

PERSONNEL

<http://www.afm.ars.usda.gov/divisions/hrd/hrdhomepage/52request/htm>

REFERENCES FOR PERSONNEL MATTERS SECTION:

| | |
|--|---|
| POLICIES & PROCEDURES 440.3 - & BULLETIN 02-402 | PREPARATION AND PROCESSING INSTRUCTIONS FOR THE SF-182 (REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING) |
| POLICIES & PROCEDURES 418.3 - | ARS PERFORMANCE APPRAISAL SYSTEM |
| POLICIES & PROCEDURES 411.2 - | PREPARING AND APPROVING REQUESTS FOR PERSONNEL ACTIONS, SF-S2 |
| POLICIES & PROCEDURES 432.1 - | POSITION DESCRIPTIONS |
| POLICIES & PROCEDURES 412.3 - | PROFESSIONAL RECRUITMENT |
| POLICIES & PROCEDURES 105.1 - | ARS RESEARCH ASSOCIATE PROGRAM GUIDE FOR EMPLOYEE RECOGNITION |

RESEARCH ASSOCIATE/AFFILIATES

POSTDOCTORAL RESEARCH ASSOCIATE

- ___ Appointment within three-four years of Ph.D.
- ___ GS-11 and above, (Category 2) - RGEG applies
- ___ May be appointed almost immediately
- ___ No citizenship requirement, but must be a citizen of a country with which United States has defense agreements as provided in Appropriations Act or citizen of other excepted countries.

VISITING SCIENTIST

- ___ Must have Ph.D.
- ___ Funded Locally
- ___ Any Professional GS-11 and above position (Category 1, 3, or 4)
- ___ Category 1 - RGEG Applies
- ___ May be appointed almost immediately
- ___ Usually senior scientists or technical experts in a particular field
- ___ No citizenship requirement, but must be a citizen of a country with which United States has defense agreements as provided in Appropriations Act or citizen of other excepted countries.

RESEARCH AFFILIATE

- ___ Must have Ph.D.
- ___ Category 2, GS-7 or GS-9 level
- ___ Funded Locally
- ___ No citizenship requirement, but must be a citizen of a country with which United States has defense agreements as provided in Appropriations Act or citizen of other excepted countries.

REQUEST FOR EXTENSIONS BEYOND INITIAL APPOINTMENT

REQUESTS INCLUDE:

- Name of Associate
- New extension date (i.e., two, four, six months, etc.)
- Brief description of associate's work and the importance of the work
- Reason for extension (i.e., delay in start-up; environmental delays; research took a different direction leading to a potentially valuable discovery not anticipated, requiring additional time; completion of a few remaining experiments to allow for completion of publications resulting from research effort; no other researcher available in the unit to learn the techniques required to complete remaining experiments; etc.).

EMPLOYMENT OF NONCITIZEN IN TEMPORARY RESEARCH
POSITIONS - EXCEPTED SERVICE APPOINTMENTS.

INTRODUCTION

Listed below is information regarding the employment of a noncitizen.

TYPES OF INS VISAS

Resident Alien or Permanent Resident, from countries aligned with the U.S. can be employed. **No visa is required.** See enclosed list of countries.

F-1 - Students from countries aligned with the U.S., are eligible for employment. See enclosed list of countries.

J-1 - Students sponsored by their government, not eligible for employment. Visa requires a two year residency; upon completion of education, student is required to return to their country. Student may obtain an exception and must provide proof of exception; if not, the Agency must request a waiver of the two year requirement. Waivers, if granted, can take about one year or more to process.

TN - Can be issued to citizens of Canada and Mexico as a result of NAFTA. Allows for one year appointments. Can be extended on an annual basis. Time under this visa does not count toward permanent residency requirements. If married, spouse cannot work.

H-1B - Required for Post-Doctoral candidates from other countries aligned with the U.S. See enclosed list of countries. ARS serves as the sponsor and obtains the Visa. Spouse can also obtain employment.

**REQUIRED
DOCUMENTATION**

OF-612, Optional Application for Federal Employment, Resume or Curriculum Vitae completed in accordance with the OF-510, Applying for a Federal Job.

OF-306, Declaration for Federal Employment (all blocks completed, including 16b and 17 through 17c).

Original and one copy of diploma/degree or two certified copies. **Graduates of foreign universities transcripts' must be translated into English and certified that the education is equivalent to an accredited U.S. college or university.**

EMPLOYMENT OF NONCITIZEN IN TEMPORARY RESEARCH POSITIONS -EXCEPTED
SERVICE APPOINTMENTS

One-page abstract or Ph.D. dissertation.

List of publications, presentations, honors, and awards. Letter from Selecting Official addressed to **U.S. Immigration and Naturalization Service** supporting candidates' unique qualifications.

Three letters of reference attesting to candidates' distinguished merit and ability.

Check or money order (in United States currency) made payable to the **U.S. IMMIGRATION AND NATURALIZATION SERVICE**. Contact your Servicing Personnel Specialist to verify the processing fee.

**DOCUMENTATION FOR
H-1B VISA EXTENSION**

Memo from Supervisor describing the circumstances to extend appointment.

Check or money order (in United States currency) made payable to the **U.S. IMMIGRATION AND NATURALIZATION SERVICE**. Contact your Servicing Personnel Specialist to verify the processing fee.

PAID ADVERTISEMENTS

REFERENCES: POLICIES & PROCEDURES 412.3
POLICIES & PROCEDURES Supplement 412.3
(Professional Recruitment -Paid Advertising)

Upon approval from a Staffing Specialist in Human Resources Division, a supervisor may announce a vacancy through a paid advertisement.

The generic procedures are defined in the above mentioned reference material.

IN ADDITION, THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

- 1) Location writes up the advertisement. Be sure to reference the SF-52 Number.
- 2) Contact the journal for any deadline and publication dates.
- 3) Send the information to the Staffing Specialist in Human Resources Division for approval via fax or telemail. Keep a master copy.
- 4) If approved by phone, place this information on your master copy, i.e., "approval received by telephone by (name) and date."

NOTE: ALL LEVELS OF APPROVAL MUST BE-SHOWN ON THE AD PRIOR TO SUBMISSION TO THE PURCHASING AGENT.

- 5) Send the following to the Location Purchasing Agent:
 - AD-700 original (MUST INCLUDE: journal name, address, telephone, fax number, contact point, date(s) of publication, and deadline date). A separate AD-700 must be submitted for each ad.
 - Original copy of ad (without approval information) as you would like it to appear in the paper.
 - Original copy of ad with approval information.

NOTES: THE REQUISITIONER IS NOT AUTHORIZED TO PLACE THE AD WITH THE VENDOR.

