

Office of the Chief Administrative Officer
Links for New Employees

Getting Started (And Recommended Bookmarks)

NOAA Telecommunications (Telephone)
<http://www.cio.noaa.gov/ito/telecom.html>

NOAA Business Cards
http://www.corporateservices.noaa.gov/~facmd/LMB/LMBp_businesscards.html

Transit Subsidy
<http://www.corporateservices.noaa.gov/~facmd/noaa/LogisticsDiv/logisticspvt.html>

Smart Benefits Application (Within Transit Subsidy Link)
<http://www.corporateservices.noaa.gov/~facmd/noaa/LogisticsDiv/Smart%20Benefit%20Application%20Revised.doc>

Web Time & Attendance
<https://docwebta.eas.commerce.gov/webta/>

Remote Access User Agreement Form (from I.T. Website)
http://nrc.iso.noaa.gov/documents/OCIO_Remote_Access_User_Security_Agreement.doc

Telework Application and Agreement
<http://www.wfm.noaa.gov/pdfs/Telework-Application-forms.pdf>

NOAA Webmail
<https://mail.nems.noaa.gov/>

NOAA Oracle Calendar Online
https://webcalendar.noaa.gov/portal/page?_pageid=36,1&_dad=portal&_schema=PORTAL

Department of Commerce Familiarization

U.S. Department of Commerce – About the Department of Commerce
<http://www.commerce.gov/print/about-department-commerce>

U.S. Department of Commerce Organizational Chart
<http://www.commerce.gov/sites/default/files/documents/migrated/Department%20Organization%20Chart.pdf>

Commerce Leadership
<http://www.commerce.gov/print/about-commerce/commerce-leadership>

Office of the Chief Administrative Officer Links for New Employees

Frequently Asked questions about Commerce

<http://www.commerce.gov/print/about-commerce/faq>

DOC EEO policy Statement

<http://www.osec.doc.gov/ocr/policy.html>

Commerce Alternative Personnel System

<http://www.wfm.noaa.gov/performancegmt/demoproject/demoproject.html>

Commerce Learning Center at NOAA

<http://www.wfm.noaa.gov/e-learning/index.html>

Commerce Purchase Card System (CBC) Help Desk Information

<http://www.corporateservices.noaa.gov/cbs/helpdesk.htm>

National Oceanic & Atmospheric Administration (NOAA) Familiarization

Welcome to NOAA – Message from Dr. Jane Lubchenco.

<http://www.noaa.gov/about-noaa.html>

NOAA Organizational Chart

<http://www.pco.noaa.gov/org/noaaOrganization.pdf>

NOAA Leadership

<http://www.noaa.gov/leadership.html>

NOAA Fiscal Year 2011 Budget Summary

http://www.corporateservices.noaa.gov/~nbo/11bluebook_highlights.html

NOAA Line Offices

<http://www.corporateservices.noaa.gov/noaa/lineoffices.html>

NOAA Corporate Finance and Administrative Offices

<http://www.corporateservices.noaa.gov/noaa/offices.html>

Office of the Chief Administrative Officer (OCAO) Familiarization

OCAO Organizational Vision and Values Video

http://www.corporateservices.noaa.gov/~ocao/org_values.html

OCAO Vision & Values

<http://www.corporateservices.noaa.gov/~ocao/vision-and-values-poster.pdf>

Office of the Chief Administrative Officer
Links for New Employees

OCAO Organizational Chart

http://www.corporateservices.noaa.gov/ocao/011211_ocao_organization_chart.pdf

OCAO New Employee Website

http://www.corporateservices.noaa.gov/~ocao/new_hire.html

OCAO EEO Policy Statement

http://www.corporateservices.noaa.gov/~ocao/102610_eeo-policy-statement.pdf

OCAO Telework Policy

<http://www.corporateservices.noaa.gov/~ocao/teleworkpolicy.pdf>

NOAA Civil Rights Office

NOAA Civil Rights Office

<http://www.corporateservices.noaa.gov/civilr/sitemap.htm>

Other NOAA Links

Workforce Management Office Welcome Aboard for New Employees

http://www.wfm.noaa.gov/new_employee/index.html

NOAA Workforce Management Office

http://www.wfm.noaa.gov/about_us.html

NOAA Staff Directory

<https://nsd.rdc.noaa.gov/nsd/moreinfo>

NOAA Information Technology (and I.T. Helpdesk)

