

INTRODUCTION

The Pacific West Area Office Support Handbook has been created with information to be used as a reference guide. This handbook is intended to enhance your resource tools in providing assistance to the researchers, administrators, peers, the public and industry. It is an on-going effort that will be updated periodically.

Any suggestions for improving the handbook are appreciated by the Pacific West Area Office Support Advisory Council. Please note the information herewith is for use by secretaries and clerical support staff as well as any other PWA employee.

The Council would like to **thank all PWA staff** who contributed information and provided assistance in the development of this Handbook. The Council members past and current are listed below.

Current Members

Veronica Cullum	Albany, CA	Mary Edwards	Dubois, ID
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