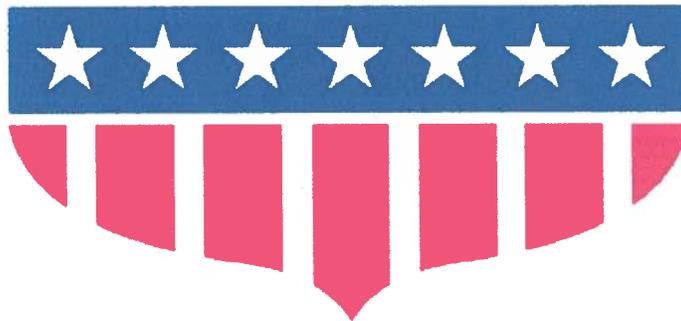
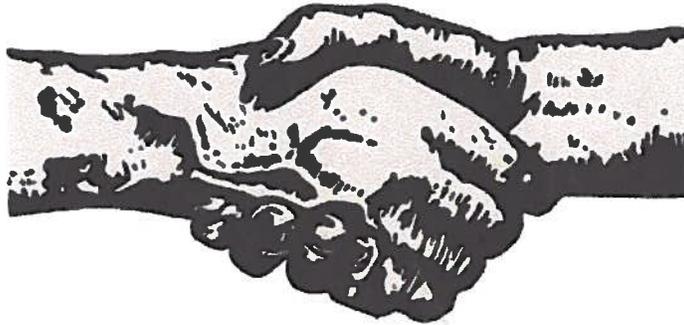


1998

**USAID**



**Africa Bureau / Sustainable Development  
Agricultural Natural Resources and Rural Enterprise Team  
AFR/SD/ANRE**

**Daily and Weekly Tasks Procedures**



# Daily and Weekly Tasks Procedures

## Daily and Weekly Task Procedures Table of Contents

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# Daily and Weekly Tasks Procedures

## Daily and Weekly Task Procedures Table of Contents

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## Daily and Weekly Tasks Procedures

*All information and procedures subject to change without prior notice please check with your administrative advisor for accuracy.*





## Daily and Weekly Tasks Procedures

### SD/ANRE STAFF MEETING

**SD/ANRE STAFF MEETING** is held at 1325 G Street in the Nile conference room every other week: All ANRE administrative staff is expected to attend. The meeting is to be taped with a small voice activated tape recorder. The minute/synopsis of highlights are then typed utilizing the dictaphone. Once the minutes are typed and proofed, send it to Dennis Weller for edits/approval. After Dennis' approval is received, file it electronically on the U drive.

*Summary:*

1. Tape minuets
2. Type/proofread minuets
3. E-mail to Dennis Weller ([dweller@usaid.gov](mailto:dweller@usaid.gov)) for edits/approval
4. When approval is received file it electronically on the U drive (U:\afpub\docs\minutes)



## Daily and Weekly Tasks Procedures

### TIME & ATTENDANCE

**TIME & ATTENDANCE (T&A) SHEETS** – the T&A sheets are submitted bi-weekly on Wednesdays by noon to USDA ONLY for the following RSSAs: Paul Bartel, Jeff Hill, Walter Knausenberger, Mike McGahuey, and Tim Resch. The T&A sheets are kept in a white binder on the credenza behind the front desk. The admin that sits at the desk in the afternoon on the Tuesday before the T&A sheets are submitted must leave the sheets on each respective RSSAs' chair. The RSSAs will return them to the front desk. Once the sheets are completed, the admin that sits at the front desk in the morning on Wednesday must fax the originals to Doreen Chen at 202-690-1953 (phone 202-690-0933) before noon. Make a copy of the originals and place the copies in the folder marked Timesheets in Deandrea's desk. (Make sure to mark on the copies the date and time the sheets were faxed and initial it.) Then send the originals along with any leave slips to Doreen Chen, Room 3227-S via interoffice mail. Leave the interoffice mail envelope in Cathy Watkins mailbox. She will take it to USDA.

***If a RSSA has not completed his timesheet, talk to Cathy Watkins, fill it out to the best of your ability, and fax it unsigned to USDA. You cannot sign for a RSSA***

#### *Summary:*

1. Distribute blank T&A sheet to each RSSA
2. Collect each completed sheet
3. Fax the completed sheets to Doreen Chen at 202/ 690-1953
4. Make copies of the completed T&A sheets for the administration staff files
5. Place original in inter-office envelope
6. Address envelope to Doreen Chen Room 3227-S
7. Place envelope in Cathy Watkins mailbox to be hand delivered

**ASCS-958** U.S. DEPARTMENT OF AGRICULTURE  
 (08-06-91) Agricultural Stabilization and Conservation Service

**PRIVACY ACT STATEMENT**

Collection of your social security number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.

