

CHAPTER 22

HINTS AND MISCELLANEOUS

The following subjects are covered in this chapter:

- Reminder Calendar
- Commonly Used Acronyms

REMINDER CALENDAR

WEEKLY OR VERY REGULAR BASIS

NPA Weekly Activity Reports are due in the Area Office by COB Tuesdays.

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, fax film, etc.

Reconcile credit card in PCMS.

BI-WEEKLY

Submit Time and Attendance Reports.

MONTHLY

Submit Monthly EO/CR Report to Area Office

Within RMIS, check for any ARS-416's, 550's, or 425's which will be terminating and need to be extended or will require reports. Request necessary reports from SYs.

Monitor progress of 115's. Enter Journal Acceptance Dates into RMIS.

Reconcile Status of Funds Report.

QUARTERLY

Foreign Visitors Report to Headquarters; copy to Jan.

JANUARY

Go through files, check disposition dates.

Early January:

Pull "Detail by Author Reports" from RMIS for ARS-435 Appraisals (Cat. 1, 2, 4 only)

Mid-January:

Submit documentation of Cat. 1, 2, 3, 4, and 6 accomplishments, appraisal and award forms to Area Director (if at Center, submit through Center Director).

Be sure all Cat 1, 2, 3, 4, and 6 employees have performance standards and IDPs in place for the coming year.

FEBRUARY**MARCH**

Spring Clean-up on 425s ONLY.

End March-Early April:

Make sure all contributed funds forms are complete and forward to the Area Office (this covers travel from Oct. 1 through March 31).

APRIL

Type performance elements on Performance Appraisal Forms (AD-435) for Cat. 5, 7, 8 and 9 personnel. Distribute to supervisors with instructions for completion.

Mid-year review time for positions in other appraisal cycle (Cat. 1, 2, 3, 4, and 6)

Early to Mid-April:

Draft ARMPS is due in the Area Office.

Make sure all Cat 5, 7, 8, and 9 employees have performance standards and IDP's in place for the coming year.

MAY

Return completed Appraisal Forms (AD-435) for Cat. 5, 7, 8, and 9 employees, along with Award forms (AD-287), to the Area Office.

Solicit SYs for equipment, travel and personnel needs for the Annual Resource Management Plan System (ARMPS). Provide information to RL for narrative section of the ARMPS.

National Science Foundation (NSF) grant proposals announced. Web site address:
www.nsf.gov/home/grants.htm

JUNE

Print 'Detail by Author Report' (Cat. 1, 2, 4 only) and provide to supervisors with employees' current standards to complete mid-year reviews on all Cat. 1, 2, 3, 4, and 6 employees (Dec. cycle employees).

Make sure all mid-term appraisals have been completed on Cat 1, 2, 3, 4, and 6 employees.

Postdoc application process opens for data entry in RMIS.

JULY

Final day in RMIS for Permanent or Temporary FY fund transfers between D-type projects and for HQ-funded postdocs.

National Research Initiative--Competitive Grants Program ((NRI-CGP) funded--prepare and add ARS-416/417 to existing 425 in RMIS. Web Site Address: www.reeusda.gov/nri

AUGUST

Early-Mid August:

Final ARMPS is due in Area Office.

Office of International Cooperative Development (OICD) Scientific Cooperation proposals are due; Binational Agricultural Research and Development (BARD) proposals announced: need 425 in RMIS.

Final day for extramural agreements adding current year funds or extending time in RMIS.

Late August:

Review RSA funds for year-end modifications (projected funds).

SEPTEMBER

Schedule for RMIS entry of Annual 421 Progress Reports announced.

Early September:

Pull "Detail by Author Reports" from RMIS for ARS-435 Appraisals.

Mid-September:

Mid-term evaluations need to be completed on all Cat. 5, 7, 8, and 9 employees.

Prepare Blanket Travel Authorizations for next year.

Prepare requisition AD-700's for Research Support Agreements (RSA). Initiate related documentation.

Late September:

Prepare new files for travel vouchers and other "fiscal year" filing.

Prepare new fiscal year AD-700's for maintenance agreements.

Update investigator/SY time on projects in RMIS.

