

**NATIONAL ADVISORY COUNCIL
FOR OFFICE
PROFESSIONALS**

AND

**ORGANIZATIONAL SECRETARIAL
ADVISORY COUNCILS**

ANNUAL REPORT — 2004

Prepared By

**NATIONAL ADVISORY COUNCIL FOR
OFFICE PROFESSIONALS
AGRICULTURAL RESEARCH SERVICE
U.S. DEPARTMENT OF AGRICULTURE**

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EXECUTIVE SUMMARY

Overview:

The Council met in June at Albany, California. At our June meeting the Council hosted the previous Council Members to celebrate their 10 year anniversary and to seek their vision for the future initiatives for Office Professionals. During a breakout session with current and former members, groups were asked to provide their input to two questions: *What do you see the strongest challenges that the ARS Office Professional must meet as we strive to manage and support research in the near future and How can NACOP help prepare the office professional to meet these challenges?* The responses were reviewed and prioritized, defining short and long term goals. Teams were then established implement these ideas. In conjunction with this milestone of NACOP history, a pin was designed commemorating our 10 years and distributed to all ARS Office Professionals. Additionally, a pictorial history book was developed and distributed at the 10 year anniversary.

The Council continued to conduct monthly teleconferences to work on priorities and continued to update the webpage to aid in helping us to become more visible. In addition, the group began to work on the 2006 National Meeting.

Respectfully submitted,

Sherri Buxton, Co-Chair
Debra Duckworth, Co-Chair

**Members of the 2004
National Advisory Council:**

Sherri Buxton, MWA, Co-Chair
Debra Duckworth, SAA, Co-Chair
Barbie Ballengee, PWA, Ex-Officio
Olivia Pedraza, SPA, Recorder
Rhonda Horton, HRD, Technical Advisor
Cathy Lonaberger, OA, Technical Advisor
Terry Henrichs, NAL, Webmaster
Jan Cline, HQ
Sheila Messineo, BA
Louise Dalton, NPA
Debra Duckworth, SAA
Madeline Hall, MSA
Terry Henrichs, NAL
Stephanie Lively, NAA
Olivia Pedraza, SPA
Iris Rosa, HQ
Veronica Cullum, PWA

Former members of the NSAC/NACOSP/NACOP are:

KATHY ARAGON, NPA
MARIA ARCHER, NAL
BRENDA AYSENNE, MSA
PRUNELLA BRANISH, NAA
KAY CARR, SAA
CARMELA CARRICK, HQ
JOYCE CRAIG, HQ
PHYLLIS DAVIS, NAA
TAMMY DURFEE BLAIR, PWA
BRENDA ELSTON, HQ
JANET FERST, HQ
LIBBY FOUSE, PWA
RHEA FRYAR-CALVERT, SPA
NADINE HEIRS, BA
BONNIE INGRAM, MWA
MARCIA JENKINS, MWA
OLGA LEE, NPA
ANGIE MARCHETTI, HQ
ELAINE MCGUIRE, BA
LINDA NEUENHAHN, HQ
JANNETTE SHUFORD-REEVES, NAL
BETTY SIGLER, NPA
MARY SILVA, NAL
FRANKEE SIMPSON, SAA
JOYCE SMITH, NAA
MICHELLE SNOWDEN, HQ
KRISTEN SOTER, BA
QUEEN SPRIGGS, HQ
ANNE STEELE, SPA
CECELIA STORTZUM, TECHNICAL ADVISOR
GENEVIEVE SWARTZBERG, MSA
KATHY TOWNSON, BA
SUE THORNBURG, NPA
RUTH TREAT, SPA
LORI WILSON-VOSS, MWA
TONI WALLS, TECHNICAL ADVISOR
SANDRA WARREN, MSA

NATIONAL ADVISORY COUNCIL FOR OFFICE SUPPORT PROFESSIONALS

ANNUAL MEETING

Date: July 14-18, 2004

Location: Albany, CA

Host: Pacific West Area

FY-04 ACCOMPLISHMENTS

- **NACOP Exhibit/Booth Display**

The NACOP Booth was displayed and brochures given out at the National Administrative Officers Meeting in May, the Administrator's Office, the 10 year Anniversary meeting in California and the MWA Secretarial Conference. A second compact booth was purchased and designed for distribution at local council's activities.

- **Web Page**

The Council continues to update the Web page to keep it current with useful information.

