

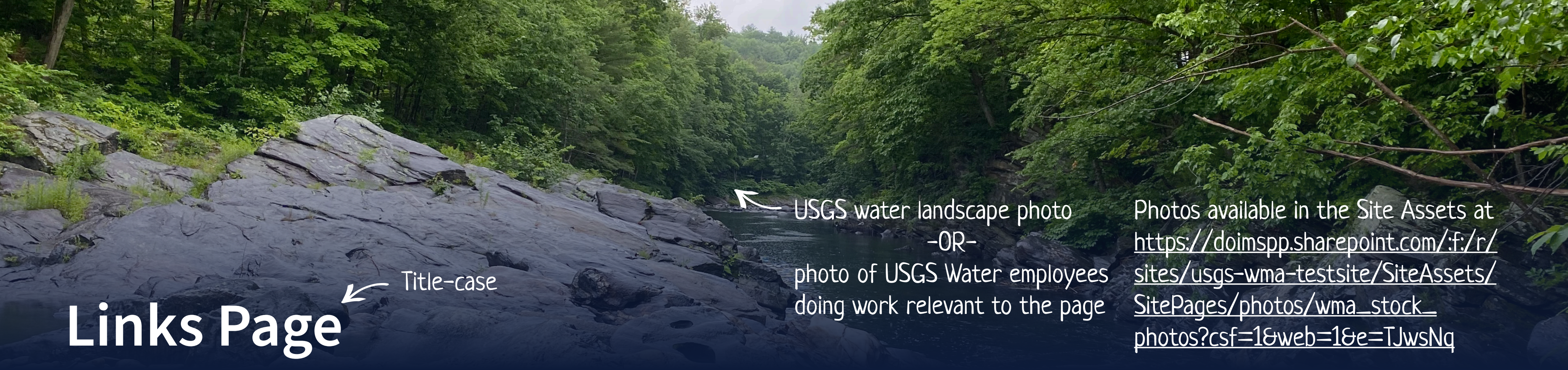
# **Style Guide** *for* **Water Resources** **Mission Area** **SharePoint Site**

April 4, 2024

Mandie Carr, WMA Science Communicator, [ancarr@usgs.gov](mailto:ancarr@usgs.gov)

# Templates





# Links Page

← Title-case

← USGS water landscape photo  
-OR-  
photo of USGS Water employees  
doing work relevant to the page


Photos available in the Site Assets at  
[https://doimspp.sharepoint.com/:f/r/sites/usgs-wma-testsite/SiteAssets/SitePages/photos/wma\\_stock\\_photos?csf=1&web=1&e=TJwsNq](https://doimspp.sharepoint.com/:f/r/sites/usgs-wma-testsite/SiteAssets/SitePages/photos/wma_stock_photos?csf=1&web=1&e=TJwsNq)


Introductory text (optional)


## Heading (most important links)


← Sentence-case  
(headings and links)


Explanatory text (optional)

  
Title


  
Title

  
Title

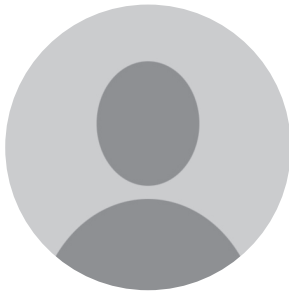
  
Title

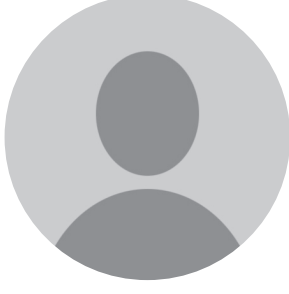
  
Title

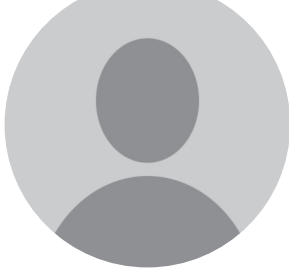
← Big tiles = big important links  
(and not too many of them)

Site theme:  
 #016D70

## Contacts (optional)

  
**Contact Card Name**  
Contact Card Title

  
**Contact Card Name**  
Contact Card Title

  
**Contact Card Name**  
Contact Card Title

Use columns if have 2-3  
equal categories of links

## Heading (category #1)

Explanatory text (optional)

  
Title

  
Title

  
Title

  
Title

## Heading (category #2)

Explanatory text (optional)

  
Title

  
Title

  
Title

  
Title

## Heading (less important links)

 Title

 Title

 Title

 Title

Compact = less important links  
(or a very long list of links)















# Document Library Page

Explanatory text (required)

## Heading (optional - only if multiple categories of files)

Category-specific explanatory text (optional)








