



NOAA

SCIENCE. SERVICE. STEWARDSHIP.



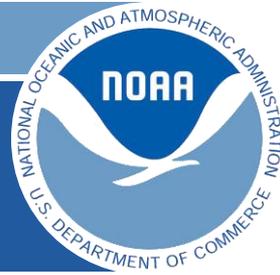
Christopher Sigle
Chief, Facilities Operations Division - Boulder
Office of the Chief Administrative Officer

June 7, 2018

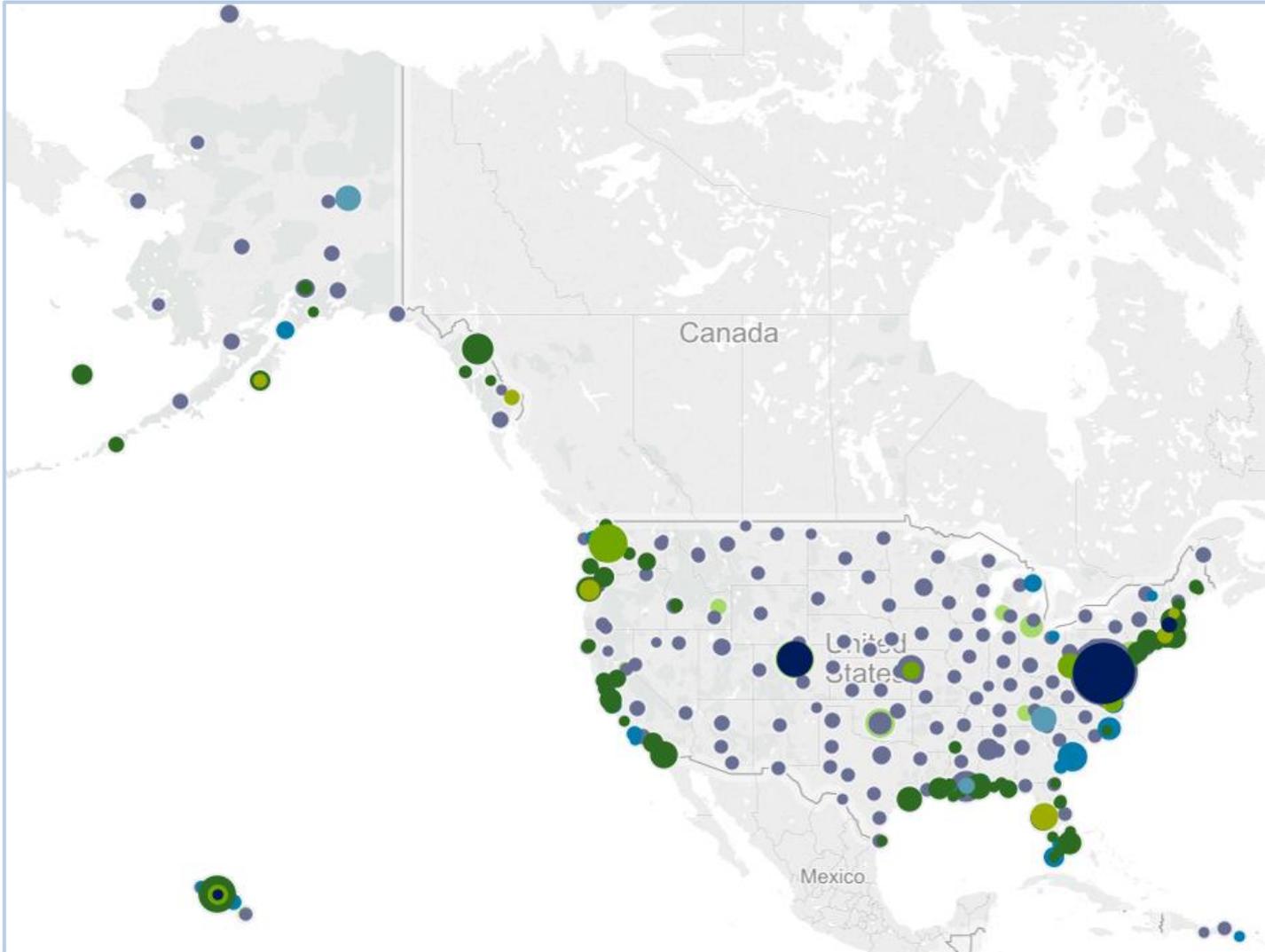


Mission

Provide a foundation for NOAA's mission accomplishment through a broad range of agency-level administrative programs and enterprise facilities management

