

Mission:

The Northern Plains Area Council of Office Professionals (NPACOP) mission is to provide a resource for the Area Director and management for matters relating to office professionals. The Council is to work with the Area Director and management in an advisory capacity on new initiatives which impact employees in the organization, provide input and serve as liaison to the NPA representative to the ARS National Advisory Council for Office Professionals (NACOP) on matters which impact employees Agency-wide, and to enhance the secretarial profession through training, mentoring, and recognition.

Vision:

Our vision is to ensure that NPA has highly skilled professionals working in partnership with management to meet the secretarial and administrative needs of the organization.

Who are we?

The Council is comprised of office professional representatives from the Area Director's office and the remainder from the locations throughout the Northern Plains Area.

- * Diona Austill, Miles City, MT – NACOP Technical Advisor
- * Louise Dalton, NPA
- * Lori Dimmer, Fargo, ND
- * Olga Lee, NPA - Ex-officio Member
- * Marianne McCaulay, Fort Collins, CO
- * Linda Parnell, Clay Center, NE

Objectives:

- * Recommend and promote recognition for office professionals.
 - * Support the NACOP.
 - * Encourage mentoring for new office professionals through orientation, the resource assistants list, the Quick Reference Guide, the NPACOP Website, the NPACOP Brochure, and the Welcome Packets.
 - * Identify and encourage outside training for office professionals, as needed, such as coordination and organizational skills, enhance computer skills, time and office management.
 - * Encourage networking among office professionals for effective communications and efficient working relationships, providing assistance and back-up between various offices.
 - * Identify and advise the Area Director and/or management on matters concerning office professionals.
 - * Recommend office professionals attend the NPA Leadership Meetings and assist in development of the agenda for the secretarial portion of the meeting.
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Major Accomplishments:

- * NPACOP Charter
- * The NPACOP Quick Reference Guide
- * NPACOP Web site
- * New Office Professional Welcome Packets
- * New Office Professional Orientation
- * Following items were distributed to all office professionals: Microsoft Word Version 2002 XP Step by Step Handbook, Action Grammar book, mouse-pad, and lanyards
- * Council's logo was created

History:

The Northern Plains Area Secretarial Advisory Council (NPASAC) was established in 1996 with full support of the Area Director, Dr. W. H. Blackburn. It followed as a direct result of the work done by the Secretarial Review Task Group formed in 1992 by the Deputy Administrator for Administrative Management. Gradually, the Areas developed their own local councils based on the accomplishments of the National Council and set up objectives and goals according to the needs of their particular Areas. In 2007, following the suggestion of NACOP, the Council changed its name to the Northern Plains Area Council of Office Professionals (NPACOP). Annually, each Area submits a report to the National Council who combines these Area reports into one combined document which is ultimately distributed ARS wide.

National Conferences:

- * “Odyssey 2000: Meeting the Challenge” in Hunt Valley, Maryland - May 2000
- * “2003 Quest to be the Best: Striving for Professional Excellence” in New Orleans, Louisiana - April 2003
- * “2006 Partnership for Success” in St. Louis, Missouri - May 2006

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Northern Plains Area Council of Office Professionals NPACOP



Visit us at:

www.ars.usda.gov/npa/npacop

Or email the Council at:
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