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I. Nature and Scope

The Extension Agent-IPM is a member of the county Extension staff. His/her basic responsibility is to provide subject matter information designed to strengthen county pest management programs. Programs and information are designed to better implement planning, execution and evaluation of control efforts as they relate to overall agricultural production or to the solution of pest problems in the county.

Working with other members of the county staff, the Extension Agent-IPM is specifically responsible for leadership in developing control educational activities designed to assist agricultural producers and other clientele in achieving more efficient pest control. Being a part of the county Extension staff, the Extension Agent-IPM cooperates and coordinates with the area and State Extension Specialists in assisting the county program building committee, existing county producers associations or organizations, and area, state and commodity organizations in planning, implementing, evaluating and interpreting educational activities in integrated pest management.

The Extension Agent-IPM has specific responsibility to provide educational leadership in the integrated pest management program in ___________County. This program has objectives to demonstrate pest management concepts to county producers.

II. Major Duties and Responsibilities

A. Program Planning

1. Assumes leadership in developing plans for the integrated pest management program in ___________County.

2. Shares in the responsibility for county program building planning, information and data input, and organization maintenance.
3. Assists appropriate program building subcommittee in developing specific plans to reach annual and/or long range goals as required or needed.

4. Assumes leadership responsibility for preparing the annual Extension plan of work in the assigned areas of pest management responsibility.

5. Involves project leaders, department heads, area and campus-based Extension specialists as needed in developing and coordinating annual plans.

6. Plans evaluation techniques for his/her assigned program area.

7. Plans regularly with total program staff to coordinate programming efforts.

8. Plans wisely for efficient use of time; in-service training; conferences with country staff, district Extension administrator and other Extension specialists; and preparation of reports and plans of work.

B. Program Implementation

1. Assumes leadership responsibility in implementing planned educational programs and activities in assigned program area, with special attention to the integrated pest management program in ________________ County.

2. Supports and assists in the implementation of educational programs and activities for which other staff members have assigned leadership responsibilities.

3. Assumes leadership or serves in a supporting role in implementing emergency programs as needs arise.

4. Serves as technical advisor in areas of competency; provides information and specialist assistance to individuals, committees, groups, and organizations involved in conducting county educational programs.

5. Uses variety of appropriate educational methods, techniques, activities and materials in conducting educational programs.

6. Identifies, recruits and trains local leaders enabling them to perform effectively their duties in committees, clubs and organizations.

7. Strives to reach all audiences that can benefit from Extension educational programs; including producers, private consultants, pesticide applicators, etc.

8. Obtains individual grower and producers assistance participation and support.

9. Provides leadership in conducting economic, environmental, social and impact
evaluations of pest management programs.

10. Establishes close working relationships with State and Federal research and regulatory scientists who can contribute to the overall pest management program objectives.

11. Complies with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of the Texas AgriLife Extension Service in conducting Extension educational programs.

12. Works with and supports Extension sponsored groups, such as 4-H Clubs and Family and Consumer Sciences Clubs, toward achieving increased participation and strengthening programs.

13. Interprets relevant Federal and State agency regulations, programs and policies relating to pesticides and pest control or related areas.

C. Program Evaluation

1. Continually uses appropriate evaluation techniques to determine the progress of program activities in reaching desired objectives.

2. Uses evaluation findings and target audience participant suggestions in making program revisions.

D. Reporting

1. Maintains appropriate communications with county, district, state and administrative staffs to facilitate full understanding of the county IPM program.

2. Prepares interpretive and accurate annual, monthly and special reports to reflect results of planning, program accomplishments, and changes in the behavior and/or management of target audiences resulting from educational programs. An annual producers report of activities of the integrated pest management program receives special attention.

3. Coordinates the reporting of program results with the county agricultural program leader to Extension personnel, commissioners court, local leaders, program participants, agencies and organizations, and legislative leaders through mass media, result demonstrations, personal contact or specially prepared materials.

E. Office Management

1. Maintains a neat, attractive office which facilitates effective working conditions and presents a favorable image.
2. Keeps informed on Extension policy, research reports and publications which are applicable to program responsibilities and position description.

3. Participates in regularly scheduled county staff conferences to coordinate plans, activities and join work to promote staff teamwork and to make the best use of each staff member's time.

4. Cooperates in the maintenance of uniform files, up-to-date mailing lists, membership rolls of Extension related organizations and up-to-date property inventories.

5. Keeps informed on and complies with the Equal Employment Opportunity Program of the Texas AgriLife Extension Service.

6. Cooperates with the county coordinator and other staff members in the development and implementation of an EEO Action Plan for the county office unit.

7. Cooperates with the county coordinator and other staff members in preparing and submitting required EEO Program reports and civil rights reports.

8. Informs secretarial and other nonprofessional staff members whom the specialist is assigned to supervise of the provisions and procedures of the EEO Program.

9. Participates in recruiting, employing and training other personnel the specialist supervises or jointly supervises in accord with the policies and procedures of the Equal Employment Opportunity Program of the Texas AgriLife Extension Service.

10. Conducts annually a performance review with each secretary or other nonprofessional staff member the specialist is assigned to supervise or coordinates with other staff members with joint supervision responsibilities for the review.

11. Cooperates with the county coordinator in maintaining complete records of all personnel action, activities and reports required by the EEO Program including:
   a. Recruitment
   b. Applications
   c. Interview
   d. Employment
   e. Training
   f. Promotion
   g. Performance Review
   h. Weekly Office Conferences
F. Professional Improvement

1. Develops long range professional improvement plan with Extension IPM Coordinator, project leader, department head and appropriate district Extension administrator.

2. Participates in formal training opportunities to increase knowledge and skill and to learn new methods and techniques by:
   
a. Working toward advanced academic degree.
b. Attending special courses, seminars, conferences and workshops.
c. Participating in in-service training meetings at district and state levels that are related to assigned areas of responsibility.

3. Participates informal training and keeps up-to-date on technical knowledge and research by:
   
a. Reviewing and interpreting research reports, bulletins, newsletters, etc.
b. Participating meetings of professional organizations, associations or societies which request Extension, adult education and program interests.
c. Developing and improving communication skills of writing, speaking and appropriate teaching techniques.
d. Developing and maintaining a positive approach and attitude by being aware of state and national goals, policies and legislation affecting Extension.

III. Relationships

A. Supervisory and Authoritative

1. County Extension Agent. As a member of the county Extension staff, one will look to the respective county Extension agent who serves as county coordinator and county agricultural program leader to provide leadership: organizing committees for program building functions; development and writing of county long range and annual plans, and annual reports; liaison with the commissioners court and other local funding groups; and management of routine office functions to include ordering office supplies and equipment.

