



CHAPTER 11

Miscellaneous Helpful Information

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Quick Reference Guide

for ARS Secretarial/Clerical Personnel



This guide is available on the USDA ARS National Advisory Council for Office Professional (NACOP) website at

<http://www.arsnet.usda.gov/nacop/files/99qrg.htm#chap19>

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Preface

The Agricultural Research Service (ARS) National Advisory Council for Office Professionals (NACOP) is committed to strengthening the skills and knowledge of secretarial and clerical personnel throughout the Agency. In 1996, the NACOP initiated an action to develop the "Quick Reference Guide for ARS Secretarial/Clerical Personnel." This guide identifies references, cross references, and points of contact on various topics that impact the day-to-day work of ARS secretarial and clerical personnel. Organizational Secretarial Councils are encouraged to further develop and customize chapters for their own use. When customizing chapters, the Points of Contact should be listed as appropriate and specific to each organizational structure.

Comments regarding this guide are welcomed and should be directed to the appropriate local NACOP representative.

The NACOP members responsible for compiling the original guide were:

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Current NACOP members are responsible for updating this guide, as necessary.

Chapter 1

Organization of U.S. Department of Agriculture Organization of Research, Education and Economics Organization of Agricultural Research Service

The most recently published U.S. Department of Agriculture (USDA); Research, Education and Economics (REE); and the Agricultural Research Service (ARS) organizational charts, listings of key personnel, and narrative information can be accessed at the Web site addresses listed below.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<i>Web Sites:</i> http://www.usda.gov/ http://www.ars.usda.gov/
Point of Contact:	ARS National Advisory Council for Office Professionals See <u>Appendix 2</u> for a list of NACOP members.

Chapter 2 Civil Rights

It is ARS policy to provide equal opportunity in employment for all persons and to prohibit discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). Federal regulations require agencies to provide regulations governing the acceptance and processing of complaints of discrimination which are based on race, color, religion, gender, national origin, age, physical or mental disability, sexual orientation, and marital or family status.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	Website - www.ars.usda.gov/eo P&P 463.2 – Administrative Grievance System (6/04/01)
Cross References:	<u>Chapter 10</u> - Human Resources

Point of Contact:	<p>SPA Area Outreach, Diversity, and Equal Opportunity Contact:</p> <p>Debra Owens SPA Equal Employment Specialist USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9416 Email: dowens@spa.ars.usda.gov</p> <p>Director USDA, ARS, Outreach, Diversity, and Equal Opportunity Room 3552, South Building 1400 Independence Avenue, S.W. Washington, DC 20250-0304</p> <p>Phone: 202. 720.6161 Fax: 202.690.0109</p>
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Chapter 3

Annual Resource Management Plan

The Annual Resource Management Plan (ARMP) is a comprehensive reference document for administering the financial and fiscal resources required to conduct agricultural research within ARS. It is used as a planning and management information tool for research managers in ARS. The automated plan includes budgetary, CRIS, and personnel information for each management unit.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<p>ARS Resource Management System (ARMS)</p> <p>Annual Resource Management Plan System (ARMPS) Users Manual (1/06) http://www.afm.ars.usda.gov/finance/files/ARMPS%20Manual.pdf</p> <p>Budget Object Classification Codes (BOCC) are contained in NFC's Miscellaneous System Manual, Chapter 3, Revision 7 (5/97)</p> <p>Annual ARS Administrator's ARMPS Guidance Memorandum ARS Safety, Health, and Environmental Management Program Manual (230.0M – ARS 12/5/05) http://www.afm.ars.usda.gov/ppweb/PDF/230-0m.pdf</p>

Cross References:	<u>Chapter 18</u> - Safety, Health, and Environmental Management (SHEM)
Point of Contact:	SPA Budget and Fiscal Officer (ABFO): Barbara Crane Area Budget and Fiscal Officer USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 Phone: 979.260.9495 Email: bcrane@spa.ars.usda.gov

Chapter 4 Congressional Inquiries

Replies to Congressional inquiries, whether referred or direct mail, must clear through supervisory channels to the ARS Correspondence Management Unit (CMU). Official telephone conversations between ARS employees and Members of Congress and/or their staff must be documented and forwarded to the ARS Legislative Staff. It is imperative that all ARS employees document Congressional conversations.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	P&P 125.3 – Documenting Official Congressional Conversations (5/20/85) http://www.afm.ars.usda.gov/ppweb/125-03.htm Manual 261.2 – ARS Correspondence Manual, Chapter 3, Section 4 (2/91) http://www.afm.ars.usda.gov/ppweb/261-02.htm ARS Form 213 – Report of Congressional Conversation http://www.ars.usda.gov/newla/congressconv.html
Point of Contact:	Written inquiries, whether referred or direct mail including correspondence to and from the USDA Secretary's Office: Loureatha Gibson USDA-ARS-CMU Room 4-2114B 5601 Sunnyside Avenue GWCC-BLTSVL Beltsville, MD 20705-5144 Phone: 301.504.4513 Fax: 301.504.4514 Email: Lou.Gibson@ars.usda.gov

Point of Contact: (Continued)	Conversations with members of Congress or their aides: Karen Pearce Senior Legislative Analyst USDA-ARS-LS Room 351-A, Whitten Building 1400 Independence Avenue, S.W. Washington, DC 20250-2280 Phone: 202.720.3173 Fax: 202.720.6882 Email: Karen.Pearce@ars.usda.gov
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Chapter 5 Correspondence

ARS has an established protocol for the preparation of correspondence. All correspondence should be prepared in accordance with the ARS Correspondence Management Program. The objectives are to limit correspondence to essential requirements, to improve the quality of correspondence, and to provide for its creation in an economical and efficient manner.

The ARS Correspondence Manual provides guidance for informal letters and communications (inside USDA), formal letters (outside USDA), controlled and foreign correspondence, form letters, telegrams, airgrams, endorsements, summary sheets, postcards, memoranda routing slips, and other written or electronically generated communications. The Manual also covers envelopes and mailing, electronic communications, models of address, capitalization, spelling, compound words, punctuation, abbreviations, numerals, and word division. Controlled foreign correspondence should be directed to the Correspondence Management Unit (CMU).

Abbreviations:	See Appendix 1 for commonly used acronyms and abbreviations.
References:	<ul style="list-style-type: none"> - P&P 253.4 – Use of Information Technology Resources (4/19/02) - P&P 256.2 – Printed Letterheads, Envelopes, Postcards, and Mailing Labels (ARS) (5/15/06) - P&P 261.2 – Correspondence Management Program (ARS) (2/8/91) - Manual 261.2M – ARS Correspondence Manual (2/8/91) - P&P 263.1 – Mail Management Program (being updated as of 7/06) - P&P 263.3 – Metered Mail, Postage Stamps, and Small Package Courier Service Payment Procedures (4/2/91) - P&P 264.4 – Domestic & International Electronic Mail (8/31/94) - U.S. Government Printing Office Style Manual and Word Division Supplement

Cross References:	<u>Chapter 15</u> - Records Management
Point of Contact:	Loureatha Gibson USDA-ARS-CMU Room 4-2114B 5601 Sunnyside Avenue GWCC-BLTSVL Beltsville, MD 20705-5144 Phone: 301.504.4513 Fax: 301.504.4514 Email: Lou.Gibson@ars.usda.gov

Chapter 6

Electronic Resources/Information Systems

With the help of personal computers, a wealth of electronic resources/information systems may be accessed through the Internet or via E-Mail. These electronic resources/information systems are "For Official Use Only." The REE Bulletin, referenced below, outlines policy for use of the Internet and E-Mail. It includes specifics on acceptable uses, rules of on-line behavior, and responsibilities of management and users.

