

# 2008 NOAA Fisheries Employee of the Year Nomination Narrative

Nominee's Name: Last, First, Middle:

Nomination Category:

Bursiel, Dawn S.

Administrative / Support Employees (GS 1-10)

## Address at Least One of the Following Factors in the Justification Below.

Contributions to NOAA and NOAA Fisheries programs that resulted in:

### For Non-Management:

- Enhanced economic viability of commercial and/or recreational fishing;
- Enhanced public appreciation for the mission of the agency;
- Enhanced safety or health of NOAA Fisheries workforce;
- Enhanced morale of the NOAA Fisheries workforce or inspired excellence in its members;
- Enhanced stewardship of NOAA Fisheries protected/managed species/associated habitats;
- Improved accuracy, reliability, or reproducibility of scientific results;
- Improved customer service;
- Increased efficiency and/or reduced cost of operations;
- Improved equal employment opportunity or diversity in NOAA Fisheries;
- Strengthened ties to other NOAA elements or NOAA Fisheries constituents; and/or
- Brought unusual credit to NOAA Fisheries or members of its workforce.

### For Management:

- Demonstrated exceptional leadership, development of the workforce, and/or program management.

Dawn Bursiel has shown exemplary efforts in performing her duties as an Administrative Support Assistant for the Conservation Biology Division at the NW Fisheries Science Center. When she carries out her responsibilities, she always does them with accuracy, thoroughness, and promptness, but also with an attitude of eagerness, and a desire to do them to the best of her ability. She also demonstrates the ability to take independent initiative in her work, going above and beyond what is asked of her, by establishing her own methods for organizing and tracking her progress. As her supervisor, this allows me to assign Dawn projects, show her what needs to be done, and then be able to leave it in her hands, knowing that I can count on her to complete the project, not only in a timely manner, but also with attention to the littlest detail and completeness, and a willing "go-get-em" attitude. This positive attitude and effort is a tremendous time saver for me, allowing me to be more efficient with my time.

Dawn demonstrates this positive work ethic in all her assigned duties, including requisition initiation and tracking, invoice processing, expenditure tracking and recordkeeping, and time-and-attendance. But there are two specific activities she has accomplished this past year that highlight her outstanding performance. 1) When our Division was in need of a replacement copy machine, I asked Dawn to do the background research for the size and type of features we would need for this copier, and pursue several vendors that could furnish quotes, in preparation for submitting a requisition. As usual, Dawn went above and beyond, conducting an exhaustive research, making numerous phone calls, and setting up demonstration appointments. In addition, she researched the various avenues of how we could make the lease/purchase of this copier within procurement regulations. Her efforts resulted in a huge time-saver for me, and will eventually benefit the entire Division when the replacement copier is finally delivered. 2) As the Property Custodian for our Division, I rely heavily on Dawn to assist me in all aspects of managing accountable property. She takes care of the paperwork and recording of newly purchased property that appear on the Unreconciled Payments Report (UPR). She takes care of the paperwork, recording, and personal delivery of all property being excessed. She initiates and tracks the transfer of property as needed. She initiates the recording of found accountable property that were acquired sometime in the past, but somehow slipped through the cracks. She maintains our Division property database, recording all additions and changes as they occur, as well as logging the movement of property between users within the Division. In addition, she takes the lead in conducting the annual accountable property inventory for our Division, doing the actual walk-thru inventory, following up with specific individuals as needed, maintaining our database records, and preparing the inventory paperwork for final signatures. And she does all this with eagerness and takes personal pride in her work. This herculean effort by Dawn to maintain our Division property and conduct the annual inventory is not only a huge time-saver for me, but it also resulted in a very timely completion of our 2009 annual property inventory, as we were only the second custodial area out of a total of 157 to turn our inventory in to NMFS OMB for review.

It is because of this "above-and-beyond" attitude, pursuing tasks with eagerness and personal pride to do her very best, and showing independent initiative in all her efforts, that I heartily recommend Dawn Bursiel for this Employee-of-the-Year award for Administrative/Support Employees.