2. District Extension Administrator. The Extension Agent-IPM works under the immediate administrative supervision of both the District Extension Administrator and IPM Coordinator and both will participate in performance review. Requests for leave of absence, travel authorization, supplies, facilities, and equipment are directed through appropriate District Extension Administrator in the prescribed manner. For those administrative matter, the Extension Agent-IPM looks to the District Extension Administrator for leadership at the district level. For IPM program functions, the IPM agent will
be responsible to the IPM Coordinator.

3. Assistant and Associate Directors for Agriculture and Natural Resources. In those matters dealing with state level issues regarding personnel and programs, the Extension Agent-IPM will coordinate with the Assistant and/or Associate Directors.

4. Extension Specialists. The Extension Agent-IPM coordinates subject matter program planning, implementation, and evaluation with appropriate specialists to assure completeness, coordination, agreement of program and subject matter information and technical accuracy at the district level.

5. IPM Coordinator. The Extension Agent-IPM maintains close communication with program leader to assure statewide program coordination, completeness, agreement of program and subject matter information and technical accuracy and for supervision and program development and evaluation.

6. Extension Program Leaders. The Extension Agent-IPM coordinates all programs, subjects and activities through communication with appropriate Associate Department Heads and Project Leaders to assure accuracy, completeness and agreement of subject matter information and to maintain departmental relationships. One copy of the monthly report will be submitted to the IPM Coordinator and appropriate project leaders within five days after the end of the month.

7. Department Head. The Extension Agent-IPM is responsible to the Heads of the Departments for accuracy, completeness, coordination of subject matter information, and for matters relative to professional improvement in his/her subject matter field.

8. Extension Agent-IPM. Has authority to perform duties pertaining to the successful planning, implementation and evaluation assigned areas of county programs.

B. Coordination

1. Works cooperatively with the county coordinator and other staff members and participates regularly in staff conferences to coordinate planning, implementing and evaluating the county program to meet the needs of the people.

2. Requests and coordinates assistance through the District Extension Administrator and IPM Coordinator and obtains information directly by letter, electronic mail or telephone when need arises.

3. Directs the planning and implementation of effective educational programs in the assigned major program areas.
C. Public

1. Maintains good relations with all Extension publics.
2. Represents the Texas A&M University System as a professional faculty member.

IV. Performance Review

The performance review will take into consideration the goals set forth in the plan of work, results reported in the annual report and the conduct of responsibilities as outlined in this job description. The conduct and coordination of the performance review will be the responsibility of the District Extension Administrator and IPM Coordinator. They will obtain performance appraisal input from County Extension agents, Extension Specialists, Associate Department Heads and Project Leaders evaluating subject matter aspects of the county-based program.

V. Qualifications

A. Education and Experience

Received a Bachelor’s degree in a crop protection or closely related field, Master’s degree preferred.

B. Knowledge, Skills and Abilities

1. Technical competence in appropriate subject matter and the ability to apply this knowledge to the solution of problems.

2. Skill and ability as a teacher and educator of other people.

3. Understanding the learning and development process of youth and adults.

4. Ability to communicate effectively and interact with people.

5. Ability to organize and establish rapport with other individuals and groups.

6. Ability to interpret and project background information into the ongoing program.

7. Ability to plan and follow through the educational program and activities.

8. Ability to interpret the situation and adapt the program to the needs of the people reaching their goals.

9. Skill a variety of teaching methods to provide effective learning experience.
10. Ability to stimulate and motivate people to intelligent action.

11. Have leadership qualities and ability to recognize these qualities in others.

12. Ability to evaluate, interpret and report results.

13. Ability to counsel and advise with people.

14. Creativity and imagination.

15. Ability to make logical and sound decisions.

16. Ability to work effectively and harmoniously with co-workers to project a unified image for Extension.

17. Understanding of and commitment to the philosophy, policies and procedures of the Texas AgriLife Extension Service.

18. Administrative and supervisory potential.

VI. APPROVAL

______________________________
Name: __________________________
Title: District Extension Administrator
Date: __________________________

______________________________
Name: __________________________
Title: Extension Agent-Integrated Pest Management
Date: __________________________
IPM Coordinator’s Expectations of Extension Agent- IPM and Extension Program Specialists in Ag Programs

1) Conduct sound monitoring program to collect localized database representative of the area and crops served
   a) recruiting, training, supervising and quality assurance of scouts
   b) timely and technically sound newsletter
   c) field meetings
   d) personal contacts with growers
      1) timely reports
      2) interpreting reports/contacting grower regarding problems
      3) providing sound management options to grower
      4) immediate attention to growers with concerns/complaints
   e) coordination and timely consultation with consultants/private scouts
   f) work closely with IPM Steering Committee
   g) working relations with TPMA
   h) cooperative with media

2) Applied research/demonstrations
   a) breadth
   b) depth
   c) scientific validity
   d) reports to industry and on Goldmine
   e) ability to secure financial support

3) Educational Programming
   a) coordination/cooperation with CEA, DEA, RPD
   b) county meetings, workshops
   c) major educational events and conferences
   d) Pest Management Steering Committee, Crops Committee involvement
   e) supporting/participating in CEA educational programming
   f) work with appropriate specialists and researchers where appropriate
   g) IPM Annual Report
      1) Content including crop conditions, monitoring, demonstrations, program evaluation,
         statistics on contacts, newsletters, demonstrations conducted etc.
      2) Timeliness
      3) Value as historical document

4) Office management
   a) secretary recruiting, supervision, professionalism
   b) timely reporting
   c) working with IPM Coordinator, DEA, RPD
   d) efficient budget management
   e) promptly returning telephone calls, e-mail requests
   f) professionally handling office visits, requests for identifications, “house calls”
   g) maintaining office hours, working out varying holiday schedules
5) **Professional Development**
   
a) advanced degrees, course work  
b) *meaningful* participation in professional improvement events  
c) becoming an “expert” in major areas of responsibility  
d) presenting papers, posters, talks  
e) preparing publications  
f) developing new expertise, competencies important to area  
g) membership in professional societies  
h) activity in professional societies  
i) response to supervision
Guidelines for Extension Agents-IPM and Extension Program Specialists in Urban IPM Program

Titles

Agents/Program Specialists will use the following titles:
  Extension Agent-IPM
  Extension Program Specialist-IPM

Area of Emphasis

The emphasis of the urban IPM Program is management of urban pests (including fire ants) using integrated methods that protect/improve the environment. IPM includes arthropod, weed and disease pests and design and maintenance of structures, landscapes, parkways and green belts to reduce pests as well as safe, effective and economical control strategies for pests in and around structures.