NAME OF EMPLOYEE

SOCIAL SECURITY NUMBER

**WORK SCHEDULE LOG**

PAY PERIOD

YEAR

SCHEDULED WORK HOURS

REGULAR TIME/ PAY STATUS LEAVE	FIRST WEEK HOURS							SECOND WEEK HOURS							r c	Total Hrs. Week One	Total Hrs. Week Two
	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT			
(01) REGULAR TIME															01		
(61) ANNUAL LEAVE															61		
(62) SICK LEAVE															62		
(66) HOLIDAY/ADMIN															66		
(31) HOLIDAY PAY															31		
(04) SUNDAY PAY															04		
( )																	
<b>NONPAY STATUS</b>																	
(71) LWOP															71		
(32) COMP.TIME															32		
( )																	

FIRST WEEK TIMES					SECOND WEEK TIMES				
	REGULAR TIME		OVERTIME/COMP. TIME			REGULAR TIME		OVERTIME/COMP. TIME	
	IN	OUT	IN	OUT		IN	OUT	IN	OUT
SUN					SUN				
MON					MON				
TUES					TUE				
WED					WED				
THUR					THUR				
FRI					FRI				
SAT					SAT				

SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_ SUPERVISOR'S INITIALS \_\_\_\_\_ DATE \_\_\_\_\_ TIMEKEEPER'S INITIALS \_\_\_\_\_ DATE \_\_\_\_\_



## Daily and Weekly Tasks Procedures

### COURIER REPORTS

**COURIER REPORTS:** submit bi-weekly courier service reports to USDA on Fridays. Use the form on the U drive (u:\afpub\anre\admin\usda\central.rpt – it is a WordPerfect file.) Get the courier information from the big green logbook at the front desk. **MAKE SURE TO LOG ALL COURIER PICK-UPS IN THE GREEN LOGBOOK.** Check off each pick-up in the logbook once it is included in the report. Fax the report to the fax number that is indicated at the top of the report. File the report in the white binder (with the T&A sheets) on the credenza behind the front desk.

*Summary:*

1. Enter all the logged courier entries for the last two weeks into the courier service report form (u:\afpub\admin\usda\central.rpt)
2. Check off each entry after it has been entered into the form
3. Fax form to headquarters (fax number on report)
4. File report into white binder marked T&A sheets

### COURIER SERVICES

Central Delivery- ONLY FOR USDA RSSA, account #50405, 6 digit special #031203, phone #301-955-3380/1244, Make sure to log each courier pick up in green log book at the front desk.

Date: October 18, 1999

**CENTRAL DELIVERY LOG**

Telephone: 301/953-3380  
Account Number: 50405  
Account Name: FAS/ICD

Submit log sheet BIWEEKLY  
via FAX to MSD/AMB/RRS  
(N. Croft), FAX 202-690-1626

PERSON PLACING CALL: Deandrea Duarte

<u>DATE</u>	<u>ACCOUNTING CLASSIFICATION</u>	<u>PICK-UP OR DELIVERY ADDRESS (BUSINESS OR BLDG NAME) (DO NOT USE YOUR ADDRESS HERE)</u>
8/6/99	031203	Christina Hoffman Global Links Television World Bank 1776 G. Street, NW (4th)
8/9/99	031203	Julie Harkins AAHP Program 1129 20 <sup>th</sup> St. Ste 600 Washington, DC
8/16/99	031203	Ms. Elaine Rossi OIRH Parklawn Bldg. Rm 18-87 5600 Fishers Ln. Rockville, MD 20857
8/30/99	031203	Moctar Toure World Bank 701 18 <sup>th</sup> Street., NW Washington, DC 20504
8/31/99	031203	Marcia Doran Bldg 33, Rm G-119 Goddard Space Flight Center - NASA Greenbelt Road Greenbelt, MD 20771
8/31/99	031203	USDA Travel Office South Building Room 1069-S Washington, DC
9/17/99	Direct Delivery	IFC 2121 Penn Ave, NW Rm 3P-140 Washington, DC 20433



