

SPECIAL POINTS OF INTEREST:

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- Celebrating Our Alumni
- Mission & Goals

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Message from the Administrator



In November 1992, the Deputy Administrator for Administrative Management formed a Secretarial Review Task Group to review the secretarial structure within ARS and to identify the key functions of those secretaries. Representatives from each Area, Administrative Management, National Program Staff, and Personnel Division made up the Task Group. The results of their review were published in January 1994 “Stepping into the Future,” and in this same month the National Council was formed. The original Task Group members were asked to become the first National Council.

Twenty years later, NACOP is a viable and active Council ensuring that ARS has highly skilled professionals working in partnership with management to meet the needs of the Agency. NACOP has conducted five training workshops; published numerous newsletters connecting all office professionals and providing best practices, mentoring, and development; established and mentored Area office professional councils across ARS; created and maintained an office professional orientation guide for new secretarial hires in ARS, an ARS training workshop planning guide, a training and planning guide for ARS secretarial/clerical personnel; and mentoring guidelines for office professionals.

In honor of the 5th anniversary of the Cultural Transformation Initiative, USDA created the Cultural Transformers Awards to recognize noteworthy accomplishments in changing the culture of USDA. On December 15, 2014, in the area of Talent Management, NACOP was recognized for their processes and practices designed to attract, develop, motivate, and retain productive, engaged employees in the office professional field.

I want to personally congratulate all NACOP representatives (past and present) for their substantial accomplishments that have contributed to transforming ARS into a highly effective organization.



Cultural Transformer Awards

Celebrating our progress, recognizing our colleagues, moving USDA forward

Congratulations!!!

NACOP – 2014 Recipient – Cultural Transformer Award

Category 3: Talent Management

ARS National Advisory Council for Office Professionals (NACOP) Agricultural Research Service Nationwide

For creating a means to train, mentor and recognize ARS secretarial and clerical employees, better empowering and engaging a disconnected and often disenfranchised group within the agency.

Team Leader: Melissa S. Stiefel ~ Tangele D. Terry

Team Members: Patricia A. Berry, Brooke V. Bowers, Brenda R. Holmes, Cathy Lonaberger, Darleen A. Nelson, Janel M. Nierman, Linda K. Parnell, Trudy R. Pinkerton, and Dawn M. Reed

What an honor! To be among those named on one of the USDA's inaugural Cultural Transformer Awards is truly amazing! It remains an honor to represent so many who have given NACOP its foundation, its purpose, and its direction in supporting both the Office Professionals in our Agency and our Management Team. In this special *NACOP NOTES*, we put forth the names of our predecessors to acknowledge their contributions to NACOP. To each we say: *"Thank You – for the product you entrusted to new NACOP members."*

Message from the Co-Chairs

Linda Parnell, Senior Co-Chair

Tangele Terry, Junior Co-Chair

" Thank you—for the product you entrusted to new NACOP members."

Cultural Transformation Award

In September 2009, Secretary Tom Vilsack launched the USDA Cultural Transformation Initiative. The goal of the Cultural Transformation Initiative is to motivate everyone at USDA to work to ensure that USDA is a place where there is equality of opportunity for all employees and that everyone who works here is empowered to reach their full potential. Cultural Transformation was also designed to improve customer service to all our stakeholders.

In honor of the 5th anniversary of the Cultural Transformation Initiative, USDA created the Cultural Transformers Awards to recognize noteworthy accomplishments in changing the culture of USDA. ARS was recognized in three categories.

In the area of Talent Management, the National Advisory Council for Office Professionals (NACOP) for their processes and practices designed to attract, develop, motivate, and retain productive, engaged employees in the office professional field. Council members currently include Tangele "Tee" Terry, AFM-NCRBSC, Co-Chair; Melissa Stiefel, MWA, Co-Chair; Cathy Lonaberger, Office of the Administrator, Technical Advisor; Brooke Bowers, PWA; Dawn Reed, SEA; Brenda Holmes, NEA; Linda Parnell, PA; Janel Nierman, PA; Darleen Nelson, SEA; Rose McIntosh, NEA; and Trudy Pinkerton, PA.



From left to right: Dr. Greg Parham, Dr. Chavonda Jacobs-Young, Tee Terry, Brenda Holmes, Cathy Lonaberger, Linda Parnell, Pat Berry, Dr. Ann Bartuska, Dr. Malcolm Shorter.

20 Years of Service

Celebrating the Alumni

of

National Secretarial Advisory Council (NSAC)

1996~1999

National Advisory Council for Office Support

Professionals (NACOSP) 2000~2001

National Advisory Council for

Office Professionals

(NACOP) 2002 ~Present



Celebrating our Predecessors



1990



1993



1997



2000



2005



Celebrating our Predecessors



2007



2008



2009



2010



2011





Celebrating our Predecessors



2012



2013



2014



Celebrating our Predecessors



Kathy Aragon

Diona Austill

Sherry Dewald

Rhea Fryar-Calvert

Louise Dalton

Barbara Hodges

Sue Hurd

Cody Jensen

Olga Lee

Linda Parnell

Olivia Pedraza

Sharon Peterson

Trudy Pinkerton

Betty Sigler

Anne Steele

Sue Thornburg

Ruth Treat

Celebrating our Predecessors



Prunella Branish

Patty Coyle

Mary Dailey

Phyllis Davis

Nadine Hiers

Brenda Holmes

Wendy Jacobs

Diane Koch

Stephanie Lively Sullivan

Elaine McGuire

Rose McIntosh

Sheila Messineo

Joyce Smith

Kristen Soter

Kathy Townson

Celebrating our Predecessors



Maria Archer

Sandra Ball

Terry Brooks

Latasha Burl-Beasley

Elizabeth Jackson

Jannette Shuford-Reeves

Mary Silva

Barbie Ballengee

Veronica Cullem Laird

Tammy Durfee Blair

Libby Fouse

Christa Meier

Kathleen Parker

Debra Penick



Celebrating our Predecessors



Brenda Aysenne

Kay Carr

Debra Duckworth

Drusilla Fratesi

Linda Fulton

Madeline Hall

Sheila Jackson

Darleen Nelson

Dawn Reed

Wanda Rohrer

Frankee Simpson

Genevieve Swartzberg

Sandra Warren

Sabrina Whitley-Ferrell

Celebrating our Predecessors



Sherri Buxton

Sandy Groneburg

Bonnie Ingram

Marcia Jenkins

Brittany Jones

Heather Lewandowski

Melissa Stiefel

Lori Wilson-Voss

Celebrating our Predecessors

Headquarters



Patricia Berry

Carmela Carrick

Jane Cline

Brenda Elson

Janet Ferst

Tiffany Jackson

Jackie Kelly-Conroy

Angie Marchetti

Cathy Lonaberger

Linda Neuenhahn

Rosetta Proctor

Iris Rosa

Michelle Snowden

Queen Spriggs

Tangele Terry



Thank you!!

For your commitment to excellence.

Mission & Goals

The mission of the National Advisory Council for Office Professionals (NACOP) is to serve the Agricultural Research Service (ARS) Administrator and Management in an advisory capacity on new initiatives which impact employees across the Agency, and to enhance the office support profession through training, mentoring, and recognition. Our goal is to ensure that ARS has highly skilled professionals working in partnership with management to meet the needs of the Agency.