Identity

Extension Agents-IPM and Extension Program Specialists-IPM are employed by Texas AgriLife Extension Service with funds from Texas AgriLife Research and should identify with both agencies when doing programs and activities. As the Department of Entomology serves as the administrative home, recognition of this academic entity should be included as appropriate.

Collaborations

Each Agent/Program Specialist-IPM should collaborate with Texas AgriLife Extension Service specialists as well as researchers on and off campus in their specialty area and with other agents/program specialists in the office on projects related to IPM where collaboration can synergize the overall effort. Collaborations with other groups and organizations outside of the system are expected and encouraged.

Steering committee

Each Agent/Program Specialist-IPM should have an IPM steering committee made up of representatives of clientele groups and/or business professionals and collaborators who help guide and direct program activities and help establish program goals. Committees should meet at least twice yearly. Extension Specialists, researchers, agents and/or administrators may serve as ex-officio members.

Specialty area

Each Agent/Program Specialist-IPM should develop an area of expertise within urban IPM where he/she can develop a statewide/national/international professional reputation.

Documentation of impacts related to fire ants

Agents/Program Specialists-IPM will be expected to continue to show impacts/activities on fire ants for reporting purposes. The new protocol (copy attached) originally developed by Barr and Vinson has been revised and will be used to document the impact of specific control/management efforts such as community-wide programs. Agents/Program Specialists are encouraged to continue/conduct one or more community-wide fire ant projects each year and document impacts using the standardized protocol.

Applied research/demonstrations

Agents/Program Specialists-IPM are expected to conduct scientifically valid applied research and demonstration projects and to share work with colleagues through publication on Goldmine and also in an IPM Annual Report which will be due to the IPM Coordinator each December 31. Projects conducted in public locations
such as public parks, botanical gardens, model homes or other locations where large numbers of clientele can view them are highly encouraged. Locations should be publicized using appropriate signs identifying Texas AgriLife Extension Service, Texas AgriLife Research and cooperators.

**Mass media**  
Agents/Program Specialists-IPM are expected to use mass media to provide educational information to large audiences. They are also expected to leverage their efforts by working with other groups such as city parks departments, pest control operators, retail outlets and others who serve the public directly and can assist by passing along educational information.

**Outside funding**  
Agents/Program Specialists-IPM are encouraged to seek outside funding to support program efforts. This can be done by writing grants individually or by collaborating with others.

**Publications**  
Agents/Program Specialists are expected to develop/revise Extension publications in their areas of interest/expertise and are encouraged to publish in technical journals and trade publications as opportunities arise.

**Professional development**  
Agents/Program Specialist are expected to keep current in their specialties and develop additional expertise by participating in professional improvement training through active participation in professional groups and societies and by presenting papers/posters at professional conferences. They are also expected to develop promotional packages through the appropriate career ladder system within Texas AgriLife Extension Service.
Standardized Protocol for Evaluating Fire Ant Program Impact

Rationale

The primary objective of this protocol is to serve as a standardized method of monitoring changes in red imported fire ant density and other fire ant-related measurements over time in areas where we have applied treatments, conducted a program or otherwise have had an impact on fire ant populations that we would like to document.

Sampling Locations

Precise locations both in the “treatment” area and an “untreated” nearby similar area should be randomly chosen, though each should be representative of the surrounding area. Sites with nearby development or that are likely to be treated for fire ants during the evaluation period should be avoided unless a treated area is intentionally selected.

Sampling Protocol

Transects - Four or more transects of variable length (depending upon the size of the treatments or impacted area) 2.4 m wide should be established. This width is basically the reach of a person holding a pointed tool handle to disturb the mounds. If repeated evaluations will be done at time intervals, transects should be accurately and permanently marked using GPS and/or permanent or renewable ground markings such as pavement paint. Be aware that fire ant mounds located against pavement are often long, indistinct and transitory, resulting in difficulty in differentiating what exactly constitutes a mound.

Evaluation Methodology

Timing - Pretreatment evaluations should be conducted prior to any treatments or program initiation, if possible, then at appropriate times afterwards to capture the maximum level of control for each product or program. Subsequent evaluations should be conducted a minimum of twice per year, spring and fall. Exact dates for evaluations should be determined based on temperature and rainfall most favorable for mound development. Additional evaluations should be conducted in areas of high re-invasion pressure or where re-treatments may be justified for even very low fire and mound numbers, such as nursing homes, schools, tee boxes or other high traffic areas.

Mound Density - All mounds within a transect should be disturbed sufficiently to determine if they contain an active fire ant colony. The number of active mounds should be recorded for each transect.

Foraging Activity/Fire ant numbers - Foraging activity and numbers of fire ants will be estimated by placing a 1/4 inch thick hot dog slice on a wire flag and sticking the flag in the ground so that the hotdog slice is fully in contact with the soil and preferably not directly in the sun. Flags with hot dog slices will be evenly placed along each transect. Spacing can be accomplished using a string with marked intervals, a measuring wheel, or paced off. Exposure time for the baits should be 30 - 60 minutes, but similar for all stations during an evaluation. At the end of the exposure time, each sample location (hot dog slice) should be inspected and given a rating of 0, 25, 50, 75 or 100 fire ants.

Field Data -
At transect establishment, the following data should be recorded:
1) general site description, location of transects
2) vegetation type
3) slope
4) soil type

At each evaluation the following data should be recorded:
   1) air temperature and sky condition
   2) soil moisture (dry, moist, wet, etc.)
   3) average vegetation height
   4) any major changes to the site such as mechanical disturbance, burning, flooding, etc.

Data should be summarized and statistically analyzed using an appropriate ANOVA and a mean separation test. Agents are strongly encouraged to discuss their studies as they progress with Texas AgriLife Extension Service, Texas AgriLife Research and TAMU faculty, as these faculty are an exceptional resource that will assist agents in accomplishing their goals for excellence.
Texas Extension IPM Program

An IPM program is a partnership program between Texas AgriLife Extension Service, TPMA and growers. This requires active participation among groups including sharing responsibilities and financial obligations.

