4th Quarter OLAO All-Hands Meeting

August 17, 2017

Neuroscience Center
Conference Room C

OLAO Quarterly Agenda
August 17, 2017

9:30 am	Opening comments	Brian Goodger
9:40 am	Employee Recognition	Brian Goodger
9:50 am	Guest Speaker – NIAID	Joe Croghan
10:20 am	Closing Remarks	Brian Goodger

OLAO Quarterly All-Hands

- **Quarter 1 (every October).** Division Directors provide a report card on the previous FY & goals for new FY.

- **Quarter 2 (every January).** Deputy Division Directors to provide status of projects and news and notes.

- **Quarter 3 (every April).** Division staff members to present on special topics.

- **Quarter 4 (every July).** Brief updates and then a guest speaker.

News & Notes

- Happenings in govt. (USG wide, HHS, and NIH)
- Heart of the FY end is upon us
- Biggest internal contracts in OLAO:
    - Sobran re-compete & i-Power re-compete
- Staff shortages
- De-obligations/stale obligations/expiring lines and register CPAR actions
- Assisted Acquisition end of FY actions
- Supply’s push to finish solvent
- Property Portal
- Discovery Network’s “First in Humans”

OLAO Recognition

- Employee of the Quarter (for Q. 3)
  - Bridget Gauer
- Honorable Mention
  - Mary Rainey
  - Lou Kuta
  - Ben Meyers
  - Robert Burdette
- DLS awards
- OLT meets Wednesdays 9am to 10am

Guest Speaker

- Joe Croghan

  NIAID

  Software Engineering Branch

  Branch Chief

National Institute of Allergy and Infectious Diseases

Software Engineering Branch

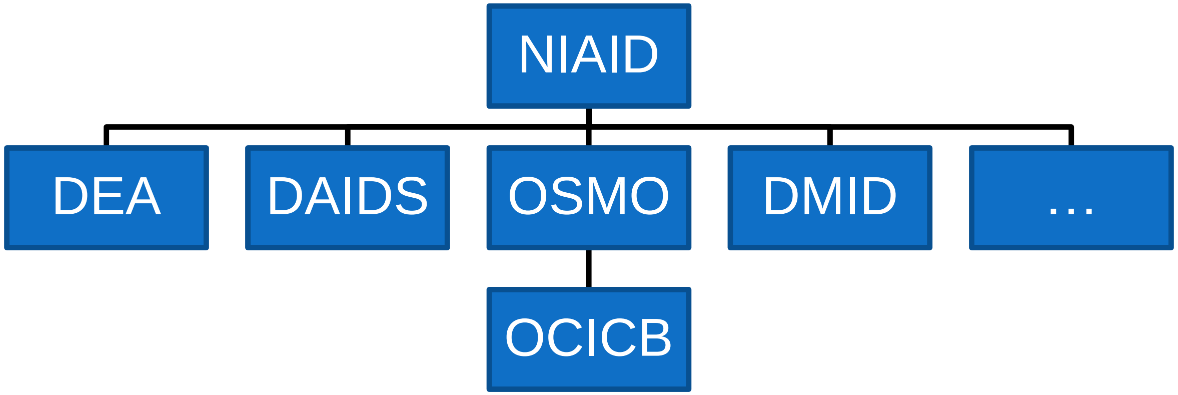
Overview

August 17, 2017

Who We Work For

- *Dr. John McGowan (JJ),*
  - Executive Officer, NIAID
  - Director, Office of Science Management and Operations
  - Previously:
    - Director DEA, NIAID
    - Acting Deputy Director for Management, NIH/OD

- Jill Harper
  - Deputy Director, OSMO



NIAID

DEA

DAIDS

OSMO

DMID

…

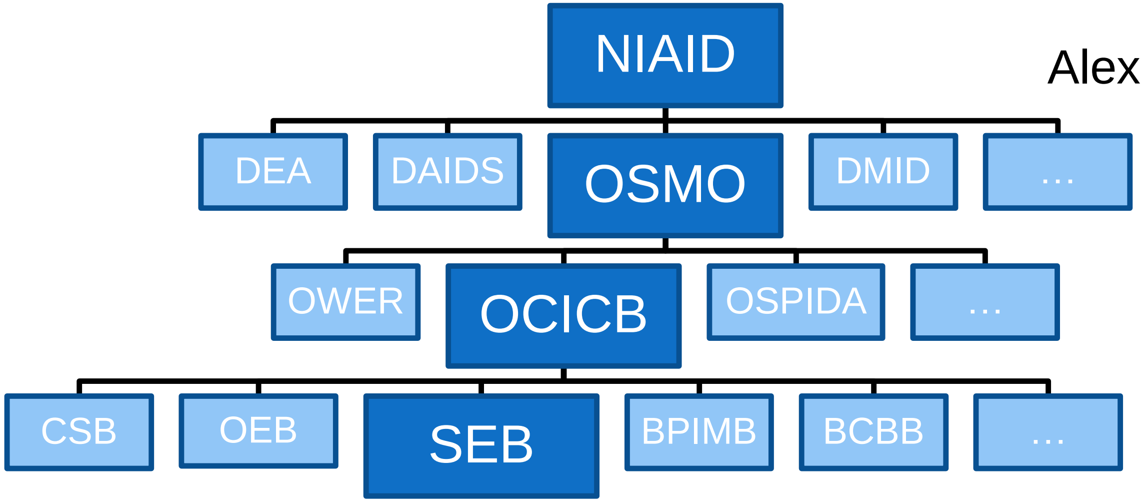
OCICB

Who We Work For

Mike
Tartakovsky

Mike Tartakovsky, CIO, Director, Office of Cyber Infrastructure and Computational Biology (OCICB)

Alex Rosenthal, CTO, NIAID



NIAID

DEA, DAIDS, OSMO, DMID, …

OWER, OCICB, OSPIDA, …

CSB, OEB, SEB, BPIMB, BCBB, …

SEB Vision Statements (circa 2011)

- We will deliver quality software solutions in partnership with the NIAID community
- Our partners will see us as innovative problem-solvers, who anticipate and support their business needs
- We will engage in and support ongoing professional development and training
- We will work together with respect and trust to support operational efficiency, effectiveness, and excellence.

SEB At A Glance

Line of Business, Custom Software Development Programs

- Administrative
- Contracts Management
- International
- Grants Management
- Human Cap Systems
- Sci. Reporting
- Extramural
- Financial Systems

Enterprise Platforms

- Collab and Communication
- EDRMS

Analytics

- Visualization
- Data

Development Support

- Analysis
- Technology
- QA, RM & CM

NIAID

SEB Scale

- Approximately 74 different custom development projects/activities
  - 47 Development projects
  - 27 Maintenance projects
  - Other Activities (Data Modeling, UI/UX, QA, New Project Investigation)
- EDRMS Program
  - 66+ projects in project portfolio
- Collaboration and Communication Program
  - Collab/eCollab/Inside
  - SharePoint support
  - Other Collaboration Projects (e.g. DAIDS Learning Portal)
- Analytics Program
  - 35+ Active projects

Representative NIAID Administrative System Custom Developed by SEB

- NIH Property Management Portal (NPMP)
  - System used for NIH staff to maintain their property records to enhance Sunflower functionality.
- Acquisition Management Budget Information System (AMBIS)
  - Requisitioning, purchase order and status tracking system to complement and enhance NBS functionality.
- P-Card Audit system
  - Review P-Card purchases to support audits and anomalies.
- Phone Assignment System (PAT)
  - Generates a valid phone number for the onboarding process
- Workstation Delivery Scheduler
  - Helps schedule the in-person delivery of workstations

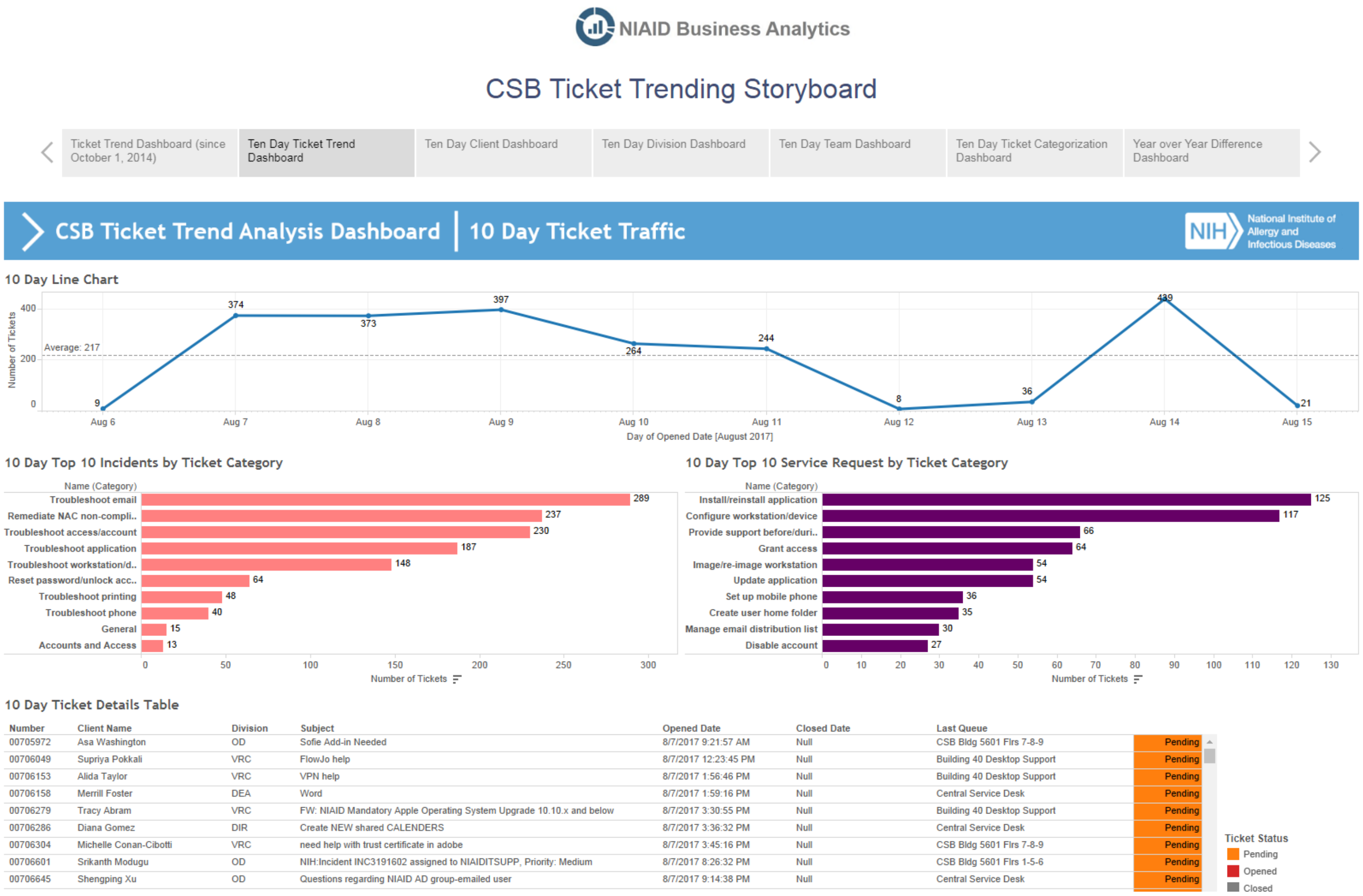
Representative NIAID Administrative Dashboards

- Tickets (IT, Facilities)
- Compliance (Training, Ethics Paperwork, etc.)
- Workload
- Skype
- Purchasing
- Seating

Management tools, or operational tools?

