U.S. Department of Commerce

Fiscal Year 2006

Strategic
High-level 120, 121+, and
Divisional Plans

OFFICE OF ACQUISITION MANAGEMENT
and
FINANCIAL ASSISTANCE

January 20, 2006

TABLE OF CONTENTS

1. Introduction

The Department of Commerce, Office of Acquisition Management and Financial Assistance (OAMFA) using a contractor develop its Fiscal Year 2006 strategic organizational and divisional plans. This document provides these plans in table format. The Strategic plans cover the high priority 120 day projects and the 121+ day projects for OAMFA, and the Divisional Plans cover the activities (per Division).

This document is organized as follows:

1. OAMFA Strategic Plans, 120 Day Projects
2. OAMFA Strategic Plans, 121+ Day Projects
3. Divisional Plans

   - Commerce Acquisition Performance, Policy, and Support (CAPPS)
   - Commercial Acquisition Solutions (CAS)
   - Commerce Acquisition Systems Division (CASD)
   - Grants Management Division (GMD)
   - Communications/Strategic Management/Business Processes (COMM)
   - Administration/Competitive Sourcing (ADM)

Note: o The items marked in red have slipped or cannot be done because we do not have staff at this time.

o The items in blue may not be delivered on time due to staffing shortages.

2. OAMFA Strategic Plans, 120 Day Projects

#	Project Name	Project Sponsor / Project Manager	Description.	Milestone	Est. Cost	Actual Cost	FTE	Outstanding Deliverables	Status
1	Data standardization/Acquisition Business Process/Data Accuracy	CASD	Data elements, Data fields, Std approach, only ACQ	15 - Dec 31- March	95,000		Lead - Jerry (CASD 24 hrs a week) Support - CAS - 10 hrs. per week (Add Bureau Reps)	1. Award Contract 2. EST WK Groups 3. Gather Info 4. Standardize	**Phase 1 completed March 31 2006** Estimated completion of Phase 2 & 3 by July 31 2006. Propose to use GS 13's -14's Estimated cost depends on internal or external resources - decision needs to be made 03-31-06
2	Design ORSI Training (assumes Departmental Lead)	CASD	Completion of all planning and launching of training	30-Jan	300,000		Crystal/Greg (32 hours per week) Dan Alexander Mary 16 hrs per month CAPPS 16 hrs per month	ORSI Standardize training materials	Start within 30 days upon the completion of Phase 1 of Initiative #1 above.. Decision needs to be made to contract out or bring internally. Money set aside for training that can be drawn on to pay. Propose to use GS 13's -14's. SST also working.

#	Project Name	Project Sponsor / Project Manager	Description.	Milestone	Est. Cost	Actual Cost	FTE	Outstanding Deliverables	Status
3	ORSI Deployment BETA site OS / CAS	CAS	Initial deployment - first customer electronically	28-Feb	2,500 - 12,000 training	2,300 (2005)	2 full time from CAS for 120 Days. Part time Lorenzo. 1/3 time Cynthia (After Deployment) CASD- full time 120 days (Greg and Crystal)	Successful commitment within OAMFA by 2-28-06 Obligations within OAMFA not by 09-30-06	Undergoing connectivity testing: successful commitment, unsuccessful obligation. Fulltime team - (designated as of 10-27-05 Mike.Anastasio Dan Alexander Chiara Alsop
4	Finalize & Communicate Governance Plan	CASD	OAMFA IT Governance Plan	30-Dec			Deb / Gustav	1. EXEC agreement. 2.Communicate Agreement	Review with HCO's at conference 11-08--11-10. Sign off on project.
5	CAS / OAMFA Realignment	CAS	Ability to hire	30-Dec			EXEC Team	OAM analysis	10-12 Friday Oct. 28 first team meeting on re-alignment & Performance appraisals. Pending completion of the operating plans for each division 11-2-05 10am-12pm
6	Acquisition Planning and Review Process	CAPPS	3 DAOs: Major	30-Jan		39,000	1half FTE through Jan	Dept clearance will be the end	Contractor resource is in