Texas AgriLife Extension Service provides -

1) IPM professional salary and benefits
2) a 1/2 time secretary and benefits
3) a travel budget for Extension related travel
4) scouting forms
5) basic telephone budget
6) basic equipment such as computers, camera etc.
7) postage budget
8) a support network including CEAs and specialists and administrators
9) continuing education opportunities for EA-IPM
10) educational opportunities for growers

County and/or IPM Unit - provides

1) office space and facilities
2) basic office supplies and office equipment
3) a good work environment
4) supplemental travel, postage and demonstration expenses
5) scouting expenses including salaries, travel, supplies, mobile telephone for EA-IPM
6) responsibility for hiring scouts, signing up acres for scouting
7) political and moral support systems
8) good cooperators and demonstrators
9) active representation to TPMA through IPM committees and statewide meetings
10) TPMA dues ($2280/year), 15% administrative charge

TPMA provides -

1) professional staff
2) accounting, accounts payable, tax services
3) financial and management services
4) payroll services for scouts, demonstration aids
5) educational tours, meetings, workshops
6) non-profit status
7) insurance
8) state and federal legislative services
9) direct access to many state and federal agencies
10) special projects
RELATIONSHIP OF TEXAS IPM PROGRAMS TO TPMA
by Tom Fuchs

The Texas IPM Program is a public-private partnership between the Texas AgriLife Extension Service, the Texas A&M University System, the Texas Department of Agriculture (TDA) and the Texas Pest Management Association (TPMA). TPMA represents the agricultural producers involved in the Texas IPM Program and the local pest management steering committee is the local representative of TPMA. Almost all of the 26 local IPM units in Texas are members of TPMA.

Extension Agents-IPM are employees of Texas AgriLife Extension Service, while scouts, demonstration aides and other employees of local IPM units are usually hired by TPMA through local steering committees. TPMA provides payroll services, unemployment and liability insurance, bookkeeping services, legislative support, guidance and advocacy to the Texas IPM Program. Texas AgriLife Extension Service has a memorandum of agreement with TPMA to allow Texas AgriLife Extension Service to use the database of field scouting data collected by scouts hired by IPM units for educational purposes. TPMA also provides conferences, tours and other educational opportunities for growers and Extension Agents-IPM. In addition, TPMA recognizes Extension Agents-IPM through the Outstanding IPM Specialist Award and two Excellence in IPM Programming Awards annually.

Working With IPM Steering Committees
by Ray Huffman

The TPMA Steering Committee is the fundamental, local support unit for our IPM programs. Without a supportive committee, an IPM program cannot be successfully operated. It is essential that all necessary efforts be made to establish a broad based committee which understands the needs and concerns of producers, and that you continually evaluate the composition and function of the committee. Through the committee structure, cooperative programs are developed which economically benefit our agribusiness clientele. The following is a summary of some main considerations to be made when working with IPM committees.

1. **Create a dynamic, involved committee.** Besides producers, one may include consultants, co-op managers, commodity associations, researchers, government agencies and other interests on the committee. The more influential agribusiness-persons you can include, the better. In most cases you should be able to negotiate selecting a Chair with whom you can feel comfortable working. Your Chair will be a key person in making the committee function. Use nominating sub-committees to recommend officers to be elected at full committee meetings. In other words, identify individuals who you think would make effective officers, have them nominated by a sub-committee and voted in at a meeting. Continuously look for opportunities to add committee members and include minority members whenever possible. Include a mailing list for your committee of "Ex-officio" members, such as County Agents, District Administrators, Extension Specialists or other individuals interested in your activities. Ex-officio members are not actually committee members but are important resources who should be encouraged to attend meetings. County Agents are especially valuable to include in your IPM activities and meetings.

2. **Be prepared for meetings.** The committee looks to you for guidance. Have officer nominations ready and give the committee a clear IPM plan. This plan might be for the upcoming year or it might be a long-range plan, or both. When you conduct a committee meeting, be prepared to lay out your goals, needs and expectations. Do not go to a meeting with a general question of what do you want me to do? Instead, have a well prepared plan of action to present and allow the committee to use your plan as a template for action. Use overheads and handouts in presenting your overall plan for the IPM program. In other words, don't be shy. Let the committee know what you want to do and tell them what you need to do. The committee will then have something to discuss and evaluate.

Develop a budget for your program and involve the committee in approving and implementing it. It is relatively easy to predict approximate expenses (within a reasonable range) required to operate any scouting program and the committee should be fully involved in helping you run a financially solvent program. Other Agents or TPMA can help you with this. Do not be afraid to bring to the committee any financial concerns.

3. **It is essential that you keep the committee informed of your activities.** Hold at least two meetings per year. We
have found that more meetings than this may be useful in order to keep the committee involved in the program. Occasional letters to the committee are also useful. The number of meetings and letters will depend on individual circumstances, but whatever the case, do not consider the committee as only a necessary accessory. Involve it in all major decisions, because it is a legitimizing body for your programs. Do not operate too independently from it.

4. **Inform the committee fully of their responsibilities and duties.** The TPMA Committee hires all scouts and is ultimately responsible for their employment and safety. The committee is placing their trust in you to adequately supervise their employees. It would be advisable to involve the committee in the interviewing and hiring process of scouts. A committee member must sign the scout employment agreement. Keep this committee informed immediately of any scout personnel problems.

5. **Recognize committee members,** as appropriate, whether this be with plaques, news releases or simply letters of recognition. Find ways to make members feel like they are making a meaningful contribution and recognize these contributions.

6. **Try not to let the committee become complacent.** Continually find ways to keep the committee informed and actively involved in new projects. Give the committee an identity and purpose.

7. **Remember that committee wants you to succeed and looks to you for leadership.** You set the basic program and direction, and then let the committee decide how the program should be implemented. However, always be open to constructive criticism and ideas concerning the basic elements of your IPM program and how it might be improved.

**WORKING WITH COUNTY FACULTY**

by Doug Paxton

As a new IPM agent, the first thing you need to remember is that you can call any of the other IPM agents any time with any question.

This section will first start under the assumption that there is an IPM program in place.

It would be helpful to have the County Extension Agent (CEA Ag) take the new IPM agent around the county to meet the Steering committee members and a few of the IPM program participants. Also, go meet and visit with the managers of the Co-op gins and/or other commodity businesses.

Find and review the IPM records: financial statements (Bank and Texas Pest Management Association), field maps, county maps, and the previous IPM agents Plan of Work (POW). When time permits, review old result demonstrations. This information will be helpful as you plan your work.

Financial statements will tell you if the program is on solid ground (financially sound).

Field maps and County maps obviously will be helpful.

Previous agents plan of work will help you know what type of interdisciplinary programming was done with the other agents (Ag, FCS, 4-K whomever). This will help with your programming for schools, gardening clubs and service clubs, etc. You might also get some ideas as to what type of programming you want to begin with. Remember that all of the agents are there to work together and are on the same level.