Three most frequently used policy statements include:

<p>USDA Nondiscrimination Statement</p> <p>http://www.ars.usda.gov/disclaim.html#nondiscrim</p>	<p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202.720.2600 (voice and TDD).</p>
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<p>USDA Nondiscrimination Statement (continued)</p>	<p>To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800.795.3272 (voice) or 202.720.6382 (TDD). USDA is an equal opportunity provider and employer.</p>
<p>Government System Usage Policy http://www.ars.usda.gov/disclaim.html#gov_usage</p>	<p>This information service operates on a U.S. Government computer system. This system is monitored to ensure proper operation, to verify the functioning of applicable security features, and for other like purposes. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible criminal activity, system personnel may provide the evidence of such activity to law enforcement officials. Unauthorized attempts to upload or change information; to defeat or circumvent security features; or to utilize this system for other than its intended purposes are prohibited.</p>
<p>Commercial Endorsement Disclaimer http://www.ars.usda.gov/disclaim.html#commend</p>	<p>The use of trade, firm, or corporation names in this web site is for the information and convenience of the reader. Such use does not constitute an official endorsement or approval by the United States Department of Agriculture or the Agricultural Research Service of any product or service to the exclusion of others that may be suitable.</p>

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	P&P 253.4 – Use of Information Technology Resources (4/19/02) http://www.afm.ars.usda.gov/ppweb/253-4rev.htm
Point of Contact:	SPA Information Technology (IT) Specialist: Acting SPA IT Specialist Josie Portales USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 Phone: 979.260.9406 Email: jjportales@spa.ars.usda.gov

Chapter 7 Ethics

ARS Ethics guidance includes:

- Acceptance of Awards from Outside Sources
- Acceptance of Travel Funds from Outside Sources (P&P 468.5, 8/10/98)
- Agency Endorsement and Scope of Employment
- Bribery (P&P 461.3 – 9/25/03)
- Conflict of Interest Review
- Ethics Training - Orientation and Annual
- Financial Disclosure - Public and Confidential
- Foreign Employment
- Fundraising
- Gift Acceptance - Internal and External
- Hatch Act
- Honoraria
- Outside Employment/Activities
- Political Activity/Lobbying
- Post Employment
- Professional Associations and Employee Appointment to Non-Federal Boards
- Subpoenas/Witness Testimony - Factual and Expert

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
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References:

Federal Title 18, Section 1913 – Lobbying with Appropriated Moneys

Title 5, Subchapter II – Employee's Right to Petition Congress

Standards of Ethical Conduct for Employees of the Executive Branch

Office of Government Ethics:

- Brief Wrap on Ethics
- Do It Right
- Take the High Road
- Government Ethics Newsgram
- Rules for the Road
- Gifts of Travel and Other Benefits
- Conflicts of Interest and Government Employment
- OGE Form 450 – Review Guide (Confidential Financial Disclosure)
- Public Financial Disclosure: A Reviewer's Guide

USDA Bulletin 735-1 Employee Responsibilities and Conduct

USDA Secretary's Announcement: Acceptance of Travel Expenses from Non-Federal Sources

Criteria for Confidential Financial Disclosure

USDA Interim Revision – "Post-Employment Restrictions" (6/17/97)

7 CFR Part I – Appearance of USDA Employees as Witnesses in Judicial or Administrative Proceedings

ARS Ethics Supplement for Research Personnel

Ethics Desk Reference

Special Government Employee Guide for Collaborators, Experts, and Panel Members

Memorandum – "Outside Employment/Activity and Bulletin 735-1" (5/15/97)

List of REE Ethics Advisors and Ethics Assistants

Private "The Ethics of Excellence" "Practical Ethics for the Federal Employee: Staking out the High Ground"

<p>References: (Continued)</p>	<p>Form SF-278 – Executive Branch Personnel Public Financial Disclosure Report</p> <p>OGE Form 450 – Executive Branch Confidential Financial Disclosure Report</p> <p>Form OGE Optional Form 450-A – Confidential Certificate of No New Interests (Executive Branch) in Lieu of Annual OGE Form 450</p> <p>Request for Approval to Accept an Award from an Outside Source</p> <p>ADODR Certification</p> <p>COR/COTR Certification</p> <p>Employee Disqualification Notification</p> <p>Other Numerous Videotapes Available through the Ethics Office, the Area DAEA, and the SMART Center</p> <p>The OGE Ethics Bulletin Board System (TEBBS)</p> <p>The OGE Ethics Information System (IEC)</p>
<p>Point of Contact:</p>	<p>SPA Designated Area Ethics Advisor:</p> <p>James R. Coppedge Associate Area Director USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9346 Email: jcoppedge@spa.ars.usda.gov</p> <p>REE Ethics Advisor:</p> <p>Sue Mutchler USDA, ARS, AFM, Human Resources Division Employee Relations Branch 5601 Sunnyside Avenue Beltsville, MD 20705-5102</p> <p>Phone: 301.504.1442 Fax: 301.504.1496 Email: Sue.Mutchler@ars.usda.gov</p>

For a list of current Ethics Advisors and Assistants, go to Web Site:
<http://www.afm.ars.usda.gov/hrd/ethics/agency.htm>

Chapter 8 Foreign Visitors

This chapter covers ARS guidelines for handling requests for and reports on Foreign Research Associates and short-term visits by foreign nationals at ARS facilities.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<p>Non-Citizen Visitors/Worker Forms:</p> <p>ARS 214 – Application for Foreign Research Associate for Assignment on ARS Project</p> <p>ARS 215 – Memorandum of Understanding Between Non-Citizen Associate and the Agricultural Research Service</p> <p>ARS 216 – Arrival Orientation Checklist for Foreign Research Associate</p> <p>ARS 217 – Progress Report on Foreign Research Associate Assigned to Agricultural Research Service</p> <p>ARS 218 – Foreign Research Associate Final Report</p> <p>ARS 219 – Departure Checkout of Foreign Research Associate</p> <p>ARS 230 – Non-Citizen Data Sheet</p>
Point of Contact:	<p>SPA Foreign Travel Contact:</p> <p>Freida E. Williams Transportation Assistant USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 Phone: 979.260.9493 Email: fwilliams@spa.ars.usda.gov</p> <p>Dr. Pai-Yei Whung, Director Office of International Research Programs (OIRP) George Washington Carver Center, Room 4-1140 5601 Sunnyside Avenue Beltsville, MD 20705 Phone: 301.504.4868 Fax: 301.504.4528 Email: pai-yei.whung@nps.ars.usda.gov</p>

Chapter 9

Freedom of Information Act and Privacy Act

The Freedom of Information Act (FOIA) generally provides that any person has a right, enforceable in court, of access to Federal Agency records, except to the extent that such records (or portions thereof) are protected from disclosure by one of nine exemptions or by one of three special law enforcement record exclusions. The goal of the FOIA is to ensure that documents and information collected and/or maintained by the government will be released to the public – rather than being withheld from the public.

The Privacy Act (PA) protects individuals against clearly unwarranted invasion of personal privacy stemming from federal agencies' collection, maintenance, use, and disclosure of personal information about them. The PA grants individuals access to records maintained on themselves within a System of Records and the right to seek amendment of these records.

The Administrator has overall responsibility for complying with these two laws. The FOIA Coordinator, headquartered on the Information Staff, acts for the Administrator. Therefore, any FOIA/PA requests, as well as subpoenas for records, should be directed immediately to the FOIA Coordinator for a response.

Personnel information that is routinely released to the public under these laws include name, present and past position titles, occupational series, present and past grades, present and past annual salary rates, present and past duty stations, position descriptions, identification of job elements, and performance standards (but not actual performance appraisals).

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	P&P 158.1 – Freedom of Information Act and Privacy Act Guidelines (2/23/98)
Cross References:	5 U.S.C. 552 and 552a
Point of Contact:	FOIA Coordinators: Valerie Herberger and Stasia Hutchison Office of the Director USDA-ARS Information Staff GWCC – Room 1-2248 5601 Sunnyside Avenue Beltsville, MD 20705-5128 Phone: 301.504.1640 Phone: 301.504.1655 Fax: 301.504.1648 Email: vherberg@ars.usda.gov or Email: shutchison@ars.usda.gov

Chapter 10 Human Resources

The Human Resources Division provides support to the REE mission area Agencies in the categories of position classification, recruitment and staffing, pay and leave, employee development and training, orientation, employee benefits, awards, performance, employee conduct and discipline, and other human resources activities as related to the employees within the mission area.

References to frequently used human resources-related policies and procedures in ARS are listed below. Others can be found at <http://www.afm.ars.usda.gov/ppweb/>.