#	Project Name	Project Sponsor / Project Manager	Description.	Milestone	Est. Cost	Actual Cost	FTE	Outstanding Deliverables	Status
			systems, CAMs, ACQ planning				(Curtina Smith left not replaced)	point	place and will be complete by 30 Jan. Closure will happen once cleared. Sending out a draft for review to all the Bureau's after Jan 30.
7	Interagency Agreements	COMM	Finalize guidance	28-Feb			Mary - 240 hrs	Draft guidance	Mary is writing guidance. Bring task force together.
8	ACQ Performance Measures	CAPPS	Performance measurements for DOC ACQ for FY05	31-Jan			Babs/ Yancey and contractors Bureau HCOs 100 hours	1. Stats from surveys and Stats from EARS to OTTO	Babs & Yancey working with contractors to review formulas and data. HCO reviewing data in FPDS-NG
9	Standard Operating Procedure Adherence	ADM	Budget	30-Nov					Completed 11-27-05
10	Competitive Sourcing	ADM	Pre-planning for facilities - - Bowie. Begin 06 feasibility studies Hoover and Bowie	28-Feb		200,000 - (2005)	160 hrs CO from CAS and/or Census. 480 hrs Maile. * need 1 Half time FTE - (Curtina)	Pre-planning decision on Bowie. Finishing 06 feasibility Draft	Need to get Census participation. CAS CO trained on competitive sourcing. Have a risk management FTE involved (CAPPS, CS

#	Project Name	Project Sponsor / Project Manager	Description.	Milestone	Est. Cost	Actual Cost	FTE	Outstanding Deliverables	Status
									expert trained in CAS/CO, Census CO)
11	Grants Policy Outline	GMD	Create overall Plan outline Present at 02/01/06 Grants Council Meeting	02/01/06 Grants Council Meeting			26 hours	Plan delivered to Grants Council	In progress

3. OAMFA Strategic Plans, 121+ Day Projects

#	Project Name	Project Sponsor / Project Manager	Description	Milestone	Est. Cost	Actual Cost	FTE	Outstanding Deliverables	Status
1	Reporting	COMM CAPPS	Quarterly. Dept. Sec. Par. PMA. BSC. Weekly. Annuals	11-15-2005 –formalized			2 full FTE	Master Calendar, Quarterly Reporting, Weeklies	Multiple resources. Need accurate data from FAADS Data from Grants. And FPDS-NG for contracts. Need DATA collection plan for FPDS-NG and FAADS. Directors provide list of reports to Kendra/Mary by 10-31-05.
2	Balanced Scorecard Program	CAPPS	Est. working group. Establish manual. Stabilize Data retrieval.	7/1/2006		600,000	1 full FTE. CASD - 40 hrs. Grants 20 hrs (survey tool). Mary 40 hours	Handbook. Quarterly reporting. Reviewing survey tool and actual survey mech. Reviewing the Metrics	Management Brief pending. Require Bureau participation New Survey tools for Q&A
2	Grants Balanced Scorecard	GMD	Create enterprise grants performance tool Implement in FY 07	9/30/2006		**Prior year $ 55,000**	1 half FTE from GMD. CASD 40 hrs (survey tool). Mary 40 hrs.	Finalize metrics, develop BSC tool, Documentation/ policies/procedu res and training and outreach, and get buy in.	In progress. Participation from Bureau's and working groups. Align with ACQ Scorecard as applicable

#	Project Name	Project Sponsor / Project Manager	Description	Milestone	Est. Cost	Actual Cost	FTE	Outstanding Deliverables	Status
3	Implement COR certification program	CAPPS	Complete population of Database. Performance Validation and Verification for compliance. Conduct impact analysis. BSC Measures to validate. Update CAM chapter	11-30-05 (Forms)-- 12-30-05 (Reports) 9-30-06 (Total analysis) NOT done until CAPPS vacancies filled			Kendra, Susan, Toddlethia, Arnett, Dan, Maile -200 hrs combined (Form up loading) Completed by 11-30-2005. 1 half FTE to maintain	Complete population of Database. Performance Validation and Verification for compliance. Conduct impact analysis. BSC Measures to validate. Update CAM chapter	Begun to Populate and some analysis. 800 ed/training Forms to be up loaded.
4	Phase II Implement Acquisition Planning System	CAPPS	Put in place ACQ automated planning tool	7/1/2006	TBD		1280 hrs (1 @240)(1@1040) (CAS and CASD as the support)	Final Plan	Babs owns the plan with multiple players. Developing a requirement. Need funds amount TBD by 120 day period. Get Bureau buy in.
5	Competitive Sourcing	ADM	Finalizing 06 feasibility	06-30-2006- inventory. 08-2006 Studies		200000 (2005)	1,600 hrs. Part time FTE ASAP	Inventory and Studies	Ongoing. Existing contractor support. Dis cusion by Mike and Chris
6	EARS Planning	CASD	Get front line using the system.	31-Mar		600,000	1,000 hrs	Deliver, Stabilize, communicate and training	Ongoing. Consolidate and standardize