## Daily and Weekly Tasks Procedures

### INVOICES AND PURCHASE ORDERS

**INVOICES AND PURCHASE ORDERS:** As invoices are received, prepare invoices in the Purchase Order database.

#### **TO RECORD A PURCHASE ORDER OR INVOICE IN THE DATABASE**

To Record a Purchase Order or Invoice in the Database: Click on the Purchase Order Icon (File Maker Pro) on your desk top, At File "PO.FP3" prompt for password, leave blank and just select OK. When program opens select Index. This will give you an indexed list of all the assigned purchase order numbers. Get purchase orders binder (white) and check the last numbers recorded in the binder against the last number recorded in the computer, verify that they match up. Fill out the payment log using the next available number. After information is recorded in the payment log then you must enter into computer. Select New Record a blank purchase order form will be created. The new number on the form should match the payment log number in your binder, which contains your new information. Enter information into the new purchase order form. When entering new data remember that when they ask for the I.D. number they are actually asking for the invoice number. Also don't forget to fill out the budget line so that the appropriate account can be billed. Once the form is fully completed print it (two copies automatically print). Make a copy of the original invoice. Take one of the Purchase Order forms along with the original invoice and staple together then file in the folder marked AMEX on Ed's desk (if there is no brown envelope on his desk marked AMEX make one and place it on his desk). Take the invoice copy and the remaining purchase order form and fax to Camara at Amex (phone: 202-429-0222, fax: 202 429-1867). When finished fill in the white Purchase Orders binder.

#### *Summary:*

1. Click on the Purchase order icon
2. Click Index
3. Check to make sure the last number correspond with the last number in the payment log
4. Fill out the payment log using the next available number
5. Create New Record
6. Enter information from invoice
7. Print the form
8. Make a copy of the original invoice.
9. Fax the copy and purchase order form to AMEX then file in white purchase order binder
10. Take the original invoice and remaining purchase order form and place in brown folder on Ed's desk.

# AMEX INTERNATIONAL, INC.

## PURCHASE ORDER FORM

**Purchase Order #** 98-156

**Date:** October 29, 1998

**Vendor:**

Gateway2000

**Ship/Bill to:**

AMEX International, Inc.  
 1325 G Street, NW  
 4th Floor  
 Washington, DC 20005  
 USA

**Contact:** , Logan

**Fax:** 605-232-1923

**Attn:** Adair, John

**Tel:** 202-219-0487

ID#	Description	Qty	Unit Price	Total Price
	E3200 GW Quote#110281521	3	\$1,628.00	\$4,884.00

**USAID Contract #** AOT C-96-90066-00

**Budget Line Item:** IV - A. PC/LAN Hardware

**Terms:** Net 30

<b>SubTotal</b>	\$4,884.00
<b>Shipping</b>	\$285.00
<b>Tax</b>	\$232.61
<b>TOTAL AMOUNT</b>	<b>\$5,401.61</b>

AMEX USE ONLY

Approved _____	Date: _____
Controller _____	Date: _____



## Daily and Weekly Tasks Procedures

### FAX MACHINES, PRINTERS, AND COPIERS

#### FAX MACHINES, PRINTERS, AND COPIERS:

- Every day make sure to check for incoming faxes and place them in the appropriate mailbox
- Check to make sure the fax machines, printers, and copier trays are filled with paper.
- Ensure that there are a couple of reams of paper at each of the print stations.

#### COPIER & FAX REPAIR/SERVICE/METER READING REPORT

Copier meter reading report: the copier meter reading report is done by the first working day of each month, you should receive a fax of the copier meter reading report from IKON. Record the number from the counters inside the copiers (all four copiers) on the report and fax it back to IKON to the fax number listed on the form. If you do not receive the report by the first working day, call IKON and ask for the report. After you fax the report, place the original in the file marked "IKON" on the credenza behind the receptionist area.

Printer repair: call ITS at 703-802-1556 (fax 703-802-1558), have model and serial number ready (the serial # can be found on the back of the printers).

For copier and fax service: call IKON at 703-998-7200 (address: 4900 Seminary Rd., 12<sup>th</sup> floor, Alexandria, VA 22311-1811, fax 703-998-6840), have model, serial & equipment ID numbers ready.

