



### NEWS FROM THE CO-CHAIRS

Since our last newsletter (July 18, 2005), the Area Office personnel has experienced some personnel changes. In August, **Lori Wilson-Voss** was selected for the Area Program Analyst position. The last day of October marked the start date for both **Lisa Gettinger** and **JoAnn Volk** as MWA Budget Analyst and Administrative Support Assistant, respectively. In December, **Wayne Myers** began as the Area Engineer and in February, **Kit Mernick** was selected for the Area Transportation Assistant position. Best wishes to all of you in your new positions!

The PASTG Standard Operating Procedures (SOP) Manual has been recently updated and is available on the PASTG website. A special thanks goes out to Sedina Lowe and Kit Mernick for taking time out to review SOP chapters and forward corrections to the SOP editor. Thank you for your efforts!

### CHANGING FACES

**Marci Bushman** (Ames, IA) is the new Office Automation Secretary for the North Central Regional Plant Introduction Station in Ames, IA. She previously worked in the Main Office in Agronomy Hall at Iowa State University for over three years. She, her husband and their three young children enjoy animals, the outdoors and riding ATVs. She also enjoys spending time with her extended family and friends.



**Gaile Beckstead Saxton** (Ames, IA) works as a Secretary/OA at the Animal Disease Center. She grew up in Preston, Idaho, on a farm and graduated from Brigham Young University in Provo, Utah, with a degree in business education. She has a husband, Steve, and two sons, Jon (21), and Matthew (14). She loves quilting, stamping, cooking, and biking. She has worked as a legal secretary, bank secretary and administrative officer at the Iowa Veterans Home.



**Vicki Jones** (Ames, IA) currently serves as Program Support Assistant to the Deputy Director at the National Animal Disease Center. She began her career with ARS in 1992 as an office automation clerk at the National Soil Tilth Laboratory in Ames, IA and transferred to fill the position of Secretary for the Bacterial Diseases of Livestock Research Unit at the National Animal Disease Center in 2000. She transferred to her current position in 2005. Her previous federal service included clerical positions with the U.S. Army Child Development Services at Picatinny Arsenal, NJ, and the Surgical Clinic at Womack Army Medical Center in Ft. Bragg, NC.



**Linda Miller** (Ames, IA) serves as secretary to the Pre-Harvest Food and Enteric Diseases Research Unit, National Animal Disease Center. Linda started at the NADC in 1991 as secretary to the Facilities Engineering and Management Unit. In 2000 Linda became secretary for the Environmental Health and Safety Unit and Microscopy and Lab Resources Unit.



*Changing Faces continued...*

**Stacey Winter** (Ames, IA) is the Secretary for the Respiratory Diseases of Livestock Research Unit at the National Animal Disease Center. She started with ARS in August 2000 as an office automation clerk with the Plant Introduction Research Unit and has just recently transferred to NADC. She attended the Des Moines Area Community College and received her AA in Office Technology. In her spare time she enjoys traveling, shopping, and spending time with family and friends.



**Carla Ihle** (Ames, IA) started at National Animal Disease Center on June 13, 2005 as an Office Automation Clerk for the Virus and Prion Diseases of Livestock Research Unit and the Director's Office. She previously worked at Principal Financial Group in Des Moines, Iowa for 24 years as an Administrative Assistant 3 and moved to Huxley in November, 2003, when she recently re-married. She loves to cook and bake, especially bake. Over the last few years she has collected over 1,000 pigs (clothes, jewelry, mailbox, carousel, lamp, phone, clocks, dishes, knick knacks, etc). There was a write up about her pig collection in the Des Moines Register in 2001.