- **NACOP Brochure**

Brochure was reviewed and updated in June, 2004 for dissemination at the various meetings that our Booth was displayed.

- **Expand the Newsletter**

The Council decided to expand the newsletter to include things such as training, tips, new procedures and updates and to encourage the Area Councils to submit articles as well. The newsletter was enhanced and published on a quarterly basis. This was distributed electronically to all Council representatives for distribute in their Area.

- **Orientation Package**

Council updated an orientation package for new members assigned to the Council. This was developed to give the incoming member information on what the Council has been working on prior to them coming on board.

- **Charter**

Council members reviewed and discussed the charter section by section with minor to substantial changes.

Telecommunications & Management Services. Information was gathered and published in the NACOP Newsletter.

- **Quick Reference/Training & Planning Guides**

Both guides have been updated and converted to Web site guides and tools.

- **NACOP 10th Anniversary**
In conjunction with ARS' 50 year anniversary, NACOP hosted a one day meeting will all of the past members to celebrate their 10th Anniversary in coordination with their annual meeting held in Albany, CA, June 2004. NACOP 10th Anniversary pin was designed by the members to commemorate this event and disseminated to all Office Professionals throughout the Agency. During the Anniversary, a breakout session was held with the previous members to solicit their input into future initiatives.

FY-05 GOALS

- **Travel Tips**
The Council decided that they would include a new section in their newsletter highlighting travel tips.
- **Scrapbook**
The scrapbook that was created for the 10 year anniversary will be continuously updated to include pictures from our meetings as well as the National meetings and be posted on the web.
- **Webpage**
Continue to enhance and update our webpage so the information is always current.
- **Newsletter**
The Newsletter will be distributed quarterly and all members will take an active role in contributing relevant articles. It will widely distributed to the Office Professionals as well as RLS, LAO's and members of the Administrators Council.
- **Brochure**
This will continue to be an ongoing effort to promote the Council and will be updated semi-annually.
- **Resource List**
A resource list will be compiled and displayed on the Web. This list will include subject matter experts with their, Name, E-Mail address and phone number so that if you need assistance in completing your daily tasks, you can call on one of these individuals for help.
- **2006 Conference**
Plan and organize the third conference for office professionals.

- **Update the Quick Reference Guide**

This is a list of resources available to the Office Professionals for guidance in completing everyday tasks. We will update this on a yearly basis to assure that it is current.

- **Timeline**

Enhance the current timeline depicting the history of the Council.

SECRETARIAL RECOGNITION PROGRAM

Recipients for 2004 are:

ARS Secretary of the Year 2004:

Name: Stephanie Brennan

Area: Midwest Area

Beltsville (BA) Secretary of the Year:

Name: Wendy Jacobs

Location: Plant Sciences Institute

Name: Elaine McGuire

Location: Beltsville Area Office

Midsouth Area (MSA) Secretary of the Year:

Name: Janell Becker

Location: Southern Regional Research Center, New Orleans, LA

Name: Edye LaBarre

Location: Crop Genetics and production Research Unit, Stoneville, MS

Midwest Area (MWA) Secretary of the Year:

Name: Marcia Ebener

Location: National Center for Agricultural Utilization Research, Peoria, IL

North Atlantic Area (NAA) Secretary of the Year:

Name: None

Location:

Pacific West Area (PWA) Secretary of the Year:

Name: Stefani Morgan

Location: Horticultural Crops Research Laboratory, Corvallis, OR

South Atlantic Area (SAA) Secretary of the Year:

Name: Donna Young

Location: Canal Point, Florida

Southern Plains Area (SPA) Secretary of the Year:

Name: None

Location:

ORGANIZATIONAL SECRETARIAL ADVISORY COUNCILS

Area: *Beltsville*

Current Members:

Mary Dailey, PSI, MPPL (**Senior Co-Chair**)
Jennifer Klemens, Area Director's Office (**Junior Co-Chair**)
Sheila Messineo, BHNRC, FCL (**Technical Advisor**)
Angela Whitman, FMOD (**Co-Recorder**)
Tina Hunter, Area Administrative Office (**Co-Recorder**)
Donna Geiman, ANRI, HRSL
Kate Baker, USNA, FNPRU
Annette Cook, FMOD
Stephanie Lahocki, BHNRC, NDL
Kathleen McCue, Area Director's Office
Linda Nix, BHNRC, CNRG
Zina Owens, PSI, BL
Wendy Jacobs, PSI, Institute Office
Monica Fair, PSI, IBL
Nina Basiliko, ANRI, SASL
Laura O'Hare, ANRI, HRSL