	Name ▾	Modified ▾	Modified By ▾	Fiscal Year ▾	Meeting Date ▾	OCOO Docume... ▾	Document ID ▾
	FY20 Weekly Call Notes	November 27, 2022	Margaret Mayhew	FY2020		Meeting Agenda/Notes	
	FY20 Weekly Call Notes1	August 11, 2023	Margaret Mayhew	FY2020		Meeting Agenda/Notes	
	FY21 Weekly Call Notes	November 27, 2022	Margaret Mayhew	FY2021		Meeting Agenda/Notes	
	FY22 Weekly Call Notes	September 28, 2022	Margaret Mayhew	FY2022		Meeting Agenda/Notes	
	FY23 Weekly Call Notes	October 26, 2023	Margaret Mayhew	FY2023			
	Meeting support docs	September 28, 2022	Margaret Mayhew			Supporting Info	
	20231002 Weekly Call Notes.docx	November 20, 2023	Margaret Mayhew	FY2024	10/2/2023	Meeting Agenda/Notes	FFFTQXX63J6-11277...
	20231016 Weekly Call Notes.docx	November 20, 2023	Margaret Mayhew	FY2024	10/16/2023	Meeting Agenda/Notes	FFFTQXX63J6-11277...
	20231023 Weekly Call Notes.docx	November 20, 2023	Margaret Mayhew	FY2024	10/23/2023	Meeting Agenda/Notes	FFFTQXX63J6-11277...
	20231030 Weekly Call Notes.docx	November 20, 2023	Margaret Mayhew	FY2024	10/30/2023	Meeting Agenda/Notes	FFFTQXX63J6-11277...
	20231106 Weekly Call Notes.docx	November 20, 2023	Margaret Mayhew	FY2024	11/6/2023	Meeting Agenda/Notes	FFFTQXX63J6-11277...

Add columns with meta tags to help users find documents

Use descriptive folders and filenames

## Heading (optional - only if multiple categories of files)

Category-specific explanatory text (optional)

	Name ▾	Modified ▾	Modified By ▾	Fiscal Year ▾	Meeting Date ▾	OCOO Docume... ▾	Document ID ▾
	FY20 Weekly Call Notes	November 27, 2022	Margaret Mayhew	FY2020		Meeting Agenda/Notes	
	FY20 Weekly Call Notes1	August 11, 2023	Margaret Mayhew	FY2020		Meeting Agenda/Notes	
	FY21 Weekly Call Notes	November 27, 2022	Margaret Mayhew	FY2021		Meeting Agenda/Notes	
	FY22 Weekly Call Notes	September 28, 2022	Margaret Mayhew	FY2022		Meeting Agenda/Notes	
	FY23 Weekly Call Notes	October 26, 2023	Margaret Mayhew	FY2023			
	Meeting support docs	September 28, 2022	Margaret Mayhew			Supporting Info	





# Content Page

Introductory text (optional)

## Heading (text content)

- Heading =
- Normal text
  - Size 20
  - Bold

### Tips for making text content easy to follow:

- Add descriptive headings to organize the information
- Use bulleted lists where appropriate
- Avoid acronyms and jargon
- Make hyperlinks descriptive (for example, “go to the [OCOO SharePoint site](#)” is better than “go [here](#)”)
- Keep sections short
- Break up chunks of text with tables (below) and photos (right)
- For more tips, visit [plainlanguage.gov](#)

- Content =
- Normal text
  - Size 14



Alt Text caption for screen readers

## Heading (list of items with mix of hyperlinked and plain text)

Dotted lines just for reference  
(they should not appear in final design)

Title (no hyperlink)  
Description (optional)

[Title \(hyperlinked\)](#)  
Description (optional)

[Title \(hyperlinked\)](#)  
Description (optional)

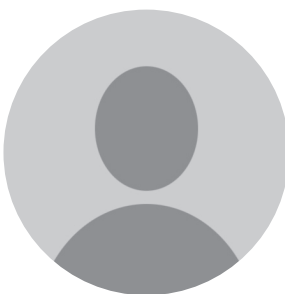
Item without a title and with mix of [hyperlinked](#) and plain text

Item without a title and with mix of [hyperlinked](#) and plain text

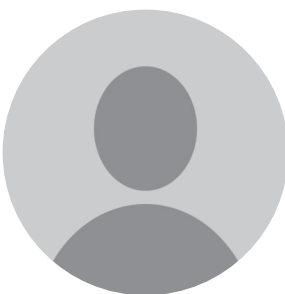
## Contacts (optional)

Sub-heading (optional, if multiple groups of contacts or links)

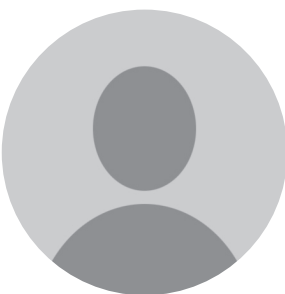
- Sub-heading =
- Normal text
  - Size 14
  - Bold



