

FINANCIAL

ANNUAL RESOURCE MANAGEMENT PLAN SYSTEM (ARMPS)

ARMPS is the tool used annually to manage the unit's resources for each fiscal year, which is October 1 through September.

Preparation:

AO will notify secretary when to begin entering new FY into ARMPS. Enter all data into ARMPS computer program following instructions from Area Office and ARMPS manual.

1. Collect request from staff for next FY:
 - Travel, meetings (cities, dates, purpose, registration fees), rough estimate of costs
 - Purchases of equipment and supplies
 - Utilities
 - New positions, promotions and awards (& bonuses), status of vacancies, retirements, financial incentives (recruitment), HQ's funded post doc.
 - Training
 - Facilities
 - Agreements – Specific Cooperative, CRADAs, grants, RSAs, hourly labor, graduate students, etc.
 - Apprenticeships, interns, STEP
 - Permanent fund transfers, temporary fund transfers
 - Space allocations
 - Assign % employee time (FTE) to CRIS
 - R& M projects
 - HPRL items
2. AO provides:
 - Salaries
 - Indirect costs
 - Position staffing plan
 - Biotechnology assessment figures
 - Year-end rollover instructions
 - Due dates for first, second and final drafts of ARMPS & Travel Plan
3. AD, CD and DAD provide:
 - Policy, instructions, and due dates for ARMPS process
4. State of the Management Unit (MU) - Written by RL, with input from scientists
5. Print first draft and proofread for correct entry. Forward to RL. RL may make changes and return it for the changes to be entered in ARMPS.
6. Use checklist of ARMPS procedures provided by Area Office.

Attachments to ARMPS:

1. Travel Plan (Excel file):

List of national and international meetings for upcoming FY includes:

Meeting name, location, dates, travel costs, registration fees, staff to attend, purpose (presentation, participation, attendance)

Adequate dollars must be budgeted in ARMPS to cover all travel anticipated, including but not limited to:

Site visits

Domestic meetings

Foreign/international travel

Travel for training purposes

Relocation expenses

2. Assistance (Excel file): see section above

Reference:

ARMS and ARMPS manuals