



Helping People...

...Help the Land.



Former Employee Continues to Share Knowledge with SW Area

Jo Ellen Witt retired from Indiana NRCS as the Southwest Field Office Assistant in February 2016 but she hasn't stopped helping make the Southwest Area the finest in the state. She took just a few weeks off after retirement then was right back in the office serving as an Earth Team Volunteer. In FY17, Jo Ellen volunteered 194 hours.

The Field Office Assistant position was not filled until August of 2016, six months after Jo Ellen left. During this time Jo Ellen helped keep things going as efficiently as possible for the southwest area. She continued to collect the monthly vehicle logs and made sure they were submitted in a timely manner. Until the Field Office Assistant position was filled, she completed many tasks such as helping to collect supply orders, maintaining records and answering questions about timekeeping and travel. Once the position was filled, she continued to volunteer and was integral in training the new Field Office Assistant. As part of her volunteer work she organized binders with important information for the new Field Office

Assistant. These binders contained training material and policy so it would be easy for the new employees to find the information.

As an Earth Team Volunteer, she not only worked to train the SW Field Office Assistant but also helped train the Southeast Field Office Assistant, who was hired around the same time. Jo Ellen has a passion for making sure a job is well done and worked with both of the new hires to give them the tools they needed to succeed.

Jo Ellen continues to be a weekly Earth Team Volunteer even after she assisted with training the new Field Office Assistant. She comes in at least one day a week to volunteer at the Area Office. She assists in tracking supply orders and maintaining the supply cabinet. She updates the Area Directory as new employees are hired. She still answers questions on specialized tasks for the Field Office Assistant, such as end of year audit procedures. She assists the Area Program Specialist with printing and filing payment requests. She proof reads draft documents for several



of the Area Staff before they are finalized. She is an excellent sounding board for ideas and always quick to help out with any task.

While no longer an NRCS employee, Jo Ellen is still a terrific asset to the SW Area. She is professional in all she does and strives to use her volunteer time to ease the burden on the entire SW Area. We appreciate her willingness to share her vast knowledge with us even after she has retired. We are lucky to have her and look forward to having her as an Earth Team Volunteer for years to come.