COPIERS MODEL, SERIAL NUMBER, EQUIPMENT ID			
MODEL	SERIAL #	EQUIPMENT ID	LOCATION
Canon 6650 II	CYR32601	W2081	Closest to lunch room
Canon 6650 II	CYR10667	W2685	Closest to lunch room
Canon 6030	NRD04610	W2589	Closest to Nile
Canon 6650 II	CYR31553	W2667	Closest to Nile
FAX MODEL, SERIAL NUMBER, EQUIPMENT ID			
Canon L770	C0230178	W6149	At reception desk
Canon L775	UBL07783	41554	Nearest Zambezi
Canon L775	UBL34242	41555	Near lunch room
Canon L775	UBL18466	W4867	Near HRD admin.
Canon L775	UBL13694	W4808	



## Daily and Weekly Tasks Procedures

### CONFERENCE ROOMS

**CONFERENCE ROOMS:** in the mornings, unlock the conference room doors and straighten up the rooms if needed. In the evenings, clean up the rooms if needed and lock up the rooms.

#### To reserve a room:

1. Open Mail or Netscape- Select communicator
2. Select calendar
3. Type user name and password
4. Open Agenda
5. An Agenda As Designate
6. Select appropriate conference room
7. Click Open, then Ok
8. Check for open time
9. Double click on the time needed
10. Fill out the form
11. Click Schedule
12. "Want to Notify Attendees?" answer No.

#### To cancel use of a conference room

1. Select the appropriate conference room using the steps above
2. Double click on the entry desired
3. Click on Edit, then Delete
4. "Do you want to delete?" click Ok.

#### Updating the schedules for new months:

- Reserve the ANRE staff meeting for every other Thursday at 8:30-9:30am in the large conference room
- Reserve the Env meetings for every other Monday at 8:30-9:30am in the corner conference room
- Reserve the SO3 Team meeting for every Tuesday at 8:30-10:00am in the corner conference room
- Reserve the SD-wide meeting for every 4<sup>th</sup> Wednesday of each month at 2:00-3:00pm in both the large and medium conference rooms.



## Daily and Weekly Tasks Procedures

### Regular & Inter-Office Mail

#### **MAIL FROM AND TO THE RONALD REAGAN BUILDING (RRB):**

The deliveryman (from the Ronald Reagan Building) will call between 2:25 and 3:30 pm to inform you of his arrival. After he calls, bring any outgoing mail (located in the outgoing mailbox bin next to the mailboxes) and go down to the front of the building. He will arrive in a white minivan. He will take the outgoing mail and give you any incoming mail. Distribute the incoming mail to the appropriate mailboxes.

**Federal Express:** 1-800-463-3339

- AMEX International account #1702-1601-1
- USDA account #1542-8332-3, only for USDA RSSAs, must put internal billing number on form (#031203, for C. Whyte #31240)



## Daily and Weekly Tasks Procedures

### FAX COVER SHEETS & FORMS

#### **AFR/ANRE ROUTING SLIPS, WORK REQUEST FORMS, AND REQUEST FOR LEAVE FORMS:**

Ensure that there are plenty of fax cover sheets at each of the fax machines (as well as USAID letterhead – if you run out of letterhead, order more from the RRB administrative assistant), plenty of work request forms next to the work request bin on the credenza behind the front desk, and plenty of request for leave forms in the T&A binder. If you run out of any of these forms the originals are located at *U:\afpub\Forms&Faxes*.

*When faxes come in distribute to recipients mailbox.*



# U.S. Agency for International Development

Bureau for Africa  
Office of Sustainable Development  
1325 G St., NW Suite 400  
Washington, DC 20005

Date: July 29, 1999

To: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

From: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Number of Pages (Including Cover Sheet) \_\_\_\_\_

Message:

**WORK REQUEST FORM**  
**AMEX International, Inc. / PARTS Project Administrative Support Contract**

NAME: \_\_\_\_\_ TODAY'S DATE/TIME: \_\_\_\_\_ DATE/TIME DUE: \_\_\_\_\_

*(Please note any special instructions in space provided at the end of the form)*

- COPYING**                                      Number of Copies \_\_\_\_\_
  - One-sided                                       Two-sided
  - Stapled     Unstapled                                       Spiral (GBC) bound
  
- FAXING** (per information on cover sheet)
  
- KEYBOARD / DOCUMENT ASSISTANCE**
  - Word processing                                       Data entry                                       Spreadsheet                                       Cable submission
  - Graphic design                                       Scanning                                       Travel Authoriz.                                       E-mail filing (during TDYs)
  - Create                                      →      LAN directory / file to be saved in \_\_\_\_\_
  - Modify                                      →      Existing directory / file name \_\_\_\_\_
  
- MAIL**
  - Inter-office                                       Regular                                       Express
  - USDA Courier                                       USAID Pouch
  
