

PASTG News Notes - March 2001

Congratulations, Jean Sparks, MWA Secretary of the Year!

Jean Sparks was announced as MWA Secretary of the Year on March 19, 2001. Jean serves as the secretary and personal assistant to the Research Leader of the Cropping Systems and Water Quality Research Unit in Columbia, Missouri. In addition to her exceptional service to her unit, she was a charter member of the PASTG and continues to serve as a mentor. Jean will be recognized for her accomplishments at Peoria in June.

A Commitment to Administrative Excellence for the 21st Century!

The second MWA meeting for office support professionals will be held June 18-22, 2001, at Stoney Creek Inn, 101 Mariners Way, Peoria, Illinois. Additional information and agenda will be coming in the near future.

Meet Sue Shrou, Extramural Agreements Specialist

The PASTG has decided to feature someone from the Area Office in each of our newsletters. Hopefully this will help all of us to better understand the role that person plays within the Area Office and also make us feel "more connected" to the people who serve us on a daily basis. This issue we are pleased to feature Sue Shrou, Extramural Agreements Specialist.

Sue started working for ARS in 1974 as a GS-2 file clerk, part-time, because there was a hiring freeze for permanent full-time (some things never change). In 1981, after a few details, she was reassigned to the accounting technician in the Budget & Fiscal Office. In 1985, Sue was promoted to the budget analyst position. In 1996, when the contract specialist handling the extramural agreements retired, the work was realigned into the Budget & Fiscal Office and Sue's position. The Area Budget & Fiscal Officer retired in 1997, and Sue said she applied for the position in 1998 with a lot of apprehension, and was promoted. In the beginning of 2000, the Extramural Agreements position under Sue's supervision became vacant. After a lot of soul searching, she weighed the pros and cons and made a decision to change her career ladder once more. Sue transferred into the Extramural Agreements position and remains a section head, now under the Area Administrative Officer. This move has proved to be the right decision, at this time, for both Sue's career and her family.

Sue has a little boy (Zachary) who just turned 9 years old, and two stepdaughters, Loren who is 25, and Lindsay who is 17. Her husband is an electrician and works for Johnson Controls, Inc. Paul works 2nd shift so they basically don't get to see each other until the weekends.

Sue's job as the area extramural agreements specialist consists of the responsibility of management oversight, administration, and execution of the Area's extramural research agreements. This includes a variety of competitive and noncompetitive awards such as the research support agreements, specific cooperative agreements, trust fund and reimbursable cooperative agreements, grants, assistance type cooperative agreements, and memorandums of understanding. She reviews and analyzes the proposed projects to ensure the appropriate award instrument is being used, based on the principle purpose of the research relationship. She negotiates with a wide variety of cooperators to make sure all legal and fiscal requirements

are met to protect the agency's interests.

Sue works on establishing a good rapport with the cooperators' contacts at the beginning of the negotiations to maintain a regular line of communication. This is important to the mutual understandings in the pre-award, administration, and post-award activities. Her contacts can vary in positions from grant specialists, accountants, principal investigators, department heads, program directors, all the way to industrial lawyers. Sue's main contact is first the LAOs, since all awards need to be routed thru their offices.

We wish to thank Sue for her time in providing this information and hope that those "in the field" find these "spot lights" interesting and helpful.

GroupWise Tips by Paula Snell

Did you know that in GroupWise...

- ! you can send a message to an Internet user's address WITHOUT typing "Internet:" or "Mime:" before the address? (This was the prior format but not needed since the last version of GroupWise)
- ! you can view your documents on the first screen? Do this by:
 - " enlarging the mailbox by clicking on the bottom left corner, holding and dragging it out and down
 - " next, click on the icon at the top that shows a split screen and a pair of glasses 
 - " when you highlight incoming messages, you can see it on the bottom half of the screen.
- ! you can right click on the date field and get different options than if you right click on the other field?
 - " One of the options is called Read Later. Select this option to re-highlight a document you want to come back to.
- ! you can change the order of or what is displayed on the Received screen or Address Book by moving objects around on the line above the Received Items or Addresses? For example,
 - " to display the most recent document at the top, right click on Date and select Sort Descending.
 - " to display different fields, point to the line above the received items or Address Book, right click. Select which column you want to add. (If the column is not displayed, click on More Columns which allows the addition of columns that are not displayed.)
 - " to rearrange the fields displayed, point to the field you want to move, hold down on the left mouse key and drag it to the spot on the line you want the field to go. (Don't let go of the left mouse key outside of the gray line or your column will be deleted—so now you know how to remove a column!)