THE PURCHASING AGENT NEEDS AT LEAST ONE (1) WEEK PROCESSING TIME FOR ALL ADS. IF AD MUST BE CAMERA READY, IT IS THE RESPONSIBILITY OF THE REQUISITIONER TO HAVE THE AD MADE CAMERA READY PRIOR TO SUBMITTING TO THE LOCATION PURCHASING AGENT.

SHOULD YOU RECEIVE ANY BILLS, SEND THEM IMMEDIATELY TO THE LOCATION PURCHASING AGENT.

SAMPLE
PAID ADVERTISEMENT

DEPARTMENT OF AGRICULTURE (USDA)
AGRICULTURAL RESEARCH SERVICE (ARS)

NMR Spectroscopist, Eastern Regional Research Center (ERRC), Wyndmoor, PA

ARS is seeking a chemist, NMR spectroscopist, to provide NMR expertise and service to research scientists at ERRC. ERRC is a major research center of ARS located in a suburban environment just outside the city limits of Philadelphia. The incumbent will serve as a specialist in NMR spectroscopy, responsible for developing methods and adapting current NMR theory and principles to the various research programs of the Center; carry out NMR experiments on samples of interest; collaborate with Center scientists in solving research problems; provide technical guidance in the use and application of NMR spectroscopy. Ample opportunity exists to participate in research leading to publications. The successful candidate will have graduate level knowledge of NMR theory and application, equivalent to that required for a Ph.D. degree specializing in NMR, graduate level experience in the operation of one or more NMR spectrometers and in the use of advanced NMR techniques, excellence in oral and written communications, and interpersonal skills as required to effectively manage an NMR instrument facility.

Ph.D. is desirable. Must be a U.S. citizen. Salary is commensurate with experience (salary range is \$27K to \$42K). For further information on the position contact (Supervisor, Location, and Telephone Number). For information on application procedures and forms contact (Servicing Staffing Specialist and Telephone Number) by (Date). Applications in response to the advertisement should be marked (Number will be issued by Personnel Division) and must be received by (Date).

USDA/ARS is an equal opportunity employer. Women and minorities are encouraged to apply.

TO BE PUBLISHED IN (NAME OF JOURNAL INCLUDING ISSUE DATE). DEADLINE TO PUBLISHER IS (DATE).

Approved by Staffing Specialist (Name)

Date

Questions and Answers

What is a position description?

A position description officially documents a management decision that certain work is to be performed by an incumbent of a specific position. It is a document used for authorizing payment of public funds, with legal requirements for accuracy and penalties for fraudulent certifications. In addition to serving as the primary source document for grading positions, the position description is also a basic tool for other personnel management uses, such as employment and staffing, position management and organizational analysis, training needs determinations, performance standards and appraisals, incentive awards review, appeal resolution, and reduction-in-force competition.

What is a standard position description?

A standard position description is one which is written to encompass many variables and is pre-classified for use by supervisors. Use of standard position descriptions eliminates the need to write a position description and for the position description to be classified upon receipt in the Human Resources Division. Generally, standard position descriptions cover the major duties and responsibilities of positions in occupations at designated grade levels.

Am I required to use standard position descriptions?

If a situation is identified where a standard position description does not fit, supervisors can use these standard position descriptions as models when writing a position description. It must be noted, however, that modifications to the standard position descriptions will require the Personnel Management Specialist to conduct a complete classification analysis of the position at the time of receipt. Your servicing Personnel Management Specialist can provide additional assistance to you on position descriptions.

How does use of standard position descriptions affect the way I initiate a personnel action?

Once you have identified a standard position description for use, you will prepare and submit an SF-52, Request for Personnel Action, and an AD-332, Position Description Cover Sheet. On the SF-52 you will indicate the standard position description number which you will be using. You should also indicate the desired full performance level for the position. You no longer need to submit a copy of the position description with the request. A copy of the standard position description can be made for you and the employee.

STANDARD POSITION DESCRIPTIONS

www.afm.ars.usda.gov/divisions/hrd/hrdhomepage/Classification/standardpds.html

GS-000

Miscellaneous Occupation Group

SJ#018-07 Safety and Occupational Health Specialist
SJ#018-09 Safety and Occupational Health Specialist
SJ#018-11 Safety and Occupational Health Specialist
SJ#018-12 Safety and Occupational Health Specialist
SJ#028-09 Environmental Protection Specialist (Cluster)
SJ#028-11 Environmental Protection Specialist (Cluster)

GS-100

Social Science, Psychology, and Welfare Group

SJ#110-05 Economist
SJ#110-07 Economist
SJ#110-09 Economist
SJ#110-11 Economist
SJ#110-12 Economist
SJ#110-13 Economist

GS-200

Personnel Management and Industrial Relations Group

SJ#203-05 Personnel Clerk (Office Automation)
SJ#203-06 Personnel Assistant (Office Automation)
SJ#203-07 Personnel Assistant (Office Automation)

GS-300

General Administrative, Clerical and Office Services Group

SJ#318-04 Secretary (Office Automation)
SJ#318-05 Secretary (Office Automation)
SJ#318-06 Secretary (Office Automation)
SJ#326-02 Office Automation Clerk
SJ#326-03 Office Automation Clerk
SJ#326-04 Office Automation Clerk
SJ#326-05 Office Automation Clerk
SJ#334-12 Computer Specialist (Area Computer Specialist)
SJ#343-07 Program Analyst
SJ#343-09 Program Analyst
SJ#344-07 Program Assistant
SJ#399-01 Student Trainee (Clerk)
SJ#399-02 Student Trainee (Clerk)
SJ#399-02a Student Trainee (Office Automation)

GS-400***Biological Sciences Group***

| | |
|-----------|---|
| SJ#403-05 | Microbiologist |
| SJ#403-07 | Microbiologist |
| SJ#403-09 | Microbiologist |
| SJ#403-11 | Microbiologist |
| SJ#404-01 | Biological Science Aid |
| SJ#404-02 | Biological Science Aid |
| SJ#404-03 | Biological Science Aid |
| SJ#404-04 | Biological Science Laboratory Technician Agricultural Science Research Technician Biological Science Technician |
| SJ#404-05 | Biological Science Laboratory Technician Agricultural Science Research Technician Biological Science Technician |
| SJ#404-06 | Biological Science Laboratory Technician Agricultural Science Research Technician Biological Science Technician |
| SJ#404-07 | Biological Science Laboratory Technician Agricultural Science Research Technician Biological Science Technician |
| SJ#404-08 | Biological Science Laboratory Technician Agricultural Science Research Technician Biological Science Technician |
| SJ#404-09 | Biological Science Laboratory Technician Agricultural Science Research Technician Biological Science Technician |

