

National Weather Service

Office of the Chief Financial Officer / Chief Administrative Officer



**Annual Operating Plan
Fiscal Year 2001**

February 2, 2001

**National Weather Service
Office of the Chief Financial Officer/
Chief Administrative Officer
Fiscal Year 2001 Operating Plan**

1.0 Budget/Resource Information

	<u>(\$K)</u>	<u>(FTE)</u>
FY 2000 Allocation	\$24,901	47.50
FY 2001 Allocation	\$29,988	42.75
Change	\$5,087	4.75

2.0 Milestones/Performance Measures in Support of Strategic Plan

Through leadership and partnership, the Office of the Chief Financial Officer (CFO) / Chief Administrative Officer (CAO) will obtain and effectively and efficiently manage financial, human, physical and information resources to enable the NWS to fulfill its mission and vision of the Strategic Plan.

Activities of the CFO/CAO=s Office will contribute toward meeting all goals of the NWS Strategic Plan. The CFO/CAO=s Office leads and/or directly participates in two NWS Strategic Planning Goals: Goal 4: Change the NWS Organizational Culture, and Goal 5: Manage NWS Resources.

To meet the Strategic Goals, the Office of the CFO/CAO will ensure that the following objectives are achieved:

1. Manage NWS & CFO/CAO Workforce and Human Capital (Goal 4)
2. Improve Customer Service (Goal 4)
3. Ensure Diverse and Educated Workforce (Goal 4)
4. Improve Program Review and Management Reporting (Goal 5)
5. Improve NWS Financial Management and Reporting (Goal 5)
6. Implement Cost Accounting (Goal 5)
7. Improve Budget Formulation and Investment Review (Goal 5)

The Office of the CFO/CAO is comprised of 3 Divisions: the Budget and Policy Analysis Division, the Comptroller Division, and the Management and Organization Division. Each is described below.

Budget and Policy Analysis Division

The Budget and Policy Analysis Division serves as the NWS focal point for budget formulation (including five-year planning) and justification of specific budget line items and funding sources; e.g., base funds, PAC, construction account, systems funding, and reimbursable funding. The Division develops all documentation

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supporting the NWS annual budget submission, and coordinates NWS activities related to the congressional budget process; e.g., preparation of testimony, budget briefings, and formal responses to congressional inquiries related to NWS programs and initiatives. The Division coordinates the annual NWS budget planning process with all Financial Management Centers, and facilitates the NWS Corporate Board budget decision process. The Division prepares and reports on the Five-Year Implementation Plan and NWS Annual Operating Plan, and participates in the NWS Strategic Planning process. The Division conducts a program of financial and investment analysis for proposed programs and budget initiatives, and evaluates and tracks the performance of various program efforts and initiatives to meet overall Operating Plan goals, objectives, and schedules.

Comptroller's Division

The Comptroller Division serves as the NWS focal point for the distribution of all fiscal resources to Financial Management Centers. The Division is responsible for all aspects of NWS budget execution, including the development of Financial Operating Plans, allowance advices, reimbursable task planning, and financial management for National Logistics Supply Center accounts. The Division is responsible for financial accounting, reporting, and analysis, including the development and implementation of cost accounting methodologies, development of NWS financial reports, conducting liaison for financial audits, and for analyzing and developing financial systems (including CAMS and NWS financial reporting tool) requirements. The Division also tracks and reports financial commitments to assure an accurate status of available funds.

Management and Organization Division

The Management and Organization Division manages all NWS human resource policy activities, tracks NWS staffing and FTE resources, manages organizational design/position management activities, and provides organizational development support. The Division conducts and/or coordinates organizational and/or staffing studies and cost analyses designed to meet current and future mission needs in the most efficient and cost-effective manner. The Division coordinates national level labor-management relations and labor partnership matters within the NWS. The Division provides a liaison with the General Accounting Office, Office of the Inspector General, and other investigative agencies, coordinates activities to provide reasonable assurance that NWS programs are free from waste, fraud or abuse, and assures compliance with Federal contracting out initiatives. The Division also provides general executive and administrative support including: management of the NWS directives systems and Freedom of Information Act and Privacy Act implementation

A section of the Management and Organization Division provides vital support to the CFO's Office. This section manages and supports the NWS Headquarters LAN/WAN and nationwide e-mail systems; provides computer system support to NWS components in the functional areas of office automation, workstation repair and maintenance, management and executive information systems, human resources and financial management systems; manages the CFO/CAO web site and develops web-based applications; supports headquarters facilities and space management; provides support for purchasing, travel, and relocation support;

and provides time and attendance system and property management support.

Each of these Divisions support the CFO/CAO Office's specific FY 2001 objectives and milestones outlined below.

2.1 Change the NWS Organizational Culture

CFO/CAO Objectives 1-3 support the National Weather Service Strategic Goal to Change the NWS Organizational Culture.

