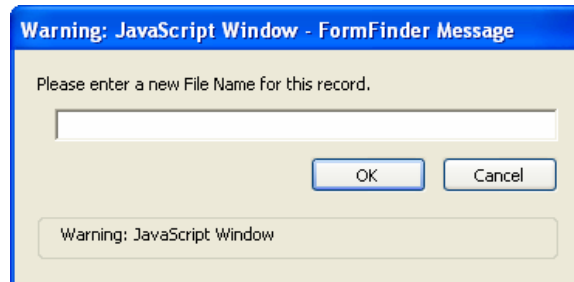


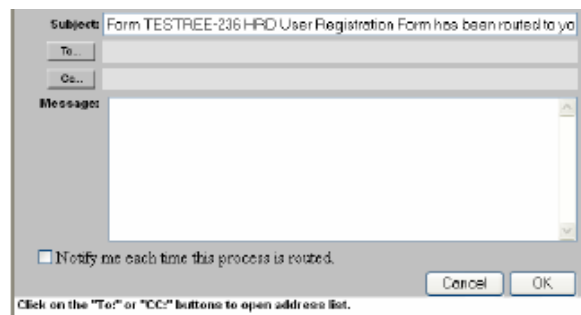


INSTRUCTIONS FOR SUBMITTING FORM REE-236

- ✓ Open the E-Forms application;
- ✓ From the menu on the left side of the screen, select All Forms drop down list by using your mouse to single click the + sign beside All Forms. From the All Forms drop down list, use your mouse to select REE;
- ✓ From the form list to the right of the All Forms drop down, select REE-236. The 'Record Information' screen will display for the form;
- ✓ On this screen, select 'New File with Profile.'
 - If you have not yet completed your employee profile in e-Forms, you may want to do so prior to completing the form. Using this feature will save a great deal of time in completing the form.
- ✓ The registration form is displayed. After completing the necessary fields for your request, select the 'Save As' function at the top of the screen. The following message is displayed. To identify your request, please save the form using an office designation. The format is outlined in the contact table. For example, an ARS Headquarters employee would save the file ARS-HQ-Name (where name is the first initial and the last name).



- ✓ Submit the saved form to your administrative contact by selecting the 'Route' function at the top of the form. See the list of 'Routing' contacts below. The routing screen, shown below, is displayed.
- ✓ Select To on the routing screen and select your administrative contact's name. Complete the message section and select OK when you are ready to submit.





**REE ADMINISTRATIVE CONTACT
FORM REE-236**

AGENCY	AREA	CONTACT NAME	IDENTIFIER
<i>Agricultural Research Service</i>	Headquarters Office	Supervisor	ARS-HQ
	Beltsville Area	Carolyn Dyson	ARS-BA
	North Atlantic Area	Denise A. Madden	ARS-NAA
	Midwest Area	Deborah Agee	ARS-MWA
	Pacific West Area	Laverne M. Dolandolan	ARS-PWA
		Nina D. Covington	
	Northern Plains Area	Janet L. Jones	ARS-NPA
	Mid South Area	Rita K. Keeling	ARS-MSA
	South Atlantic Area	Irene P. Fortson	ARS-SAA
Southern Plains Area	Edna Taylor	ARS-SPA	
<i>Cooperative State Research, Education & Extension Service</i>	All Offices	Betty Lou Gilliland	CSREES
<i>Economic Research Service</i>	All Offices	Audrey Farley	ERS
<i>National Agricultural Statistics Service</i>	All Offices	Craig Flynn	NASS
If you have any questions, please contact either Dee Fisher on (301) 504-1359 or Donna White on (301) 504-1411.			