

Ongoing Projects for

2013—2014

- Continue to offer training to meet Office Professionals' needs
- Continue recognition of Office Professionals in the MSA
- Establish an ARIS committee to provide guidance on agreements
- Compile and distribute an MSA I15 guide with P&Ps and MSA guidelines to assist Office Professionals with data entry



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Visit the National Advisory Council
at:

www.arsnet.usda.gov/nacop

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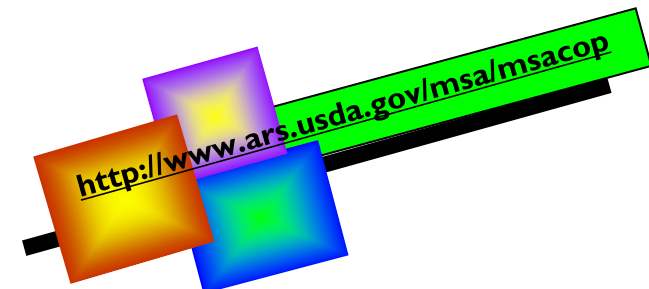
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MSACOP

Mid South Area Council for Office Professionals



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History

The organizational council was formed in accordance with recommendations of the Secretarial Review Task Group in their report, "Stepping Into the Future", in January 1994. The Mid South Area Secretarial Advisory Council was established by Area Director, Dr. Thomas J. Army in May 1996. The Council was charged to serve in an advisory capacity to the Area Director in an effort to address employment, career development and enhancement, training, mentoring, and award/recognition issues affecting secretaries throughout the Mid South Area. The organization's name was changed to the Council for Office Support Professionals in 1999 and then the Mid South Area Council for Office Professionals (MSACOP) in 2004.

Mission

The Mission of the MSACOP is to provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals.

Goal

The goal of the Council is to enhance office professions through training, networking, mentoring, and recognition of office support employees. It is the desire of the Council to work with all levels of management to assure that office support staff are highly skilled and motivated professionals and to assure that the clerical and administrative needs of the Mid South Area and ARS are met.

Objectives

- Welcome and provide basic information to all new program assistants, secretaries and office automation clerks.
- Encourage effective communication among the office support staff.
- Continue mentoring and networking among office support staff for efficient working relationships which can provide assistance and back-up between various offices as needed.
- Keep office support staff informed of new procedures, forms, and systems via website and/or local information meetings.
- Identify and advise the Area Director's Office and all levels of management of matters concerning the office support professionals.
- Identify ways and means to maintain a professional image for the office professional.
- Recommend training needs for office professionals.
- Recommend and promote recognition for office professionals.

Scope of Coverage

The Council will serve as the representative for office support staff in the Mid South Area. This includes employees in the Secretarial Series, GS-318; Office Automation Clerical Series, GS-326; Office Clerk Typist Series, GS-322; and Miscellaneous Clerk and Assistant Series, GS-303.

Accomplishments 2012-2013

- FY 2013 Training Workshop.

Accomplished: 2013 Training Workshop was successfully held in November in Stoneville, Mississippi.

- Western Business Service Center (WBSC) list and MSA Reference List.

Accomplished: These documents were supplied to all Office Professionals.

- Presentation for SY and/or Leadership meeting.

Accomplished: A brief presentation was presented to all participating at the MSA New SY Training in January 2013.

- Continue to offer training to meet Office Professional needs.

Accomplished: Committee supported the planning and execution of the November 2013 Training Workshop.

- Continue recognition of Office Professionals in the MSA.

Accomplished: Regular recognition and highlighting an Office Professional with a "Tag! You are it" format was begun in March 2011. In 2013, twelve Office Professionals were highlighted!