

Recent Management Improvements and Other News

In response to the changing ways in which we are doing business and the opportunities they offer, several management improvements have been made within the Office of Resource Management (ORM). Our goal is to improve the efficiency of Office of Science (SC) and, in the process, improve service to our customer. With these changes and improvements, the Office of Resource Management will be in a better position to support Office of Science needs.

New Information Management and Technology (IMT) Division

Recently, the Information Management and Technology Division (SC-65) was established within ORM, with Dick Yockman (SC's Chief Information Officer) as the Director.

A number of factors led to this realignment, including SC's role as a Lead Program Secretarial Office with increased responsibility for interaction with the field in management and budget areas. Also included was SC's ever increasing use of information management tools to carry out our business functions at Headquarters and in the field, which also presents increased responsibilities and challenges.

This new Division works to maintain and increase the quality of the information services that SC staff has become accustomed to at Headquarters. At the same time, the IMT Division focus is on better integrating systems and information sharing among SC Headquarters and SC field sites.

Administrative and Information Management Division Renamed

As a result of the establishment of the new IMT Division, the Administrative and Information Management Division (SC-62), directed by Myrna J. Vallette, has been renamed the Management Analysis and Human Resources Division. This name change better reflects the SC-62 mission and our effort to place increased emphasis on management improvements and efficiencies.

New Office of Science/Office of Management and Administration Collaboration

The Office of Resource Management (on behalf of the Office of Science) has entered into a partnership agreement with the Office of Management and Administration (MA) to improve the processing of SC personnel actions.

In an April 26, 2001, memo from Bud Hardison (MA) to John Rodney Clark (SC), delegated authority was given to a newly hired Human Resources Specialist in the SC Office of Resource Management for position classification, staffing, and performance management.

Specific areas of delegation include, but are not limited to: authority to approve and sign "Request for Personnel Action" (SF-52); classify and certify SC positions up to the GS-15 level; prepare/issue vacancy announcements; determine basic eligibility for competitive and noncompetitive appointments; review and input GS Special Act Awards; desk audit positions; and approve and input Quality Step Increases for all GS employees.

This effort is working extremely well and has succeeded in eliminating the backlog of personnel actions. Other improvements are in process or under development.