2.1.1 Objective 1a: Manage NWS Workforce and Human Capital

The workforce is NWS's most important asset and comprises the largest component of its budget. In recognition of this, in FY 2001, the CFO/CAO's Office will support the NWS implementation of the Department of Commerce's new online hiring system, Commerce Opportunities OnLine (COOL), as well as assist the NWS in establishing a Workforce/Human Capital Corporate Board Committee.

- \$ Conduct a Workforce/Human Capital Corporate Board Committee organizational meeting (2nd)
- \$ Provide NWS wide support to develop Commerce Opportunities On-line (COOL) position descriptions for field offices (3rd)
- \$ Complete the first NWS Senior Leadership Potential Program (3rd)
- \$ Support NWS participation in the next SFA (4th)
- \$ Support the NWS Workforce/Human Capital Corporate Board Committee (4th)
- \$ Develop strategy to implement baseline proficiency standards for NWS field office positions (4th)
- \$ Complete an assessment of remaining FY 2000 and FY 2001 Human Resources Management roadmap milestones for NWS Workforce/Human Capital Corporate Board Committee (4th)
- \$ Monitor and support implementation of WFO restructuring (4th)
- \$ Complete negotiations on a new collective bargaining agreement with the NWS Employees Organization (4th)
- \$ Initiate the second NWS Senior Leadership Potential Program (4th)

2.1.2 Objective 1b: Manage CFO/CAO Workforce and Human Capital

In recognition of the importance of a productive and contented workforce, the Office of the CFO/CAO will establish cohesive recruiting, hiring, and employee development practices as well as offer increased employee recognition in FY 2001.

- \$ Provide COOL system training for CFO/CAO Senior Staff (1st)
- \$ Implement a CFO/CAO peer recognition program (1st)
- \$ Conduct quarterly CFO/CAO all hands staff meetings (All)

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- \$ Establish a Student Career Experience Program (SCEP) with Howard University (2nd)
- \$ Improve CFO/CAO recognition of employee awards and accomplishments (2nd)
- \$ Develop CFO/CAO personnel development program and re-scope hiring practices (3rd)

- \$ Complete space realignment of CFO/CAO staff in response to the realignment of NWS (4th)

2.1.3 Objective 2: Improve Customer Service

Customers of the CFO/CAO's Office are varied, ranging from the FMCs to the AA, NOAA, DOC, OMB, and Congress. We are committed to providing the best possible service to our customers. We will strive to improve the working relationship with our customers, respond to their needs in a timely manner, and make relevant information on services and products accessible to all involved.

- \$ Publish CFO/CAO Homepage (1st)
- \$ Publish Memoranda of Understanding (MOU) / Reimbursable Task Plan (RTP) database on web for regions to review and update (2nd)
- \$ Publish Directory of CFO/CAO staff and services (2nd)
- \$ Develop CFO customer service plan to identify customer needs and prioritize response (3rd)
- \$ Post all policy/procedure memos within 10 days of CFO/CAO signature (4th)
- \$ Increase available documents on the CFO website by publishing:
 - CFO FY 2001 Annual Operating Plan (2nd)
 - NWS FY 2001 Annual Operating Plan (2nd)
 - Guidelines for Section 508 (Accessibility Standards) Compliance (3rd)
 - FY 2001 NWS Quarterly Reviews (4th)
 - FY 2002 & 2003 Budget Tables as updated (4th)
 - Inventory of General Accounting Office reviews on NWS from 1995 to present (4th)
 - Inventory of Office of Inspector General audits/inspections on NWS from 1995 to present (4th)
 - NWS Hotline Subweb (4th)

2.1.4 Objective 3: Ensure Diverse and Educated Workforce

The Office of the CFO/CAO will continue to enhance the professional development and diversity of its workforce through targeted training. In addition to skill enhancement for all CFO/CAO employees, areas of focus will include leadership, team building, EEO, and diversity.

- \$ Complete Myers Briggs Type Indicator training for CFO/CAO Staff as recommended by NOAA's Office of Diversity to improve teamwork and communication (3rd)
- \$ Provide a series of diversity awareness events for all CFO/CAO Staff (3rd)
- \$ Develop an IT educational strategy for CFO/CAO staff (3rd)

- \$ Develop Individual Development Plans (IDP) for all CFO/CAO staff (4th)
- \$ Ensure that 1½% of CFO/CAO salary dollars is dedicated to professional development of CFO/CAO staff (4th)
- \$ Conduct 2 recruiting visits to Minority Serving Institutions (4th)
- \$ Provide EEO training opportunities to all CFO/CAO staff (4th)
- \$ Identify additional sources of minority and women applicants for vacancy announcements distribution (4th)
- \$ Increase representation of women, minorities, and people with disabilities by 2% (4th)

2.2 Manage NWS Resources

CFO/CAO Objectives 4-8 support the National Weather Service Strategic Goal to Manage NWS Resources.