http://nrc.iso.noaa.gov/help_desk.html

Safety Incident Reporting

http://www.seco.noaa.gov/Safety/Incident_Reporting.htm

NOAA Safety Awareness Course

http://www.seco.noaa.gov/Safety/Training_Resources.html

NOAA Travel Cards

<http://www.corporateservices.noaa.gov/~finance/JPMC.html>

NOAA Identification Cards (Common Access Card and NOAA Badge)

http://www.wfm.noaa.gov/badge_info.html

Office of the Chief Administrative Officer
Links for New Employees

NOAA Common Access Card

http://www.corporateservices.noaa.gov/~facmd/noaa/HSPD12/H-PVT_homepage.htm

NOAA Facilities Change Request

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf4101r1.pdf>

Building Management (NOAA's Silver Spring Offices)

<http://www.corporateservices.noaa.gov/~facmd/noaa/BMB-NCR/BMB-NCR.html>

NOAA Homeland Security Program Office

<http://www.homelandsecurity.noaa.gov/>

Other Links

GovLoop's New Hire Guide

<http://www.govloop.com/page/new-hire-handbook>

Silver Spring Metro Center Services

http://www.corporateservices.noaa.gov/~facmd/noaa/EO_Homepage.html

New to Silver Spring Website

http://www.wfm.noaa.gov/new_to_NOAA_SilverSpring.html

How to Create an OCAO Location-Specific Phone List

Follow the steps below to create a phone list for your CAO location.

Step 1: Access the NOAA Directory (<https://nsd.rdc.noaa.gov/nsd/moreinfo>).

The screenshot shows the NOAA Staff Directory website in Internet Explorer. The browser title is "NOAA Staff Directory - Windows Internet Explorer" and the address bar shows "https://nsd.rdc.noaa.gov/nsd/moreinfo". The page features the NOAA logo and the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION UNITED STATES DEPARTMENT OF COMMERCE". A navigation bar includes links for "NOAA Home", "Corporate Services", "Contacts", "Disclaimer", and "Privacy Policy". The main heading is "NOAA Staff Directory" with a sub-heading "NOAA Staff Only". Below this, there are login fields for "Username" (with a note "(Email Login ID - Example: jane.a.doe)") and "Password" (with a note "(Email Password)"). There are two buttons: "Enter NSD Internal Version" and "Enter NSD Public Version". The "Internal Version" button is highlighted. Below the login section, there is a "Public Users" section with a note "Login is not required. NSD will display information such as: Name, Phone Number, Email." and a version number "v10.3.7". A "Notice to Users" section follows, containing a warning icon and text about privacy and system security. At the bottom, there are logos for NOAA and the Department of Commerce, along with contact information for the Administrative Systems Division Systems Development Branch and links for "NOAA Home Page" and "DOC Home Page". The Windows taskbar at the bottom shows several open applications, including Microsoft Office, Beam, Hiring Reform, and the NOAA Staff Directory.

Step 2: Enter your username and password (same as email login and password) in the space under NOAA Staff Only. Press Enter NSD Internal Version.

