

AGENDA

NIH Correspondence Contacts Meeting

Wednesday, February 20, 2008, 10:00 – 11:00 a.m.

Building 31C, 6th Floor, Conference Room 6

- Introductions / ES staff changes
- Training course: Writing and Managing Executive Correspondence at NIH, March 5-6

Course information and registration link:

http://learningsource.od.nih.gov/show_details.asp?cd_crs=2115

- Upcoming SERCH enhancement
 - Contacts tab instead of Correspondence tab, and new look of the tab
 - Updated look of Keywords tab
 - Search capabilities for IC/OD Office users
 - New mechanics of work folders automatically being moved out of IC/OD Office active queues to Out of Process—*but not out of reach* (especially with enhanced search capabilities)

 - Near-future enhancement of clearance mechanisms and screens to be used by those with signature authority