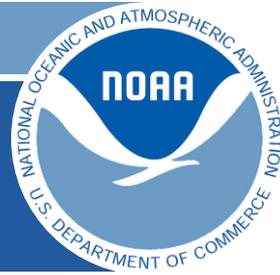


Services the NOAA National Footprint





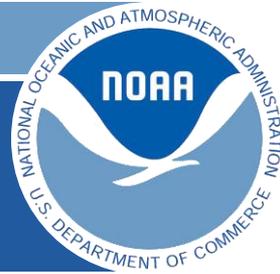
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



Facilities Operations Division, Boulder

Serving the Boulder, Colorado Campus
NOAA David Skaggs Research Center
National Institute of Standards and Technology





CLIENTS SERVICED

- NOAA/OAR
- NOAA/NWS
- NOAA/NESDIS
- NIST
- NTIA



Mission Support - Boulder

- FOD: Provide mission support operations for Department of Commerce Boulder Labs (DOCBLABS) to ensure common services to the three DOCBLABS agencies (NOAA, NIST, NTIA) via cross-services agreement
- FOD: Track agency consumption of energy, natural resources, and manufactured materials, and its contributions to greenhouse gas emissions
- RPMD and SECO: Manage the portfolio of owned and leased facilities by providing capital investment planning, environmental assessments, managing construction, and conducting modernization projects



Safety & Security Management

- Provide guidance, oversight and continuous improvement for safety and occupational health
- Manage access to facilities and associated compliance with Homeland Security Presidential Directive-12 regulatory requirements
- Coordinate with the Department of Commerce Office of Security regarding physical security and anti-terrorism risk protection
- Implement responses to changing policies and procedures for Foreign National Visitor and Guest access to Commerce facilities
- Provide for physical security services at corporate campuses

BOULDER FOD SERVICES

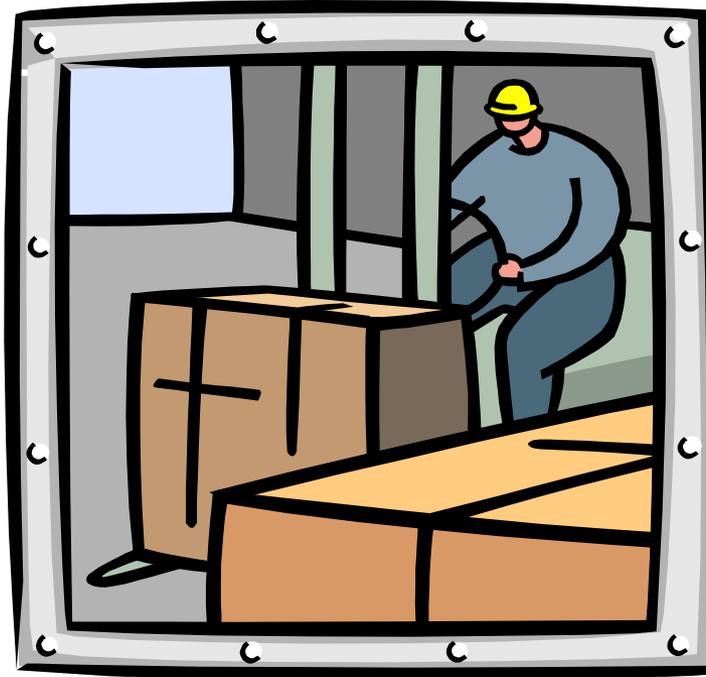
- PERSONAL PROPERTY
- VEHICLE MANAGEMENT
- WAREHOUSE
- STOREROOM
- PRINTING AND
PUBLICATIONS
- BUILDING MANAGEMENT
- HEALTH UNIT