Contact Card Name  
Contact Card Title



Contact Card Name  
Contact Card Title



Contact Card Name  
Contact Card Title



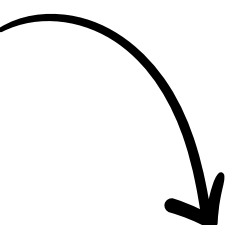
# Icons



Blue-green background  
should match site theme:



#016D70



Type of content	Icon	Large tiles (transparent background)	Compact links (blue-green background)
Performance, awards		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/award.png?csf=1&amp;web=1&amp;e=eZiS1n">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/award.png?csf=1&amp;web=1&amp;e=eZiS1n</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/award.png?csf=1&amp;web=1&amp;e=FmxJnB">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/award.png?csf=1&amp;web=1&amp;e=FmxJnB</a>
Events, calendars, Quicktime		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/calendar.png?csf=1&amp;web=1&amp;e=JFkEjv">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/calendar.png?csf=1&amp;web=1&amp;e=JFkEjv</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/calendar.png?csf=1&amp;web=1&amp;e=Lm0VHA">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/calendar.png?csf=1&amp;web=1&amp;e=Lm0VHA</a>
Cloud repositories		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/cloud.png?csf=1&amp;web=1&amp;e=mS4ZbL">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/cloud.png?csf=1&amp;web=1&amp;e=mS4ZbL</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/cloud.png?csf=1&amp;web=1&amp;e=AA6XXR">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/cloud.png?csf=1&amp;web=1&amp;e=AA6XXR</a>
Communities, network, council, committee		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/community.png?csf=1&amp;web=1&amp;e=0TMBjL">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/community.png?csf=1&amp;web=1&amp;e=0TMBjL</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/community.png?csf=1&amp;web=1&amp;e=yPHZR7">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/community.png?csf=1&amp;web=1&amp;e=yPHZR7</a>
Contacts, phone book, directory		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/contacts.png?csf=1&amp;web=1&amp;e=Ef5g0b">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/contacts.png?csf=1&amp;web=1&amp;e=Ef5g0b</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/contacts.png?csf=1&amp;web=1&amp;e=KHQ12N">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/contacts.png?csf=1&amp;web=1&amp;e=KHQ12N</a>
COVID		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/covid.png?csf=1&amp;web=1&amp;e=KUOyST">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/covid.png?csf=1&amp;web=1&amp;e=KUOyST</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/covid.png?csf=1&amp;web=1&amp;e=3d7fsu">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/covid.png?csf=1&amp;web=1&amp;e=3d7fsu</a>
Data management, project management, AQUARIUS		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/data.png?csf=1&amp;web=1&amp;e=FykvCx">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/data.png?csf=1&amp;web=1&amp;e=FykvCx</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/data.png?csf=1&amp;web=1&amp;e=ZA8eX7">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/data.png?csf=1&amp;web=1&amp;e=ZA8eX7</a>
DEIA		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/diversity.png?csf=1&amp;web=1&amp;e=0VjUHF">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/diversity.png?csf=1&amp;web=1&amp;e=0VjUHF</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/diversity.png?csf=1&amp;web=1&amp;e=QQiNnt">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/diversity.png?csf=1&amp;web=1&amp;e=QQiNnt</a>
Ethics, OSQI		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/ethics.png?csf=1&amp;web=1&amp;e=jyoTfk">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/ethics.png?csf=1&amp;web=1&amp;e=jyoTfk</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/ethics.png?csf=1&amp;web=1&amp;e=0emnq1">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/ethics.png?csf=1&amp;web=1&amp;e=0emnq1</a>