- ! you can also change the way you look up addresses in the address book and make it different than how you type the address on the To line of a message?
 - " To sort on the Address Book by last name, go into the Address Book, move or add Last Name to the first column.
 - " Now when you address a message, the system displays last names when you start typing, but this isn't how you want it...go back into the address book and select View (at the top), then select Name Format, select the choice Show first name, then last name, select OK.

- ! you should add a password? Why?
 - " It prevents other people from reading your email unless you give them proxy rights.
 - " It allows you the ability to read your email through Web Access at mail.mwa.ars.usda.gov.
 - " to add a password,
 - select Tools, Options, Security, Password. If you have never had a password, type one in, then type it second time for confirmation. (If it asks for an old password and you can't remember it, contact Paula Snell to remove it.)
 - You can put a check next to Remember my password and No password required with NDS...however, remember that if you do this, anyone coming to your PC can read your mail whether you are logged in to the network or not!

- ! you should check the Proxy Rights to Minimum User to make sure NOTHING is selected? Otherwise, EVERYONE can proxy to your mailbox without knowing the password!
 - " Select Tools, Options, Security, Proxy Access. In the Access list (about 1/3 way down this screen), highlight Minimum User Access and remove any checks on the bottom part of the screen under Access Rights.

Sources of carbonless paper to use with Informs from Georgetta Stonewall

One of the problems associated with using Informs software concerns needing the signature on multiple copies of the form. Christy Gibson at NCAUR with the help of Janae Lentz and others at NADC have solved our problem by finding a vendor for carbonless paper. The whole ream of paper is carbonless unlike other products we tried which were in sets of 2 or sets of 3. The following information is for your use although you might check with your local printing company as another source. Great for printing training forms, award forms, etc.

Acme Printing Co.
 66 Washington Ave.
 Des Moines, IA 50314
 Phone: 515-244-1723
 Fax: 515-244-0613
 POC: Mike Bruce, 1-877-475-1723

Description: NCR Stock, 8 ½ x 11", No Printing
 Body: 20# White NCR Bond CFB

1 box (10 reams) = \$206.00 The cost of purchasing only one ream possibly would be higher than purchasing a box at a time.

Mentor Program Training Session by Sedina Lowe

Lori Wilson-Voss, Jean Sparks and Sedina Lowe met with Ann Houser from Columbus, OH, Vicki Jones and Jaci Weese from Ames, IA, in early February. We covered such items as Telephone Techniques, procedures for answering the telephone, screening, and routing incoming calls. We also covered Correspondence, using the correspondence handbook, routing procedures, and copies for office use and official use. Also discussed were Performance Appraisals, individual development plans (IDP), setting up Performance Standards - what is critical and what is not, and talked about the Midwest Area Policy on Awards and the Blue Book.

We worked in RMIS and had actual 115's to add into the system. We looked at 425's and 416/417's in RMIS and explained when these were needed and why. In discussing Travel, we talked about all the different arrangements to be made in order for someone to travel including travel authorization forms, airline tickets, hotels, car rentals, advanced funds, registrations fees, and vouchers for reimbursement upon the return of the traveler. Foreign travel was also covered since there are additional steps needed for approval. Timekeeping, RPES, and Procurement Requests were reviewed. There was a lot packed into a few days but the new folks know they can always call their mentor or another Administrative Support person in MWA to answer any questions.

