

Reminder Calendar

Chapter 29

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 and CATS.

Submit ARS-230 forms for non-citizen workers.

Foreign Visitor and Foreign Worker Reports to Jan Jones using Excel spreadsheet.

Request Revocable Permit for Non-Federal persons working in the Unit.

Submit request forms for Federal ID's and/or building access.

BI-WEEKLY

Submit Time and Attendance Reports.

MONTHLY

Give tear sheets from Vehicle Operation Book to Property Officer.

Within ARIS, 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 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.

Reconcile Status of Funds Report.

Check REE directory in order to update staffing changes.

Spring clean-up on 425's ONLY. Unfund 425's for proposals not awarded. Terminate 425's for projects ended.

Fall Cleanup of 425's only. Unfund 425's for proposals not awarded. Terminate 425's for projects ended.

QUARTERLY

Submit Employment of Relative forms when required.

Vehicle Operation Records due to Area Property Officer.

Submit Civil Rights Self Assessment quarterly.

Report excess property, accountable and non-accountable, working with APO's and Area Office to excess property.

JANUARY

Go through files, check disposition dates.

Early January:

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

Mid-January:

Return completed appraisal packages for Cat. 1, 2, 3, 4, and 6 along with award forms (AD-287) to Area Office Human Resources (if at Center, submit through Center Director). Due date determined annually.

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

FEBRUARY

Financial Disclosure Forms due in Ethics Office (Feb. 15)

MARCH

All requests for restored leave due prior to April 1.

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

APRIL

April 15:

Information Technology Security plans are due to the ARS Office of the Chief Information Officer (CIO) with a copy to the Area Office.

Early to Late-April:

Draft ARMPS is due in the Area Office.

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

MAY

Return completed appraisal packages for Cat. 5, 7, 8, and 9 employees, along with Award forms (AD-287), to the Area Office Human Resources. Due date determined annually.

National Science Foundation (NSF) grant proposals announced. Web site address:

www.nsf.gov/home/grants.htm

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

JUNE

Information Technology (IT) acquisitions of \$25,000 or greater require an approved waiver from the USDA Office of the Chief Information Officer (OCIO) prior to procurement. It normally takes a minimum of eight weeks from the time a draft waiver request is submitted by the requesting office before the USDA OCIO makes a final decision on the request. Therefore, waiver requests for year end procurements should be submitted to Area Office in early June to accommodate the heavy volume of waiver requests and procurements being processed and ensure timely submission and subsequent approval by the USDA OCIO.

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-year appraisals have been completed on Cat. 1, 2, 3, 4, and 6 employees.

Postdoc application process opens for data entry in ARIS.

Schedule for ARIS entry of Annual 421 Progress Reports announced.

ARMPS reviews at locations.

JULY

Final day in ARIS 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 ARIS. 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 ARIS.

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

Late August:

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

SEPTEMBER

Early September:

End of routine spending (purchase cards).

Complete 421's in ARIS for all CRIS projects.

Reconcile Status of Funds on a weekly basis.

Mid-September:

Mid-year 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 Agreement (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 ARIS to agree with ARMP.

Fiscal year end – prepare Period End Estimates.

Update all personnel logs to reflect new FY.

OCTOBER:

Clean up CATS – (delete old users and account codes) for new FY.

Update Mission Statement in ARIS.

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

Mid-October:

NPA Award of Excellence Nominations due in Area.

October 30:

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:

Pull “Detail by Author Reports” from ARIS for ARS-435 Appraisals.

Give SY’s a first draft of their ARIS Detail by Author Report and ask for input for their accuracy.

Mid-November:

Leave must be scheduled in writing for employees in use or lose categories.

DECEMBER:

Prepare new file folders for the coming year for T&A’s and any other “calendar year” files.

Early December:

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

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

Type performance elements on Performance Appraisal Forms (AD-435) for Cat. 1, 2, 3, 4, and 6 personnel. Distribute to supervisors with instructions for completion.

December 31:

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

Any annual leave canceled must be canceled in writing prior to first full pay period in new leave year.

Complete on-line Ethics Training.