

Lee, Olga

Attachment 1

From: Lee, Olga
Sent: Monday, June 02, 2008 10:45 AM
To: ARS-NPA-5401-RL-ALL; ARS-NPA-5401-RL-SECY-ALL; ARS-NPA-5401-LAO-ALL
Cc: ARS-NPA-5401-AREA-OFFICE-ALL
Subject: FW: ARS Correspondence
Attachments: ARS Correspondence

TO: CDs, RLs, AOs, and Secretaries

Enclosed is a letter from Dr. Knipling's office regarding ARS correspondence and the use of ARS Correspondence Manual 261.2M

The P&P and Manual can be found at the following link: <http://www.afm.ars.usda.gov/ppweb/pplist.htm>

If you have any questions, please don't hesitate to give me a call. Thanks... Olga

cc:
Area Office Employees

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Lee, Olga

From: Lonaberger, Cathy
Sent: Monday, June 02, 2008 8:06 AM
To: Arnold, Michael; Betschart, Antoinette; Blackburn, Will; Bradley, James; Brenner, Rick; Cole, Darrell; Drumm, Sharon; Garbarino, Joe; Hammond, Andrew; Hayes, Jeff; Kappes, Steven; King, Edgar; Klurfeld, David; Knipling, Edward; McClanahan, Melinda; McLellan, Don; Miller Hays, Sandy; Rexroad, Caird; Shafer, Steven; Shaqir, Ibrahim; Spence, Joseph; StJohn, Judy; Swietlik, Dariusz; Upchurch, Dan; Walbridge, Mark; Young, Peter; Baldwin, Danielle; Berry, Patricia; Boyd, Diane; Buxton, Sherri; Duckworth, Debra; Forrest, Janice; Fratesi, Drusilla; Kelly, Jacqueline; Koch, Diane; 'Laird, Veronica'; Lee, Olga; Lewis, Crystal; Lonaberger, Cathy; McCue, Kathy; Neuenhahn, Linda; Redding, Brenda; Reed, Pauline; Richburg, Naomi; Roberts, Sharon; Shuford-Reeves, Jannette; Simmons, Michele; Steele, Anne; Wilburn, Maureen
Cc: Miller, Renee; Shields, Claudette
Subject: ARS Correspondence
Attachments: ARS Correspondence.doc

See attached Word document.

June 2, 2008

SUBJECT: ARS Correspondence

TO: Administrator's Council
Administrator's Council Office Professionals

FROM: Cathy Lonaberger /s/
Executive Assistant

The Administrator's Office receives numerous information copies of correspondence prepared by ARS employees. In recent weeks, it has been noted that the preparers of some of this correspondence are not following ARS and Department correspondence procedures. For example, in addition to grammatical and spelling errors (including Agricultural Research Service), there has been frequent misuse of postal abbreviations for States, incorrect use of memos (internal only) and letters (external only), and other format/style problems.

The ARS Correspondence Manual sets standards of format, appearance, and style. It is available as a P&P on the ARS web site. These established guidelines should be followed by all employees who prepare correspondence, both program and office professionals. It is important that ARS maintain a professional image in both internal and external communications.

Please distribute this communication to your field locations. All of us that serve in roles of office professionals are available to provide additional guidance and assistance on correspondence style procedures when needed.