Changing Faces in the MWA:

Sofia M. Basso

Sofia went to work for the Department of Defense in Heidelberg, Germany (her husband was in the military for approximately 27 years) as a secretary in the Host Nations Agreements Section. As her husband's orders moved them around Europe and the United States quite a bit, she kept working on and off, accepting positions mostly in the clerical and secretarial fields. At the same time she volunteered her 'extra' time at various base schools, clinics, hospitals, fund raisers and held a variety of positions on committees. Upon her husband's retirement from the service and our subsequent move to Peoria (his hometown), she resigned from federal service. Her husband George's retirement lasted about 1 ½ years before he went back to work in town. What started out as a six month part-time position with ARS turned into a permanent one and Sofia has been in Peoria for about five years. She predominantly worked in the Procurement/Contracting Office during that time. In January 2001, Sofia was selected for the Purchasing Agent position at NCAUR. Sofia and George have one daughter, a hairdresser who lives in Peoria with her 11 year old son, and one son, who is a Captain in the Army, Chemical Corps, and is presently stationed at Fort Polk, LA, with his wife and 3 year old son.

Ann Houser

Ann Houser began working with the Soil Drainage Research Unit in Columbus, Ohio, in December 2000. She previously served as an Administrative Assistant/Office Manager at the University of Central Florida for 15 years. Ann is the mother of two beautiful daughters. Her hobbies include photography, computer graphics, mountain biking, and hiking.

Pamela Stewart

Pam Stewart, is the newest member of the Administrative Support Team at the National Soil Tilth Laboratory in Ames. She and her husband, Michael, reside in Ames. She was the Office Manager for First Christian Church for 7½ years prior to coming to work for ARS. Prior to that, she was a self-employed cosmetologist for over 25 years. Mike is the Director of Environmental Services at Green Hills Retirement Community. He is also taking classes through DMACC. Pam and Mike have two grown sons, Shawn and Shane.

Shawn and his wife, Karen live in Cedar Rapids. Shawn does research for the University of Iowa Hospitals. Karen is a doctor and has a clinic in Cedar Rapids with several other doctors. Shawn and Karen are both graduates of Drake. Karen, also the University of IA.

Shane and his wife, Jeni live outside of Slater. They have two little boys. Brady is 5 years old and Blake is 1 year old. Shane, who is back in college and going for a teaching degree in math, is in construction. Jeni is a computer programmer. Both Shane and Jeni are graduates of ISU.

Helpful Websites:

FORMS:

ARS WordPerfect Forms:

<http://www.afm.ars.usda.gov/divisions/hrd/hrdhomepage/wpforms.htm>

Paper and Electronic Forms:

<http://www.ars.usda.gov/afm2/divisions/itd/ISB/Forms/forms.htm>

T&A Leave Audit Forms:

<http://www.ars.usda.gov/afm/hrd/hrdhomepage/webforms/auditform.htm>

Electronic Library of GSA Standard and Optional Forms:

<http://hydra.gsa.gov/forms/>

Abbreviations for Canadian Provinces and Territories

The following abbreviations are the proper ones to use for Canadian mail and for FedEx shipments. If you use either FedEx software or FedEx on-line and choose a Canadian destination, it may not let you leave the province field blank.

Alberta	AB
British Columbia	BC
Manitoba	MB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SK
Yukon Territory	YT



Lost and Found

Have you been searching in RMIS to find your 2000 Annual Reports to print an official copy? Well, in case this is something you need to do, here is a tip on how to find them:

- From the front screen, pick "Work 416-425-550-421"
- Then select "Active 416/417 425 550A 421"
- With your cursor on the project for which you wish to print the Annual Report, select "421 Questions."
- At the next screen, put your cursor on the "2000" report and select "Document Print."

In the event that you need to print the annual report for a **CRIS that has been terminated**, you will need to follow slightly different instructions:

- From the front screen, pick "Work 416-425-550-421"
- Then select "Active 416/417 425 550A 421"
- select "search" and make sure all fields are cleared (show a question mark) except your mode code.
- If you only want to display "daddy CRISs," place a "D" in the "project type" field. Likewise, you would put a "T" to show expired trusts, an "S" to show specifics, or an "R" to show reimbursables.
- Press "enter" to show a list of your projects.
- Put your cursor on the project for which you need to print the report.
 - To obtain annual reports through 1997, select "421 data."
 - To obtain annual reports from 1998 to present, select "421 questions."
- At the next screen, put your cursor on the year of the report you need and select "Document Print." This will print out the entire report for that year.