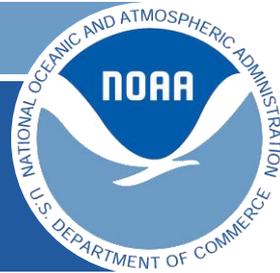
VEHICLE MANAGEMENT

- VEHICLE TOTALS INCLUDE GSA
LEASED VEHICLES
- VEHICLE ACTIONS INCLUDE:
 - MILEAGE REPORTING
 - ACCIDENT
INVESTIGATIONS
 - MAINTENANCE
SCHEDULING



WAREHOUSE





WAREHOUSE SERVICES

- TRAFFIC MANAGEMENT
- SHIPPING/RECEIVING
- PROPERTY STORAGE
- PACKING/CRATING

SHIPPING/RECEIVING

- ON AND OFFSITE
FREIGHT
PICKUP/DELIVERY AND
EXCESS PROPERTY
PICKUP
- SCRAP METAL
RECYCLING FOR SITE
- OFFICE RELOCATIONS



PACKING AND CRATING

- FULL SERVICE PACKING ROOM
- DOT AND IATA CERTIFIED FOR HAZARDOUS MATERIALS
- USES BOTH CRATES AND CARTONS TO PACK APPROXIMATELY 3000 ITEMS ANNUALLY FOR SHIPPING

TRAFFIC MANAGEMENT

- PRIMARILY SITE SPECIFIC
- SHIPS STANDARD AND HAZARDOUS FREIGHT WORLD WIDE
- PREPARES SHIPPING DOCUMENTS AND GBL'S FOR CLIENTS OUTSIDE OF BOULDER



STOREROOM

- REIMBURSABLE SERVICE
- 2400 LINE ITEMS
- INVENTORY VALUE OF \$275k
- ONE GSA VEHICLE

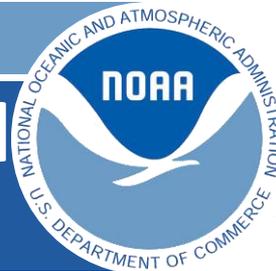


PROPERTY STORAGE

- ADDITIONAL DUTY FOR STOREROOM EMPLOYEE
- LIMITED STORAGE SPACE IN WAREHOUSE
- 4 CONEXES LOCATED ON SITE

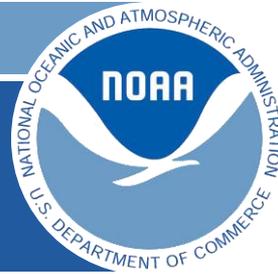


NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



Administrative and Non-Industrial Services





PUBLICATIONS SECTION

- GPO PRINTING LIAISON
- GRAPHIC DESIGN AND SUPPORT
- ONSITE SELF SERVICE COPY CENTERS



NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



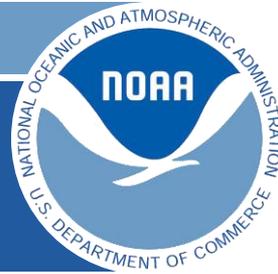
GRAPHIC DESIGN AND SUPPORT

- REIMBURSABLE SERVICE
- COMPUTER GRAPHICS, ILLUSTRATIONS
- DRAFTING
- POSTERS AND VIEWGRAPHS
- PHOTOGRAPHY
- FRAMING AND PHOTO MOUNTING



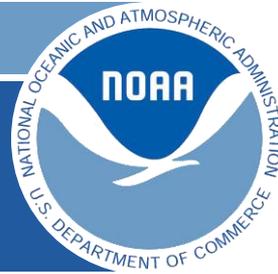
GPO PRINTING LIAISON

- COORDINATED THROUGH THE GPO OFFICE IN DENVER
- GPO FAST COPY CONTRACT
- CONTRACT EDITING SERVICES



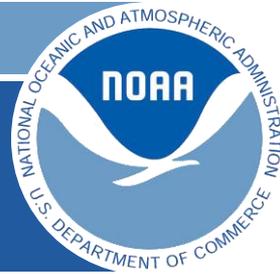
PUBLICATIONS SERVICES

- PRINTING
 - COORDINATED THROUGH THE GOVERNMENT PRINTING OFFICE
- COPYING
 - QUICK TURN-AROUND COPYING -- VIA LOCAL VENDOR