GS-500***Accounting and Budget Group***

| | |
|-----------|-----------------------|
| SJ#525-04 | Accounting Technician |
| SJ#525-05 | Accounting Technician |
| SJ#525-06 | Accounting Technician |

GS-800

| | |
|-----------|------------------------|
| SJ#802-01 | Engineering Aid |
| SJ#802-02 | Engineering Aid |
| SJ#802-03 | Engineering Aid |
| SJ#802-04 | Engineering Technician |
| SJ#802-05 | Engineering Technician |
| SJ#802-06 | Engineering Technician |
| SJ#802-07 | Engineering Technician |
| SJ#802-08 | Engineering Technician |
| SJ#802-09 | Engineering Technician |

Engineering and Architecture Group**GS-1100**

| | |
|------------|--|
| SJ#1101-11 | Extramural Agreements Specialist |
| SJ#1101-12 | Extramural Agreements Specialist |
| SJ#1102-12 | Supervisory Procurement Analyst |
| SJ#1102-12 | Contract Specialist (Area Contract Specialist) |
| SJ#1105-05 | Purchasing Agent |
| SJ#1105-06 | Purchasing Agent |
| SJ#1105-07 | Purchasing Agent |

Business and Industry Group**GS-1300**

| | |
|-------------|-----------------------------|
| SJ#1311-01 | Physical Science Aid |
| SJ#1311-02 | Physical Science Aid |
| SJ# 1311-03 | Physical Science Aid |
| SJ#1311-04 | Physical Science Aid |
| SJ#1311-05 | Physical Science Technician |
| SJ#1311-06 | Physical Science Technician |
| SJ#1311-07 | Physical Science Technician |
| SJ#1311-08 | Physical Science Technician |
| SJ#1311-09 | Physical Science Technician |
| SJ#1316-01 | Hydrologic Aid |
| SJ#1316-02 | Hydrologic Aid |
| SJ#1316-03 | Hydrologic Aid |
| SJ#1316-04 | Hydrologic Technician |
| SJ#1316-05 | Hydrologic Technician |
| SJ#1316-06 | Hydrologic Technician |
| SJ#1316-07 | Hydrologic Technician |
| SJ#1316-08 | Hydrologic Technician |
| SJ#1316-09 | Hydrologic Technician |
| SJ#1320-05 | Chemist |
| SJ#1320-07 | Chemist |
| SJ#1320-09 | Chemist |
| SJ#1320-11 | Chemist |

Physical Sciences Group

GS-1500 Mathematics and Statistics Group

SJ#1531-04 Statistical Clerk (Office Automation)
SJ#1531-05 Statistical Assistant (Office Automation)
SJ#1531-06 Statistical Assistant (Office Automation)

GS-2000 Supply Group

SJ#2102-07 Transportation Assistant (Office Automation)

GS-XX99 Student Trainee Statement

SJ#XX99 Student Trainee

Wage Grade

SJ#3511-01 Laboratory Worker
SJ#3511-02 Laboratory Worker
SJ#3511-03 Laboratory Worker
SJ#3511-04 Laboratory Worker
SJ#5002-04 Farmer
SJ#5031-03 Insects Production Worker
SJ#5031-04 Insects Production Worker
SJ#5031-05 Insects Production Worker
SJ#5048-03 Animal Caretaker
SJ#5048-04 Animal Caretaker
SJ#5048-05 Animal Caretaker
SJ#5705-05 Tractor Operator
SJ#5705-06 Tractor Operator
SJ#5705-07 Tractor Operator

Collateral Duty Statements

- Collateral Civil Rights Assignment
 - EEO Advisory Committee Member
 - Federal Women's Program Manager
 - Hispanic Employment Program Manager
 - Native American Program Manager
- Collateral Radiation Protection Officer Assignment
- Collateral Duty Safety Officer
- Collateral Total Quality Management Assignment

GUIDELINES FOR COMPLETING AD-332, POSITION DESCRIPTION COVER SHEET

An AD-332 is attached to all position descriptions. Following are instructions for the completion of this form:

BLOCK 1 LEAVE BLANK.
through
BLOCK 17

BLOCK 18 ORGANIZATIONAL STRUCTURE:
Enter the following information:

- 1st - Agricultural Research Service
- 2nd - Field Organization
- 3rd - Pacific West Area
- 4th - City & State
- 5th - Research Unit/Location Title

BLOCK 19 SUPERVISOR'S SIGNATURE: Immediate supervisor's signature.

BLOCK 20 DATE: Self explanatory.

BLOCK 21 SUPERVISOR'S NAME & TITLE: Immediate supervisor's name and title.

BLOCK 22 LEAVE BLANK.
through
BLOCK 33

PREPARE AN AD-332 FOR EACH POSITION DESCRIPTION SUBMITTED, WHICH INCLUDES A SEPARATE POSITION DESCRIPTION FOR EACH GRADE LEVEL THROUGH THE FULL PERFORMANCE LEVEL (PROMOTION POTENTIAL).

NOTE: When using STANDARD POSITION DESCRIPTIONS, you MUST XEROX the preprinted AD-332's found in the handbook of STANDARD POSITION DESCRIPTIONS.

A. MAJOR DUTIES

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Actively participates in one or more phases of the research process by performing a variety of complex technical duties, in a laboratory, field, or greenhouse environment, common to the assigned area of work, and contributes ideas towards the planning and sequencing of the technical aspects of the research.

Adapts, modifies or develops new techniques and/or procedures to satisfy the needs of the research project.

Performs the full range of techniques and studies using a variety of specialized equipment.

Maintains, calibrates and modifies complex/specialized equipment and automated systems used for test and evaluation procedures.

Independently initiates action to resolve or correct technical difficulties and results, or recommends resolution to supervisor.

As directed, searches for literature pertinent to area of research for new procedures or techniques to use in the laboratory, field, or greenhouse.

Collects, prepares, evaluates and verifies samples and supporting records. Maintains records and locates and compiles data and other information from various sources.

Keeps detailed records of experimental data. Tabulates, statistically analyzes and summarizes data using personal computers and software packages.

Maintains inventory of chemicals, stock solutions, etc., prepares solutions and reagents for use in the laboratory, field, or greenhouse, and safely disposes of waste material (both chemical and biological).

Keeps work-site in a neat and orderly manner.

August 14, 1996

**Biological Science Technician
GS-O404-07**

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-5: 750 pts)

Extensive practical knowledge of the principles of biological science (e.g., plant pathology, plant physiology, entomology, biochemistry, microbiology, genetics, etc.) of the research being conducted, and ARS' policies and programs to layout, schedule, organize, and execute the details of either: (1) a wide variety of types of limited operational projects; and/or (2) one-at-a-time (and often long range) multi-phased projects, at least some of which have nonstandard technical problems that must be coordinated with others.