**Doris Barnes** (Ames, IA) was born in Washington, D.C., and lived in many different states, through 14 moves, with her husband's federal career. Serving over 10 years as a secretary in the private sector and 11 years in various federal agencies, she now applies a variety of experience to the assistant position in facilities engineering at NADC. Prior to ARS, Doris worked as a laboratory control assistant for APHIS in the Diagnostic Virology Laboratory of NVSL, Ames. Her federal service began in Lincoln, Nebraska at the VA Hospital transcription unit and advanced to a statistical assistant position with NASS. After



relocating to Madison, Wisconsin, she served as a research unit secretary at USDA Forest Products Laboratory and before moving to Iowa, transferred for a promotion to assist the state administrative offices of NRCS. With three grown children, her current interests include lifelong learning, computer applications, landscaping, decorating and real estate.

**Michael Goggil** (Peoria, IL) is an Office Automation Assistant supporting the staff in the Midwest Area Administrative Office. He assists the Contracting specialists, the Budget & Fiscal office, the Area Director Secretary staff, the Safety and Environmental offices, the HR office and the other staff sections that support the ARS MWA as a whole. He joined the team in the MWA office in May 2005. Prior to this position he was a contract employee at State Farm Insurance in Bloomington for over three years where he was part of a team that kept over 30,000 servers updated with the latest operating systems. He retired from the U.S. Army in August 2001 after 20 ½ years in the Signal Corps as a Satellite systems equipment repairer and Information Management Officer for over 10 of his 20+ years. He is a native of Peoria, has a 13 year old son and he and his wife just celebrated their 35th anniversary. His hobbies include attempting to fix anything that is broken, stargazing with his son, and working on an autobiography of sorts.



**Jenny Moses** (Peoria, IL) is the Secretary (OA) for the Cereal Products and Food Science Research Unit at the National Center for Agricultural Utilization Research. Her previous employment in Peoria, IL, includes working for the National Labor Relations Board as a legal secretary, Prometric Testing Center as a Test Center Administrator, and Maui Jim Sunglasses in the Customer Service Department. She has an Associates degree in Office Careers.



*Changing Faces continued on page 3*

*Changing Faces continued...*

She is originally from the Quad Cities and worked as an Industrial Seamstress for three years before taking an internship in the Civilian Personnel Department at the US Army Rock Island Arsenal. Her husband Mike is a Six Sigma Black Belt Engineer at Caterpillar Inc. in Mossville, IL.

## FEDERAL WOMAN’S PROGRAM

*By Stephanie Brennan, West Lafayette, IN*

In October 1967, President Lyndon B. Johnson signed Executive Order 11375 which allowed the Federal Woman's Program (FWP) to be established. An interest in this program was shown at the West Lafayette location and the first organizational meeting was held on October 3<sup>rd</sup>, 2005. A “make your own taco” lunch was provided and the objective of the first meeting was to make plans for the future of the West Lafayette Federal Woman’s Program. Future speakers were discussed as well as the frequency of the meetings to be held. The meeting was attended by 23 women and was a big success. The future of women in ARS depends on many factors, one of which is the camaraderie and support the individual feels while working. Additionally, insights generated by this program have the potential to improve professional relationships within units by improved understanding and communications. The Federal Woman’s Program is a viable source for this and everyone should be encouraged to start a program within their area.

## HELPFUL HINTS

### Adobe Acrobat Bookmarks

To create a bookmark in an Adobe document:

- 1) Open the document.
- 2) Click on the BOOKMARKS tab on the left side of the screen. A new window will open on the left side of the document itself. You may choose one of two options to add a bookmark: click on the small book icon at the top of the window OR click the OPTIONS dropdown menu and select NEW BOOKMARK.
- 3) Type in the title of your bookmark and then type the ENTER key.

- 4) Page forward in the document to find the next place you would like to put a bookmark and then repeat steps 2 and 3.

To delete a book mark:

- 1) Click on (highlight) the bookmark you wish to delete.
- 2) You may do one of two options to delete a bookmark: click on the small trash can at the top of the window OR click the OPTIONS dropdown menu and select DELETE BOOKMARK(S).