The screenshot shows a Windows Internet Explorer browser window displaying the NOAA Staff Directory login page. The address bar shows the URL <https://nsd.rdc.noaa.gov/nsd/moreinfo>. The page header includes the NOAA logo and the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION UNITED STATES DEPARTMENT OF COMMERCE". A navigation bar contains links for "NOAA Home", "Corporate Services", "Contacts", "Disclaimer", and "Privacy Policy". The date "Wednesday, January 05, 2011" is displayed on the left. The main heading is "NOAA Staff Directory", followed by a disclaimer: "You are about to access the NOAA Staff Directory (NSD). This is a Federal computer system and is the property of the United States Government. It is for authorized use only." Below this, there are two login sections: "NOAA Staff Only" with fields for "Username: amber.beam" and "Password: *****", and "Public Users" with a button for "Enter NSD Public Version". A "Notice to Users" section contains a privacy disclaimer. The footer includes contact information for the Administrative Systems Division and links to "NOAA Home Page" and "DOC Home Page". The Windows taskbar at the bottom shows several open applications, including Microsoft Office, Beam, Hiring Reform, NOAA Staff Direct..., My Checklist - Wi..., Microsoft PowerP..., and Document1 - Mic...

Step 3: Enter your city. Select SO (staff office) from the Line Office menu and enter CAO in the organization field. Press Request Search.

NOAA Staff Directory - Windows Internet Explorer

https://nrd.rdc.noaa.gov/nrd/nrdsearch

NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

Wednesday, January 05, 2011

NOAA Home Corporate Services Contacts Disclaimer Privacy Policy

NOAA Staff Directory

Logout

Last Name: First Name:

Phone Number: Extension:

City: Silver Spring State/Country: State Unknown

Email Address: Building:

Routing Code: Line Office: SO

Position Title: Organization: CAO

Request Search Reset Form Request Report

[Click here for NSD HELP](#)

NOAA Personal Professional Profile

Enter Personal Professional Profile System

[Click here for Profiles HELP](#)

Your Voluntary Emergency Contact Information

Enter Voluntary Emergency Contact Information

Final Product: Phone List of All CAO Staff in Silver Spring.

NOAA Staff Directory - Windows Internet Explorer

https://nrd.rdc.noaa.gov/nrd/nrdresult

NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

Wednesday, January 05, 2011

NOAA Home Corporate Services Contacts Disclaimer Privacy Policy

NOAA Staff Directory

Logout

174 matching records found.

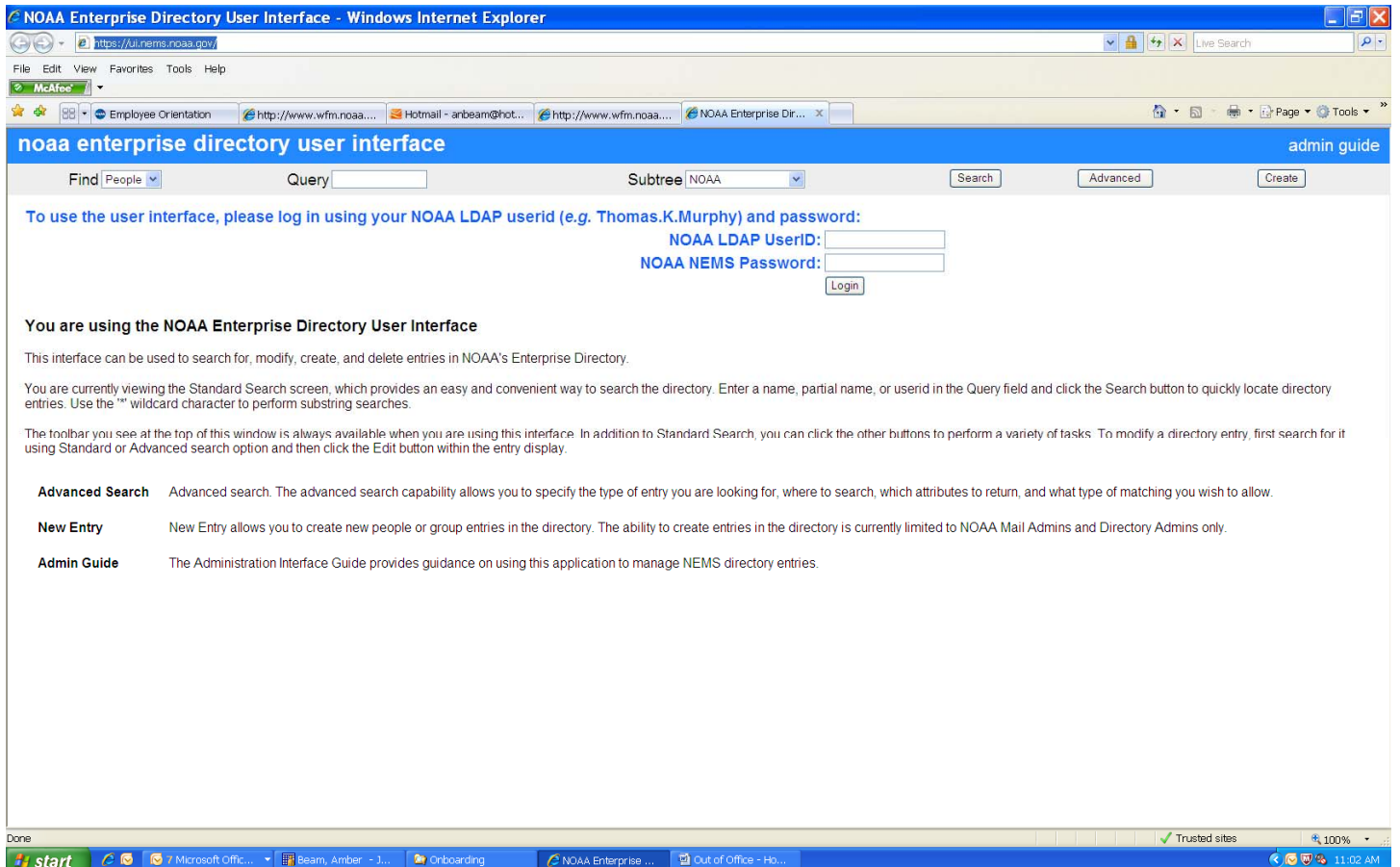
Request More Information Start New Search