Old result demonstration handbooks or IPM annual reports will inform you as to what was done in the past. You will be able to tell how much was cooperation between agents and how much was individual agent work. Have the Ag agent show you the equipment available for result demonstration work. It is handy to work on existing result demonstrations for the first season. If there is any new result demonstration work that you will want to try to submit the proposal to the district administrator (if your district does that) and specialists as appropriate, then go for it.
Set up a meeting with the Steering Committee as soon as you can to meet them (if not already done). If you have two counties and two steering committees meet with them both. You might have met some of them during the interview for your position. It is recommended that you ride with an IPM agent (if there is one close enough) for a day or two on several occasions. This would give you a chance to brainstorm and ask questions. Cooperation with other IPM agents doing result demonstrations is helpful, both for the work load and data collection.

If there is not an IPM program in place, the Extension Ag agent can help put together a steering committee. A committee with enthusiastic individuals is important especially for the beginning of a program.

As a new IPM agent, the last thing to remember is that you can call any of the other IPM agent, specialist or researcher anytime with any question. There is a list of all of us in this booklet.

**How to work with District Directors and IPM Coordinator**

by John Norman

Frequent communication with your District Extension Administrator and IPM Coordinator makes both your job and theirs, as your administrators, considerably easier. Turn your monthly and any other requested reports into the appropriate office on time and preferably ahead of time, if possible. Routine and chance visits with your administrators are excellent ways to keep them informed about what you are doing, above and beyond your required reports. Periodic visits to your administrators office can be very effective communication opportunities which are useful in updating your administrator about your programing efforts. If nothing more than a phone call is possible, do it. They do appreciate hearing from you and being informed about successes and failures you have experienced.

No one likes to be surprised about some event or problem in the field or at your local office. Administrators who hear about a problem first from you are more likely to be understanding and helpful than if they first hear about it from someone outside the system.

Requesting advice about paperwork or field problems from your administrators most often will be answered very quickly. And remember, your administrators will have had a good deal of experience with paperwork problems and in many cases with your local field problems, particularly "people problems". Use their expertise to assist you with your work.

Finally, invite your administrators to your producer meetings and field events so that they can be better informed about your efforts and clientele involvement with your program. The better and more frequently your administrators are informed about your activities, the more likely you are to have a smoother running program and the less likely you are to have significant problems with administration.
IPM Program Tips
Brant Baugh, EA-IPM Lubbock Co.

1. IPM Committee
   a. Want producers who need the program on committee.
      i. Talk to Ag. Agent
         (1) Warning! Just because they are good feeders, does not necessarily mean that they
             will be good committee members.
      ii. Talk to Gin Managers
      iii. Talk to fertilizer dealers
   b. Need one private consultant on committee.
   c. In my opinion, committee chairman should be a participant in program.
   d. In the beginning, keep the committee small 5-8 members.

2. Decide how many acres will be enrolled in
   a. In my opinion, no more than 3,000
      i. Must be agreed upon by IPM Committee

3. How much to charge per acre?
   a. Charge the average price per acre that area private consultants charge.
      i. Must me agreed upon by IPM Committee
         (1) Warning! When you charge less than the average rate, you may offend area
             consultants. In addition, you will have difficulty in convincing you committee to
             raise the fee.

4. How to enroll growers in the program.
   a. Start enrolling acres as soon as possible. If your program is new, you have no money and this is
      where your money for field scouting comes from
      i. Utilize an area-wide acreage sign-up form
         (1) Mailed to every farm operator in program area.
         (2) Explain scouting program
         (3) Keep program acreage small
         (4) Cover your area w/program but do not spread your acreage out to where program
             is not effective.
      ii. Have the IPM Committee members enroll your acres
         (1) Have each committee member take a precinct in the county and enroll those
             growers who would benefit the program.

5. Result demonstrations and applied research
   a. Talk to producers and find out what they want done.
      i. Talk to agriculture committee
      ii. Talk to IPM committee.
   b. Three good projects will be enough your first year
      i. Do not bite off more than you can chew.
(1) If program is in new area, you will not have experienced scouts and will have to check behind them.

ii. How do you pay for demonstration technician?
(1) Write grants for research that you want to do  
   (a) If you receive grant, you technician will be a state employee. (See Hiring Procedures)

(2) If you are in District 2, you can utilize agri-partners money

(3) Utilize grower contributions  
   (a) Technician will be a TPMA employee

(4) Check with area specialists for funding
Bank One Travel (Individual Bill) Cardholder Account
For State of Texas Use Only

(A) Check One:  (B) Corp # ______
☐ New
☐ Change (Only complete fields to be changed)
☐ Delete/Close

(C) State of Texas Agency / University Information
Agency / University Name: State Agency Code:

(D) Cardholder Information (Please Print All Information)
Cardholder Name - legal
Cardholder Name Line 2
(24 Characters per line)
Social Security #
Date of Birth 
/ 
Email Address:
Residential Address Line 1
Residential Address Line 2
(35 Characters per line)
Work Phone:
Home Phone:
City (23 Characters)
State
Zip Code -
Billing Address Line 1
Billing Address Line 2
(35 Characters per line)
Work Phone:
Home Phone:
City (23 Characters)
State
Zip Code -

(E) By completing this application, I authorize Bank One, NA to investigate my credit history for the purpose of card issuance and for subsequent credit inquiries should a card be issued to me. I understand Bank One, NA cannot share my specific credit information with my employer or me, provided however, Bank One is authorized to communicate the acceptance or decline decision to my employer. If your application is approved, you agree to be bound by the Corporate Card and Corporate Travel Charge Card Cardmember Agreement which will be sent with each card. Also, I understand the Card is to be used for State of Texas business travel charges only and is not for personal use and that any misuse will result in cancellation of the Card and will be subject to disciplinary action in accordance with my state agency/university internal policies. NOTICE: INFORMATION ON CARD USAGE IS DISTRIBUTED TO TEXAS BUILDING AND PROCUREMENT COMMISSION (TBPC) AND YOUR STATE AGENCY. The US Patriot Act requires Bank One to obtain, verify and record information that identifies each person or business that opens a new account. By completing or otherwise providing this application and/or the information on it, the Cardholder agrees to provide and consents to Bank One obtaining if necessary from third parties, Cardholder’s name, residential address, date of birth and social security number to verify Cardholder’s identity.

(F) Cardholder Approvals
Cardholder Signature: REQUIRED
Date
Department/Supervisor’s Signature: _________________________________
(OPTIONAL based on Agency’s internal policies)
Date
Program Administrator Name: _________________________________
Date Verification ID Number

Applicant: Please Complete form and forward to: Ag Program Travel Office Fax 979-845-2930
Program Administrator: Please fax completed form to: 979/845-2930 or submit application through SDOL.