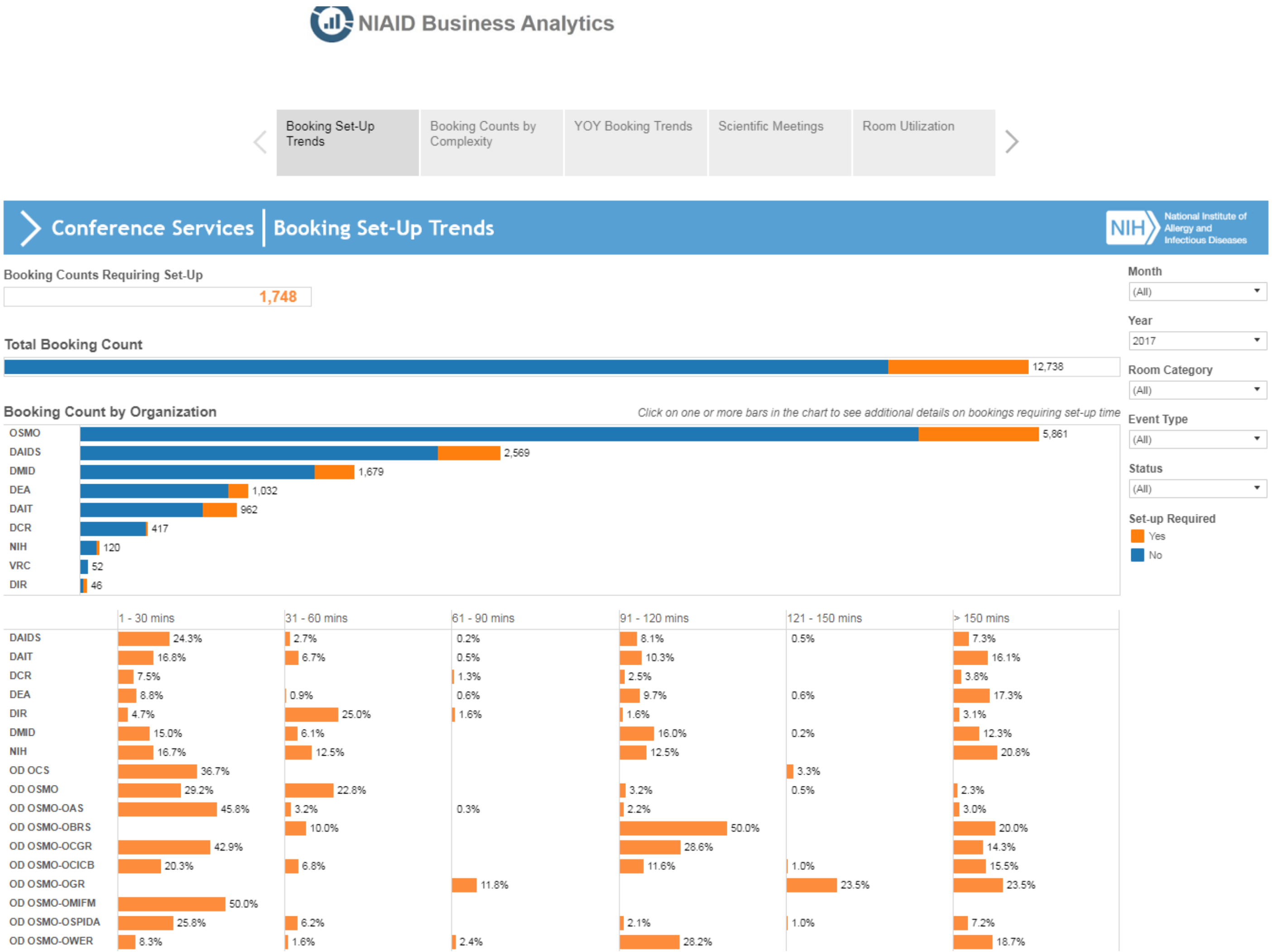
Getting the data right is the hard part

Tickets and Tasks


NIAID Business Analytics
CSB Ticket Trending Storyboard
Ticket Trend Dashboard (since October 1, 2014)
Ten Day Ticket Trend Dashboard
Ten Day Client Dashboard
Ten Day Division Dashboard
Ten Day Team Dashboard
Ten Day Ticket Categorization Dashboard
Year over Year Difference Dashboard
CSB Ticket Trend Analysis Dashboard
10 Day Ticket Traffic
NIH National Institute of Allergy and Infectious Diseases
10 Day Line Chart
Number of Tickets
400
200
0
Average: 217
9
374
373
397
264
244
8
36
439
21
Aug 6
Aug 7
Aug 8
Aug 9
Aug 10
Aug 11
Aug 12
Aug 13
Aug 14
Aug 15
Day of Opened Date [August 2017]
10 Day Top 10 Incidents by Ticket Category
Name (Category)
Troubleshoot email 289
Remediate NAC non-compli.. 237
Troubleshoot access/account 230
Troubleshoot application 187
Troubleshoot workstation/d.. 148
Reset password/unlock acc.. 64
Troubleshoot printing 48
Troubleshoot phone 40
General 15
Accounts and Access 13
0
50
100
150
200
250
300
Number of Tickets
10 Day Top 10 Service Request by Ticket Category
Name (Category)
Install/reinstall application 125
Configure workstation/device 117
Provide support before/duri.. 66
Grant access 64
Image/re-image workstation 54
Update application 54
Set up mobile phone 36
Create user home folder 35
Manage email distribution list 30
Disable account 27
0
10
20
30
40
50
60
70
80
90
100
110
120
130
Number of Tickets
10 Day Ticket Details Table
Ticket Status
🟧 Pending
🟥 Opened
⬛ Closed

Number	Client Name	Division	Subject	Opened Date	Closed Date	Last Queue	
00705972	Asa Washington	OD	Sofie Add-in Needed	8/7/2017 9:21:57 AM	Null	CSB Bldg 5601 Flrs 7-8-9	Pending
00706049	Supriya Pokkali	VRC	FlowJo help	8/7/2017 12:23:45 PM	Null	Building 40 Desktop Support	Pending
00706153	Alida Taylor	VRC	VPN help	8/7/2017 1:56:46 PM	Null	Building 40 Desktop Support	Pending
00706158	Merrill Foster	DEA	Word	8/7/2017 1:59:16 PM	Null	Central Service Desk	Pending
00706279	Tracy Abram	VRC	FW: NIAID Mandatory Apple Operating System Upgrade 10.10.x and below	8/7/2017 3:30:55 PM	Null	Building 40 Desktop Support	Pending
00706286	Diana Gomez	DIR	Create NEW shared CALENDERS	8/7/2017 3:36:32 PM	Null	Central Service Desk	Pending
00706304	Michelle Conan-Cibotti	VRC	need help with trust certificate in adobe	8/7/2017 3:45:16 PM	Null	CSB Bldg 5601 Flrs 7-8-9	Pending
00706601	Srikanth Modugu	OD	NIH:Incident INC3191602 assigned to NIAIDITSUPP, Priority: Medium	8/7/2017 8:26:32 PM	Null	CSB Bldg 5601 Flrs 1-5-6	Pending
00706645	Shengping Xu	OD	Questions regarding NIAID AD group-emailed user	8/7/2017 9:14:38 PM	Null	Central Service Desk	Pending

Tickets and Tasks



NIAID Business Analytics

Booking Set-Up Trends
Booking Counts by Complexity
YOY Booking Trends
Scientific Meetings
Room Utilization

Conference Services | Booking Set-Up Trends

NIH National Institute of Allergy and Infectious Diseases

Booking Counts Requiring Set-Up: 1,748

Total Booking Count: 12,738

Month: (All)
Year: 2017
Room Category: (All)
Event Type: (All)
Status: (All)