Unfortunately, it appears there is no slick way to "mark" several projects and print them all at once. You will need to select each project separately to see the annual reports for that particular project.

Newsletter Contributions:

This newsletter is put together by the PASTG as a helpful tool for all Support Professionals. Anyone wishing to contribute an article to future issues of NewsNotes should contact any member of the PASTG.

Creative thinking may mean simply the realization that there's no particular virtue in doing things the way they always have been done.

— Rudolf Flesch

PASTG News Notes - July 2001

Meeting for MWA Program Support Personnel

"A Commitment to Excellence for the 21st Century", a meeting for MWA Program Support Personnel was held June 18-22, 2001 at the Stoney Creek Inn, Peoria, IL. This highly successful meeting provided an opportunity for participants to meet with other support personnel in the Midwest Area, to network, and to exchange ideas and information. The breakout sessions allowed the participants to meet Area and Headquarters personnel and to ask questions face to face. Special thanks go to Dr. Hewings, Dr. Cole, Dr. Nelsen, and Diane Strub, for their sponsorship and participation; to speakers: Marilyn Paul, Sue Shrout, JoAnn Giamette, Caryl Romine, Marie Bishop, Paula Snell, Alice McCain, Doris Meinke, Linda Theesfeld, Debbie Bitner, Jan Overton, Deb Agee and Dr. Peter Johnsen from MWA. Additional thanks go to James Bradley, Human Resources Division, Cathy Lonaberger, Secretary to Dr. Horn, Dave Carter, Special Programs and Projects Manager USDA-ARS (AFM), and recently retired Marva Nesbit, for their efforts in making this meeting an enjoyable event. Overall surveys rated the meeting very highly and demonstrated the need for a future meeting.

Changing Faces in the MWA

Lisa Gettinger

Lisa Gettinger is our new Office Automation Assistant. You may remember Lisa from the Program Support Personnel Meeting held in June as one of the Moderators. Lisa recently moved here from Missouri and has a Bachelor's Degree in Business Management. She graduated Magna Cum Laude in 1998 from Southeast Missouri State University. Lisa is newly married and likes to travel back to Ste. Genevieve, Missouri to visit family and friends whenever she can. She enjoys all sorts of outdoor sports, anything from tennis to fishing. She also enjoys reading, baking, decorating, and traveling.

Mike Horn

Mike Horn, Area Budget Technician, MWA has been selected to fill the position of Personnel Assistant for the National Center for Agricultural Utilization Research, Peoria, IL. Mike came to the Center from the Area Budget Technician Position which he had held since August, 1999. Mike started with ARS, December of 1988 after a six year tour with the United States Army. Mike was Supply Sergeant for the 724th Transportation Unit, stationed in Peoria, IL. After leaving the Military, Mike started as the Clerk Typist for the Area Administrative Office. Mike received a promotion to a GS-6 Office Automation Assistant as a result of the diverse nature of his role in assisting with the various sections in Administrative Management. In October of 1994, Mike accepted the position of Secretary, for the Area Administrative Officer which he held until he was selected as the Area Budget Technician in 1999. NCAUR welcomes Mike to his new position.

Melanie Mitchell

Melanie Mitchell graduated from Nevada High School in 1991 and Des Moines Area Community College in 1994 with an AA degree. She then started working at Donnelley Marketing in Ames as

a Client Operations Specialist. She worked there for 6 « years before beginning work in March 2001 as an Office Automation Clerk at the National Soil Tilth Laboratory in Ames, IA. Melanie lives in Nevada, IA and enjoys reading, taking walks and going to movies.

Lisa Roemer

Lisa Roemer is the new Budget Analyst. Lisa has a BA degree and comes from the Small Business Administration in Chicago with an extensive background in budget operations, including utilizing the Federal Financial System (FFS) for the SBA. FFS is the core of the FFIS being implemented throughout ARS this October. Prior to the SBA, Lisa was with the Dept. of Public Works, US Military Academy, West Point, NY and the Financial Management Division, U.S. Army, Heidelberg, Germany. Lisa's husband, Joachim, is a CNA who is working towards a bachelors' degree as an RN. She has 2 children Viktoria and Patric. She likes to travel, read, do artwork, needlework, weaving, and she also collects miniatures.