References:	P&P 402.1 – Flexible Work Schedules (REE) P&P 418.3 – Performance Appraisal System
Cross References:	<u>Chapter 2</u> - Civil Rights <u>Chapter 7</u> - Ethics <u>Chapter 17</u> - Research Position Evaluation System <u>Chapter 18</u> - Safety <u>Chapter 20</u> - Time and Attendance/Leave
Employment with ARS:	Dial-a-Vacancy: 301.504.1482 ARS Web Site: http://www.ars.usda.gov/ Select " <i>Job Opportunities</i> "
Point of Contact:	SPA Human Resources Contact: Edna Taylor Area Human Resources Assistant USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 Phone: 979.260.9443 Email: ectaylor@spa.ars.usda.gov

Chapter 11 Manuscripts

Articles, manuscripts, and publications documenting ARS research efforts and their publication in the Department and Agency series should be prepared and submitted in accordance with procedures.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<p>Policies and Procedures Web Site:</p> <p>http://www.afm.ars.usda.gov/ppweb/pplist.htm</p> <p>P&P 150.1 – Dissemination of Public Information by ARS (ARS) 5/9/02</p> <p>P&P 151.1 – Publishing (Print & Electronic) 5/21/98</p> <p>P&P 152.1 – Procedures for Publishing Manuscripts and Abstracts with Non-USDA Publishers (Outside Publishing) 3/10/98</p> <p>P&P 152.2 – Authorship of Research and Technical Reports & Publications (ARS) 5/12/97</p> <p>Form ARS 115 – Request to Submit Manuscript for Publications</p> <p>Form ARS 533 – Manuscript Peer Review Form (8/99)</p>
Cross References:	<p><u>Chapter 15</u> - Records Management</p> <p><u>Chapter 16</u> - Agricultural Research Information System (ARIS)</p>
Point of Contact:	<p>SPA Area Director's Office Manuscript Contact:</p> <p>Ruth Treat SPA Program Analyst USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9348 Email: rtreat@spa.ars.usda.gov</p>

Chapter 12

Patents and Technology Transfer

This chapter covers the ARS guidelines set forth for reporting inventions; obtaining patents and Plant Variety Protection Certificates; licensing; and distribution of license income (including awards to inventors). Technology Transfer Agreements with ARS provide access to research information and assist in the development and commercialization of new knowledge and technology.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<p>Policies and Procedures Web Site: http://www.afm.ars.usda.gov/ppweb/pplist.htm</p> <p>P&P 140.1 – Patenting, Plant Variety Protection Certificates, Licensing and License Income (1/21/92)</p> <p>P&P 141.1 – Technology Transfer Cooperative Research and Development Agreements (4/13/89) P&P 324.0 – Reimbursable and Trust Fund Agreements (3/16/90)</p>
Cross References:	<p>Patents in ARS, A Plain Language Guide (1997)</p> <p>Technology Transfer Agreements with the ARS (Brochure 1997)</p> <p>Cooperative Research and Development Agreements (CRADA's) Between Industry and ARS (Brochure 1995)</p> <p><u>Chapter 16</u> - Agricultural Research Information System (ARIS)</p>
Point of Contact:	<p>SPA Area Technology Transfer Coordinator: (AR, NM, OK, TX)</p> <p>Bryan Kaphammer Research Operations and Management Office of Technology Transfer Technology Transfer Coordinator 2150 Centre Avenue Bldg D, Suite 300 Fort Collins, CO 80526-8119</p> <p>Phone: 970.492.7028 Fax: 970.492.7034 Email: Bryan.Kaphammer@ars.usda.gov</p> <p style="text-align: center;">-</p>

Point of Contact: (continued)	Richard J. Brenner Assistant Administrator Office of Technology Transfer USDA-REE-ARS-OTT 5601 Sunnyside Avenue, Room 4-1156 Beltsville, MD 20705 Phone: 301.504.6905 Fax: 301.504.4060 Email: Richard.Brenner@ars.usda.gov
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Chapter 13 Procurement

This chapter covers ARS purchase card and procurement guidelines.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	DR 5013.6 – Use of Purchase Card and Convenience Check (2/13/03) Bulletin No. 96-204 – Use of the Commercial Purchase Card (11/26/96 and Amendment 4/1/97) ARS Field Acquisition Manual 213.2 (Revised 7/96)
Point of Contact:	SPA Procurement Specialist: Michael Downing Supervisory Procurement Analyst USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 979.260.9495 Email: mdowning@spa.ars.usda.gov Larry Cullumber Division Director USDA-ARS-AFM, Acquisition and Property Division 5601 Sunnyside Avenue, Room 3-2102 Beltsville, MD 20705-5115 Phone: 301.504.1695 Fax: 301.504.1768 Email: Larry.Cullumber@ars.usda.gov

Chapter 14 Property

Personal property and motor vehicles acquired for use on ARS projects and programs are to be effectively utilized and managed in accordance with applicable laws and regulations, and ARS policies and procedures (P&Ps). Acquisition, leasing, disposal, and management of Federally-owned or leased real property must be in accordance with applicable laws and regulations and ARS P&Ps.

ARS property procedures include equipment inventory, excess property, property pass, vehicles, and hazardous waste.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<p>P&P 221.1M - Personal Property, Motor Vehicle, and Aircraft Management (8/3/99)</p> <p>P&P 240.3 - Physical Protection, Security, and Conduct while on ARS-Controlled Property</p> <p>P&P 245.1M - Real Property Manual</p> <p>P&P 246.1 - ARS – Tracking the Disposal of ARS-Owned Buildings (Including Demolition) 9/18/97</p>
References (continued)	<p>Form AD 107 - Report of Transfer or Other Disposition or Construction of Property</p> <p>Form AD 112 Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property</p> <p>Form SF 120 Report of Excess Personal Property</p>
Cross References:	<p><u>Chapter 15</u> - Records Management</p> <p><u>Chapter 18</u> - Safety, Health, and Environment Management (SHEM)</p>
Point of Contact:	<p>SPA Area Property Officer:</p> <p>Phoebe M. Bordelon Realty Specialist USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9448 Email: pbordelon@spa.ars.usda.gov</p>

Chapter 15

Records Management

It is ARS policy to (1) preserve records that contain adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of ARS; (2) furnish the information necessary to protect the legal and financial rights of the U.S. Government and of persons directly affected by ARS activities; (3) dispose of records according to General Records Schedules and approved Agency Records Control Schedules; and (4) ensure that all ARS records are scheduled by identifying and safeguarding ARS records for which no ultimate disposition has been determined and coordinate with Agency Records Management Officer in obtaining disposition authority from the National Archives and Records Administration.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<p>Files Management Guidance:</p> <p>ARS Files Management Guidebook (6/85), also refer to the Records Management Web page:</p> <p>http://www.afm.ars.usda.gov/recmgmt/index.htm</p> <p>Records Management Policies:</p> <p style="padding-left: 40px;">P&P 251.8 – Records Management (10/25/05) Procedures:</p> <p style="padding-left: 40px;">P&P 251.8M – Records Management Manual (9/22/05)</p> <p>Classified Records Guidance:</p> <p>DR 3440-1 - Classification, Declassification, and Safeguarding Classified Information (8/10/83)</p> <p>For Official Use Only Guidance:</p> <p style="padding-left: 40px;">P&P 253.2 – For Official Use Only (8/8/00)</p> <p>Records Schedules:</p> <p style="padding-left: 40px;">General Records Schedules (12/98) – current administrative records dispositions. Refer to the NARA Web page:</p> <p>http://www.archives.gov/records-mgmt/index.html</p> <p>ARS Records Schedules – Program Records Dispositions</p>

Point of Contact:	<p>Stephen Pollard Records Management Officer</p> <p>USDA-ARS-OCIO-OMAR Room 306 South Agriculture Building 1400 Independence Avenue, SW Washington, DC 20250-0306</p> <p>Phone: 202.720.3359 Fax: 202.720.6577 Email: spollard@ars.usda.gov</p>
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Chapter 16

Agricultural Research Information System (ARIS)

The Agricultural Research Information System (ARIS) is an automated ARS data system. ARIS components include:

Automated forms for the documentation of ARS in-house research and extramural projects through the Current Research Information System (CRIS)

- Annual and final progress reports
- Foreign travel for work and international meetings by ARS employees through the Foreign Travel Information System (FTIS)
- Requests to submit manuscripts and abstracts for publications
- Invention/patents tracking system
- Technology transfer (TEKTRAN)
- CRIS Resource Allocation Schedule (CRAS) of ARMPS
- Tracking of Postdoc program
- Tracking of research performed in foreign countries
- Non-confidential personnel information
- Productivity reports of scientists (based on Form ARS-115)
- Reports based on classification codes such as activities, commodities, special classifications, strategic plan, management unit, location, area, and Agency levels
- Mode code listings
- Mission statements
- Briefing packages for Management Unit, Location, Area, or Agency; and executive reports

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	ARIS User's Manual <u>http://www.npstaff.ars.usda.gov/ARIS/Manual/</u>
Cross References:	<u>Chapter 13</u> – ARMP

	<u>Chapter 11</u> – Manuscripts <u>Chapter 12</u> – Patents and Technology Transfer <u>Chapter 21</u> – Travel
Point of Contact:	SPA ARIS Contact: Ruth Treat Program Analyst USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 Phone: 979.260.9348 Email: rtreat@spa.ars.usda.gov ARIS Help Desk: 301.504.1074 Email: aris@aris.usda.gov NPS Computer Staff

Chapter 17
Research Position Evaluation System
(RPES)

The Research Position Evaluation System (RPES) is the ARS system used for evaluation and position classification of permanent research scientist (Category 1) positions. The RPES is based on the "person-in-the-job" concept, providing open-end promotion potential based on a research scientist's personal contributions to science and technology, which can change the complexity and responsibility of his/her position.