Full Name	Phone Number	Email Address	Organization	Position Title
Abumassar, Anucha Elias	301-713-0850 x 101	elias_abumassar@noaa.gov	SO/CAO	IT Specialist
Adelekin, Gwendolyn M	301-713-1148 x 206	gwendolyn_adelekin@noaa.gov	SO/CAO/AIIMO	Management and Program Analyst
Aguilar, Obadiah	301-713-3530 x 170	obadiah.aguilar@noaa.gov	SO/CAO/LD/PPMB	Logistics Management Specialist
Akwara, Isaac	301-713-0954	isaac_akwara@noaa.gov	SO/CAO/FOD	
Allen, Michelle W	301-713-0836 x 157	michelle.allen@noaa.gov	SO/CAO	Secretary
Aparicio, Miguel M	301-713-9808 x 157	miguel.aparicio@noaa.gov	SO/CAO/PPMD	Supervisory Arch
Argueta, Rita E	301-713-2220 x 181	rita_e_argueta@noaa.gov	SO/CAO/LMB	Management Analyst
Aubrecht, Garey	301-713-0954 x 126	garey_aubrecht@noaa.gov	SO/CAO	
Azhar, Sakina	301-713-9613	sakina_azhar@noaa.gov	SO/CAO	Contractor
BLANC, MARLON Kirk	301-713-2014 x 207	marlon.blanc@noaa.gov	SO/CAO/LMB	Contractor
Bailey, William E	301-713-1958	william_e_bailey@noaa.gov	SO/CAO/FOD	Associate
Ballou, James	301-713-2636	james.ballou@noaa.gov	SO/CAO/LMB	
Barile, Salvatore	301-713-2227 x 141	salvatore_barile@noaa.gov	SO/CAO/FOD/BMB NORFOLK	Facility Operations Specialist
Basuel, Amanda K	301-713-0850 x 173	amanda.basuel@noaa.gov	SO/CAO	Budget Analyst
Beeman, John M	301-713-0849 x 137	john.beeman@noaa.gov	SO/CAO	General Engineer
Bell, Terri L	301-713-0850 x 195	terri_l_bell@noaa.gov	SO/CAO/CRO	OCAO EEO and Diversity Program Advisor
Benjamin, LaToya	301-713-2411	latoya_benjamin@noaa.gov	SO/CAO/LMB	Contractor
Bloomer-Mast, Susan J	301-713-2220 x 177	susan_bloomer@noaa.gov	SO/CAO/LMB	Printing Specialist