RMIS Redesign by Georgetta Stonewall

Many people have asked what the status is of the RMIS redesign (now named ARIS). If interested you can check out the RMIS Redesign website at www.npstaff.ars.usda.gov/ars_mis/ or to see the latest recommendations on what changes should be made to the forms in the old RMIS go to www.npstaff.ars.usda.gov/ars_mis/finalrap0301.htm. I especially like the suggestion that has been made for ARS-115s. When you choose the contact person, the rest of the contact information will automatically be imported (phone #, etc.). Another useful suggestion is the ability to save to a folder incomplete entries for later completion. If you read the suggestions that have been made and have one of your own, please feel free to send it to me at stonewal@mail.ncaur.usda.gov.

Brains, like hearts, go where they are appreciated.

-- Robert S. McNamara, former U.S. Secretary of Defense

Suggested Reading Material by Lonajean Strickland

- Healthy Living (A Practical, Inspirational Guide to Creating Balance in Your Life)
Authors: Joan Lunden and Laura Morton
- Time Management From the Inside Out (The Foolproof System for Taking Control of Your Schedule and Your Life)
Author: Julie Morgenstern
- Secrets About Life Every Woman Should Know (Ten Principles for Total Emotional and Spiritual Fulfillment)
Author: Barbara De Angelis, Ph.D.
- Do What You Are * (Myers-Briggs Type Information)
Authors: Paul and Barbara Tieger, 1995, Little Brown & Co.

I have recently read the first three books listed above and would recommend them to anyone who enjoys reading. I thoroughly enjoyed each one and discovered information that I have already or am planning to incorporate into my personal and professional life. We deal with so many variables on a daily basis that I believe it can only help to listen to another's perspective or try to gain new insight in just about every area of our lives. We need to learn to take time for ourselves and relax a little. For those of you who may not get a chance to read any of the above mentioned books I will share with you the ten principles for total emotional and spiritual fulfillment from "Secrets About Life Every Woman Should Know" (this is applicable to everyone, not just women):

Everything You Need to Be Happy Is Inside of You

- . The Purpose of Life Is for You to Grow into the Best Human Being You Can Be
- . Change Is Inevitable, So Stop Resisting and Surrender to Life's Flow
- . All Obstacles Are Lessons in Disguise Honor Them and Learn From Them
- . Your Mind Creates Your Experience of Reality, So Learn to Make Your Mind Your Friend
- . Fear Will Steal Your Aliveness Make Your Courage Bigger Than Your Fear
- . You Must Love Yourself Before You Can Truly Give Love or Receive Love from Anyone Else
- . All Relationships Are Your Mirrors and All People Are Your Teachers
- . True Freedom Comes from How You Respond to Life and Not from What Life Does to You
- . Whatever the Question, Love is the Answer

I have yet to read "Do What You Are" but it was highly recommended to me and it will be the next book I read.

"It is futile to wish for a long life, and then to give so little care to living well."

Thomas A. Kempis

Helpful Websites (ARS RELATED SITES):

ARS Home Page <http://www.ars.usda.gov/>

ARS News and Information <http://www.ars.usda.gov:80/is/np/shopcartintro.html>

CARE (Consolidated Assistance, Review and Evaluation) http://www.afm.ars.usda.gov/about_afm/care/

CRIS Search	http://cris.csrees.usda.gov/menu.html
Employee Express Website	http://www.employeeexpress.gov/emain.htm
Ethics Website	http://www.afm.ars.usda.gov/divisions/hrd/hrdhomepage/ethics/ethics.htm
Human Resources Division Index	http://www.afm.ars.usda.gov/divisions/hrd/hrdhomepage.html
National Advisory Council for Office Support Professionals	http://www.ars.usda.gov/afm/nsac/index.html
National Program Staff Home Page	http://www.nps.ars.usda.gov/
OSQR (Office of Scientific Quality Review)	http://www.osqr.ars.usda.gov/index.htm
Pay Tables	http://www.opm.gov/oca/01TABLES/GSANNUAL/index.htm
Policies and Procedures	http://www.ars.usda.gov/afm2/ppweb/frmain.htm
REE Admin & Fin. Mgmt Site	http://www.afm.ars.usda.gov
RPES (Research Position Evaluation System)	http://www.ars.usda.gov/afm2/divisions/hrd/hrdhomepage/rpes/index.html
Standard Position Descriptions	http://www.afm.ars.usda.gov/divisions/hrd/hrdhomepage/Classification/standardpds.html

