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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. |
| **Contents:** | Vocational Rehabilitation and Employment (VR&E) Management Responsibilities  a. Responsibilities of VR&E Service and the VR&E Division  b. VR&E Division Responsibilities for Chapter 31 and Other  Programs  c. General VR&E Management Responsibilities  Required Personnel Practices and Program Components   1. VR&E Officer Responsibilities for Three Essential Areas of   Personnel Practices  b. Protection of Privacy and Confidentiality  c. Notification and Support of the Administrative Review and  Appeals Process  d. Program Oversight and Internal Control Components  e. Employee Awards and Recognition Program  VR&E Division Office/Site Requirements  a. Requirements for Office Space  b. Requirements for Counseling Space  c. Requirements for Individual Offices  d. Requirements for Suitable Space for Administering Tests  e. 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. |
| **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. |