



SUMMER IS HERE!!!

KEEPING OCON&PPM STAFF INFORMED

FROM THE EDITOR, DEBRA BERKE:



Since the last newsletter there has been quite a bit of activity here at OCon&PPM. We successfully coordinated the third annual BPA & Hotel Fair and launched another distinctive Folklife Festival.

OCon&PPM staff negotiated lots of contracts for the Asian Pacific American Heritage celebration in the Arts and Industries Building and many any of us continue to work diligently on NMAAHC procurements to meet that looming September opening date.

Some people left us including **Vincent Blackwell** who retired and **Daphne McBryde** who moved on to other opportunities. But there are new faces in the office including interns **Stacey Boateng** and **Karen Derby**; an Emerging Leadership Development Program (ELDP) employee on a rotation with our office, **Dina Wilkins**; **Jen Juang** on detail from OF&A with the Policies and Resources Division; **Crystal MacCallum** a new contractor in the Personal Property Management Division (PPMD), and **Jeff Clark**, the new warehouse supervisor. A few other new faces include staff occupying office space from OF&A - **Janet Wright** and **Andrew Zino**. We will highlight a few of the new people later on in the issue.

There have been a number of office moves - the Travel and Charge Card Services Division (TCCSD) moved to the 4th floor. Staff from PPMD moved to the east end of the building. OF&A moved to the west end of our office while their offices on the 4th floor were renovated.

Crystal City continues to innovate and improve by bringing trendy new ideas to the neighborhood including a "pop" up library and new "paint and sip" studio. The high quality underground art gallery changes its exhibits monthly with the next one to be "BLUE," an all-media juried show that explores the many moods of this powerful color. Lyft is now on the 2nd floor of our building and dispatches cars from the parking lot. Another thing happening in the neighborhood is the ongoing Metro Safe Track work.

Exciting OCon&PPM tours this summer include a recent tour of the new NASM exhibits on July 27 and the upcoming Nationals game on August 10. Also [Smithsonian Gardens](#) hosts talks every Thursday at 12:15 in the Enid A. Haupt Garden.

Staff News

◆ **Treffaney Lowe** was a part of the 150th graduating class from The George Washington University Law School on May 15, 2016. She received a Master of Law in Intellectual Property. Congratulations Treffaney!



Treffaney at her graduation ceremony

◆ At the end of July, **Dottie Leffler**, Director, announced to the staff that she will be retiring.

◆ On July 20, 2016 Secretary **David Skorton** came to visit OCon&PPM and gave us his impressions after serving a year in Office. Following his presentation Secretary Skorton answered a few questions and responded to comments from OCon&PPM staff.



Staff await Secretary Skorton's visit

Smithsonian Institution

OCon&PPM NEWSLETTER

August 2016

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◆ This was the first time **Richard Hicks** and **Frank Bland** conducted a Folklife Festival site visit and it happened on one of the hottest and most humid days of the year. They had to walk through the site locations from



Frank and Richard wearing Basque region hats

Madison Drive adjacent to NASM over to the Arts & Industries Building (AIB). Upon arrival for the inspection at the AIB Jackie Pangelinan, Folklife's Market Place Coordinator encouraged Richard and Frank to try on these hats that are worn by the men from the Basque Region of Spain. They graciously accepted her request and were told by Jackie that "They are now Smithsonianized". Jackie also said that she enjoyed working with **Tina Jones** and the procurement team so much that she is already looking forward to next year.

◆ Attorneys **Shanise Gholston** and **Treffaney Lowe** are now permanent Smithsonian employees working in the Complex Contracting Division (CCD). Shanise's office is at 350-25 and Treffaney sits at 350-30.



Notes from the Acting Director

A HUGE "thank you" for your effort, understanding and patience over these last few months as we go through some transition. The fact that this office continued and continues to function at such a high level as things move around is a great testament to you and your dedication to your work and SI as a whole.

As I discussed in the last All-Hands, I am intent on identifying ways in which we can make this a better place to work and become more effective in providing critical support to the Institution.

I may not have all the answers and at times the action initiated may seem slow, but I ask you to bear with me as I do my best to put this office on stronger footing.

Ongoing Efforts:

Let me also take this opportunity to discuss some of the efforts so far:

Chiefly, we have launched the working group (currently titled the M.O.R.E Committee) to discuss and consider changes and strategies to address office morale, communication and other matters.

