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*Issued by the EPA Chief Information Officer,
Pursuant to Delegation 1-19, dated 07/07/2005*

Implementation Guidance for Tribal Identifier Data Standard No.: EX000023.2.4 (2013-07-11)

1. PURPOSE

Data Standards Implementation Guidance supplements a specific Data Standard document for use within US EPA.

Data Standards Implementation Guidance assists US EPA developers in incorporation of data standards into their applications and systems. This Guidance supplements the data standard that it supports.

2. SCOPE AND APPLICABILITY

The data standard includes the following information for each data element:

- data element identification number
- data element name
- definition
- XML tag
- scope note

In addition, the data standard has a data model, background and introductory material for use by US EPA developers in implementation.

The Implementation Guidance includes in one place all the information included in the data standards and the following information:

- EPA-specific business rules
 - EPA required and/or suggested code sets with their locations
 - Format and field lengths
 - Functional and conditional business rules
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3. AUDIENCE

This implementation guidance is intended for anyone needing to implement the targeted data standard in any US EPA system or application.

4. BACKGROUND

Data standards improve the quality and share-ability of environmental data by increasing data

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compatibility, improving the consistency and efficiency of data collection and reducing data redundancy. Data standard implementation guidance intends to facilitate and promote the widespread use of data standards by helping developers in the incorporation of the standard within their system/application.

5. AUTHORITY

This Guidance supports and assists developers in conforming to CIO Policy 07-002 Data Standards Policy <http://www.epa.gov/irmpoli8/ciopolicy/2128.0.pdf> which requires all US EPA application/systems to use US EPA approved data standards. This CIO policy was promulgated to ensure that important enterprise information could be reliably and efficiently aggregated and exchanged. (See also EPA Information Procedure 2128.0-P-03.0: Data Standards Implementation Procedures <http://www.epa.gov/irmpoli8/ciopolicy/2128-p-3.pdf>).

6. GUIDANCE

The Tribal ID data standard specifies incorporation of Bureau of Indian Affairs (BIA) Tribal names and BIA Tribal codes into Agency and Partner information systems. When implementing the Tribal ID data standard, system owners should also incorporate the EPA Tribal Internal Identifier data element to ensure consistent and unambiguous identification of Tribal entities.

Developers wishing to implement this standard via automated means should refer to the current Tribal ID Web Services User Guide, available at <http://www.exchangenetwork.net/data-exchange/epa-tribal-identification-tribes/>. TRIBES Web Services are intended to support implementation of EPA's Tribal ID Data Standard. The guide outlines the data available through the web services and presents several use cases to assist in making the best use of the Tribal data. The EPA Tribal Identification Web Services are query based and return data in standardized XML format. The web services do not display data in a user interface.

To implement the standard without the TRIBES Web Services, refer to the current Tribe Entity Mapping spreadsheet for the current list of BIA Tribal names, BIA Tribal codes and EPA Tribal Internal Identifier data. The mapping spreadsheet will be updated as BIA publishes its revised list of "Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs" in the *Federal Register*. The spreadsheet shows the changes to the entities' names over time. A link to the spreadsheet is provided on the data standard web page at: http://iaspub.epa.gov/sor_internet/registry/datstds/finddatastandard/epaapproved/tribalidentifier

Maintaining a current list of names, codes and identifiers is required in order to conform to the data standard. Automatic updates via TRIBES Web Services is the best way to accomplish this. Manual maintenance, using the spreadsheet, is sub-optimal because it can introduce inconsistencies. For this reason, **EPA strongly encourages the use of the TRIBES Web Services to implement the Tribal Identification data standard.**

Future implementation of a Tribal ID registry service through the EPA System of Registries public access page is expected to provide an interface to allow users to search and browse the database of EPA Tribal ID data.

General Guidance: This US EPA data standard is an adaptation of the International Standard, ISO 15836:2009 Information and documentation — The Dublin Core metadata element set.

Data Element & Data Element Group Guidance: See Appendix 1 for details of each data element and data block, and the applicable business rules.