How to Setup an Out of Office Message

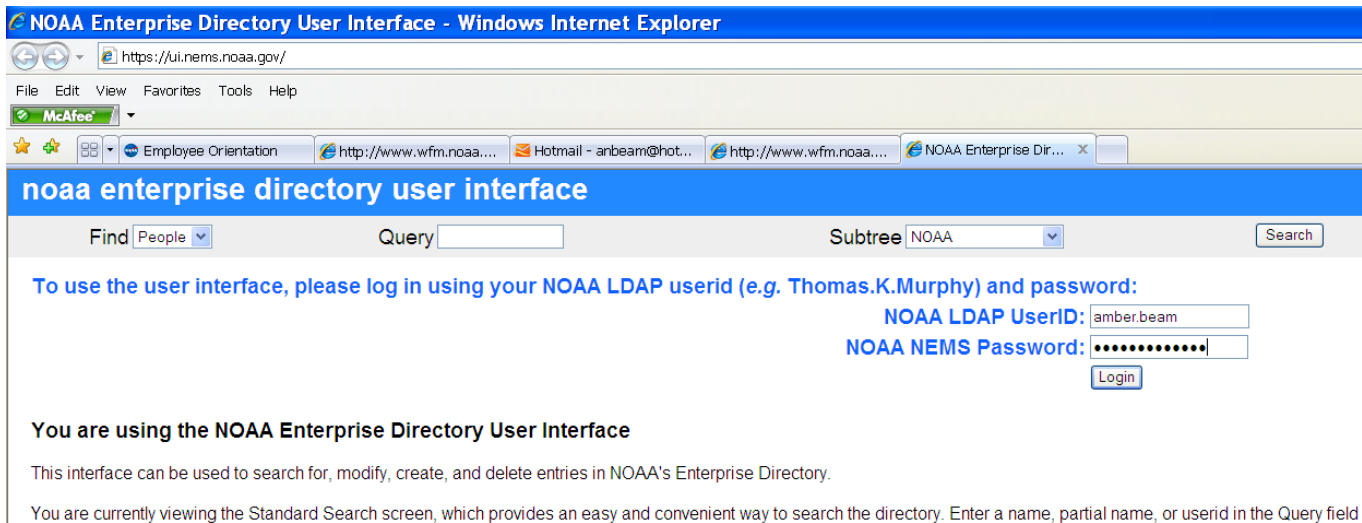
Follow the steps below to setup your out of office automated response.

Step 1: Access the NOAA Enterprise Directory User Interface (<https://ui.nems.noaa.gov/>).



