

United States Department of the Interior

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In Reply To:

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To: All Division of Support Services Employees
Administrative Officers
Field Managers

From: Deputy State Director, Division of Support Services

Subject: Monthly Support Services Conference Calls

The purpose of this memo is to outline format changes in the monthly Administrative Officer Conference Calls. This topic is an action item from the Administrative Officer's Workshop.

The format for the monthly calls will be as follows:

- 1) Referred to as Support Services Conference Calls
- 2) Dates/time remain unchanged
- 3) Agenda will be in three parts –
 - a. Heads Up – Informational
 - b. Field Issues
 - c. Sharing Resources
- 4) Agenda items will continue to be requested via email (from Aleta Zahorodny)

We appreciate the participation of State Office and Field Office staff in these conference calls. The intent of these changes is to improve communication and ensure that information is shared in a timely manner.

Signed by: Sandra L. Guches

Authenticated by: Aleta Zahorodny (MT-930)