#	Project Name	Project Sponsor / Project Manager	Description	Milestone	Est. Cost	Actual Cost	FTE	Outstanding Deliverables	Status
									databases
7	Grants Education	GMD	Standardize min. education and certification requirements. Training tools	plan 01-2006. Completion 07-08 2006			1,000 hrs GMD Mary 40 hrs.	Training and Cert. Plan	Bureau Buy in. Define Grants managements career paths, formalize program and obtain grants council approval for implementation for 07'
8	DOC Grants Management Roles and Responsibilities and Grants Communication	GMD	Create DOC-wide Communication Plan Define, document & communicate roles/respon-sibilites				244 hours	Communication Plan Document and communicate Roles and Responsibilities	Have begun, need bureau, OGC, OLIA buy-in

4. Divisional Plans

This section contains the Divisional Plans for the Fiscal Year 2006.

Table 1: Commerce Acquisition Performance, Policy, and Support (CAPPS)

Initiative	Activities	Resource	Lead
Provide DOC Acquisition Community with relevant and timely acquisition policy and guidance	▪ Monitor and share relevant information from trade journals and other sources of information ▪ Analyze acquisition information, determine impact, and share with appropriate community ▪ CAAC Representation and Support	¼ to ½ time of one FTE	Nancy Barrere
Support for Socio-economic Programs	▪ Monitor Subcontract Reporting/Compliance ▪ eSRS (SF 294/295a) ▪ Small Business Cascading ▪ SBA Partnership Agreement ▪ Synopsis Waiver	¼ time of one FTE	
Policy Team Support to OAM	▪ RCRA Report ▪ Buy American Act Report ▪ Controlled Correspondence, Proposed Legislation, FOIA Requests, data calls	¼ time of one FTE	Nancy Barrere

Manage and Improve the DOC Purchase Card Program in Support of SmartPay	▪ Update CAM to incorporate requirements of OMB Circular (i.e., program management plan)
	▪ OMB Improvement Plan & Quarterly Reports
	   o Quarterly Report
	   o Annual Narrative
	▪ APC Monthly Conference Call
		¼ time of one FTE	Dao Vissering

Integrate IT and Physical Security into Acquisition Process	▪ Implementation of OIG Action Plan ▪ Develop Action Plan on IT and Physical Security ▪ Annual IT Security Compliance Review ▪ Revise CAM Chapters ▪ Update Security Clauses ▪ Develop and Implement guidance for HSPD-12	½ time of one FTE	Dao Vissering
Policy Team Collaboration	▪ Support to CBE Users Group ▪ Update CAM for Contract Numbering (Yancey Stern)	¼ time of one FTE	Dao Vissering

Initiative	Activities	Resource	Lead
Implement the COR Certification Program	- Complete population of database cannot do – Curtina Smith left - Conduct Impact Evaluation - Complete a Performance validation and verification process that demonstrates compliance - Validate and Revise WAD/BSC Measures - Update CAM Chapter	¼ to ½ time of one FTE	Virna Evans
Develop and Implement Human Capital Plan	- Conduct Workforce Assessment - Standardize 1102, 1105, 1106 Position Descriptions - Develop Acquisition Community HC plan - Conducts skills assessment and establish Federal Certification program - Direct Hiring Authority	½ time of one FTE	**Cannot be done until vice- Evans vacancy is filled**
Implement and Communicate DAO 208-2	Prepare Memo to issue the CAM Chapter. Memo will go from Otto to HCAs outlining their responsibilities and some of our key initiatives.	1/8 time of one FTE	Virna Evans
Acquisition Career Management Program	- Rewrite CAM Chapter to incorporate OFPP Policy Letter - Develop Training Plans for FY 06 - Manage the PE Award process - Develop Options Paper for Hiring Flexibilities - Plan Acquisition and COR Conference Spring/Early Summer on West Coast ($100,000) - Plan Acquisition and COR Conference Fall ($100,000) - Manage the Government-wide Intern Program - Complete population and testing of WAD Database and rollout to Acquisition and COR Community - Train Database Systems Administrators - Develop Standard Database Reports	¼ time of one FTE	Virna Evans **Cannot be done until vice- Evans vacancy is filled**
Risk Management Oversight	**Rewrite of Major System and Acquisition Planning Process** Develop Flow Charts for Acquisition Planning Effort	½ time of one FTE for 9 months	Babs Fallat Helen Hurcombe