Late September-Early October:

Make sure all contributed funds forms are complete and forward to the Area Office (this covers travel from April 1 through September 30).

OCTOBER:

Make sure all Cat. 5, 7, 8, and 9 have had mid-term performance reviews completed.

Update Mission Statement in RMIS.

Prepare, and enter into RMIS, the Annual 421 Progress Reports.

Complete 421s in RMIS for expired CRIS sibling projects (R, T, S, G, C).

NRI-CGP Grant Proposals announced. Web site address: www.ed.gov/institutes.html

Fall Cleanup of 425s only.

Mid-October:

NPA Award of Excellence Nominations due in Area

October 30:

Financial Disclosure Forms due in Ethics Office.

Memo to employees regarding scheduling AL "Use or Lose" by end of PP23.

Memo to employees regarding donating excess annual leave to leave recipients.

NOVEMBER:

Early November:

Give SYs a first draft of their RMIS Detail by Author Report and ask for input for their accuracy.

DECEMBER:

Prepare new file folders for the coming year for T&As and any other "calendar year" files.

Early December:

Remind SY's to submit documentation of their accomplishments to RL for performance appraisals.

Remind RL's to submit documentation of accomplishments to Area/Center Director for performance appraisals.

December 31: Last day for ARS-115's to be included in "Detail by Author Report" documentation.

**COMMONLY USED ACRONYMS
OF
USDA, REE, AND ARS**

AA	Associate Administrator
AAD	Associate Area Director
AAO	Area Administrative Officer
ABFO	Area Budget and Fiscal Officer
AC	Administrator's Council
AC	Accounting Code
ACS	Area Computer Specialist
AD	Area Director
ADA	Associate Deputy Administrator
ADAAM	Associate Deputy Administrator, Administrative Management
ADO	Authorized Departmental Officer
ADP	Automated Data Processing
ADODR	Authorized Departmental Officer's Designated Representative
A-E	Architect-Engineer
AES	Agricultural Experiment Station
AFM	Administrative and Financial Management
AGPMR	Agriculture Property Management Regulation
AMERA	Asbestos Hazard Emergency Response Act
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
ARMP	Annual Resource Management Plan
ARMPS	Annual Resource Management Plan 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
ARSITS	Agricultural Research Service Invention Tracking System
ASB	Accounting Services Branch
ASHM	Area Safety and Health Manager