### Adobe Acrobat Page Numbers

To add page numbers to an Adobe document:

- 1) Open the document.
- 2) Click on DOCUMENT; select ADD HEADERS AND FOOTERS.
- 3) Since pages numbers are being added, select the FOOTER tab.
- 4) The PAGE OPTION box enables numbering to be either on all pages or on a range of pages.
- 5) The FONT can also be changed to match the font of the document.
- 6) The INSERT PAGE NUMBER box enables the user to select they style of page numbering.
- 7) After these options have been selected, click the cursor to one of the three boxes at the top to determine the location of the page numbers (left, middle, or right).
- 8) When the cursor is in place, click the INSERT option under the INSERT PAGE NUMBER box.
- 9) Select PREVIEW (bottom RH corner) for a glimpse of the end product.
- 10) Click OK to add page numbers. If changes are needed after this process has been completed, the steps can be repeated. After the new changes have been made, a confirmation message box will appear. Select OK to accept changes.

### PASTG Committee Members

Sherri Buxton.....sbuxton@mwa.ars.usda.gov  
 Missy Stiefel.....stiefelm@msu.edu  
 Brittney Mernick.....mernick@ncaur.usda.gov  
 Ginger Walker.....walke019@tc.umn.edu  
 Jaci Weese.....weese@nsric.ars.usda.gov  
 Heather Lewandowski.....lewandowskih@missouri.edu  
 Karen Burianek.....kburiane@nadc.ars.usda.gov  
 Stephanie Brennan.....sbrennan@purdue.edu

[www.arsnet.usda.gov/pastg/](http://www.arsnet.usda.gov/pastg/)



## NEW DIRECTOR IN AMES, IA

Dr. Kurt Zuelke was recently appointed Director of the National Animal Disease Center in Ames, IA. Born in Milwaukee, WI, and raised in Wisconsin Rapids, Dr. Zuelke's interest in large animal veterinary medicine developed while he worked on his grandfather's farm.



He completed his undergraduate work in animal science and pre-vet medicine at the University of Wisconsin in River Falls in 1984, graduated with a D.V.M. from the University of Minnesota, St. Paul, Minnesota, in 1988, went on to get a Ph.D. in Physiology from the University of Georgia in 1992, and completed a post doc in toxicology and developmental biology at the University of North Carolina in Chapel Hill in 1995.

His first "real" job was as a Research Scientist and Department Head with the Victorian Institute of Animal Science in Melbourne, Australia. The team he led worked on developing genetically-engineered cattle that produced more protein in their milk and partnering with two other research teams, produced the first transgenic cloned calf in Australia.

Following a desire to be involved in both management and research, Dr. Zuelke returned to the United States in 2001 to work in Beltsville, Maryland, at the Animal Natural Resources Institute

as a research leader of the Germplasm and Gamete Physiology Laboratory.

He completed the USDA SES Candidate Development Program in 2004 and was selected to represent USDA on the President's National Science and Technology Council for agricultural, biotechnology, and life science related issues for the past year.

In addition to wanting to return to the Midwest to be closer to family, Dr. Zuelke was drawn to the NADC because of opportunities to redefine and progress animal health, vet research, and to participate in the completion of construction of the new National Centers for Animal Health.

Dr. Zuelke sees the two biggest challenges facing NADC to be completion of the Ames modernization and construction of new facilities and building and growing a research program that matches the caliber of the facilities being built. Looking to the future, "we need to build an inter-agency (APHIS-ARS) partnership to create the National Centers for Animal Health and establish ourselves as the premier animal health research facility in the world."

When asked about being back in the Midwest, Dr. Zuelke responded "I can honestly say my quality of life has improved, I fight less traffic, have friendly neighbors, and am anxiously awaiting an invite to go pheasant hunting this fall."

Dr. Zuelke is married to his college sweetheart Deb and lives in Johnston, Iowa. He enjoys hunting, weight lifting, cooking, wine collecting, and participating in the ultimate applied science experiment--wine tasting.