Initiative	Activities	Resource	Lead
	▪ Develop Flow Chart for three budget process ▪ Briefings from DOT, NASA, and DOD on their Major System and Acquisition Planning Processes. ▪ Rewrite two DAOs and CAM Chapter ▪ Staff Documents through appropriate immediate offices. ▪ Staff through Bureau personnel ▪ Issue Final Draft ▪ Automated Planning Tool **Acquisition Review Board (ARB)** ▪ Monthly Meetings ▪ Coordination and Monitoring of Bureaus for Actions requiring ARB Review and Approval ▪ Follow-up Actions to ARB requirements ▪ Status Reports **CITRB** ▪ Monthly Meetings ▪ Follow-up actions to board recommendations for contracts ▪ Prepare Status Briefings	Contractor Support (ASI) $39,000 FY 2005 funds. ½ time of one FTE ¼ time of one FTE Total 1 ¼ FTE	Babs Fallat **Cannot be done until vice-Crider vacancy is filled** Babs Fallat **Cannot be done until vice-Crider vacancy is filled**
Major System Oversight	**GOES-R** ▪ Support Major System Review Process ▪ Attend Monthly Program Review Meetings ▪ Coordinate and Monitor Award of Contracts and Progress with Program Manager ▪ Attend monthly Program Management Council for GOES & NPOESS ▪ Follow-up Actions required by Major System Process ▪ Prepare Status Briefings **Census Decennial** ▪ Monitor Acquisition Process ▪ Attend Program Meetings ▪ Monitor and Coordinate with Program and Contract Staff	½ to ¾ time of one FTE Travel Cost $2,500 ¼ to ½ time of one FTE Travel Cost $1,500	Babs Fallat **Cannot be done until vice-Crider vacancy is filled**

Initiative	Activities	Resource	Lead
	▪ Prepare Status Briefings on Major Actions **NPOESS and POESS** ▪ Attend Monthly Program Review Meetings ▪ Review and Coordinate Contract Actions with ARB ▪ Follow-up on Actions Required by ARB	¼ time of one FTE Total 1 ½ FTE $4,000	
Competitive Sourcing Support	▪ Resolve BIS Support Issues with NOAA ▪ Assess Requirement for Contractual Support in Small Agencies ▪ Review EARS for Statistics ▪ Develop Briefing with Options for Support	¼ time of one FTE	**Cannot be done until vice-Smith is filled**
Risk Management Team Support	▪ FPDS Initiatives ▪ PBSA Report ▪ Participate in OGC bi-monthly meetings ▪ Participate in IAE Contractor Performance Working Group ▪ Support the Data Standardization Team (Yancey Stern)	¼ time of one FTE	Babs Fallat
Implement Balanced ScoreCard tools and institutionalize program	▪ Meet with each Bureau Chief and BSC Administrator to review FY05 results and recommendations for FY06 ▪ Work with BSCWG towards assuming more control over the BSC process; develop after action report for FY05 and goals for FY06; Produce BSC Manual/Handbook ▪ Review perspectives to assure that measures are appropriate. ▪ Review all survey questions for appropriateness to the measure; Change scales, reduce number of measure choices; review and revise manager survey; review and revise performance measures; obtain new survey tool. ▪ Conduct first round of Customer Surveys ▪ BSCWG to review all metrics for appropriateness	1 Full Time FTE Maintenance of SAS SPM Tool - $75,000 Survey Tool - $25,000 EARS Data - $100,000 Maintaining Web Page - $25,000 Total $225,000	Babs Fallat

