

## **Chapter 29**

### **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 and CATS (Remember to flag R&M)

Foreign Visitor and Foreign Worker Reports to NPA Human Resources 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 sheets.

#### **MONTHLY**

Give tear sheets from Vehicle Operation Book to Property Management Officer (PMO).

Within ARIS, check for any ARS-416's, Outgoing Agreements/Incoming Agreements 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.

Check sibling projects and remember to align w/Active D projects.

## **QUARTERLY**

Submit Employment of Relative forms when required.

Vehicle Operation Records due to Area Property Management Technician (APMT).

Update Civil Rights Self Assessment and White House Reports each quarter (Access must be granted by Area EEO Specialist - on-line @ <https://arsnet.usda.gov/sites/NPA/eeocr/qr/default.aspx> ). (Mid-January, Mid-April, Mid-July, Mid-October).

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

## **JANUARY**

Go through files, check disposition dates.

Annual Briefing Papers and CPRP Plan Drafts will be distributed by Facilities Division, Area Engineer, by end of January. Updates due by end of February to Area Engineer.

## **FEBRUARY**

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

## **MARCH**

Spring clean-up on Incoming Agreements ONLY. Unfund Incoming Agreements for proposals not awarded. Terminate Incoming Agreements for projects ended.

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.

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 employees.

Schedule for ARIS entry of Annual 421 Progress Reports announced.

ARMPS reviews at locations.

Schedule for Post Docs announced.

## **APRIL**

### **Early to Late-April:**

Draft ARMPS is due in the Area Office.

Make sure all mid-year appraisals have been completed on all employees.

## **MAY**

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

[www.grants.com](http://www.grants.com)

## **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.

Postdoc application process opens for data entry in ARIS.

Schedule for ARIS entry of Annual 421 Progress Reports announced.

ARMPS reviews at locations.

Review RSA funds for year-end modifications (for locations whose RSA Cycle is July-June)

## **JULY**

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

CSREES-AFRI Funded—prepare and add ARS-416/417 to existing 425 in ARIS. Web Site Address: <http://www.grants.gov>

## **AUGUST**

### **Early-Mid August:**

Bi-Annual call for NPA Awards of Excellence.

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 Incoming Agreements in ARIS.

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

Complete update of 115's for 421's.

Complete 421's in ARIS for all CRIS projects.

### **Late August:**

Review RSA funds for year-end modifications (projected funds). (For locations whose RSA cycle is Oct.-Sept.).

## **SEPTEMBER**

### **Early September:**

Update "Detail by Author Reports" from ARIS for ARS-435 Appraisals (Cat. 1, 2, 4 only).  
Run and give to SY's to update.

Fall Cleanup of Incoming Agreements only. Unfund Incoming Agreements for proposals not awarded. Terminate Incoming Agreements for projects ended.

End of routine spending (purchase cards).

Reconcile Status of Funds on a weekly basis.

Prepare AD-700(s) for purchasing new vehicles, submit to Area Property Office.

Complete update of Performance Evaluations.

### **Mid-September:**

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.

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.

**OCTOBER:**

Prepare Limited Open Travel Authorizations for next year.

Asset Management O & M costs per asset needs to be submitted to APMO.

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

Update Mission Statement in ARIS.

**Early October:**

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

Type performance elements on Performance Appraisal Forms (AD-435) for all personnel. Distribute to supervisors with instructions for completion.

**Mid-October:**

NPA Award of Excellence Nominations due in Area.

Return completed appraisal packages for all employees along with award forms (AD-287 and accountability sheet) to Area Office Human Resources (if at Center, submit through Center Director). Due date determined annually.

**October 30:**

Annual FY Energy Report due electronically to Area Engineer by the end of October.

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

Renumber sibling projects and Incoming Agreements.

**NOVEMBER:**

Be sure all employees have performance standards and IDP's in place for the coming year.

**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 backup documentation.

**Early December:**

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

Complete on-line Ethics Training, and Security and Privacy Training.