Facility		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/facility.png?csf=1&amp;web=1&amp;e=JkOLru">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/facility.png?csf=1&amp;web=1&amp;e=JkOLru</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/facility.png?csf=1&amp;web=1&amp;e=c45LD6">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/facility.png?csf=1&amp;web=1&amp;e=c45LD6</a>
Field support, OCOO, functions, science		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/field.png?csf=1&amp;web=1&amp;e=QJxMo">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/field.png?csf=1&amp;web=1&amp;e=QJxMo</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/field.png?csf=1&amp;web=1&amp;e=BRaabD">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/field.png?csf=1&amp;web=1&amp;e=BRaabD</a>
Finance, budget, FBMS, BASIS+, Employee Express		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/finance.png?csf=1&amp;web=1&amp;e=c7ctzY">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/finance.png?csf=1&amp;web=1&amp;e=c7ctzY</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/field.png?csf=1&amp;web=1&amp;e=BRaabD">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/field.png?csf=1&amp;web=1&amp;e=BRaabD</a>
Library, folder, files, eOPF		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/folder.png?csf=1&amp;web=1&amp;e=kDroGG">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/folder.png?csf=1&amp;web=1&amp;e=kDroGG</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/folder.png?csf=1&amp;web=1&amp;e=OWbbPN">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/folder.png?csf=1&amp;web=1&amp;e=OWbbPN</a>
Human Capital, Human Resources		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/hr.png?csf=1&amp;web=1&amp;e=AedbM3">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/hr.png?csf=1&amp;web=1&amp;e=AedbM3</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/hr.png?csf=1&amp;web=1&amp;e=A6y4Co">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/hr.png?csf=1&amp;web=1&amp;e=A6y4Co</a>
Image, photo		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/image.png?csf=1&amp;web=1&amp;e=pH6agJ">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/image.png?csf=1&amp;web=1&amp;e=pH6agJ</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/image.png?csf=1&amp;web=1&amp;e=SSBmGc">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/image.png?csf=1&amp;web=1&amp;e=SSBmGc</a>
E-mail, distribution lists		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/mail.png?csf=1&amp;web=1&amp;e=ZMxZPO">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/mail.png?csf=1&amp;web=1&amp;e=ZMxZPO</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/mail.png?csf=1&amp;web=1&amp;e=VFINYc">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/mail.png?csf=1&amp;web=1&amp;e=VFINYc</a>
Management, supervisory		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/management.png?csf=1&amp;web=1&amp;e=5DU2uJ">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/management.png?csf=1&amp;web=1&amp;e=5DU2uJ</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/management.png?csf=1&amp;web=1&amp;e=DckpDX">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/management.png?csf=1&amp;web=1&amp;e=DckpDX</a>
Manual, framework		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/manual.png?csf=1&amp;web=1&amp;e=FfDaUm">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/manual.png?csf=1&amp;web=1&amp;e=FfDaUm</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/manual.png?csf=1&amp;web=1&amp;e=FvnMgv">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/manual.png?csf=1&amp;web=1&amp;e=FvnMgv</a>
Matrix, data table		<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/matrix.png?csf=1&amp;web=1&amp;e=ZaeOuD">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/matrix.png?csf=1&amp;web=1&amp;e=ZaeOuD</a>	<a href="https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/matrix.png?csf=1&amp;web=1&amp;e=MEZsz4">https://doimssp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/matrix.png?csf=1&amp;web=1&amp;e=MEZsz4</a>