Table 2: Commerce Acquisition Solutions (CAS) Division

Business Solutions Administrative Solutions:	▪ Organization of Non-Commits Contracts ▪ Clean-up Day		Hector Vega
	▪ Contract Closeouts	On Hold **No funding**	Frank Krempa
	▪ Establishing a new filing system		Hector Vega
Systems Solutions: CSTARS	▪ Deployment of ORSI ▪ Develop implementation plan ▪ Implement enterprise solutions		Chiara Alsop/Mike Anastasio
	▪ Improve accuracy of system data ▪ Training	**No FTE**	
Systems Solutions: Federal Procurement Data System (FPDS-NG)	▪ Implement enterprise solutions ▪ Training ▪ Improve timeliness and accuracy of system data	**No FTE**	
Technical Solutions:	▪ Establish BPAs and IDIQ Contracts ▪ Temporary Support Services ▪ Copiers ▪ Development of CAS Operating Manual		Lottie Platter Brendon Johnson Donna Calacone
COMMITS NexGen	▪ Business Development ▪ GAO Review of GWAC ▪ Procedures	Contractor **No FTE**	AMBIT Chris Makris
Provide Customer Care Through Partnering Policy/Procedures:	▪ Revise Waiver Process ▪ Reduction of Prompt Payment Interest Penalties ▪ Establish Contract Document Review Process ▪ Implement an Acquisition Planning Program	**No FTE**	
Customer Outreach:	▪ Complete Manual ▪ OAS Initial Meeting (introduction of manual) Meeting (unauthorized commitment training): ▪ OSY Initial Meeting (introduction of manual): Meeting (unauthorized commitment training):	**No FTE**	Depends on CAS realignment

	▪ OHRM Initial Meeting (introduction of manual): Meeting (unauthorized Commitment training)		
A-76 Support	▪ Develop A-76 (Competitive Sourcing) expertise		Brendon Johnson L.ottie Platter
Individual Support of Organizational Goals	N/A – This performance element is addressed individually by each CAS employee		
Leadership	▪ Mentoring ▪ Establish Partnerships ▪ A-76 (Competitive Sourcing) Expertise ▪ Identify CAS POC ▪ Complete Initial Training ▪ Training		Carol Silverman Michael Anastasio

Table 3: Commerce Acquisition Systems Division (CASD)

Initiative	Activities	Resource	Lead
IT Security Planning and Documentation	- Re-certification of acquisition systems (BSC, C-STARS, EARS, ORSI) - Certification of WAD	¼ FTE Contractor supported	Kevin Crowley
EARS/BSC/WAD Implementation	- Complete EARS Build 3 - Stabilize EARS/BSC/WAD - Implement and maintain EARS/BSC/WAD - Customer Outreach and Training	1 FTE	Yancey Stern Kevin Crowley Greg Coss
ORSI Implementation	- Standardize processes - Test the ARS - Test AR in the bureaus - Give code to bureaus - Design and implement a training program	1 FTE	Tom Cochran, Dan Alexander Crystal Davis Jerry Rostrom
Capital Planning	- Updating of Exhibit 300 including 52, 53, and 23 - FY 06- December 2005, FY 07 – January 2006, FY 08 – May – July 2006 - CITRB and ITRB update	1/8 FTE	Tom Cochran
CBE Governance	- Complete CBE Governance Plan - Implement and communicate plan - Complete and implement Customer Outreach Program - Implement Integrated Acquisition Environment (IAE) for FPDS-NG, eSRS, FedBizOps - Prepare business case, implement new software, train customers on Microsoft Project and Acquisition Planning tool - Prepare business case, implement new software, train customers on grant systems – NOAA Grants on Line and Grants.gov – On Hold depending outcome of data standardization and feasibility study	¼ FTE	Debra Young/ CASD staff Greg Coss
Analyze, Standardize, document and implement enterprise-wide acquisition data	- Award contract – December 2005 - Priority ORSI	120 day contractor support	Jerry Rostrom

