

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

- BUD 3-1 Arrangements
- BUD 4 Budget Submission
- BUD 4-1 Organization Elements
- BUD 4-2 Estimates
- BUD 4-3 Multi-Year Funding
- BUD 5 Office of Management and Budget (OMB) Requests
- BUD 5-1 OMB Hearings
- BUD 6 Projects
- BUD 7 Congressional Presentations
- BUD 7-1 House Appropriations Committee Hearings
- BUD 7-2 Senate Appropriations Committee Hearings
- BUD 7-3 Appropriation Bills
- BUD 7-4 Supplemental Budget Requests
- BUD 8 Program Approval
- BUD 9 Operational Year Budget
- BUD 9-1 Apportionment
- BUD 9-2 Allocations
- BUD 9-3 Allotments
- BUD 9-4 Personnel Ceilings

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

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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

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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

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

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

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- 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