Set-up Required
🟧 Yes
🟦 No

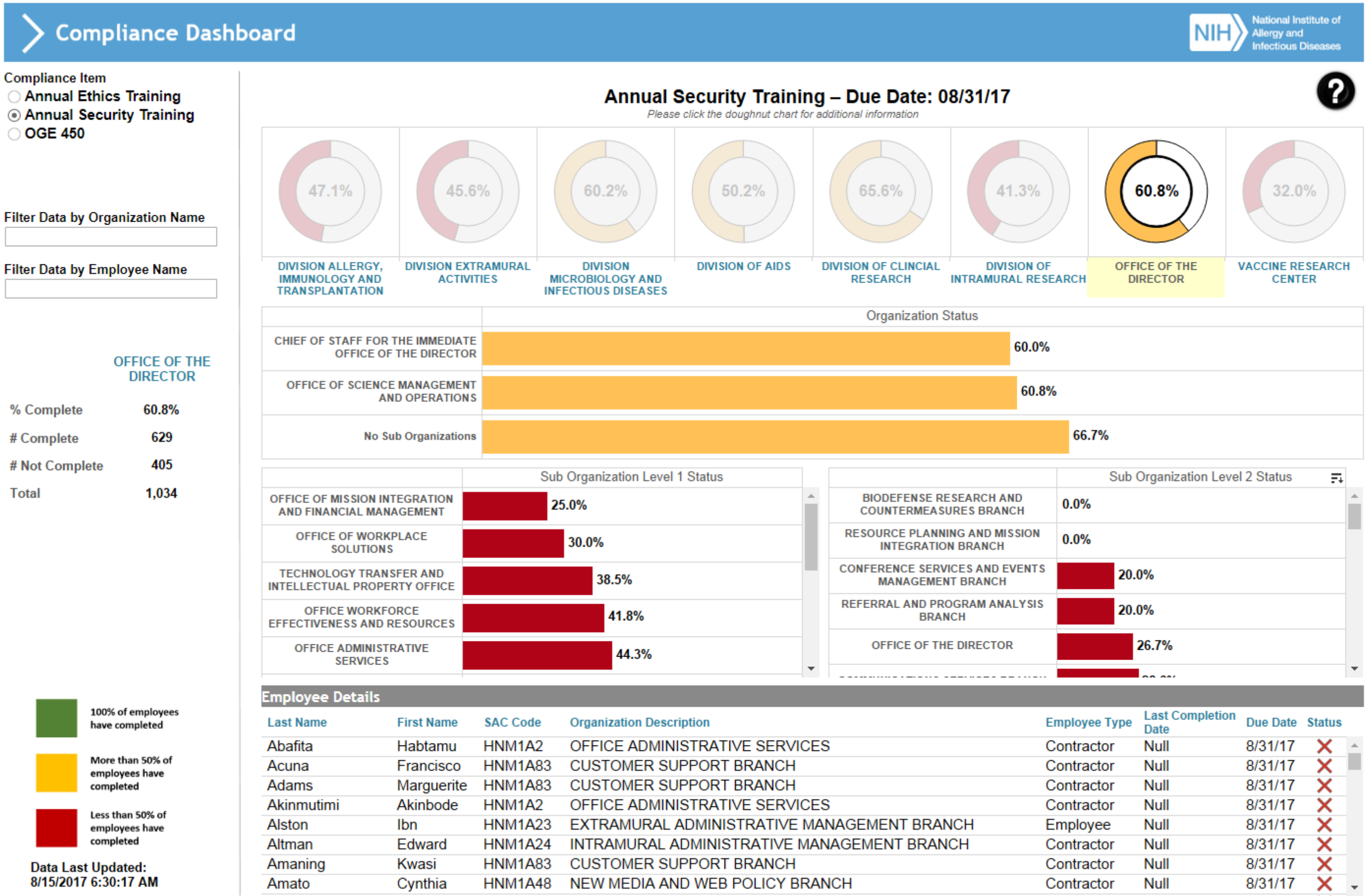
Booking Count by Organization

Click on one or more bars in the chart to see additional details on bookings requiring set-up time

Organization	Booking Count
OSMO	5,861
DAIDS	2,569
DMID	1,679
DEA	1,032
DAIT	962
DCR	417
NIH	120
VRC	52
DIR	46

	1 - 30 mins	31 - 60 mins	61 - 90 mins	91 - 120 mins	121 - 150 mins	> 150 mins
DAIDS	24.3%	2.7%	0.2%	8.1%	0.5%	7.3%
DAIT	16.8%	6.7%	0.5%	10.3%		16.1%
DCR	7.5%		1.3%	2.5%		3.8%
DEA	8.8%	0.9%	0.6%	9.7%	0.6%	17.3%
DIR	4.7%	25.0%	1.6%	1.6%		3.1%
DMID	15.0%	6.1%		16.0%	0.2%	12.3%
NIH	16.7%	12.5%		12.5%		20.8%
OD OCS	36.7%				3.3%	
OD OSMO	29.2%	22.8%		3.2%	0.5%	2.3%
OD OSMO-OAS	45.8%	3.2%	0.3%	2.2%		3.0%
OD OSMO-OBRS		10.0%		50.0%		20.0%
OD OSMO-OCGR	42.9%			28.6%		14.3%
OD OSMO-OCICB	20.3%	6.8%		11.6%	1.0%	15.5%
OD OSMO-OGR			11.8%		23.5%	23.5%
OD OSMO-OMIFM	50.0%					
OD OSMO-OSPIDA	25.8%	6.2%		2.1%	1.0%	7.2%
OD OSMO-OWER	8.3%	1.6%	2.4%	28.2%		18.7%

Mandatory Training



Compliance Item
○ Annual Ethics Training
● Annual Security Training
○ OGE 450

Filter Data by Organization Name

Filter Data by Employee Name

OFFICE OF THE DIRECTOR

% Complete	60.8%
# Complete	629
# Not Complete	405
Total	1,034

🟩	100% of employees have completed
🟨	More than 50% of employees have completed
🟥	Less than 50% of employees have completed

Data Last Updated:
8/15/2017 6:30:17 AM

Annual Security Training – Due Date: 08/31/17

Please click the doughnut chart for additional information

DIVISION ALLERGY, IMMUNOLOGY AND TRANSPLANTATION	DIVISION EXTRAMURAL ACTIVITIES	DIVISION MICROBIOLOGY AND INFECTIOUS DISEASES	DIVISION OF AIDS	DIVISION OF CLINCIAL RESEARCH	DIVISION OF INTRAMURAL RESEARCH	OFFICE OF THE DIRECTOR	VACCINE RESEARCH CENTER
47.1%	45.6%	60.2%	50.2%	65.6%	41.3%	60.8%	32.0%

	Organization Status
CHIEF OF STAFF FOR THE IMMEDIATE OFFICE OF THE DIRECTOR	60.0%
OFFICE OF SCIENCE MANAGEMENT AND OPERATIONS	60.8%
No Sub Organizations	66.7%

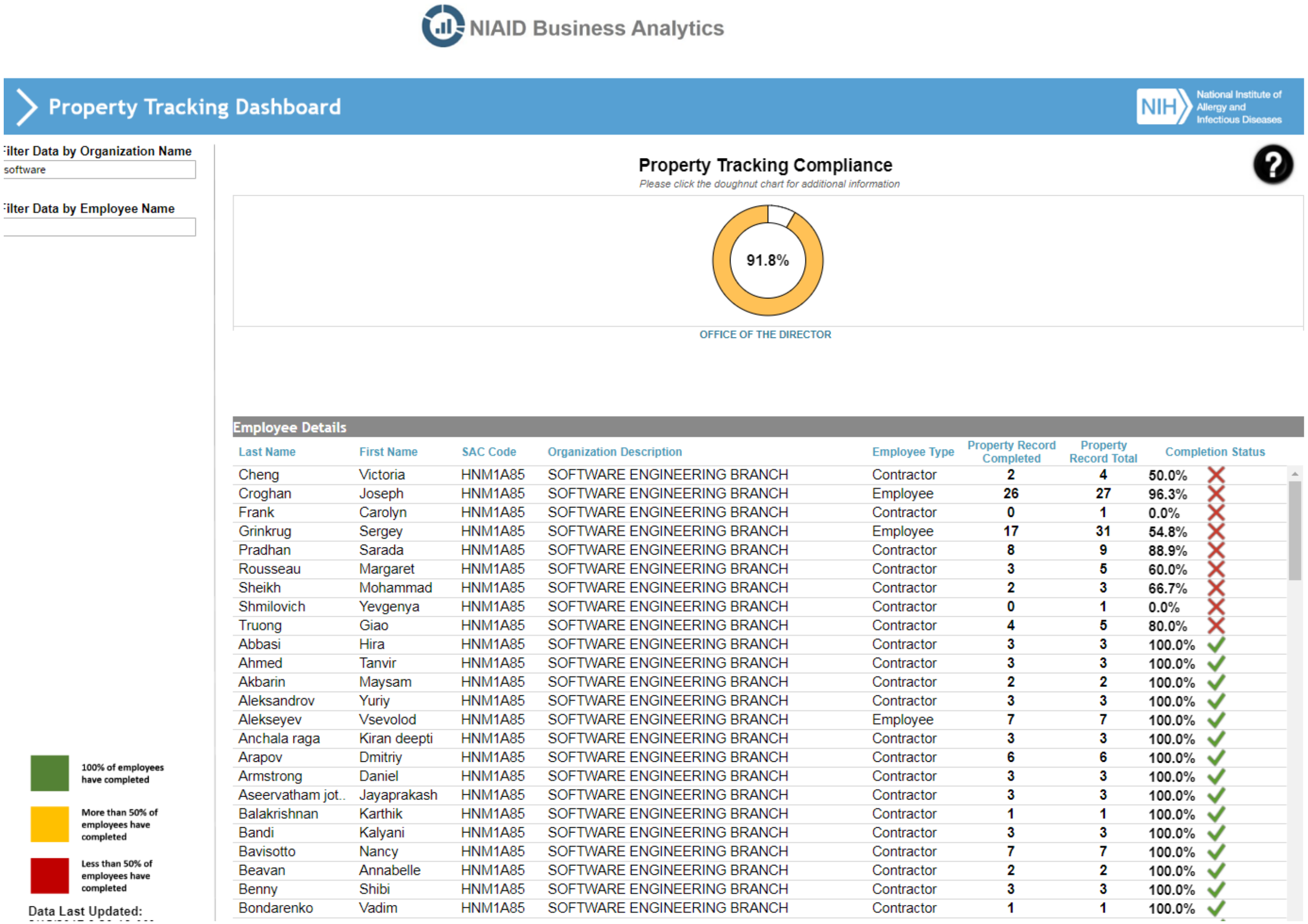
	Sub Organization Level 1 Status
OFFICE OF MISSION INTEGRATION AND FINANCIAL MANAGEMENT	25.0%
OFFICE OF WORKPLACE SOLUTIONS	30.0%
TECHNOLOGY TRANSFER AND INTELLECTUAL PROPERTY OFFICE	38.5%
OFFICE WORKFORCE EFFECTIVENESS AND RESOURCES	41.8%
OFFICE ADMINISTRATIVE SERVICES	44.3%

	Sub Organization Level 2 Status
BIODEFENSE RESEARCH AND COUNTERMEASURES BRANCH	0.0%
RESOURCE PLANNING AND MISSION INTEGRATION BRANCH	0.0%
CONFERENCE SERVICES AND EVENTS MANAGEMENT BRANCH	20.0%
REFERRAL AND PROGRAM ANALYSIS BRANCH	20.0%
OFFICE OF THE DIRECTOR	26.7%

Employee Details

Last Name	First Name	SAC Code	Organization Description	Employee Type	Last Completion Date	Due Date	Status
Abafita	Habtamu	HNM1A2	OFFICE ADMINISTRATIVE SERVICES	Contractor	Null	8/31/17	✗
Acuna	Francisco	HNM1A83	CUSTOMER SUPPORT BRANCH	Contractor	Null	8/31/17	✗
Adams	Marguerite	HNM1A83	CUSTOMER SUPPORT BRANCH	Contractor	Null	8/31/17	✗
Akinmutimi	Akinbode	HNM1A2	OFFICE ADMINISTRATIVE SERVICES	Contractor	Null	8/31/17	✗
Alston	Ibn	HNM1A23	EXTRAMURAL ADMINISTRATIVE MANAGEMENT BRANCH	Employee	Null	8/31/17	✗
Altman	Edward	HNM1A24	INTRAMURAL ADMINISTRATIVE MANAGEMENT BRANCH	Contractor	Null	8/31/17	✗
Amaning	Kwasi	HNM1A83	CUSTOMER SUPPORT BRANCH	Contractor	Null	8/31/17	✗
Amato	Cynthia	HNM1A48	NEW MEDIA AND WEB POLICY BRANCH	Contractor	Null	8/31/17	✗