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7. RELATED DOCUMENTS

This US EPA data standard relies upon the Bureau of Indian Affairs notice of "Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs," which is published periodically in the Federal Register. The official list of "Indian Entities Recognized and Eligible To Receive Services From the Bureau of Indian Affairs" is published in the Federal Register, which is available from the U.S. Government Printing Office (www.gpo.gov). Links to each of the official lists published in the Federal Register since 2002 (Federal Register 67) are provided in the Tribe Entity Mapping spreadsheet. A link to the Tribe Entity Mapping spreadsheet can be found on the Tribal ID Data Standards page at: http://iaspub.epa.gov/sor_internet/registry/datastds/findadatastandard/epaapproved/tribalidentifier

A link to the EPA Tribal ID Web Services User Guide referenced above can be found at: <http://www.exchangenetwork.net/data-exchange/epa-tribal-identification-tribes/>

8. DEFINITIONS

General Terms and Definitions

Term	Definition
business rule	A rule that is under business jurisdiction.
business vocabulary	A vocabulary that is under business jurisdiction.
business vocabulary+rules	A business vocabulary plus a set of business rules specified in terms of that business vocabulary.
data element	A unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes.
data group	A derived data element that is composed of other elementary data elements and/or other data groups.
derived data element	A data element that is obtained especially from a specified source through some logical or mathematical function. Examples: 1. Person name is the concatenation of name prefix followed by person first name followed by person middle name followed by person last name followed by name suffix. 2. Average cost is the mathematical mean of costs of a specified set of items.
elementary data element	A data element that is normally perceived to be elemental.
terminological dictionary	A collection of representations including at least one designation or definition of each of a set of concepts from one or more specific subject fields, together with other representations of facts related to those concepts.

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vocabulary	<p>A set of designations (such as terms and names) and fact type forms primarily drawn from a single language to express concepts within a body of shared meanings.</p> <p>Note that this document does not use the word “vocabulary” to refer to a dictionary or to any other sort of collection of terminological data.</p>
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Conditionality Types of Business Rules

Rule Type	Rule Type Definitions	Comment
Mandatory	Mandatory business rules are required to be followed, without exception.	
Optional	Optional business rules may be used if desired.	
Contingent	Contingent business rules are those that depend upon the implementation of an optional business rule or depend upon an “if” condition that is independent of any other business rule. If the “if” condition is applicable, then the Indicative coded business rule is mandatory; otherwise it is optional. They are required when the optional business rules upon which they depend are implemented.	

Functionality Types of Business Rules

Rule Type	Rule Type Definitions	Comment
code set identification rule	A rule specifying how a code set is identified.	<p>If a code set or identification scheme must be identified, this rule states how that code set is identified.</p> <p>This rule type applies only to elementary data elements.</p>
code set use rule	A rule that specifies what code set is to be used by an elementary data element.	<p>For example to code the U.S. states in the “mailing address state code” of the Contact Data Standard only the 2-alphabetic (A-Z) character code from the USPS is permitted.</p> <p>This rule type applies only to elementary data elements.</p>

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Rule Type	Rule Type Definitions	Comment
derivation rule	A rule that specifies the process (logical, mathematical, manual, etc.) that is used to derive a data element.	If the resulting data element is a data group, the concatenation process is part of the process. Examples: 1. person name is the concatenation of name prefix followed by person first name followed by person middle name followed by person last name followed by name suffix. 2. average cost is the mathematical mean of costs of a specified set of items. 3. person age is the difference between today's date and the person's birth date. This rule type can apply to elementary data elements and data groups.
identifier set identification rule	A rule specifying how an identifier set is identified.	If a code set or identification scheme must be identified, this rule states how that identifier is identified. This rule type applies only to elementary data elements.
identifier set rule	A rule that specifies what identifier set is to be used by an elementary data element.	An example is the use of DUNS number to identify an organization. This rule type applies only to elementary data elements.
inference rule	A rule that specifies the inference logic that combines rules.	This uses "If . . . then . . . else . . .", "AND", "OR", "NOT".
restriction rule	A rule that specifies when a data element may or may not be used.	The data element is used only in this case or it is never used in this case. Limiting the number of times a data element can use another as an attribute.
sequence rule	A rule that specifies the sequencing of data elements within a data group.	For example person name is the concatenation of name prefix followed by person first name followed by person middle name followed by person last name followed by name suffix. This rule type can apply only to data groups.

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Rule Type	Rule Type Definitions	Comment
spatial rule	A rule that specifies spatial constraint upon a data element.	For example, the field activity locations must be within the monitoring location area.
temporal rule	A rule that specifies time constraints among different data elements that record times of events.	For example a person's death date must not be before that person's birth date. This rule type applies only to elementary data elements.
transition rule	A rule that specifies acceptable transitions from one state to another state.	For example marital status, one can go from single to married but not from single to widow. This rule type normally applies only to elementary data elements.
trigger rule	A rule that specifies a condition that then requires an event to begin.	If this data element is present than this event is triggered.