Practical knowledge of the basic theories and practices of the scientific discipline(s) supported.

Ability to adapt, develop or improve techniques and procedures.

Knowledge of the processes, methods, procedures and management practices necessary to perform a full range of complex duties in area of assignment. .

Knowledge and understanding of the application of instrumentation used in analyses so that prescribed procedures can be modified to accommodate existing sampling and analytical conditions.

Skill to operate and maintain complex equipment systems common to the specific area of research which must be calibrated and synchronized to achieve desired results.

Ability to locate, organize and adapt information from published literature for use as guidelines for new procedures.

Skill in keeping exact and detailed records of data obtained from experiments.

Knowledge of the research project objectives sufficient to plan the technical aspects of experimental design and execution.

Skill to recognize results that are unexpected, unusual or erroneous and to independently initiate action to overcome technical difficulties or refer for professional resolution or interpretation.

Skill to obtain, tabulate, statistically analyze, and summarize data by graphic or other means. Familiarity with electronic and microprocessor-based calculators and equipment, and with computerized data storage and manipulation. Skill in the use of personal computers and software packages in the data collection, analysis, and presentation processes.

Knowledge of safe laboratory procedures.

2. **SUPERVISORY CONTROLS** (FLD 2-3: 275 pts)

The supervisor or other designated authority initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed by the unit and therefore covered by precedent. Assignments new to the organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The technician identifies the work to be done to fulfill project requirement and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. The technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work.

Review is usually in the form of an assessment as to how the technician resolved technical and related administrative problems encountered. Accuracy of the data produced, quality of observations made, and the sufficiency of steps employed in planning and executing the work assigned are customarily accepted without detailed review.

3. **GUIDELINES** (FLD 3-2: 125 pts)

Procedures for doing the work have been established and a number of specific guidelines are applicable.

Incumbent uses judgement in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines contain criteria to solve the core question or problem contained in the assignment, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross-referencing.

4. **COMPLEXITY** (FLD 4-3: 150 pts)

The work requires the performance of various technical duties which involve differing and unrelated processes and methods. A number of possible courses of action for planning and executing the work exists, and the incumbent is given leeway or otherwise exercises discretion in choosing from among them.

Judgment is required to apply a wide range of conventional, established approaches, methods, techniques and solutions to new situations. The technician: identifies and recommends resolution of discrepancies in data based on a study of how the data interrelate; adjusts work methods to accommodate unusual conditions; and/or recommends or determines what data to use, record or report.

5. **SCOPE AND EFFECT** (FLD 5-3: 150 pts).

The work involves applying conventional technical and administrative solutions and practices to a variety of problems. Incumbent is involved in almost all phases of the scientist's study, and has responsibility for selected phases or conducts test applications of scientific and technical theories when the methods, techniques, and procedures are clearly outlined.

Work products directly affect the design and execution of experiments or the adequacy of such activities as long range work plans, field investigations, testing operations, or research conclusions.

6. **PERSONAL CONTACTS** (FLD 2b: 75 pts)
and

7. **PURPOSE OF CONTACTS**

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

The purpose of personal contacts is to: plan and coordinate work efforts; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission or inaccurate, untimely, incomplete or.

**Biological Science Technician
GS-O404-07**

irrelevant data. The persons contacted are usually working toward a common goal and generally are reasonably cooperative.

8. PHYSICAL DEMANDS (FLD 8-2: 20 pts)

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. WORK ENVIRONMENT (FLD 9-2: 20 pts)

The work involves regular and recurring moderate risks or discomforts which require special safety precautions, e.g., working with contagious diseases or irritant chemicals or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

C. OTHER CONSIDERATIONS (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities -Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____

TOTAL POINTS: 1565 points
(GS-7 Range: 1355-1600 points)

PERSONNEL
www.afm.ars.usda.gov/ppweb/
PERFORMANCE APPRAISAL INSTRUCTIONS

REFERENCES: Performance Management System Handbook dated December 1986 ARS Performance Appraisal System, Policies & Procedures 418.3, dated 04/21/92

FORMS: AD-435 Performance Appraisal
Performance Plan Coversheet Sample Format
Performance Element Sample Format

AD-435, Performance Appraisal Form, is used for ARS permanent employees and those appointed initially for longer than one year require an annual performance review. To be rated an employee must have been in his/her position and under performance standards for 90 days or more. Support Scientists (Category 3), Technicians (Categories 5 & 7), Wage Grade (Category 8) and Clerical/Secretarial (Category 9) are rated from **April 1-March 31** each year. Research Scientists (Category 1), Service Scientists (Category 4), Research Associates/Affiliates (Category 2), and Specialists (Managerial, Advisory, or Administrative (Category 6) are rated **January-December** each year. A very complete Pacific West Area Timetable for Completion of Appraisals is sent out with the appraisal forms from the Area Office year. This timetable lists the various deadlines involved with completion of the AD-435 forms and any award forms needed in conjunction with Performance ratings.

The LAO's are responsible for ensuring that all documents are completed properly. Please check rating periods, they should be consecutive from last rating. If not, the discrepancies are fixed at the location prior to submission to the Area Office. The LAO's/Secretaries will make distribution of AD-435's along with a copy of the "Checklist for Preparing Performance Plans" to each supervisor.

The Secretary is responsible for typing the Performance Elements on the original AD-435 from the employee's Performance Standards. Make one copy of AD-435 with elements typed. Give the supervisor the "copy" of the AD-435 with the attached performance standards for next annual rating period.

Supervisors should rate employees after reviewing the performance standards. To "rate" means to actually mark each element on the performance plan/standard according to his/her appraisal rating and should coincide with rating shown on AD-435. If the standards will be changing, adjustments should be made on new performance standards.

Send complete package to the Reviewer. The second level supervisor should review the entire package. If there is any change in the element ratings, the Reviewer and Rater/Supervisor should discuss until agreement is made on a final score. Once the final scores are agreed upon the package should be returned to the Supervisor's secretary for final typing and **review for accuracy**. Type scores on the original AD-435; type the final approved new performance

standards with appropriate cover sheet for the next rating period. Return package to the Rater/Supervisor and the Reviewer for signatures.

The Supervisor/Rater should discuss the rating with the employee only after signing the AD-435.

Employee signs appraisal (signifies receipt only - not necessarily in agreement with the appraisal) and also signs new performance standards.

