



## PASTG NEWSLETTER

Volume 2, Issue 3



### PASTG ANNUAL MEETING

June 9-13, 1997, in East Lansing, MI. If you have any items of concern, please feel free to contact any task group member.

### TRAINING

Marie Bishop has information on the following from the USDA Graduate School. Self Study Courses Catalog Schedule of Training - Communication, Administration and Business Skills

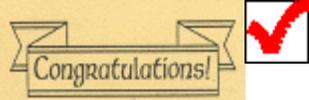
For further information, the USDA Graduate School can be reached on the Internet - <http://grad.usda.gov>

The Midwest training Center classes in Chicago are listed there.

### "Tips for Getting Things Done"

from "Getting Things Done," by Kristine C. Brewer.

1. Use lists - writing things down keeps one organized and reduces worry of forgetting to accomplish something.
2. Maintain a time-management system. The best system allows one to keep lists and notes together with the time-management calendar. Make it a habit to check your calendar every morning and transfer any information to or from the family calendar at home.
3. Set goals and priorities. Write goals down (both long- and short-term) and keep these goals in your time-management organizer. Seeing goals daily helps keep one on track to accomplish the goals, and crossing them off the list makes one feel like progress is being made!
4. Do the worst things first. By doing the worst tasks first, other jobs will go faster. Worrying about a job wastes time; once it is done, it is easy to move on with the less-stressful tasks.
5. Eliminate time-wasters. Know what causes you to waste time and eliminate those things (i.e. Do you make several trips a day to the copy machine or mail room? Try to group things at your desk and make fewer trips. Are you using the most efficient equipment and methods? Do you think about short-cuts that won't affect quality?)
6. Learn how to delegate. Think about things that can be delegated both at work and at home. Don't wait until you need help to build good working relationships with others. Build those relationships daily so that they are in place when you need them.



7. **Learn how to say "No."** Before you agree to do something, consider how it fits with your overall priorities. Gracefully saying "No" may be better than doing a poor job and resenting the time spent on the task.
8. **Organize.** One big time-waster is not being able to find things when you need them. Organize your home and office so that everyone knows where to find things and where to return them.

**Mr. Ronald D. Plattner has replaced Dr. John L. Richard (retired) as the acting Research Leader of the Mycotoxin Research Unit at NCAUR.**

**NCAUR has a new Technology Transfer position in the Center Director's Office. The position was filled by Dr. Andrew Watkins.**

**Deborah K. Bitner is the 1996 Midwest Area Secretary of the Year.**



**To all of you born during January, February, and March. Hope you all have a great Birthday!**

**CHECK THIS...**

**TIPS FOR USING THE NEW WINDOWS VERSION OF RMIS**

**Submitted by Sara Harris, Secretary at NADC in Ames, IA**

**On-screen keys**

**This is the yellow (or other color depending on your windows color settings) set of keys at the bottom of the RMIS screen. They start with DP, then 1-16, and finally H, C, E, and CR.**

**Y Keys**

**For clarification during this column, when I am referring to the keys on the keyboard, I will refer to the "F" key, e.g., F6. When I am referring to the keys at the bottom of the screen, I will refer to them as "Y" keys, e.g., Y8. I hope this will help lessen the confusion.**

**YH Key**

**The Y "H" after the Y16 is the "Home" key. If you are typing the title in the 115 and want to go back to the beginning of the line, use the mouse and click on the Y "H" key.**

**YC Key**

**The Y "C" is the Clear Key. If you enter three digits in the phone number in**

a field and realize that you forgot the area code, use the mouse and click on the Y "C" key and it will clear that field.

### YE Key

Like the YH key, this puts you to the end of a line. Use the mouse and click on the Y "E" key.

### YCR Key

This key is the Carriage Return key. Instead of hitting the [Enter] key on your keyboard, you can use your mouse and click on the Y "CR" key in place of an "Enter."

### Menu Bar

These are the options at the top of the RMIS screen. They are File, Edit, Connections, Scripts, and Defaults. The underlined letter is the one to use if trying to access them using keystrokes, i.e., to open the Defaults option, use the [Alt] key and then press the [L] key.

### Menu Option: FILE

This is where you go to exit RMIS after disconnecting. Use the mouse to click on FILE, then EXIT.

### Menu Options: CONNECTIONS

If you have problems getting into RMIS or get a busy signal, use the mouse to click on CONNECTIONS, then choose REDIAL, or DISCONNECT. Redial will work if you still have a connection with your modem. If it doesn't seem to redial, then do a DISCONNECT. This will mean you will have to CALL. When you click on CALL, it will ask you to pick the calling "file." Use RMIS.COM. Please Note: Normally, when you get into RMIS, it automatically gets this calling file without you having to choose it from the list.

This is also where you go at the end of a RMIS session to disconnect the modem. After doing a #16 Logoff, you must do a CONNECTIONS, DISCONNECT. This releases your modem from the call.

### Menu Option: DEFAULTS

This is where you can change your keyboard. The default keyboard is the 10/12 Function Key option.

