



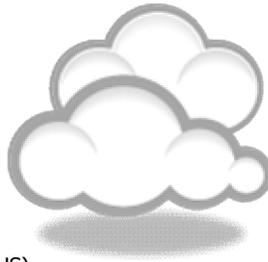
Truman VA BULLETIN

MARCH 21, 2008



WELCOME

James Dolph, Medical Support Assistant (SC)
Leoncio Garcia, Supply Technician (BUS)
Saravanan Kuppuswamy, MD, Staff Cardiologist (SC)
Clayton Pickens, Medical Support Assistant (SC)
Thomas Christopher Ross, Housekeeping Aid (FM)
Robert Schultz, Supply Technician (BUS)
Carrie Thaden, Graduate Practical Nurse (PS)
Sarah Tilley, Supply Technician (BUS)
Jazmin Trammell, Retail Clerk (Canteen)
Laura Wilson, LPN (PS)
Joyce Young, Health Technician (PS)



FAREWELL

Lyndsey Brandt, RN (PS)
Amanda Heeren, Pharmacist (Pharmacy)
Ashley Johnson, Food Service Worker (BUS)
Brittany Kammerich, Medical Support Assistant (PS)
Bettie Lawrence, Medical Support Assistant (CS)
Pamela Martin, Health Technician (PS)

FRIENDLY COMPETITION FOR NATIONAL VOLUNTEER WEEK (APRIL 27-MAY 3)

In recognition of National Volunteer Week and our more than 500 volunteers, the Truman VA Volunteer Recognition Program will be conducted on Friday, April 25, at Peachtree Catering and Banquet. The theme for the luncheon is Mardi Gras.

All services/work units are invited to join in a "friendly competition" to help make the recognition event more meaningful for our volunteers. All services/work units may participate in making a shoebox float. Each float will be judged on originality and artistic presentation. Nominal prizes will be awarded for first, second, third and honorable mention. The floats will be used as centerpieces at the recognition luncheon. Approximately 30 floats are required, so your support is needed. This is a fun way to participate in National Volunteer Week and it is a great way to say "thank you" to our dedicated volunteers. For general directions and more information about the floats, contact **Alice Gravino** in Voluntary Service at extension 52538.

STOP! DON'T PUSH THAT BUTTON!

The VHA Office of Communications and the National Leadership Board's Communication Committee recently developed an e-mail etiquette campaign, "Think Before You Send." Watch for information in Scoop messages, elevator flyers and screen savers. In the meantime, here are 10 keys to help all of us with productivity and effectiveness:



- ☐ *Keep your ping tone turned off* – check e-mail every 15-30 minutes instead.
- ☐ *Keep focused* – finish one message before writing another. Think before you send and send carefully.
- ☐ *Keep it concise* – say what you have to say in a few words. E-mail messages are meant to be one-time, point-to-point communication.
- ☐ *Keep it honest* – delete the e-mail messages you will delete eventually anyway.
- ☐ *Keep it simple* – be scrupulous about your subject lines and do not dialogue. (If you need to dialogue, pick up the phone or walk down the hall.)
- ☐ *Keep it clear* – remove wallpaper, stationary or quotes on your e-mail or attached to your signature block.
- ☐ *Keep it clutter-free* – to avoid clutter and chaos, stamp out Reply to All.
- ☐ *Keep it in plain English* – try to avoid using company jargon or acronyms.
- ☐ *Keep it civil* – do not say anything in an e-mail that you would not want to see on the front page of your local newspaper. Also, avoid angry e-mail.
- ☐ *Keep it in line* – follow our facility's policy and procedures on e-mail use and get back to basics.



VOLUNTARY LEAVE TRANSFER PROGRAM

Sandra Kottman (PI), **James Porter** (PS), **Erin Stubbs** (Pharmacy) and **Kenneth Windsor** (FM) have been approved for the Voluntary Leave Transfer Program. Contact **Lena Warren** (HR) at extension 56397 for information.