(G) Reporting Hierarchy Level Numbers (Required Information)
Level 1 Number Level 2 Level 3 Level 4

(H) Cardholder Controls
Average Monthly Travel Spend $
MCC Groups- (Merchant Category Code Group) State of Texas Standard
TXTRVL, TX 200, TXEXCL

(I) Bank Use Only
Account Number __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __

Verification ID# Verified: Date: Initials:

Credit Limit CLI U12-220 Credit Initials
Note to Program Administrators: The Individual Cardholder Account Application is protected. For the Program Administrators to make changes to the application forms (i.e. provide the agency name as a default in the Name Line 2 field or provide forwarding instructions in the applicant), the PA will need to follow these instructions: In MS Word, Click on tools in your toolbar and unprotect document. Once changes are made, you should protect the document. You may protect the document by using a password to ensure no changes are made by anyone else except the program administrators or designee.

A) Check one box to signify if this is a NEW application, a CHANGE or a Request to DELETE/CLOSE an existing account.

B) Insert the main Bank One corporate # for the individual cards within your Agency/University. (This is NOT a billing number.) This Corporate # is different from the CBA & Department accounts for your agency/university.

C) Provide the full name of your State of Texas Agency or University and the Agency code.

D) Provide the REQUIRED Cardholder information requested, noting the character limitations for each field.

   Name Line 2 should contain the state agency code & name that is embossed on the cards and as you completed on your agency profile form.

   The residential address, Social Security number and Date of Birth are required fields and MUST be completed for the application to be processed. If the billing address is different than the residential address the billing address section should be completed.

E) Use of the Card will be subjected to the language contained in the application and the language contained in the Corporate Card and Corporate Travel Charge Cardmember Agreement, which will be sent with each card issued. Card usage will also be subject to the contract between the State of Texas and Bank One and your agency/university’s internal policies.

F) For all applications submitted, a cardholder signature will be required AND a Program Administrator’s name and verification ID number are required for Bank One processing. In accordance with the Bank One Contract, the State Agency is required to retain the signed application in accordance with the agencies retention schedule policy.

   The State Agency may also require an additional approval signature based on Agency’s internal policies.

   The Program Administrator should insert specific instructions to the applicant for forwarding of the application.

G) Program Administrators must provide the required Reporting Hierarchy Level numbers.

H) Provide the average Cardholder monthly travel spend so that an appropriate credit limit can be determined. Card usage will be limited to a specific set of State of Texas-approved Merchant Category Codes.

I) Disregard - For Bank One use only.
Request for Leave

Request for leave is now done online. Employee will go to LeaveTraq to request leave. The website address is http://aghr.tamu.edu/leavetraq/leavetraq.htm.

The Single Sign On (SSO) web site is now available. It is the most convenient way to log onto current A&M System Web (internet) applications.

This easy-to-use web site (located at https://sso.tamu.edu) will give you quick access to both HRConnect and LeaveTraq (if LeaveTraq is available to you) and to other applicants as they become available. Because Single Sign On will be the sole point of entry for these applications, you will have to remember only one password.

You will need your universal identification number (UIN). If you are a LeaveTraq user, SSO will accept your LeaveTraq password. If you are not a LeaveTraq user and have used HRConnect, SSO will accept your HRConnect password.

If you are unable to remember the last password you used for one of these systems, you should select “I forgot my password” from the main Single Sign On web page. If you have never logged on to either LeaveTraq or HRConnect, you should select the “New employees - Set up your password” option from the main Single Sign On web page.

Single Sign On will provide instructions guiding you through the login process, and its “wizard” feature can help answer any questions you may have.
NOTICE OF FAMILY AND MEDICAL LEAVE USAGE AND OBLIGATIONS

ELIGIBILITY

If you have at least 12 months of state service and have worked for the state at least 1,250 hours in the past 12 months, you are entitled to 12 weeks of Family and Medical Leave during the fiscal year. If the leave you have requested (whether sick leave, annual leave/vacation, or other paid or unpaid leave) is due to one of the following reasons, this leave will count toward your entitlement for Family and Medical Leave during this fiscal year:

- Birth of a child,*
- Placement in your home of a child for adoption or state-certified foster care,*
- Your serious health condition (illness, injury, or pregnancy), or
- To care for your spouse, child or parent who has a serious health condition.

EFFECT ON OTHER LEAVE

If you are applying for leave for one of these reasons, you must use all available paid leave before taking unpaid leave. You may use paid sick leave only for situations that are normally eligible for sick leave.

You must provide the usual medical certification required for sick leave and/or the sick leave pool if you are taking paid leave due to your own serious health condition or the serious health condition of your spouse, child or parent. This medical statement must indicate the cause/nature of illness and estimated date of recovery, if applicable. If taking unpaid leave for a serious health condition, you must provide medical certification within 15 days of your request using the Medical Certification Form. This form is available from the Agriculture Program Human Resources Office, or the Extension County Programs Human Resources office.

DURING LEAVE

- While you are on paid leave, your benefit coverages will continue and any premiums you normally pay for coverage will be deducted from your pay. If you take unpaid leave for one of the reasons stated above, the state will continue to pay its contribution toward your health coverage (or your optional coverages if you do not have System health coverage). However, you must continue to pay your share of premiums or some or all of your benefit coverages will end. Only those benefits fully paid for by the state contribution will continue if you do not pay your share of benefit premiums. You will receive a bill for these benefits each month while you are on leave. You must pay the premiums within 30 days of the date shown on the bill.

- A husband and wife who are both employed by the state of Texas may be limited to a combined total of 12 weeks of leave during a fiscal year, depending on the specific circumstances of the FMLA leave requested. Contact the Agriculture Program Human Resources Office or the Extension County Programs Human Resources office for details.

- You will be expected to check in with your supervisor periodically while on leave to inform him/her of your status and expected date of return. If your expected date of return changes, you must inform your supervisor of your new anticipated return date within two work days. You may be asked to provide a recertification of your (or a family member’s) medical situation each 30 days while you are on a leave due to a serious health condition.

RETURN TO WORK

- If leave is due to your serious health condition, you may be required to present a fitness-for-duty certificate from your doctor before you can return to work.

- If you take leave for one of the reasons stated above, you will be reinstated to your job or a similar job when you return from leave, unless you would not otherwise have been employed at that time.

*Parental Leave

If you are taking leave due to the birth of a child or adoption or placement for foster care of a child younger than 3 years and you are not eligible for Family and Medical Leave, you may take up to 12 weeks of parental leave instead. You must use all available paid leave before taking unpaid leave. During unpaid leave, you will not receive the state contribution for your benefits, but you may continue coverage by paying the premiums. You will be billed each month, and you must pay the premiums within 30 days of the date shown on the bill or your coverage will end.

