. Where an actual count has not been made, please describe briefly your method of estimating. Where studies from an earlier period have been drawn upon, identify each by title, author, and date and indicate how the data have been updated.

- 3114 (1980 Labor Force Report)
- + 24 (pending on-reservation enrollments)
- +102 (enrollment on-reservation)
- 3240
- 46 (on-reservation deaths from May 1980 thru June 15, 1981)
- 3194 Current population

SUPERINTENDENT'S EVALUATION OF DATA	RATING	LINES IN REPORT						
		A	F	M	H	S	V	F
With respect to accuracy of the data in this report, the indicated items are rated as follows:	Highly accurate...							
	Reasonably accurate...	X	X	X	X	X	X	X
	Unsatisfactory....							

For items marked "unsatisfactory," explain your appraisal.)

Notes and comments.

THREE AFFILIATED TRIBES • FORT BERTHOLD RESERVATION

Mandan, Hidatsa and Arikara Tribes

PROGRAMS MANAGEMENT

P.O. Box 220 • New Town, North Dakota 58763 • (701) 627-3333/3313

TO: U.S. Dept. of Agriculture

FROM: Mary Baker, Tribal Programs Manager *M.B.*

DATE: May 27, 1982

SUBJ: Administrative Capability Statement

Since early 1979, the present Tribal Business Council's executive committee has been the supporting force behind the development and establishment of a comprehensive management system for the Three Affiliated Tribes. The intent of the management system has been to assure that all federal funds currently administered by the Tribe address tribal priorities. This has been accomplished by taking all the tribally administered programs that have similar activities and placing them in four appropriate departments.

The Tribal Programs Manager provides direct supervision of five department administrators. The Programs Manager is the administrative link between federal and state agencies, the Tribal Business Council, and tribal department administrators. Refunding proposals and new proposals are developed within each department with the Tribal Planning Administrator's input and Programs Management's input, as well. All proposal development is reviewed by the Programs Manager before final submission to Council for their approval. This review by the Programs Manager assures the achievement of priorities set by the Tribal Council; further, it provides time to correct errors and assures compliance with federal regulations.

Tribally administered programs are monitored to assure compliance by the Programs Manager's office. The monitor assures the timely submission of narrative program progress reports to the appropriate federal office as well as the Tribal Council. It assures the timely expenditure of program funds so overexpenditure and underexpenditure situations are limited. Authorization for off-reservation and out-of-state trips is given after review by the Programs Manager's office. This assures that appropriate travel

THREE AFFILIATED TRIBES • FORT BERTHOLD RESERVATION

Mandan, Hidatsa and Arikara Tribes

TRIBAL FINANCE

P.O. Box 579 • New Town, North Dakota 58763 • (701) 627-4785/4786

M E M O R A N D U M

TO: The Administration for Native Americans

FROM: Mr. Jim Burton, Acting Tribal Comptroller *JB*

DATE: May 27, 1982

SUBJ: Financial Capability Statement

The accounting system of the Three Affiliated Tribes as presently constituted, and as described below conforms in all material aspects to the standards prescribed in the 25 CFR 276.7 for financial management systems.

The accounting system of the Three Affiliated Tribes as maintained by Tribal Finance consists of computer accounting system, recording all disbursements, cash receipts, and payroll.

The accounting system of the Three Affiliated Tribes is documented in a manual which contains (a) Introductory Material; (b) A system of coding expenditures; (c) A chart of accounts and their description; (d) Procedures; (e) Pro-forms entries and illustrations; and (f) Exhibits of reports and accounting forms.

Administration for Native Americans

Page 2

May 27, 1982

is taken which will assist in the achievement of program goals. It also allows for proper feedback following the travel so new information can benefit Council members as well as appropriate staff.

Although the Programs Management office has no supervisory control over the Personnel Office, it does have a responsibility to assure that the Personnel Office meets the needs of tribal program personnel. With this in mind, it has provided consultants for the Personnel Office to develop a job classification system for tribal employees. The Programs Management Office has also obtained health insurance for tribal employees.