You can access different keyboards from the DEFAULT menu. Click on DEFAULTS and the pull down menu will have SETUP KEYBOARD... Click on it and a keyboard Setup window will open with four options: 10/12 Function Key, Wang WLOC, Wang Model 723, and Wang Model 724. Please Note: An optional keyboard for the eight key DOS-like keyboard is not

available. That is where the F keys were used and #16 was [Shift] + F8, #24 was [Ctrl] + F8m and so on.

The 10/12 Function Key option allows the use of the F keys; however, instead of an eight key format, it is a ten key format. That is where #16 is [Shift] + F6, #24 is [Ctrl] + F4, and so on. SHIFT = 10, Ctrl = 20, Alt = 30. This can be confusing at first, but it is one way to use only the F keys for RMIS.

The Wang WLOC option is a little different. It uses the F keys, but it is more random. It uses the F keys for the first 10, then the alt keys for the next 6. WAY CONFUSING! I don't recommend this keyboard.

The last two options do not work with the keyboard. They are only for using with the mouse. If you choose one of these, the F keys do not work at all.

No matter which keyboard setup you choose, the Y keys using the mouse and the [shift] key for the upper 16 will always work. The translation for the Y keys are list below.

Y1 = 1      [Shift] + Y1 = 17

Y2 = 2      [Shift] + Y2 = 18

Y3 = 3      [Shift] + Y3 = 19

Y4 = 4      [Shift] + Y4 = 20

Y5 = 5      [Shift] + Y5 = 21

Y6 = 6      [Shift] + Y6 = 22

Y7 = 7      [Shift] + Y7 = 23

Y8 = 8      [Shift] + Y8 = 24

Y9 = 9      [Shift] + Y9 = 25

Y10 = 10    [Shift] + Y10 = 26

Y11 = 11    [Shift] + Y11 = 27

Y12 = 12    [Shift] + Y12 = 28

**Y13 = 13 [Shift] + Y13 = 29**

**Y14 = 14 [Shift] + Y14 = 30**

**Y15 = 15 [Shift] + Y15 = 31**

**Y16 = 16 [Shift] + Y16 = 32**

### **#31 VsCOM**

**Transferring of ASCII files to the RMIS system and printing 115s, etc. from the RMIS system has changed a little. Choose #31 (either by keyboard or [Shift] + Y15). This will go to the VsCom window with four options and a #16 Return.**

### **#1 SENDING**

- 1. Create the document in WPWIN using Courier New, 12 pt, 0.5 L margin, 0.5 R margin.**
- 2. Save using ASCII DOS Text format to the RMIS default directory - C:\VISCOM\ directory**
- 3. After choosing #31, then #1, the next window will allow you to SELECT your file. Click ACCEPT. Then follow the on-screen directions.**

### **#2 RECEIVING PRINT**

**The next window will bring up a list of the files you have created to print on the bottom half of the screen (below the line). Place the cursor underlining the first letter of the file you want to print. Click on the Y1 Key. Repeat as necessary. When complete, press the [Enter] key or click on the YCR key. Follow the remaining on-line instructions.**

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# National Secretarial Advisory Council News

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Volume 1, Issue 1

September 1997

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## OUR FIRST EDITION

This is the first edition of our newsletter. One of our goals has been to publish a newsletter for ARS secretarial and clerical employees. We hope you like it. Let us hear from you through your Organizational Secretarial Council. Items for inclusion should be sent to: Elaine McGuire, USDA, ARS, Beltsville Area, Building 003, Room 223, BARC-West, Beltsville, MD 20705; Telephone: 301/504-6078; Fax: 301/504-5863; E-mail: mcguiree@ars.usda.gov

## BRIEF BACKGROUND OF NSAC

In 1992 a Secretarial Review Task Group was established to review the current secretarial structure within ARS to identify "key" functions secretaries are performing in support of the ARS mission and to identify suitable incentives (i.e., awards, retention bonuses, etc.) which could be used to reward high-level performance. After reviewing the Task Group's Report, the ARS Acting Administrator established a National Secretarial Advisory Council (NSAC) and charged them to develop a formal

incorporate the defined orientation plan for secretarial employees into the new Employee Orientation Program, and the Human Resources Management Board was tasked to evaluate the recommendation for establishment of a National Secretary of the Year Award, as well as Organizational Secretary of the Year Awards. The formulation of Organizational Secretarial Advisory Councils throughout ARS was also encouraged. NSAC serves the ARS Administrator and management in an advisory capacity on new initiatives which impact employees across the Agency and to enhance the secretarial profession through training, mentoring, and recognition.



## NSAC ANNUAL MEETING

The NSAC's 4th Annual Meeting was held April 29-May 1, 1997, at the Western Regional Research Center in Albany, California. Libby Fouse, NSAC member and Secretary, USDA Horticultural Crops Research Laboratory, Fresno, CA, and Dr.