Property Tracking



NIAID Business Analytics

Property Tracking Dashboard

Filter Data by Organization Name

software

Filter Data by Employee Name

Property Tracking Compliance

Please click the doughnut chart for additional information

Employee Details

Last Name	First Name	SAC Code	Organization Description	Employee Type	Property Record Completed	Property Record Total	Completion Status
Cheng	Victoria	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	2	4	50.0% ✗
Croghan	Joseph	HNM1A85	SOFTWARE ENGINEERING BRANCH	Employee	26	27	96.3% ✗
Frank	Carolyn	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	0	1	0.0% ✗
Grinkrug	Sergey	HNM1A85	SOFTWARE ENGINEERING BRANCH	Employee	17	31	54.8% ✗
Pradhan	Sarada	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	8	9	88.9% ✗
Rousseau	Margaret	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	5	60.0% ✗
Sheikh	Mohammad	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	2	3	66.7% ✗
Shmilovich	Yevgenya	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	0	1	0.0% ✗
Truong	Giao	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	4	5	80.0% ✗
Abbasi	Hira	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Ahmed	Tanvir	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Akbarin	Maysam	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	2	2	100.0% ✓
Aleksandrov	Yuriy	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Alekseyev	Vsevolod	HNM1A85	SOFTWARE ENGINEERING BRANCH	Employee	7	7	100.0% ✓
Anchala raga	Kiran deepti	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Arapov	Dmitriy	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	6	6	100.0% ✓
Armstrong	Daniel	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Aseervatham jot..	Jayaprakash	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Balakrishnan	Karthik	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	1	1	100.0% ✓
Bandi	Kalyani	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Bavisotto	Nancy	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	7	7	100.0% ✓
Beavan	Annabelle	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	2	2	100.0% ✓
Benny	Shibi	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	3	3	100.0% ✓
Bondarenko	Vadim	HNM1A85	SOFTWARE ENGINEERING BRANCH	Contractor	1	1	100.0% ✓

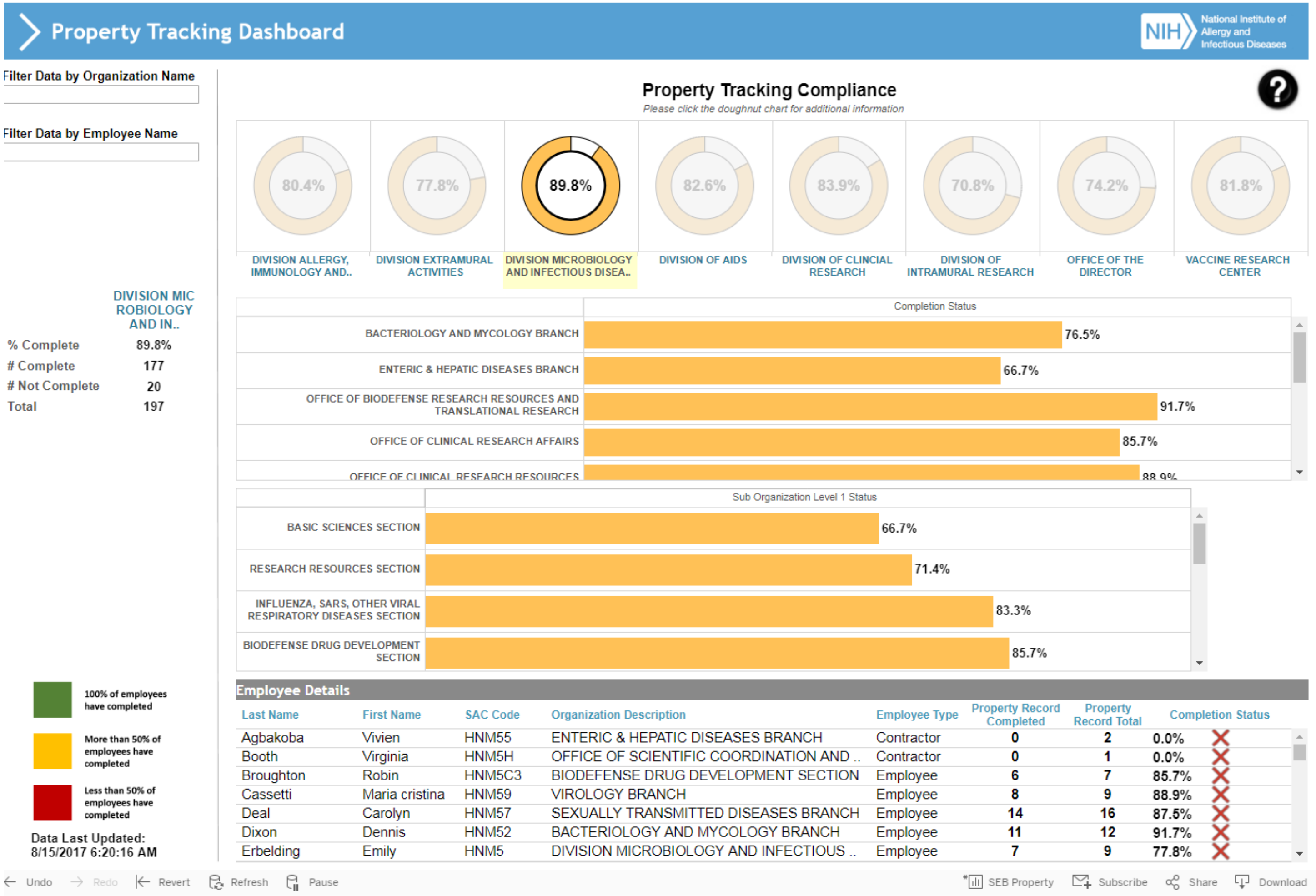
🟩 100% of employees have completed

🟨 More than 50% of employees have completed

🟥 Less than 50% of employees have completed

Data Last Updated:

More Property Tracking



Property Tracking Dashboard

Filter Data by Organization Name

Filter Data by Employee Name

Property Tracking Compliance

Please click the doughnut chart for additional information

DIVISION ALLERGY, IMMUNOLOGY AND..	DIVISION EXTRAMURAL ACTIVITIES	DIVISION MICROBIOLOGY AND INFECTIOUS DISEA..	DIVISION OF AIDS	DIVISION OF CLINCIAL RESEARCH	DIVISION OF INTRAMURAL RESEARCH	OFFICE OF THE DIRECTOR	VACCINE RESEARCH CENTER
80.4%	77.8%	89.8%	82.6%	83.9%	70.8%	74.2%	81.8%

DIVISION MIC ROBIOLOGY AND IN..	
% Complete	89.8%
# Complete	177
# Not Complete	20
Total	197

	Completion Status
BACTERIOLOGY AND MYCOLOGY BRANCH	76.5%
ENTERIC & HEPATIC DISEASES BRANCH	66.7%
OFFICE OF BIODEFENSE RESEARCH RESOURCES AND TRANSLATIONAL RESEARCH	91.7%
OFFICE OF CLINICAL RESEARCH AFFAIRS	85.7%
OFFICE OF CLINICAL RESEARCH RESOURCES	88.9%

	Sub Organization Level 1 Status
BASIC SCIENCES SECTION	66.7%
RESEARCH RESOURCES SECTION	71.4%
INFLUENZA, SARS, OTHER VIRAL RESPIRATORY DISEASES SECTION	83.3%
BIODEFENSE DRUG DEVELOPMENT SECTION	85.7%

