



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

April 21, 2008

SUBJECT: FY 2009 Annual Resource Management Plan (ARMP)

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

FROM: W. H. Blackburn, Area Director /s/

For this year's ARMP review process, each unit review will consist of a discussion of their specific ARMP package, the unit's research program, and general state of the unit. At some point during the visit there will be a general information meeting to include all Scientists, Secretaries, and AOs. Additionally, there will be a question and answer session for all employees.

Again 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 2009 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 July 25. Final allocations will be near the end of August. Information for Headquarters-funded postdocs is expected to be out soon.

NOTE: Prior to your scheduled ARMPS Review, I need a complete list of your Research Unit's publications (referred journal articles only - no abstracts, no proceedings, no book chapters, no popular press publications). This list is of all submitted, accepted, in press, and published refereed articles for each of your scientists in the calendar years 2005, 2006, 2007, and 2008. Please categorize the listing alphabetically by scientist, then sort by year in a MS Word document that is developed locally and is not an ARIS generated report. Forward this directly to Olga Lee at olga.lee@ars.usda.gov no-later-than two weeks before your scheduled ARMPS Review.

The All-Employee Meeting will cover the following topics:

- State of the Area
- Annual Ethics Training
- Interaction/Discussion with Area Directors



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 RL 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 MU.
- A review of personnel issues related to budget, promotions, training, awards, publications, case write-ups, etc.
- A review of your RSAs, SCAs, and CRADAs.
- Facilities issues.
- Unit concerns.
- Leadership development.
- Review of OSQR results.

If you have any questions, please contact Lisa Mullenax at 970-492-7010 or via e-mail at lisa.mullenax@ars.usda.gov.

Enclosure

Draft 2009 ARMP due dates:

May 2, 2008

All Fort Collins units

May 9, 2008

Akron, Cheyenne & Laramie

May 30, 2008

Miles City, Sidney, Mandan & Fargo

June 6, 2008

Grand Forks, Brookings, Lincoln & Clay Center

June 20, 2008

Logan

June 27, 2008

Manhattan