



# Truman VA BULLETIN

Department of Veteran Affairs—Columbia, Missouri

Volume 2010, Issue 3

## FEBRUARY SERVICE PIN RECIPIENTS

### 45-Years

**Joseph A. Yingling**,  
Food Service Worker  
(PS)

### 40-Years

**Timothy G. Duffen**,  
Inventory Management Specialist (CS)

### 35-Years

**Jessica L. Hickem**,  
Executive Assistant  
(DIR)

### 25-Years

**Kurby L. Arnold**,  
Housekeeping Aid  
(FM)

**Charles D. Truelove**,  
Medical Technologist (CS)

### 20-Years

**Richard L. Audiss**,  
Fee Basis Clerk  
(FIN)

### 15-Years

**Marila J. Mason, RN**,  
Staff Nurse (PS)

### 10-Years

**Terry W. Sutton**,  
Food Service Supervisor (PS)

### 5-Years

**Theresia L. Williams**,  
RN, Staff Nurse (PS)

## EEO COMMITTEE NEWS

◆ Congratulations to **Renee Claypool** (Canteen) and **Debby Summers** (Police) - the two newest members of the Truman VA Equal Employment Opportunity (EEO) Committee!

◆ Applications from employees interested in serving as African American Program Manager are being accepted until Feb. 26. This three-year collateral assignment requires a maximum of 20 per-

cent of the employee's duty time to provide leadership for the African American EEO program and to participate in various EEO activities. Responsibilities may include travel and participation in national conferences. It is not a requirement that this individual be of African American heritage, only that he/she desires to champion the special interests of African American employees. For more information, contact **Veronica**

**Ramnarine**, EEO Committee Chair, at extension 56638 or **Sara Hake**, EEO Program Manager, at extension 56316.



## EMPLOYEE HEALTH FAIR WINNERS

Congratulations to the following winners:

**Sterling Barnett** (FM) – two weeks at Wilson's Gym

**Kathy Beamer, RN** (PS) – 20 visit punch card to the ARC

**Ariana Collins, LPN** (PS) – two weeks at Wilson's Gym

**Vicki Freelon** (PS) – two weeks at Wilson's Gym

**Zinna Legg** (Pharmacy) – two weeks at Wilson's Gym

**Jane Mueller** (CS) – \$50 Gift Certificate to Key Largo

**Steve Richardson** (DIR) - \$100 Gift Certificate to River-Song.



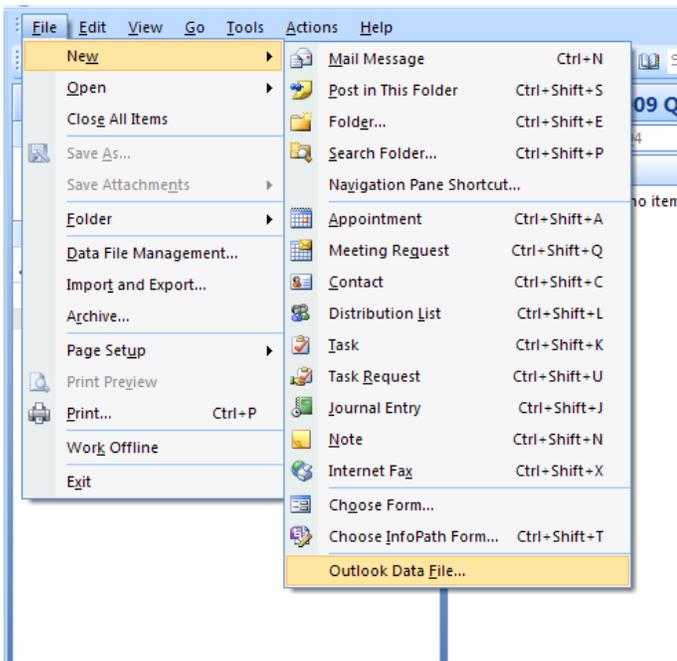
Photos from the Learning Organization Service Open House, Jan. 21

## OI&T CORNER

### HOW TO CREATE AN OUTLOOK .PST FILE

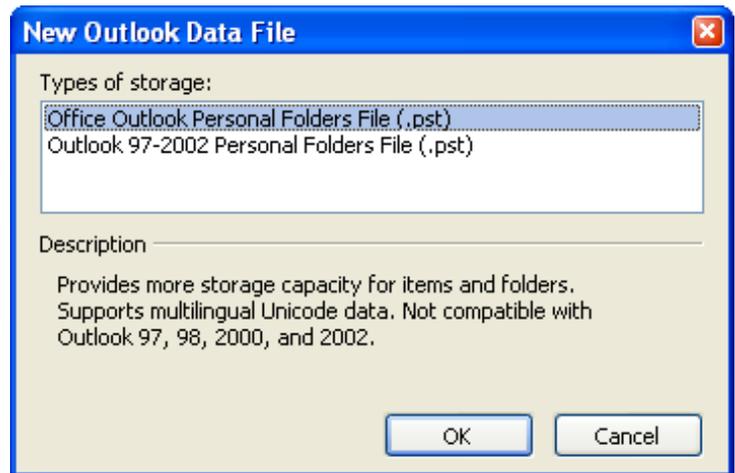
Are you bothered by those pesky e-mails telling you that “Your mailbox is over its size limit?” If you wish to keep all of your e-mail, it is time to create a PST file – a separate mailbox folder in your own personal storage space. Creation of a PST file is very easy and allows you to archive your e-mail for an extended period of time. In order to create your PST file in Microsoft Outlook:

- ↳ Click the “File” menu
- ↳ Select “New”



- ↳ Select “Outlook Data File”

Two options are presented – choose “Office Outlook Personal Folders File.”

