

**Mentor/Mentee Checklist**

Area of Instruction and Support		No Experience	Moderate Experience	Very Experienced	Comments
<b>Administrative - General</b>					
	Organizational structure - Eastern Business Services Center (EBSC) reporting structure and information flow				
	Key roles at the location and how they interact				
	Reporting structure and information flow - Location, Center, Area Office, and HQ				
	Role in providing customer service				
	REE Directory				
<b>Budget and Fiscal and Purchasing</b>					
	ARMPS				
	CATS - status of funds				
	CATS - AD-700s (requisitions)				
	Purchase Card				
	US Bank on-line reconciling				
<b>Secretarial/Clerical Support</b>					
	Correspondence, records management, use of office software packages, manuscripts, orientation, mail, calendar, schedules, staff meetings, etc.				
<b>Personnel</b>					
	Time and Attendance and Pay and Leave				
	Performance management - overview of performance process (position descriptions, performance plans, appraisals, mid-year reviews, and awards)				
	Employment - recruitment				
	• SF-52s				
	• Progress Reviews				
	RPES				

Area of Instruction and Support		No Experience	Moderate Experience	Very Experienced	Comments
<b>Program Support</b>					
	ARIS on-line manual				
	• ARS-115				
	• AD-416/417				
	• AD-421 (annual report)				
	Incoming Agreement - Purpose of Funds				
	• General - Area policy				
	• < \$25,000				
	• > \$25,000				
	• Service				
	• Research - No Funds to ARS				
	• Gifts				
	Incoming Agreement - Type of Agreement				
	• Cooperative Research and Development Agreement (CRADA)				
	• Interagency Reimbursable Agreement (IRA)				
	• Material Transfer Research Agreement (MTRA)				
	• Reimbursable Cooperative Agreement (RCA)				
	• Trust Fund Cooperative Agreement (TFCA)				
	Outgoing Agreement - Type of Agreement				
	• D - In-house Appropriated				
	• S - Specific Cooperative Agreement (SCA)				
	• G - Grant				
	• A - Assistance Type Cooperative Agreement				
	• O - Outgoing Interagency Agreement				
	• M - Memorandum of Understanding				
	• N - Non-Funded Cooperative Agreement				
	• J - Research Support Agreement (RSA)				
	Office of Scientific Quality Review (OSQR)				

Area of Instruction and Support		No Experience	Moderate Experience	Very Experienced	Comments
<b>Travel</b>					
	Domestic travel				
	Foreign travel				
	Acceptance of funds from outside sources				
	Non-federal travelers				
	Passport applications / renewals				
<b>Foreign Nationals</b>					
	General process				
	Foreign National data sheet				
	ARS-230				
<b>Additional</b>					
updated 6/6/2014					