



United States Department of Agriculture
Research, Education, and Economics
Agricultural Research Service

March 9, 2012

SUBJECT: FY 2013 Annual Resource Management Plan (ARMP) Reviews

TO: Center/Laboratory Directors
Research Leaders
Administrative Officers (AOs)

FROM: Michael R. McGuire, Acting Area Director /s/

For this year's ARMP review process, we will have an all-employee meeting followed by a review of each Management Unit (MU). Each MU review will consist of a discussion of the specific ARMP packages, the unit's research program, and general state of the unit. This year I intend to use the ARMP not only as a planning tool but also as a "working document." Fundholders will be expected to make a good faith effort to set aside an appropriate amount of their budget for awards, overtime, temporary labor, travel, and extramural, then stick closely to these figures as they manage their funds throughout the year - see enclosed schedule for due dates for draft 2013 ARMP packages. We are expecting the preliminary Headquarters ARMPS guidelines to be out in May. The last day for fund transfers into Headquarters for approval is estimated to be mid-July. Final allocations will be near the end of August. Information for Headquarters-funded postdocs is expected to be out soon.

While we have been through some tough budget times the past two years, the proposed FY 13 budget sends a positive message about the importance of the research we do. While travel budgets remain tight, I feel it is important to continue to travel to each location to meet with staff and provide information to all employees. I expect the all-employee meeting will last 90 minutes. The agenda for this year's all employee meeting will be:

- State of the Area (are there topics you and your staff would like to particularly hear about? If so, please let me know)
- Cultural transformation updates
- Information technology initiatives
- Annual Ethics Training
- Western Business Service Center updates
- RL or CD presentation about some positive accomplishment that occurred at your Unit/location (please limit this to 5-10 minutes and highlight one or two research accomplishments, facilities accomplishments or other positive issue you wish to bring up; for locations without a CD, each RL will be given five minutes, for Centers, the CD will present the information.)



The specific unit reviews will focus on the following areas and will require the Research Leader to provide the following input:

- A presentation by the Research Leader focusing on up to three of the most significant outcomes of your research program with emphasis on your customers.
- A detailed review of the EEO/CR efforts and results over the past year as well as your plans for the upcoming year with emphasis on hiring, recruitment, outreach, awareness, and mentoring efforts. A review of Safety, Health, and Environmental issues at the location as they relate to your Management Unit.
- A review of personnel issues related to budget, promotions, training, awards, publications, case write-ups, etc.
- Impact of FY2012 across the board assessments and partner reactions to assessments to the SCAs.
- Facilities issues.
- Unit concerns.
- Leadership development.
- Review of OSQR results.
- HPRL needs.

If you have any questions, please contact Olga Lee at 970-492-7057 or via e-mail at olga.lee@ars.usda.gov.

Enclosure
Draft ARMPS Due Dates
ARMPS Review Schedule

cc:
Secretaries
L. Mullenax
J. Van Houten
D. Strub
S. Davis

Draft ARMPS Due Dates:

Dates	Location
April 18, 2012	Miles City, MT; Sidney, MT; Mandan, ND & Fargo, ND
April 25, 2012	Grand Forks, ND; Brookings, SD; Lincoln, NE; Clay Center, NE
May 2, 2012	Fort Collins, CO
May 9, 2012	Manhattan, KS; Water Management Research Unit (Fort Collins, CO)
May 23, 2012	Cheyenne, WY; Akron, CO
June 20, 2012	Logan, UT

ARMPS Review Schedule:

Dates	Location
May 14, 2012	Miles City, MT
May 15, 2012	Sidney, MT
May 16, 2012	Mandan, ND
May 17-18, 2012	Fargo, ND
May 21, 2012	Grand Forks, ND
May 22, 2012	Brookings, SD
May 23, 2012	Lincoln, NE
May 24-25, 2012	Clay Center, NE
May 30 – June 1, 2012	Fort Collins, CO
June 5-6, 2012	Manhattan, KS
June 8, 2012	Fort Collins, CO (Water Mgmt Research)
June 19, 2012	Cheyenne, WY
June 21, 2012	Akron, CO
July 12, 2012	Logan, UT