ADMINISTRATIVE FILE OUTLINE

ADMINISTRATIVE MANAGEMENT:
This category deals with material on organization, functions, management, Agency emergency preparedness, and civil defense.

ADM Administrative Management
ADM 1 Policy
ADM 2 Reports and Statistics
ADM 2-1 Activity Reports
ADM 3 Committees, Meetings
ADM 3-1 Arrangements
ADM 4 Organization and Functions
ADM 4-1 Planning
ADM 4-2 Charts
ADM 4-3 Delegation of Authority
ADM 4-4 Temporary Delegations
ADM 5 Emergency Preparedness
ADM 6 Projects
ADM 7 Communications
ADM 7-1 Directories
ADM 7-2 Telephone - Telegraph
ADM 7-3 Electronic Mail

AUDIOVISUAL:
This category includes all audiovisual materials (films, slides, arts & graphics).

AV AudioVisual
AV 1 Policy
AV 2 Reports and Statistics
AV 2-1 Activity Reports
AV 3 Committees, Meetings
AV 3-1 Arrangements
AV 4 Multi-Image and Sound Collections
AV 4-1 Motion Pictures
AV 4-2 Audio Recordings
AV 4-3 Video Recordings
AV 4-4 Filmstrips and Slide Sets
AV 5 Single-Image Collections
AV 5-1 Still Photographs
AV 5-2 Arts and Graphics
AV 6 Projects
AV 7 Audiovisual Case Files

BUDGET:
This category deals with all phases of the Agency's budget activities.

BUD Budget
BUD 1 Policy
BUD 2 Reports and Statistics
BUD 2-1 Activity Reports
BUD 3 Committees, Meetings

EQUAL OPPORTUNITY EMPLOYMENT:
This category covers all phases and regulations of equal opportunity.

EEO Equal Employment Opportunity
EEO 1 Policy
EEO 2 Reports and Statistics
EEO 2-1 Counseling Reports
EEO 2-2 Activity Reports
EEO 3 Committees, Meetings
EEO 4 Counseling and Mediation of Complaints
EEO 4-1 Counseling Duty Counseling
EEO 4-2 Collateral Duty Counseling
EEO 5 Special Emphasis Programs
EEO 6 Program Review
EEO 6-1 Affirmative Employment Program
EEO 6-2 Federal Equal Opportunity Recruitment Program.
EEO 6-3 Cooperative Education Program
EEO 6-4 Title 4 (Nondiscrimination)
EEO 7 Summer Intern Program
EEO 7-1 Agency Contacts
EEO 7-2 Historic Black Colleges and University Liaisons
EEO 7-3 Hispanic Colleges and University Liaisons
EEO 7-4 Identified Positions
EEO 7-5 Student Interns
EEO 7-6 Special Programs
EEO 8 Posters
ADMINISTRATIVE FILE OUTLINE

FISCAL AFFAIRS:
This category deals with material relating to collection, disbursement, and accounting for Agency funds.

FIS  Fiscal Affairs
FIS 1 Policy
FIS 2 Reports and Statistics
FIS 2-1 Activity Reports
FIS 3 Committees, Meetings
FIS 3-1 Arrangements
FIS 4 Appropriations - Allotment Accounting
FIS 4-1 Obligations
FIS 5 Accrual Accounting
FIS 5-1 Accruals and Estimates
FIS 6 Projects
FIS 7 Cost Accounting
FIS 8 Trust Funds
FIS 9 Imprest Funds
FIS 10 Billings and Collections
FIS 10-1 Debt Management - Delinquent Debts and Write-off of Delinquent Debts
FIS 10-2 Credit Reports and Prescreening for Loans, Contracts, and Grants
FIS 11 Claims
FIS 12 Codes and Symbols
FIS 13 Prompt Payment Act of 1982
FIS 13-1 Interest Penalties
FIS 13-2 Early Payment Discounts
FIS 13-3 Public Funds

INFORMATION:
This category deals with materials relating to planned dissemination of information on Agency operations.

INF  Information
INF 1 Policy
INF 2 Reports and Statistics
INF 2-1 Activity Reports
INF 3 Committees, Meetings
INF 3-1 Arrangements
INF 4 Public Relations
INF 4-1 Inquiries
INF 4-2 Visitors
INF 4-3 Press/Radio/Television
INF 5 Publications
INF 5-1 Agency Newsletter
INF 5-2 Program Newsletter
INF 6 Projects
INF 7 Speeches
INF 8 Privacy Act Requests
INF 9 Freedom of Information (FOIA) Requests

LEGISLATIVE AND LEGAL:
This category deals with the legislative interest of the Agency; cooperative agreements with other agencies, States, countries, or other parties; and legal opinions.

LEG Legislative and Legal
LEG 1 Policy
LEG 2 Reports and Statistics
LEG 3 Committees, Meetings
LEG 3-1 Arrangements
LEG 4 Cooperation
LEG 4-1 Cooperative Agreements
LEG 4-2 Federal - State Relations
LEG 5 Laws and Regulations
LEG 5-1 Hearings
LEG 5-2 Dockets
LEG 5-3 Legal Opinions
LEG 5-4 Constraints
LEG 7 Congressional Correspondence
LEG 8 Patent Applications

MANAGEMENT ANALYSIS AND REVIEW:
This category of material deals with the management review and analysis of Agency programs to determine their progress.

