

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:

As 2014 winds down, let us reflect on all of our past, present, and future accomplishments? There are not words enough to thank everyone for such wonderful support and dedication in 2014. Let us make 2015 even better!

Cheryl Borg

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.”*



Other News and Thoughts:

“Congratulations” to the National Advisory Council for Office Professionals (NACOP). The council was nominated and won a USDA Cultural Transformation Award for their work in “Talent Management.” An award ceremony will be held in December in Washington, DC, where three NACOP representatives will accept the award on behalf of the council. *Job Well Done!*

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/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. Another module is active:

Budget

Engineering

IT Requests

Personal Property

Real Property

Safety & Health

Space Management

Travel Requests

Acquisition & Agreements (active)

From December 11-19 is a period of testing, where users are asked to use the Portal for both test and legitimate ticket creation & processing, and to provide feedback.

Upcoming Training



Due January 1, 2015 - “Disability Legislation & Reasonable Accommodation-A Practical Guide.”

Due February 1, 2015 – “FY2015 USDA Information Security Awareness Training.”

Holiday Health Safety Tips!:

This time of year is fun and exciting for kids of all ages, below are a few tips to help ensure a Safe and Happy Holiday Season:

1. **Take care of yourself** – This will help manage your emotions during the holidays!
2. **Make a plan to focus on one thing at a time** – Have a strategy to balance the hustle & bustle!
3. **Give to others** – Share your time by serving meals at a local food bank or write a letter to our service men and women!
4. **Keep routines the same** – Stick to schedules to stay consistent!
5. **Spending** – Don’t feel pressured to “overspend”!
6. **Most important of all** – Enjoy the Holidays and do things together as a family!

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:



**The
best gift of all is
the presence of a happy
and healthy family all wrapped
up in each
other!**