🟩 100% of employees have completed

🟨 More than 50% of employees have completed

🟥 Less than 50% of employees have completed

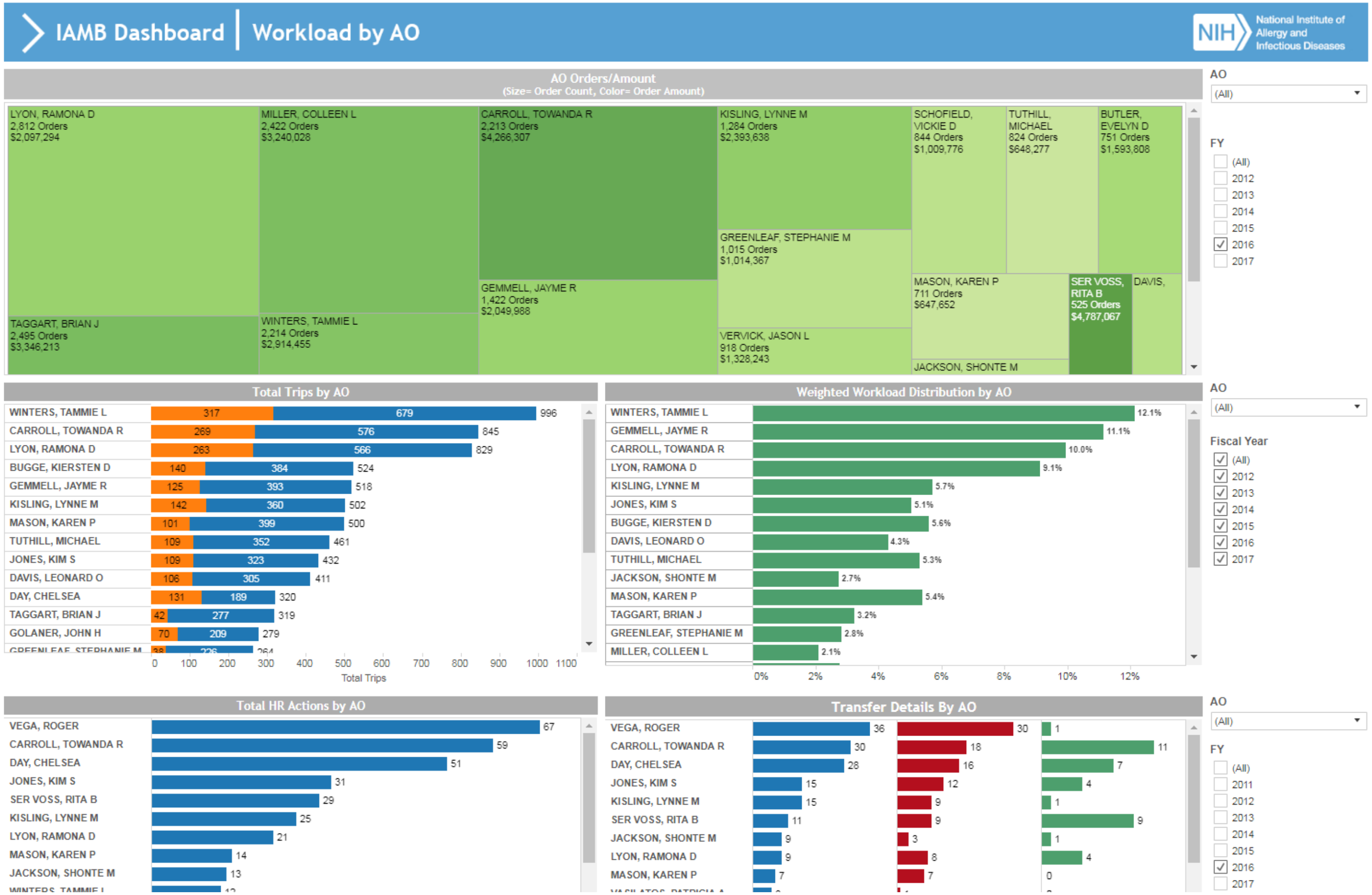
Data Last Updated:
8/15/2017 6:20:16 AM

Employee Details

Last Name	First Name	SAC Code	Organization Description	Employee Type	Property Record Completed	Property Record Total	Completion Status
Agbakoba	Vivien	HNM55	ENTERIC & HEPATIC DISEASES BRANCH	Contractor	0	2	0.0% ✗
Booth	Virginia	HNM5H	OFFICE OF SCIENTIFIC COORDINATION AND ..	Contractor	0	1	0.0% ✗
Broughton	Robin	HNM5C3	BIODEFENSE DRUG DEVELOPMENT SECTION	Employee	6	7	85.7% ✗
Cassetti	Maria cristina	HNM59	VIROLOGY BRANCH	Employee	8	9	88.9% ✗
Deal	Carolyn	HNM57	SEXUALLY TRANSMITTED DISEASES BRANCH	Employee	14	16	87.5% ✗
Dixon	Dennis	HNM52	BACTERIOLOGY AND MYCOLOGY BRANCH	Employee	11	12	91.7% ✗
Erbelding	Emily	HNM5	DIVISION MICROBIOLOGY AND INFECTIOUS ..	Employee	7	9	77.8% ✗

Workload Management

NIAID Business Analytics



IAMB Dashboard | Workload by AO

NIH National Institute of Allergy and Infectious Diseases
AO Orders/Amount
(Size= Order Count, Color= Order Amount)
LYON, RAMONA D 2,812 Orders $2,097,294
MILLER, COLLEEN L 2,422 Orders $3,240,028
CARROLL, TOWANDA R 2,213 Orders $4,266,307
KISLING, LYNNE M 1,284 Orders $2,393,638
SCHOFIELD, VICKIE D 844 Orders $1,009,776
TUTHILL, MICHAEL 824 Orders $648,277
BUTLER, EVELYN D 751 Orders $1,593,808
GREENLEAF, STEPHANIE M 1,015 Orders $1,014,367
GEMMELL, JAYME R 1,422 Orders $2,049,988
MASON, KAREN P 711 Orders $647,652
SER VOSS, RITA B 525 Orders $4,787,067
DAVIS,
TAGGART, BRIAN J 2,495 Orders $3,346,213
WINTERS, TAMMIE L 2,214 Orders $2,914,455
VERVICK, JASON L 918 Orders $1,328,243
JACKSON, SHONTE M

AO: (All)

FY:
☐ (All)
☐ 2012
☐ 2013
☐ 2014
☐ 2015
☑ 2016
☐ 2017

Total Trips by AO
WINTERS, TAMMIE L 317 679 996
CARROLL, TOWANDA R 269 576 845
LYON, RAMONA D 263 566 829
BUGGE, KIERSTEN D 140 384 524
GEMMELL, JAYME R 125 393 518
KISLING, LYNNE M 142 360 502
MASON, KAREN P 101 399 500
TUTHILL, MICHAEL 109 352 461
JONES, KIM S 109 323 432
DAVIS, LEONARD O 106 305 411
DAY, CHELSEA 131 189 320
TAGGART, BRIAN J 42 277 319
GOLANER, JOHN H 70 209 279
0 100 200 300 400 500 600 700 800 900 1000 1100
Total Trips
Weighted Workload Distribution by AO
WINTERS, TAMMIE L 12.1%
GEMMELL, JAYME R 11.1%
CARROLL, TOWANDA R 10.0%
LYON, RAMONA D 9.1%
KISLING, LYNNE M 5.7%
JONES, KIM S 5.1%
BUGGE, KIERSTEN D 5.6%
DAVIS, LEONARD O 4.3%
TUTHILL, MICHAEL 5.3%
JACKSON, SHONTE M 2.7%
MASON, KAREN P 5.4%
TAGGART, BRIAN J 3.2%
GREENLEAF, STEPHANIE M 2.8%
MILLER, COLLEEN L 2.1%
0% 2% 4% 6% 8% 10% 12%

AO: (All)

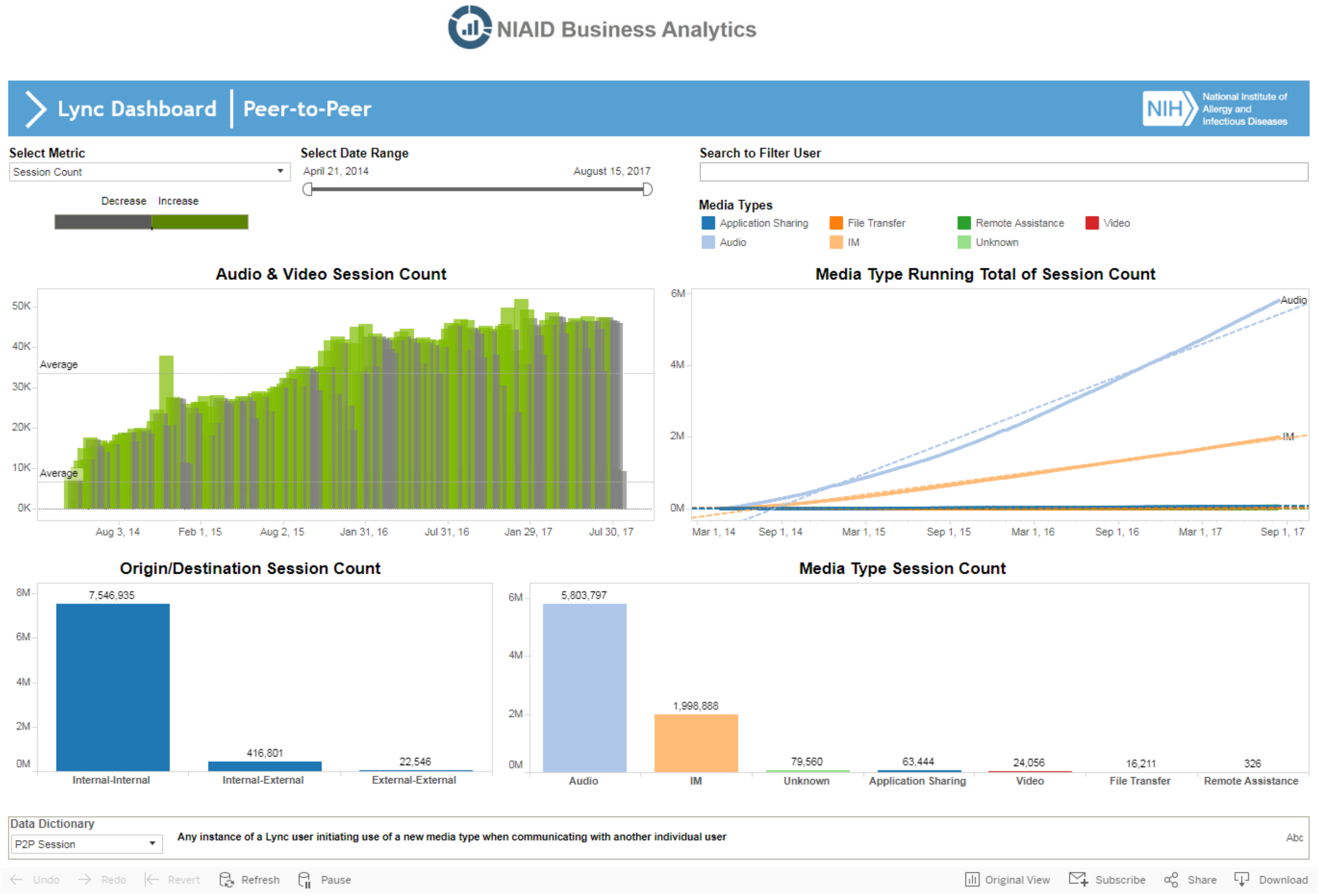
Fiscal Year:
☑ (All)
☑ 2012
☑ 2013
☑ 2014
☑ 2015
☑ 2016
☑ 2017

Total HR Actions by AO
VEGA, ROGER 67
CARROLL, TOWANDA R 59
DAY, CHELSEA 51
JONES, KIM S 31
SER VOSS, RITA B 29
KISLING, LYNNE M 25
LYON, RAMONA D 21
MASON, KAREN P 14
JACKSON, SHONTE M 13
Transfer Details By AO
VEGA, ROGER 36 30 1
CARROLL, TOWANDA R 30 18 11
DAY, CHELSEA 28 16 7
JONES, KIM S 15 12 4
KISLING, LYNNE M 15 9 1
SER VOSS, RITA B 11 9 9
JACKSON, SHONTE M 9 3 1
LYON, RAMONA D 9 8 4
MASON, KAREN P 7 7 0

AO: (All)