Return to Secretary to make three copies of the Rating Period Performance Standards and one copy of the new performance standards. If the Summary Rating is below Fully Successful, another copy of the Rated Performance Standards and one copy of the AD-435 will be needed for Labor and Relations Branch. Send the original AD-435, original signed rated performance standards, AND A COPY OF THE NEW PERFORMANCE STANDARDS SIGNED BY THE RATER, REVIEWER, AND THE EMPLOYEE TO THE LAO/Secretary.* Please document any ratings not given with a reason. If rating is delayed, show 90 day period when rating will occur. HOLD AD-435 FOR DELAYED RATING.

*LAOs/Secretaries review packages for accuracy and compliance with Policies & Procedures. Forward to Area Office by due date.

PROCEDURES FOR COMPLETING AD-287-2 RECOMMENDATION
& APPROVAL OF AWARDS

BLOCK 1 - AGENCY -Agricultural Research Service

BLOCK 2 - NAME OF EMPLOYEE

BLOCK 3 - EMPLOYEE'S SOCIAL SECURITY NUMBER

BLOCK 4- EMPLOYEE'S POSITION TITLE

BLOCK 5 - PAY PLAN -SERIES/GRADE/STEP

BLOCK 6 - ORGANIZATION AND LOCATION

BLOCK 7 - PERIOD COVERED FOR AWARD (MM/DD/YY)

BLOCK 8 - CHECK MAILING ADDRESS (IF APPROVED) - BE SURE TO CHECK
APPROPRIATE BOX

BLOCK 9 - ACCOUNTING CODE TO BE CHARGED FOR AWARD

BLOCK 10 - LIST AWARDS/QSI'S IN THE PAST 52 WEEKS

BLOCK 11 - CITATION FOR AWARD CERTIFICATE

COMPLETE THE APPROPRIATE SECTION

EXTRA EFFORT AWARD

BLOCK 12 - TYPE OF RECOGNITION
SEE SPECIFIC POLICIES & PROCEDURES FOR FURTHER
INFORMATION

BLOCK 13 - NO. OF PERSONS RECEIVING THIS AWARD
(Note: Spot awards are given individually - not as a group)

BLOCK 14 - TOTAL AWARD (DOLLARS OR HOURS)

BLOCK 16 - TOTAL DOLLAR AMOUNT BASED ON - SEE POLICIES &
PROCEDURES 468.7

AWARD BASED ON PERFORMANCE RATING OF RECORD

BLOCK 17 - TYPE OF RECOGNITION (PERFORMANCE AWARD/QSI)

BLOCK 18 - DATE OF LAST PROMOTION

BLOCK 19 - DATE OF LAST WITHIN GRADE INCREASE

BLOCK 20 - AMOUNT RECOMMENDED FOR PERFORMANCE AWARD

BLOCK 21 - RECOMMENDING OFFICIAL

BLOCK 22 - REVIEWING OFFICIAL

BLOCK 23 - APPROVING OFFICIAL

LOCATIONS

Awardees are technicians, et al:

| | | | |
|---------|----------------|-----------------|---|
| EXAMPLE | Recommending - | Lead Scientist | Lead Scientist |
| | Reviewing - | Research Leader | Center Director/ Labora. Director/ Location Coord./ |
| | Approving - | Area Director | |

Awardees are SYs, LSs, Secretaries:

| | | | |
|---------|----------------|-----------------|--|
| EXAMPLE | Recommending - | Research Leader | Location Coord. |
| | Reviewing - | Center Director | Center Director/ Laborat. Director/ |
| | Approving - | Area Director/ | |

Awardees are Research Leaders

| | | | |
|---------|----------------|-----------------|-----------------------------------|
| EXAMPLE | Recommending - | Center Director | Center Director/ |
| | Approving - | Area Director | Assoc. Director/ Area Director |

BLOCK 24 -34 COMPLETED BY PERSONNEL ONLY

PLEASE NOTE: Award checks are sent electronically.

PERSONNEL

COMPLETION INSTRUCTIONS FOR STANDARD FORM-182 REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING

Policies & Procedures 440.1, dated 7/21/98

Submit SF-182 in advance of training. If there is a separate enrollment application for the vendor, have the trainee complete information and submit with SF-182 to the LAO. Special Circumstances - Attach a separate note explaining situation, e.g., forms will be hand carried, call extension for pick-up.

Pre-payment of training courses requires a written policy letter/invoice from the vendor requesting pre-payment prior to registration or course start date.

(Evaluations no longer required).

LAO - DISTRIBUTION OF FORMS

- Copy 1 - OPF - Greenbelt, MD upon completion of training, with section F completed
- Copy 2 - Send to AAO/Personnel Office upon completion of training
- Copy 3 - Training Institute/Vendor
- Copy 4 - Location Budget Office
- Copy 5 - Vendor
- Copy 6 - Employee
- *Copy 7 - NFC (Agency Payment Office) - xerox copy of original in lieu of copy 7
- Copy 8 - Management Unit Copy
- Copy 10 - Maintain as a follow-up copy

*No longer used.

PERSONNEL

COMPLETION INSTRUCTIONS FOR STANDARD FORM-182 REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|---------------------|---|---------------------|-----------------------------|
| A | AGENCY, CODE AGENCY SUBELEMENT AND SUBMITTING OFFICE NUMBER <u>ENTRY:</u> AG-03-4860 | (MANDATORY) | 8 |
| B | OFFICE USE ONLY <u>ENTRY:</u> Enter the nine digit Training Document Number (TDN). The first position signifies the fiscal year and the remaining eight characters are completed in accordance with agency instructions. Example: 0-1935-0001 Indicates sequential numbering (fourth level Organizational Code) | (MANDATORY) | 11 |
| C | REQUEST STATUS <u>ENTRY:</u> Enter an "X" in the Initial or Resubmission block if applicable. Otherwise, enter an "X" in the Correction or Cancellation block and circle in red ink. If the second box is checked also stamp the SF-182 with "CORRECTION" or "CANCELLATION." | (MANDATORY) | 1 |
| 1 | APPLICANT'S NAME <u>ENTRY:</u> Enter the trainee's full name as it appears on the data base. In the shaded area, enter the first FIVE letters of the last name. | (MANDATORY) | 5 |
| 2 | SOCIAL SECURITY NUMBER <u>ENTRY:</u> Enter the trainee's nine-digit social security number. This ensures that all actions are processed against the correct record in the data base. | (MANDATORY) | 11 |

PLEASE CHECK THIS NUMBER CAREFULLY.