Currently, this office administers fifty-two federal contracts and grants totalling 3.1 million dollars. Of this total, some are federal programs channelled through the State of North Dakota; some are 638 Bureau of Indian Affairs contracts and grants; some are Indian funded from the Department of Labor, Health and Human Services and the U.S. Department of Commerce.

A copy of the Three Affiliated Tribes Administration Hand Book containing all administrative rules and regulations may be sent upon your request.

xc: Subject file/Prog. Mgmt.
Chrono file

SECTION II: GENERAL

- A. **LIMITATIONS:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, and (3) that similar types of costs have been accorded consistent treatment.
- B. **AUDIT:** Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **CHANGES:** If a fixed carry-forward or predetermined rate(s) is contained in this agreement it is based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in the organizational structure or changes in the method of accounting for cost which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the authorized representative of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowances.
- D. **THE FIXED CARRY-FORWARD RATE(S):** Contained in this agreement, if any, is based on an estimate of the cost which will be incurred during the period for which the rate applies. When the actual costs for such period have been determined an adjustment will be made in the negotiation following such determination to compensate for the difference between that cost used to establish the fixed rate and that which would have been used were the actual costs known at that time.
- E. **BILLING RATES:** In accordance with the agreement allocating costs of central services provided by others, adjustments have been made to properly reflect costs of central services billed and also allocated to this department.
- F. **NOTIFICATION TO FEDERAL AGENCIES:** Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.
- G. **SPECIAL REMARKS:** 1. Federal programs currently reimbursing indirect costs to this grantee/contractor by means other than the rate(s) cited in the Agreement should be credited for such costs and the applicable rate(s) cited herein be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program. 2. Contracts/grants providing for ceiling as to the indirect cost rate(s) or amounts which are indicated in Section I above will be subject to the ceilings stipulated in the contract or grant agreements. In the event the ceiling rate cited is higher than the negotiated rate(s), the negotiated rate(s) will be used to determine the maximum allowable indirect cost.

TRIBAL ORGANIZATION
INDIRECT COST NEGOTIATION AGREEMENT

TRIBAL ORGANIZATION:DATE

Three Affiliated Tribes
P.O. Box 579
New Town, North Dakota 58763

FILING REF: This replaces
Negotiation Agreement
dated October 30, 1980

This indirect cost rate(s) contained herein are for use on grants and contracts with the Federal Government to which Public Law 93-638 and Federal Management Circular 74-4 applies subject to the limitations contained in 25 CFR Chapter I, subchapter Y and in Section II A below. The rate(s) were negotiated by the U.S. Department of the Interior, Office of Inspector General and the Three Affiliated Tribes in accordance with the authority contained in Attachment A, Section J.4.b. of the Circular.

SECTION I: RATES

Type	Effective Period		Rate*	Locations	Applicable to
	From	To			
Fixed Carry-Forward	10-1-81	9-30-82	16.6%	All	All Programs

*Base: Total direct costs less capital expenditures and any pass-through funds, such as those requiring a minimal amount of administrative effort.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

1. The indirect cost pool is comprised of the following:

(a) Tribal Finance

- (1) Salaries: Tribal Comptroller, Assistant Comptroller, Computer Operator (2), Bookkeeper I (2), Typist/File Clerk, and Property and Supply Officer.
- (2) Fringe Benefits, Staff Training/Consultant, Travel/Per Diem, Space Costs, Telephone, and Supplies for the above personnel only.

(b) Personnel

- (1) Salaries: Personnel Director and Administrative Assistant.
- (2) Fringe Benefits, Telephone, Supplies, Consultant, and Space Costs for the above personnel only.

(c) Tribal Management

- (1) Salaries: Program Manager, Administrative Assistant, Recording Secretary, and Mail Carrier.
- (2) Fringe Benefits, Consultant, Travel, Training, Supplies, Equipment Rental, Telephone, and Space Costs/Utilities/Maintenance for the above personnel only.

(d) Tribal Maintenance

- (1) Salaries: Building Custodian and Groundskeeper.
- (2) Fringe Benefits, Travel, Telephone, Equipment Rental/Lease, Supplies, and Space Costs/Maintenance/Utilities for the above personnel only.