The standardized case writeup format discussed in Manual 431.3 – ARS is an important feature in assuring consistent and equitable evaluation throughout ARS.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	P&P 431.3 – ARS – Research Position Evaluation System (10/23/98) Manual 431.3M – ARS – RPES Case Writeup and Guidance for Panelists (10/23/98) RPES Video Series RPES Brochures RPES Home Page: http://www.afm.ars.usda.gov/rpes/

References: (continued)	<p>Form AD 332 – Position Description Cover Sheet</p> <ul style="list-style-type: none"> • Form ARS 514 – Research Position Evaluation Case Writeup Coversheet • Form ARS 570 – Indepth Reviewer Contact Sheet
Cross References:	<u>Chapter 10</u> - Human Resources
Point of Contact:	<p>SPA RPES Contact:</p> <p>Anne V. Steele Secretary to AAD USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9346 Email: asteel@spa.ars.usda.gov</p> <p>Merle T. Cole Head, Research Position Evaluation Staff USDA, ARS, HRD, WSB 5601 Sunnyside Avenue Beltsville, MD 20705-5106</p> <p>Phone: 301.504.1563 Fax: 301.504.1586 Email: mcole@ars.usda.gov</p>

Chapter 18

Safety, Health, and Environmental Management (SHEM)

ARS employees are charged with the responsibility for implementing and or complying with all applicable provisions of the ARS Safety, Health, and Environmental Management (SHEM) Program as it pertains to operations within their workplace, duties, and responsibilities. The ARS SHEM program is the Agency's plan to effect optimal achievement of error free and, therefore, accident free task preparation which involves employee, machine, and environmental relationships. Within ARS, the SHEM function encompasses the related functional areas of Safety Management, Occupational Health Management, Environmental Management, and Industrial Hygiene.

Workplace Violence is not directly addressed by the SHEM Program. Currently the Workplace Violence issue impacts at least three jurisdictional areas in ARS: Property Management, Safety, and Human Resources. Some guidelines have been made available; however, we should expect that more specific guidelines will be developed as this issue gains in prominence.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	<p>P&P 124.1 – ARS – Radiation Safety Program (8/23/96)</p> <p>Manual 230.0M – Safety, Health & Environmental Management Program (12/5/05)</p> <p>P&P 240.3 – Physical Protection, Security & Conduct While on REE Facilities (6/23/00)</p> <p>The USDA Handbook on Workplace Violence Prevention and Response (12/98)</p>
Cross Reference:	<p><u>Chapter 10</u> - Human Resources</p> <p><u>Chapter 15</u> - Records Management</p>
Point of Contact:	<p>SPA Safety and Occupational Health Manager:</p> <p>Philip (Phil) A. Smith Area Security, Safety, & Health Manager USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9449 Email: psmith@spa.ars.usda.gov</p>

Point of Contact (continued)	<p>Cluster Environmental Protection Specialists:</p> <p>James (Jim) Simmons Area Cluster Environment Protection Specialist (CEPS) (Specialty: Pesticide and Lead/Asbestos Issues)</p> <p>USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9444 Email: jsimmons@spa.ars.usda.gov</p> <p>Eduardo (Ed) Stein Area Cluster Environmental Protection Specialist (CEPS) (Specialty: Chemistry & Industrial Hygiene)</p> <p>Kika de la Garza Subtropical Agricultural Research Center 2413 East Hwy 83 Weslaco, TX 78596</p> <p>Phone: 956.969.5013 Email: estein@weslaco.ars.usda.gov</p>
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Chapter 19

Telephones and Telecommunications

ARS policy is that all telephones will be answered with proper identification of the Agency (Agricultural Research Service) and identification of the office or individual answering the telephone and that telephone coverage will be provided during normal business hours. A USDA Directive has been issued that establishes policies and assigns responsibilities of the management and use of all aspects of communication services, equipment and resources within USDA.

Abbreviations:	See Appendix 1 for commonly used acronyms and abbreviations.
References:	<p>DR 3300-1 – Telecommunications & Internet Services and Use (3/23/99)</p> <p>P&P 253.4 – Use of Information Technology Resources (4/19/02)</p> <p>P&P 262.1 Telecommunications – Voice Telecommunication Services (11/9/88)</p> <p>P&P 262.3 – Telecommunications – Utilization and Control of Telephone Lines, Station, Equipment, and Costs (8/1/94)</p> <p>P&P 264.3 – Telecommunications – Telephone Conference</p>

	Services (10/14/80)
Point of Contact:	<p>Contact Area Director's Office for Conference Call Information</p> <p>SPA Contact:</p> <p>Rhonda Wells Secretary to Deputy Area Director USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840</p> <p>Phone: 979.260.9343 Email: rwells@spa.ars.usda.gov</p> <p>USDA Teleconference Center</p> <p>Phone: 202.720.6072 Fax: 202.720.2042</p> <p>USDA Teleconference Center Scheduling Personnel</p> <p>202.720.2029 202. 720.6143 202. 720.8690 202.720.2822</p>

Chapter 20

Time and Attendance/Leave

Time and Attendance covers reporting and record keeping for the basic work requirement (schedule) of working hours, which an employee accounts for through job performance or leave during a pay period. TIME AND ATTENDANCE RECORDS MUST BE RETAINED FOR SIX (6) YEARS FOR CURRENT EMPLOYEES AND TEN (10) YEARS FOR FORMER EMPLOYEES.

Abbreviations:	See Appendix 1 for commonly used acronyms and abbreviations.
References:	<p>P&P 402.1 – Flexible Work Schedules (10/13/04)</p> <p>P&P 402.3 – Premium Pay (3/2/05)</p> <p>P&P 402.5 – REE Telework Program (1/5/05)</p> <p>P&P 402.6 – Leave (9/29/97, Amended)</p> <p>P&P 413.8 – Student and Volunteer Community Service (4/13/06)</p> <p>P&P 461.6 – ARS Employees Appearing as Witnesses in Judicial and Administrative Proceedings, Process in Suits Against the United States (4/3/00)</p> <p>NFC Procedures – Title I, Payroll/Personnel Manual, Chapter 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions</p> <p>NFC Procedures – Title I, Payroll/Personnel Manual, Chapter 7, Time and Attendance Reporting, Section 5, System for Time and Attendance Reporting (STAR 4.25 Web-Based Version)</p> <p>AD 717 – Leave Audit Form</p> <p>AD 581 – Lump Sum Leave or Compensatory Time Payments</p> <p>ARS 331 – Time and Attendance Log Master Schedule</p> <p>REE 3 – Leave Transfer Program – Leave Recipient Application</p> <p>REE 4 – Leave Transfer Program – Donor Application</p>
Cross References:	Chapter 10 - Human Resources

Point of Contact:	SPA Time and Attendance Contact: Edna Taylor Area Human Resources Assistant USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 Phone: 979.260.9443 Email: ectaylor@spa.ars.usda.gov
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Chapter 21 Travel

ARS employees, when directed by the appropriate official, may travel and incur necessary travel expenses to carry out authorized ARS programs. Travel may also be authorized for new hires and relocation. Employees will be reimbursed within limits prescribed by the Federal Travel Regulations (FTR) and Agricultural Travel Regulations (ATR). TRAVEL VOUCHERS (WITH ORIGINAL RECEIPTS)/AUTHORIZATIONS MUST BE RETAINED FOR SIX (6) YEARS.