9. WAIVERS

For waivers to the required conformance with the data standard see the EPA Information Procedure 2128.0-P-04.0: Requesting Data Standards Conformance Waiver
<http://www.epa.gov/irmpoli/ciopolicy/2128-p-4.pdf>.

10. RELATED POLICIES, PROCEDURES AND STANDARDS

11. MATERIAL SUPERSEDED

12. ADDITIONAL INFORMATION

For further information or assistance in implementing EPA data standards, please contact the Data Standards Branch at www.epa.gov/datastandards

***Malcolm D. Jackson, Assistant Administrator
and Chief Information Officer
Office of Environmental Information***

Appendix 1

Implementation Guidance Data Element Business Rules For Tribal Identifier Data Standard

Element # :	1.0		Data Element (an element that is not perceived to be composed of sub elements)
		X	Data Block (Group of data elements and/or data blocks)
Name :	Tribal Identity		
XML Tag :	TribalIdentity		
Definition :	Identification information concerning recognized entities that possess immunities and privileges available to federally-acknowledged American Indian tribes and bands or Alaskan Native entities by virtue of their government-to government relationship with the federal government of the United States.		
Format :	Group		
Field length/Precision :	Not applicable		
Code Sets :	Not applicable		
Code Set Location :	Not applicable		
Comments :			

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Identity	The tribal identity must be specified.	Restriction rule	Mandatory

Element # :	1.1		Data Element (an element that is not perceived to be composed of sub elements)
		X	Data Block (Group of data elements and/or data blocks)
Name :	Tribal Entity		
XML Tag :	TribalEntity		
Definition :	Information to specify a tribal entity		
Format :	Group		
Field length/Precision :	Not applicable		
Code Sets :	Tribal ID Web Services		
Code Set Location :	http://www.exchangenetwork.net/data-exchange/epa-tribal-identification-tribes/		

Comments :	Since the tribal name and a tribal code for a tribal entity may change over time, these elements are the base entity.
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Name	Business Rule	Functionality Type	Conditionality Type
Tribal Entity	The tribal entity must be specified.	Restriction rule	Mandatory
Tribal Entity	The tribal name and tribal code for a tribal entity is subject to change over time. See the Guidance section of this implementation guide for information about maintaining the current list of names, codes and identifiers.	Code set use rule	Mandatory

Element # :	1.1.1	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Internal Identifier		
XML Tag :	TribalInternalIdentifier		
Definition :	A system generated identifier to uniquely identify a tribal entity.		
Format :	Numeric		
Field length/Precision :	9		
Code Sets :	Tribal ID Web Services		
Code Set Location :	http://www.exchangenetwork.net/data-exchange/epa-tribal-identification-tribes/		
Comments :	This allows for capture of changes to tribal names and/or codes over time. This is an EPA internally generated identifier.		

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Internal Identifier	The tribal internal identifier must be specified.	Restriction rule	Mandatory

Element # :	1.1.2	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Entity Meaning		
XML Tag :	TribalMeaning		
Definition :	A description defining the American Indian tribe, band, or Alaskan Native entity.		

Format :	Alphanumeric
Field length/Precision :	250
Code Sets :	Tribal ID Web Services
Code Set Location :	http://www.exchangenetwork.net/data-exchange/epa-tribal-identification-tribes/
Comments :	

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Entity Meaning	The tribal entity meaning may be specified.	Restriction rule	Optional
Tribal Entity Meaning	Tribal name and tribal code are subject to change over time. See the Guidance section of this implementation guide for information about maintaining the current list of names, codes and identifiers.	Code set use rule	Optional

Element # :	1.1.3	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Entity Start Date		
XML Tag :	TribalStartDate		
Definition :	The date the entity as represented by a combination of tribal name and tribal code was founded or first included on a Bureau of Indian Affairs (BIA) Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs."		
Format :	Date		
Field length/Precision :	Not applicable		
Code Sets :	Not applicable		
Code Set Location :	Not applicable		
Comments :	Because this date is not available in Federal Register source data published by the BIA, a default date of 1/1/1000 is selected for all tribal entities on the list as of November 2005. New entities found in BIA data in later years will be given the start date that is the same as the publication date of the Federal Register notice where first found.		

