TO:  State Extension Directors/Administrators
     State Experiment Station Directors/Administrators

FROM: Mitch Geasler, CSREES, Plan of Work Sub-Team Co-Chair
      Paul Rasmussen, Utah Experiment Station Director, Plan of Work
      Sub-Team Co-Chair

SUBJECT: Draft Plan of Work Guidelines

Attached is an October 1 draft of the guidelines for the Plan of Work as mandated by the
Agricultural Research, Extension, and Education Reform Act of 1998. This Draft is a
result of the Sub-Teams’ effort. The Sub-Committee included representatives of ESCOP,
ECOP, ICOP, ACOP, and the 1980s. Other individuals and groups, along with the
Experiment Station Directors at their recent Kansas City meeting, have provided input in
the development of the Plan of Work. This Draft will be discussed with the Extension
Committee on Organization and Policy (ECOP) at its meeting in Denver later this month.
Extension Directors and Administrators are encouraged to refer their questions and/or
concerns to their representatives on ECOP or to either of us as co-chairs of the Plan of
Work Sub-Committee.

After these discussions, we will issue another Draft on or about November 1. That Draft
will be discussed within the partnership through the Land Grant Meetings in Atlanta. At
that time, we plan to publish the Guidelines in the Federal Register for public comment.
The publishing of the Draft Guidelines in the Federal Register is not part of a rule making
process. Instead, it is an effort to give the general public as well as partners another
opportunity for input into the Guidelines.

The development of the Plan of Work Guidelines has been a positive partnership
experience. The Sub-Team, which we Co-Chair and the other Sub-Teams working on
implementation of the legislation, have worked effectively to incorporate the
requirements of the legislation into a set of workable guidelines that allow maximum
flexibility for the Institutions affected. We appreciate the cooperation of all those
involved.

The changes that occur in the attached Draft document have not been reviewed by the
Plan of Work Sub-Committee, but will be subject to their review before the next draft is
completed. If any of you have questions or concerns, please direct them to either of us as Co-Chairs or other members of the working group. We have attached a list of the members of the Sub-Team.

Thanks to all of you for your cooperation.

Attachments

cc:
Colleen Hefferan
Walt Walla
Myron Johnsrud
Dan Rossi
Maureen Kelly
CSREES Executive Council
Plan of Work Sub-Team Members
Sub-Teams Co-Chairs
  George Cooper
  Sharon Anderson
  Alma Hobbs
  Jim Christenson
  Ted Wilson
  Bobby Phillips