Type of content	Icon	Large tiles (transparent background)	Compact links (blue-green background)
Meeting, conference, workshop		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/meeting.png?csf=1&amp;web=1&amp;e=WxATnt">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/meeting.png?csf=1&amp;web=1&amp;e=WxATnt</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/meeting.png?csf=1&amp;web=1&amp;e=E1GpTH">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/meeting.png?csf=1&amp;web=1&amp;e=E1GpTH</a>
Organizational chart		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/orgchart.png?csf=1&amp;web=1&amp;e=bhga3J">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/orgchart.png?csf=1&amp;web=1&amp;e=bhga3J</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/orgchart.png?csf=1&amp;web=1&amp;e=Qzmdhr">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/orgchart.png?csf=1&amp;web=1&amp;e=Qzmdhr</a>
Planning, web form		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/plan.png?csf=1&amp;web=1&amp;e=4tZ2BR">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/plan.png?csf=1&amp;web=1&amp;e=4tZ2BR</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/plan.png?csf=1&amp;web=1&amp;e=weedNp">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/plan.png?csf=1&amp;web=1&amp;e=weedNp</a>
Presentation, data analysis, trends, database		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/presentation.png?csf=1&amp;web=1&amp;e=wNjtNN">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/presentation.png?csf=1&amp;web=1&amp;e=wNjtNN</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/presentation.png?csf=1&amp;web=1&amp;e=dQ8PUW">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/presentation.png?csf=1&amp;web=1&amp;e=dQ8PUW</a>
Procedures, policy, processes, practices, requirements		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/procedure.png?csf=1&amp;web=1&amp;e=RxIM7V">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/procedure.png?csf=1&amp;web=1&amp;e=RxIM7V</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/procedure.png?csf=1&amp;web=1&amp;e=GhyGm9">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/procedure.png?csf=1&amp;web=1&amp;e=GhyGm9</a>
Quality assurance, OQA		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/qaqc.png?csf=1&amp;web=1&amp;e=ObpaYw">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/qaqc.png?csf=1&amp;web=1&amp;e=ObpaYw</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/qaqc.png?csf=1&amp;web=1&amp;e=OxcSGD">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/qaqc.png?csf=1&amp;web=1&amp;e=OxcSGD</a>
Records management		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/records.png?csf=1&amp;web=1&amp;e=XirUpx">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/records.png?csf=1&amp;web=1&amp;e=XirUpx</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/records.png?csf=1&amp;web=1&amp;e=3bfPAB">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/records.png?csf=1&amp;web=1&amp;e=3bfPAB</a>
Interagency, SWAP		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/relationships.png?csf=1&amp;web=1&amp;e=fXY7QF">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/relationships.png?csf=1&amp;web=1&amp;e=fXY7QF</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/relationships.png?csf=1&amp;web=1&amp;e=qtIzhN">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/relationships.png?csf=1&amp;web=1&amp;e=qtIzhN</a>
Employee resources, staffing		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/resources.png?csf=1&amp;web=1&amp;e=f6dvVc">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/resources.png?csf=1&amp;web=1&amp;e=f6dvVc</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/resources.png?csf=1&amp;web=1&amp;e=2XE8Nj">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/resources.png?csf=1&amp;web=1&amp;e=2XE8Nj</a>
Safety		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/safety.png?csf=1&amp;web=1&amp;e=cFUdIP">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/safety.png?csf=1&amp;web=1&amp;e=cFUdIP</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/safety.png?csf=1&amp;web=1&amp;e=2MXEdD">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/safety.png?csf=1&amp;web=1&amp;e=2MXEdD</a>
Social media		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/social.png?csf=1&amp;web=1&amp;e=Gpw6hZ">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/social.png?csf=1&amp;web=1&amp;e=Gpw6hZ</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/social.png?csf=1&amp;web=1&amp;e=bwHVDc">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/social.png?csf=1&amp;web=1&amp;e=bwHVDc</a>
Support, services, Employee Assistance Program		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/support.png?csf=1&amp;web=1&amp;e=y1NwhI">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/support.png?csf=1&amp;web=1&amp;e=y1NwhI</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/support.png?csf=1&amp;web=1&amp;e=KjBDTf">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/support.png?csf=1&amp;web=1&amp;e=KjBDTf</a>
Training, DOI Talent		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/training.png?csf=1&amp;web=1&amp;e=cAeix5">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/training.png?csf=1&amp;web=1&amp;e=cAeix5</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/training.png?csf=1&amp;web=1&amp;e=sErF0R">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/training.png?csf=1&amp;web=1&amp;e=sErF0R</a>
Video, recording, webinar		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/video.png?csf=1&amp;web=1&amp;e=OV3oy2">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/video.png?csf=1&amp;web=1&amp;e=OV3oy2</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/video.png?csf=1&amp;web=1&amp;e=Dhdh87">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/video.png?csf=1&amp;web=1&amp;e=Dhdh87</a>
WMA Intranet		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/water.png?csf=1&amp;web=1&amp;e=eXbLmI">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/water.png?csf=1&amp;web=1&amp;e=eXbLmI</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/water.png?csf=1&amp;web=1&amp;e=9KFvxp">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/water.png?csf=1&amp;web=1&amp;e=9KFvxp</a>
Website (general)		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/web.png?csf=1&amp;web=1&amp;e=BvjOPi">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/web.png?csf=1&amp;web=1&amp;e=BvjOPi</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/web.png?csf=1&amp;web=1&amp;e=XqrxZb">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/web.png?csf=1&amp;web=1&amp;e=XqrxZb</a>
Web tool, app		<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/webtool.png?csf=1&amp;web=1&amp;e=Qo9SWC">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_transparent/webtool.png?csf=1&amp;web=1&amp;e=Qo9SWC</a>	<a href="https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/webtool.png?csf=1&amp;web=1&amp;e=exVPlo">https://doimspp.sharepoint.com/:i:/r/sites/usgs-WMA-SharePoint-Coord/Shared%20Documents/General/icons/white_green/webtool.png?csf=1&amp;web=1&amp;e=exVPlo</a>



