

**Agricultural  
Research  
Service**

**Office of the  
Deputy Administrator  
Administrative and Financial Management**

**February 2009**

# **CARE LOCATION QUESTIONS**

**CONSOLIDATED ASSISTANCE,  
REVIEW, AND EVALUATION**

## CARE FUNCTIONAL REVIEW

### ADMINISTRATION AND FINANCIAL MANAGEMENT – GENERAL

#### 1.0 Location Administrative and Financial Management

- Provide a summary of how administrative processes in general are functioning.
- How do the administrative and program personnel interact? Are monthly staff meetings conducted? If so, are they beneficial?
- Is the Location conducting any “best practices” that can be captured and shared with other Locations?

#### 1.01 Area Administrative and Financial Management

- Provide a summary of the level of interaction between the Area and the Location.

#### 1.02 Headquarters Administrative and Financial Management

- Describe the interaction between the Location and Headquarters.
- If the Location deals with specific Divisions, state relationship and description of service provided.

#### 1.03 Other

- Describe any other processes that do not fit into the above-mentioned categories (i.e., program process issues).