(e) Planning Division

- (1) Salaries: Planning Administrator and Planning Secretary.
- (2) Fringe Benefits, Travel, Supplies, Equipment Rental/Lease, Space Costs, Postage/Printing, and Consultant for the above personnel only.

(f) Tribal Council

- (1) Salaries: Tribal Chairman (50%), Vice Chairman (50%), Treasurer (50%), Secretary (50%), Council Members (7) (50%), Secretary-Comm., Sergeant-at-Arms, and Security Officers (3).
- (2) Fringe Benefits, Office Supplies, Telephone, Audit Fee, and Travel for the above personnel only at 50% of total.

2. Approval of an indirect cost rate does not mean that the Tribe can recover more than the actual cost of a particular program or activity. Costs treated and claimed as direct costs of a program or activity cannot also be treated and claimed as indirect costs.

For example: Supplies can be charged directly to a program or activity as long as these costs are not part of the supplies included in the pool for central administration.

I. Programs received by the Tribe, or initiated subsequent to the negotiation of this Agreement are subject to the approved indirect cost rate(s), if the programs receive administrative support from the indirect cost pool. It should be noted that this may result in an adjustment to a future rate.

ACCEPTANCE

By the Tribal Organization:

By the Responsible Agency for
the Federal Government
U.S. Department of the Interior:

Austin H. Gillette /s/
AUSTIN H. GILLETTE
X AUSTIN H. GILLETTE
Name (Print or Type)

_____/s/

Name

X TRIBAL CHAIRMAN, THREE AFFILIATED TRIBES
Title (Print or Type)

Title

X MAY 24, 1982
Date (Print or Type)

Agency

Date

Comic Wardle
Negotiated by
Telephone: (303) 234-2131

OBJECTIVE NO: 1 : To certify eligible applicants continually each month by phone, mail or personal contact.

<u>Activities</u>	<u>Product</u>	<u>Responsibility for Completion</u>	<u>Time Table</u>
No. <u>1</u> Certify New Town, Mandaree and Parshall in New Town.	Determining eligibility	Commodity Director or Secretary	Daily
No. <u>2</u> Certify Twin Buttes and White Shield on site.	Determining eligibility	Commodity Director	Second week of each month
No. <u>3</u> Recertify all Commodity recipients.	Determining eligibility	Commodity Director or Secretary	Entire month

OBJECTIVE NO: 2 : To Maintain two months supply of commodities at the central warehouse.

	<u>Activities</u>	<u>Product</u>	<u>Responsibility for Completion</u>	<u>Time Table</u>
No. <u>1</u>	Take informal inventory of the Commodity Warehouse.	To determine amount needed to order.	Warehouse Manager and Director.	Third week of each month.
No. <u>2</u>	Order needed Commodities using requisition form FW S-52.	Meet necessary two months supply of commodities on hand for distribution.	Commodity Director.	Third Week of each month.
No. <u>3</u>	Verify number of units received from Jamestown Warehouse.	For accountability	Warehouse Manager	Third week of each month.
No. <u>4</u>	Unload commodities from Jamestown truck.	For Storage Distribution Accountability.	Warehouse Manager, Assistant Manager, and Warehouse helpers.	Third week of each month.
No. <u>5</u>	Unload flour from railroad car.	For Storage, Distribution and Accountability.	Warehouse Manager, Assistant Manager, and Warehouse helpers.	Three times a year.
No. <u>6</u>	Take perpetual inventory daily.	For Accountability	Commodity Director and Warehouse Manager.	For each day of distribution.
No. <u>7</u>	Take formal inventory of the Commodity warehouse.	For Accountability	Warehouse Manager and Assistant Manager.	First of each month.

OBJECTIVE NO: 3 : Distribute commodities to all certified recipients.

<u>Activities</u>	<u>Product</u>	<u>Responsibility for Completion</u>	<u>Time Table</u>
No. <u>1</u> Distribute commodities to sub-warehouses in Twin Buttes and White Shield.	Issue to outlying segments.	Warehouse Manager and Assistant Manager.	Third week of each month.
No. <u>2</u> Issue commodities in Twin Buttes and White Shield.	For distribution	Distribution Clerk	Third week of each month not to exceed 24 hours.
No. <u>3</u> Issue commodities for New Town, Mandaree and Parshall	For distribution	Warehouse Manager, Assistant Manager and Warehouse helpers.	Entire month.

