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*Bulletin*

**Title:** Authorized Departmental Officers Designated Representative Training Requirements

**Number:** 08-702

**Date:** August 4, 2008

**Expiration:** August 5, 2009

**Originating Office:** Extramural Agreement Division, AFM/ARS

**Distribution:** ARS Headquarters, Areas, and locations

This Bulletin is issued to notify current ADODRs of mandatory training requirements necessary to maintain a Delegation of Authority to serve as the ARS Designated Representative on Extramural Agreements.

## **Background**

On January 31, 2007, Edward B. Knipling signed ARS Policies and Procedures (P&P) 701.0, "Selection, Appointment, and Responsibilities of the Authorized Departmental Officer's Designated Representative (ADODR)." P&P 701.0 prescribes ARS policy with regard to the selection, appointment, and responsibilities of ARS employees serving as ADODRs in the performance of extramural agreements.

## **Policy**

- In accordance with P&P 701.0, Section 6, "Policy" the ARS ADODR Training Program must be completed in advance of receiving a delegation of authority from the Authorized Departmental Officer (ADO), and annually thereafter.
- All current ADODRs are required to complete the ARS ADODR Training Program by November 4, 2008.
- ADODR appointments to first-time ADODRs shall not be made by the ADO until the ARS employee completes the ARS ADODR Training Program.
- ARS employees serving or expected to serve as ADODR must occupy one of the following position categories:
  - Category 1, Research Scientist
  - Category 4, Service Scientist
  - Category 6, Specialist

Upon completion of ADODR training, a new appointment memorandum will be issued to the ADODR by the Area ADO. (See Exhibit 1)

**NOTE: Failure to comply with mandatory training requirements will result in the removal of the ADODRs Delegation of Authority, therefore, prohibiting continued participation in the extramural activity.**

With the implementation of the ARS ADODR Training Program, use of the ADODR Instructions shall discontinue, effective immediately.

## **Responsibilities**

The Extramural Agreements Division (EAD) will:

- Deploy the ARS ADODR Training Program via AgLearn.
- Update the training modules, as necessary, to ensure accuracy of information.

- Announce the “official” deployment of the ADODR training and provide detailed instructions to ADOs and ADODRs on tracking and completing the training on AgLearn, respectively.
- Compile a listing of current ADODRs required to take the ADODR training and place the training curricula on their individual Learning Plans in AgLearn. The listing will be provided to the Area ADOs for tracking purposes.
- Provide complete administrative support and management of the AgLearn system for the Area ADOs, in tracking the ADODRs that complete training, for the first 90 days after deployment.
- Provide ADODR training reports/status on a bi-weekly basis (at a minimum) for the first 90 days after deployment.
- Conduct training and ensure that Area ADOs receive administrative rights to AgLearn for the purpose of running training reports/status after the first 90 days of deployment.
- Provide permanent customer service support related to the training content for current and potential ADODRs and location and Area support staff.

**NOTE: See “Customer Service and Support” below for specific instructions and contact information to request assistance.**

ADOs will:

- Ensure that all Agency policies and procedures outlined in P&P 701.0 are followed.
- Assist EAD to ensure that all current ADODRs complete the ARS ADODR Training Program by November 4, 2008.
- Ensure all first-time ADODRs complete the ARS ADODR Training Program prior to serving as an ADODR.
- Issue the new appointment memorandum to the ADODR upon completion of the ADODR Training Program.

**NOTE: An appointment memorandum must not exceed 12 months.**

- Discontinue use of the ADODR Instructions.

ADODRs will:

- Ensure that they have completed the eAuthentication process and have access to AgLearn.
- Ensure that they have completed the ARS ADODR Training Program as outlined in the *Policy* section above.

## **Customer Service and Support**

- For assistance with login issues relating to your eAuthentication ID and password, please contact the eAuthentication Help Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or via phone on 800-457-3642.
- For technical assistance related to AgLearn, please contact [AgLearnHelp@genphysics.com](mailto:AgLearnHelp@genphysics.com) or via phone on 866-633-9394.
- For computer-related issues, please contact your local IT Specialist, or the Help Desk of the ARS Office of the Chief Information Officer at [helpdesk@ars.usda.gov](mailto:helpdesk@ars.usda.gov).
- For questions related to the training content, please contact the ADODR training Help Desk at [ARS-ADODRHELP@ars.usda.gov](mailto:ARS-ADODRHELP@ars.usda.gov).

## **Definitions**

**AgLearn** - The Agriculture Learning (AgLearn) system is USDA's new department-wide system for managing training records and activity at USDA. AgLearn is one of the USDA eGovernment strategic initiatives and directly supports the Presidential eGovernment initiative for e-Training. USDA employees and USDA partners will use AgLearn to search, access, enroll in, and record all training opportunities through the web, any time, any place.

**Authorized Departmental Officer (ADO)** - The Agency's official authorized to negotiate, award, administer, suspend, and terminate extramural agreements. The ADO is the only person that can obligate funds or commit the resources of the Agency with regard to extramural agreements.

**Authorized Departmental Officer's Designated Representative (ADODR)** - The Agency's technical representative, acting on behalf of the ADO. The ADODR has no authority to obligate funds or commit the resources of the Agency.

**Extramural Agreement** - Any grant, cooperative agreement, funded or unfunded (including incoming grants or cooperative agreements), or memoranda of understanding entered into by ARS and any other organization.

/s/ SHERRI L. CARROLL

SHERRI L. CARROLL  
Director  
Extramural Agreements Division

SUBJECT: Appointment of Authorized Departmental  
Officer's Designated Representative

TO: [Name Here]  
Authorized Departmental Officer's Designated Representative

FROM: [Name Here]  
Authorized Departmental Officer

In accordance with REE Policies and Procedures (P&P) 701.0 "Selection, Appointment, and Responsibilities of the Authorized Departmental Officer's Representative (ADODR)," effective \_\_\_\_\_ to \_\_\_\_\_, you are hereby delegated ADODR authority with responsibilities for all types of extramural agreements including the following:

1. Research Grants, unlimited amount (7 U.S.C. 3318(c)).
2. Cooperative Agreements, all classes, unlimited amount, funded and unfunded (7 U.S.C. 3291 and 3318(b)).
3. Memorandum of Understanding, no obligation of funds.
4. Research Support Agreement, unlimited amount (7 U.S.C. 3319a).

You are directly accountable to and represent the Authorized Departmental Officer in managing the technical aspects of the extramural agreement throughout the agreement cycle. This delegation does not give you signature authority to sign extramural agreements on behalf of ARS. This delegated authority may not be re-delegated and cancels and/or supersedes all previous delegations of research agreement authority. To maintain this delegation of authority you are required to meet all training and other requirements delineated in REE P&P 701.0.

Notification of this appointment will be submitted to the USDA Office of Ethics, Science Ethics Branch (SEB). As the ADODR and in accordance with the Ethics in Government Act, you are required to complete and submit the SEB-102, Conflict of Interest Certification, within 30 days of the start date of each new extramural agreement. Failure to complete this certification as required will preclude you from serving as an ADODR. Questions concerning this matter should be directed to SEB.

cc:  
[Name of Deputy Area Director]  
EAD  
SEB