

NOAA – NCCOS	EMS FORM 002.01	Date issued & revised R08-30-2007; R02-25-08
		Reference: EMS 002

**RESOURCE ALLOCATION IMPROVEMENT PLAN
SUMMARY FORM**

EMS Element: Resource Allocation	B. Document Control Code:	N/A
	C. Revision Date:	2/25/2008
	D. Program Lead:	Hal Stanford, Mia Robinson & Bernie Gottholm

1. Introduction

Adequate resources are critical to effectively manage environmental requirements and achieve NOAA's strategic plan. This improvement plan is focused on improving the process that resources are allocated within NCCOS's EMS. This summary form outlines the key components of the NCCOS Resource Allocation Improvement Plan, including its overarching objective, annual targets, key responsibilities, and schedules. In the first phase NCCOS will try to more accurately determine the current costs associated with environmental programs by ensuring that the environmental accounting codes are correctly used by all NCCOS facilities. This will be accomplished in two phases: 1) NCCOS will ensure that all of its facilities are able to use the environmental accounting codes (i.e., they are established at the facilities) and; 2), NCOOS will implement a communications strategy to ensure NCCOS employees are aware of, and know how, the use the environmental accounting codes.

2. Five Year Objective(s):

Understand NCCOS cradle to grave environmental costs and ensure that environmental requirements of NCCOS operations are appropriately considered in the allocation of resources and development of policy.

3. Target	Performance Indicator	Record	Responsibility	Resource Estimate
a. Utilize NOAA accounting task codes for NCCOS facilities	<ul style="list-style-type: none"> All NCCOS Facilities have returned a memorandum stating that environmental codes are being used at their facilities 	Facility Memorandums	BG	¼ FTE
b. Communicate the definition and appropriate use of NOAA accounting task codes to facility employees	<ul style="list-style-type: none"> Establish Communications Strategy 	Establish a plan to communicate environmental accounting code requirement to appropriate facility staff	BG	¼ FTE

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4. Plan Schedule (Schedule, Responsibilities, and Resources)				
Target	Tasks	Schedule/Date	Responsibility	Resource Allocation
a. Utilize NOAA accounting task codes for NCCOS facilities	<ol style="list-style-type: none"> 1. Email from NOS M&B to all NOS Financial Management Contacts restating the requirement to use facilities task codes. The email instructs that if these task codes have not been established then requests should be made asap; the email also instructs the recipients to distribute this e-mail to all employees under the FMC to include bank card holders. 2. Follow up email to NCCOS Finance & Budget email sent to M.E. McMillin, M. Bowman; cc: A. Jarboe, J. Durosko, R. Meitzler. 	October 2005	NCCOS Finance & Budget	N/A
	<ul style="list-style-type: none"> • 11_09_05 - Meeting held with NCCOS HQ Budget staff (M. Robinson, M. Bowman and J. Gilliam-Hooker) and Bernie Gottholm to discuss NOAA task codes and how best to implement within NCCOS. • 11_15-05 – NCCOS Center Directors Conference Call. A. Jarboe, Acting Deputy Director for NCCOS, briefed all management that NCCOS will implement the use of NOAA task codes as part of the EMS Resource Allocation Improvement Plan. J. Durosko, NOS M&B, also provided input. • Email sent from NCCOS FMS (Mia) to all NCCOS CDs, Deputies, Finance & Budget staff, CORs, and Purchase cardholder describing the NOAA facility codes, their use, location. (Will be placed under the procurement heading on all web pages). Also included is a reminder for the use of OBJECT CLASSIFICATION CODE 26-24-00-00 PURCHASES OF LABORATORY CHEMICALS and 25-27-00-00 DISPOSAL OF CHEMICALS 	<p>November 2005</p> <p>March 2008</p>	Mia and Hal	N/A

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b. Communicate the definition and appropriate use of NOAA accounting task codes to facility employees	1. Work with Finance and Budget staff to come up with a standardized process for using the facility codes <ul style="list-style-type: none"> Did not meet. F&B staff working on BOPs. Christmas holidays.... 	December 2005	NCCOS Finance & Budget EMS Team	Travel Expenses
	2. Need to develop training for managers employees (either web based or power point). <ul style="list-style-type: none"> 01_10_06 – Meeting with M. Robinson, M. Bowman and Bernie Gottholm. Power Point presentation will be developed this month and a schedule drafted to begin training at all NCCOS facilities, beginning in February 2006, on the use of the NOAA facility codes. 	January 2006	NCCOS Finance & Budget BG	Possible in-house development
	3. Work with Finance and Budget staff to come up with a process for monitoring that the facility codes are being used correctly <ul style="list-style-type: none"> 02_13_08 - Meeting with NCCOS FMS (Mia), Jean Duroske and B. Gottholm to discuss updating the process for monitoring that the facility codes are being used correctly. 	Quarterly facility audits beginning March 2006 Biannual audit of financial reports beginning March 2008.	NCCOS Finance & Budget (All Facilities) Mia and Hal	
	4. Survey of NCCOS Management and staff on the use of NOAA task codes	June 2006	EMS Team BG	Travel Expenses
c. Evaluate Facility Task Codes For Possible Expansion	1. Meet with local EMS facility teams via conference call to discuss possible expansion of facility task codes.	February 2008	NCCOS EMS Team & Local Facility Teams	
5. General Background Document(s)/Records:		Location and/or Person Responsible:		
Facility Task Codes and Definitions 10/11/05 Email on Use of Facility Task Codes 3/13/06 Email on Mandatory EMS Facilities Task Codes Awareness Training Contract Language for Including EMS in New Contracts Contract Modification Language to Include EMS in Existing Contracts				
6. Competence of persons responsible on basis of training, education, or experience:				
Title	Basis for Competence			
Hal Stanford	Education, training and experience			

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Mia Robinson	NCCOS Financial Management Specialist - Competent on the basis of education, training and experience
Bernie Gottholm	Education, training and experience