

Administrative Services Staff



Functions

Provides a full range of support services to the laboratory staff:

- 71 Federal Employees
- 58 JIMAR Employees
- 18 Students
- 10 Aquatic Farms
- 5 University of Hawaii

Susan Kamei, Administrative Officer

- ❖ **Budget Planning and Execution**
- ❖ **Procurement and Contracting**
- ❖ **Facilities Management**
- ❖ **Human Resources**
- ❖ **Travel**
- ❖ **Library Services**
- ❖ **Editorial Services**
- ❖ **Health and Safety**
- ❖ **Grants and Cooperative Agreements**

Susan Wong, Budget Assistant

- ❖ **Budget Execution**
- ❖ **Financial Reporting**
- ❖ **CFRS Data Entry and Training**
- ❖ **Resolution of Accounting Discrepancies**
- ❖ **Preparation of Reimbursable Agreements**
- ❖ **Convenience Check Writer**

Jane Yoshida, Purchasing Agent

- ❖ **Procurement**
 - **Purchase Orders**
 - **Contracts**
 - **Credit Card**
- ❖ **Contracting Officer's Technical Representative**
- ❖ **Monitors status of building maintenance needs**
- ❖ **Coordinates services with vendors**
- ❖ **Property Program**

Bonnie Oshiro, Admin Support Assistant

- ❖ **Preparation of travel authorizations and vouchers**
- ❖ **Verifies travel charges in CAMS**
- ❖ **Purchase card reconciliation**
- ❖ **Credit card purchasing**
- ❖ **Timekeeper**
- ❖ **Issues keys, magnetic cards, ID cards**
- ❖ **Responds to trouble calls – security and telephone systems**

Luis Salinas, Admin Support Assistant

- ❖ **Bill Payments**
- ❖ **Monitors Base Funding and Management Fund budgets**
- ❖ **Reviews/processes security forms**
- ❖ **Fingerprinting**
- ❖ **Monitors Aquatic Farms contract**
 - **Task orders**
 - **Invoice processing**
 - **Monitors funds**

Ani Au, Librarian

- ❖ **Reference Assistance**
- ❖ **User Training and awareness**
- ❖ **Interlibrary Loans**
- ❖ **Book procurement**
- ❖ **Journal tracking**
- ❖ **Web maintenance**
- ❖ **Cataloging/automation of card catalogue**

Judith Kendig, Editor

- ❖ **Technical and scientific editing of documents for technical accuracy, clarity, logic, correctness, consistency, writing quality & economy of language**
- ❖ **Manuscripts**
- ❖ **NOAA Tech Memos**
- ❖ **Admin Reports**
- ❖ **Web pages**
- ❖ **SWFSC Quarterly Milestone and Activity Report**
- ❖ ***Our Living Oceans***
- ❖ **Training and Assistance**

Francine Fiust, Editorial Assistant

- ❖ **Cruise Documents (Preliminary and Final Instructions, Amendments, and Reports)**
- ❖ **Edits Admin Reports/Tech Memos, other miscellaneous documents**
- ❖ **NOAA Mailing List**
- ❖ **CV for GS-9 and above**
- ❖ **HL Emergency Handbook/Phone directories**
- ❖ **Maintains accurate records of all documents prepared**
- ❖ **Photocopying and binding services**

Naomi Yamamoto, JIMAR Admin Support Specialist

- ❖ **Personnel**
- ❖ **Payroll**
- ❖ **Procurement**
- ❖ **Reimbursements**
- ❖ **Travel**
- ❖ **Budget**

Howard Gerboc, Maintenance Mechanic

- ❖ **Star of hit shows “This Old Lab,” “Mongoose Hunter”, and “Hawaiian Moving Company”**
- ❖ **Handles all in-house general maintenance functions (i.e. air conditioning, plumbing, light fixtures)**
- ❖ **Keeps supplies in stock**
- ❖ **Parking lot patrol**
- ❖ **Vehicle upkeep**

FY 2002 Statistics

- ❖ **Budget: \$18.2 million**
- ❖ **Purchasing:**
 - **Bankcard: 1922 Transactions = \$540,000**
 - **Contracts and POs: 420 = \$6.7M**
- ❖ **Travel: 250 orders/vouchers = \$250,000**
- ❖ **Grants to OI/JIMAR = \$3.6 million**
- ❖ **Property: >700 items with a value of \$2 million**
- ❖ **Cardholders: 50 cards w/ buying power of \$332,500 per month**
- ❖ **Aquatic Farms: \$1.07 million**

FY 2002 Statistics, cont.

- ❖ **JIMAR**
 - **30 New Hires**
 - **330 Purchase Orders & Reimbursements**
 - **70 Travel Documents**
 - **15 JIMAR Projects/ 16 PFRP projects**
- ❖ **Books, Monographs, Reports = 2000**
- ❖ **Journals & Newsletters = 270**
- ❖ **Maps & Charts = 200**
- ❖ **Translations = 800**
- ❖ **Manuscripts = 40**
- ❖ **Abstracts = 25**