Andrea Peele and Sherrill Murray, Human Resources Division (HRD), Greenbelt, MD. Andrea provided a training session on building team skills and Sherrill led a meeting on secretarial recognition issues. Reports focused on the Partnership in Excellence Program, Area Organizational Councils, the Clerical REE Program Results Team, and Secretarial Recognition Programs. A prototype of a *Quick Reference Guide for ARS Secretarial/ Clerical Personnel*, was developed during the meeting. This Guide is expected to be published by September 30, 1997. The NSAC met with WRRC secretaries and clerical staff for discussions and toured the Center. FY 98 goals include: development of a homepage, development of a Council newsletter, development of training plans for secretarial/clerical personnel, and completion of the Quick Reference Guide. The 1998 Annual Meeting is set for April 27-May 1, 1998, at the Southern Regional Research Center, New Orleans, Louisiana. Sandra Warren, Mid South Area, will coordinate the meeting.

## REE ESTABLISHES SECRETARIAL COUNCIL

At the 1997 NSAC annual meeting Cecelia Stortzum, ARS Human Resources Division, reported on the recent work of the

Secretarial Training Program and a Mentoring Program for secretarial employees. The Personnel Division, now Human Resources Division (HRD), was instructed to

Antoinette Betschart, Director of WRRC hosted the meeting. Janet Ferst, Secretary to the Administrator, ARS, our newest member, was welcomed to the Council. Guests were

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Research, Education, and Economics (REE) Secretarial and Clerical REE Program Results Team. Cecelia was a member of the program results team. The final report was presented to REE management in a brochure entitled, "No More 'Justa' Secretary." As a result of the report, REE has established a Secretarial and Clerical Coordinating Council. Congratulations to Janet Ferst, Secretary to the Administrator, and to Mary Silva, Secretary to the Director of the National Agricultural Library, who will represent ARS on the REE Council. Cecelia Stortzum and Angie Marchetti organized the first meeting of the REE Council held on June 19, 1997.

**COMPUTER TIPS  
Did You Know...**

In WordPerfect 6.1 you can prevent the occurrence of "widow and orphan" in your document. A widow occurs when the first line of a paragraph appears on the last line of a page. An orphan occurs when the last line of a paragraph appears on the first line of a new page. To prevent these occurrences, (1) Position the insertion point where the widow and orphan protection should begin (usually at the beginning of your document); (2) choose **FORMAT, PAGE, KEEP TEXT TOGETHER** (The Keep Text Together dialog box appears.); (3)

Honor Award for the category, "The Secretary's Award for Support Personnel." The Secretary's Honor Awards are the Department's most prestigious awards recognizing outstanding contributions to agriculture, to the consumers of agricultural products, and to the ability of the Department to serve rural America. The 1997 Honor Awards Ceremony was held on Wednesday, June 11, 1997, at the Andrew Mellon Auditorium in Washington, D.C., with a reception in honor of award recipients immediately following. Ms. Angela V. Marchetti (NSAC Co-Chair) accepted the award on behalf of the Council. In addition, the Council attended a buffet luncheon at the ARS Administrator's Office honoring all ARS honorees. Each member of the council received a certificate signed by Secretary Glickman with the citation "For outstanding efforts to promote professionalism and excellence in the secretarial and clerical occupations in the Agricultural Research Service."

**RESOURCE MATERIAL**

Excellent resource material for secretarial/clerical personnel (your boss might like it too) includes:  
*The Untapped Resource*, by Deana Scott, Personnel Potential

*The Art of Taking Minutes*, by Delores Dochterman; published by Snyder Publishing Company, 15th printing, November 1995; \$21.00.\*

\*Available through Professional Training Associates, 210 Commerce Boulevard, Round Rock, TX 78664-2189; telephone 1-800-424-2112.

For training needs, don't forget NSAC's *Training and Planning Guide for ARS Secretarial/Clerical Personnel* (1996); if you need copies, contact your Organizational Council.

**NSAC Newsletter  
Subcommittee members are:  
Elaine McGuire, Chair,  
Beltsville Area  
Marcia Jenkins, Midwest  
Area  
Joyce Smith, North Atlantic  
Area  
Sandra Warren, Mid South  
Area**

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choose Prevent the first and last lines of paragraphs from being separated across pages; (4) choose OK. Please share your ideas for this column with us.

**NATIONAL SECRETARIAL  
ADVISORY COUNCIL  
RECEIVES USDA HONOR  
AWARD**

The National Secretarial Advisory Council received the 1997 USDA

International, 1459 Eastwood Avenue, Highland Park, IL 60035; telephone 847-831-3325; \$29.95.

*The Gregg Reference Manual, Eighth Edition*, by William A. Sabin; published by McGraw-Hill, 1996; \$24.95.\*

*Telephone Skills from A to Z, The Telephone "Doctor" Phone Book*, by Nancy J. Friedman, published by Crisp Publications, Inc., 1995; \$10.95.\*

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To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, DC, 20250, or call (202)720-7327 (voice) or (202)720-1127 (TDD). USDA is an equal employment opportunity employer."

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