Abbreviations:	See <u>Appendix 1</u> for commonly used acronyms and abbreviations.
References:	Agriculture Travel Regulations (ATR), DM 2300-1 (Revised 2/89) Federal Travel Regulations (FTR), 41 CFR 300-301 (7/1/98) 302-304 (10/96) DR 2300 – Travel and Transportation P&P 340.0 – Delegations of Authority to Approve Travel (7/12/91) P&P 341.2 – Acceptance of Travel Funds from Non-Federal Sources (11/22/99) P&P 342.1 – ARS – Per Diem and Actual Subsistence Allowances (8/21/98) P&P 342.3 – Travel Advances (10/6/98) P&P 343.1 – Approval of Premium-Class Air Travel (2/26/01) P&P 343.3 – Procurement of Passenger Transportation Services (10/5/98) P&P 343.4 – Contract Air Service (8/25/98) P&P 343.6 – Use of U.S. Flag Air Carriers for Foreign Travel (10/28/91)

References:
(continued)

P&P 344.2 – Foreign Travel Plan (9/23/92)

P&P 345.1 – Foreign Travel Itineraries (10/28/91)

P&P 345.3 – Passports, Visas, and Security Clearances for Foreign Travel (8/18/93)

P&P 350.10 – Awarding Funds to Non-Federal Organizations for Support of Scientific Meetings (9/1/93)

P&P 412.5 – Recruitment and Retention Incentives and Other Special Pay

National Finance Center Procedures and Bulletins:

- Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Section 1, Travel System (8/88, Revised 9/97)
- Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Section 2, Travel Vouchers (Reserved)
- Title II, Voucher and Invoice Payments Manual, Chapter 2, Travel and Transportation Payments, Section 3, Common Carriers – Transportation Requests (6/7/96)
- Title VI, Systems Access Manual, Chapter 6, Travel and Transportation, Section 1, Travel Online Data Entry and Inquiry, (8/88, Revised 9/97)
- Title VI, Systems Access Manual, Chapter 6, Travel and Transportation, Section 2, Personal Computer Travel System (PC-TRVL) (Revised 8/22/97, Amended 5/7/99)
- Title VI, Systems Access Manual, Chapter 6, Travel and Transportation, Section 3, Travel System Online Inquiry (1/30/98)

Per Diem Rates: <http://www.gsa.gov/travel.htm>

Temporary Duty Travel Manual, FMM Chapter 4200 (1/94)

USDA-OFM, NFC, PC-TRVL Data Entry Training Manual (For PC to PC Software) (Revision 8/22/97)

Cross Reference:	<u>Chapter 7</u> - Ethics <u>Chapter 10</u> - Human Resources <u>Chapter 16</u> - Agricultural Research Information System (ARIS)
Point of Contact:	SPA Travel Contact: Freida E. Williams Transportation Assistant USDA-ARS-SPA 1001 Holleman Drive East College Station, TX 77840 Phone: 979.260.9493 Email: fwilliams@spa.ars.usda.gov

Appendix 1

Commonly Used Acronyms of USDA, REE, and ARS

AA	Associate Administrator
AA	Associate Administrator
AAD	Associate Area Director
ABFO	Area Budget and Fiscal Officer
AC	Administrator's Council
ACRM	Area Civil Rights Manager
AD	Agriculture Department; e.g., AD-332
AD	Area Director
ADA	Americans with Disabilities Act of 1990
ADA	Assistant Deputy Administrator
ADA	Associate Deputy Administrator
ADO	Authorized Departmental Officer
ADODR	Authorized Departmental Officer's Designated Representative
ADP	Automated Data Processing
AE	Architect – Engineer
AEP	Affirmative Employment Program
AES	Agricultural Experiment Station
AFM	Administrative and Financial Management
AGPMR	Agriculture Property Management Regulation
AHERA	Asbestos Hazard Emergency Response Act
AIMS	Agreements Information Management System
AITs	Area Information Technology Specialist
AL	Annual Leave
ALOC	Acceptable Level of Competence
AM	Administrative Management
AO	Administrative Officer
AOD	Administrative Operations Division
APHIS	Animal and Plant Health Inspection Service
APMO	Area Property Management Officer
APO	Accountable Property Officer
ARD	Automatic Release Date
ARIS	Agricultural Research Information System

ARMP	Annual Resource Management Plan
ARMPS	Annual Resource Management Planning System
ARMS	ARS Resource Management System
ARS	Agricultural Research Service
ARS-CMU	ARS Correspondence Management Unit
ARS-LS	ARS Legislative Staff
ARS-OA	ARS Office of Administrator
ARSHS	Agricultural Research Service Homeland Security
ARSITS	Agricultural Research Service Invention Tracking System
ASB	Accounting Services Branch
ASHM	Area Safety and Health Manager
ATR	Agriculture Travel Regulations
ATS	Acquisition Tracking System
AUO	Area Utilization Officer
AWOL	Absent Without Leave
B&F	Budget and Fiscal
BA	Beltsville Area
BARC	Beltsville Agricultural Research Center
BARD	Binational Agricultural Research and Development
BLM	Bureau of Land Management
BOC	Budget Object Class
BPA	Blanket Purchase Agreement
BPMS	Budget & Program Management Staff
BRCOM	Biosafety Special Classification Code
BRM	Business Reply Mail
BSO	Biological Safety Officer
CAA	Clean Air Act
CAD	Contracting and Assistance Division
CAT	Category
CATS	CRIS Allocation Tracking System
CD	Center Director
CDL	Commercial Drivers License
CDSD	Communications and Data Services Division
CDSO	Collateral Duty Safety Officer
CEP	Career Enhancement Program
CEPS	Cluster Environmental Protection Specialist

CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFC	Combined Federal Campaign
CFPDC	Consolidated Forms and Publications Distribution Center
CFR	Code of Federal Regulations
CG	Comptroller General
CMCO	Classified Material Control Officer
COB	Close of Business
COLA	Cost of Living Allowance
CONUS	Continental United States
COP	Continuation of Pay
COR	Contracting Officer's Representative
CR	Civil Rights
CRADA	Cooperative Research and Development Agreement
CRAS	CRIS Resource Allocation Schedule
CRIS	Current Research Information System
CS	Contract Specialist
CSRA	Civil Service Reform Act
CSREES	Cooperative State Research, Education, and Extension Service
CSRS	Civil Service Retirement System
CWA	Clean Water Act
CWU	CRIS Work Unit
CY	Calendar Year
DA	Deputy Administrator
DAAF	Deputy Administrator, AFM
DAD	Deputy Area Director
DAEA	Designated Area Ethics Advisor
DDES	Demonstration and Delegated Examining Section, NSB, PD
DEMO	USDA Demonstration Project
DEPPC	Departmental Excess Personal Property Coordinator
DEU	Delegated Examining Unit
DM	Department Manual
DMM	Domestic Mail Manual
DOD	Department of Defense
DOJ	Department of Justice
DPM	Department Personnel Manual
DR	Department Regulation

EAD	Extramural Agreements Division
EAP	Employee Assistance Program
EAS	Employee Appeals Staff
EC&R	Executive Correspondence and Records Unit, Office of Operations
EEAC	Equal Employment Advisory Council
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Counselor
EEOO	Equal Employment Opportunity Officer
EO	Executive Order
EOD	Enter on Duty
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPS	Environmental Protection Specialist
ERB	Employee Relations Branch
ERC	Equipment Review Committee
ERRC	Eastern Regional Research Center
ERS	Economic Research Service
FAA	Foreign Agricultural Affairs, FAS
FAO	Food and Agricultural Organization
FARC	Federal Archives and Records Center
FAS	Foreign Agricultural Service
FBI	Federal Bureau of Investigation
FCMID	Facilities Construction Management Division
FD	Facilities Division
FDC	Financial Data Code
FDMIS	Facilities Division Management Information System
FECA	Federal Employees Compensation Act
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits
FEORP	Federal Equal Opportunity Recruitment Program
FEPA	Federal Employee Pay Act
FEPCA	Federal Employees Pay Comparability Act of 1990
FERS	Federal Employees Retirement System
FES	Factor Evaluation System
FFIS	Foundation Financial Information System
FLSA	Fair Labor Standards Act
FMD	Financial Management Division

FOIA	Freedom of Information Act
FOMC	Facilities Operation Maintenance Contract
FPL	Full Performance Level
FPM	Federal Personnel Manual
FPMR	Federal Property Management Regulations
FPR	Federal Procurement Regulations
FPRS	Federal Property Resource Services, GSA
FR	Federal Register
FRC	Federal Records Center
FSC	Federal Supply Classification
FSS	Federal Supply Schedule
FT	Full Time Tour of Duty
FTCA	Federal Tort Claims Act
FTD	Federal Travel Directory
FTE	Full Time Equivalent
FTIS	Foreign Travel Information System
FTR	Federal Travel Regulations
FTS	Federal Telecommunications System
FTTA	Federal Technology Transfer Act
FTU	Foreign Travel Unit, FAS
FWS	Federal Wage System
FY	Fiscal Year
GAMS	Grants and Agreements Management Staff, CAD
GAO	General Accounting Office
GBL	Government Bill of Lading
GCP	Grade Category Problem
GM	GS Employees in the Performance Management and Recognition System
GNA	Guide Not Applicable (decision)
GOV	Government Owned Vehicle
GPO	Government Printing Office
GS	General Schedule
GSA	General Services Administration
GSD	General Services Division
GVTS	Government Vendor Transportation System
HPRL	High Priority Requirements List
HQS	Headquarters