- LAPTOP COMPUTER** (for TDY)      *(PLEASE SUBMIT REQUEST AT LEAST 1 WEEK IN ADVANCE)*  
Dates needed: \_\_\_\_\_ Software / hardware needed: \_\_\_\_\_

**OTHER** (e.g., conference work, publications/dissemination, information management)

**SPECIAL INSTRUCTIONS**

(continue on back side if necessary):

AMEX USE: Assigned to: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

---

**WORK REQUEST FORM**  
**AMEX International, Inc. / PARTS Project Administrative Support Contract**

NAME: \_\_\_\_\_ TODAY'S DATE/TIME: \_\_\_\_\_ DATE/TIME DUE: \_\_\_\_\_

*(Please note any special instructions in space provided at the end of the form)*

- COPYING**                                      Number of Copies \_\_\_\_\_
  - One-sided                                       Two-sided
  - Stapled     Unstapled                                       Spiral (GBC) bound
  
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  - Word processing                                       Data entry                                       Spreadsheet                                       Cable submission
  - Graphic design                                       Scanning                                       Travel Authoriz.                                       E-mail filing (during TDYs)
  - Create                                      →      LAN directory / file to be saved in \_\_\_\_\_
  - Modify                                      →      Existing directory / file name \_\_\_\_\_
  
- MAIL**
  - Inter-office                                       Regular                                       Express
  - USDA Courier                                       USAID Pouch
  
- LAPTOP COMPUTER** (for TDY)      *(PLEASE SUBMIT REQUEST AT LEAST 1 WEEK IN ADVANCE)*  
Dates needed: \_\_\_\_\_ Software / hardware needed: \_\_\_\_\_

**OTHER** (e.g., conference work, publications/dissemination, information management)

**SPECIAL INSTRUCTIONS**

(continue on back side if necessary):

AMEX USE: Assigned to: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date/Time: \_\_\_\_\_



## Daily and Weekly Tasks Procedures

### BUSINESS CARDS

*The file is located at U:\afpub\Temp\BCARD*

1. Double click icon BUSCARD (Easiest)
2. Click begin here
3. Select Card Style
4. Then either Create or Open Design.

To Open Design:

- a. Click a saved file to load
- b. Click a button to Alter
- c. Print, save or quit.

To Create Design:

- a. Click design category button
- b. Enter information
- c. Click layout
- d. Click a button to alter
- e. Print, save, or quit.



## Daily and Weekly Tasks Procedures

### Office Supplies

#### OFFICE SUPPLIES:

There are two main storage places for supplies. The first is in the two black metal cabinets outside of the copy room (on the ANRE side of the office). The second location is in the copy room on the HRD side of the office.

Every two weeks check the cabinets. Write a list of supplies you may need. Call each of the teams and ask if there are any supplies that they need at this time and inform them that you will be placing an order.

#### Suppliers

Xpdx (Copier paper – Hammermill 20/50)	410-694-8500
Quill (Office Supplies)	800-789-1331
Staples (Office Supplies)	800-333-3330
Metro Computer Supplies (Diskettes, Toner)	202-466-5848 - Ask for Kyle
BT Office Products (Office Supplies)	301-808-8300
IKON (Toner for copiers)	703-236-2006 - Ask for Francis & order by model of copier (i.e. Canon 6650II, Canon 6030)

***\*NOTE: Our IKON representatives name is Ron Gilchrist 703-998-7200***



## Daily and Weekly Tasks Procedures

### Voice Mail

#### FIRST TIME ACCESS TO VOICE MAIL:

When you are accessing your voice mailbox for the very first time, please follow these simple instructions. Keep in mind, voice prompts will guide you through this process.

1. Call the VoiceCom Service using your access number: 202-273-4795.
2. During the greeting which plays when your call is answered, press the “#” key.
3. When prompted, enter your mailbox number: \_\_\_\_\_ using the digits on your phone’s keypad.
4. Next, you will be asked to enter in a security code. Because this is your first time calling into your mailbox, you will enter the default security code: \_\_\_\_\_.
5. Now, you will be prompted to create your own security code. Listen carefully to the instructions given by the prompts. Once you have created your security code, you will be asked to enter it a second time just to make sure you and the system got the same security code.
6. Next, you will be asked to record your name. Again, listen carefully to the prompts. After you have recorded your name, it will be played back to you for your approval. You will be given an option to Save or Re-record your name.
7. Finally! You will be asked to record your own personal greeting. One more time, listen carefully to the prompts. Remember, when recording your greeting, speak clearly and include your name and any other information you would like.  
(\*\* Check with your coordinator to see if there are any requirements pertaining to what should be included in your greeting.\*\*)

After you have recorded your greeting, it will be played back to you for your approval. That’s It!!!!