FY:
☐ (All)
☐ 2011
☐ 2012
☐ 2013
☐ 2014
☐ 2015
☑ 2016
☐ 2017

Skype Usage



NIAID Business Analytics

Lync Dashboard | Peer-to-Peer

Select Metric: Session Count

Select Date Range: April 21, 2014 – August 15, 2017

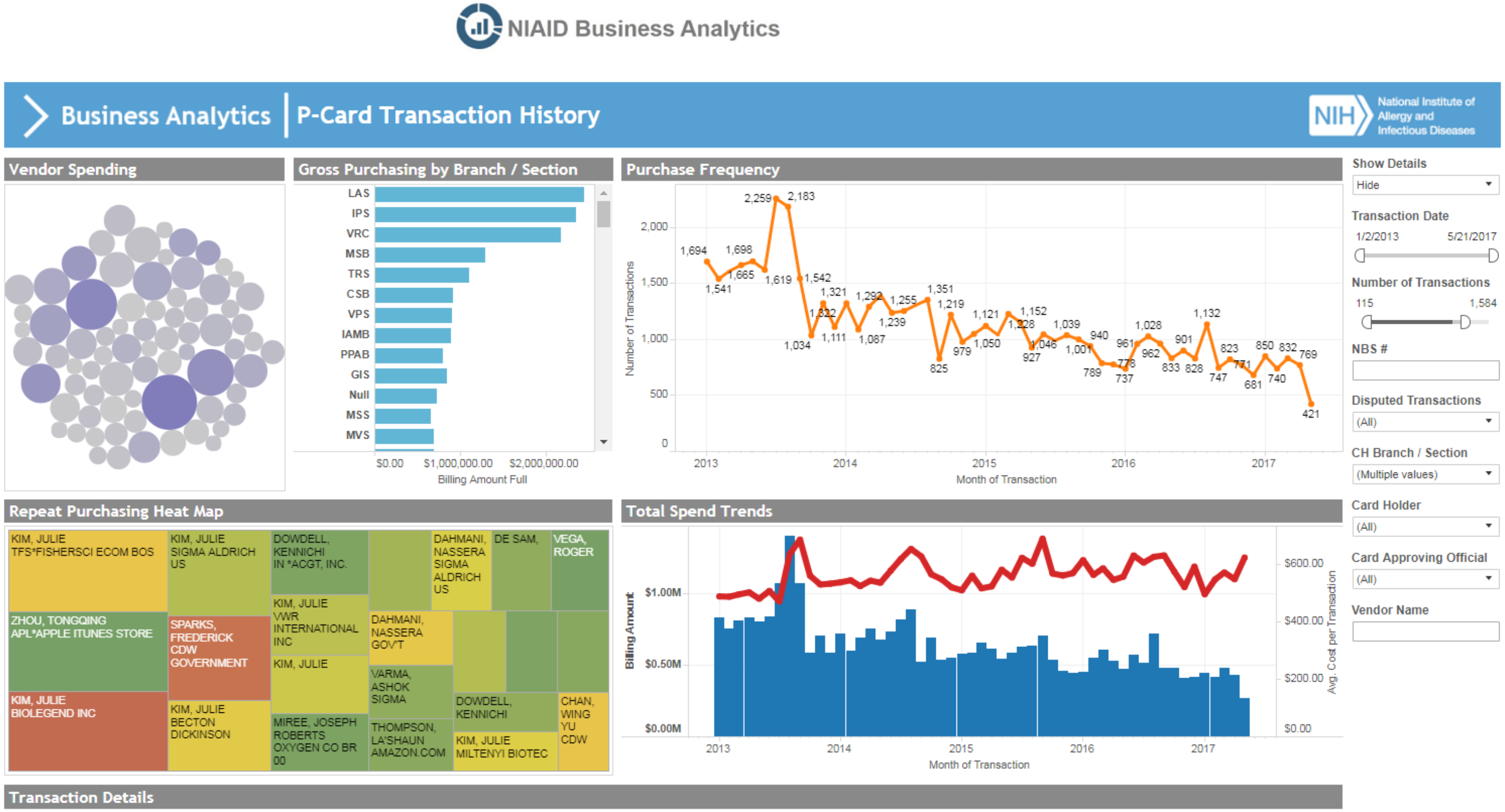
Search to Filter User

Data Dictionary: P2P Session

Any instance of a Lync user initiating use of a new media type when communicating with another individual user

NIH National Institute of Allergy and Infectious Diseases
Decrease
Increase
Media Types
Application Sharing
File Transfer
Remote Assistance
Video
Audio
IM
Unknown
Audio & Video Session Count
50K
40K
30K
20K
10K
0K
Average
Average
Aug 3, 14
Feb 1, 15
Aug 2, 15
Jan 31, 16
Jul 31, 16
Jan 29, 17
Jul 30, 17
Media Type Running Total of Session Count
6M
4M
2M
0M
Audio
IM
Mar 1, 14
Sep 1, 14
Mar 1, 15
Sep 1, 15
Mar 1, 16
Sep 1, 16
Mar 1, 17
Sep 1, 17
Origin/Destination Session Count
8M
6M
4M
2M
0M
7,546,935
416,801
22,546
Internal-Internal
Internal-External
External-External
Media Type Session Count
6M
4M
2M
0M
5,803,797
1,998,888
79,560
63,444
24,056
16,211
326
Audio
IM
Unknown
Application Sharing
Video
File Transfer
Remote Assistance
Abc
Undo
Redo
Revert
Refresh
Pause
Original View
Subscribe
Share
Download

Purchasing



NIAID Business Analytics

Business Analytics | P-Card Transaction History

NIH National Institute of Allergy and Infectious Diseases

Show Details: Hide

Transaction Date: 1/2/2013 – 5/21/2017

Number of Transactions: 115 – 1,584

NBS #:

Disputed Transactions: (All)

CH Branch / Section: (Multiple values)

Card Holder: (All)

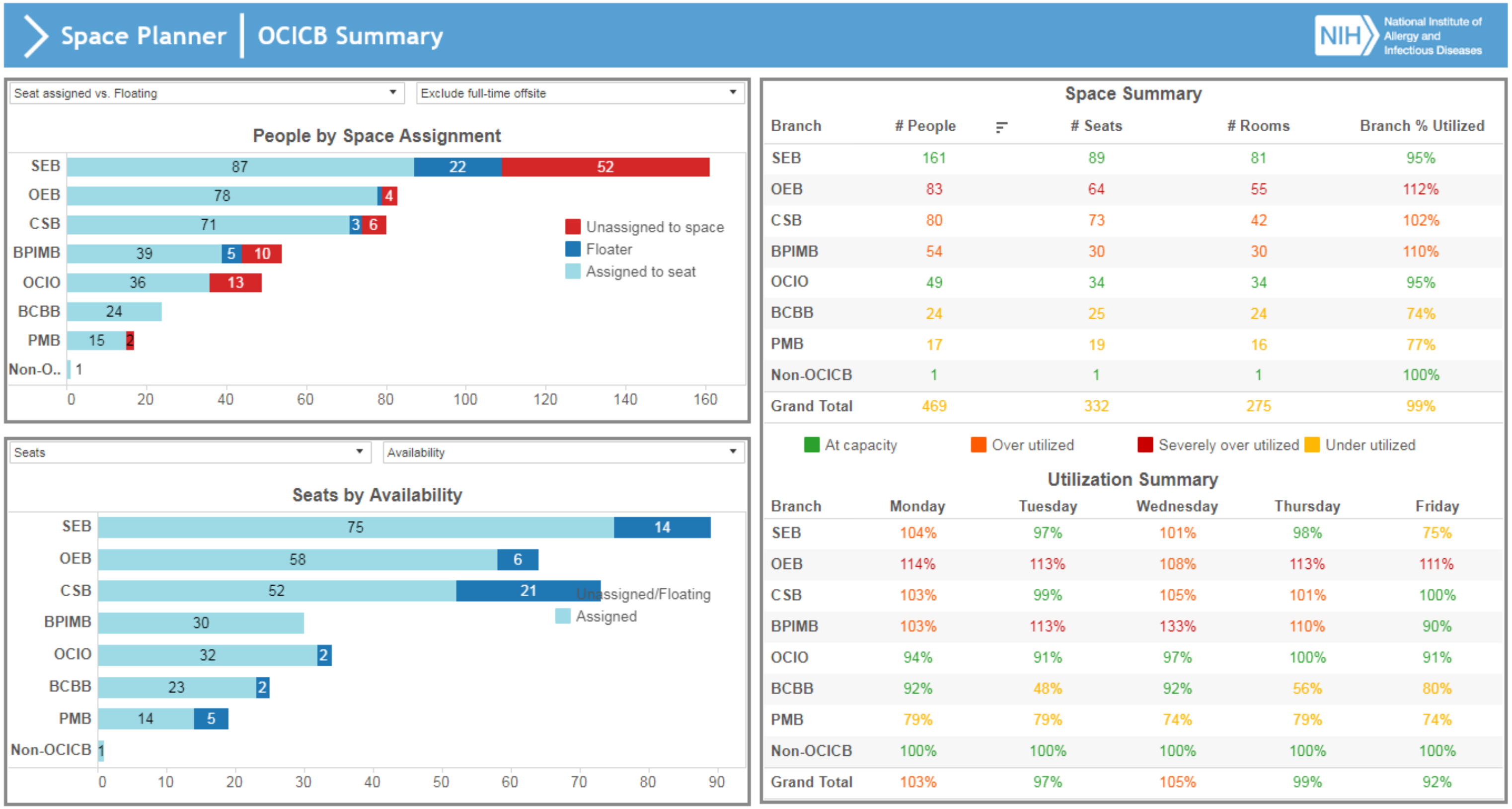
Card Approving Official: (All)

Vendor Name:

Vendor Spending
Gross Purchasing by Branch / Section
LAS
IPS
VRC
MSB
TRS
CSB
VPS
IAMB
PPAB
GIS
Null
MSS
MVS
$0.00
$1,000,000.00
$2,000,000.00
Billing Amount Full
Purchase Frequency
Number of Transactions
2,000
1,500
1,000
500
0
2,259
2,183
1,694
1,698
1,665
1,541
1,619
1,542
1,321
1,322
1,292
1,255
1,351
1,219
1,239
1,034
1,111
1,087
825
979
1,121
1,050
1,152
1,228
1,046
927
1,039
1,001
940
789
961
778
737
1,028
962
901
833
828
1,132
823
747
771
681
850
740
832
769
421
2013
2014
2015
2016
2017
Month of Transaction
Repeat Purchasing Heat Map
KIM, JULIE
TFS*FISHERSCI ECOM BOS
KIM, JULIE
SIGMA ALDRICH US
DOWDELL, KENNICHI
IN *ACGT, INC.
DAHMANI, NASSERA
SIGMA ALDRICH US
DE SAM,
VEGA, ROGER
ZHOU, TONGQING
APL*APPLE ITUNES STORE
SPARKS, FREDERICK
CDW GOVERNMENT
KIM, JULIE
VWR INTERNATIONAL INC
DAHMANI, NASSERA
GOV'T
KIM, JULIE
VARMA, ASHOK
SIGMA
KIM, JULIE
BIOLEGEND INC
KIM, JULIE
BECTON DICKINSON
MIREE, JOSEPH ROBERTS
OXYGEN CO BR 00
THOMPSON, LA'SHAUN
AMAZON.COM
DOWDELL, KENNICHI
KIM, JULIE
MILTENYI BIOTEC
CHAN, WING YU
CDW
Total Spend Trends
Billing Amount
$1.00M
$0.50M
$0.00M
$600.00
$400.00
$200.00
$0.00
Avg. Cost per Transaction
2013
2014
2015
2016
2017
Month of Transaction
Transaction Details