We have met twice and have identified certain activities and improvements that are being acted on. To name a few initiatives:

- We will be looking to organize an "End-Of-Year Party" offsite in October to recognize staff and celebrate the end of another fiscal year. More on this as we draw closer to September.
- We will be working on having at least quarterly Field trips to museums/facilities and/or research centers. At press time, this trip occurred on July 27th at NASM. Thank You Melissa!!
- At the All Hands meeting in August the format will alter slightly to include presentation/information from individual staff members – this is meant to encourage inter-division communication – and promote understanding of the roles and responsibility of individual staff members
- Office space improvements: I am working with Antwione to arrange carpet cleaning and additional HEPA filters.

Administrative Matters:

I also wanted to re-cap a few administrative matters.

1. Scheduled telework remains suspended through the remainder of the fiscal year. Sorry.

Ad-Hoc telework is still coordinated for those directly affected by the Metro Closure. Otherwise, Ad-Hoc telework will be addressed per SI policy.

Thanks so much for your understanding as we shifted this practice. This was not meant to be a punitive measure. Rather, it was a step taken to assess its use and effectiveness. Questions on this have died down, so I hope this has become more clear. Scheduled telework may be re-instituted in the new year once I have had an opportunity to gauge its use.

2. Time and Attendance. It is critical that everyone review their schedules on the share-point site to determine if they are accurate.
3. I continue to have an open door and am seeking advice, observations, criticism, etc. from any and all comers.

Once again, I thank you for your time, patience, support and help,

Tom

Reminder!



PEER RECOGNITION AWARDS

The Peer Award Nominations are open! Recipients may be entitled to a cash award or time off and there will be a very nice party at the beginning of December. Please think about the excellent work completed by your fellow employees and nominate them for this award. The nomination form to use is attached. Nominations are due to **Debra Berke** no later than **October 7, 2016**. The judging committee for this year's award are the recipients of last year's award: **Debra Berke, Turcara Hicks, Jeremy Rauch, Adam Richards and Martha Vines**.

Who is Eligible for an Award?

Anyone with an SI badge and contributes to the OCon&PPM mission; including:

- OCon&PPM employees
- OCon&PPM Contractors, Volunteers and Interns

Who May Submit A Nomination? Same as above.

Exceptions: No one may nominate:

- People within the same supervisory chain; up or down
- One's self or family member or partner
- Current Peer Recognition Award Committee Members
- Managers

Requirements for Award Consideration:

- Achievement occurred during FY 2016 (October 1, 2015 to October 1, 2016)
- Achievement is above and beyond the scope of the nominee's normal duties and responsibilities or unit expectations of the nominee.
- The degree by which the achievement positively impacts OCon&PPM work processes, workload, and/or internal and external customer services.

Examples of Recognition

- Diversity and Inclusion – efforts that promote diversity and inclusion; for example, activities that help build community, respect, recognition and support of differences.
- Outreach – an activity or a service, which brings recognition to OCon&PPM by sharing our knowledge and resources with others outside our offices.
- Dedication – extra personal effort that helped to make an OCon&PPM project or program a success.
- Guidance – advice or instruction which helped other staff members, young professionals', interns', and/or students' knowledge, skills and abilities enhancements.
- Creative thinking – an idea that solved a problem, improved a project, saved time or money, or improved the work environment in our offices.
- Attitude – someone whose professional and personal qualities set an example for all OCon&PPM staff, contributes to improved office morale, and makes OCon&PPM a better place to work.

Thank You!

Thanks to **Melissa Howard** for setting up the very informative and fun tour at NASM on July 27. Our docent gave us a comprehensive overview of the history of flight and pointed out some of the unique objects on display. The scavenger hunt was a very enjoyable way to explore the museum collection. It is no mystery why NASM continues to be one of the most, if not the most, visited museum in the world.

Thank You!



In and Around the Neighborhood

Try out something new in the Crystal City neighborhood or at one of the Smithsonian Museums. Here are some of the neighborhood links if you want to check them out.

