

OSAC Team Letter

Mission of OSAC:

The mission of the Council is to provide tools to ensure that the Pacific West Area has highly skilled office support staff to meet the research goals of the agency.

Goals of the OSAC:

Our goal is to strengthen and improve the professional image of all PWA office support staff through orientation, training, shadowing, and networking.

A message from your Co-Chairs:

Welcome to 2014! Let us roll into the New Year with great attitudes, and outstanding customer service!

Cheryl Borg and Robert Powell

The Council has two primary objectives:

The 1st objective is: *"Improving Communication, awareness and skills among office support staff, and strengthen programs and opportunities for their career development and enhancement."* Our 2nd objective is *"Provide advice and recommendations on agency and PWA policies and programs related to the employment, development, and advancement of office support staff."*



"Together we can do anything"

We always look for better ways to make our jobs easier. If you have a thought/idea, please email one of your council members.

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More information can also be found at:
<http://www.ars.usda.gov/Services/docs.htm?docid=21739>

Foreign National Tracking



First, we would like to “**Welcome**” Rita Keeling, Human Resources and Outreach Coordinator with ARS in Stoneville, MS. Rita will be our “*go to*” person for the tracking of Foreign Nationals.

Mid-Year Reviews



Yes, it will begin soon – Mid-Year Reviews! The REE Performance Management Cycle for Mid-Year reviews are as follows:

February 21 – Maureen Whalen sent an Action Email with Guidance attached.

March 1 – April 15 – Supervisors to conduct Mid-Year review sessions.

April 15 – PWA Deadline for locations to complete their mid-year reviews.

Technology: Transfer

In an effort to track Technology Transfer activities taking place in PWA, each unit is requested to send a monthly Tech Transfer report to the PWA Office of Technology Transfer (OTT). The report should include the date of activity, descriptions of the ARS technology and to whom it was shared. Remember to submit your activity report each month. If you have any questions, please contact Kristin Kimball at Kristin.kimball@ars.usda.gov. “All CRADA’s

and MTRAs are now handled with the OTT.”

Concur Travel System

The implementation of Concur has been postponed until further notice.



New Updates in

Chapter 4C – Incoming Funds has been updated and is posted in the ARIS Online Manual.

ARIS Recent Releases can be found in ARIS under *ARIS Information > What’s New!*

The “Grant Awarded” Incoming Funds field can now be directly modified in the Active File.

Lean Sigma Six – Agreements Process Phase 2-3 is now live. This will streamline the approval process and initiate email notifications for Incoming/Outgoing Agreements.

10 Best Practices for the New & Seasoned Administrative Professionals:

Right out of the gate, the smart, new administrative professional recognized the choice to either follow the crowd or be a Pacesetter, below are the best practices:

1. Be careful about the professional brand that you are developing
2. Know your stuff. Get really good at what you do.
3. Be a lifelong learner. Embrace continuing education and professional development.
4. Read. And keep reading.
5. Join a professional association early in our career.

6. Get connected. Build and nurture your Professional network.
7. Discover the power of a mentor relationship.
8. Learn more about human behavior in a team environment.
9. Document your progress.
10. Be intentional about learning, growing Networking, and getting visible

Best Practices and Lessons Learned:

If you have any best practices or lessons learned that you would like to share, please contact a council member.

Administrative Professionals History:

It was originally organized in 1952 as “National Secretaries Week” by the National Secretaries Association (*now known as the International Association of Administrative Professionals*) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. U.S Secretary of Commerce Charles Sawyer proclaimed the first National Secretaries week June 1-7, 1952.

Administrative Professionals Week:

April 20-26, 2014

Administrative Professionals Day:

April 23, 2014

An Inspirational Quote:

Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.”

(Quote by: Lou Holtz).