2.2.1 **Objective 4: Improve Program Review and Management Reporting**

In FY 2000, the Office of the CFO/CAO made strides towards ensuring that the NWS has an integrated process for planning, budgeting, operating, progress assessment, and performance evaluation that promotes the organization's overall goals, objectives, and priorities. An integral part of this process, which will be accomplished in FY 2001, is assuring that the evaluation of NWS programs is performed efficiently and effectively with direct input and accountability from each FMC Director. Further, a series of management reporting systems will be put in place to track the important non-financial information of the National Weather Service.

- \$ Implement new process for developing NWS quarterly program reviews (1st)
- \$ Develop database to track and monitor AOP milestones for all NWS offices (1st)
- \$ Conduct the FY 2000 FMC Annual Reviews (2nd)
- \$ Complete transition document for the new administration (2nd)
- \$ Review FY 2001 FMC Annual Operating Plans (2nd)
- \$ Prepare FY 2001 NWS Annual Operating Plan (2nd)
- \$ Develop written policies and procedures for responding to and tracking FOIAs, grievances, GAO reviews and OIG audits and inspections (2nd)
- \$ Develop and implement historical database for all Congressional Qs & As (2nd)
- \$ Prepare the briefing and backup material for the FY 2001 1st, 2nd, 3rd, and 4th Quarterly Reviews (All)
- \$ Develop an inventory of GAO reviews and OIG audits/inspections on NWS for 1995-2000, determine status of all recommendations, conduct a lessons learned analysis, and develop an NWS action plan based on the results of the analysis (4th)

2.2.2 **Objective 5: Improve NWS Financial Management and Reporting**

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The Office of the CFO/CAO is continually evaluating new methods to better manage NWS resources. In FY 2001, CFO/CAO staff will implement several new policies and practices to ensure improved financial management. Additionally, the National Weather Service will implement an internal financial management system that more effectively integrates budget formulation, budget execution, cost accounting and financial reporting to support the effective performance of NWS financial management functions.

- \$ Develop estimates of management fund expenses for FY 2001 (1st)
- \$ Provide additional training on indirect costs to all budget and administrative staff (1st)
- \$ Establish a reserve fund for the FY 2001 budget (2nd)
- \$ Implement the new NWS Financial Management Reporting System (3rd)
- \$ Provide analysis of rent expenses and telecommunications costs (3rd)
- \$ Implement new policy for FOP development (i.e. FMC input) (4th)
- \$ Work with OFA on NOAA-wide financial management issues (4th)
- \$ Participate in design and implementation of new Management Information System (with Office of Operational Systems) (4th)

2.2.3 Objective 6: Implement Cost Accounting

A new cost management/accounting system was evaluated and implemented in Central Region in FY 2000 with nationwide implementation scheduled to continue in FY 2001. The new system facilitates NWS resource decision making by enabling NWS Management to understand the full/relevant cost of providing its services and products, operating its organizations, and performing its functions.

- \$ Complete nationwide introduction of NWR cost accounting (1st)
- \$ Develop first reports from new cost accounting system in Central Region (2nd)
- \$ Begin cost management project in Western region (3rd)
- \$ Assess cost accounting for NCEP and Headquarters (4th)
- \$ Complete plan to implement cost accounting in all regions in FY 2002 (4th quarter)

2.2.4 Objective 7: Improve Budget Formulation and Investment Review

The Office of the CFO/CAO is committed to manage the NWS budget process effectively and efficiently by evaluating initiatives and incorporating new processes and strategies into the current budget process. As part of an ongoing effort to improve planning and review processes, several initiatives are being implemented in FY 2001, including modifications to the strategic planning process, new budget formulation software, and establishment of a Financial & Investment Review Board (FIRB).

- \$ Support Financial & Investment Review Board for FY 2003 (1st)
- \$ Complete assessment NCEP's NTOP Budget and Strategic Planning Process for possible national implementation (2nd)
- \$ Develop action plan for improving budget formulation for facilities maintenance (3rd)

\$ Begin implementation of new budget formulation software (4th)

3.0 Additional Management Information

3.1 Diversity

The Office of the CFO/CAO is dedicated to ensuring a diverse workforce by following the NOAA and NWS Diversity Plans. Specific methods for accomplishing this goal are outlined under CFO/CAO Objective 3.

3.2 Affirmative Action

In FY 2000, the Office of the CFO/CAO increased representation of women and minorities by 1% and conducted outreach visits at Minority Serving Institutions (MSIs) aimed at developing opportunities for recruitment. In FY 2001, the CFO/CAO's Office will increase representation of women, minorities, and people with disabilities by 2% in support of the National Weather Service goal of 1% increased representation. Specific methods for accomplishing this goal are outlined under CFO/CAO Objective 3.

3.3 Environmental Compliance N/A

3.4 Other Organizational Issues N/A