

## NPA New Secretarial Orientation Checklist

### Responsible Area

### Training Activities (Check off as areas are covered)

<b>Director's Office (Olga)</b>	ARS Organization		Congressional Inquiries	
	ARS Correspondence Manual		Media Contacts	
	Files Management Guidebook		ARS Awards Form	
	Secretarial Advisory Councils			
<b>Director's Office (Louise)</b>	T&As (timesheets, leave slips, STAR)		Ethics	
	RPES			
<b>ARIS</b>	Project Statements		Progress Reports (421s)	
	416/417/425/550A		Manuscripts (115s)	
<b>Agreements</b>	Specifics		RSAs	
	Grants			
<b>Budget</b>	Fund Transfers		ARMPS	
	Status of Funds		Government Purchase Card	
<b>Travel</b>	Authorizations/Vouchers		Registration Fees	
	NFC-TRVL		Foreign Travel (FTIS)	
	Bank of America Card			
<b>ADP</b>	Homepages		E-mail	
<b>Procurement</b>	CORs		AD-700s	
<b>Property</b>	Excess Items		Purchasing New Vehicles	
	Transfer of Items		Vehicle Books	
	Inventory			
<b>Personnel</b>	Training Forms		Performance Standards IDPs, Evaluations	
	Personnel Action Forms			
<b>Safety</b>	Employee Assistance Plan (EAP)		Accident Reports	
<b>Engineers</b>	Overview			