## Daily and Weekly Tasks Procedures

### Voice Mail

#### IS YOUR PERSONAL ASSISTANT SET UP?

*Personal Assistant* is the option given to callers to press “0” to reach someone live to speak with, such as an operator, receptionist, or co-worker. You must pre-program this feature in your mailbox for it to work. If you are giving your callers the option to press “0” for assistance, but have never actually set up your *Personal Assistance* feature in your mailbox, they will receive the message: “Zero is an invalid extension” when they process”0”. Please double check to make sure that you have programmed your *Personal Assistance* feature in your mailbox by following these few steps:

1. Log into your mailbox
2. At the “READY” prompt, enter “16” for Custom Options.
3. Enter “5” for Personal Assistance
  - If your Personal Assistance has already been pre-programmed, the number will be played back to you.
  - If you have not pre-programmed your Personal Assistance you will be asked to enter it now.
  - If you are attempting to enter your Personal Assistance number and are told that this is an invalid number, please inform your coordinator as soon as possible.
4. After you have completed this, please call your own number and press “0” during your greeting to check.

As always, if you should need assistance at any time, please feel free  
**To contact the VoiceCom 24 –Hour Customer Service Center at  
1-800-384-4357.**



## Daily and Weekly Tasks Procedures

### Hotels, Restaurants, Catering

A listing of the local restaurants and catering facilities can be located on the credenza at the reception desk in a binder marked menus.

Hotels Overseas	Telephone	Facsimile	
Abidjan, Intercontinental	011-225-441045	440050	
Accra, Novotel	011-233-21-667546	011-233-21-667533	
Accra, Labadi Beach	011-233-21-772501	773110	772520
Addis Hilton,	011-251-1-518-400	011-251-1-510-064	
Asmara, Sunshine	291-1-127880	127882	127886
Bujamburu, Novatel	257-2-22600		
Cape Coast, Coconut Grove	233-42-33648, 36, 50	33646	
Dakar, Senegal, Novatel	221-231-090		
Entebbe, Windsor—Lake Vic	256-42-2064/20027	20404	256-75-720036 (cell.)
Frankfort, Sheraton	263-4-729-771	728-450	
Gaborone, Grand Palm	267-312-999	312989	
Harare, Sheraton	263-4-729771	263-4-728450	
Harare, Mickles	263-4-707721	795655	707753/795672
Harare, Holiday Inn	263-4-795611	735695	
Harare, Crown Plaza	263-4-7345827	791920	
Holiday Inn	800-465-4329		
Intercontinental	800-327-0200		
Johannesburg, Jan Smuts Holiday Inn	27-11-975-1121	975-5846	
Kampala Sheraton	256-41-235900	256-41-259130	
Kigali, Mille Colines	250-76530	250-76541	
Lilongwe, Capitol Hotel	265-783-388		
Lusaka, Intercontinental	260-1-250600	260-1-251-880	
Nairobi Hilton	011-254-2-334000	011-254-2-339462	
Nairobi, Mayfair	254-2-746708	740920,21,27;	740940,55
Nairobi, Mayfair	254-2-742906	254-2-748823	
Nairobi, Landmark	254-2-448713		
Nairobi, Hillcrest	254-2-444883		
Nairobi, Intercont	254-2-224302, 335550,210171	210675,214617	
Nairobi, Pan Africa	254-2-720-822		
Nairobi, Serena	254-2-725111	254-2-725184	
Namibia, Kalahari	264-61-222300	264-61-222260	
Niamey, Grand	227-732641/42	732643	
Pretoria, Arcadia	27-12-326-9311	326-1067	
Rabat, Tour Hasan	212-7-704206		
Sheraton	800-325-3535		
Swaziland, Lugogo Sun	268-61101	61111	
Nairobi, Safari Park Hotel	254-2-802493		

# Daily and Weekly Tasks Procedures

## CABLE HELP



Call the Help Desk for More Information (x21234)

This information should be read by all people who intend to use the Cable form in Word97. The Word 97 version of the Cable form offers improvements from the WordPerfect version. Now you can use the mouse to scroll down and fill out fields in any desired order.