ATR	Agriculture Travel Regulations
AUO	Area Utilization Officer
AWOL	Absent Without Leave
BA	Beltsville Area
BARC	Beltsville Agricultural Research Center
BCA	Board of Contract Appeals
B&F	Budget and Fiscal
BFSB	Budget and Fiscal Services Branch, FMD
BLM	Bureau of Land Management
BOC	Budget Object Class
BPMS	Budget and Program Management Staff
BRM	Business Reply Mail
BSO	Biological Safety Officer
CAA	Clean Air Act
CAD	Contracting and Assistance Division
CD	Center Director
CDL	Commercial Drivers License
CDSB	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
COLA	Cost of Living Allowance
CONUS	Continental United States
COP	Continuation of Pay
COR	Contracting Officer's Representative
CR	Civil Rights
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
DA	Deputy Administrator
DAAM	Deputy Administrator, Administrative Management
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
DLA	Defense Logistics Agency, Department of Defense
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
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
ERC	Equipment Review Committee
ERRC	Eastern Regional Research Center
ERS	Economic Research Service
ESB	Extramural Services Branch, Contracting and Assistance Division
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
FCMD	Facilities Construction Management Division
FD	Facilities Division
FDC	Financial Data Code
FECA	Federal Employees Compensation Act
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
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
GM	GS Employees in the Performance Management and Recognition System
GNA	Guide Not Applicable (decision)
GOV	Government Owned Vehicle
GPO	Government Printing Office
GTR	Government Transportation Request
GS	General Schedule
GSA	General Services Administration
GSD	General Services Division
HPRL	High Priority Requirement List
HQS	Headquarters
HRD	Human Resources Division, AFM
HWC	Hazardous Waste Cleanup
IDO	Informal Deciding Official
IDP	Individual Development Plan
IDR	In-depth Review or 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
ISTD	Information Systems and Technology Division
ITP	Individual Training Plan
KSA	Knowledge, Skill and Ability
L/A	Letter of Authorization
LAO/LAT	Location Administrative Officer/Technician
LASER	Lincoln Advanced Science Engineering Reinforcement Program
LC	Location Coordinator
LD	Laboratory Director
LL	Location Leader
LERB	Labor Employee Relations Branch
LOC	Locations
LOTS	Location Obligation Tracking System
LS	Lead Scientist
LOWP	Leave Without Pay
M&IE	Meals and Incidental Expenses
MM	Mail Manager
MOA	Memorandum of Agreement
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
NADC	National Animal Disease Center
NAL	National Agriculture 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 Services Branch, PD
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
OCI	Office of Cooperative Interactions
ODS	Official Duty Station
O&F	Office of Operations and Finance
OGC	Office of General Counsel
OGE	Office of Government Ethics
OHMP	Occupational Health Maintenance Program
OICD	Office of International Cooperation and Development
OIG	Office of Inspector General
OMB	Office of Management and Budget
OO	Office of Operations
OP	Office of Personnel
OPF	Official Personnel Folder
OPM	U.S. Office of Personnel Management
OSEC	Office of Secretary
OSC	Office of Special Counsel
OSHA	Occupational Safety and Health Act/Administration
OTT	Office of Technology Transfer
OWCP	Office of Workers Compensation
PA	Privacy Act
PA	Patent Advisor
PA	Program Analyst
PAA	Program Analyst Assistant
PAIS	Property Accounting Information System
PAO	Procurement Assistance Officer
PB	Publications Branch
PCB	Polychlorinated Biphenyls
PCMI	President's Counsel on Management Improvement
PCS	Permanent Change of Station
PC-TARE	Personnel Computer-Time and Attendance Remote Entry
PD	Personnel Division
pd	Position Description
PDS	Permanent Duty Station
PFT	Permanent Full Time
PIADC	Plum Island Animal Disease Center
PIP	Performance Improvement Plan
PL	Public Law
PM	Program Management
PMAR	Precious Metals Recovery Representative, Defense Logistics Agency, DOD

PMB	Property Management Branch
PMO	Property Management Officer
PMRS	Performance Management Recognition System
POB	Personnel Operations Branch, PD
POD	Post of Duty
POV	Privately Owned Vehicle
P&P	Policies and Procedures
PPPM	Payroll/Personnel Processing Manual
PPMS	Personal Property Management Section
PPSB	Personnel Policy and Systems Branch, PD
PRB	Performance Review Board
PRC	People's Republic of China
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
RA	Research Associate
RAP	Research Apprenticeship Program
RCRA	Resource Conservation and Recovery Act
REE	Research, Education and Economics
RG	Records Group
RGEG	Research Grade Evaluation
RIF	Reduction in Force
RL	Research Leader
R&M	Repair and Maintenance
RMIS	Research Management Information System
RMO	Records Management Officer
RPEC	Research Personnel Evaluation Committee
RPES	Research Position Evaluation System
RSA	Research Support Agreement
RS#4	Reporting Section #4
RSS	Radiological Safety Staff
SAA	South Atlantic Area
SARA	Superfund Amendments and Reauthorization Act
SBG	Scored Below Grade
SES	Senior Executive Service
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
SOW	Statement of Work
SPA	Southern Plains Area
SPO	Servicing Personnel Office
SPS	Servicing Personnel Specialist
SR	Standard Regulations
SRRC	Southern Regional Research Center
ST	Scientific and Professional Pay Plan
SY	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
TC	Transaction Code (NFC T&A designation)
TCR	Torts Claim 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
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
USSR	Union of Soviet Socialist Republics
VRA	Veterans Readjustments 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
YW	Pay Plan for Stay-In-School Students

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 Agriculture 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
RD	Rural Development
REA	Rural Electrification Administration
RTB	Rural Telephone Bank
SCS	Soil Conservation Service
SEC	Office of the Secretary
WAOB	World Agricultural Outlook Board