Space Planning

NIAID Business Analytics


Space Planner
OCICB Summary
NIH National Institute of Allergy and Infectious Diseases
Seat assigned vs. Floating
Exclude full-time offsite
People by Space Assignment
SEB 87 22 52
OEB 78 4
CSB 71 3 6
BPIMB 39 5 10
OCIO 36 13
BCBB 24
PMB 15 2
Non-O.. 1
0 20 40 60 80 100 120 140 160
Unassigned to space
Floater
Assigned to seat
Seats
Availability
Seats by Availability
SEB 75 14
OEB 58 6
CSB 52 21
BPIMB 30
OCIO 32 2
BCBB 23 2
PMB 14 5
Non-OCICB 1
0 10 20 30 40 50 60 70 80 90
Unassigned/Floating
Assigned

Space Summary

Branch	# People	# Seats	# Rooms	Branch % Utilized
SEB	161	89	81	95%
OEB	83	64	55	112%
CSB	80	73	42	102%
BPIMB	54	30	30	110%
OCIO	49	34	34	95%
BCBB	24	25	24	74%
PMB	17	19	16	77%
Non-OCICB	1	1	1	100%
Grand Total	469	332	275	99%

🟩 At capacity 🟧 Over utilized 🟥 Severely over utilized 🟨 Under utilized

Utilization Summary

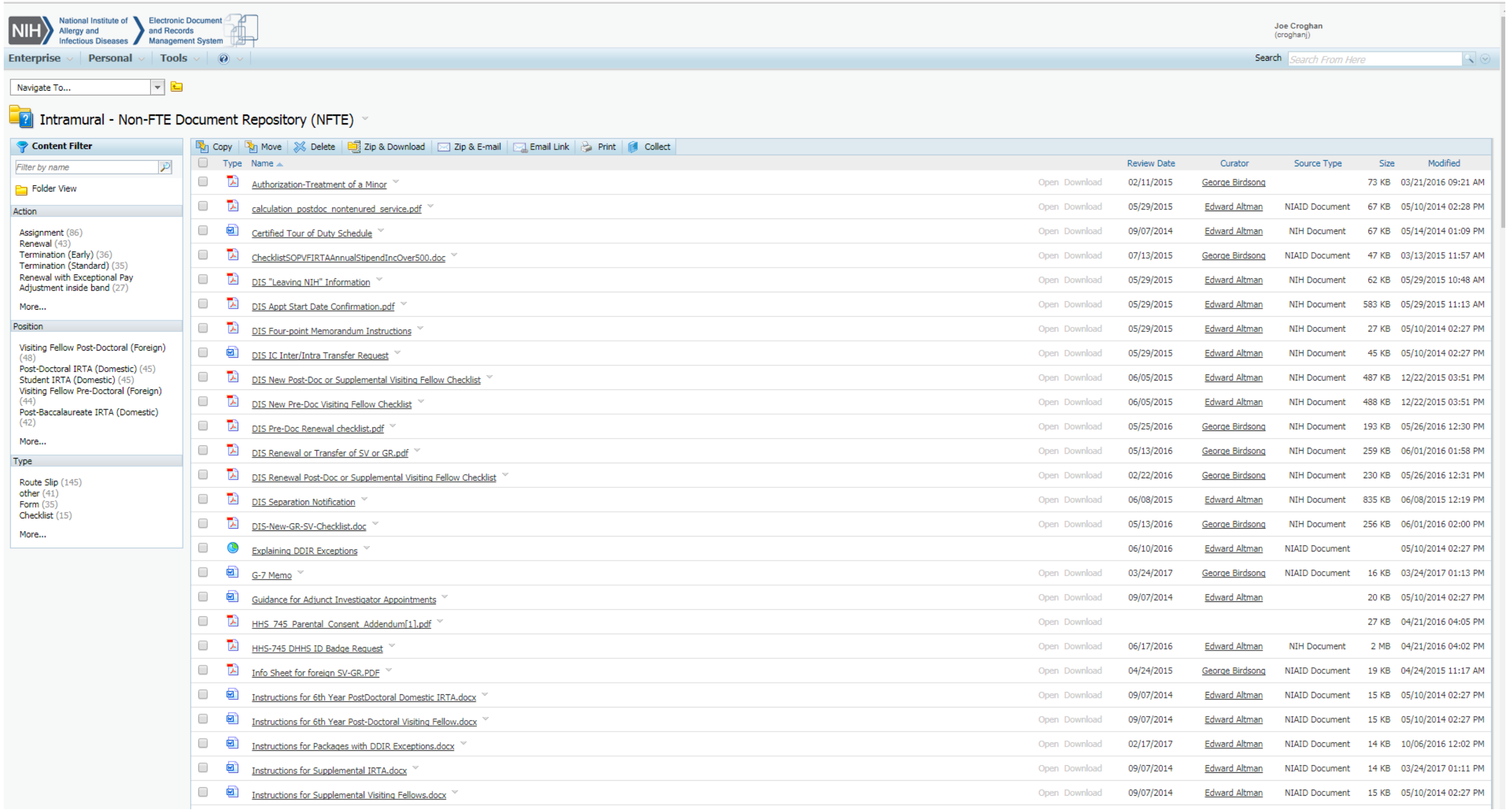
Branch	Monday	Tuesday	Wednesday	Thursday	Friday
SEB	104%	97%	101%	98%	75%
OEB	114%	113%	108%	113%	111%
CSB	103%	99%	105%	101%	100%
BPIMB	103%	113%	133%	110%	90%
OCIO	94%	91%	97%	100%	91%
BCBB	92%	48%	92%	56%	80%
PMB	79%	79%	74%	79%	74%
Non-OCICB	100%	100%	100%	100%	100%
Grand Total	103%	97%	105%	99%	92%

Document Management and Business Process Automation

- Electronic Documents Repositories
  - Simplified Acquisitions document repository
  - Building Drawings
  - Cyber Security Documents
  - Ethics Documents

- Business workflows
  - Telework approval
  - Remote access approval
  - PC Purchases
  - HR Actions
  - Security exemptions
  - Inter Agency Agreements
  - Key Card Management

Document Repositories



Intramural - Non-FTE Document Repository (NFTE)

Action

- Assignment (86)
- Renewal (43)
- Termination (Early) (36)
- Termination (Standard) (35)
- Renewal with Exceptional Pay Adjustment inside band (27)
- More...

Position

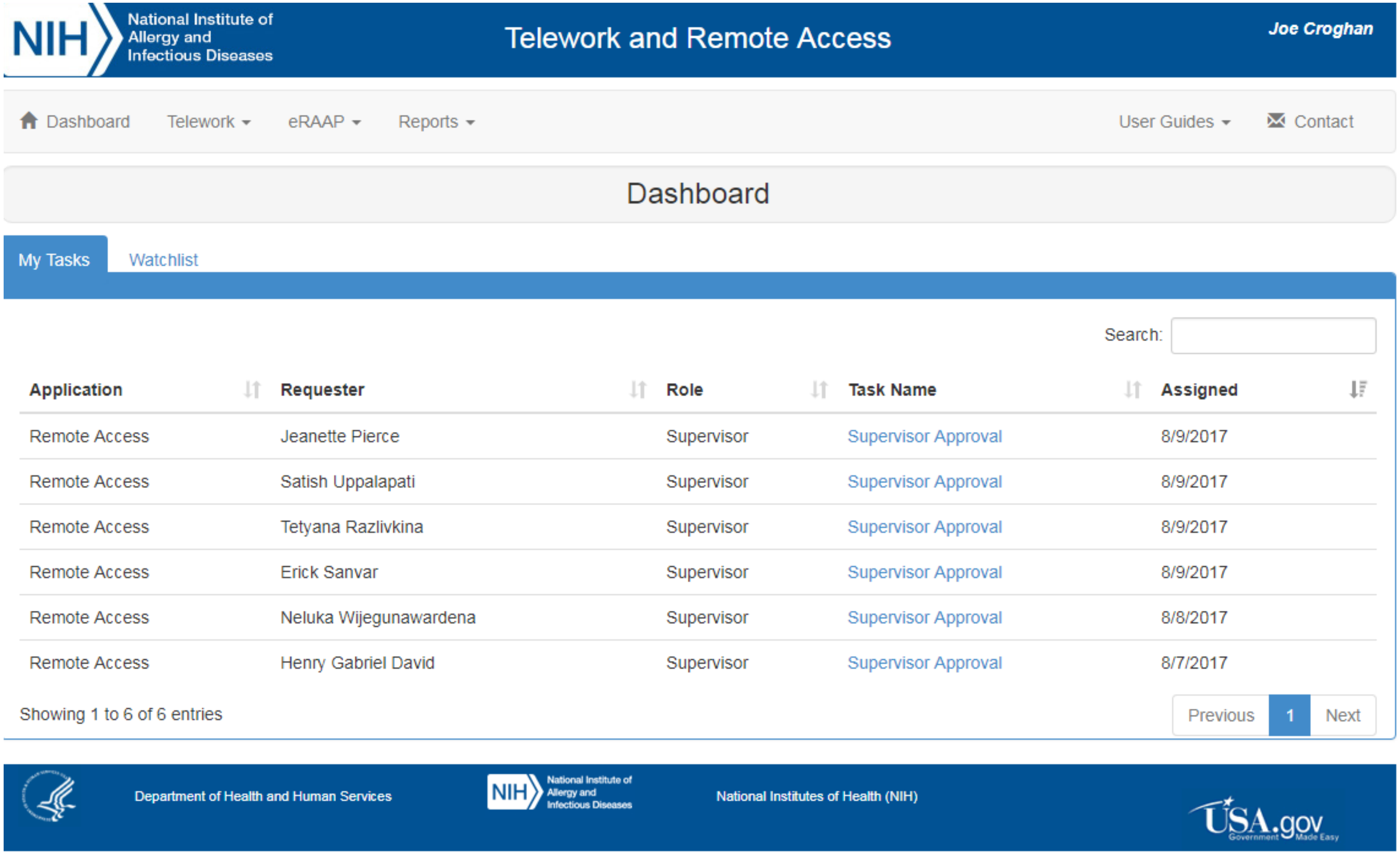
- Visiting Fellow Post-Doctoral (Foreign) (48)
- Post-Doctoral IRTA (Domestic) (45)
- Student IRTA (Domestic) (45)
- Visiting Fellow Pre-Doctoral (Foreign) (44)
- Post-Baccalaureate IRTA (Domestic) (42)
- More...

Type

- Route Slip (145)
- other (41)
- Form (35)
- Checklist (15)
- More...

