2008 Bronze Award Nomination
for
Sunflower Property Management System Implementation

Nominator's Information

1. NAME OF NOMINATOR: David Robinson
2. NOMINATOR'S AREA CODE AND PHONE NUMBER: (202) 482-5855
3. NOMINATOR'S BUSINESS UNIT: EXADMIN
4. NOMINATOR'S IMMEDIATE OFFICE: CFO/ADMIN

Nominee's Information

1. NAME OF NOMINEE: Jeffrey Scherr
2. NOMINEE'S BUSINESS UNIT: EXADMIN
3. NOMINEE'S IMMEDIATE OFFICE: CFO/ADMIN/OOMS
4. NOMINEE'S LOCATION: Washington, DC HCHB
5. NOMINEE'S CURRENT PERFORMANCE RATING: LEVEL 4
6. CATEGORY OF AWARD:

   Outstanding Administrative Professional

7. SALUTATION: (MR., MRS., MISS, MS.) FOR INDIVIDUALS; (MESDAMES, MESSIEURS) FOR GROUPS

   Mr.

8. PRONUNCIATION: FULL NAME WITH ACCENTED SYLLABLES IN UPPER CASE

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9. NOMINEE'S AREA CODE & PHONE NUMBER:

   (202) 482-3266

10. CERTIFICATE CITATION: (up to 150 characters)

    In recognition of outstanding leadership, extraordinary project management skills, and constant creativity in leading ITA's implementation of the Department's automated personal property management system Sunflower.

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11. PROGRAM CITATION: (maximum of 300 characters)

Mr. Scherr is recognized for his exemplary effort to move ITA from a paper-based property management process to the Department's Sunflower system, a robust and state-of-the-art automated personal property management system. As a direct result of his extraordinary leadership, project management acumen and technical training skills, ITA successfully implemented the Sunflower property management system at the headquarters, and at domestic and international posts worldwide.

JUSTIFICATION NARRATIVE:

Jeff Scherr exhibited extraordinary leadership, creativity, and technical knowledge in managing ITA's implementation of the Department's new automated personal property management system Sunflower. Jeff worked effectively with the Department and ITA business units to successfully implement ITA's new property management system within the targeted timeframe of one year. The task of analyzing and documenting ITA's current property management processes to moving to a paperless automated system was not an easy one when considering headquarters, domestic, and international field staff all play a major part in reporting and tracking over 16,000 assets.

International field staff did not have access of a property management system and relied solely on manual processes and data entry with spreadsheets. There was a loss of direct oversight and accountability at ITA headquarters since no automated system existed to effectively track and report on accountable property throughout the world.

Jeff provided exceptional and innovative management throughout the Sunflower system implementation process. When faced with a complex and truncated implementation schedule, Jeff rapidly developed an implementation plan, learned the system and vetted the process with upper level management independently. Jeff demonstrated exceptional and measurable results before, during and after the implementation of the system. First, Jeff proactively developed a data reconciliation and catalog process to ensure that the property data accessibility would be improved following the implementation of the new system. The reconciliation process created several challenges. Jeff researched and resolved these issues independently, resulting in more efficient data management and cost savings due to improved financial tracking of accountable property. Jeff also significantly improved ITA's inventory accuracy of over 16,000 items by completing a comprehensive review of all records. Throughout the process, Jeff displayed proactive, and innovate ideas to produce results. When a last minute problem threatened to delay the launch date, Jeff organized a team to work overtime to reorganize certain catalog areas over the weekend. This effort allowed the contractors to continue their work without delay and prevented a cost overrun. Jeff also spent numerous hours setting up a series of three overseas training conferences. Besides conference logistics details, Jeff had to devote a significant amount of time troubleshooting the Information Technology (IT) requirements for each country to allow the system to work in remote locations. Jeff researched the problem, brought in outside assistance where necessary, and most importantly, performed the necessary follow-up on all issues.

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Training was a vital component to implementing the Sunflower System in ITA. Jeff enhanced the generic Sunflower training given by the Department tailoring it for specific use by ITA staff, and created a separate manual and guidance for the International Field. He also developed a Sunflower "cheat sheet" providing step-by-step guidance detailing how to use Sunflower, and distributed training materials to property personnel worldwide. He conducted overseas trainings in Germany, The Philippines, and South Africa for overseas property officials. Additionally, he conducted three training sessions at the headquarters, two for overseas property officials and one for headquarters property officials. To ensure effective knowledge transfer, he conducted three Sunflower "Open House" refresher training sessions for headquarter property custodians, and spent many hours on the phone with overseas property custodians resolving their issues. Through Jeff's tireless effort, he successfully trained and certified 100 percent of ITA's property officials, and incorporated the Property Critical Element into all ITA's property officials' performance plans, bringing ITA to green status for Departmental Property Control reported to the Office of Management and Budget. In all cases, Jeff received outstanding feedback from all participants.

The implementation of the Sunflower System has permitted ITA to have improved oversight and management controls for it numerous assets located throughout the world and overseas. Jeff led the cleanup of Sunflower inventory after ITA's migration. He worked with International Posts and headquarters staff to ensure that their Post inventories were accurately represented in Sunflower and to eliminate incorrect data. Jeff also conducted audits on ITA property to ensure information was accurately represented in ITA's Personal Property Management System, Sunflower. He conducted overseas audits in Manila, Philippines; Cape Town, South Africa; and Johannesburg; South Africa to ensure accuracy of Post inventories. As a result of the required inventories, Jeff made recommendations to Senior Commercial Officers at each Post on how Post could better manage their inventory. He also followed-up on these recommendations by working with the Office of International Operations (OIO) to ensure the recommendations were implemented. Jeff met weekly with OIO management and successfully resolved outstanding inventory issues.

Jeff has exhibited the utmost dedication and tenacity in assuming extraordinary responsibilities while demonstrating outstanding leadership in furthering the ITA mission. Moreover, Jeff demonstrated an unusual command for learning and adapting to the many complexities related to the new system guiding the system project to a highly successful conclusion. ITA has successfully migrated to the Sunflower System and streamlined the property management process transferring from a paper-based operation to a state-of-the-art automated system.

Signature of Nominator: _____ Date: _____

Approval/Concurrence of DAS or Equivalent: _____ Date: 10-1-08