



Version	Date	Author	Description of Change
1.0	3/6/14	[REDACTED]	New Procedure

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION:

[REDACTED]

EROS Director Deputy Director Administrative Officer

SUBJECT / TITLE: EROS Visitor Agendas

DATE: March 6, 2014

VOL / INDEX #: EROS-GEN-09

PREPARED BY: **Copies will be provided to:**
[REDACTED]

Preparer Date Supervisor Date

OTHER COORDINATION: GS-N-EDC Federal Employees
CORs distribute to contracts

STATUS: Permanent
 Temporary

EXPIRATION DATE: March 5, 2016

PROCEDURE / MEMO: Original
 Supersedes

ATTACHMENT TO: N/A

PURPOSE: Establishes the EROS process for creating agendas

UTILIZATION: Daily, Weekly, Monthly, Other

TEXT: Procedure follows on next page.

1.0 References.

EROS-GEN-11 USGS EROS Official Visitor Procedure;
https://edchome.cr.usgs.gov/#/Shared/EROS_Policies_Procedures/Home.

EROS-GEN-23 Scheduling Meetings Procedure;
https://edchome.cr.usgs.gov/#/Shared/EROS_Policies_Procedures/Home

EROS-GEN-26 Conference Room Use and Support
https://edchome.cr.usgs.gov/#/Shared/EROS_Policies_Procedures/Home

2.0 Purpose.

This procedure establishes the process for creating an EROS visitor agenda. The procedure enables administrative support staff to be self-supporting in creating agendas for visitors. The scope of the procedure is Center wide and applicable to Government and contract personnel.

3.0 Definitions.

Administrative Support Staff – Administrative assistants and secretaries included in the “GS-N-EDC Admin All” email group in Bison Connect

Visitor – An outside individual visiting EROS to conduct official business

Host – An EROS employee or contractor hosting a visitor to conduct official business

4.0 Procedure.

4.1 Roles and Responsibilities.

Administrative support staff will assist in the process of creating EROS agendas for their personnel (Government administrative support staff will assist Government-hosted visitors and contract administrative support staff will assist contract-hosted visitors). The host of the visit will determine whether an agenda is required.

4.2 Process.

Agenda Format and Preparation:

- When preparing an EROS agenda, use the approved template. The template can be found in Appendix A or at J:\Shared\Admin Resources\EROS Templates\EROS agenda template
- Use Arial 12 point font
- The “Visit by” field should contain the visitor(s) name, title and organization

- The "Purpose" field should contain a clear description of the purpose of the visit
- Use Bison Connect to determine which conference room is available. If the room is busy, visitors take priority. If the conference room you require is already reserved, email the administrative support staff member who created the conflicting meeting and request the meeting be moved to a different location
- In the body of the agenda, include the time of the presentation, the topic or title of the presentation and who is presenting
- The host's name should be at the bottom of the agenda, (right justified), followed by the administrative support staff's initials (lowercase), the date, the version, and the time (e.g., J.Doe/xy/1-28-2014/V2/11:00am)
- Keep the use of acronyms to a minimum. If acronyms are used, follow the rule for correspondence: Define an acronym the first time it is used, followed by the acronym in parentheses (e.g., U.S. Geological Survey (USGS)). If an acronym is used only once, it is not necessary to follow the defined acronym with the acronym in parenthesis.
- All visitors should be added to the visitor database located on the EROS homepage. <https://edchome.cr.usgs.gov/visitorreport/>

Agenda Distribution Process:

- All participants (or their administrative support staff) must be contacted prior to the distribution of the agenda to ensure their availability. Use Bison Connect to block all participants' calendars.
- Post the agenda to the EROS Bulletin Board found on the EROS homepage. <http://edchome.cr.usgs.gov/forums/>
- Email the agenda to all participants and to all administrative support staff, using the email group, gs-n-edc_admin_all@usgs.gov. If participants are listed as optional, email them a copy of the agenda as well.
- Email the agenda to any others as determined by the Host
- Provide hard copies of the agenda to the visitors
- If visitors will be purchasing their meals at the EROS Cafeteria (Observations Dining Services (ODS)), notify ODS of additional visitors

5.0 Appendices.

Appendix A. EROS Agenda Template



Appendix A. EROS Agenda Template (The EROS Agenda Template is available on J:\Shared\Admin Resources\EROS Templates\EROS agenda template)



EARTH RESOURCES OBSERVATION AND SCIENCE (EROS) CENTER

AGENDA

Visit by:

Purpose:

Date
(Location)

Time	Topic/Title	Name of Presenter
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Distribution: (e-mail)
Internal Bulletin Board
Participants
All Admins/Secretaries

J.Doe/xy/1-28-2014/V2/11:00am