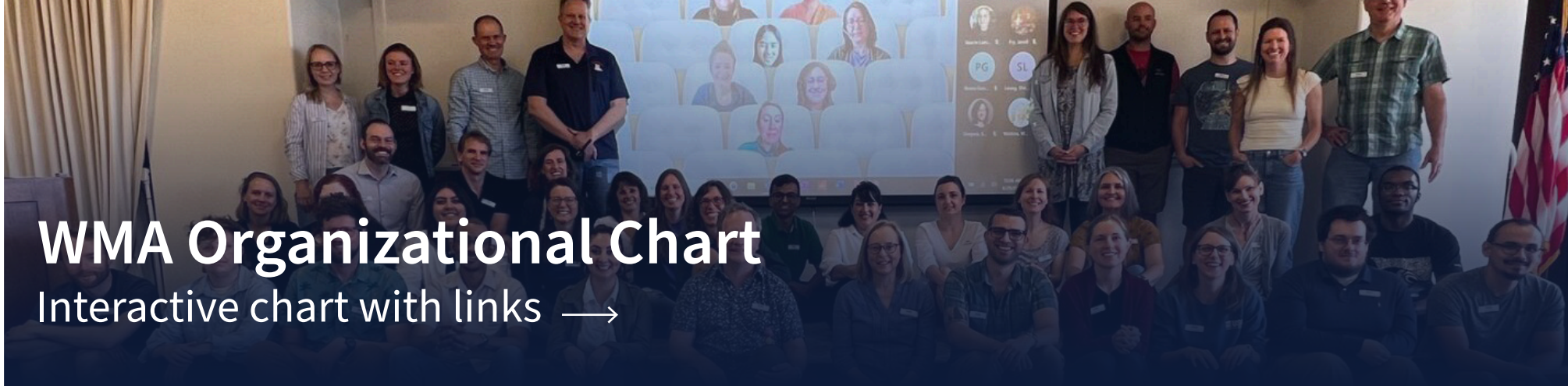
# Examples





# Water Resources Mission Area

Learn more →



## WMA Organizational Chart

Interactive chart with links →



## Water Enterprise Services (Functions)



## WMA Projects

The Water Resources Mission Area (WMA) is the headquarters of the USGS Water Enterprise, which includes 28 Water Science Centers reporting to six regional offices.

### Main WMA Offices

#### Water Business Office (WBO)

Administrative and budget support, including supervisory and employee resources

**Office of the Associate Director (OAD)**  
WMA leadership

#### Office of Quality Assurance (OQA)

Technical reviews, technical policy, data management, and national proposal repository

#### Office of Planning and Programming (OPP)

Budget program, science portfolio, and science program management

#### Office of the Chief Operating Officer (OCOO)

Offices and divisions that lead science and technical operations in the WMA

### Water Enterprise resources



National Proposal Repository



Hydrologic Data Advisory Committee



Field Support



AQUARIUS Samples



Workplace Safety



Workforce Development and Training



Communities of Practice



DEIA Leadership Team

### USGS links



@theCore (VPN required)



USGS Office of Human Capital



USGS Ethics Team (OSQI)




DOI Webforms

### WMA on social media

@usgs\_water on Instagram

Follow



usgs\_water  
Original audio

@usgs\_water on X


Follow



**USGS Water Resources** @USGS\_Water · Jan 16  
We bet you've heard of "harmful algal blooms" or acronym "HAB"? Yeah that's pretty common 😊  
👉 It's way less common to identify, define, and communicate the potential harms related to harmful algal blooms! #HAB 🇺🇸

@USGSWater on Facebook

Follow



**USGS Water Resources**  
2d · 🌐  
Today, small rodent lovers are celebrating Squirrel Appreciation Week! We're not squirrelling around when it comes to #DataViz and the services provided by urban trees!



# About the Water Resources Mission Area (WMA)

The **Water Resources Mission Area (WMA)** works to monitor, assess, conduct targeted research, and deliver information on a wide range of water resources and conditions, including streamflow, groundwater, water quality, and water use and availability.

## Strategic guidance

The WMA is informed and guided by:

[Annual Guidance](#) from the Associate Director for Water

[Strategic alignment](#)  
with the [USGS 21st Century Science Strategy \(2020-2030\)](#)

[USGS Water Science Strategy](#)

National Academies [Future Water Priorities for the Nation](#)

## Leadership

The **WMA Executive Council** is the ultimate decision making body in the WMA.

The responsibilities of the Executive Council are to:

- Strategically prioritize program increases and decreases in budget
- Approve changes to strategic vision, plans, goals, and objectives
- Approve annual milestones and actions tracked by USGS and DOI
- Execute on issues with high visibility or impact to WMA
- Design “transformational” WMA changes to operations and organization
- Deliberate on and provide labor management decisions

The Executive Council meets every Tuesday, 9-11 am ET, or as needed.

## Members of the Executive Council

### Office of the Associate Director



**Cline, Donald W**  
Associate Director for Water



**Joseph, Joshua A**  
Deputy Associate Director for Water



**McHale, Timothy J**  
Senior Science Advisor



**Martin, Meredith R**  
Science Advisor (Hydrologist)



**Russell, Kendra L**  
Delaware River Master

### Water Business Office (WBO)




**Summerhill, Gene A**  
Chief of Water Budget Office




# Water Business Office (WBO)

## Business operations


Explanatory text goes here




Financial Reports



Funding Matrix



Financial Procedures



FY Cost Recovery

## WMA internal administrative operations


Explanatory text goes here



Supervisory Resources



Employee Resources





Official Org Chart




WMA Admin Procedures

## Contacts

- 

Summerhill, Gene A  
Chief of Water Budget Office
- 

Wenger, Nathan R  
Senior Management Officer - Water Mission Area
- 

Cackette, Carla D  
WMA Chief of Staff

## Other WBO operations

Explanatory text goes here



Records Management



Conferences/  
MO Meetings




WBO Presentations




Contract Information


## USGS links



USGS Human Capital



Training (DOI Talent)



EPAPs (USA Performance)



# WMA Office of the Chief Operating Officer (OCOO)

The [Office of the Chief Operating Officer \(OCOO\)](#) is responsible for leadership of the science and technical operations in the Water Resources Mission Area (WMA).