Another useful website can be found at www.officialcitysites.org This site lists most cities and their county. If you have a traveler going on a trip and you need to know the county to check for per diem rates this is a good site to use. When the homepage comes up choose "Enter Here" and then

on the next screen you will need to choose "United States." This point is a good place to bookmark for later use as one of your favorites. From this screen you can click on the map and choose the state of the travel location or scroll down and click on the state name you need. Once you are on the screen for that state, scroll down and choose "City-Town-Locality Links." Now choose the first letter for the town you need the county for and then on the next screen scroll down until you find the town. Click on the town and on the next screen you will find the town name, location and county. For all those parents out there please note all the useful information provided concerning the states (population, landmass, rank, governor, state flower, state bird, etc). If you've ever had a child decide at 9pm that they absolutely have to know the state flower of Wyoming by school time tomorrow, you'll appreciate this site for a second reason.

Recipes from Sedina Lowe

PEANUT BUTTER OAT BARS

2/3 cups butter or oleo, melted
1/4 cup peanut butter
1 cup packed brown sugar
1/4 cup light corn syrup
1/4 teaspoon vanilla
4 cups quick-cooking oats
1 cup chopped pecans (optional)

TOPPING:

1 cup chocolate chips
«« cup butterscotch or peanut butter chips
1/3 cup peanut butter

In a mixing bowl, combine butter, peanut butter, brown sugar, corn syrup and vanilla; add oats and then nuts, if desired. Press into a greased 13x9x2" baking pan. Bake at 400 degrees for 12-14 minutes or until edges are golden brown. Cool on wire rack for 5 minutes. Meanwhile, for topping, melt chips and peanut butter in a microwave or saucepan. Stir until blended; spread over warm bars. Cool completely in refrigerator before cutting. Yield 4 dozen.

Note: This recipe does not contain flour.

If you have a recipe that you would like to share, please contact one of the PASTG members with the information.

PASTG News Notes - December 2001

ARIS Update ... contributed by Lori Wilson-Voss

Rhea Fryar (from Lubbock, Texas) and I have been testing the ARIS (Agricultural Research Information System) program for several weeks. The Program Analysts began their testing the middle of November. I personally think everyone will be quite pleased with all the features the new program offers. It has drop down menus, cut and paste capability (no more file transfers!), improved search tables **AND** no more function keys!!! The program is now web based. With ARIS it won't be necessary to set up specific printers in order to print our work. ARIS contains all the information currently available through RMIS. The processes of entering and retrieving the information will just be easier! It is definitely a more user-friendly program than the current RMIS program.

As with any new program there are "kinks" that still must be worked out before it is deployed to the field. Be assured though Karen Kinney and her group are steadily working on these so things are working more smoothly before everyone starts using ARIS.

If everything goes according to schedule ARIS will deploy sometime towards the end of January/beginning of February. Marilyn Paul will keep us informed as to what she has planned for training everyone on ARIS.

What to do if you lose your purse or wallet ... contributed by Georgetta Stonewall

We've all heard horror stories about fraud that's committed using your name, address, SS#, credit, etc. But here's some critical information to limit the damage in case this happens to you or someone you know. As everyone always advises, cancel your credit cards immediately, but the key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them easily. File a police report immediately in the jurisdiction where it was stolen, this proves to credit providers you were diligent, and is a first step toward an investigation (if there ever is one).

But here's what is perhaps most important: - **Call the three national credit reporting organizations immediately to place a fraud alert on your name and SS#.** The alert means any company that checks your credit knows your information was stolen and they have to contact you by phone to authorize new credit.

