

Chapter 15C. Add/Modify Mission Statement

Introduction	2
Adding or Modifying Mission Statement	2
Printing Mission Statement	6
Approval Process	7

Introduction

The Mission Statement describes the research goals and objectives of the Management Unit, Center, Branch, and/or Location. The mission statement record includes the responsible person/research leader, contact information, facility name, and the mission of the unit. The Mission Statement should be reviewed periodically to ensure the mission of the unit is accurate and the responsible person and contact information are correct.

Adding or Modifying the Mission Statement

To add or modify a mission statement, from the Research Documentation screen, click **Work** and **Mission Statement** (fig. 1) to display a List screen with all the mode codes in your Area/Location (fig. 2).

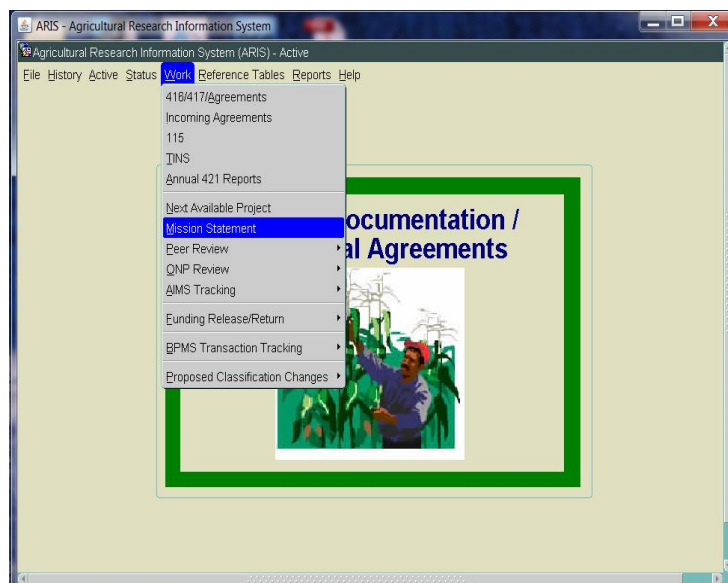


Fig. 1 - Work - Mission Statement

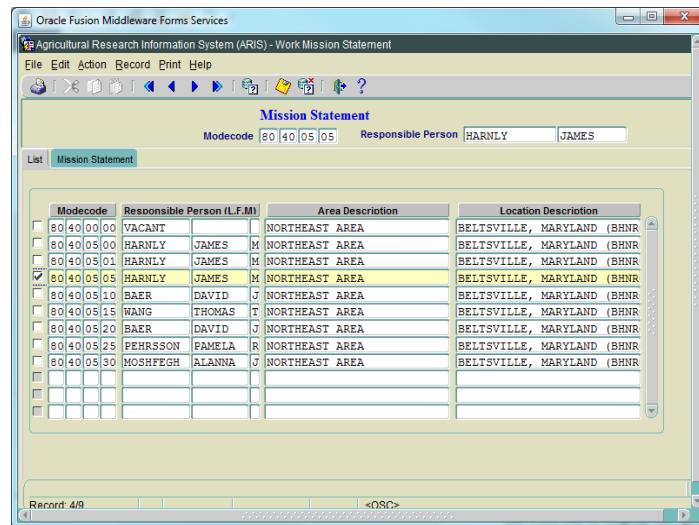


Fig. 2 - Mission Statement List Screen

Check/mark the appropriate mode code of the Management unit to be modified (fig. 2) and select the **Mission Statement** tab. You can also query for the mode code by clicking **Action** and **Query Screen** on the Tool bar to display the Query screen (fig. 3).

Enter the query criteria (e.g., query for mode code 80 40 05 05).

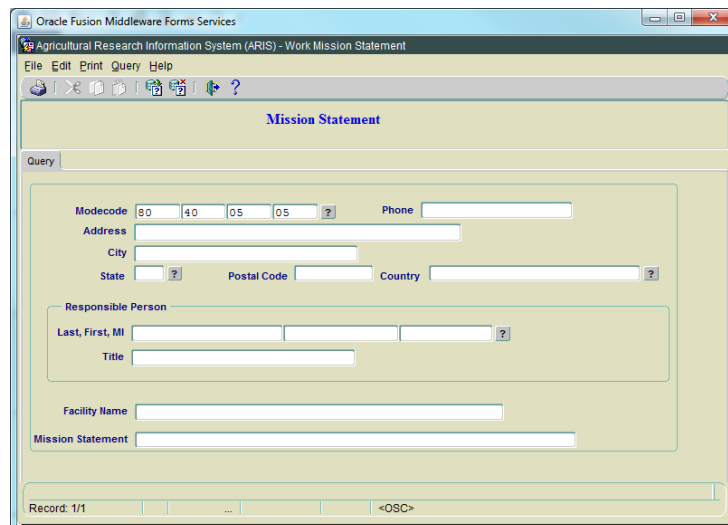


Fig. 3 - Mission Statement Query Screen

To execute the query, click **Query** and **Execute** from the Menu bar or click the **Execute** button on the Tool bar to display the List screen (fig. 4). Check or highlight the record and select the **Mission Statement** tab to display the Mission Statement screen (fig. 5). Modify or enter information as required.