☐	Type	Name		Review Date	Curator	Source Type	Size	Modified
☐		Authorization-Treatment of a Minor	Open Download	02/11/2015	George Birdsong		73 KB	03/21/2016 09:21 AM
☐		calculation_postdoc_nontenured_service.pdf	Open Download	05/29/2015	Edward Altman	NIAID Document	67 KB	05/10/2014 02:28 PM
☐		Certified Tour of Duty Schedule	Open Download	09/07/2014	Edward Altman	NIH Document	67 KB	05/14/2014 01:09 PM
☐		ChecklistSOPVFIRTAAnnualStipendIncOver500.doc	Open Download	07/13/2015	George Birdsong	NIAID Document	47 KB	03/13/2015 11:57 AM
☐		DIS "Leaving NIH" Information	Open Download	05/29/2015	Edward Altman	NIH Document	62 KB	05/29/2015 10:48 AM
☐		DIS Appt Start Date Confirmation.pdf	Open Download	05/29/2015	Edward Altman	NIH Document	583 KB	05/29/2015 11:13 AM
☐		DIS Four-point Memorandum Instructions	Open Download	05/29/2015	Edward Altman	NIH Document	27 KB	05/10/2014 02:27 PM
☐		DIS IC Inter/Intra Transfer Request	Open Download	05/29/2015	Edward Altman	NIH Document	45 KB	05/10/2014 02:27 PM
☐		DIS New Post-Doc or Supplemental Visiting Fellow Checklist	Open Download	06/05/2015	Edward Altman	NIH Document	487 KB	12/22/2015 03:51 PM
☐		DIS New Pre-Doc Visiting Fellow Checklist	Open Download	06/05/2015	Edward Altman	NIH Document	488 KB	12/22/2015 03:51 PM
☐		DIS Pre-Doc Renewal checklist.pdf	Open Download	05/25/2016	George Birdsong	NIH Document	193 KB	05/26/2016 12:30 PM
☐		DIS Renewal or Transfer of SV or GR.pdf	Open Download	05/13/2016	George Birdsong	NIH Document	259 KB	06/01/2016 01:58 PM
☐		DIS Renewal Post-Doc or Supplemental Visiting Fellow Checklist	Open Download	02/22/2016	George Birdsong	NIH Document	230 KB	05/26/2016 12:31 PM
☐		DIS Separation Notification	Open Download	06/08/2015	Edward Altman	NIH Document	835 KB	06/08/2015 12:19 PM
☐		DIS-New-GR-SV-Checklist.doc	Open Download	05/13/2016	George Birdsong	NIH Document	256 KB	06/01/2016 02:00 PM
☐		Explaining DDIR Exceptions		06/10/2016	Edward Altman	NIAID Document		05/10/2014 02:27 PM
☐		G-7 Memo	Open Download	03/24/2017	George Birdsong	NIAID Document	16 KB	03/24/2017 01:13 PM
☐		Guidance for Adjunct Investigator Appointments	Open Download	09/07/2014	Edward Altman		20 KB	05/10/2014 02:27 PM
☐		HHS_745_Parental_Consent_Addendum[1].pdf	Open Download				27 KB	04/21/2016 04:05 PM
☐		HHS-745 DHHS ID Badge Request	Open Download	06/17/2016	Edward Altman	NIH Document	2 MB	04/21/2016 04:02 PM
☐		Info Sheet for foreign SV-GR.PDF	Open Download	04/24/2015	George Birdsong	NIAID Document	19 KB	04/24/2015 11:17 AM
☐		Instructions for 6th Year PostDoctoral Domestic IRTA.docx	Open Download	09/07/2014	Edward Altman	NIAID Document	15 KB	05/10/2014 02:27 PM
☐		Instructions for 6th Year Post-Doctoral Visiting Fellow.docx	Open Download	09/07/2014	Edward Altman	NIAID Document	15 KB	05/10/2014 02:27 PM
☐		Instructions for Packages with DDIR Exceptions.docx	Open Download	02/17/2017	Edward Altman	NIAID Document	14 KB	10/06/2016 12:02 PM
☐		Instructions for Supplemental IRTA.docx	Open Download	09/07/2014	Edward Altman	NIAID Document	14 KB	03/24/2017 01:11 PM
☐		Instructions for Supplemental Visiting Fellows.docx	Open Download	09/07/2014	Edward Altman	NIAID Document	15 KB	05/10/2014 02:27 PM

Telework and Remote Access

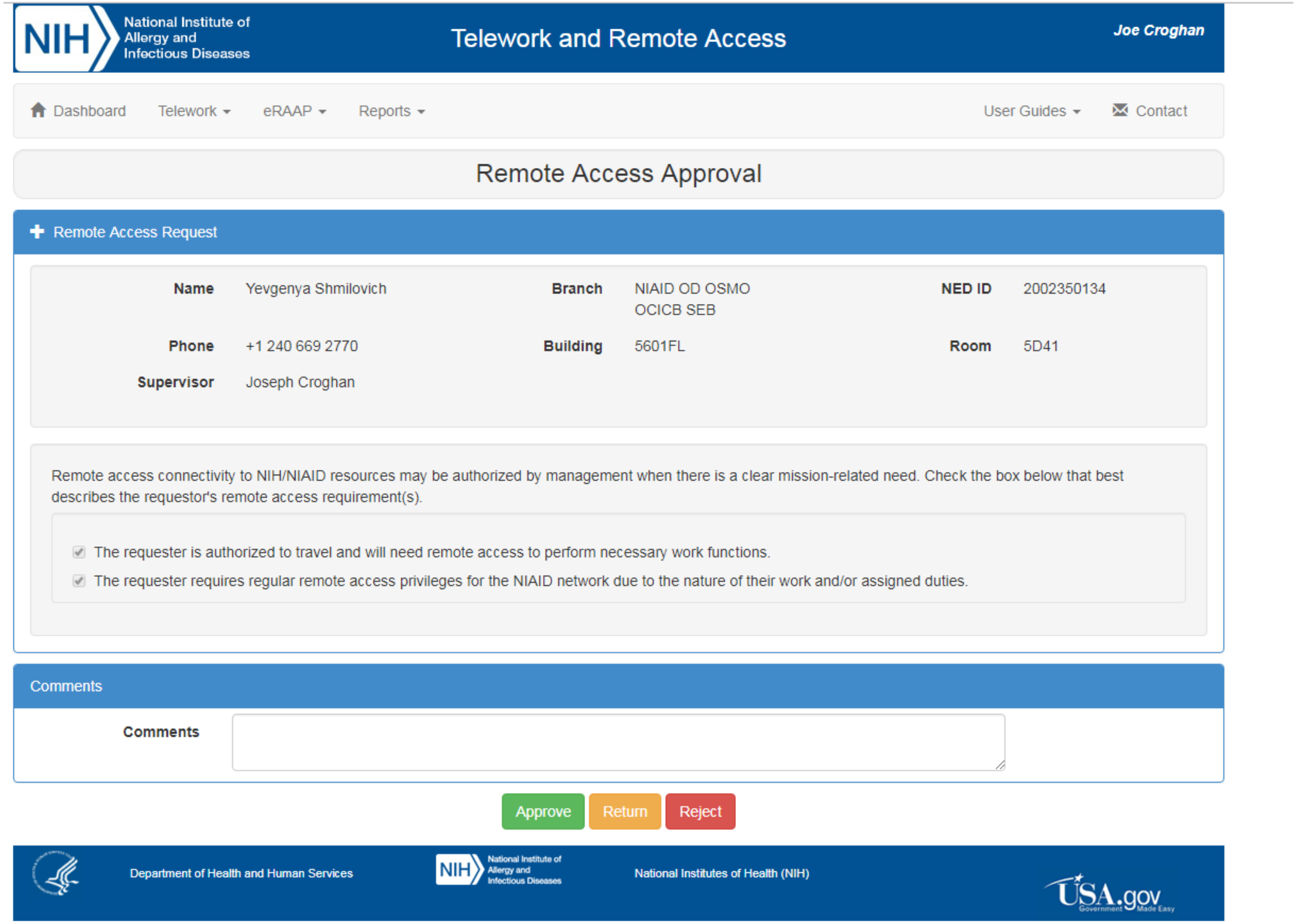

NIH National Institute of Allergy and Infectious Diseases
Telework and Remote Access
Joe Croghan
Dashboard
Telework
eRAAP
Reports
User Guides
Contact
Dashboard
My Tasks
Watchlist
Search:

Application	Requester	Role	Task Name	Assigned
Remote Access	Jeanette Pierce	Supervisor	Supervisor Approval	8/9/2017
Remote Access	Satish Uppalapati	Supervisor	Supervisor Approval	8/9/2017
Remote Access	Tetyana Razlivkina	Supervisor	Supervisor Approval	8/9/2017
Remote Access	Erick Sanvar	Supervisor	Supervisor Approval	8/9/2017
Remote Access	Neluka Wijegunawardena	Supervisor	Supervisor Approval	8/8/2017
Remote Access	Henry Gabriel David	Supervisor	Supervisor Approval	8/7/2017

Showing 1 to 6 of 6 entries

Previous
1
Next
Department of Health and Human Services
NIH National Institute of Allergy and Infectious Diseases
National Institutes of Health (NIH)
USA.gov Government Made Easy

Remote Access Workflow


NIH National Institute of Allergy and Infectious Diseases
Telework and Remote Access
Joe Croghan
Dashboard
Telework
eRAAP
Reports
User Guides
Contact
Approve
Return
Reject
Department of Health and Human Services
NIH National Institute of Allergy and Infectious Diseases
National Institutes of Health (NIH)
USA.gov Government Made Easy

Remote Access Approval

Remote Access Request

Name	Yevgenya Shmilovich	**Branch**	NIAID OD OSMO OCICB SEB	**NED ID**	2002350134
Phone	+1 240 669 2770	**Building**	5601FL	**Room**	5D41
Supervisor	Joseph Croghan				

Remote access connectivity to NIH/NIAID resources may be authorized by management when there is a clear mission-related need. Check the box below that best describes the requestor's remote access requirement(s).

- ☑ The requester is authorized to travel and will need remote access to perform necessary work functions.
- ☑ The requester requires regular remote access privileges for the NIAID network due to the nature of their work and/or assigned duties.

Comments

Comments

Questions?

National Institute of
Allergy and
Infectious Diseases

Closing Remarks

- 33 business days left in the FY
- NBS Shut-Down Saturday, September 30 at 12 noon
- System back on Tuesday, October 10
- LSS Class November 27 – December 1
- Move to Rockledge delayed until spring, 2020
- Next OLAO Quarterly is October 5, 2017 (FY 17 report card by each Division Director)