[Temporary library in Crystal City.](#)

[A new 'paint and sip' studio – ArtJamz Underground opens.](#)

['Blue' all-media juried show at Gallery Underground.](#)

[Earth Treks Crystal City climbing center opens.](#)

OCon&PPM Outreach

3rd Annual Blanket Purchase Agreement & Hotel Fair

On March 8 and 9, 2016 **Brigid Ventura**, Contract Specialist from the Procurement Division successfully coordinated our third annual Blanket Purchase Agreement (BPA) & Hotel Fair in conjunction with the annual OCon&PPM Share Fair, coordinated by the **Policies and Resources Division**. The event was hosted by the Smithsonian's National Museum of the American Indian. This annual outreach activity allows for networking of SI Contractors; OCON&PPM staff; and SI personnel from across the units to create an opportunity for potential contract awards to the small businesses attending the fair. Thanks to all who attended and supported the event!



OCon&PPM giveaways included Bill's Pickles this year

PLDP Rotation at the National Museum of African Art

Natascha Syré is completing her Palmer Leadership Development Program (PLDP) summer rotation with NMAfA. She is gaining experience in their Advancement Office understanding how the other color of money works - donor money! She's been heavily involved in the planning of an upcoming event – the [First Annual African Art Awards Dinner](#). This awards dinner will honor two rising contemporary artists – Yinka Shonibare and Ato Malinda, as well as a leading African philanthropist, Bob Collymore. Natascha has been assisting NMAfA in developing donor letters, leading a project to establish a PayPal account for the museum and providing project input for the event planning and marketing.

FY16 CACS and Counting

As of 07/20/2016 OCON handled 993 actions with a value of \$149,850,579.26 and processed 328 applications for payment.

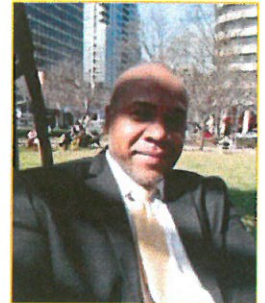
During FY 16 OCON handled at least 1,100 revenue/revenue-neutral contracting actions as entered into the CAE database.

As of 07/20/2016, there are 235 open requisitions in CACS with a total dollar amount of \$42,298,184.04.

Welcome New Staff

New Warehouse Supervisor, Jeff Clark

Jeffrey Clark, a former Logistics Manager while serving in the United States Army, has recently joined the Office of Contracting & Personal Property Management as the Warehouse Supervisor. He's recently married to his beautiful wife Icey D. Clark and has three children currently in college. He has been with the OCON&PPM Staff since March 7, 2016 and loving every minute of it!



New PPMD Contractor, Crystal MacCullum

Crystal MacCallum is a George Mason University graduate who enjoys traveling abroad. Previous to joining the Smithsonian, Crystal worked as a DoD contractor supporting the Army, on Fort Belvoir. She supported Night Vision and Electronic Sensor Directorate in the Property Management Office for six years, before she moved to the Public Affairs Office. She looks forward to her career with the Smithsonian and the mutually beneficial accomplishments ahead.

Detailed Employee from OF&A, Jen Juang



Jen started her career in accounting in 1984, the year she graduated with a Master's degree in Professional Accountancy. She initially worked as an auditor for a Hilton hotel and as a corporation tax auditor for the state of Florida. Jen became a Smithsonian staff member in OF&A in 1986 and is currently on a six-month detailed assignment with PRD through November 2016. Jen will be lending her expertise with SIERP operability to assist development and implementation of data collection and

information management modalities for OCON&PPM projects underway. She is married with two adult sons. Both of her sons attended the Smithsonian Early Enrichment Center (SEEC) in the 1990s. Jen is a volunteer at the NMAAHC and is a lifelong learner of art and architecture – she's a patron of the New York Metropolitan Opera, the Kennedy Center, and the Strathmore Music Center. She is a hiker/nature admirer of the C&O Canal Park in Potomac, Maryland.

PRD Summer Intern, Stacey Boateng

Stacey's a Radford University student going into her senior year and she's pursuing a Bachelor of Arts in Political Science with a minor in International Studies. She'll be assisting PRD with a variety of projects centered on Smithsonian procurement, contracting, and personal property management. She will be supporting PRD until August 19, 2016.

CCD Summer Intern, Karen Derby

Karen is an alumni of both the undergraduate and law school programs from the University of Florida. She is currently working on a Masters of Law from The George Washington University Law School and expects to finish in May 2017. Karen is also a licensed attorney with experience in intellectual property rights. She will assist the Attorney-Advisors in CCD with several projects, including ensuring units under the Smithsonian umbrella are familiar with and properly reporting live performances according to the blanket licenses we have with ASCAP and BMI. Karen joined us at the end of May 2016 and will continue her internship through December 2016.