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Entity Start Date	The tribal entity start date must be specified.	Restriction rule	Mandatory

Tribal Entity Start Date	Specify 1/1/1000 as a default date for all tribal entities on the list as of November 2005. All entities found in BIA data years later than 2005 will be given the start date that is the same as the publication date of the Federal Register notice where first found.	Restriction rule	Contingent
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Element # :	1.1.4	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Entity End Date		
XML Tag :	TribalEntityEndDate		
Definition :	The date the tribal entity as represented by a combination of tribal name and tribal code was first dropped from a BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs."		
Format :	Date		
Field length/Precision :	Not applicable		
Code Sets :	Not applicable		
Code Set Location :	Not applicable		
Comments :	The end date permitted value is NULL for all tribal entities found on the last published (current) BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs."		

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Entity End Date	The tribal entity end date may be specified if the tribal entity is no longer recognized or no longer eligible to receive services from the United States Bureau of Indian Affairs.	Restriction rule	Contingent
Tribal Entity End Date	Use NULL for all tribal entities found on the last published (current) BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs"	Restriction rule	Contingent

Element # :	1.1.5	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Entity Comments		
XML Tag :	TribalEntityComments		

Definition :	Descriptive text that provides additional understanding about this tribal entity record.
Format :	Alphanumeric
Field length/Precision :	100
Code Sets :	Not applicable
Code Set Location :	Not applicable
Comments :	

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Entity Comments	The tribal entity comments may be specified. It is not required.	Restriction rule	Optional

Element # :	1.1.6	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Current Use Indicator		
XML Tag :	CurrentUseIndicator		
Definition :	An indicator flag that represents whether or not the tribal entity as represented by a combination of tribal name and code were included on the last published BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs."		
Format :	Alphanumeric		
Field length/Precision :	1		
Code Sets :	Permissible values: Y (Yes) N (No)		
Code Set Location :	Not applicable		
Comments :	Permitted List of Values: <ul style="list-style-type: none"> • Y=yes • N=no 		

Name	Business Rule	Functionality Type	Conditionality Type
Current Use Indicator	The current use indicator must be specified.	Restriction rule	Mandatory
Current Use Indicator	The only values permissible for current use indicator are Y-Yes, or N-No.	Code set use rule	Mandatory

Element # :	1.2	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Entity Name		
XML Tag :	TrinalEntityName		
Definition :	Bureau of Indian Affairs designation for the tribal entity		
Format :	Group		
Field length/Precision :	Not applicable		
Code Sets :	Not applicable		
Code Set Location :	Not applicable		
Comments :			

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Entity Name	The tribal entity name must be specified.	Restriction rule	Mandatory

Element # :	1.2.1	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Name		
XML Tag :	TribalName		
Definition :	The name of the American Indian tribe, band, or Alaskan Native entity.		
Format :	Alphanumeric		
Field length/Precision :	250		
Code Sets :	Tribal ID Web Services		
Code Set Location :	http://www.exchangenetwork.net/data-exchange/epa-tribal-identification-tribes/		
Comments :	Permissible values for the Tribal Name data element are based on the BIA federally recognized tribal list, e.g., St. Regis Band of Mohawk Indians of New York.		

Name	Business Rule	Functionality Type	Conditionality Type
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Tribal Name	The tribal name must be specified.	Restriction rule	Mandatory
Tribal Name	Permissible values for the Tribal Name data element are based on the BIA federally recognized tribal list. Please refer to the Tribal ID Web Services.	Code set use rule	Mandatory

Element # :	1.2.2		Data Element (an element that is not perceived to be composed of sub elements)
		X	Data Block (Group of data elements and/or data blocks)
Name :	Tribal Name Start Date		
XML Tag :	TribalNameStartDate		
Definition :	The date the entity name was founded or first included on a Bureau of Indian Affairs (BIA) Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs."		
Format :	Date		
Field length/Precision :	Not applicable		
Code Sets :	Not applicable		
Code Set Location :	Not applicable		
Comments :	Because this date is not available in Federal Register source data published by the BIA, a default date of 1/1/1000 is selected for all tribal entities on the list as of November 2005. New entities found in BIA data in later years will be given the start date that is the same as the publication date of the Federal Register notice where first found.		

