

## OSAC Team Letter

### **Mission of OSAC:**

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

### **Goals of the OSAC:**

***“Our goal is to help strengthen our office professionals through teamwork, networking, and mentoring.”***

### **A message from your Senior Co-Chair:**

Wow, where has the year gone? I would like to say “thank you” to everyone for your support and dedication. Keep up the great work!

*Cheryl Borg*

### **The Council has two primary objectives:**

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



***“To all who have served”***

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

Cheryl Borg (*Senior Co-chair*)  
[cheryl.borg@ars.usda.gov](mailto:cheryl.borg@ars.usda.gov)

Vacant (*Junior Co-chair*)  
[@ars.usda.gov](mailto:@ars.usda.gov)

Brooke Bowers (*NACOP Technical Advisor*)  
[brooke.bowers@ars.usda.gov](mailto:brooke.bowers@ars.usda.gov)

Anita Robles (*Information/Reference Coordinator*)  
[anita.robles@ars.usda.gov](mailto:anita.robles@ars.usda.gov)

Christopher Carter (*Webpage Coordinator*)  
[Christopher.carter@ars.usda.gov](mailto:Christopher.carter@ars.usda.gov)

Shawna Vogl (*Webpage Coordinator*)  
[Shawna.vogl@ars.usda.gov](mailto:Shawna.vogl@ars.usda.gov)

Rebecca “Becky” Sloop (*Information/Reference Coordinator*)  
[Rebecca.sloop@ars.usda.gov](mailto:Rebecca.sloop@ars.usda.gov)

Vickie Lutes (*Recorder*)  
[Vickie.lutes@ars.usda.gov](mailto:Vickie.lutes@ars.usda.gov)

*More information can also be found at:*

[http://www.ars.usda.gov/main/site\\_main.htm?modecode=53-00-00-00#](http://www.ars.usda.gov/main/site_main.htm?modecode=53-00-00-00#)  
(under the More arrow)

### ***Next Generation AFM Customer Service Portal***

The next generation AFM Customer Service Portal (AFMCSP), is up and running. Continue to submit Portal Requests for:

Budget  
Engineering  
IT Requests  
Personal Property  
Real Property  
Safety & Health  
Space Management  
Travel Requests

The modules for Human Resources, Acquisitions, and Agreements will be activated after the start of FY15,

### ***Upcoming Training***

**Due December 5, 2014** - "General Security and Situational Awareness" (all Employees)  
**Due January 1, 2015** - "Disability Legislation & Reasonable Accommodation-A Practical Guide."  
**Due February 1, 2015** - "FY2015 USDA Information Security Awareness Training."

### ***How well do you manage your time?***

**Time Management Tips!** (The international Association of Administrative Professionals (IAAP), Martha McCarty, 1996-2014):

We have all fallen victim to the Time Management Monster, a few tips that will help you manage your time:

1. *Keep a to-do-List*
2. *Set personal goals for your self*
3. *Prioritize high to low tasks*
4. *Manage any distractions*

5. *Do not procrastinate*
6. *Don't spend too much time on one thing*
7. *Keep yourself busy*
8. *Learn to multitask*
9. *Take breaks every 45 minutes - it does help!*

*Key Point: When you take the time to manage your time, it will make a huge difference in your productivity – and you'll also be happier, and experience less stress!*

*If you have any helpful tips, please share them!*

### ***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.

### ***An Inspirational Quote:***

Coming together is the Beginning  
Keeping together is Progress  
Working together is Success  
(Quote by: Henry Ford).

### ***Other News and Thoughts:***

Every August, employees at the USDA/Arid-Land Agricultural Research Center remembers a Technician who touched everyone's heart with her amazing personality. She was diagnosed with an aggressive disease that took her way too early. During her last weeks after being confined to a wheelchair, she would wear very colorful socks. The tradition lives on the anniversary of her death, August 1<sup>st</sup> with "Crazy Sock Day"