Initiative	Activities	Resource	Lead
elements for CBE			
CSTARS Maintenance and Support Services	▪ Award contract – January 2006 ▪ Maintain and operate system ▪ Provide product support ▪ Troubleshoot ▪ Provide training	¼ FTE contractor support	Crystal Davis
EVM (EARS and ORSI)	▪ Prepare monthly Earned Value Management (EVM) reports for EARS and ORSI	2 days per month	Tom Cochran
	▪ Prepare business case and develop implementation Plan for Web-base Contract Management Tool to replace C-STARS ▪ Prepare business case and develop implementation Plan for Web-base Acquisition Planning Tool ▪ Consolidate the 5 NOAA C-STARS databases	¼ FTE **No 1/8 FTE**	Tom Cochran
Leadership	▪ Mentoring ▪ Establish Partnerships ▪ Customer Outreach ▪ Training		Deborah Young

Table 4: Grants Management Division (GMD)

Initiative	Activities	Resource	Lead
Perform Basic Operations:	Staff Supervision, Training, Development	Distributed across all staff - 9,316 hrs	**R. Franetzki / B. Manley / G. Johnson**
	Management of OAMFA Grants Portfolio		**B. Manley**
	Reporting (see detailed breakdown)		**G. Johnson**
	Budget/Resource Management		**R. Franetzki / B. Manley**
	DOC Bureau Oversight / Outreach		**G. Johnson**
	Intergovernmental Participation		**R. Franetzki / G. Johnson**
	Grants Balanced Scorecard Support		**G. Johnson / B. Manley**
	Grants Education Program Support		**G. Johnson / B. Manley**
	Grants Policy & Procedures Program		**G. Johnson**
	GMD Communications Plan Support		**R. Franetzki / B. Manley / G. Johnson**
	ASAP Project Management		**D. Kinsey**
	Indirect Cost Proposal Program		**B. Manley**
	DOC Grants Council Support		**R. Franetzki / G. Johnson**
	Risk Management/Internal Audit/Reviews		**R. Franetzki / B. Manley**
	Support of Other OAMFA Divisions		**R. Franetzki**
	Other Duties As Assigned		**R. Franetzki**
Other Projects			
OAMFA Staff Development/Proj. Mgmt.	Establish proj. mgmt. training & procedures	RF-40 hrs, BM-40 hrs, GS-40 hrs	**R. Franetzki**
Grant File / Processes Review Project	Internal GMD grant file audits/reviews/etc.	Distribution across staff as necessary	**B. Manley / R. Franetzki**
Customer Outreach Program (OAM customers)	Meetings, conf.s, newsletter, etc.	Distribution across staff as necessary	**B. Manley**
E.Gov Initiatives / Program Support	GEB/GMLOB/Grants.gov projects	*Full-time detail of Jim Rogers to Grants.gov*	**R. Franetzki / G. Johnson**
Public Information	Info packets, web page, etc.	Distribution	**B. Manley /**

Initiative	Activities	Resource	Lead
Organization Project		across staff as necessary	**G. Johnson**
Unobligated Balance Tracking	Research DOC wide tracking capabilities	Distribution across staff as necessary	**B. Manley**
DOC Grants Practices Standardization	Re-engineering efforts	Distribution across staff as necessary	**G. Johnson / R. Franetzki**
Grants Online - Business Case Support	NOAA takes lead, with OAMFA support	Distribution across staff as necessary	**G. Johnson / R. Franetzki**
Grants Feasibility Study Support	Maile Arthur to define	Distribution across staff as necessary	**R. Franetzki**
Other Projects As Assigned	Unplanned special projects, as required	Distribution across staff as necessary	**R. Franetzki**

Table 5: Communications/Strategic Management/Business Processes

Initiative	Activities	Resource	Lead
Business Process: Develop Department-wide IAA/MOU Guidance	▪ IAA Task Force meetings ▪ Task Force Review of manual ▪ Final Manual ▪ System Requirements ▪ Business Case ▪ Implement tracking system	Quarterly 120 days per year	Mary Mozingo
OMB A-123: Internal Controls	▪ Attend monthly Senior Executive Meeting ▪ Participate in Senior Assessment Team activities ▪ Implementing the new OMB A-123: Internal Controls for OAMFA	1 hr per month 20-30 hours per month /7 mos 20-30 hours per month	Mary Mozingo

Communication and Reporting	▪ Preparing reports
	  o quarterly (DS, PAR, Scorecard)
	  o semi-annually (OIG)
	  o annually
	    ▪ FMFIA
	    ▪ Accomplishments
	    ▪ PAR
	▪ Briefings
		4 days x 4
		2 days x 2
		