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---------------------|----------------------------|------------------------------------|
|----------------------------|---------------------|----------------------------|------------------------------------|

| | | | |
|---|---------------|--|---|
| 3 | DATE OF BIRTH | | 5 |
|---|---------------|--|---|

COMPLETE ONLY FOR OPM COURSES

ENTRY: The year and month of birth (e.g., if birth date is January 14, 1943, enter 43/01)

| | | | |
|---|--------------|--|--|
| 4 | HOME ADDRESS | | |
|---|--------------|--|--|

COMPLETE ONLY FOR OPM COURSES

ENTRY: Complete in accordance with agency instructions. Otherwise, enter the complete street address, city, state, zip code. OPM requests the Home Address because they send reading material to the participant's home prior to the training. They will not forward material to the office.

| | | | |
|---|----------------|--|--|
| 5 | HOME TELEPHONE | | |
|---|----------------|--|--|

COMPLETE ONLY FOR OPM COURSES

ENTRY: Complete in accordance with agency instructions. Otherwise, enter trainee's home telephone number, including area code.

| | | | |
|---|----------------|-------------|---|
| 6 | POSITION LEVEL | (MANDATORY) | 1 |
|---|----------------|-------------|---|

ENTRY: Mark only one "X" for the applicable block,
a. Non-supervisory
b. Supervisory (RL and employees w/supervisory title)
c. Manager (Lab or Institute Director)
d. Executive (SES)

| | | | |
|---|---------------------------------|-------------|--|
| 7 | ORGANIZATION MAILING ADDRESS | (MANDATORY) | |
|---|---------------------------------|-------------|--|

ENTRY: Bureau, Agency, Division-Branch Office.

ENTER THE COMPLETE TITLE OF OFFICE, STREET ADDRESS, CITY, STATE AND ZIP CODE.

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---|----------------------------|------------------------------------|
| 8 | OFFICE TELEPHONE | (MANDATORY) | 10 |
| | <u>ENTRY:</u> Enter the trainee's telephone number including the area code. | | |
| 9 | CONTINUOUS CIVILIAN SERVICE: | YEARS & MONTHS | |
| | <u>ENTRY:</u> Enter years and months of civilian service. Complete <u>ONLY</u> in cases of long term training exceeding 120 days, (e.g., Full-Time Training of 120 days or more). | | |
| 10 | NUMBER OF PRIOR NON-GOVERNMENT TRAINING DAYS | | |
| | <u>ENTRY:</u> Enter number of prior Non-Government training days. Complete <u>ONLY</u> in cases of long term training exceeding 120 days, (e.g., Full-Time Training of 120 days or more). | | |
| 11a | POSITION TITLE/FUNCTION | (MANDATORY) | |
| | <u>ENTRY:</u> Enter trainee's title. | | |
| 11b | APPLICANT HANDICAPPED OR DISABLED | | |
| | <u>ENTRY:</u> This block is optional. If the disabled application is in need of special arrangements, mark the block with an "X" and prepare a narrative, signed by the trainee and attach it to the Vendor Copy. | | |
| 12 | PAY PLAN/SERIES/GRADE/STEP | | 13 |
| | <u>ENTRY:</u> Enter trainee's pay plan, series, grade and step. | | |
| 13 | TYPE OF APPOINTMENT | | 1 or 2 |
| | COMPLETE ONLY FOR OPM COURSE | | |
| | <u>ENTRY:</u> Enter the type of appointment (e.g., Career (C), Career Conditional (CC), Temporary (T), etc.) | | |

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---------------------|----------------------------|------------------------------------|
|----------------------------|---------------------|----------------------------|------------------------------------|

| | | | |
|----|-------------------|--|---|
| 14 | EDUCATIONAL LEVEL | | 2 |
|----|-------------------|--|---|

ENTRY: Complete only for long-term training programs.

CODE DEFINITION

| | |
|----|--|
| 01 | No formal education or some elementary school- did not complete |
| 02 | Elementary school completed - no high school |
| 03 | Some high school - did not graduate |
| 04 | High school graduate or certificate of equivalency |
| 05 | Terminal occupational program - did not complete |
| 06 | Terminal occupational program - certificate of completion. diploma or equivalent |
| 07 | Some college - less than one year. |
| 08 | One year of college |
| 09 | Two years of college |
| 10 | Associate degree |
| 11 | Three years college |
| 12 | Four years college |
| 13 | Bachelor's degree |
| 14 | Post-Bachelor's |
| 15 | First professional |
| 16 | Post-first professional |
| 17 | Master's degree |

18 Post-master's

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---|--|------------------------------------|
| | CODE | DEFINITION | |
| | 19 | Sixth-year degree | |
| | 20 | Post-sixth degree | |
| | 21 | Doctorate degree | |
| | 22 | Post-doctorate | |
| 15a | NAME & MAILING ADDRESS OF TRAINING VENDOR | (MANDATORY) | |
| | <u>ENTRY:</u> | Enter the vendor's name, complete street address, city, state, and zip code. | |
| 15b | LOCATE OF TRAINING SITE | (MANDATORY) | |
| | <u>ENTRY:</u> | Enter the address for training site. If the training site is the same address as Block 15a, put an "X" in the box. | |
| 16 | COURSE TITLE & TRAINING OBJECTIVES | | |
| | <u>ENTRY:</u> | Enter the course title along with a brief description of course objective. | |
| 17 | CATALOG/COURSE NO. | | |
| | <u>ENTRY:</u> | Enter the appropriate catalog number or course number as stated on the training brochure, if any. | |
| 18 | TRAINING PERIOD | | |
| 18a | START | (MANDATORY) | 6 |
| 18b | COMPLETE | (MANDATORY) | 6 |
| | <u>ENTRY:</u> | Enter two digits for the year, month, and day training is to start and be completed. | |

EXAMPLE: YEAR MONTH DAY
 88 04 19

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|---------------------|--------------|---------------------|-----------------------------|
|---------------------|--------------|---------------------|-----------------------------|

| | | | |
|-----|---------------------------------|-------------|---|
| 19a | NO. OF COURSE HOURS DURING DUTY | (MANDATORY) | 4 |
|-----|---------------------------------|-------------|---|

ENTRY: Enter total number of duty hours in which course is taken. This entry must always be expressed in four digits. If the number of hours is less than four digits, prefix with zeros, (i.e., 0040).

| | | | |
|-----|------------------------------|-------------|---|
| 19b | NO. OF COURSE HOURS NON-DUTY | (MANDATORY) | 4 |
|-----|------------------------------|-------------|---|

ENTRY: Enter total number of non-duty hours in which course is taken. This entry must always be expressed in four digits. If the number of hours is less than four digits, prefix with zeros, (i.e., 0040).

| | | | |
|-----|---------------------------|-------------|---|
| 19c | NO. OF COURSE HOURS TOTAL | (MANDATORY) | 4 |
|-----|---------------------------|-------------|---|

ENTRY: Enter total number of duty and non-duty hours in which course is taken. This entry must always be expressed in four digits. If the number of total hours is less than four digits, prefix with zeros, (i.e., 0040).

