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
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
• 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
• 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
– 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
• GPO PRINTING LIAISON
• GRAPHIC DESIGN AND SUPPORT
• ONSITE SELF SERVICE COPY CENTERS
• REIMBURSABLE SERVICE
• COMPUTER GRAPHICS, ILLUSTRATIONS
• DRAFTING
• POSTERS AND VIEWGRAPHS
• PHOTOGRAPHY
• FRAMING AND PHOTO MOUNTING
• COORDINATED THROUGH THE GPO OFFICE IN DENVER
• GPO FAST COPY CONTRACT
• CONTRACT EDITING SERVICES
• PRINTING
  – COORDINATED THROUGH THE GOVERNMENT PRINTING OFFICE

• COPYING
  – QUICK TURN-AROUND COPYING -- VIA LOCAL VENDOR
• 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
• 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
• 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