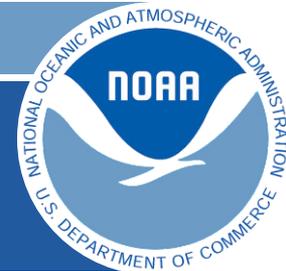
MAILROOM

- MANAGES THE CAMPUS MAIL PROGRAM FOR THE TRI-BUREAU DEPARTMENT OF COMMERCE CAMPUS



BADGING SERVICES

- DEFENSE BADGING SERVICES FOR:
 - NOAA
 - DOD ACTIVE DUTY
 - MILITARY RETIREES
 - FAMILY MEMBERS
- ASSIST WITH ACCESS ISSUES



HEALTH UNIT SERVICES

- TREATMENT OF INJURIES/ILLNESSES
- HEALTH MAINTENANCE
- HEALTH PROMOTION
- HEALTH EDUCATION



TREATMENT OF INJURIES/ILLNESS

- MEDICAL EMERGENCIES
- ASSESSMENT AND TREATMENT
- PROVIDE FOLLOW-UP CARE
- COORDINATE AND REFER TO MD'S
- RETURN TO WORK PROGRAM

HEALTH MAINTENANCE

- PHYSICAL EXAMS (S4)
- MEDICAL SURVEILLANCE
- IMMUNIZATIONS AND FLU SHOTS
- DRUG SCREENING PROGRAM
- MAMMOGRAMS
- MASSAGE THERAPISTS
- ANNUAL DOC POLICE EXAMS
- EAP

PHYSICAL EXAMS

- BLOOD CHEMISTRY
- LIPID PROFILE
- CBC & UA
- VITAL SIGNS
- PSA
- VISION AND HEARING
- PULMONARY FUNCTION TEST
- EKG



HEALTH EDUCATION

- BROWN BAG LECTURES
 - HEALTHY LIFESTYLES AND FITNESS
- FIRST AID & CPR
- SAFETY COMMITTEE ADVISOR/MEMBER
- COOP PLAN ADVISOR/MEMBER
- WELLNESS COMMITTEE ADVISOR



HEALTH EDUCATION

- ONE-ON-ONE COUNSELING
- HEALTH EDUCATION MATERIALS & VIDEOS
- TRAVEL HEALTH INFORMATION
- DISEASE MANAGEMENT INFORMATION
- SCREENING EXAM FOLLOW-UPS



BUILDING MANAGEMENT

- SERVICE CONTRACT ADMINISTRATION
- LIAISON WITH LOCAL TENANTS ON SITE-WIDE ISSUES AND SERVICES
- LIAISON WITH GSA ON RENT AND BUILDING OPERATIONS ISSUES
- UTILITIES/ENERGY MANAGEMENT
- BUDGET SUPPORT

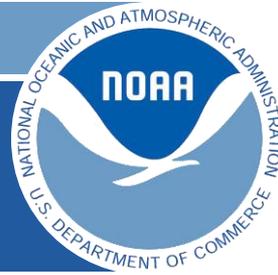


NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



EMERGENCY MANAGEMENT

- SITE NOAA COOP COORDINATION
- FEDERAL FACILITIES SECURITY COUNCIL (FSC) COORDINATION
- COOP AND SIP EXERCISE PLANNING



Summary of Site Services & Programs

- Publications and Graphics Support
- Health Unit
- Emergency Management
- Management Analysis
- Administrative Support
- Retail Sales Storeroom
- Shipping and Receiving
- Mailroom
- Badging



NOAA

SCIENCE. SERVICE. STEWARDSHIP.



QUESTIONS?