		10 days
		
		1 day per briefing
			Mary Mozingo

Acquisition and Grants Councils	▪ Coordinate meeting logistics, including agenda, space, and attendees ▪ Prepare and distribute summaries of council meetings	1/8 time of one FTE	Mary Mozingo
Weekly Reports	▪ OAMFA Weekly ▪ BPO/HCO Weekly ▪ Develop and implement Master Calendar ▪ Monitor Master Calendar	4 hours per wk 4 hours per wk 40 hours 1 hour per wk	Mary Mozingo
OAMFA Enterprise-wide Business Processes	▪ Monitor progress on enterprise wide business processes – ORSI, Grants, Acquisition, etc.	8 hours per week	Mary Mozingo
Strategic Management	▪ Update Strategic Operating Plan ▪ Plan 2007 Leadership, HCO, OAMFA Off-site conferences – NO FUNDING ▪ Provide follow-up on conferences and incorporate actions plans into Strategic plans	1 day x 12 5 days per conference 5 days per conference	Mary Mozingo with contractor support

Initiative	Activities	Resource	Lead
OAMFA Website as a Map for Case for Change	- communication vehicle for business brokers - standardization of content - update web content - meet OMB requirements - customer satisfaction/ease of use - on-going maintenance	2 days per month times 12 months	Mary Mozingo Kevin Crowley
Focus Groups	- Plan, Set-up facility, Run Focus Group, Report Back per group - Follow-up per group	5 days per group	Mary Mozingo

Table 6: Administration/Competitive Sourcing

Initiative	Activities	Resource	Lead
Competitive Sourcing	▪ Manages the Departmental Competitive Sourcing Program ▪ Prepares Departmental FAIR Inventory ▪ Prepares OMB Reports ▪ Conducts Feasibility Studies ▪ Manages pre-planning initiatives ▪ Attends monthly interagency group meetings ▪ Runs departmental quarterly meeting	½ FTE plus ½ contractor FTE	Maile Arthur
Grant Feasibility Study	▪ Conduct grant feasibility study	¼ FTE with contractor support	Maile Arthur
COMMITS, COMMITS-Nex Gen	▪ Tracks and processes Delegations of Procurement Authority (DPAs) and Customer Service Agreements (IAAs) ▪ Tracks, monitors and reports on budget ▪ Tracks, monitors and reports on revenues and expenses	40 hours per week	Terry O'Bryant
Budget and Financial Management	▪ Prepares monthly reporting of fund status (15th of the month) ▪ Approves and processes of CD 435, credit card, travel, and training forms ▪ Processes OAMFA invoices ▪ Prepares items related to budget formulation/data calls/deobligations	24 hours per month 40 hours per month (O'Bryant as back-up) 24 hours per month	Cynthia Sullivan
Human Resources Management	▪ Manages and monitors the personnel related actions. ▪ Assists in the monitoring of the performance appraisal system ▪ Is the primary office contact on all matters pertaining to payroll and employee records ▪ In-processes new employees	½ FTE	Kendra Webster
Personal Property Management	▪ Is responsible for supply management and small purchases for OAMFA ▪ Is the OAMFA Personal Property Custodian (12 days per year). – 100 % inventory	¼ FTE	Kendra Webster

Initiative	Activities	Resource	Lead
COOP	▪ Updates the OAMFA Continuity of Operation Plan (COOP) ▪ Coordinate OS support of OS COOP	5 hours per month 40 hours	Kendra Webster

Standard Operating Procedures	▪ Develops and implements new administrative procedures.
	  o CD 435
	  o Controlled correspondence
		60 hours per year	Arthur, Sullivan, Webster

OAMFA Support Staff Management	▪ Manages the administrative support staff for OAMFA	20 hours per month	Arthur, Sullivan, Webster
Strategic Operations and Special Projects	▪ Support OAMFA management	5 hours per week	Arthur
ASI COR	▪ Functioning as the COR for the OAMFA ASI contract	10 hours per month	Maile Arthur
NOT COVERED	▪ Quality control of data for competitive sourcing and financial management ▪ Develop and implement standard operation procedures ▪ Strategic management of resources – equipment, HR, mentoring program ▪ Competitive Sourcing – greater outreach, follow-up , and best practices	¼ FTE ¼ FTE ¼ FTE ¼ FTE	No resources available