## CHANGING FACES

**Cynthia D. Glasscock** (East Lansing, MI), LAO, retired on September 29 with over 31 years of Federal service.

In 1971, Cindy was out job hunting one day in Winter Haven, FL, and her car broke down in

front of the Citrus & Subtropical Products Laboratory. A very kind ARS gentleman came out to see if he could help. She explained to him that she was job hunting and her car suddenly stopped. Mr. Lastinger said, "Well, while I work on your car why don't you go inside. There is a job opening in the office and maybe you'd like to apply for it." Thus began Cindy's career in ARS. Her first job was a Clerk Dictating Machine Transcriber. She was promoted to Clerk Typist and then to an Administrative Technician. After many years with ARS, Cindy resigned to accept a position with Oak Ridge Associated Universities in Oak Ridge, TN. She then returned to ARS as Administrative Officer in Beckley, WV. She has since served as an LAO in Dawson, GA, Miami, FL, and, finally, in East Lansing, MI.

*"I will miss everyone I've met along the way as well as the joy of moving from place to place taking on all the new experiences it gave me." --Cynthia D. Glasscock*

We would like to wish you good health and good times in your retirement!

**Melissa Brockes** (Wooster, OH) is the new LAO for the Ohio Locations. Melissa comes to us from the Northern Plains Area where she served as the LAO for the past 5 years at the Sidney, MT, location. Prior to her work with ARS, Melissa spent a number of years with the US Immigration & Naturalization Service in Cleveland, OH, Buffalo, NY, and San Francisco, CA, where she held several positions with progressively more responsibility. She also spent several years as an Accounting Tech with the US Marshals Service in Buffalo, NY.

**Deborah Jackson** (Peoria, IL) is the new Secretary/OA for the New Crops and Processing Technology Research Unit at the National Center for Agricultural Utilization Research. She is originally from St. Louis, and worked as a Secretary at Cardinal Glennon Children's Hospital and Jewish Hospital of St. Louis/Washington University School of Medicine. She relocated to Bloomington/Normal,



IL, in 1995, after meeting her husband and, seeking a change in her career path, went to work for several doctors and chiropractic clinics. She just finished working in Customer Service at Country Insurance before relocating to Peoria to return to federal service. She and her husband, Dave, who just started working for Caterpillar at the Mossville engine plant, just celebrated their 10 year anniversary. She also has two small dogs. Her hobbies include traveling to St. Louis to spend time with family and friends, going to Cardinal games, concerts, shopping, and spending time with her extended family and friends. She also enjoys decorating her home for the holidays, especially at Christmas. Her previous federal service included clerical positions with the Social Security Administration in St. Louis, MO., and the IRS Central Area Distribution Center in Bloomington, IL.

**Diane O'Brien** (Madison, WI) is the new Office Automation Assistant in the Vegetable Crops Research Unit. She has a husband, Mike, and two children, Kacie (19) and Sean (17). She enjoys spending time with her family, reading, and traveling. Her previous federal service included Small Business Administration and Department of Treasury.



**Jacki Morrison** (St. Paul) became the secretary for the Cereal Disease Laboratory (CDL) in April 2006. She began her career with ARS in 1992 assisting the CDL in all areas from field and greenhouse work to Office Assistant. The past few years Jacki has focused on graphic design, photography, and scientific illustration. Jacki is an active volunteer and has probably worked with every living creature in MN (plant or animal) at one time or another. For the past seven years she has worked in raptor rescue and rehabilitation and is studying to become a licensed falconer. Jacki's many hobbies include studying and cataloging dragonfly species of MN; all aspects of art; exploring Minnesota, from dining in the city researching the best vanilla lattes and scones, to exploring the northern wilderness studying the flora

and fauna; canoeing; biking; hiking; camping; writing; and cooking. She has a daughter, Ahren, who is 22 and shares in many of Jacki's crazy adventures.