Accomplishments:

Presentation entitled, "How You Can Make a Difference in the Peer Review Process" given by Ms. Marcia Moore, ARS Peer Review Program Coordinator, on February 19, 2004

Distributed pins from the National Advisory Council for Office Professionals to all Beltsville Area administrative support personnel in recognition of *Office Professionals Day* on April 16, 2004

Team Building Luncheon at the Olive Garden on May 6, 2004 in recognition of *Office Professionals Week*; all Beltsville Area administrative support staff were invited; excellent turnout with approximately 35 employees in attendance

Seminar presented by Mr. Dan Thessen, BA Physical Security Officer, and Ms. Sandra Matteson, BA Technology Transfer Assistant, on a wide variety of security issues and on procedures for processing non-federal personnel as well as non-citizen visitors; this seminar, "Unlock the Key to Good Security," was held on September 22, 2004

Team Building meeting at the Whitten Building on November 2, 2004 entitled, "Strengthening BAASAC through the ABC's: Attitude, Balance, and Commitment." Guest speakers were Ms.

Cathy Lonaberger, Secretary for the Administrator's Office, and Ms. Patricia A. Frick, Human Resources Specialist, AFM

Seminar on "Emergency Preparedness and Shelter in the Workplace" given by Ms. Mary Winkler of Safety and Health on November 9, 2004.

Revised the BAASAC Charter; increased the Council membership from 7 to 16.

Goals:

Celebration of BAASAC's 10-Year Anniversary

Working on the Desk Reference

RPES Training for Support Staff

Travel Training

Grants and Agreements Training

Outlook Training

ARMPS Training

Working on "Ask the Expert" for Beltsville Area

Developing a logo for BAASAC (target date of May 2005)

Target date of April 2005 for Web page

Target date of May 2005 for Brochure and 1st issue of newsletter

Secretary of the Year:

Wendy Jacobs of the Plant Sciences Institute and Elaine McGuire of the Beltsville Area Office

HEADQUARTERS ADVISORY COUNCIL FOR OFFICE PROFESSIONALS (AFM/NPS/OA)

Current Members

Everyone in the GS- 318, GS-326, and GS-303 series are members of HACOSP from the following areas: Office of the Administrator; National Program Staff (NPS); Office of International Research Programs; Office of Technology Transfer; Budget and Program Management Staff; Homeland Security; Civil Rights; Information Staff; Office of the Chief Information Officer; Office of Scientific Quality Review; Recruitment Office; Legislative Office, and the Administrative and Financial Management (AFM).

All HACOSP members are invited and encouraged to attend all meeting and events sponsored by HACOSP.

2004 Council Members: Kathleen Townson, Chairperson; Lynn Booker, Co-Chairperson; Charlene Brown, Recorder; Jan Cline and Iris Rosa Technical Advisors.

HACOSP's 2004 Representatives to NACOSP: Iris Rosa, AFM and Jan Cline, NPS.

In accordance to HACOSP by laws HACOSP has two representatives on the National Advisory Council for Office Support Professionals (NACOP): one from AFM and the other from one of the above organizations previously listed.

Accomplishments

HACOSP held its annual meeting on Thursday, August 5, 2004, at 1:30 p.m. at the GWCC, Conference Room 4-2223. Excellent Guest Speaker Patrice Wood from the NPS office support staff.

HACOSP members were introduced to Crystal Lewis the new secretary for the Associate Administrator, ARS, was informed about happening with HACOSP, and met Jan Cline and Iris Rosa NACOP Reps for HACOSP. HACOSP members were encouraged to sign up to work on the WEB-Page and the Brown Bag Lunch Meetings.

On Monday, November 22, 2004, HACOSP provided a questions and answer seminar to all members about training questions they had with guest speaker Linda Mahoney one area covered was eTravel and changes for the upcoming year.

HACOSP continues to update its mailing list to keep the members informed.

Goals

- Continue to provide training and information to all of HACOSP members.
- Continue updating Web Page
- Continue Brown Bag Lunch Training
- Get more people involved in HACOSP
- Try to find out “How HACOSP members can help other HACOSP members.”