BLOCK 19 - NOTE: IF TRAINING IS OVER 80 HOURS FOR A SINGLE PROGRAM (DURING DUTY OR NON-DUTY) AND IS CONDUCTED BY A NON-FEDERAL GOVERNMENT VENDOR, AND OFFICIAL FUNDS WILL BE EXPENDED, EMPLOYEE AND SUPERVISOR MUST COMPLETE THE REVERSE SIDE OF COPIES 1, 5, AND 6 OF THE SF-182.

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---|----------------------------|------------------------------------|
| 20a | TRAINING CODES/PURPOSE | (MANDATORY) | 1 |
| | <p><u>ENTRY:</u> Enter the appropriate one-digit code (1-9) listed below reflecting management's decision regarding the employee's need for training.</p> <ol style="list-style-type: none"> 1. <u>As a result of mission or program changes</u> - To provide the knowledge, skills, and abilities needed as a result of change in agency mission, policies, programs, or procedures: e.g., training provided social workers to acquaint them with new policies and procedures affecting the eligibility for, or benefits to be accorded, welfare recipients. 2. <u>As a result of new technology</u> - To provide the knowledge, skills, and abilities required to keep abreast of developments in the employee's occupational field, or in a related field: e.g., training provided an employee in the use, maintenance or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art." 3. <u>As a result of new work assignments</u> - To provide the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program; e.g., technical training provided an accounting clerk who has been newly assigned accounting technician duties. 4. <u>To improve present performance</u> - To provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job: e.g., training provided typists to improve typing speed and accuracy, training in telephone techniques for clerks or secretaries. NOTE: Refresher training and attendance at professional conferences and meetings is to be coded here. 5. <u>To meet future staffing needs</u> - To provide the knowledge, skills and abilities needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship, cooperative education program, training agreement, or programs to upgrade skills and abilities: e.g., stenographic training for typists, technical training for laboratory assistant. | | |

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|---------------------|--|---------------------|-----------------------------|
| 6. | <u>To develop unavailable skills</u> - To acquire the knowledge, skills, and abilities needed for fields of work that are unique to the Federal Government; or to meet existing Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates: e.g., Air Traffic Controller or Taxpayers Service Representative training. | | |
| 7. | <u>Trade or craft apprenticeship</u> - To provide the classroom or group portion of formal training in an apprenticeship program that, together with guided work experience, permit the employee to acquire the knowledge, skills, and abilities needed to meet the requirements for full performance. | | |
| 8. | <u>Orientation</u> - To provide orientation to the policies, purposes, missions and functions of the employing agency, or the Federal Government for new employees. | | |
| 9. | <u>Adult Basic Education</u> - To provide the basic knowledge, skills, and abilities needed to permit the employee to function in a work environment. | | |

20b TRAINING CODES/TYPES (MANDATORY) 1

ENTRY: Enter the appropriate one-digit code (1-9) listed below. This code should categorize the subject matter of the training given, not the position of the person trained.

- Executive and Management - Education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing and controlling.
- Supervisory – Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotions, and labor relations), human behavior and motivation, communication processes in supervision, work planning, scheduling, and review, and performance evaluation.
- Legal, Medical, Scientific, or Engineering - Education or training in the concepts, principles, theories, or techniques of such disciplines as law, medicine, the physical, biological, natural, social, or behavioral sciences,

education, economics, mathematics, and statistics, architecture, engineering, or foreign affairs.

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---|----------------------------|------------------------------------|
| 3. | <u>Administrative and Analysis</u> - Education or training in the concepts, principles, and theories of such fields as public or business administration; personnel; training; equal employment opportunity; logistics, finance; systems analysis; policy; program or management analysis; or planning. | | |
| 5. | <u>Specialty and Technical</u> - Training of a specialized or technical nature in the methods and techniques of such fields as investigation, security, police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work. | | |
| 6. | <u>Clerical</u> - Training in clerical skills such as typing, shorthand, key punch or computer operating, letter writing, filing or telephone techniques. | | |
| 7. | <u>Trade or Craft</u> - Training in the knowledge, skills and abilities needed in such fields as electrical equipment installing, maintenance or repair; tool and die making; welding, and carpentry. | | |
| 8. | <u>Orientation</u> - Training of a general nature to provide an understanding of the organization and missions of the Federal Government or the employing agency, or a broad overview and understanding of matters of public policy. | | |
| 9. | <u>Adult Basic Education</u> - Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip-reading, or Braille. | | |

20c

TRAINING (MANDATORY) 1

ENTRY: Enter the appropriate one-digit code (1-5) listed below indicating the government or non-government activity that provides the training.

- 1 Government - Agency
- 2 Government - Interagency
- 3 Non-government - Designed for agency
- 4 Non-government - Off shelf
- 5 State of local government

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|---------------------|--------------|---------------------|-----------------------------|
|---------------------|--------------|---------------------|-----------------------------|

| | | | |
|-----|-------------------------------------|-------------|---|
| 20d | TRAINING CODE/ SPECIAL INTERESTS | (MANDATORY) | 2 |
|-----|-------------------------------------|-------------|---|

ENTRY: Enter the appropriate two digit code (00-24) listed below.

- 00 None
- 01 Executive Development
- 02 Supervision
- 03 Supervisory/Manager Probationary Period
- 04 Upward Mobility (Department)
- 05 Upward Mobility (Agency)
- 06 SES Candidate Development Program
- 07 Management Development Program (Department).

AGENCY USE ONLY

(NOTE: This block should be used for the following instances.)

CONTINUED SERVICE
AGREEMENT (CSA) EXPIRATION DATE

ENTRY: Enter the date when the CSA expires in year/month/day sequence, (i.e., "CAS=YY/MM/DD")

TRAINING CREDIT DESIGNATION

ENTRY: If the training course is creditable towards graduate or undergraduate curriculum requirements, enter this data as "CREDIT DESIG = X". "X" should be one of the codes listed below.

- 1 = Undergraduate Credit
- 2 = Graduate Credit
- 3 = Continuing Education Unit (CEU).