NATIONAL WOMEN'S HISTORY MONTH

VA proudly joins the nation in celebrating National Women's History Month in March. To honor the originality, beauty, imagination and multiple dimensions of women's lives, the 2008 theme is "Women's Art: Women's Vision."

VA employment of women in permanent positions grew to 58.9 percent in FY 2007. Also in FY 2007, women in the leadership pipeline grew to 45.6 percent, women in the Senior Executive Service grew to 30.4 percent and the number of female veterans grew to 7.4 percent. Here are some other interesting data from the U.S. Census Bureau regarding women:

- U.S. population (Oct. 2007) – 153.6 million women, 149.4 million men
- Motherhood – 82.8 million mothers of all ages in the U.S.
- Earnings – Median annual earnings of women in 2006 was \$32,649. (Women earned 77 cents for every \$1 earned by men.)
- Education – For those in the age range of 25 to 29 in 2006, 32 percent of women had attained a bachelor's degree or higher versus 25 percent of men. For age 25 and older, 86 percent of women had completed high school, which exceeded the rate for men (85 percent).
- Jobs – For females age 16 and older, 37 percent work in management, professional and related occupations compared with 31 percent of males. Approximately 22 million females work in educational services, health care and social assistance industries.
- Military – As of Sept. 2006, there were 202,000 women serving on active duty, with 34,000 serving as officers and 168,000 serving as enlisted personnel. That equates to 15 percent of the U.S. armed forces.
- Marital status – In 2006, there were 62.4 million married women and 59.8 million unmarried women (widowed, divorced or never married). There were 5.6 million stay-at-home mothers, up from 4.6 million in 1996.
- Volunteerism – A total of 30 percent of U.S. women volunteer compared to 23 percent of men. Overall, 36 million women perform unpaid volunteer activities.
- Sports – In the 2005-06 school year, 3 million girls participated in high school athletic programs, up from 1.6 million that were members of a high school athletic team in 1975-76. There were 168,583 women that participated in an NCAA sport in 2005-06.



OFFICE OF INFORMATION AND TECHNOLOGY (OI&T) CORNER: HELP DESK

There is a Help Desk and your call for help will be answered by OI&T personnel. During staff meetings, the Help Desk telephone is forwarded to voice mail and your call will be returned when the staff meeting concludes. In addition, OI&T staff telephone extensions and pager numbers are published in the Vista telephone book. Give them a call!

EEO COMMITTEE DIVERSITY DAY RECIPES

The Equal Employment Opportunity (EEO) Committee invites you to "celebrate our differences" by sharing your favorite family or cultural recipes. Submissions will be compiled into a Celebrating our Difference Recipe Booklet, which will be provided to attendees at the upcoming Diversity Day celebration on May 22. Please submit recipes by March 26 using the Diversity Day Recipe Template located on the hospital home page. Simply type in your recipe and click "Submit."

OPTICAL SHOP RELOCATION

The optical shop has moved from room B106 to room A223. This is newly constructed space located on the south end of the second floor bridge between the hospital and the Ambulatory Care Addition.

RECENT STAFF ASSIGNMENTS

Congratulations to **Sara Hake**, EEO Program Manager, and **Ann Richmond**, Privacy Officer. Both were recently appointed to their new positions. Sara's office is C321E and her extension is 56316. Ann's office is B334 and her extension is 56589.

SOCIAL SECURITY NUMBER (SSN) REDUCTION AWARENESS DAY

Information security and privacy are a workplace priority in VA. Please note that a special awareness event – SSN Reduction Awareness Day – is scheduled on March 25. For more information, visit the following Web site: <http://vaww.privacy.va.gov/ssn.asp>.

THANK YOU

Many thanks to everyone who helped us celebrate our retirement and made our final weeks at the VA so memorable. The food baskets, gift certificates and warm wishes were greatly appreciated. We are very excited about retiring but will always remember the co-workers who shared our VA careers.

Tom and Lyn Patterson

ENJOY YOUR FREEDOM? THANK A VETERAN!