HRD	Human Resources Division
HWC	Hazardous Waste Cleanup
IAS	Integrated Acquisition System
IDO	Informal Deciding Official
IDP	Individual Development Plan
IDR	Indepth Review/Reviewer
IFB	Insufficient Factual Basis (decision)
IH	Industrial Hygiene/Hygienist
IPSC	Indirect Program Support Cost
IR	Invention Report
IRS	Internal Revenue Service
IS	Information Staff
IT	Information Technology
KSA	Knowledge, Skill and Ability
L/A	Letter of Authorization
LAO	Location Administrative Officer
LASER	Lincoln Advanced Science Engineering Reinforcement Program
LAT	Location Administrative Technician
LC	Location Coordinator
LD	Laboratory Director
LL	Location Leader
LOC	Locations
LS	Lead Scientist
LWOP	Leave Without Pay
M&IE	Meals and Incidental Expenses
MM	Mail Manager
MMOU	Master Memorandum of Understanding
MOU	Memorandum of Understanding
MRMD	Mail and Reproduction Management Division, Office of Operations
MSA	Mid South Area
MSPB	Merit Systems Protection Board
MU	Management Unit
MWA	Midwest Area
NAA	North Atlantic Area
NACOP	National Advisory Council for Office Professionals
NADC	National Animal Disease Center
NAL	National Agricultural Library

NARA	National Archives and Records Administration
NARS	National Archives and Records Service
NASS	National Agricultural Statistics Service
NCAUR	National Center for Agricultural Utilization Research
NEPA	National Environmental Policy Act
NFC	National Finance Center
NPA	Northern Plains Area
NPL	National Program Leader
NPS	National Program Staff
NRRC	Northern Regional Research Center
NSB	National Service Branch
NTTC	National Technology Transfer Coordinator
NTE	Not to Exceed
NTIS	National Technology Information Service
OA	Office of the Administrator
OBPA	Office of Budget and Program Analysis, USDA-ARS
OCI	Office of Cooperative Interactions
OCIO	Office of Chief Information Officer
ODS	Official Duty Station
O&F	Office of Operations and Finance
OGC	Office of General Counsel
OGE	Office of Government Ethics
OMSP	Occupational Medical Surveillance Program
OICD	Office of International Cooperation and Development
OIG	Office of Inspector General
OIRP	Office of International Research Programs
OMB	Office of Management and Budget
OO	Office of Operations
OP	Office of Personnel
OPF	Official Personnel Folder
OPM	Office of Personnel Management
OSEC	Office of Secretary
OSC	Office of Special Council
OSHA	Occupational Safety and Health Act/Administration
OSQR	Office of Scientific Quality Review
OTT	Office of Technology Transfer
OWCP	Office of Worker's Compensation Program

P&P	Policies and Procedures
PA	Patent Advisor
PA	Privacy Act
PA	Program Analyst
PAA	Program Analyst Assistant
PAIS	Property Accounting Information System
PAO	Procurement Assistance Officer
PB	Publications Branch
PCMI	President's Council on Management Improvement
PCMS	Purchase Card Management System
PCS	Permanent Change of Station
PD	Position Description
PDRAM	Program Direction and Resource Allocation Memo
PDS	Permanent Duty Station
PEAK	Professional Excellence and Knowledge Program
PFT	Permanent Full Time
PI	Principal Investigator
PIADC	Plum Island Animal Disease Center
PIP	Performance Improvement Plan
PL	Public Law
PM	Program Management
PMO	Property Management Officer
PMRS	Performance Management Recognition System
POD	Post of Duty
POV	Privately Owned Vehicle
PPPM	Payroll/Personnel Processing Manual
PPT	Permanent Part-Time
PRB	Performance Review Board
PSP	Position Staffing Plan
PT	Part Time Tour of Duty
PTO	Patent and Trademark Office
PVPA	Plant Variety Protection Act
PVPC	Plant Variety Protection Certificate
PWA	Pacific West Area
QSI	Quality Step Increase
R&D	Research and Development
R&M	Repair and Maintenance

RA	Research Associate
RAP	Research Associate Program
RCRA	Resource Conservation and Recovery Act
REE	Research, Education and Economics
RG	Records Group
RGEG	Research Grade Evaluation Guide
RIF	Reduction in Force
RIG	Remain in Grade
RL	Research Leader
RMO	Records Management Officer
RPEC	Research Position Evaluation Committee
RPES	Research Position Evaluation System
RPS	Research Project Statement
RSA	Research Support Agreement
RS#4	Reporting Section #4
RSS	Radiological Safety Staff
RU	Research Unit
SAA	South Atlantic Area
SAMS	Salary Allocation Management System
SARA	Superfund Amendments and Reauthorization Act
SBG	Scored Below Grade
SCD	Service Computation Date
SCEP	Student Career Experience Program
SES	Senior Executive Service
SET	Service Employees Team
SEU	Special Examining Unit
SF	Standard Form
SGEG	Supervisory Grade-Evaluation Guide
SHEM	Safety, Health, and Environmental Management
SHEMB	Safety, Health, and Environmental Management Branch
SL	Senior Level
SL	Sick Leave
SOP	Standard Operating Procedures
SOW	Statement of Work
SPA	Southern Plains Area
SPO	Servicing Personnel Office
SPS	Servicing Personnel Specialist

SR	Standard Regulations
SRRC	Southern Regional Research Center
STAR	System for Time and Attendance Reporting
STEP	Student Temporary Employment Program
STP	Strategic Plan Codes
SY	Scientists (Scientist Year – Category 1 or 4 positions)
T&A	Time and Attendance
TAC	HQ and/or Area Time and Attendance Coordinator
TASSB	Technology Assessment and Support Services Branch
TC	Transaction Code (NFC T&A designation)
TCR	Tort Claims Representative
TDY	Temporary Duty
TEKTRAN	Technology Transfer Automated Retrieval System
TEP	Technical Evaluation Panel
TFT	Temporary Full Time
TMC	Travel Management Center
TPS	Target Percent in Salaries
TPT	Temporary Part Time
TRAI	Training Information System
TSCA	Toxic Substance Control Act
TSP	Thrift Savings Plan
TT	Technology Transfer
TY	Travel Year
UPS	United Parcel Service
U.S.C.	United States Code
USDA	United States Department of Agriculture
USPS	United States Postal Service
VRA	Veterans Readjustment Act
WG	Wage Grade
WGI	Within Grade Increase
WNRC	Washington National Records Center
WOPFP	Without Postage and Fees Paid
WPFP	With Postage and Fees Paid
WRRC	Western Regional Research Center

Abbreviations of USDA Agencies

Agency Abbreviation	Agency
ACS	Agricultural Cooperative Service
AMS	Agricultural Marketing Service
APHIS	Animal and Plant Health Inspection Service
ARS	Agricultural Research Service
BA	Beltsville Area, Agricultural Research Service
BCA	Board of Contract Appeals
CCC	Commodity Credit Corporation
CSREES	Cooperative State Research, Education, and Extension Service
EAS	Economic Analysis Staff
EMS	Economics Management Staff
ERS	Economic Research Service
ES	Extension Service
FAO	Food and Agricultural Organization
FAS	Foreign Agricultural Service
FCIC	Federal Crop Insurance Corporation
FGIS	Federal Grain Inspection Service
FNS	Food and Nutrition Service
FS	Forest Service
FSA	Farm Service Agency
FSIS	Food Safety and Inspection Service
GAO	General Accounting Office
GIPSA	Grain Inspection and Packers and Stockyards Administration
GS	Graduate School (USDA)
HNIS	Human Nutrition Information Service
JO	Judicial Officer
NAL	National Agricultural Library
NARDAC	National Regional Data Automation Center
NASS	National Agricultural Statistics Service
NOAA	National Oceanic and Atmospheric Administration
NRCS	Natural Resources Conservation Service
OAE	Office of Advocacy and Enterprise
OALJ	Office of Administrative Law Judges
OBPA	Office of Budget and Program Analysis

OCA	Office of the Consumer Advisor
OCE	Office of Chief Economist
OE	Office of Energy
OFM	Office of Finance and Management
OGC	Office of the General Counsel
OHR	Office of Human Resources
OICD	Office of International Cooperation and Development
OIG	Office of the Inspector General
OIRM	Office of Information Resources Management
OO	Office of Operations
OP	Office of Personnel
OPA	Office of Public Affairs
OT	Office of Transportation
PSA	Packers and Stockyards Administration
REA	Rural Electrification Administration
RD	Rural Development
RTB	Rural Telephone Bank
SEC	Office of the Secretary
WAOB	World Agricultural Outlook Board

Appendix 2 Members

ARS National Advisory Council for Office Professionals (NACOP)

Current members of the Council are:

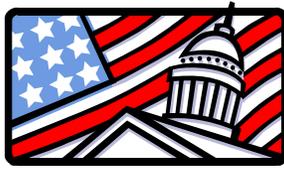
- Patricia Berry, AFM – Co-Chair
- Veronica Laird , PWA - Co-Chair

- Sandra Ball, NAL - Webmaster
- Patricia Coyle, NAA
- Debra Duckworth, SAA – Ex-Officio
- Drusilla Fratesi, MSA - Recorder
- Barbara Hodges , SPA
- Shelia Jackson , SAA
- Wendy Jacobs, BA
- Heather Lewandowski, MWA
- Cathy Lonaberger, OA – Technical Advisor
- Sharon Peterson, NPA
- Rhonda Sampson , OICO– Technical Advisor

Each Area will have one representative.