1. YOU MUST SAVE and RUN the Cable Form From C:\My Documents if downloaded from the internet and C:\Program Files\Microsoft Office\Templates if downloaded from Y:\Wordforms. For more information on downloading forms please refer to either (How to Access Forms From the Web) or (How to Access Forms From a Server).
2. Do not use the Cable form directly from Internet Explorer or from a floppy disk.
3. The cable form in Word97 uses the TAB key, NOT the ENTER key to go from field to field (those gray shaded boxes that you type in).
4. To Tab within a field, use the Control^Tab key sequence because using the Tab will move you out to the next field.
5. Please fill in all applicable fields for your cable.
6. View the left bottom section of the Window for instructions specific for each field.
7. You can hit Control^B to run a Spell Check on your cable.
8. When finished entering text, save your file and click the yellow smile face button to make two files:
  - a. One file is your signoff file to print and signoff (.doc)
  - b. The other file is a text file (.txt) to send to cable-terminal. **YOU NEED TO SEND THIS FILE AS AN ATTACHMENT IN BEYONDMAIL.**
  - c. For Example, a file named 'MyCable.doc' has a file named 'MyCable.txt' made to send to the cable-terminal as an attachment in BeyondMail. 'MyCable.doc' can be printed and routed around for signatures.
  - d. **DO NOT RE-OPEN THIS .TXT FILE MICROSOFT IN WORD.**
  - e. **IF YOU NEED TO MAKE CHANGES TO A CABLE, AFTER YOU HAVE ALREADY HIT THE SMILE FACE BUTTON.**
  - f. Go back to the Word document (e.g, MyCable.doc) and Then make any editing changes you like in the gray fields.
  - g. Then click the happy face button again to recreate the Signoff and text (.txt) files.
  - h. **DO NOT WORRY ABOUT FONT SIZES OR IF THE HEADER or FOOTER IS MISSING FROM EACH PAGE. SEND the .TXT FILE TO THE CABLE ROOM AS A BEYONDMAIL ATTACHMENT. THE CABLE ROOM WILL NOW TAKE CARE OF THE FONTS AND HEADERS/FOOTERS.**

### To Add Additional Lines at the End for Clearances, Action Addressees or Info Addressees:

For Clearances, type in text for all eight existing clearance fields. When you Tab out of the last clearance field, you will be asked if you want to enter more clearances. Click the Yes button and then enter the number of clearances (lines) you want added at the end of the document. You will be then taken to the next field after the eight clearance (the Action Precedence). Please note that the plus sign "+" has automatically been added.

## Daily and Weekly Tasks Procedures

Later, when you type in the body, you can enter the additional clearances in the new fields added. . Also note that the 'Y' has also been automatically added.

For Action and Info addressees, you have a short first line (33 characters) and a longer second line (51 characters). If you are in the middle of typing in an addressee on the first line and you do not have enough room to finish it (total text is greater than 33 characters), you must take the whole city out and enter it on the second line. That is, do not split up the text of that addressee.

When you reach the end of the second line and you still have more addressees to enter, hit the Tab key. You will be asked if you want to add more addressees. Click Yes and enter the amount of lines you want appended to the end of the document. After that, note that the plus sign "+" has been added to the second line.

Later, when you type in the body, you can enter the additional clearances in the new fields added at the end of the document. Also note that the 'Y' has also been automatically added.

- ① U:/Afr.pwd/Psge/Cables
- ② Copy to desk top (any cable)
- ③ Rename copy
- ④ Open + input info
- ⑤ File Save + print
- ⑥ let drafter approve → Desk off. → Denise
- ⑦ Save copy in your folder

Approver → APPR: DW ( )  
 Drafter → DRAFT: JC ( )  
 Desk officer → CLEAR: GT ( )

UNCLASSIFIED CLEAR: ( )

YOUR Initials

CLEAR: ( )

AID/AFR/SD/ANRE: JCOCHRANE: DD: SENEGAL. 2  
 PERSONALITY + WHERE

CLEAR: ( )

DATE → 7/14/1999 202-219-0463 DRAFTER PHONE #

AID/AFR/SD/ANRE: DWELLER ← APPROVER CLEAR: ( )

AID/AFR/SD/WA: GTHOMPSON ← DESK OFFICER AID/AFR/WA:  
 ↑  
 OFFICE

WHEN ROUTINE

DAKAR ← City VISITOR

CONTACT @ MISSION

ATTN: ADM AID OLIVIER SAGNA, FRANCOIS FAYE

E.O. 12958: N/A

TAGS:

SUBJECT: COUNTRY CLEARANCE REQUEST FOR JEFFREY COCHRANE, AFRICALINK

1. REQUEST COUNTRY CLEARANCE FOR JEFFREY COCHRANE M/IRM/CIS (SETA CORPORATION) AFRICALINK ADVISOR TO AFR/SD/ANRE. COCHRANE'S ETA IS JULY 26, 1999 AND ETD IS JULY 30, 1999.

