



Climate Program Office Review

May 24-26, 2022

Pre-Recorded Presentation Supporting Review Activity
Area 5: Portfolio Management, Administration and
Organizational Excellence

Administrative Services

Orlando Epps, Chief

CPO/Administrative Services Division

- 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**

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

Human Resources (FY17-21)



- 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

- 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