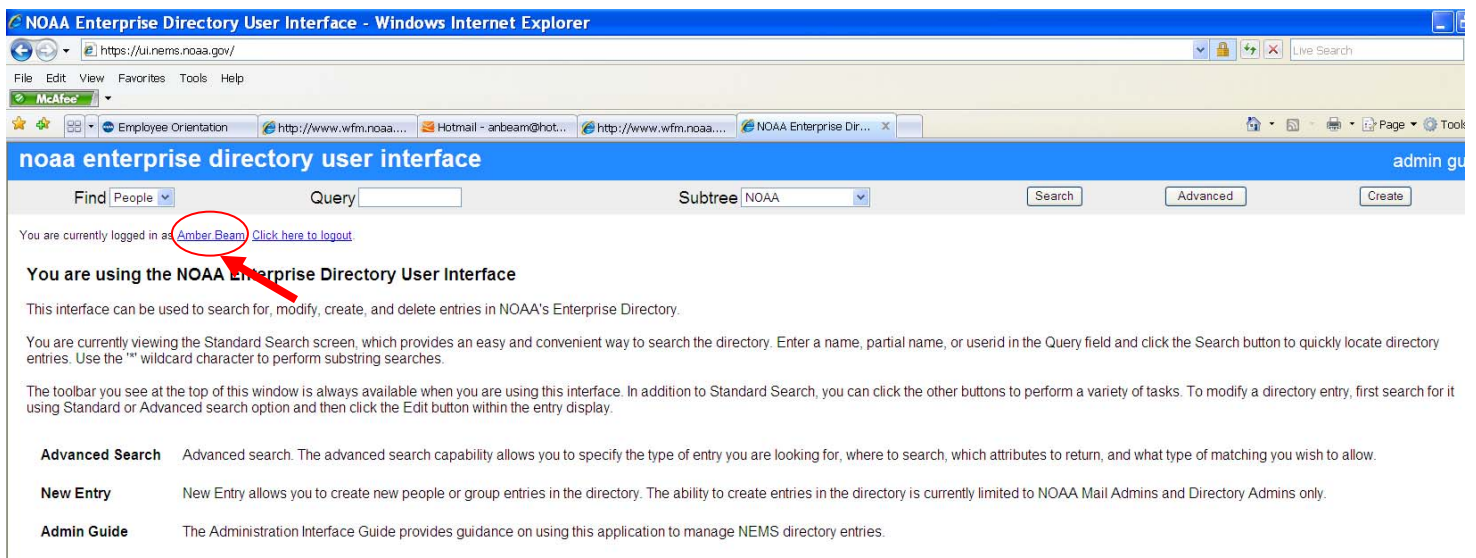
The screenshot shows a web browser window titled "NOAA Enterprise Directory User Interface - Windows Internet Explorer". The address bar displays "https://ui.nems.noaa.gov/". The page content includes a search interface with a "Find People" dropdown, a "Query" input field, and a "Subtree" dropdown set to "NOAA". There are buttons for "Search", "Advanced", and "Create". Below the search area, there is a login section with the text: "To use the user interface, please log in using your NOAA LDAP userid (e.g. Thomas.K.Murphy) and password:". This is followed by input fields for "NOAA LDAP UserID:" and "NOAA NEMS Password:", and a "Login" button. Further down, there is a heading "You are using the NOAA Enterprise Directory User Interface" and a paragraph explaining the interface's capabilities. Below this, there are three sections: "Advanced Search" (describing search capabilities), "New Entry" (describing entry creation), and "Admin Guide" (providing guidance on using the application).

Step 2: Type in your Username and Password (same as your email login and password). Press Login.



The screenshot shows the NOAA Enterprise Directory User Interface in a Windows Internet Explorer browser. The address bar displays <https://ui.nems.noaa.gov/>. The page title is "noaa enterprise directory user interface". Below the title bar, there is a search interface with a "Find" dropdown set to "People", a "Query" input field, a "Subtree" dropdown set to "NOAA", and a "Search" button. A message reads: "To use the user interface, please log in using your NOAA LDAP userid (e.g. Thomas.K.Murphy) and password:". Below this, there are two input fields: "NOAA LDAP UserID:" containing "amber.beam" and "NOAA NEMS Password:" with masked characters. A "Login" button is positioned below the password field. Further down, the text says "You are using the NOAA Enterprise Directory User Interface" and "This interface can be used to search for, modify, create, and delete entries in NOAA's Enterprise Directory." It also notes: "You are currently viewing the Standard Search screen, which provides an easy and convenient way to search the directory. Enter a name, partial name, or userid in the Query field."

Step 3: Click on your name.