2. PRINCIPAL PURPOSE OF TDY IS TO PROVIDE TECHNICAL ASSISTANCE TO THE SUB-SAHARAN AFRICAN AGRICULTURAL INFORMATION STRATEGY MEETING ORGANIZED IN DAKAR BY THE FORUM FOR AGRICULTURAL RESEARCH IN AFRICA (FARA). THE OBJECTIVES OF THE MEETING ARE

(I) TO TAKE STOCK OF THE INFORMATION AND COMMUNICATION MANAGEMENT SITUATION IN EACH FARA SUB-REGION (EAST, SOUTH, WEST) IDENTIFYING THE INFORMATION REQUIREMENTS, FACILITIES OR SERVICES THAT ALREADY EXIST, AS WELL AS EXISTING PROJECTS OR PROPOSALS AIMED AT STRENGTHENING INFORMATION SYSTEMS AND SERVICES.

(II) TO IDENTIFY CONSTRAINTS WHICH COULD PREVENT THE IMPLEMENTATION OF AN EFFECTIVE, EFFICIENT AND SUSTAINABLE INFORMATION SYSTEM IN SUB-SAHARAN AFRICA AND TO BRAINSTORM ON POSSIBLE WAYS AND MEANS TO ALLEVIATE THEM.

(III) TO FORMULATE TERMS OF REFERENCE FOR THE ELABORATION OF A SUB-SAHARAN AFRICAN AGRICULTURAL INFORMATION STRATEGY.

WHEN  
 DURING  
 WHEN

PURPOSE

3. AFRICALINK IS A SUPPORT ACTIVITY WITHIN AFR/SD/ANRE TO FACILITATE ACCESS TO INFORMATION TECHNOLOGY AND EFFECTIVE INFORMATION MANAGEMENT FOR USAID PARTNERS IN AGRICULTURAL, ENVIRONMENTAL, AND NATURAL RESOURCE MANAGEMENT PROGRAMS. AN ELECTRONIC BROCHURE MAY BE ACCESSED FROM THE USAID WEB SITE AT [HTTP://WWW.INFO.USAID.GOV/ALNK](http://www.info.usaid.gov/alnk) (ALL LOWER CASE). M/IRM COR IS BERNARD MAZER. AFR/SD MANAGER IS CARL GALLEGOS.

4. COCHRANE WOULD BE PLEASED TO BRIEF MEMBERS OF USAID/SENEGAL STAFF. POST SHOULD ADVISE COCHRANE IF THIS REQUESTED.

5. COCHRANE HAS SECRET SECURITY CLEARANCE. TDY IS NO COST TO MISSION. NO MISSION LOGISTICAL SUPPORT OF ANY KIND IS REQUIRED. ALL TRANSPORTATION AND LODGING ARRANGEMENTS WILL BE HANLED BY COCHRANE DIRECTLY WITH ASSISTANCE FROM FARA. (SLUG REPLIES TO COCHRANE.)

YY

TO DRAFTER

IF NEED  
ASSISTANCE  
TO REPLY TO



## Daily and Weekly Tasks Procedures

### TDY SCHEDULE

#### **TDY SCHEDULE:**

Each month send out e-mail to each RSSA employee requesting TDY updates. The TDY schedule is located on the USAID Africa Bureau's main Web Page (<http://www.afr-sd.org>). When updates are received make necessary changes to the TDY Schedule.

To Update the TDY Schedule (<http://www.afr-sd.org/tdy/tdy.htm>):

1. Open Netscape
2. Select Workgroups
3. Select TDY Schedules
4. Type user name and password (this is your personal username and password)
5. Select month you want to update
6. Go to File
7. Select Edit Page
8. Make necessary updates
9. Save
10. Select download copy to print a copy distribute to:
  - a. Front Desk
  - b. Wall over outgoing mail
  - c. Admin.'s desk
11. Close



## Daily and Weekly Tasks Procedures

### SO3

Jerry Brown

George Gardner

Jeff Hill

Bahiru Duguma

Charles Whyte

### SO5

CARPE

Mike McGahuey

Tony Pryor

Tim Resch

### SSO

Paul Bartel

Walter Knausenberger

### AFRICA LINK

Kebadu Belachew