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|---------------------|--|---------------------|-----------------------------|
| | EXTERNALLY PURCHASED PRODUCT/SERVICE | | |
| | <u>ENTRY:</u> If an agency had additional expenses associated with externally purchased products and/or services relating to training enter the data as "EXPUR = Y" (Yes) | | |
| | OPM COURSE | | |
| | <u>ENTRY:</u> If the training course is sponsored by the Office of Personnel Management (OPM) enter "OPM = Y" (Yes). | | |
| 21 | DIRECT COSTS & APPROPRIATION CHARGEABLE | (MANDATORY) | 7 |
| | <u>ENTER:</u> <u>OCC2523</u> | | |
| 21a | TUITION | (MANDATORY) | 6 or 7 |
| | <u>ENTRY:</u> Enter the estimated cost for tuition in dollar and cent amount (i.e., 0180.00). | | |
| | NOTE: IF ANY COST WILL BE PAID BY CREDIT CARD/CHECK, ENTER THE WORDS "CREDIT CARD/CHECK" DIRECTLY ACROSS FROM THE ITEM UNDER THE APPROPRIATION/FUND COLUMN. | | |
| 21b | BOOKS OR MATERIALS | (MANDATORY) | 6 or 7 |
| | <u>ENTRY:</u> Enter the estimated cost of books or materials in dollar and cent amount (i.e., 0025.50) | | |
| | NOTE: IF ANY COST WILL BE PAID BY CREDIT CARD/CHECK, ENTER THE WORDS "CREDIT CARD/CHECK" DIRECTLY ACROSS FROM THE ITEM UNDER THE APPROPRIATION/FUND COLUMN. | | |
| 21c | OTHER (Specify) | (MANDATORY) | 6 or 7 |
| | <u>ENTRY:</u> Enter the estimated dollar and cent amount, paid by the Federal Government that are other than tuition, bookstore materials connected with an instance of training (i.e., 0055.50). Actually | | |

specify the externally purchased products and services for an individual (i.e., fees for laboratory , library , typing and . photocopying).

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---------------------|--|------------------------------------|
| 21d | TOTAL | (MANDATORY) | 6 or 7 |
| | <u>ENTRY:</u> | Enter a four-digit number for the total cost for tuition, books or materials, and other expenses in actual dollar and cent amount (i.e., 0180.00). | |

NOTE: DO NOT INCLUDE IN THE TOTAL ANY ITEMS (A, B, OR C) THAT WILL BE PAID FROM AN IMPREST FUND.

| | | | |
|----|--------------------|-------------|----------|
| 21 | APPROPRIATION/FUND | (MANDATORY) | 10 or 13 |
|----|--------------------|-------------|----------|

(RIGHT HAND COLUMN)

ENTRY: Enter ten (10) digit accounting code from which training costs will be paid and sub-account, if applicable.

22 INDIRECT COSTS & APPROPRIATION CHARGEABLE

22a TRAVEL

ENTRY: Enter the estimated cost of travel in dollar and cent amount (i.e., 0300.25).

22b PER DIEM ...

ENTRY: Enter the estimated per diem expense in dollar and cent amount (i.e., 0450.00).

22c OTHER (Specify)

ENTRY: Enter any other estimated indirect cost in dollar and cent amount, and specify what it covers (i.e., 0065.80).

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---------------------|--|------------------------------------|
| 22d | TOTAL | | |
| | <u>ENTRY:</u> | Enter the estimated total cost for travel, per diem, and other expenses in dollar and cent amount (i.e., 0750.25). The AD-202 is the obligating document in travel. This estimated dollar amount is critical information for reporting direct and indirect costs for/in support of training. | |

22 APPROPRIATION/FUND

(RIGHT HAND COLUMN)

ENTRY: Enter ten (10) digit accounting code if applicable to travel, per diem, or other and sub-account, if applicable.

| | | | |
|----|---|-------------|----------|
| 23 | DOCUMENT/PURCHASE ORDER/REQUISITION NO. | (MANDATORY) | 17 or 18 |
|----|---|-------------|----------|

ENTRY: Enter the training document .number and dollar amount obligated by this request in parenthesis (e.g., \$0325).

24 8-DIGIT STATION SYMBOL

COMPLETE ONLY FOR OP, OPM, OR GPO COURSES

ENTRY: Enter 12-40-0001

25 BILLING INSTRUCTIONS (MANDATORY)

ENTRY:

IF VENDOR IS OP/OPM/GPO, TYPE:

IF GSA OR COMMERCIAL VENDOR, TYPE:

USDA, National Finance Center
MISCELLANEOUS PAYMENT UNIT
P.O. Box 60000-Post J-44
New Orleans, LA 70160

USDA, NFC, FSD, ARB
Reporting Section #4 - TANO Bldg.
P .O. Box 53326
New Orleans, LA 70153

NOTE: IF TRAINING IS PAID BY VISA CARD OR PURCHASE ORDER, TYPE: "PAID BY PURCHASE ORDER NUMBER XXXX."

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|--|----------------------------|------------------------------------|
| 26a | IMMEDIATE SUPERVISOR NAME TITLE AREA CODE/TEL. NO./EXT. | (MANDATORY) | |
| | <u>ENTRY:</u> Enter immediate supervisor's name, title, and telephone number. | | |
| 26b | SIGNATURE& DATE | | |
| 27 | THIS BLOCK IS NO LONGER REQUIRED | | |
| 28a | TRAINING OFFICER - LAO LAO's NAME TITLE AREA CODE/TEL. NO./EXT . | (MANDATORY) | |
| | <u>ENTRY:</u> Enter name, title, and telephone number. To be completed by the nominating agency's LAO. | | |
| 28b | SIGNATURE & DATE | | |
| 29a | AUTHORIZING OFFICIAL (MANDATORY) NAME TITLE AREA CODE/TEL. NO./EXT . | | |
| | <u>ENTRY:</u> Enter the authorizing official's name, title, and telephone number. | | |
| 29b | SIGNATURE/ APPROVED/DISAPPROVED DATE | | |
| | <u>ENTRY:</u> Authorizing official's signature, approved or disapproved, and date. | | |

| <u>BLOCK NUMBER</u> | <u>TITLE</u> | <u>TYPE OF DATA</u> | <u>NUMBER OF CHARACTERS</u> |
|----------------------------|---|--|------------------------------------|
| 30a | CERTIFYING OFFICIAL – LAO LAO's NAME TITLE AREA CODE/TEL. NO./EXT. | (MANDATORY y) | |
| | <u>ENTRY:</u> | The certifying official's name, title, and telephone number certifying the completion of training. | |
| 30b | SIGNATURE - LAO DATE | (MANDATORY) | |
| | <u>ENTRY:</u> | Certifying Officer's signature and date. | |
| 31 | (SECTION H) NOMINATION STATUS (Reverse side of Copy 5) | | |
| | <u>ENTRY:</u> | Optional use by agency. | |
| 32 | (SECTION H) DATE AND TIME OF FIRST TRAINING SESSION (Reverse side of Copy 5) | | |
| | <u>ENTRY:</u> | Optional use by agency. | |
| 33 | (SECTION I) MAILING ADDRESS OF NOMINATING AGENCY (Reverse side of Copy 5) | | |
| | <u>ENTRY:</u> | Optional use by agency. | |