The Headquarters Organizational Council will have two representatives, one from Administrative and Financial Management (AFM) and one from the following groups: Office of the Administrator (OA), National Program Staff (NPS), Office of International Research Programs (OIRP), Office of Technology Transfer (OTT), Budget and Program Management Staff (BPMS), Homeland Security (ARSHS), Civil Rights Staff (CRS), Information Staff (IS), Office of Chief Information Officer (OCIO), Office of Scientific Quality Review (OSQR), Recruitment Office (RO), and Legislative Staff (LS).

Sponsor: James H. Bradley, Deputy Administrator, AFM



Congressional Contacts Information

What should you do if you or someone in your management unit is contacted by a member of Congress or a representative of a Congressional member?

1. Requested Submissions (REE P&P 125.1), Legislative Programs, Reports, and Testimony
 - ♦ Congressional inquiries must clear through supervisory channels to the Administrator's Office before final transmission to Congress.
 - ♦ Inform the Office of Legislative Affairs when preparing reports for submission to Congress.
 - ♦ ARS Legislative Affairs Advisor (Karen Pearce, 202.720.3173).

2. Conversations (REE P&P 125.3), Documenting Official Congressional Conversations
 - ♦ It is imperative that all ARS employees document official conversations with Congress in order to keep the Administrator, ARS, informed.
 - ♦ Congressional representatives can ask for information directly from Federal employees. Respond to the best of your ability or refer the call to your supervisor.
 - ♦ Each Congressional contact requires a prompt "Report of Congressional Conversation", Form ARS-213. This report should be faxed or emailed to the offices listed on the form.
 - ♦ ARS employees cannot lobby Congress within the capacity of their Federal employment. See <http://www.afm.ars.usda.gov/hrd/ethics/lobbying.htm>

3. If in doubt on what to do, contact the SPA Area Office.

REPORT OF CONGRESSIONAL CONVERSATION

1. DATE OF CONVERSATION

2. TIME OF CONVERSATION

INSTRUCTIONS: As soon as possible after completing an official conversation, prepare ARS-213 and distribute as follows:

•**Original** – Administrator, Agricultural Research Service. **Copies to** – • Legislative Staff • Director, Budget and Program Management Staff • File • Area Director (**field locations only**).

3. CONVERSED WITH (Name and Title of Individual; Congressional Representative's Name, State, and Office Phone Number.)

4. EMPLOYEE'S NAME, TITLE, AND LOCATION

5. PHONE NO.

6. SUBJECT OF THE CONVERSATION

7. INFORMATION GIVEN

8. ACTION RECOMMENDED (If further action is required)



Legislative Activity

Guidelines to Interacting with Congress

USDA

Agricultural Research Service

Legislative Affairs
202-720-3173

Guidance regarding anti-lobbying

As an ARS employee, you are not allowed to contact a Member of Congress to solicit support for your work, your laboratory and location, and/or any pending legislation. Congressional Members or Staff may contact you for information on your program and/or to solicit your expertise. You may respond to these requests directly, immediately filing an ARS-213 form (available on-line at <http://www.ars.usda.gov/newla/congressconv.html>) to let your Area Director and headquarters staff know of the activity. Any requests outside these boundaries (including questions regarding budget) should be referred to the Legislative Affairs Office.

There are two statutes that prohibit the use of appropriated funds for lobbying activities applying to ARS:

- ⇒ 18 U.S.C. 1913 is a criminal statute applicable to all executive branch agencies. It prohibits the use of appropriated funds for activities that directly or indirectly are "intended or designed to influence in any manner a Member of Congress, to favor or oppose ... any legislation or appropriation by Congress...."
- ⇒ A section of the Treasury and General Government Appropriations Act (section 627 in the 1999 Act) prohibits the use of appropriated funds "other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, and for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself." This provision applies to all agencies within the executive branch. This is a civil, not a criminal, statute and any remedies for violations would be civil in nature.

A helpful and expanded discussion of how these laws and associated regulations apply to you can be found at <http://www.usda-ethics.net/rules/rule9.htm>. When in doubt, contact the Legislative Affairs Office for further guidance - it is better to be safe than sorry!



Build a Relationship

You should feel free, however, to build a relationship with your Congressional delegation. They are interested in your lab and the research program. You can keep them informed of your program by including them in mailings or other outreach efforts you make. If you would like to invite a Member of Congress or one of their staffers to an event at your location or to make a visit, there are procedures you must follow. Congressional correspondence, including invitations, must be authorized by and, in many cases, originate from the ARS Office of the Administrator or perhaps from the Department, depending on the situation. When you first start thinking about an event, call the Legislative Affairs office or e-mail kpearce@ars.usda.gov and describe the event and time-frame you are planning. We will inform the Department officials for you, and then you can contact your Congressional office to check on the Members' availability before you choose a final date. You must contact ARS Legislative Affairs before you contact the Member of Congress' office. Good times to consider holding an event at which you want Congressional attendance include Mondays and Fridays when Congress is in session (when the Member is likely to be home for the weekend), or Congressional holidays and scheduled recesses. Our office can help identify a good time.

ARS Legislative Affairs Website:

- ARS-related Legislation
- Compilation of Statutes for REE
- Congressional Calendars
- Congressional Delegations for ARS Locations
- Congressional Conversations Form ARS-213
- And other Legislative Resources
- www.ars.usda.gov/business/docs.htm?docid=1332



Useful Websites for the SPA Administrative Office Professionals

AgLearn	www.aglearn.usda.gov/
Agreement Information Management System (AIMS)	www.afm.ars.usda.gov/agreements/AIMS.htm
ARIS Manual	www.npstaff.ars.usda.gov/ARIS/Manual/
ARS Business Card Template (WordPerfect 8)	www.afm.ars.usda.gov/resources/bizcard/HOWTOWP.HTM
ARS EEO and Civil Rights	www.ars.usda.gov/aboutus/docs.htm?docid=1323
ARS EEO Video Library	www.ars.usda.gov/aboutus/docs.htm?docid=1327
ARS File Retention Manual (1985)	www.arsnet.usda.gov/pastg/sop/file_retention/index.html
ARS Integrated Acquisition System Homepage	https://ias.usda.gov/
ARS Mentoring Program	www.afm.ars.usda.gov/programs/mentor/index.htm
ARS National Council for Office Professionals	www.arsnet.usda.gov/nacop/
ARS Performance Appraisal/Performance Management	www.afm.ars.usda.gov/hrd/performance/index.htm
ARS People Search	www.ars.usda.gov/pandp/people.htm
National Association of Executive Secretaries & Administrative Assistants (NAESAA)	www.naesaa.com
eForms (Electronic Forms)	https://reeforms.ars.usda.gov/reeforms
Ethics Training Modules	www.usda-ethics.net/training/index.htm
Government Printing Office Style Manual	www.gpoaccess.gov/stylemanual/2000/front.pdf
GSA Advantage	www.gsa.gov/advantage
International Association of Administrative Professionals	www.iaap-hq.org/
Office of Scientific Quality Review (OSQR)	www.ars.usda.gov/Research/docs.htm?docid=1286
REE Administrative Issuances (P&P's, etc.)	www.afm.ars.usda.gov/ppweb/
REE Directory	http://199.133.10.140/Search.aspx
REE SMART Center Catalog	www.afm.ars.usda.gov/smartcenter/index.htm
RPES Homepage	www.afm.ars.usda.gov/rpes/
Travel: Federal Travel Regulation (FTR)	www.gsa.gov/federaltravelregulation
Travel: Meals & Incidentals (M&IE) Expense Breakdown	www.gsa.gov/mie
Travel: Per Diem Rates (Domestic & Foreign)	www.gsa.gov/perdiem
Travel: Privately Owned Vehicle (POV) Mileage Rates	www.gsa.gov/mileage
USDA Personnel Directory	http://dc-directory.hqnet.usda.gov/DLSNew/Phone.aspx



Scientist Categories, Leadership Levels, and Research Associates

SCIENTIST (SY) CATEGORIES

(REE P&P 431.3-ARS), Research Position Evaluation System

- ♦ Category 1. Research scientists, permanent, SY positions.
- ♦ Category 2. Nonpermanent research/service; Research Associate/Affiliate, Visiting Scientist, reemployed retired Category 1 or 4.
- ♦ Category 3. Support Scientists for Category 1 or 4.
- ♦ Category 4. Service Scientists (non-research), SY positions.
- ♦ Category 6. Specialist (program management or administration).