## Announcements

The WMA is planning a [National Water Science Workshop](#) for late April/early May 2025. There has been a lot of innovation, integration, and new approaches and technologies in water science and we want to talk about it! Follow the [Workshop SharePoint](#) to learn more.

**New FY24 function:** The WMA is standing up a new Policy, Procedure, and Method Function to oversee, manage, and report on efforts to update and generate new WMA technical policies and procedures, and Techniques and Methods Reports. [Tim Straub](#) has been selected as Function Manager.

**WMA Functions webinar series:** Following the webinar series on the WMA science programs, we are continuing this informative series with 4 additional webinars on WMA enterprise services (aka Functions) from Jan. 30-Feb. 8, 2024. See details and schedule [here](#).

See more announcements on the [Announcements](#) page.

## OCOO resources



OCOO  
(internal SP)



WMA Functions  
(Services)



Guidance and  
Policy



Work and  
Staffing Plans



Early Career  
Resources



Science Planning  
& Timeline



Training

## OCOO Offices and Divisions

**OCOO Leadership**  
Chief Operations Officer (COO): [Gary Rowe](#)  
Deputy COO: [Boyce Blanks](#)  
Senior Science Strategy Advisor: [Nate Booth](#)  
Program Assistant: [Nana Frye](#)  
Chief of Staff (acting): [MaryLynn Musgrove](#)

**[Project Management Office \(PMO\)](#)**  
Chief Projects Officer: [Glenn Henz](#)

**[Enterprise Technology Office \(ETO\)](#)**  
Chief Technology Officer: [Carter Elmore](#)  
Deputy: [Morgan Schneider](#)

**[Observing Systems Division \(OSD\)](#)**  
Director: [Janice Fulford](#)  
Deputy Director: [Jeff Deacon](#)

**[Laboratory and Analytical Services Division \(LASD\)](#)**  
Director: [Selene Hernandez-Ruiz](#)  
Deputy Director: [Jim Simmons](#) (acting)

**[Earth System Processes Division \(ESPD\)](#)**  
Director: [Sandy Eberts](#)  
Deputy Director: [Dot Lundberg](#)

**Integrated Modeling and Prediction Division (IMPD)**  
Director: [David Lesmes](#)  
Deputy Director: [John Brakebill](#)

**[Integrated Information Dissemination Division \(IIDD\)](#)**  
Director: [Joe Nielsen](#)  
Deputy Director: [Jim Galvin](#)

## Quick links

### WMA organization



WMA Intranet Home Page



WMA Organizational Chart  
(newest approved version  
03/08/2024)



Office of Planning and  
Programming (OPP)



Office of Quality Assurance  
(OQA)





# Photo Contest and Calendars

Every year, the Water Resources Mission Area solicits photos from across the Water Enterprise to create a calendar (monthly planner) showcasing USGS water science. The monthly planner is intended to be a tool to promote the Water Enterprise with cooperators and stakeholders.

Explore past planners and photo submissions below. Have photos to share? Keep an eye out for next year’s photo contest!

