Overview

- Admin Team Staffing
- Human Resources
- Administration (travel, purchase cards, etc)
- Property
- Strategic Look Ahead
Staffing (FY17-21)

● Team Lead - Administrative Officer, (Fed)
  - Oversee day-to-day administrative operations

● Program Management Specialist, (Fed)
  - Admin assistant to the CPO Director and Deputy Director

● Program Support Coordinator, (Fed)
  - Assists with HR, WEBTA, and affiliate security actions

● Administrative Assistant II, (Contractor)
  - POC for travel and office supplies
Reintegration / Telework Model

2020 CPO Employee Pulse Survey results:
- Pre-COVID: 55% of employees teleworked 1 or 2 days/week
- Post COVID: 55% of employees voted to telework 3 or 4 days/week

- Instituted a Reintegration Team to help shape our new work model
- Address teleworking and hybrid work environment issues
- Strawman models such as allowing division-level plans
- Flexible work environment (dependent care)
- Waiting further DOC/NOAA guidance on the use of remote worker or alternative duty stations for current and new hires
Currently, CPO has 14 federal HR actions in the queue
Average NOAA hire takes over 300 days to onboard
Develop annual fiscal year staffing plan that outlines divisional/programmatic needs against est. workload capacity
CPO hiring included the following authorities in the past five years
- 5 Schedule A hires
- 7 Direct authority hires (includes 1 VRA)
- 5 Promotions
- 4 Reassignments
- 3 General MAP/DEU

Professional Development Programs:
- 2 NOAA Experiential Research & Training Opportunities (NERTO)
- 3 Leadership Competencies Development Program (LCDP)
- 5 Presidential Management Fellows (PMF)
- 1 Intergovernmental Personnel Act Mobility Program (IPA) (4 years)
- 16 Sea Grant Fellows/Hollings Scholar
- 6 Marion S. Barry Summer Youth Employment
- 9 Local High School Summer Internships
- 1 Medical Practitioner Internship for Climate Health
Innovations:

- Human resources tracking system is used for all CPO actions (fed/affiliates)
- An acquisition mgmt. decision chart was developed to determine which purchasing tool should be used for general and IT purchases.
- The ASD actions tracker is an administrative management tool to track action items and taskers for administration, budget, purchases, and other taskers.

Major Accomplishments:

- CPO has been a leader in the use of various hiring authorities
- Property reviews against loss has been at 98%+ accuracy rate
- Administrative staff workforce review: downsized from 3 to 1 contractors
Property (FY17-21)

- Oversight of over 334 pieces of accountable property
- Maintained a reported inventory accuracy rate of at least 98%; NOAA mandate of 95%

Personnel:

- Property Contact
  - Assists with property by being an office point person
- Property Custodian
  - Oversees the day-to-day property activities within the custodial area
- Property Accountability Officer
  - Overall management of the custodial area
Look Ahead

- The Business Application Solution (BAS) is a new DOC systems modernization project which will replace the current system starting FY24 (October 2023)

- Develop and incorporate facility plans as part of the NOAA SSMC Campus Consolidation Project

- Working to institute Smartsheets to assign tasks and track project progress
  - Smartsheets will be key in streamlining approvals
  - Smartsheets will auto generate useful statistical information