LEADERSHIP LEVELS

(REE P&P 100.2-ARS), Organizational Management Policy

- ♦ Level 1, Lead Scientist. Develops 5 year project plan (OSQR) with participating scientists, coordinates scientific activities of participating scientists, prepares annual reports, and reports to Level II Research Leader.
- ♦ Level II, Research Leader (RL). Heads management units, has line authority over other scientists in the unit, is the unit fund holder, and reports to Director (Level III) or Area Director.
- ♦ Level III, Director. Director of Center or Laboratory.
- ♦ Level IV, Area Director. Provides leadership and line authority over all personnel assigned to an Area and reports directly to the Administrator.

ARS RESEARCH ASSOCIATES

(REE P&P 105.1-ARS), ARS Research Associate Program

- ♦ Category 2 (temporary appointment, 2-4 years).
- ♦ Postdoctoral Research Associate, Visiting Scientist Research Associate, or Research Affiliate.
- ♦ Competitive Post-Docs (Headquarters funds, 2 years @ \$50K per year; \$60K per year for T.W. Edminster Award). Local Post-Docs use local funds. Submit competitive proposals for Area and NPS selection. This program has some career-hire advantages/referrals.
- ♦ Research associates supplement the research of career scientists.
- ♦ Provides temporary employment opportunities for recent recipients of the doctoral degree while receiving advance training.
- ♦ Outreach mechanism to identify a diverse, multidisciplinary pool of candidates for potential career appointments in ARS.



**Things to Remember –
Daily, Weekly, Monthly**

Weekly or Regular Basis	<ul style="list-style-type: none"> • Weekly Activity Reports are due in the Area Office on Wednesday • Back up computer on a regular basis • Check supply request list for any supplies that need to be ordered. Monitor supply of copy paper, toner, etc. • Reconcile credit card in PCMS.
Bi-Weekly	<ul style="list-style-type: none"> • Submit Time and Attendance Reports.
Monthly	<ul style="list-style-type: none"> • Within ARIS, check for any ARS-416's, 550's, 425's that terminate soon and need extending or will require reports. Request necessary reports from SY's. Check and print official copies in ARIS. • Monitor progress of 115's. Enter Journal Acceptance Dates and Publication Dates into ARIS; generate citations. • Update authors' lists of publications.
January	<ul style="list-style-type: none"> • Go through files, check disposition dates. • Print "Detail by Author" reports from ARIS for Appraisals (Category 1, 2, and 4). • Remind SY's to submit documentation of accomplishments to RL for performance appraisals. • Remind RL to submit document of accomplishments to Area/Center/ Laboratory Director for performance appraisals. • Type performance elements on Performance Appraisal Forms (AD-435) for Category 1, 2, 3, 4, and 6 personnel. Distribute to supervisors with instructions for completion. • Submit quarterly Civil Rights Self-Assessment Report to Area Office.
February	<ul style="list-style-type: none"> • Submission of OGE Form 450, Executive Branch Confidential Financial Disclosure Report, for those individuals in positions which require submission. • Be sure all Category 1, 2, 3, 4, and 6 employees have performance standards and IDP's in place for the coming evaluation year. • Return completed appraisal packages for Category. 1, 2, 3, 4, and 6 employees, along with award forms (AD-287-2), to the Area Office.
March	<ul style="list-style-type: none"> • Spring clean-up of ARS-425's only. • Unfund ARS 425's for proposals not awarded. • Terminate ARS 425's for projects ended. • Send reminder to individuals evaluated in the rating cycle that ends March 31 to prepare significant accomplishments. •

April	<ul style="list-style-type: none"> • Type performance elements on Performance Appraisal Forms (AD-435) for Category 5, 7, 8, and 9 personnel. Distribute to supervisors with instructions for completion. • Ensure that all Category. 5, 7, 8, and 9 employees have performance plans and IDP's in place for the coming year. • Submit quarterly Civil Rights Self-Assessment Report to Area Office.
May	<ul style="list-style-type: none"> • Return completed appraisal packages for Category. 5, 7, 8, and 9 employees, along with award forms (AD-287-2), to the Area Office Human Resources. Due date determined annually. • National Science Foundation (NSF) grant proposals announced. Web site address: http://www.nsf.gov/funding/ • Solicit SYs for equipment, travel, and personnel needs for the Annual Resource Management Plan System (ARMPS). Provide information to the RL for narrative section of the ARMPS.
June	<ul style="list-style-type: none"> • Post-Doc application process opens for data entry in ARIS. • Watch for memo from Area Office Program Analyst to initiate AD-421, Annual Report process. • Mid-year review time for positions in appraisal cycle (Category 1, 2, 3, 4, and 6) that ends December 31. • Print "Detail by Author" report (Category 1, 2, and 4 only) and provide to supervisors with employees' current standards to complete mid-year review. • Extramural agreements; paperwork to extend projects, add current year funds, and/or extend time in ARIS is due to the Area Extramural Agreements Specialist by established deadlines.
July	<ul style="list-style-type: none"> • Watch for information from Area Office Program Analyst for deadlines in ARIS for Permanent or Temporary FY funds transfers between D-type projects and for HQ-funded Post-Docs. • Prepare and enter into ARIS the AD-421 Annual Reports. • National Research Initiative - Competitive Grants Program (NRI-CGP) funded. Prepare and add ARS-416/417 to existing 425 in ARIS. Web site address: http://www.csrees.usda.gov/fo/fundview.cfm?fonum=1112 • Collect Information for Travel Meeting Attendance Plan. • Submit quarterly Civil Rights Self-Assessment Report to Area Office.
August	<ul style="list-style-type: none"> • Final ARMP due to Area Office. • Binational Agricultural Research and Development (BARD) proposals announced. ARS-425 must be entered in ARIS. • Office of International Cooperative Development (OICD) Scientific Cooperation proposals are due. ARS-425 must be entered in ARIS. • Check for final day for extramural agreements adding current year funds or extending time in ARIS.

September	<ul style="list-style-type: none"> • Complete 421's in ARIS for expired CRIS sibling projects (R, T, S, G, C). • Mid-year evaluations need to be completed on all Category. 5, 7, 8, and 9 employees. • Prepare blanket travel authorizations for next fiscal year. • Prepare new files for travel vouchers and other "fiscal year" filing. • Prepare new FY AD-700 for maintenance agreements and enter into IAS. • Prepare new FY AD-700 authorizing purchases to accounting codes by specific purchasers. Give copy to all employees listed. • Prepare new FY-AD-700 authorizing Unit employees to purchase on Blanket Purchase Agreements (BPA). Give copy to all employees listed. • Update investigator/SY time on projects in ARIS to agree with ARMP. • Prepare SF-52s for Collaborators and obtain appropriate paperwork from Collaborator for next fiscal year. • Submit quarterly Civil Rights Self-Assessment Report to Area Office.
October	<ul style="list-style-type: none"> • Update Mission Statement in ARIS. • NRI-CGP Grant proposals announced. Web site address: http://www.ed.gov/about/overview/budget/process.html?src=rt • Fall clean up of 425's only. • Unfund 425's for proposals not awarded. • Terminate 425's for projects that have ended. • Complete on-line Ethics Training. • Funded Post-Docs announced. • Gather information for annual Diversity Enhancement in Agricultural Research (DEAR) Report.
November	<ul style="list-style-type: none"> • Print "Detail by Author" reports from ARIS for SY's and ask for input for their accuracy; update in ARIS as necessary. • Remind those who file OGE- Form 450 Financial Disclosures to do it on line. • Submit annual Diversity Enhancement in Agricultural Research (DEAR) Report to Area Office by established deadline.
December	<ul style="list-style-type: none"> • Prepare new file folders for the coming year for T&A's and any other calendar year files. • Send reminder to individuals evaluated in the rating cycle that ends December 31 (Category 1, 2, 3, 4, and 6) to prepare significant accomplishments.