**Mickey Sleister** (Peoria, IL) works as a Secretary/OA for the Mycotoxin Research Unit at the National Center for Agricultural Utilization Research. She previously worked for ARS in what was known as the North Central Regional Office, which is similar to the current MWA. She has prior federal employment with the National Labor Relations Board. She worked in the private sector as a paralegal.



**Connie Boss** (West Lafayette, IN) is the Office Automation/Secretary for the Crop Production and Pest Control Research Unit. Before accepting this position on March 6, she was employed with Purdue University for twelve years. Connie grew up in LaPorte, IN, and has a husband, Mike, four children, Brian, Nikki, Chad, and Kari, and three granddaughters, Justina, Rayanna, and Dasai. Connie enjoys putting with her landscaping and ponds and when it's too dark to work sits on her deck and enjoys it all. Any free time she enjoys with her family having cookouts and the one big event each year is attending the U.S. Nationals in Indy.



**Ann Komo** (Columbia, MO) is the Unit Secretary for Cropping Systems and Water Quality Research (CSWQR). Ann has been with CSWQR since June of 2004. She was previously an Office Assistant. Ann has been a volunteer with Girl Scouts of America for the past seven years serving in various positions, Service Unit Manager, Troop Leader, and now Assistant Leader. Ann enjoys spending time with her husband and four girls: Taylor, 13; Ashton, 12; Danielle, 10; and Faith, 9.



## AMES, IA, MODERNIZATION UPDATE

USDA is building a facility in Ames, Iowa, to meet national needs for animal health research, diagnosis, and product evaluation and to replace existing facilities that are antiquated and inefficient. The facility modernizes and updates USDA's National Animal Disease Center (NADC), National Veterinary Services Laboratories (NVSL) and the Center for Veterinary Biologics (CVB). The Project includes four major building phases as well as extensive renovation of the existing utilities:



**1. Phase 1 Consolidated Laboratory** which encompasses the APHIS Pathobiology Laboratory and the APHIS Diagnostic Bacteriology Laboratory.

This building has approx. 62,000 gross square feet (gsf), includes office and conference space, and was completed in September 2004.

**2. High Containment Large Animal Housing & Training Facility,**



containing 141,163 gsf. This building will house both ARS research programs, and APHIS

diagnostic and biologics programs and training. It is one of the few facilities in the world designed to house large animals at the BSL3-Ag level of biocontainment. Construction is underway and is scheduled for completion in early 2007.

**3. Low Containment Large Animal Facility** is



designed to house animals infected with BSL-2 biocontainment level or lower organisms, including TSE's. Construction is scheduled

to start in March, 2007, and will be completed in the fall of 2008.

**4. Phase 2 Consolidated Laboratories** will be the



main building housing NADC, NVSL, and CVB programs. It will contain

approx 550,000 gsf and includes BSL-2 & BSL-3 biocontainment level laboratories, a caged animal facility, administrative and office space, conference and training facilities, and a cafeteria. Construction was started in the fall of 2005, and occupancy is expected in early 2009. Completion of this building will mark the conclusion of this \$460 million project, the largest in USDA's history.

## WHAT DID YOU SAY?

By Melissa Stiefel, East Lansing, MI

Since we all can't be lexicographers, I've selected a few words most of us use on a fairly regular basis that are *mispronounced* on a fairly regular basis.

My pronunciation key is rather simple: place the stress (accent) on the part of the word that's in all capital letters:

**asterisk** - (ASS-tur-isk), not (ASS-tur-ik). Please pronounce the second "s"

**asphalt** (ASS-fawlt), not (ASH-fawlt). There's no "h" after the first "s"

**badminton** - (BAD-min-tun), not (BAD-mitten). Again...the first "n" needs acknowledgment of its existence. Besides, how can a mitten be bad or good?

