



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>	<p>Marie Ulysse (Team Leader), Tiffany Bates (OPA, OPEP), Tammy Dickinson (ODP, ODS), Josephine Evans (ORIP), Saranda Maske (ODP, ODS), Faith Zeff (ORWH)</p>
Building Services	<p>General building maintenance, problems, or questions, cleaning services, handyman work and repairs, building and parking access due to emergency, maintenance, repair or other issues.</p>	Saranda Maske, 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) </p>	Michelle Gibson

Service Area	Skills/Support Available	Staff Member(s)
	NIH Information Technology Acquisition and Assessment Center (NITAAC) Integrated Time and Attendance System (ITAS)	
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>	Ruby Akomeah
IT	<p>Entering helpdesk tickets, Assisting staff in finding, logging on, and using listservs, Resolving Microsoft Office and Adobe issues.</p>	Michelle Gibson
ITAS	<p>Managing leave and telework system requests Integrated Time and Attendance System Telework Policies and Guidelines</p>	Tammy Dickinson
Privacy	<p>Composing Third Party Web Personal Identifiable Information (PII) Approval Forms and Privacy Impact Statements.</p> <p>Additional Resources: Personal Identifiable Information (PII) Approval Forms and Privacy Impact Statements</p>	Lisa Strauss
Procurement Small Purchases	<p>Assisting with POTS orders, purchase card inquiries, CAO responsibilities, determining OC Codes, processing invoices and locating sources.</p>	Lisa Strauss, Michelle Gibson backup
Records Management	<p>Advising on how long to keep records, shredding, and storage.</p> <p>Resources on OD Forms, NIH Forms, OPM Forms, OD Records Management Contact List, Introduction to Records Management Training, Keeping & Destroying Records, Records Management.</p> <p>Additional Resources: Records Management</p>	Lisa Strauss Michelle Gibson backup
Share Point	<p>Granting administrative rights to a DPCPSI SharePoint site; creating directories, forms, and list; and adding links.</p>	Lisa Strauss, Michelle Gibson
Space	<p>Handling space requests and justifications, including preparation of a Space Justification Document.</p> <p>For more information on OD Request for Renovation Approval Form, Space Justification form to Request Space and Space Justification to Relinquish Space.</p> <p>Additional Resources: NIH Space Management Policies and Procedures Requests for Space</p>	Ruby Akomeah

Service Area	Skills/Support Available	Staff Member(s)
Travel	Reviewing travel orders and vouchers for compliance Additional Resources: Travel Services	Marie Ulysse (Team Leader), Tiffany Bates (OPA, OPEP), Tammy Dickinson (ODP, ODS), Josephine Evans (ORIP), Saranda Maske (ODP, ODS), Faith Zeff (ORWH)