



Administrative Management

Service Areas

Service Area	Skills/Support Available	Staff Member(s)
Acquisitions - Contracts	<p>Providing assistance with writing acquisition plans, developing independent government cost estimates, coordinating technical reviews, negotiating budgets and tracking finances.</p> <p>Additional Resources: Office of Logistics and Acquisition Operations</p>	Lisa Strauss(Certified Contracting Officer's Representative)
Budget	<p>Tracking intra- and extramural budgets, using data systems to track budgets (nVision, Status of Funds Internet Edition (SOFiE), Employee Database Internet Edition (EDie)), out-year estimates, budget formulation, data calls, intra- and interagency agreements, personnel calculations, direct citations and invoice issues.</p> <p>Additional Resources: Office of Budget</p>	Lisa Strauss
Conference Requests	<p>Reviewing conference requests.</p>	Charles Baron
Data Systems	<p>Providing assistance with using systems, such as Status of Funds Internet Edition (SOFiE), nVision, Employment Database Internet Edition (EDie), Purchasing Online Tracking System (POTS), Learning Management System (LMS), Federal Acquisition Institute Training Application System (FAITAS), NIH Information Technology Acquisition and Assessment Center (NITAAC), and Integrated Time and Attendance System (ITAS).</p> <p>Additional Resources: Status of Funds Internet Edition (SOFiE) Employment Database Internet Edition (EDie) Purchasing Online Tracking System (POTS) Learning Management System (LMS) Federal Acquisition Institute Training Application System (FAITAS)  NIH Information Technology Acquisition and Assessment Center (NITAAC) Integrated Time and Attendance System (ITAS)</p>	Lisa Strauss
Human Resources	<p>Writing Position Descriptions, Performance Management Appraisal Program (PMAP)/Employee Performance Plans; Providing guidance on employee relations issues, including assistance in writing warning letters, adverse actions, or referrals to the Employee Assistance Program (EAP) recruitments.</p> <p>Additional Resources: Office of Human Resources</p>	Charles Baron, backup

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IT	Entering helpdesk tickets, Assisting staff in finding, logging on, and using listservs, Resolving Microsoft Office and Adobe issues.	Lisa Strauss, lead Stephanie Bland, backup
ITAS	Managing leave and telework system requests Integrated Time and Attendance System Telework Policies and Guidelines	Lisa Strauss, lead Charles Baron, backup
Privacy	Composing Third Party Web Personal Identifiable Information (PII) Approval Forms and Privacy Impact Statements. Additional Resources: Personal Identifiable Information (PII) Approval Forms and Privacy Impact Statements	Lisa Strauss
Procurement Small Purchases	Assisting with POTS orders, purchase card inquiries, CAO responsibilities, determining OC Codes, processing invoices and locating sources.	Lisa Strauss, lead Stephanie Bland, backup
Records Management	Advising on how long to keep records, shredding, and storage. Resources on OD Forms, NIH Forms, OPM Forms, OD Records Management Contact List, Introduction to Records Management Training, Keeping & Destroying Records, Records Management. Additional Resources: Records Management	Lisa Strauss
Share Point	Granting administrative rights to a DPCPSI SharePoint site; creating directories, forms, and list; and adding links.	Stephanie Bland
Space	Handling space requests and justifications, including preparation of a Space Justification Document. For more information on OD Request for Renovation Approval Form, Space Justification form to Request Space and Space Justification to Relinquish Space. Additional Resources: NIH Space Management Policies and Procedures Requests for Space	Lisa Strauss
Trademark	Accessing training systems <ul style="list-style-type: none"> ● NIH Training ● CIT Training ● LMS 	Lisa Strauss, Charles Baron
Travel	Reviewing travel orders and vouchers for compliance Additional Resources: Travel Services	Charles Baron