Contact the Agriculture Program Human Resources office at (979) 845-7986, or the Extension County Programs Human Resources office at (979) 845-7880, if you have questions about FMLA, parental or other types of leave.
AGRI-LIFE FORMS
updated 3/12/09

Note: these forms are in PDF format*, except as noted and require Adobe Acrobat Reader to view, complete on-line (where applicable), and print. Download the free Adobe Acrobat Reader:

Series 100 - Contracts & Grants

problems/questions about these forms please contact Danielle Curtice

- AG-100 - Transmittal Memorandum
- AG-100CCM - Transmittal Memorandum for the College of Veterinary Medicine
- AG-101 - Restricted Cash Gift Agreement
- AG-102 - Unrestricted Cash Contribution Agreement
- AG-103 - Non-Cash Gift Agreement
- AG-104 - Loan of Animals / Equipment
- AG-105 - Document Review and Approval Sheet
- AG-106 - Independent Contractor Determination/Agreement (Individuals Only not for a Business)
  - Twenty Factors in determining Independent Contractor
- AG-107 - Proprietary Information Agreement
- AG-109 - Land Use Agreement (Extension)
- AG-110 - Testing Agreement
- AG-111 - Indirect Cost Waiver Request - AgriLife Research
- AG-111 - Indirect Cost Waiver Request - Extension
- AG-112 - Interim Account Request
  - Research (TAES) | Extension (TCE)
- AG-113 - Researcher Non-Disclosure Agreement

Series 200 - Fiscal

For problems/questions about these forms please contact Gwen Tucker

- AG-201-PV - Purchase/Travel Voucher Correction Request Form
  - PDF | Excel
  - Insert for Corrections
- AG-201-PAV - Payroll Voucher Correction Request Form
  - PDF | Excel
  - Insert for Corrections
- AG-202 - Check Request
  - PDF | Word Perfect | Word
- AG-203 - Purchase Voucher Cancellation Request
  - PDF | Word Perfect | Word
- AG-204 - Purchase Voucher
- AG-205 - Purchase Voucher and Travel Voucher Approvers Signature Card
- AG-207 - Deposit Form
  - Example (PDF)
  - PDF | Excel | Word
- AG-208 - Vendor ID Set Up Form
  - PDF | Word Perfect | Word
- AG-209A - Request for Accounts Receivable Invoice (Formally FO-2 - Extension Specific)
  - PDF | Word
  - Instructions PDF | Word
- AG-209B - Memorandum - Requests for Accounts Receivable (Extension Specific)
  - PDF | Word
- AG-210 - Deduction from Income - DFI
  - Example (PDF)
  - PDF | Word | Excel
- AG-211 - Deduction from Expenditure - DFE
  - Example (PDF)
  - PDF | Word | Excel
- AG-212 - Wire Transfer (example)
  - PDF | Word
- AG-214 - Petty Cash Count
  - PDF | Word | Example
- AG-215 - Disbursements Transmittal Form
  - Instructions (PDF format)
- AG-216 - Working Fund Reconciliation
  - Excel (Example - Excel format)
- AG-217 - Substitute W-9
- AG-218 - Cardholder Information Security Agreement
- AG-219 - Requests for Accounts Receivable Write Offs
  - Example
  - PDF | Word | Excel
- AG-220 - Drop Box Key Log
- AG-221 - Equity Transfer Request (Conference Services)
- AG-222 - Extension of Credit
  - Example (PDF)
  - PDF | Word
- AG-223A - Credit Card Authorization - Extension
- AG-223B - Credit Card Authorization - Research

Series 300 - Inventory


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<th>Form Number</th>
<th>Description</th>
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<td>AG-300</td>
<td>Capital Outlay</td>
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<td>AG-301</td>
<td>Property Transfer - (print in blue)</td>
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<td>AG-302</td>
<td>Inventory Deletion Request</td>
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<td>AG-303</td>
<td>Request to Sell Inventory - print in yellow</td>
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<td>AG-304</td>
<td>Sales Form - print in yellow</td>
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<td>AG-305</td>
<td>Quarterly Livestock Inventory Report</td>
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<td>AG-306</td>
<td>Request to Demolish Property</td>
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<td>AG-307</td>
<td>Gifts &amp; Reclassifications - print in blue</td>
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<tr>
<td>AG-308</td>
<td>Missing or Stolen Property Report</td>
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<td>AG-309</td>
<td>Summary of Inventory of Supplies and Materials</td>
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<td>AG-310</td>
<td>Summary of Farm Products for Fiscal Year</td>
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<td>AG-311</td>
<td>Texas A&amp;M AgriLIFE Property used away From assigned location</td>
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**Series 400 - Human Resources**

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<td>Statement of Selective Service</td>
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<td>AG-404</td>
<td>Position Authorization/Description</td>
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<td>Instructions</td>
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<td>AG-406</td>
<td>Agrilife Research, Extension, and College Request for Consulting and Outside Professional Employment for Faculty and Extension Agents</td>
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<td>AG-408</td>
<td>Certification and Acknowledgement (Student Employees)</td>
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<td>AG-410</td>
<td>Applicant Flow Report</td>
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<td>AG-411</td>
<td>Request for Leave</td>
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<tr>
<td>AG-412</td>
<td>Recommendations to Hire Applicant (Extension) NOTE: For Non-County Programs Extension Positions.</td>
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<td>AG-413</td>
<td>Workers’ Compensation Injury Report Log</td>
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<tr>
<td>AG-414</td>
<td>Summary and Acknowledgment of Employee Benefits and Responsibilities</td>
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<td>AG-415</td>
<td>Employee Policy/Procedure Acknowledgement</td>
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<td>AG-416</td>
<td>Minors Release</td>
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<td>AG-417</td>
<td>Texas Government Code 556, Political Activity and Texas Government Code 572, Standards of Conduct</td>
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<td>Intergency Employment Verification</td>
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<td>EEG Coordinators for the Agriculture Program</td>
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<td>AG-421</td>
<td>New Employee Processing checklist</td>
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<td>AG-422</td>
<td>Interview Question Guide</td>
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<td>AG-424</td>
<td>Formal Complaint</td>
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<td>AG-425</td>
<td>Voluntary Self Identification, EEO Form</td>
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<td>AG-426</td>
<td>Faculty Development Leave Application</td>
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<td>AG-428</td>
<td>Request for Use of Texas A&amp;M University Agricultural Research and Extension Center Facilities</td>
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<td>AG-430</td>
<td>Flexible Work Schedule Request</td>
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<td>AG-431</td>
<td>Driver History - AG-431 - Deleted</td>
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<td>AG-432</td>
<td>Texas Government Code 556, Political Activity and Texas Government Code 572, Standards of Conduct For County Programs Extension Positions with signature block</td>
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<td>AG-433</td>
<td>Sick Leave Pool Contribution Form</td>
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<td>AG-434</td>
<td>Sick Leave Pool Application to Withdraw Hours</td>
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<td>AG-436</td>
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<td>AG-437</td>
<td>Bank Draft Authorization Agreement</td>
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<td>AG-438</td>
<td>Alternate Work Location Request</td>
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<td>AG-439</td>
<td>Alternate Work Location Agreement</td>
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<td>AG-440</td>
<td>Inventory of Equipment (for Alternate Work Location)</td>
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<td>AG-441</td>
<td>Alternate Work Location Safety Checklist</td>
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<td>AG-452</td>
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For problems/questions about these forms please contact [Gwen Tucker](mailto:Gwen.Tucker@tamu.edu)