MAR Management Analysis and Review
MAR 1 Policy
MAR 2 Reports and Statistics
MAR 2-1 Activity Reports
MAR 3 Committees, Meetings
MAR 3-1 Arrangements
MAR 4 Analysis and Review
MAR 4-1 Audits and Investigations
MAR 5 Management Improvement
MAR 6 Projects
MAR 7 Work Simplification
MAR 7-2 Work Plans
MAR 7-3 Work Standards

PAPERWORK AND DATA MANAGEMENT:
This category deals with paperwork management activities, ADP systems, and electronic records.

PDM Paperwork and Data Management
PDM 1 Policy
PDM 2 Reports and Statistics
PDM 2-1 Activity Reports
PDM 3 Committees, Meetings
PDM 3-1 Arrangements
PDM 4 Directives Management
PDM 4-1 Administrative Issuances
PDM 4-2 Program Issuances
ADMINISTRATIVE FILE OUTLINE

PDM  5  Records Management
PDM  5-1 Disposition
PDM  5-2 Records Security
PDM  5-3 Accounting and Control
PDM  6  Projects
PDM  7  Equipment Management
PDM  8  Correspondence Management
PDM  9  Forms Management
PDM  9-1  Forms
PDM 10  Reports Management
PDM 11  Mail Management
PDM 11-1 Mail and Delivery Services
PDM 11-2 Penalty Mail Report
PDM 11-3 Postal Irregularities
PDM 12  Automated Data Processing

PER  14-1  Exclusive Recognition
PER  14-2  Membership
PER  14-3  Agreements
PER  14-4  Miscellaneous Provisions
PER  14-5  Unfair Labor Practices
PER  15  Grievances
PER  16  Health and Safety
PER  16-1  Accidents
PER  17  Separation
PER  18  Client Files
PER  19  Medical Monitoring Records

PROPERTY-PROCUREMENT:
This category deals with policy, procedures, regulations, and operations relating to procurement; this category also deals with internal service operations.

PRP  Property - Procurement
PRP  1  Policy
PRP  2  Reports and Statistics
PRP  2-1  Activity Reports
PRP  2-2  Motor Vehicle Reports
PRP  3  Committees, Meetings
PRP  3-1  Arrangements
PRP  4  Sources of Supply
PRP  5  Purchasing and Contracts
PRP  5-1  Requisitions
PRP  5-2  Repairs
PRP  5-3  Reproductions
PRP  5-4  Local Purchases
PRP  5-5  Purchase Orders
PRP  5-6  Blanket Purchase Orders
PRP  5-7  Contracts
PRP  5-8  Telephone Telegraph
PRP  6  Projects
PRP  7  Transportation
PRP  7-1  Shipping Documents
PRP  8  Property Accountability
PRP  8-1  Inventories
PRP  8-2  Expendables
PRP  8-3  Warranties
PRP  8-4  Surplus Property
PRP  9  Real Property Management
PRP  9-1  Architectural Engineering
PRP  9-2  Inventories
PRP  10  Space
PRP  10-1  Maintenance Services
PRP  10-2  Building Security
PRP  10-3  Assignments/Moves
PRP  10-4  Parking Facilities
PRP  11  Motor Vehicles
PRP  11-1  Assignments

PERSONNEL:
This category covers all phases of personnel administration.

PER  Personnel
PER  Official Name Files
PER  Unofficial Name Files
PER  Service Record, SF-7, or Equivalent
PER  1  Policy
PER  2  Reports and Statistics
PER  2-1  Activity Reports
PER  3  Committees, Meetings
PER  3-1  Arrangements
PER  3-2  Labor Management Relations Meetings
PER  4  Classification
PER  4-1  Position Descriptions
PER  5  Staffing
PER  6  Projects
PER  7  Employment
PER  7-1  Applications
PER  7-2  Recruitment
PER  7-3  Action Requests
PER  7-4  Appointments
PER  8  Time and Attendance
PER  8-1  Transmittals
PER  8-2  Leave
PER  8-3  Tours of Duty
PER  8-4  Assignments
PER  9  Awards and Incentives
PER  9-1  Special Achievements
PER  9-2  Employee Suggestions
PER  10  Conduct and Discipline
PER  11  Compensation
PER  11-1  Allowances
PER  12  Merit Promotion
PER  13  Employee - Management Relations
PER  13-1  Employee Services
PER  14  Labor-Management Relations
ADMINISTRATIVE FILE OUTLINE

PRP  11-2  Operation
PRP  11-3  Motor Vehicle Release
PRP  12  Aircraft Operation
PRP  12-1  Flight Logs
PRP  12-2  Charts
PRP  12-3  Federal Aviation Administration
PRP  12-4  Certification
PRP  13  Accidents

TRAINING:
This category deals with policy, plans, procedures, operations, and other material related to training of Agency personnel.

TRN  Training
TRN  1  Policy
TRN  2  Reports and Statistics
TRN  2-1  Activity Reports.
TRN  3  Committees, Meetings
TRN  3-1  Arrangements
TRN  4  Plans and Estimates
TRN  5  Training Programs
TRN  5-1  In-House Training
TRN  5-2  Departmental Training
TRN  5-3  Interagency Training
TRN  5-4  Federal Agency Training
TRN  5-5  State Training
TRN  5-6  Training Institutions
TRN  7  Training Facilities
TRN  8  Trainee Administration

TRAVEL:
This category deals with policy, plans, procedures, and operations related to travel of Agency personnel and the movement of their personal and household effects.

TRV  Travel
TRV  1  Policy
TRV  2  Reports and Statistics
TRV  3  Plans and Itineraries
TRV  5  Authorization
TRV  5-1  Transportation Requests
TRV  5-2  International Travel
TRV  6  Allowances
TRV  6-1  Advances
TRV  7  Effects