## Water Enterprise calendars (monthly planners)

  
2024

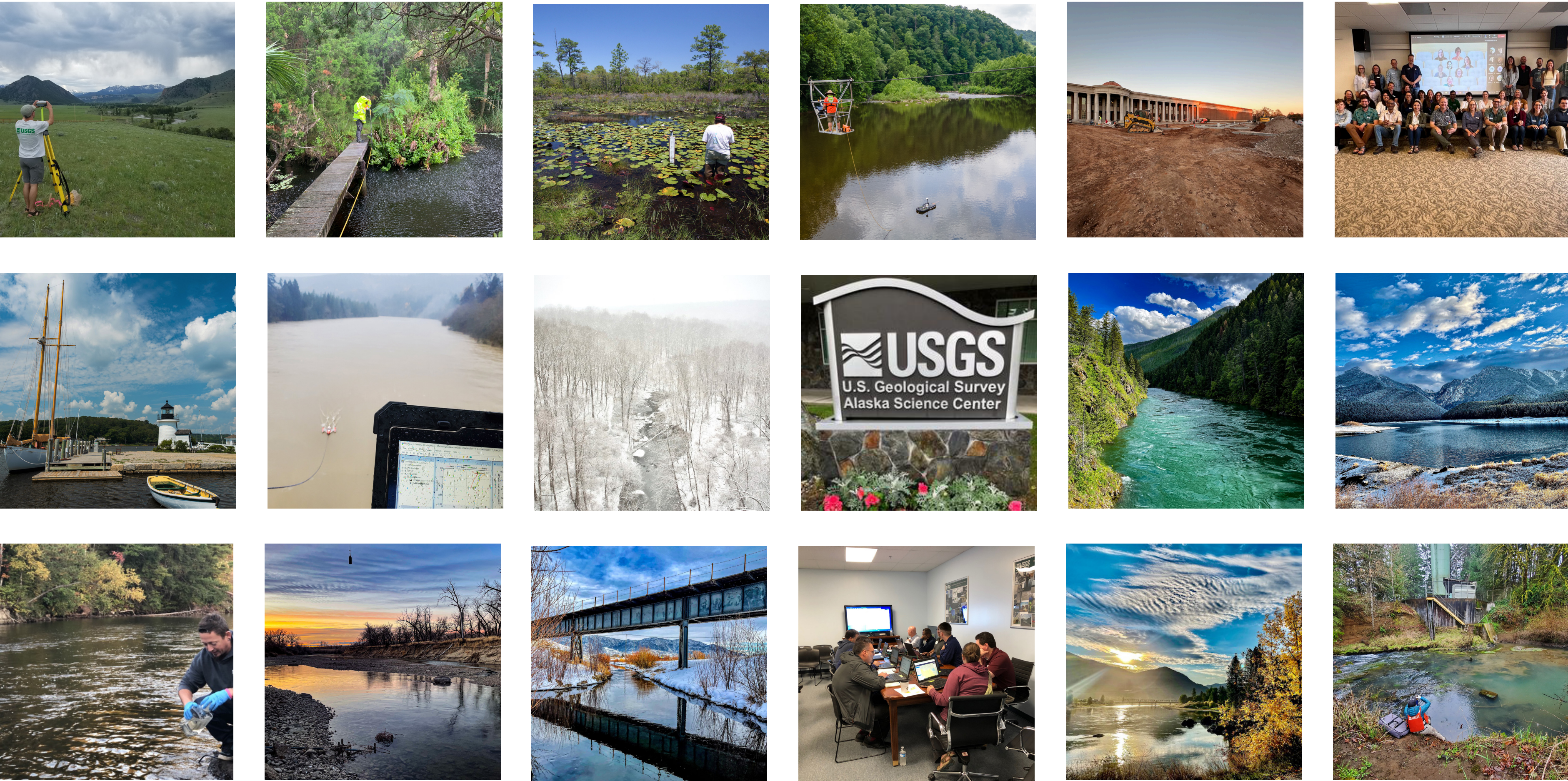
  
2023

  
2022

  
2021

## Photo submissions

2024



2023

2022

2021





# Meetings, Seminars, Town Halls

## Recurring meetings and events



Program Council Meetings



Thursday Management Calls



WMA Seminar Series



USGS Public Lecture Series

## Other events



National Water Science Workshop



Water Enterprise Services Webinar Series









WMA Science Programs Webinar Series



WMA Science Talks







## Town Hall meetings

Recordings of WMA Town Hall meetings and associated slides. File name indicates the timing of the meeting.

 Name ▾	Modified ▾	Modified By ▾	Created ▾	Pics ▾
 Fall 2022 Water Town Hall Recording.mp4	December 7, 2022	Martin, Meredith R	December 7, 2022	
 WMA Townhall Dec 2022-Final.pdf	December 6, 2022	Martin, Meredith R	December 6, 2022	
 WMA Townhall Feb 2022 slides.pdf	December 6, 2022	Martin, Meredith R	February 9, 2022	
 WMA Townhall Oct 2021_slides.pdf	November 1, 2021	McSwain, Kristen B	November 1, 2021	
 WMA Townhall Oct 2023-final.pdf	December 6, 2023	Martin, Meredith R	December 6, 2023	

## Key presentations

Slides that explain high-level aspects of the WMA

 Name ▾	Modified ▾	Modified By ▾	Description ▾
 2023-05-02-ArcGIS Online Getting Started with Open Data and Init...	March 9, 2023	Liford, Amanda N	
 2023-05-02-Develop and Advance a USGS POSSE (Participatory Op...	March 9, 2023	Liford, Amanda N	
 2023-05-02-Introduction to Posit Team	March 9, 2023	Liford, Amanda N	
 2023-05-02-Open Data for the Year of Open Science	March 9, 2023	Liford, Amanda N	
 2023-05-02-Plenaries	May 1, 2023	Hsu, Leslie	