**Detroit** - (dih-TROYT), not (DEE-troyt). I'm a Michigander. Enough said.

**Favre** - as in Brett (FARV). For all of you who are NOT Packer fans...his name is NOT (FAV-ra).

**forte** - (FORT) as in one's strong point. If you say (for-TAY) you would be referring to a musical term for "loud".

**kindergarten** - (KIN-dur-gar-ten), not (KINN-e-garden). This word is derived from the German word for "garden of children."

**nuclear** - (NOO-kle-ur), not (NOO-kyu-ler). Have you ever heard of phonics? It's obvious there is no vowel between the "c" and the "l".

**picture** - (PIK-chur), not (PITCH-er). A pitcher is a position in baseball or a container that holds liquids.

**pumpkin** - (PUMP-kin), not (PUN-kin). Again, the "m" frequently loses its identity in this word.

Last but not least (and is my favorite!).....

**victual** - (VIH-t'l). Food. If you look up "vittles" in the dictionary, you'll find "victuals." This is one of those words where phonics just *doesn't* apply!

I could come up with a few more, but I think a shorter vocabulary lesson is better! But one more thing...the best way to increase your vocabulary is to read, read, read! For those of you that don't have the time, sign up for the FREE "Word of the Day" at [www.wordsmart.com](http://www.wordsmart.com). Type in your e-mail address and skill level, and you'll be on your way to a smarter you! Other resources: [www.dictionary.com](http://www.dictionary.com), [www.vocabulary.com](http://www.vocabulary.com)

If you'd like guidance with putting together your newly-discovered vocabulary, read How Not To Write: The Essential Misrules of Grammar by William Safire.

## ELECTION DAY: NOVEMBER 7

By Melissa Stiefel, East Lansing, MI

Have you ever wondered why we vote on the first Tuesday after the first Monday of November?

This particular day has been designated for holding presidential and congressional elections since 1845, and this day was chosen as a result of the lifestyles of Americans in the mid 19<sup>th</sup> century. Most Americans were farmers, and Congress decided that November was the most convenient time for voters to get to the polls. Planting and harvest were completed in most areas, and the weather was still relatively cooperative.

Because the polling places were at the county seat, this meant that some voters had to make an overnight trip (by horse and buggy, of course!), and if Election Day was on a Monday, people would have to leave on Sunday. In 1845, Sundays were reserved for church. Congress also didn't want Election Day to fall on November 1 because this date is All Saints' Day (a Holy Day of Obligation) in the Roman Catholic Church.

An economic reason for not having Election Day on the first day of the month was that most businesses tallied their sales and expenses for the previous month on the first day of the next month. Congress

did not want a good or bad economic month to influence a voter's decision.

So, since 1845 Election Day has been held on the first Tuesday after the first Monday of November.

**WHAT CAN I DO TO HELP YOU?**

Secretaries and Program Assistants have regular opportunities to go *above and beyond* assigned work and become GREAT assistants to their bosses.

Some ideas from Midwest Area personnel:

- Always have a positive helpful attitude
- Set up an 'auto-email' each week to remind your RL/SYs about the upcoming Weekly Report.
- Being able to predict what is needed next and act on it. Don't wait for someone to ask.

The PASTG would like to highlight a few ideas in each newsletter; if you have an idea that works well in your office, please submit it to your PASTG Committee Member.

<b>PASTG Committee Members</b>	
Sherry Buxton.....	sbuxton@mwa.ars.usda.gov
Missy Stiefel.....	stiefelm@msu.edu
Brittney Mernick.....	mernickb@ncaur.usda.gov
Ginger Walker.....	walke019@tc.umn.edu
Jaci Weese.....	weese@nsric.ars.usda.gov
Heather Lewandowski.....	lewandowskih@missouri.edu
Karen Burianek.....	kburiane@nadc.ars.usda.gov
Stephanie Brennan.....	sbrennan@purdue.edu
<a href="http://www.arsnet.usda.gov/pastg/">www.arsnet.usda.gov/pastg/</a>	