



# NACOP Newsletter

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## Message from the Co-Chairs

By: Barbie Ballengee, PWA  
Sherri Buxton, MWA

Happy Administrative Professionals Day! The National Advisory Council for Office Professionals (NACOP) would like to extend to you their thanks and appreciation for all you do in assisting our Agency in fulfilling its mission. You have a vital role in our organization and we thank you for your efforts. A special pin has been made commemorating the 10-year anniversary of the NACOP. These pins are being distributed to your locations. Please accept this as a token of our appreciation for all you do.



## National Administrative Professionals Week

Article Printed in the: International Association of Administrative Professionals World Headquarters, Kansas City, Missouri  
Ambassadors of Excellence

“Ambassadors of Excellence” is the theme for the 2004 Administrative Professionals Week which will be observed April 18-24,

2004. Administrative Professionals Day is Wednesday, April 21.

Administrative Professionals Week began in 1952 as an effort to honor administrative staff for their efforts and to attract more people to office and administrative careers. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

The idea began with Mary Barrett, president of the National Secretaries Association and C. King Woodbridge, president of Dictaphone Corporation. Together with Harry Klemfuss, public relations account executive at Young & Rubicam, they originated the idea for National Secretaries Week. They successfully campaigned U. S. Secretary of Commerce Charles Sawyer to proclaim the first National Secretaries Week on June 1-7, 1952. Wednesday, June 4 was designated National Secretaries Day. Sawyer, Barrett and Woodbridge participated in ceremonies held in Washington, D. C.

In 1955, the observance date was moved to the last full week in April and in 1981 the name was changed to Professional Secretaries Week and became Administrative Professionals Week in 2000 to encompass the expanding responsibilities

and wide-ranging titles of administrative support staff today.

National Secretaries Week was created with two objectives in mind: to recognize “the secretary, upon whose skills, loyalty, and efficiency the functions of business and government offices depend,” and to call attention “through favorable publicity, the expanding responsibilities and wide-ranging job titles of administrative support staff today.

Today there are more than 4,104,000 administrative assistants and secretaries that work in the United States (U. D. Department of Labor, 2002). More than 184,000 administrative assistant and secretarial positions will be added in the U.S. between 2002-2012, (U.S. Dept. of Labor, 2002)

Today’s administrative professionals display strong business skills while also being masters of office technology. They are ambassadors of excellence to their organizations.



### National Scientific Leadership Conference

By Cathy Lonaberger, OA

About 800 scientists and other ARS personnel convened for a conference on January 21-23, 2004 in New Orleans. The conference was also available via the Web. The conference was designed to encourage a shared, national understanding of the unique role ARS research plays in the agricultural arena as we look forward to a promising future. For more information, visit the ARS home page and click on the 50th anniversary link.



### RPES Submission Changes

By: Brittney Mernick, Midwest Area RPE Staff recently announced new case write-up content policy and submission procedures effective for FY 2005; see the web page at <http://www.afm.ars.usda.gov/rpes/Policies-FY2005.htm>. The new rules will apply to case submission notices issued at the beginning of May.

The text length and other instructions that were previously *guidelines* are now requirements. Area Offices cannot accept case write-ups that are too long, give more information than allowed, or otherwise do not comply with the new rules.

The Midwest Area Office has been experimenting over the last few months, and has found an implementation approach that works. Following are some points that will make the transition easier:

- Adobe Acrobat 6.0!
- A document feeding, two-sided scanner (such as a ScanJet 8250) will save hours of one-page-at-a-time scanning required by a flat-lid scanner.
- Only two exhibits are allowed per *Demonstrated Accomplishment*.
- Only two *Additional Accomplishments* are allowed.
- All accomplishment statements are limited to a half page each--no exceptions!
- Label Factor I-IV file: *B.Mernick Write-up*.
- Many elements and supplements of *Factor IV* have either been changed

or eliminated. Read this section of the new instructions carefully.

- Publications are now divided into two sections: *Peer-Reviewed Publications of Original Research* and *Other Publications*.
- No Abstracts! (Everyone cheer!)
- Create documents in, and make all changes/updates, in an MSWord file, then convert to PDF (files increase in size when changes are made in Adobe Acrobat).
- You can convert your MSWord file to PDF as many times as you need.
- Label exhibits with stickers or typed text *before* scanning.
- Scan the exhibits directly to PDF file. This will eliminate having to paste individual page images into an MSWord document before converting the file to PDF.
- Label exhibit file: *Exhibit 1a, 1b, 2a, etc.*

We found the new Factor I-IV write-up much more concise. It is easier to read and edit for mistakes. Eliminating abstracts saves a lot of proofreading time. Finally, using a document feeding, two-sided scanner means exhibits can be scanned in minutes.