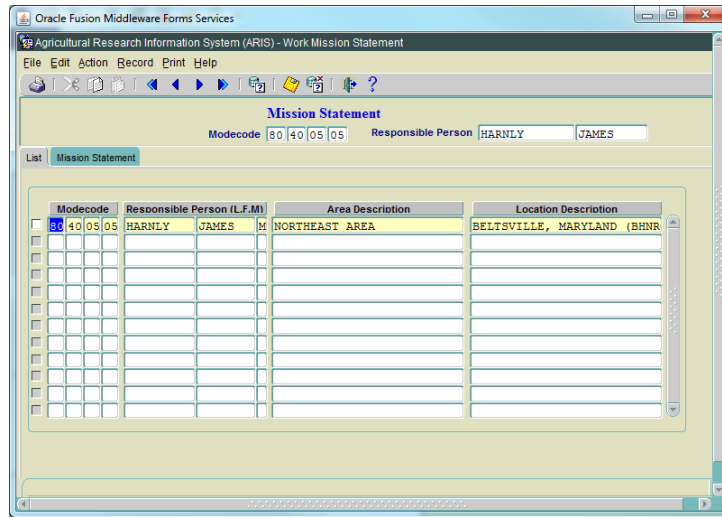


Fig. 4 - Query Result List Screen

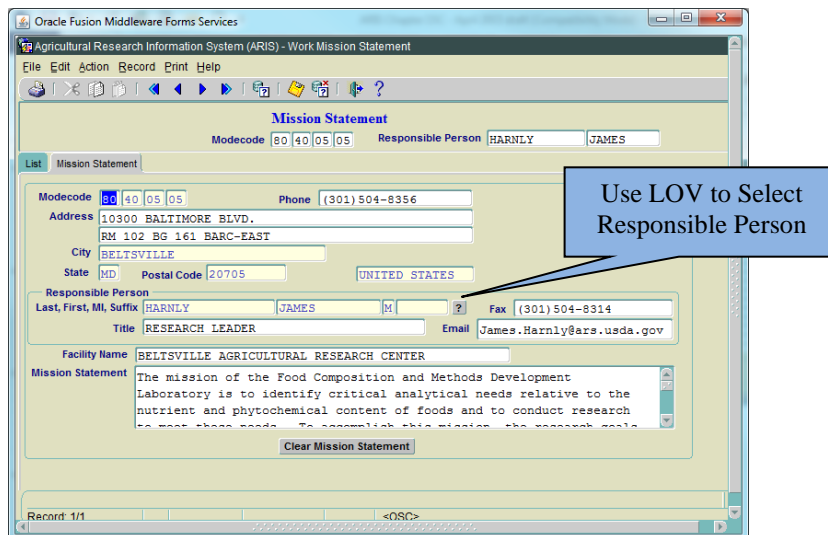


Fig. 5 - Mission Statement Screen

The fields that can be entered or modified are: telephone number, fax number, title of responsible person, e-mail address of responsible person, address of the management unit, facility name (e.g., the name of the building designated by the sign in front), and the mission statement. The other data fields (city, state, and zip code) are protected (shaded) and can only be modified by ONP, based on the associated Performing Institute. **Contact your Area Office to change protected fields.**

You must select the responsible person from the LOV by clicking the “?” (figs. 5 and 6). (See Chapter 1 for searching instructions in a LOV.) When the name of the responsible person is found, highlight the name and click **OK**. The system inserts the name on the Mission Statement screen.

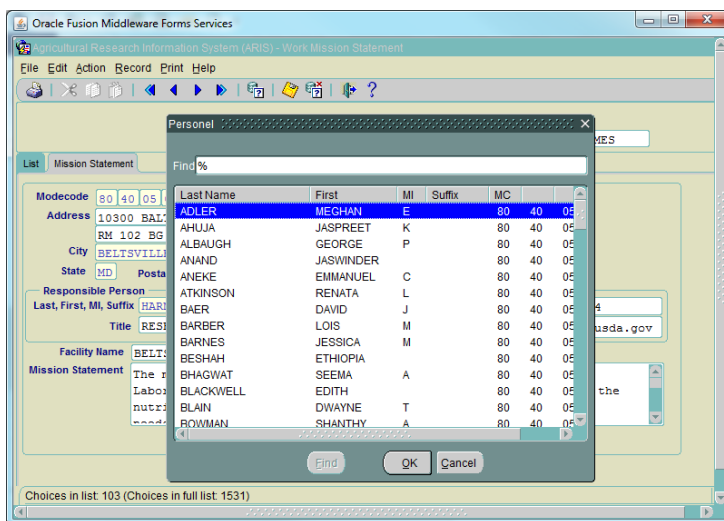


Fig. 6 - List of Values for Responsible Person Field

To enter the mission statement, type directly in the space provided or copy and paste the text from another source, such as MS Word. If the Mission Statement already exists, modify it or clear it by clicking the **Clear Mission Statement** button and reenter. The maximum length of the mission statement is 2,000 characters.