The numbers are:

Equifax: 1-800-525-6285

Experian (formerly TRW): 1-888-397-3742

Trans Union: 1-800-680-7289

Social Security Administration (fraud line): 1-800-269-0271

We pass along jokes; we pass along just about everything. Do think about passing this information along.

It could really help someone.

Dr. Horn visits Ames

The Ames Locations were honored to have a visit from Dr. Floyd Horn, ARS Administrator, on October 16, 2001. Dr. Horn was given a tour of the National Animal Disease Center, the National Soil Tilth Laboratory, the Swine Odor and Manure Management Research Unit, and visited with the Research Leaders from the Plant Introduction and Corn Insects and Crop Genetics Research Units. Dr. Horn was in Iowa to attend the World Food Prize International Symposium which was being held in Des Moines, Iowa.

Changing Faces in the MWA

Judy Shoen

In August, Judy Shoen began work at the Corn Insects and Crop Genetics Research Unit on the Iowa State University campus in Ames, Iowa. She replaces Nancy Gallagher as the secretary for Les Lewis. Some of you may remember her from the nine years when she worked at the National Soil Tilth Laboratory. Judy's hometown is Cambridge, Iowa. She is married with two grown children, one of whom is married and the other one is engaged. Her main interest outside of work is camping. She is very happy to be back with ARS and working with Les and all the great people in her unit.

September 11th

The following poems were written for an English assignment by sophomore students at North Polk High School in Alleman, Iowa.

National Tragedy

A normal day
People hard at work
Or on their way.
Above two enormous towers
A passenger jet soars through the sky
Slicing the wind with giant wings
Turning sharply
It speeds straight for the towers
Filled with thousands of unsuspecting
people
Hard at work
Totally clueless about.....
The jet
Cutting right through the tower
Shooting out the other side

When
It explodes
Along with people's hopes, dreams,
friends,
and family.
People scream and cry,
But that can't undo what just happened.
The United States of America
Will never be the same.
This is a national tragedy.

I Never Thought

Too awful to watch.
Too awful to see.
As I watch the television
I think.
It happened to others,
They could have been me.
The falling ash is like fireworks.
The metal, concrete, and papers,
they lie crushed and twisted
spilling out into the street
and crushing the rescuers.
The people are screaming.
In the screams, I hear the
pain, the fear, and the uncertainty.
They are running from the thick
gray cloud
that rushes down the street.
On Monday war was far away.
It never could have happened here.
That's what I thought,
until now....
What once was far away,
is now much too near.
I never thought it would happen here.

America Attacked

I can hardly stand to watch the TV and I can hardly look away.
I can't believe that America was attacked today.
Dust blankets people, some covered with blood,
Walking talking statues, where did they come from?
Some in uniforms, some in suits and ties,
One high heeled shoe lying off to the side.
Another ground shaking explosion. Will this ever stop?
Gray smoke billowing down the street, rising to the rooftops.
The statues turn to run, then disappear in seconds,
Swallowed by a monster cloud of ash.
It's terrible to think about.....
Today it rained paper confetti, but who is celebrating?
Not me.....

ALL IN ONE HOUR

The look of terror in their eyes,
Crying babies,
Dazed tourists,
No one knows what has just happened.
Everyone stands still, lifeless, as the
planes tear into the towers.
No one knows what to think or do.
All in one hour, the U.S. stops.
All in one hour,
The unthinkable has happened.
All in one hour
Our lives have changed forever.

Let us begin anew, remembering on both sides that civility is not a sign of weakness, that sincerity is always subject to proof. Let us never negotiate out of fear. But let us never fear to negotiate.

- John F. Kennedy

Even if I knew that tomorrow the world would go to pieces, I would still plant my apple tree.

- Martin Luther

Helpful Websites

GOVERNMENT:

Federal Register	http://www.access.gpo.gov/nara/#fr
GSA Home Page	http://www.GSA.gov/Portal/main.jsp?tab=home
US Government Printing Office	http://www.access.gpo.gov/

NATIONAL FINANCE CENTER SITES:

NFC Home page	http://www.nfc.usda.gov
NFC Publications and Forms	http://dab.nfc.usda.gov/pubs/na-pubsmain.html

FILES, RETENTION AND DISPOSITION

It's that time of year ... time to clean out old files and start over! Here is a helpful reminder from the PASTG SOP on what to keep and what to discard or destroy ...

