

1999 MIDWEST AREA PASTG Annual Report

The MWA PASTG met three times in person, and held three conference calls during the past year. Members and the locations they represent for 1999 are:

Sherri Buxton, Co-Chair, Peoria, IL
Lori Wilson-Voss, Ames, IA, Co-Chair
Sandy Groneberg, St. Paul & Morris, MN & Madison, WI
LonaJean Strickland, Urbana, IL & West Lafayette, IN
Diane Cronk, Ames, IA
Sue Ohlendorf, NADC, Ames, IA
Shirley Runge, NCAUR, Peoria, IL
Jean Sparks, Columbia, MO
Sedina Lowe, Columbus, Coshocton, & Wooster, OH & East Lansing, MI
Marcia Jenkins, Technical Advisor, Peoria, IL

New membership for 1999-2000 will be as follows:

Sherri Buxton, Co-Chair, Peoria, IL
Sandy Groneberg, St. Paul & Morris, MN & Madison, WI, Co-Chair
LonaJean Strickland, Urbana, IL & West Lafayette, IN
Diane Cronk, Ames, IA, Location
Shirley Runge, NCAUR, Peoria, IL
Jean Sparks, Columbia, MO
Sedina Lowe, Columbus, Coshocton, & Wooster, OH & East Lansing, MI
Lori Wilson-Voss, Ames, IA, Technical Advisor, Peoria, IL

Accomplishments

- Continue to update the MWA Standard Operating Procedures Manual which was developed and disseminated to all clerical employees. This manual serves as a desk reference for secretarial positions in the MWA. Updates are done during the PASTG meetings to keep the manual current. This manual was disseminated to all Headquarters, NSAC members, and the Area Directors' Secretaries in the Agency. It is the first of its kind and has been used by two Areas for SOPs now being developed, thus showing the large impact this document has had.
- 1999 marked the third year of the MWA Secretary of the Year program. Eight highly qualified secretaries were submitted for consideration. A panel unanimously selected Sandra A. Groneberg, Morris, MN. An awards ceremony will be held in her honor later this year.
- The PASTG continues to utilize the mentoring program. Last year at the suggestion of the directors, it was determined that all new MWA secretaries would be given a mentor

for a minimum of one year. This program is having continual success with three mentees and mentors currently working together.

- At the direction of the Area Directors, the PASTG conducted a survey of the MWA Secretaries to determine the nature of the jobs we do and if the location of our units has any determining factors on our jobs. This information was provided to the Area Directors for their use.
- We continue to disseminate newsletters to all the secretaries in MWA.
- We continue to receive Issues Sheets from MWA personnel. This issues sheet was designed as a forum to relay to the Area Directors any concerns or issues that secretarial and support staff have.
- The PASTG took a lead in assistance to the East Lansing, MI, location when all secretaries and clerks left for other positions. For a three-month period of time, the membership of this committee completed all of the E. Lansing location travel requirements, 115s, CRIS actions, 425s, and 421s.
- Discussions are ongoing with regard to development of a Midwest Area PASTG Home Page. This project will be further addressed at our October meeting in St. Paul, MN.

Goals

- Development of the Midwest Area PASTG Home Page.
- Explore the possibility of creating a chat room on the Internet for clerical employees to post questions or concerns and have others assist them in resolving problems.
- Continue to visit the MWA Research sites and interact with location secretaries.
- Establish a training library available for all MWA employees. This training library will consist of books and videos, both commercially produced and specifically designed by Area Personnel to aid in the training and career enhancement of the clerical staff.