When data entry is complete, click the **Save** icon on the Tool bar and the **Exit** icon to return to the Research Documentation screen. If you click the **Exit** icon on the Tool bar before clicking the **Save** icon, ARIS will ask “**Do you wish to save the changes you have made?**” Click **Yes** to save the changes (fig. 7). The transaction is now complete and the record saved (fig. 8). Click **OK** to return to the Research Documentation screen.

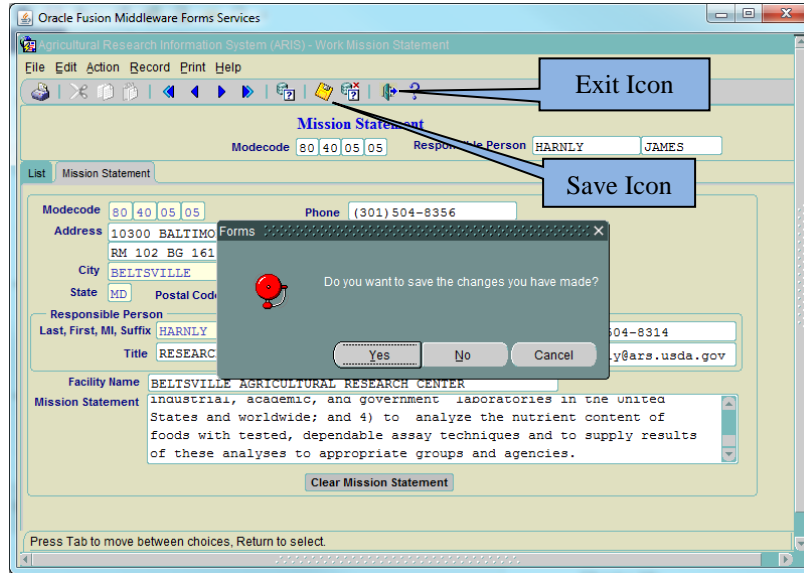


Fig. 7 - Save or Cancel Changes

Printing the Mission Statement

To print the Mission Statement, from the List screen or the Mission Statement screen, click **Print** and **Mission Statement** on the Menu bar (fig. 8). Adobe will open and display the print file. Click the Print icon. (fig. 9). (See Chapter 2 for additional printing instructions)

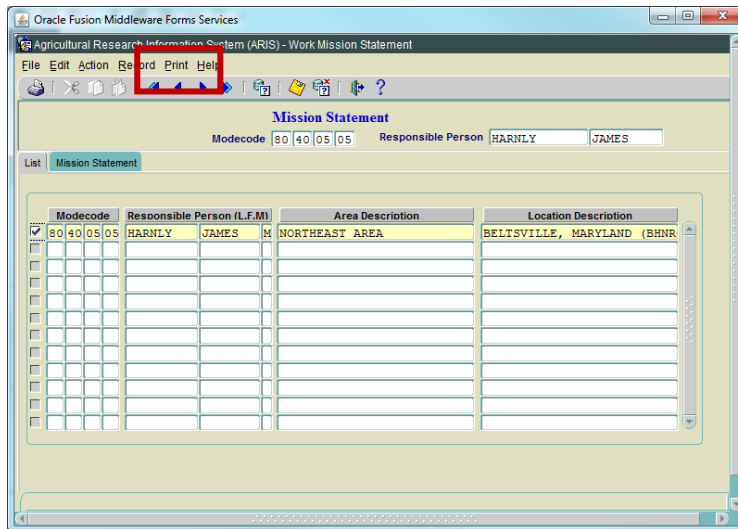


Fig. 8 - Printing from List Screen

04/09/2015 Agricultural Research Service 1
Agricultural Research Information System

Research Units

Nodecode: 8040-05-05 NORTHEAST AREA
BELTSVILLE, MARYLAND (BHNRC)
BELTSVILLE HUMAN NUTRITION RESEARCH CENTER
FOOD COMPOSITION AND METHODS DEVELOPMENT LABORATORY

Facility: BELTSVILLE AGRICULTURAL RESEARCH CENTER

Address: 10300 BALTIMORE BLVD.
RM 102 EG 161 EARC-EAST
BELTSVILLE MD 20705

Responsible Person: HARNLY JAMES M
RESEARCH LEADER
James.Harnly@ars.usda.gov

Telephone Number: (301)504-8356 Fax Number: (301)504-8314

Mission Statement:
The mission of the Food Composition and Methods Development Laboratory is to identify critical analytical needs relative to the nutrient content of foods and to conduct research to meet these needs. To accomplish this mission, the research goals of the laboratory are: 1) to design and develop new and/or improved measurement systems for the analysis of nutrients and important other constituents in foods by conducting appropriate research in chemistry, biochemistry and biology; 2) to conduct research and develop technologies that will improve the quality of food composition data and databases; 3) transfer new technologies to industrial, academic, and government laboratories in the United States and worldwide; and 4) to analyze the nutrient content of foods with tested.

Fig. 9 – Mission Statement Print

Approval Process

There is no approval process in ARIS for mission statements. However, you should notify your Area Office whenever a mission statement is added or modified.