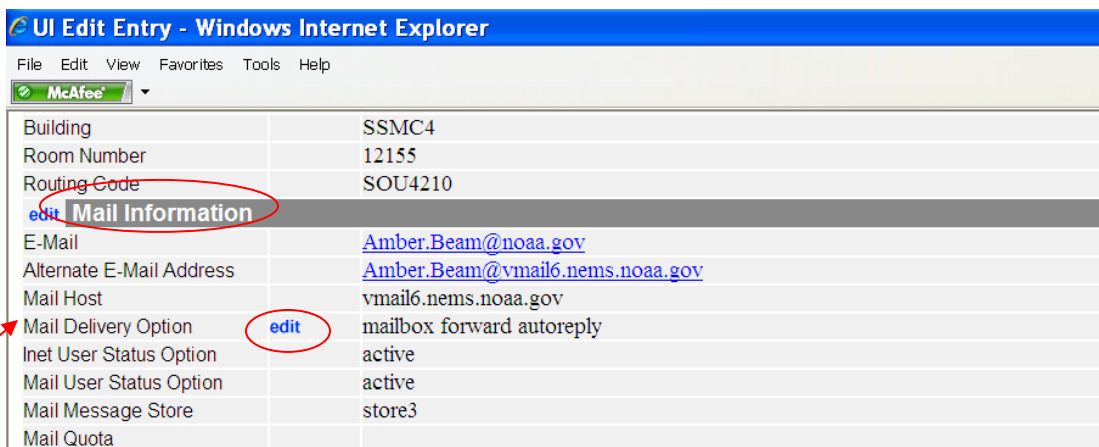
The screenshot shows the NOAA Enterprise Directory User Interface after a successful login. The browser address bar is the same. The page title is "noaa enterprise directory user interface" and the user name "admin gu" is visible in the top right corner. The search interface is identical to the previous screenshot. A message at the top left states: "You are currently logged in as Amber Beam. [Click here to logout.](#)" A red circle highlights the name "Amber Beam" and a red arrow points to it. Below the message, the text reads: "You are using the NOAA Enterprise Directory User Interface" and "This interface can be used to search for, modify, create, and delete entries in NOAA's Enterprise Directory." It also notes: "You are currently viewing the Standard Search screen, which provides an easy and convenient way to search the directory. Enter a name, partial name, or userid in the Query field and click the Search button to quickly locate directory entries. Use the '*' wildcard character to perform substring searches." A toolbar at the top right includes buttons for "Search", "Advanced", and "Create". A list of options is provided:

- Advanced Search** Advanced search. The advanced search capability allows you to specify the type of entry you are looking for, where to search, which attributes to return, and what type of matching you wish to allow.
- New Entry** New Entry allows you to create new people or group entries in the directory. The ability to create entries in the directory is currently limited to NOAA Mail Admins and Directory Admins only.
- Admin Guide** The Administration Interface Guide provides guidance on using this application to manage NEMS directory entries.

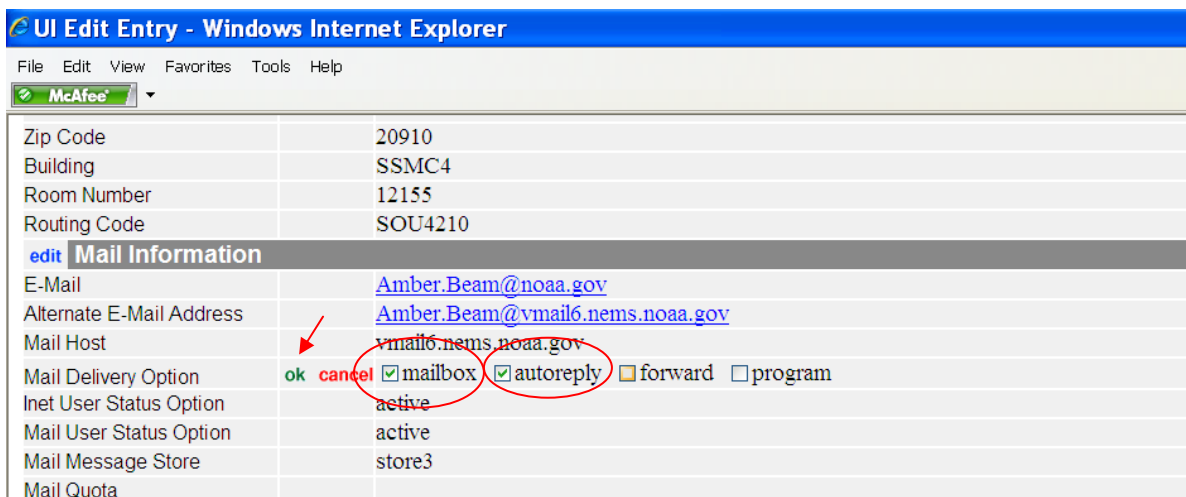
Step 4: Click Edit Person.



