

NPACOP

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The Council created a listserver to facilitate communications and dialogue within the group. If you have a comment or question for the Council, send it to: NPACOP@ars.usda.gov and all members of the Council will receive the message.



The ARS National Advisory Council for Office Professionals (NACOP) can be found at the following web address:

<http://www.ars.usda.gov/npa/npacop>

The NPA Council of Office Professionals (NPACOP) developed or promoted the following items - look for them in your office!

- NPACOP web site www.ars.usda.gov/npa/npacop
- NPA Quick Reference Guide. Using the Quick Reference Guide developed by the NACOP as the foundation, the NPACOP developed this handy desk reference for various office tasks and responsibilities.
- NPA Resource Assistant List. Developed by the Council as a reference for contacting individuals within the Area on specific tasks.
- Grammar Books. "Action Grammar: Fast, No Hassle Answers on Everyday Usage and Punctuation" by Joanne Feierman has been distributed to all NPA secretaries.