HACOSP will continue its objectives to serve the Office of the Administrator in an advisory capacity on new initiatives that impact Headquarters office support personnel. Encourage ongoing communication among office support personnel, NACOP, HACOSP, and the administration, and to advise the Office of the Administrator on matters relating to development, advancement, and recognition of Headquarters office support personnel.

Secretary of the Year

HACOSP does not have a Secretary of the Year Program

MIDSOUTH AREA (MSA)

Members of the 2004 Council included:

Janell Becker, Senior Chair, New Orleans, LA
Telecia Burton, Junior Chair, Oxford, MS
Tammy Dorman, Recorder, Auburn, AL
Kay Bolen, Bowling Green, KY
Janice Boyd, New Orleans, LA
Marlene Coley, Stoneville, MS
Julie Cuevas, Poplarville, MS
Drusilla Fratesi, Stoneville, MS
Linda Fulton, Mississippi State, MS
Sandra Hineman, Baton Rouge, LA
Alice Redditt, Stoneville, MS
Lucienne Savell, Web-Master, Oxford, MS
Emily Willis, Lexington, KY
Madeline Hall, Technical Advisor
Jennifer Roberson, Ex-Officio

Accomplishments

- 2004 was new growth period for the Mid South Area Council. Dr. Deborah Brennan, Associate Area Director, MSA was appointed as the MSACOSP Sponsor.
- Recruited five new members to the Council bringing the 2004 Membership to fifteen. The MSACOP did not have any members rotating off in 2004. Lucienne Savell was recruited as our webmaster.
- Our annual meeting was held at the Southern Regional Research Center, New Orleans, Louisiana, April 27-28, 2004. The meeting enhanced personal and professional growth and the sessions were informative and allowed opportunities to share ideas along with personal experiences.
- The MSACOP Charter was revised and updated to better reflect the needs of our members to more closely resemble that of the National Council. The Charter was approved by all Council members.
- Our Website has been updated and is now available at:
<http://msa.ars.usda.gov/osp/index.htm>.

- A memo was sent to the National Advisory Council for Office Professionals (NACOP) regarding the outdated ARS File Management Manual. The manual, published in 1985, has not be updated in 20 years and has become obsolete with much of today's correspondence being handled through other mediums (e-mail). In response, NACOP formed a task group to look into the issues brought forth to the committee. Since funds are not available at this time, a proposal was made to Mr. Steve Pollard, REE Records Officer, to have the 1985 manual scanned and placed on the Agency's website for users to reference.
- Newsletter is now distributed semi-annually and can be found on our website. Articles of interest include helpful websites, software tips, ARIS info, prioritizing tasks, advice on stress relief, etc.
- Mid South Area Welcome Packet has was revised and updated to include more timely information.

Goals

- Continue to provide a resource for the Area Director and management for matters relating to office professionals (training, networking, mentoring, and recognition).
- Maintain MSACOP website.
- Host MSACOP Annual Meeting in Auburn, Alabama.
- Continue to conduct regular teleconferences.
- Increase visibility and continue to market ourselves.
- Update and modify webpage as needed.
- Council will hold teleconferences on a more regular basis.
- Address requirements and requests from NACOP

Office Professionals of the Year:

Janell Becker (GS-06 and above)
 Program Assistant
 Food & Feed Safety Research Unit
 Southern Regional Research Center
 New Orleans, LA

Edye LaBarre (GS-05 and below)
Office Automation Assistant
Crop Genetics and Production Research Unit
Stoneville, MS

MIDWEST AREA (MWA)

Membership

- Sherri Buxton, Co-Chair and National Council Representative
- Melissa Stiefel, Co-Chair
- Jaci Weese, Recorder/Information Coordinator
- Ginger Walker
- Brittney Mernick
- Debbie Bitner
- Stephanie Brennan
- Sandy Groneberg, Ex-Officio, Web Master
- Heather Lewandowski, Ex-Officio, SOP Editor