### **Upcoming Training**

By: Stephanie Lively, North Atlantic Area  
**Develop your potential by attending one of this year's major professional events**

Sure, you can choose from dozens of career-development events geared to administrative professionals in 2004. But which ones are truly worth it? Here's some information to help you decide:

**Executaries Forums, scheduled April 19 in San Francisco to year's end**

What they are: An opportunity for ambitious administrative professionals to network and learn from some of the top practitioners in this career track.

Why they're worth it: Detailed advice from people who love what they do and have risen to the top as a result.

Info: [MarcusEvans.com/Executaries](http://MarcusEvans.com/Executaries) or 246-431-1068.

### **Administrative Professionals Day Annual Briefing, April 21, Philadelphia, PA**

What it is: A live satellite broadcast/Webcast featuring top administrative experts (and former Gov. Ann Richards).

Why it's worth it: You can call in or e-mail questions to speakers – plus it's a great way to celebrate your special day.

Info: [FedLearn.com](http://FedLearn.com), 800-243-9799.

### **National Seminars Group conferences, held nationwide on various dates**

What they are: Info-rich regional workshops led by experts with proven successes in this career track.

Why they're worth it: No fewer than three distinct administrative programs offered closer to your home.

Info: [NatSem.com](http://NatSem.com), [snipurl.com/4yg2](http://snipurl.com/4yg2), [snipurl.com/4yg5](http://snipurl.com/4yg5), [snipculr.com/4yg7](http://snipculr.com/4yg7) or 800-258-7246.

### **IAAP's 59th Annual International Conference, Aug. 1-4, Washington DC**

What it is: The premier event of the International Association for Administrative

Professionals (though non-members are welcome).

Why it's worth it: The networking and enthusiasm among members is infectious; seminars are diverse.

Info: [iaap-hq.org](http://iaap-hq.org), 816-891-6600.

### **29th Annual NAESAA Conference, Sept. 16-18, Charleston, SC**

What it is: The main conference of the National Association of Executive Secretaries & Administration Assistants (again, non-members are welcome).

Why it's worth it: Uplifting, useful seminars in historic, charming venue.

Info: [naesaa.com](http://naesaa.com), 703-237-8616.

### **American Management Association's 12th Annual Administrative Professionals Conference, Oct. 18-20, Las Vegas, NV**

What it is: One of the largest, most widely attended conferences for administrative professionals nationwide.

Why it's worth it: There's so much to do and learn, you almost can't decide where to begin – literally.

Info: [www.APCevent.com](http://www.APCevent.com), 800-873-1272.

### **BAASAC Hosts ARS Peer Review Program Coordinator**

By: Jennifer Klemens, Beltsville Area  
On February 19, 2004, the Beltsville Area Administrative Support Advisory Council (BAASAC) hosted Marcia Moore, ARS Peer Review Program Coordinator, to give a presentation to administrative support staff entitled, *How You Can Make a Difference in the Peer Review Process*. The presentation

was very well attended, with over 40 administrative support personnel in attendance.

Jennifer Klemens, Junior Co-chair of the council gave the Welcome. She gave an overview of BAASAC's mission and goals, and she discussed some of its objectives which include the implementation of a website by June 2004 and the planning of a summer 2004 workshop. The introduction of the speaker was done by Dr. Wanda Collins, Director of the Plant Sciences Institute. She addressed the audience on the importance of the Peer Review Process and gave background on Marcia Moore's involvement with the Office of Scientific Quality Review (OSQR).

Marcia then gave an excellent 90-minute presentation on how administrative support staff can best aid in making OSQR process a positive experience for both research personnel and their support staff. She mainly focused on the role which OSQR plays in the peer review process and how the following administrative roles are vital to the process: scheduling and adhering to deadlines, completing ARIS work, formatting prospectuses and plans, and monitoring the development and submission of collaboration letters. There were extensive question/answer sessions both during the presentation and at its conclusion.

In closing, Mary Dailey, BAASAC Senior Co-chair, emphasized to the administrative support staff that BAASAC is here to help and to serve them, and she invited and encouraged them to contact BAASAC with their suggestions, concerns, and ideas as BAASAC is taking a much more proactive role in its interaction with the Area in recent months.