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| **PART II. Office Administration****SECTION A. VR&E Division Functions** |
| **CHAPTER 1. Program Establishment and Office Requirements** |
| **Objectives:** | After completion of this training, VR&E staff are expected to:• Understand VR&E’s responsibilities in administering Chapter 31 and other programs.* Recognize the VR&E Officer’s responsibilities and personnel practices.
* Identify the requirements for establishing a VR&E division and out based site.
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| **Contents:** | Vocational Rehabilitation and Employment (VR&E) Management Responsibilitiesa. Responsibilities of VR&E Service and the VR&E Divisionb. VR&E Division Responsibilities for Chapter 31 and Other  Programsc. General VR&E Management ResponsibilitiesRequired Personnel Practices and Program Components1. VR&E Officer Responsibilities for Three Essential Areas of

 Personnel Practicesb. Protection of Privacy and Confidentialityc. Notification and Support of the Administrative Review and  Appeals Processd. Program Oversight and Internal Control Componentse. Employee Awards and Recognition ProgramVR&E Division Office/Site Requirementsa. Requirements for Office Spaceb. Requirements for Counseling Spacec. Requirements for Individual Officesd. Requirements for Suitable Space for Administering Testse. Access to Job Lab Resources |
| **Exercises:** | 1. What is an administrative review?
2. Describe the management responsibilities on VR&E personnel practices with examples of internal control components.
3. What measures must the staff take to ensure confidentiality and privacy are upheld with the development of emerging technology?
4. What are the requirements for suitable space to administer testing materials?
5. What is a Job Lab used for and what resources should be available?
6. Describe the Equal Employment Opportunity Program.
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| **Rescission Information:** | Part II rescinds M28, Part 2, Office Administration, Chapters 1, 2, and 4; M28, Part 7, Chapter 6; and M28-1, Part 1, Chapter 5, Sections 5.03 and 5.05, and Appendices 5A and 5B. |