

VETERINARY SERVICES PROGRAM AND STATION REVIEWS
- Report Format -

I. GENERAL GUIDELINES

- A. Use grammatically correct, relatively simple English. (Technical terms should be avoided unless they are necessary.)
- B. Be concise, yet clear; not excessively lengthy.
- C. Organize the material so that "the point" can be quickly recognized.
- D. Present all needed factual data and evidence. (Too much data can be as harmful as too little.)
- E. Place an overall emphasis on improvement, rather than on extensive criticism of past mistakes (although occasionally very critical reports are necessary).

II. FORMAT

A. Front Matter

- 1. Cover Page. This page includes the following as a minimum:
 - a. Report's title (e.g., Iowa Pseudorabies) /Program review.
 - b. Names of individuals conducting the review (denote leader).
 - c. Date and location of review.
- 2. Letter of Transmittal. This letter would mention relevant matters such as the organization of the report, what it includes or excludes, or it may include a brief summary of the report.
- 3. Executive Summary. This section of the report should be no longer than one page, if possible. It should include the reason for the review, objectives, methodology, scope, and summary of the findings and recommendations.
- 4. Synopsis of Recommendations. This section provides an easy reference of specific recommendations. "Bullet" phrasing should be used. The recommendations are for specific actions to be taken to solve identified problems. They should be specific and well documented by the evidence presented in the body of the report. Page number citations should be given to refer the reader to the discussion of this finding and the recommendation contained in the Body of the Report.
- 5. Table of Contents (for long reports). This lists the contents of the report and the page number of each section.

B. Report Proper

- 1. Introduction. This provides additional detail on the background, objectives, and methodology.
- 2. Body of the Report. This section should provide full details and explanations of the issues, the data collected, problems identified, and recommendations.
- 3. Conclusion. This provides a short summary of the main points of the report and attempts to relay implications to the reader. This section may not be required, if covered in the Executive Summary.

C. Background Matter

1. Appendixes. These are copies of pertinent documents that support conclusions or recommendations made. (It is optional to include the different reports prepared by team members in this section).

REPORTING FORMAT FOR AREA REVIEW

I.

A.

Summary of Findings

Recommendations

B.

Summary of Findings

Recommendations

C.

Summary of Findings

Recommendations

II.

A.

Summary of Findings

Recommendations

B.

Summary of Findings

Recommendations

REPORTING FORMAT FOR AREA REVIEW -- Sample

VII. Travel

A. Authorizations

Summary of Findings

Travel Authorizations for quarterly travel do not include the purpose of travel description. This is a moot point, however, since this will no longer be required on the revised forms.

Recommendations

None.

B. Vouchers

Summary of Findings

The Area Veterinarian in Charge or whoever is acting in that capacity approves all travel vouchers. This is in compliance with the delegation of authority stated in APHIS Bulletin 91-11, Strengthening Controls on Travel, dated 6/26/91.

A review on the travel vouchers on file for employees revealed numerous minor procedural errors. Some examples are:

Traveler	Dates of Travel	Comments
XXXXXXXX	2/21-3/2/93	Claimed actual subsistence but should be per diem
XXXXXXXX	12/20/91	Not all items completed; i.e., purpose of travel code, 202 #
XXXXXXXX	11/18/91	Section B, Transportation Costs, not completed
XXXXXXXX	10/11/91	Improper completion of per diem information

On many vouchers the required statement certifying personal telephone calls while on official travel is not included.

Any instances noted for the use of POV in lieu of GOV were paid at the correct rate and in accordance with regulations.

Recommendations

Travel vouchers should be reviewed more carefully for compliance with NFC Procedures Manual. APHIS policy and the Federal Travel Regulations do indicate that the approving official for travel vouchers is not to audit the vouchers as this is an NFC function. However, the Area should take care to insure that the general procedures outlined by NFC are adhered to and that required information is complete.

G. Travel Advances

Summary of Findings

There are two outstanding travel advances in the Area and both are within the guidelines prescribed by APHIS.

Recommendations

None.