BUDGET -- Current plus 5 years (in case of 5-year review)
ANNUAL REPORTS AND PLANS -- Current plus 5 years (in case of 5-year review)
STATUS OF FUNDS -- Current plus 2 years
PURCHASE ORDERS -- Current plus 2 years
PATENT INFORMATION -- Current plus 5 years
T&As, Hard Copy -- Current plus 6 years (including backup documentation; e.g., leave slips)
T&As, Disk Copy -- 26 Pay Periods
TRAVEL (DOMESTIC)-- Current plus 6 years
TRAVEL (FOREIGN) -- Current plus 6 years
TRAVEL AUTHORIZATIONS -- Current plus 6 years
TRAVEL VOUCHERS -- Current plus 6 years
TRAINING FORMS -- Current plus 3 years
CORRESPONDENCE -- Current plus 5 years
115's -- Current plus three years (provided they've been published)
425's -- Current plus five years (funded or unfunded)
PCMS Documentation -- Purchase Under \$2500 -- Three years from date of purchase
PCMS Documentation -- Purchase Over \$2500 -- Current plus six years
Throw nothing away on program agreements, projects (active or inactive), etc.

Recipes

BROCCOLI DIP from Sedina Lowe

1 package frozen broccoli, thaw in microwave and drain well
8 oz. cream cheese, room temperature, or soften in microwave
1 can cream of mushroom soup
1/4 tsp. garlic powder
1 cup shredded cheese (cheddar or hot pepper)

Mix all ingredients together and place in oven proof bowl.
Sprinkle ½ to 1 cup cheese on top also.
Bake at 350 degrees for 20 minutes or until bubbly.
Serve with crackers or favorite chip.

Pecan Sticky Buns from Heather Pace

1 bag of 36 frozen dinner rolls
Pecans
Stick and ½ of butter
½ cup brown sugar
cinnamon to taste

1 package butterscotch pudding (not instant)

Butter bottom and sides of cake pan. Put pecan pieces in bottom of pan. Place frozen rolls on top of pecans. Sprinkle butterscotch pudding on top of rolls. Melt butter in microwave. Add brown sugar and cinnamon. Pour over top of rolls. Cover top tightly with foil. Let sit overnight on the counter (not in the refrigerator). Bake uncovered, 20-25 minutes at 350 degrees. Turn out onto a large cookie sheet and enjoy!



Make a Snowman Ornament with Your Kids over the Holidays.

This cute little snowman needs the following supplies:

1 used light bulb

Tape adhesive (putty like substance used to hang things on walls)

White primer spray paint

White snow sparkle paint

Red or green paint for the "hat"

White pipe cleaner

Ribbon for a "Scarf"

Black beads, sequins or snaps for the eyes

Tooth pick painted orange for the nose

White pompom for the hat

Wreath, bell, gift, broom or something for the snowman to hold.

Decorative string to hang the ornament.

These supplies can all be purchased at a craft store. Beginning with the light bulb, attach the "arms," after shaping your tape adhesive to be rounded by the "hands." Spray the bulb with a white primer spray and let dry. Paint again with the white snow sparkle paint and let dry. Paint the bulb base with red or green for the hat. Glue a strip of white pipe cleaner around the edge of the "hat." A glue gun works well for gluing the accessories. This snowman has snaps for the eyes, but you may also use black beads or sequins. Paint the end of a toothpick orange for the nose and glue. Add a pom pom on top of the "hat" with a decorative string coming from the base of the pom pom so that you can hang the snowman on a tree. You may find wreaths, brooms, gifts, bells etc in craft stores to make each snowman unique. Add a ribbon that looks "scarf-like," or you can crochet a small scarf with some of your left-over crochet thread. Using different size light bulbs can give you a whole family of snowmen. Have fun!

If you have a something that you would like to share in the newsletter, please contact one of the PASTG members with the information.