



# Climate Program Office Review

May 24-26, 2022

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

Orlando Epps, Chief  
CPO Administrative Services Division

# Activity Area 5. Portfolio Management, Administration, & Organizational Excellence



CPO *aligns* its portfolio against the science and service needs of NOAA, external stakeholders and partners, and *balances* its support across the R&D continuum from fundamental to applied R&D and research transitions to operations and applications.

- Ensure portfolio balance of competitively-based & directed research funding
- Implement budget formulation and execution, grants management, human resources, and property management
- Manage personnel actions, responses to grants and budget inquiries, domestic and international travel support, space planning, facilities support, and acquisition management
- Provide research and training opportunities to students and early career professionals at all levels
- Promote equal employment opportunities to an increasingly diverse talent pool in key mission areas
- Foster an inclusive office environment that embraces the diversity of its employees

## Pre-recorded Presentations

- Budget Formulation and Execution  
Presenter: Orlando Epps
- Grants Management  
Presenter: ASD Grants Team
- Administrative Services  
Presenter: Orlando Epps
- Cooperative Agreements and Cooperative Institutes Management  
Presenter: Orlando Epps & Diane Brown
- CPO Diversity Equity and Inclusion (DEI) Program  
Presenter: Regina Cain
- Training the Next Generation NOAA workforce  
Presenter: Todd Christenson

# Mission Statement

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The Administrative Services Division (ASD) supports the implementation of budget execution and formulation, grants management, cooperative institute and cooperative agreement management, human resources, property management and other administrative functions of the Climate Program Office (CPO)



# CPO ADMINISTRATIVE SERVICES DIVISION (ASD) Organizational Chart

**ORLANDO D. EPPS  
ASD CHIEF**

**Grants Management**  
*Diane Brown*  
Management and Program  
Analyst

Kathleen Palermo  
Grants Management Specialist

Debbie Galo  
Grants Management Specialist

**Vacant (FY22)**  
**Grants Management Specialist**

Anne Li  
Management Analyst  
Collabralink Technologies, Inc.\*

**Budget Formulation  
and Execution**  
*Victoria Marin*  
Financial Management  
Specialist

Cassiopeia McMillan  
Financial Management Specialist

Christopher Gaona  
NIDIS Budget Analyst  
DO/NIDIS

Abdoulaye Keita  
Financial Management Analyst  
Collabralink Technologies, Inc.\*

**Administrative  
Services**  
*Barbara Eubanks*  
Administrative Officer

Tameika Duvall  
Program Management Specialist  
Executive Assistant to the  
Director and Deputy Director

Keena Martin-Eley  
Prog. Support Specialist

Cassandra Blizzard  
Administrative Assistant  
Collabralink Technologies\*

**Vacant**  
**Administrative Assistant**

**Cooperative Agreement and  
Acquisition Management**  
*Kendra Hammond*  
Grants Management  
Specialist

Regina Cain  
Acquisition Management  
Specialist

# Core Values

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- Customer Service
- Communication
- Transparency
- Innovative Mechanisms
- Teamwork Environment
- Inclusive and Equitable Environment
- Accountability



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Thank you!