For problems/questions about these forms please contact [Bob Hensz](mailto:Bob.Hensz@tamu.edu)
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<td>For problems/questions about these forms please contact <a href="mailto:Bob.Hensz@tamu.edu">Bob Hensz</a></td>
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<td>- AG-501 - Direct Deposit Authorization, Payroll</td>
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<td>- AG-502 - Change of Address, Phone Number, or Name</td>
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<td>- AG-503 - Supplemental Hourly Preparation Report</td>
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<td>- AG-505 - Bi-Weekly Time Report for Non-Exempt Employees</td>
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<td>- AG-509, Agreement for Dual Employment of an Employee Resulting in Multiple Payments</td>
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<td>- AG-510 - Calculation of Lump Sum Annual Leave Payment</td>
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<td>- AG-513 - UIN Manager Application</td>
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<td>- AG-514 - One-Time Communication Equipment Allowance Enrollment Form</td>
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<td>Communication Allowance Procedures</td>
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<td>- AG-515 - Monthly Communication Plan Allowance Enrollment</td>
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<td>- AG-516 - Communication Allowances Certification</td>
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<td>Communication Allowance Procedures</td>
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<th>Series 600 Purchasing</th>
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<td>For problems/questions about these forms please contact <a href="mailto:Gwen.Tucker@tamu.edu">Gwen Tucker</a></td>
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<td>- AG-600 Bid Clauses</td>
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<td>- AG-601 - Sole Source/Proprietary Justification for Commodities Attachment A</td>
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<td>- AG-602 - Sole Source/Proprietary Justification for Services Attachment B</td>
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<td>- AG-603 - Emergency Justification Attachment C</td>
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<td>- AG-604 Printing Bid Request</td>
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<td>- AG-605 Vehicle Replacement Notification</td>
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<td>- AG-606 Conflict of Interest</td>
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<td>- AG-607 Purchasing Card Cardholder Charges/Usage</td>
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<td>- AG-608 Documentation in Lieu of Purchasing Card Receipt</td>
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<td>- AG-609 - Purchase Order Request</td>
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<td>- AG-610 - Departmental Purchase Request</td>
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<td>- AG-613 - Purchasing Card Internal Order Transaction Log (AKA Transaction Log)</td>
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<td>- AG-614 - Reconciliation of Purchasing Card Statement to Internal Order Transaction Log</td>
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<td>- AG-615 - Pathway Net User/Supervisor Statement of Responsibility</td>
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<td>- AG-616 - Purchasing Card Cardholder Application/Approval Form</td>
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<tr>
<td>- AG-617 - Purchasing Card Check Out/Check In Log</td>
</tr>
<tr>
<td>- AG-618 - Certificate of Destroyed/Lost/Stolen Purchasing Card</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Series 700 - Security for Computers</th>
</tr>
</thead>
<tbody>
<tr>
<td>For problems/questions about these forms please contact <a href="mailto:Gwen.Tucker@tamu.edu">Gwen Tucker</a></td>
</tr>
<tr>
<td>- AG-701 - FAMIS Access Request (for AgriLife Research and Extension employees)</td>
</tr>
<tr>
<td>- AG-702 - FAMIS Electronic Office Request</td>
</tr>
<tr>
<td>PDF</td>
</tr>
</tbody>
</table>
Series 800 Travel

For problems/questions about these forms please contact Gwen Tucker

- AG-801 - Travel Voucher
  AG-801 | Instructions | Sample Voucher
  TIP: the back of the voucher for meals and lodging must be completed first and then the total of meals and lodging will automatically be entered on the first page
- AG-802 - Travel Request (Instructions for Completing AG-802)
  PDF | Word
- AG-803 - Chase Corp Card Acknowledgement Form
  PDF | Word
- AG-805 - Unassigned
- AG-806 - Certification Form Contract Travel Vendor Exceptions
- AG-808 - Mileage Log
  PDF, WordPerfect | Word
- AG-809 - Travel Advance Request (print on pink paper)
  PDF | Word
- AG-810 - Multi-Payee Voucher Detail (MVD)
  PDF

Series 900 - General Administration

- AG-901 - Records Destruction Form

For problems/questions about these forms please contact Bob Hensz
The mission of the Texas AgriLife Extension Service, unchanged for almost a century, is to serve Texans through community-based education. Learn More >>

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Community Development

AgriLife News

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Texas drought losses approach $1 billion
Internships offered for Texas college students

Texas A&M AgriLife Employee Directory

Quick Individual Search
Select “Equals” to search for exactly what you entered. Selecting “Like” will search for matches to the name you entered. For example, a “Like” search for “Rob” will yield Robert and Roberta.

First Name
Last Name

Search for Individual  Reset

For updates to your listing please contact the nearest administrative resource in your area or email agdirectory@tamu.edu.

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Livestock
Insects & Pest Management
Field Crops
Lawn & Garden
Environment & Natural Resources
Home & Family
Youth & 4-H
Educational Programs
Grapes & Wine
ORGANIZATION AT IPM PROGRAM LEVEL

Texas A&M University System
Texas Cooperative Extension
District Extension Administrator
Administrator Supervisor

Texas A&M University Systems Ag Departments
Entomology, Soil and Crop Sciences, Plant Pathology and Microbiology, Horticulture, Ag. Economics and Others
Associate Department Heads/Program Leaders
Texas Pest Management Ass’n
Commodity Associations
Local IPM Steering Committee

Regional Program Director
Extension Specialist and County Extension Agent

Department of Entomology
Head and Associate Head

Ipm Program Coordinator
Ipm Program

IPM Extension Agent
Administrative Supervisor
Direct Extension Administrator

Ipm AEnt Demonstration Aides
Scouting Teams
Scout Supervisors
Scouting Teams

Texas Cooperative Extension
Texas A&M University System

Economics and Others
Entomology, Soil and Crop Sciences, Plant Pathology, and Microbiology, Ag.
Department Leaders/Program Heads

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