Step 5: Under the heading *Mail Information* (fourth section in the list), find *Mail Delivery Option*, then click Edit.



Step 6: Next check the boxes for *Mailbox* and *Autoreply* then click Ok.



Step 7: Under the *Mail Information* heading, find *Mail AutoReply Mode* click Edit. Then select *Reply* from the drop-down menu. Now click Ok.

Mail Routing Address		
Mail Program Delivery		
Allowed Mail Service Access		
Mail Access Domain		
Mail AutoReply Mode	ok cancel Reply ▾	
		I will be out of the office December 23-27th. I will respond to your message when I return.
Mail AutoReply Text	edit delete	
Vacation Start Date	edit delete	Thu Dec 23 00:00:00 2010 UTC UTC
Vacation End Date	edit delete	Mon Dec 27 00:00:00 2010 UTC UTC
Primary Mail Admin		CEA Mail Admin

Step 8: Under the *Mail Information* heading, find *Mail AutoReply Text*, click Edit. Then type your out of office message and click Ok.


Mail Routing Address		
Mail Program Delivery		
Allowed Mail Service Access		
Mail Access Domain		
Mail AutoReply Mode	ok cancel Reply ▾	
		I will be out of the office December 23-27th. I will respond to your message when I return.
Mail AutoReply Text	edit delete	
Vacation Start Date	edit delete	Thu Dec 23 00:00:00 2010 UTC UTC
Vacation End Date	edit delete	Mon Dec 27 00:00:00 2010 UTC UTC
Primary Mail Admin		CEA Mail Admin

Step 9: You can also set the vacation start and end dates to automatically start and stop the out of office response. Under the Vacation Start Date, click Edit. Drop-down menus appear, select the appropriate month, date, and year. Click Ok. Repeat same steps for Vacation End Date.

Mail Program Delivery		
Allowed Mail Service Access		
Mail Access Domain		
Mail AutoReply Mode	edit	Reply
Mail AutoReply Text	edit delete	<div style="border: 1px solid #ccc; padding: 5px;"> <p>I will be out of the office December 23-27th. I will respond to your message when I return.</p> </div>
Vacation Start Date	edit delete	Thu Dec 23 00:00:00 2010 UTC UTC
Vacation End Date	ok cancel	December 27 2010
Primary Mail Admin		OFA Mail Admins
Secondary Mail Admin		
Webmail Admin		vmail6.nems.noaa.gov
edit Additional Information		
Description	edit	
Personal URL	edit	
Mailing Address	edit	

Step 10: Click Save Changes. A pop-window will appear outlining the changes you've made. You can close the window and the browser. You have successfully set your out of office message.

Mail Program Delivery		
Allowed Mail Service Access		
Mail Access Domain		
Mail AutoReply Mode	edit	Reply
		<div style="border: 1px solid gray; padding: 5px;">I will be out of the office December 23-27th. I will respond to your message when I return.</div>
Mail AutoReply Text	edit delete	
Vacation Start Date	edit delete	Thu Dec 23 00:00:00 2010 UTC UTC
Vacation End Date	edit delete	Mon Dec 27 00:00:00 2010 UTC UTC
Primary Mail Admin		OFA Mail Admins
Secondary Mail Admin		
Webmail Admin		ymail6.nems.noaa.gov
edit Additional Information		
Description	edit	
Personal URL	edit	
Mailing Address	edit	
FedEx Address	edit	
Multiline Description	edit	
<div style="border: 1px solid gray; display: inline-block; padding: 2px 10px;">Save Changes</div> <div style="border: 1px solid gray; display: inline-block; padding: 2px 10px; margin-left: 20px;">Delete Person</div>		
This entry was last modified by amber.beam on Thu Dec 23 04:24:38 2010 UTC.		

 Error on page.