Accomplishments

- The PASTG planned and conducted the third MWA Professional Office Support Personnel meeting entitled, “Discover Tools to Build a Better You” that was held October 18-21, 2004, in St. Louis, Missouri. 85 individuals attended from the MWA locations as well as invited guests from NACOP. General session topics included personal safety awareness, Myers-Briggs evaluations, cross-cultural communications, documenting performance accomplishments, foreign travel, and a final motivational presentation. Breakout sessions included topics on ARMPS, correspondence, RPES, Word/Adobe instruction, retirement planning, and the new ARS website format.
- The PASTG has taken a leadership role in creating a Standard Operating Procedures (SOP) manual, a compendium of approved Agency procedures with examples, to assist the Midwest Area secretarial and administrative support staff. The manual is an excellent training tool for recently hired and seasoned support staff, as well as an invaluable resource for new, revised, and current procedures. Other ARS areas regularly use the MWA SOP as a reference tool and have also used it to assist them in developing their own manuals.
- The MWA Mentoring program: The PASTG composed a guide for mentors and appointed experienced mentors for new secretaries in the Area. All new MWA secretaries are assigned a mentor for a minimum of one year although the relationships usually continue beyond that time creating lasting support networks among MWA secretaries. All new support staff are brought into Peoria for training, organized and led by the PASTG. Key Area personnel also meet with the group to provide additional specialized training.
- Temporary Assistance Program: The PASTG temporary support program was organized to provide support to units with secretarial vacancies. This program ensures that management unit offices operate smoothly when a permanent support position is vacated.

The PASTG recruits volunteers from the secretarial team in the Area to serve in administrative assistance roles in the interim. This service has been recognized within the Area as essential to maintaining administrative workflow and research progress. Four PASTG members assisted the Urbana, Illinois location with travel, SCAs, ARS-115s, ARS-425s, and ARS-421s.

- We continue to disseminate quarterly newsletters to all the secretaries in MWA.
- 2003 marked the seventh year of the MWA Secretary of the Year program. Marsha Ebener of the Fermentation Biotechnology Research Unit, Peoria, Illinois was selected as the 2003 MWA Secretary of the Year and was recognized at the MWA Professional Office Support Personnel in October 2004 at the MWA Professional Office Support Personnel Meeting.
- The training scholarship program is continuing to be utilized to a great extent within the Midwest Area. This program provides funding for training from the Area Office allowing employees to benefit from training that may not be possible due to financial constraints within their units. The scholarship application and information is available on the PASTG homepage.

Goals:

- Continue to update the Midwest Area PASTG Home Page and SOP Manual.
- Continue quarterly newsletter.
- Continue Training Scholarship Program.
- Continue Temporary Assistance Program.

NATIONAL AGRICULTURAL LIBRARY (NAL)

The National Agricultural Library (NAL) Support Staff Advisory Council (NALSSAC) continues to work toward its goal of ensuring that NAL has highly skilled professionals working in partnership with management to meet its secretarial and administrative needs.

Council members for 2004:

Maria Archer, Office of Director, Chair
Terry Henrichs, Public Services Division
Helen McAllister, Technical Services Division
Jannette Shuford-Reeves, Office of the Director

Departing Members:

Cruz Angelo, Information Systems Division

Accomplishments

- Continue efforts to develop and update electronic NALSSAC Handbook, to include a myriad of information useful at all levels of office support.
- Continue development of the NALSSAC website linked to the NAL and eventually the ARS websites to encourage better communication between councils.
- Continue the development of a shadowing/mentoring program for new office support professionals at NAL to review in-depth activities at NAL, such as budget procedures, programs and services, etc.
- Continue our tradition of convening quarterly 'working' luncheons to share information with the NAL support staff.

2005 Goals

- Complete design and implementation of electronic handbook.
- Increase membership of the Council with the addition of two more members.
- Review and update Council charter.
- Develop new activities to involve all NAL support staff in NALSSAC.

NORTH ATLANTIC AREA (NAA)

Current Members

Denise Madden, Diane Koch, Joyce Smith, Linda Hopp, Phyllis Davis, Stephanie Lively
(NACOP Representative)

Accomplishments

Utilizing a new Position Description available from Human Resources Division, and reviewed by the local NAA COP, several NAA secretaries were upgraded in their position as secretaries to Program Support Assistants (PSA).

New office support staff continues to be included in an orientation, shadowing and mentoring program which includes a visit to the Area Office in Wyndmoor, PA. Many topics are covered in the 1-week visit with reference material and contact points to be perused/used after the visit.

Outside of formal COP meetings, members are in frequent contact regarding changes in many areas of work, supporting those in field sites, as well as locally.

After developing a new streamlined electronic performance appraisal process, this has been successfully refined to result in a very efficient evaluation method.

The revised criteria for the Office Staff Recognition Award are in place.

Goals

Place the Secretarial Handbook and checklist on the web.

Prepare an agenda for office support staff at the forthcoming NAA Leadership meeting.

