



**Janet Steele/Hilo, HI** (OSAC – Member-at-Large)  
Tropical Crop and Commodity Protection  
Research Program Support Assistant (Office  
Automation) [janet.steele@ars.usda.gov](mailto:janet.steele@ars.usda.gov)  
Phone: (808) 959-4301 Fax: (808) 959-5470  
64 NOWELO STREET HILO, HI, 96720

I have been with USDA-ARS-PBARC, Hilo, Hawaii, since October 2004. I started with the Germplasm Unit and then moved to the Tropical Crop and Commodity Protection Research Unit under Dr. Jang. I am a Program Support Assistant. Some of my duties include establishing and monitoring agreements, Assist RL with the ARMPS process, monitor status of funds, prepare travel authorizations and vouchers for the unit, process payroll, prepare and monitor personnel actions. Prior to this, I was with the Department of Interior, Boulder Canyon Operations Office, in Boulder City, Nevada, where I served as the Unit Secretary for 6 years, and the Department of Defense, Naval Telecommunications Station in San Diego, California, Division Secretary for 8 years.

I'm married and have 2 sons, Michael 32, and William 21. We have 4 grandchildren.

My husband and I rescue lost/stray animals. We have a “cattery” that houses 21 cats and a huge pen for dogs (currently 5).