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Name Start Date	The tribal name start date must be specified.	Restriction rule	Mandatory
Tribal Name Start Date	Specify 1/1/1000 as a default date for all tribal names on the list as of November 2005. All names found in BIA data years later than 2005 will be given the start date that is the same as the publication date of the Federal Register notice where first found.	Restriction rule	Contingent

Element # :	1.2.3	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Name End Date		

XML Tag :	TribalNameEndDate
Definition :	The date the tribal entity name was first dropped from a BIA Federal Register notice entitled Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs".
Format :	Date
Field length/Precision :	Not applicable
Code Sets :	Not applicable
Code Set Location :	Not applicable
Comments :	The end date permitted value is NULL for all tribal entities found on the last published (current) BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs."

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Name End Date	The tribal name end date may be specified if the tribal name is no longer recognized or no longer eligible to receive services from the United States Bureau of Indian Affairs.	Restriction rule	Contingent
Tribal Name End Date	Use NULL for all tribal names found on the last published (current) BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs".	Restriction rule	Mandatory

Element # :	1.3		Data Element (an element that is not perceived to be composed of sub elements)
		X	Data Block (Group of data elements and/or data blocks)
Name :	Tribal Entity Code		
XML Tag :	TribalEntityCode		
Definition :	Bureau of Indian Affairs code for the tribal entity		
Format :	Group		
Field length/Precision :	Not applicable		
Code Sets :	Not applicable		
Code Set Location :	Not applicable		
Comments :			

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Entity Code	The tribal entity code must be specified.	Restriction rule	Mandatory

Element # :	1.3.1	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Code		
XML Tag :	TribalCode		
Definition :	The code that represents the American Indian tribe, band, or Alaskan Native entity.		
Format :	Alphanumeric		
Field length/Precision :	3		
Code Sets :	Tribal ID Web Services		
Code Set Location :	http://www.exchangenetwork.net/data-exchange/epa-tribal-identification-tribes/		
Comments :	Permissible values for the Tribal Code data element are based on the BIA official list of tribal codes, e.g., 007 (St. Regis Band of Mohawk Indians of New York) or F09 (Birch Creek Tribe).		

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Code	The tribal code must be specified.	Restriction rule	Mandatory
Tribal Code	Permissible values for the Tribal Code data element are based on the BIA official list of tribal codes. Please refer to the Tribal ID Web Services.	Code set use rule	Mandatory

Element # :	1.3.2	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Code Start Date		
XML Tag :	TribalCodeStartDate		
Definition :	The date the entity was founded or first included on a Bureau of Indian Affairs (BIA) Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs"		

Format :	Date
Field length/Precision :	Not applicable
Code Sets :	Not applicable
Code Set Location :	Not applicable
Comments :	Because this date is not available in Federal Register source data published by the BIA, a default date of 1/1/1000 is selected for all tribal entities on the list as of November 2005. New entities found in BIA data in later years will be given the start date that is the same as the publication date of the Federal Register notice where first found.

Name	Business Rule	Functionality Type	Conditionality Type
Tribal Code Start Date	The tribal code start date must be specified.	Restriction rule	Mandatory
Tribal Code Start Date	Specify 1/1/1000 as a default date for all tribal codes on the list as of November 2005. All codes found in BIA data years later than 2005 will be given the start date that is the same as the publication date of the Federal Register notice where first found.	Restriction rule	Contingent

Element # :	1.3.3	X	Data Element (an element that is not perceived to be composed of sub elements)
			Data Block (Group of data elements and/or data blocks)
Name :	Tribal Code End Date		
XML Tag :	TribalCodeEndDate		
Definition :	The date the tribal entity was first dropped from a BIA Federal Register notice entitled Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs".		
Format :	Date		
Field length/Precision :	Not applicable		
Code Sets :	Not applicable		
Code Set Location :	Not applicable		
Comments :	The end date permitted value is NULL for all tribal entities found on the last published (current) BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs."		

Name	Business Rule	Functionality Type	Conditionality Type
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Tribal Code End Date	The tribal code end date may be specified if the tribal entity is no longer recognized or no longer eligible to receive services from the United States Bureau of Indian Affairs.	Restriction rule	Contingent
Tribal Code End Date	Use NULL for all tribal codes found on the last published (current) BIA Federal Register notice entitled "Indian Entities Recognized and Eligible To Receive Services from the United States Bureau of Indian Affairs."	Restriction rule	Contingent