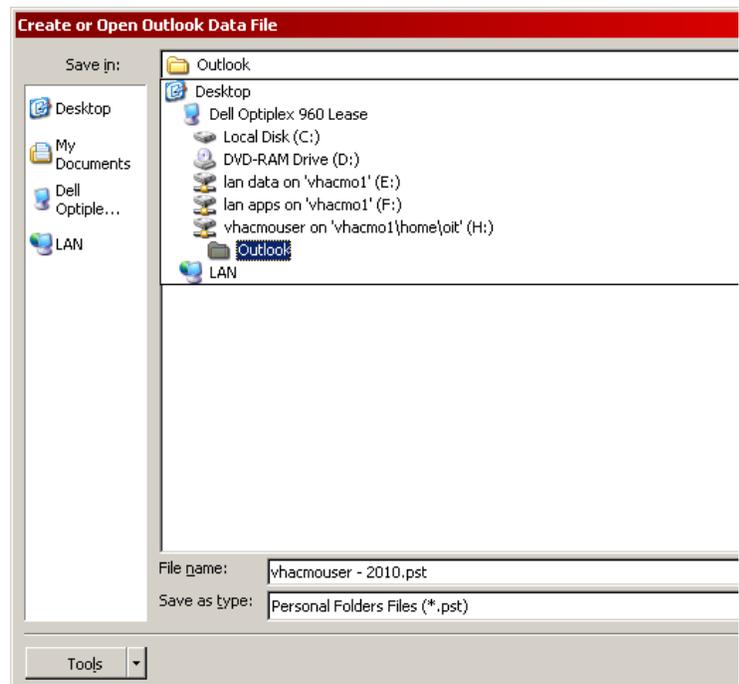


After clicking OK, you will be asked where you would like to create your PST file – very similar to the “Save As” dialog box in most Office applications. Always choose to create your PST file in your H: drive, which is your own private network storage area – these choices help you stay organized.

Create an easy to follow naming convention such as your user name and the date the

file was created. Next, another naming box displays – enter the title that will be displayed within Outlook when the PST file is opened.

You may also choose to password protect the PST file – be very careful to choose something you can easily remember – once you invoke a password, OI&T will not be able to reset the password. Click OK to see a new mailbox created within Outlook. Within this new mailbox, you can create



folders for long term organization and storage of e-mails, calendars or contact lists that **will not count** against your mailbox size limit. There are some important things to know about working with PST files within Outlook:

Size limits vary but your PST file can become corrupted if allowed to grow larger than 1 gigabyte in size. If you have this much e-mail to store, create multiple PST files.

It is also not recommended to simultaneously open more than two or three PST files at a time. Right-click on a PST folder and select “Close Mailbox” and the mailbox will disappear from Outlook. Re-open it by following these steps:

- ↳ File
- ↳ Open
- ↳ Outlook Data File

Select the PST file saved on your network storage space – the H: drive





Department of Veteran Affairs—Columbia, Missouri

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NOTES OF APPRECIATION

The Kemp family would like to thank you for all your expressions of sympathy on the recent loss of our daughter, LaKeidra. We are truly blessed with wonderful friends, co-workers and staff who cared so much. Thank you for keeping us in your thoughts and prayers.

Anna and Oscar Kemp



Thank you all for the expression of sympathy regarding the death of my mother. Your generosity will be remembered always.

Brenda Johnson

LEAVE TRANSFER

Shone Gill (Pharmacy), Marsha Robuck (SC) and Jamie Tetley (HAS) have been approved for the Voluntary Leave Transfer Program. Contact Lena Warren (HR) for information.

NEW EMPLOYEES



WELCOME

- Rachel Vanderpool, Graduate Nurse Technician (PS)
Carrie Koons, LCSW, Social Worker (PS)
Jessica Roe, Student Trainee (HAS) (NOT PICTURED)

FAREWELL

- Darren Denney, Housekeeping Aid (FM)
Sarah Hafner, Medical Support Assistant (PS)
Wanda Labore, Prosthetics Purchasing Agent (CS)
Tamara Oberbeck, Eye Clinic Health Technician (PS)
Joe Palazzo, Readjustment Counseling Therapist (BH)
Lynette Scott, Medical Support Assistant (CS)
John Shepard, Nursing Assistant (PS)
Jillian Smith, RN, Staff Nurse (PS)
Kevin Williams, Cook (PS)

ENJOY YOUR FREEDOM? THANK A VETERAN!