OBJECTIVE NO: 4 ; To upgrade administrative abilities through training.

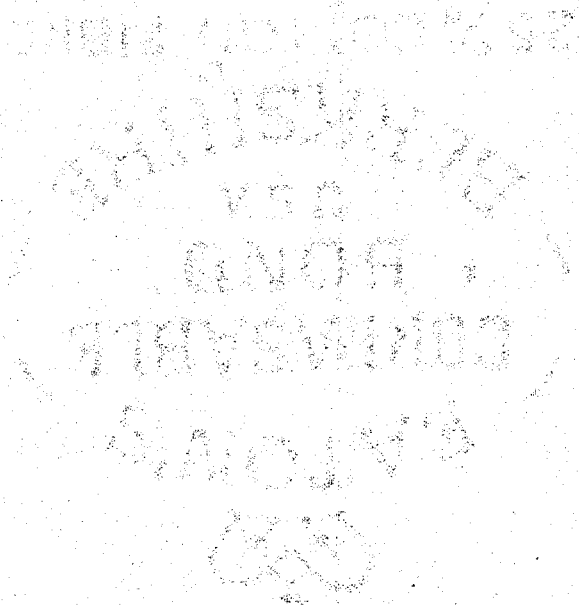
<u>Activities</u>	<u>Product</u>	<u>Responsibility for Completion</u>	<u>Time Table</u>
No. <u>1</u> To attend one (1) administrative work shop in FY-1983.	Capacity building	Commodity Director	One
No. <u>2</u> To attend in-service training as required by Human Resources Administrator and Tribal Programs Manager.	Capacity building	Commodity Director	As required

OBJECTIVE NO: 5 : To participate in Tribal Health Evaluation.

<u>Activities</u>	<u>Product</u>	<u>Responsibility for Completion</u>	<u>Time Table</u>
No. <u>1</u> Evaluation team will evaluate all health programs.	Monitor and improve activities.	Evaluation team	Two times a year January and June.
No. <u>2</u> Adjust program by incorporating recommendation for modification.	Improve services	Commodity Director	January and June

APPENDIX

Job Descriptions



THREE AFFILIATED TRIBES
JOB ANNOUNCEMENT

POSITION: Warehouse Manager

OPENING DATE:

PROGRAM : Commodity

CLOSING DATE:

LOCATION: New Town, North Dakota

SALARY : \$10,168.00

DUTIES AND RESPONSIBILITIES:

1. Maintains all necessary program records such as monthly ordering and inventory of all commodities.
2. Delivers to and unloads commodities at the outlying segments of the reservation.
3. Responsible for the supervision of the warehouse workers and assistant warehouse manager.
4. Responsible for the maintenance of the Commodity Warehouse.
5. Loads and unloads all incoming commodities from semi-truck and rail-road cars.
6. Helps with daily perpetual inventory.
7. Performs other duties as assigned by the Commodity Director.

QUALIFICATIONS:

High School Graduate or GED.

Must have a valid driver's license, be willing to travel and able to drive a tandem truck.

Must be physically capable of doing strenuous work.

OTHER INFORMATION:

The Warehouse Manager will be under the direct supervision of the Commodity Director.

Indian and Veteran Preference.

Applications may be obtained and filed at the the Tribal Personnel Office located in the Tribal Administration Building, New Town, North Dakota.

SUBMIT APPLICATIONS TO:

Alyce Spotted Bear - Personnel Director
Tribal Personnel - Box 579
Three Affiliated Tribes
New Town, North Dakota 58763

Telephone: 627-3611

THREE AFFILIATED TRIBES
JOB ANNOUNCEMENT

POSITION: Assistant Warehouse Manager

OPENING DATE:

PROGRAM : Commodity

CLOSING DATE:

LOCATION: New Town, North Dakota

SALARY : \$8,930.00

DUTIES AND RESPONSIBILITIES:

1. Responsible for inventory of surplus commodities once a month for monthly reports.
2. Distribute commodities each month to include loading and unloading of commodities.
3. Provides maintenance and janitorial work for the Tribal warehouse.
4. Delivers commodities to the eastern, southern and western segments of the reservation.
5. Assists in keeping all necessary statistics and records for the monthly reports.
6. Performs other required work as assigned by the Warehouse Manager.
7. Help with daily perpetual inventory.