Restructure the NAA COP because of loss of membership (retirement), and to better address the current needs and for a fresh perspective.

Secretary of the Year

2004 NAA winner under consideration.

NORTHERN PLAINS AREA (NPA)

The Northern Plains Area Secretarial Advisory Council (NPASAC) consists of the following members:

Diona Austill, Miles City, Montana - Website Master
Louise Dalton, Fort Collins, Colorado - Technical Advisor and NACOP Member
Marsha Grunewald, Manhattan, Kansas - Chair
Sue Hurd, Manhattan, Kansas - Recorder
Cody Jensen, Grand Forks, North Dakota - Secretary Welcome Packet
Olga Lee, Fort Collins, Colorado - Ex-Officio Member
Polly McMichael, Fargo, North Dakota

Accomplishments

- A representative from the Council served on the NPA Leadership Planning Committee and assisted with coordination of the secretarial session.
- The November 2004 version of the NPASAC Quick Reference Guide was up-dated and will be posted on the NPASAC's website.
- The NPASAC met in November 2004. Two council members, Marsha Grunewald and Polly McMichael, rotated off the Council. The two vacancies were filled with Audrey Myers, Mandan, North Dakota, and Jill Miller, Sidney, Montana. Cody Jensen assumed duties as Chair and Sue Hurd will continue as recorder.
- The NPASAC charter was revised and signed by council members.
- The NPASAC website was updated to the new ARS format by Diona Austill and will continue this responsibility.
- NPASAC goals and action items were reviewed and revised.
- Cody Jensen continued to update/revise the New Secretary Packet and distributed it to new NPA secretaries. Audrey Myers will assume this responsibility. On behalf of our Council, Audrey will telephone new secretaries to welcome them prior to sending them a New Secretary Packet.
- Jill Miller will take on the Media Public Relations responsibilities.
- The Resource Assistant List was updated. This listing of secretaries, who voluntarily serve as mentors to other secretaries in specialized areas, is included in the New Secretary Packet and is available to everyone on our Webpage.

Goals

- Increase awareness of NPASAC activities by making personal contact with all new NPA secretaries.
- Maintain/update secretarial resources (i.e., the Quick Reference Guide and webpage) provided by the NPASAC and send a New Secretary Packet to each new NPA secretary.
- Address requirements and requests from NACOP.
- Provide NACOP with information for their quarterly newsletter.
- Provide Council input into the Secretarial Session of the 2005 NPA Leadership Conference.
- New secretary orientation will be conducted in September 2005.
- Jill Miller will periodically submit items on NPASAC activities and Diona Austill will submit helpful tips related to Word/Adobe to the Area Office for inclusion in the Northern Highlights (NPA weekly briefing).
- Annual reports and Secretary Welcome Packets available on the NPASAC website.
- Complete the NPASAC brochure and distribute at the 2005 Leadership Conference.
- Identify and provide Adobe Acrobat resources to secretaries.
- Distribute a mouse pad with the NPASAC logo to all secretaries at the NPA Leadership Conference in April 2005.
- Identify a grammar resource and distribute to secretaries.

Secretary of the Year

- Linda Kelly from the Roman L. Hruska U.S. Meat Animal Research Center in Clay Center, Nebraska received the Secretary of the Year Award. Linda is the secretary to the Center Director.

PACIFIC WEST AREA (PWA)

The PWA Office Support Advisory Council continues to work toward its goal of ensuring that PWA has highly skilled professional office support staff working as part of the location leadership team to meet the program/administrative goals of the Agency. The PWA Council conducted its annual meeting in Pullman, Washington, in April 2004. PWA annual council meetings are held at ARS locations in an effort to network and gather important information from office support personnel in the field.

2004 Council Members and Positions:

Judy Overstreet, Parlier, CA - Senior Co-Chair

Patsy Wood, Pullman, WA - Junior Co-Chair

Deborah Penick, Burns, OR - Recorder

Mary Edwards, Dubois, ID - Information Coordinator

Patricia Frank, Pendleton, OR - Handbook Coordinator

Melanie Wilson, Prosser, WA - Web Page Coordinator

Veronica Cullum, Albany, CA - Technical Advisor/National Council Representative

Dr. Andrew C. Hammond, Albany, CA - PWA Associate Director and
Area Office Advisor/Coordinator

Accomplishments

Updated and distributed PWA Office Support Advisory Council Information Booklets to Research Leaders and new office support employees.

