

## RL Checklist for New SYs

Topics for discussion to be held with each new SY as well as suggested resources that can be offered for each discussion topic. Each topic should be well covered within one month of the SY's start date.

- **Welcome** – Give a thorough introduction and provide access to the general Management Unit (MU) resources that will be needed
  - Forms, Oath, Travel card
  - Lincpass ID (door entry and computers)
  - FTS calling card
  - Timesheets, leave policies
  - Tour including office, lab, restrooms, copier, how to get office supplies, break room, evacuation routes, phone number, keys, business cards, map?, etc.
  - Introduction to Staff – Identify who in the lab/MU has responsibilities for purchases, maintenance, safety, IT, etc.
  - Discuss relationship between MU/Location/Center with MWA office; MWA vs. ARS vs. USDA policies
  
- **Current Research Information System (D-Project) Project Plan**
  - Introduce SY to Project Plan team and discuss current research
  - Identify project stakeholders and discuss current, critical stakeholder issues
  - Give scientist a copy of the Project Plan they will contribute to and define project broadly
  - Identify what National Program the CRIS contributes to and the National Program Leader for the Project Plan
  - Define what a lead scientist is and how the new SY supports that role
  - Explain the annual budget for the unit, SYs Project Plan budget, and SY's discretionary dollars
  - Ask new SY to provide an outline of research plan for next 3 years within 4 months
  
- **Performance Standards and Individual Development Plan (IDP)**
  - Discussion of performance standards and IDP including safety, civil rights, EEO – Standards for new SY should be in place within 30 days of start date
    - Enterprise Performance Management Application (EPMA) <https://ehrapps.usda.gov/systems/epma/>\*
    - IDP - <https://axon.ars.usda.gov/HRD/Pages/Individual-Development-Planning.aspx> Discussion of goals for performance standards to achieve Fully Successful on each element
  - Timing of mid-year and yearly reviews
  - MWA manuscript policy
  - Suggest a mentor to help new SY acclimate to ARS
  - Hand out copy of MWA SY Performance Standards
  - Explain required attendance of SY to new SY training in first 2 years

**- Supervision Issues**

Assignment of staff to supervise

Performance management approach to develop employees while advancing one's research program

Web TA

Discussion of how to supervise union employees and a copy of the union contract (if applicable)

How to hire federal employees

Mandatory Supervisory training (AgLearn, local shortcourse)

**- Manuscript Policy, Automated Resource Information System (ARIS)**

ARS publication and authorship policy for SYs

[Pages - Publications and Materials for External Audiences \(usda.gov\)](#) How to file an ARS115

What is the MU's peer review process on manuscripts?

**- Office of Scientific Quality Review (OSQR)**

Give a thumbnail sketch of OSQR process

OSQR Handbook

[Under Construction](#)

Timetable of the new SY's CRIS within the OSQR process

**- Retention Panel/RPES**

Time line of SY's retention panel

Discussion of expectations of new SY – demonstration of progress with publications

How to assemble a RPES case

<https://axon.ars.usda.gov/Employee%20Tools/REAdminIssuances/Documents/431.3M-ARS.pdf> Hand out mock RPES case

**- Extramural Funding**

ARS position of new SY's applying for grants

What is a Letter of Intent

Discussion of employment of grad students and post docs

**- Civil Rights/EEO**

Discuss importance of Civil Rights/EEO in ARS and how it fits in to the Performance Plan element

**- Ethics**

Scientific ethics in the government

Maintaining notebooks and intellectual property (OTT, patents, MTAs)  
Expected ethical conduct of day-to-day activities – time sheet, treatment of others, supplies, etc.

**- Information Technology**

What are acceptable and unacceptable uses of IT? [Pages - Information Technology Services Division \(ITSD\)](#)

[usda.gov](http://usda.gov)

**- Safety**

Safety policies within ARS and management unit

What is SHEM? [Pages - Safety \(usda.gov\)](#)

Safety policies relevant to ARS unit on university campus (if applicable)

SY's responsibilities for safety (ARS-230 manual)

**- Training**

What is AgLearn?

Yearly mandatory training modules can include security, ethics, civil rights, travel cards, purchase cards, etc.

Documentation on IDP

**- Miscellaneous**

How to apply to be an Adjunct Professor at the nearest University

Who else is available to answers questions?

## Additional Resources for new SYs

### Previous New SY Training Slideshows

-2021 Training [Pages - New SY Training \(usda.gov\)](#)

**ARS Organizational Chart** [Organizational Chart : USDA ARS](#)

**ARS National Programs** [National Programs : USDA ARS](#)

**General Principles of Government Ethics** [Pages - Ethics \(usda.gov\)](#)

**How to apply for a government passport** [Pages - Foreign Travel \(usda.gov\)](#)

**Foreign Nationals in ARS Facilities** [Pages - Employment of Foreign Nationals \(usda.gov\)](#)

### Manuscript Policy, Automated Resource Information System (ARIS)

Authorship of Research & Technical Reports and Publications [Pages - ARIS Manual \(usda.gov\)](#)

How to fill out an ARS 115 [www.arsnet.usda.gov/pastg/sop/aris/115info.pdf](http://www.arsnet.usda.gov/pastg/sop/aris/115info.pdf)

Publishing with Non-USDA Publishers [Pages - Publications and Materials for External Audiences \(usda.gov\)](#)

**Office of Scientific Quality Review (OSQR) website** [The Office of Scientific Quality Review : USDA ARS](#)

**Pay and Leave** [Pages - Pay and Leave \(usda.gov\)](#)

### Retention Panel/RPES

MWA RPES Preparation Slideshow

[Research Position Evaluation System \(RPES\) \(usda.gov\)](#) RPES Website [About RPES : USDA ARS](#)

**Useful List of Acronyms** [Pages - Acronyms \(usda.gov\)](#)