QUALIFICATIONS:

Must have a valid North Dakota driver's license.

Must be physically fit to do strenuous work. Lifting heavy material required.

OTHER INFORMATION:

Applications may be obtained and filled at the Tribal Personnel Office located in the Tribal Administration Building, New Town, North Dakota.

SUBMIT APPLICATIONS TO:

Alyce Spotted Bear - Personnel Director
Tribal Personnel - Box 579
Three Affiliated Tribes
New Town, North Dakota 58763

Telephone: 627-3611

THREE AFFILIATED TRIBES
JOB ANNOUNCEMENT

POSITION: Cert.-Tech./Secretary
PROGRAM : Commodity
LOCATION: New Town, North Dakota
SALARY : \$8,900.00

OPENING DATE:

CLOSING DATE:

DUTIES AND RESPONSIBILITIES:

1. Must be familiar with USDA regulations regarding the Food Distribution Program.
2. Interview applicants for the Food Distribution Program and when appropriate certifies applicants for participation in the program. Advises recipients of conditions and term of eligibility; maintains current list of active and inactive recipients; refers applicants to Social Services, Job Services or other agencies when appropriate.
3. Responsible for setting up and maintaining a complete central filing system; types all outgoing correspondence including monthly reports; food order, etc.;
4. In absence of Commodity Director maintains office and performs other secretarial duties.
5. Attends meetings as required.
6. Performs other duties as assigned.

QUALIFICATIONS:

GED or high school graduate with one year of college in business or secretarial field. Two years training or work experience may be substituted.

Must be able to type 50 words per minute. Shorthand preferred but not required.

Must be punctual, reliable and able to work without constant supervision.

Must have the ability to work and communicate effectively with Native Americans.

OTHER INFORMATION:

Incumbent will be under the direct supervision of the Commodity Director.

Indian and Veteran preference given.

Applications may be obtained at the Tribal Personnel Office - Tribal Administration Building.

SUBMIT APPLICATIONS TO:

Alyce Spotted Bear - Personnel Director
Tribal Personnel - Box 579
Three Affiliated Tribes
New Town, North Dakota 58763

Telephone: 627-3611

QUALIFICATIONS:

High School Graduate.

One year business college, two years of work experience in clerical field may be substituted.

Must be punctual, reliable, and able to work without constant supervision.

Must have the ability to work and communicate effectively with Native Americans.

OTHER INFORMATION:

Under the supervision of the Program Manager and Human Resources Administrator.

Veteran and Indian Preference.

SUBMIT APPLICATIONS TO:

Alyce Spotted Bear - Personnel Director
Tribal Personnel - Box 579
Three Affiliated Tribes
New Town, North Dakota 58763

Telephone = 627-3611

THREE AFFILIATED TRIBES

POSITION: Warehouse Helpers
LOCATION: New Town, North Dakota
PROGRAM : Commodity
SALARY : \$5.00 per hour

DUTIES AND RESPONSIBILITIES:

1. Responsible for loading and unloading from semi-truck and railroad cars, all incoming commodities.
2. Delivers and unloads commodities at each segment of the reservation.
3. Stacks commodities at segment warehouse.
4. Issues commodities from 8:00 a.m. to 5:00 p.m.

THREE AFFILIATED TRIBES

POSITION: Distribution Clerks
LOCATION: Twin Buttes and White Shield
PROGRAM : Commodity
SALARY : \$3.35 per hour

DUTIES AND RESPONSIBILITIES:

1. Responsible for inventory of all incoming commodities.
2. Issues commodities from 8:00 a.m. to 5:00 p.m. three days per month.
3. Reports of any left over commodities to Commodity Clerk for pick up.
4. Responsible for necessary program records authorizing the disbursement of commodities to eligible participants.
5. Maintains commodity records as assigned by the Commodity Director.