



# BAASAC Basics

2009 Spring Edition, Issue 1

Beltsville Area Administrative Support Advisory Council



## Help Us, Help You!

Do you have ideas for upcoming trainings? Do you have great administrative support news/tips that you think should be shared with other administrative support personnel?

### Email Us:

Ba.baasac@ars.usda.gov

## Spotlight



Meet Candice Levine, BARC's newest Travel guru, someone you definitely need to add to your rolodex! Candice comes

to BARC from the Smithsonian Institution's Travel office, where she started off making travel reservations much like the way SATO does today. The Smithsonian transferred over to Gov-Trip about a year before USDA, and Candice was picked to work with Northrup Grumman's implementation team. Shortly after GovTrip was put into place, Candice's position was eliminated, which worked out perfectly for BARC, because Candice is now our Area Transportation Assistant. I think I speak for many of us when I say, WELCOME CANDICE we are ecstatic that you are here!

### Need to contact Candice?:

Office: (301) 504-6106

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## 2009 Administrative Professional Appreciation Day

Wednesday, April 29, 2009

Administrative Professional's Day is just around the corner, and BAASAC has teamed up with employees from the Human Resources Division to bring you the 2009 Administrative Support Appreciation Day Workshop. This year's workshop will cover the very popular FISH theory, an inspirational speech entitled "Vision" and much more. So make arrangements for your office phones and mark your calendars for Wednesday, April 29th to come out and celebrate YOU. More details to come.

## Vocabulary Upgrade

**Verbose** *adj.*

**Pronunciation:** ver-bose

Using or containing a great and usually an excessive number of words; wordy.

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## Inspiration

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results."

- Andrew Carnegie

<http://arsnet.usda.gov/baasac/>