Issued the PWA Office Support Advisory Council newsletter in November 2004. Accomplishments of individual personnel were highlighted, and the 2004 PWA Secretary of the Year was announced. Training and other educational opportunities were announced.

Redesigned the PWA Office Support Advisory Council's website, in accordance with Agency guidelines on website development.

Updated and issued the Pacific West Area Directory on a quarterly basis. The Directory contains contact information and mission statements for all PWA management units.

Secretary of the Year

Stefani Morgan, Horticultural Crops Research Laboratory, Corvallis, OR

SOUTH ATLANTIC AREA (SAA)

The mission of the South Atlantic Area Advisory Council for Office Professionals (SAA-ACOP) is to serve the Office Professional, Research Leaders and Area Management in an advisory capacity. Our goal is to strengthen the professional bond between Office Professionals and management through improved communication, enhanced training, and establishment of a working mentoring and orientation program.

2005 COUNCIL MEMBERS:

Debra Duckworth - Athens, GA - National Technical Advisor
Shelia Jackson - Athens, GA - Chair
Sue Keusch - Ft Lauderdale, FL - Co- Chair
Penny Wilms - Ft. Pierce, FL - Recorder
Donna Young - Canal Point, FL -Historian
Wanda Rohrer - Miami, FL - Information/Training/Webpage Coordinator
Debbie Roland - Dawson, GA - Member 3 Year
George Lee - Brooksville, FL - Member 2 Year
Connie Bryant – Raleigh, NC-Alternate 2 Year

ACCOMPLISHMENTS 2004

- Reimplemented the Mentoring/Orientation Program:
Memo to Debbie Perry requesting we be notified of new office professionals
- Filled vacancies with two new members: George Lee and Connie Bryant. The SAA-ACOP council consists of eight members and the Technical Advisor
- Presented the “2004 Office Professional of the Year Award” - Donna Young, Canal Point, FL
- Drafted “Welcome letter” for all new office support professionals
- Revised and updated the SAA Advisory Council for Office Professionals webpage
- Reviewed and signed 2005 Charter
- Developed the Office Professional Scholarship criteria and application form
- Purchased and developed Presentation Board for Council
- Participated in planning of the 2005 SAA Leadership Program
- Developed a list of names, phone numbers and addresses of SAA ACOP members for distribution to all locations in the South Atlantic Area.

- Revised existing agenda for training & informational meeting for all office professionals this fiscal year.

GOALS: February 2005 - February 2006

- Redesign “It’s Your Turn” - Penny
- Ask for volunteers in “It’s Your Turn” to assist new office professionals with training and information from the field level, pertinent to their jobs
- Update the SAA-ACOP pamphlet for distribution to the South Atlantic area employees
- Receive approval from the SAA Director to hold training for all office professionals in the Area in 2005. The format for the training and agenda has been developed by the Council for approval with the Area.
- Organize a 10 year reunion to include all previous members of the council to be held in conjunction with the 2006 Annual Meeting
- Design a logo for the council

SOUTHERN PLAINS AREA (SPA)

Area: Southern Plains

Current Members:

Karen Wilcox – Chair
Barbara Hodges – Co-Chair
Beverly Tucker – Recorder
Carole Perryman – Training Coordinator
Noelia Martinez – Information Coordinator
Jacque Stone – Member-at-Large
Wanda Paradowski – Permanent Member
Olivia Pedraza – NACOP Representative

Accomplishments:

SPA ACOP Scholarship Program was promoted and made available.
SPA ACOP Shadowing Program was promoted. One application was received.
Networking with other office professionals throughout the Area was promoted.
Teleconferences for all Council members were held quarterly.
Revised SPA ACOP Charter and obtained signatures.
Annual meeting held in Weslaco, TX, in July 2004. Two new members were welcomed – Barbara Hodges and Beverly Tucker.
New display board was purchased and all Council members are submitting ideas for the new display.
A newsletter has been published with good reviews from all. New features/columns were added which provide useful information to all staff.
Established “roles and responsibilities” for all Council positions.
Copies of the SPA ACOP brochure were mailed to all office professionals within the Area.

Goals

Promote SPA ACOP!
Network, network, network!
Provide all SPA office professionals with a CD containing useful travel information and forms.
Update handbook.
Update website.

Secretary of the Year

Nothing to report. Southern Plains Area nominates a secretary of the year every two years.

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