

Resume, Marjorie F. Greenhalgh

FEDERAL SERVICE

29 December 1958, Clerk/Steno, GS-3

Served as secretary to the Post Signal Officer. Took and transcribed shorthand. Prepared all correspondence. Responsible for Class B and official telephone accounts, and payment of all commercial telephone bills and bills for contractual services. Prepared Post telephone directory as well as miscellaneous reports.

6 March 1960, Clerk/Steno, GS-4

In addition to stenographic and secretarial duties, prepared Signal budget plans including annual and quarterly estimates. Programmed and compiled cost and performance data for quarterly reviews; justified deviations. Responsible for research and preparation of all reports originating in the Signal Office. Coordinated administrative actions between the Signal Officer and sub-activities. Served as Records Management, Reports Control and Publications Officers.

1 January 1967, Administrative Officer, GS-6

Worked with Signal Officer in administration of Signal Office. Worked with sub-activities in preparation of special studies and reports. Coordinated with Civilian Personnel Office on personnel matters. Participated in manpower surveys, and supervised the preparation of Schedules X by sub-activities. Participated with Signal Officer in planning and preparing Class IV Signal projects. Monitored project contracts and requisitioned supplies and materials; obligated project funds. Prepared and submitted budget execution plans to the S4 to cover all Signal expenditures, and provided justification for all expenditures, prepared annual review and analysis programs by scheduling work units by fiscal quarters; provided justification for deviations. Developed reporting procedures from sub-activities for gathering accurate information for work measurement and manpower reports.

28 July 1968, Administrative Officer, GS-7

Managed, directed, and supervised the administrative functions throughout the Directorate of Communications-Electronics. Assisted division and branch chiefs in the preparation of special studies, reports, estimates and proposals. Was final authority on correspondence/reports dispatched from the C-E office. Performed duties of Budget Analyst to include estimates, programs, schedules, and commitment of funds. Prepared a variety of reports, including manpower surveys. Prepared job descriptions for the organizations; submitted changes to the TDA.

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FEDERAL SERVICE (Continued)

14 October 1973, Budget Analyst, GS-9

Responsible for the financial management program for the USACC Agency to include the Eastern Area MARS Director and Eastern Region Frequency Coordinator. Fund types are both OMA and OMAR. Forecasts fund requirements. Identifies and explains differences between budget year and prior year base. Insures additional funding is received for unfinanced requirements by establishing priorities and adequate documentation. Receives Fund Authorization Documents from Headquarters, 7th Signal Command; distributes funds by APC's into Fort Meade STANFINS system. Initiates obligation, accrual, expense and disbursement documents into the system; certifies the availability of funds for all expenditures. Prepares monthly financial management and related reports; adjusts cost projections when necessary. Realigns obligation authority of funds between programs/subprograms. Verifies accuracy of detailed cost reports prepared by Finance and Accounting. Supervises procurement of communication services for four state area. As Ordering Officer, places commercial communications work orders; supervises the issuance of communications service authorizations. Supervises the payment of commercial telephone bills, and all other work associated with telephone accounts.

27 February 1977, Administrative, GS-11 (until retirement, Sept 1985)

As Support Division Chief, administers overall administrative and management functions. Responsible for administering, directing, and coordinating the financial management program, manpower, fund control, budgeting, and supply/logistics. Recommends courses of action to be taken on administrative, budgetary and logistical matters. Accompanied by the Director, or representing him, attends meetings held by members of the Post staff sections, higher headquarters, and commercial communication company representatives in developing plans for special projects, resolving problems arising in the administrative area, gathering information, or recommending appropriate action to be taken. As Chief of the Support Division, plans, assigns, coordinates, and directs the activities of the Division in the accomplishment of the USACC mission. Responsible for the procurement of communication services in a four-state area; supervises the procurement of such services; supervises payment of telephone accounts. Responsible for the preparation of a variety of recurring and one-time reports including commercial-industrial type activity reports, manpower utilization reports; manpower surveys, resource tracking, etc.

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JOB COMPETENCE

a. Superior Performance. Ms. Greenhalgh is the Chief, Support Division (Administrative Officer) of the Agency. Additionally, she serves as the Budget Officer. She manages an annual budget of approximately 2.5 million dollars and is responsible for the accountability of approximately 2 million dollars of equipment and supplies. On the Financial Management Report (FMR) the obligation rate of funds is consistently between 98.5 percent and 100 percent. The financial management plan seldom, if ever, has to be reprogrammed. Her knowledge in the budget field is unequalled; she has kept abreast of the constantly fluctuating monetary and personnel situations in an outstanding manner. As indicated above, with regard to the obligation rate, the quality of her work is remarkably accurate even though she has to cope with incredibly difficult budgetary problems.

Ms. Greenhalgh is one of the most talented writers that I have been privileged to work with. She possesses the unusual ability to relate very complex thoughts or instructions clearly, logically, and in a convincing manner. Her effective writing capability contributes daily to the efficient and timely accomplishment of suspense material.

Ms. Greenhalgh is an outstanding organizer. She is a very imaginative and innovative person. She is an exceptional planner who completes work on time even in the face of heavy workloads or short deadlines. Ms. Greenhalgh maintains a very positive attitude, even during very difficult circumstances and always discusses alternatives to resolving problems, never developing some "excuse" why a job cannot be accomplished. She is extremely effective in group discussions, speaks clearly and convincingly, respects the ideas of others, and can turn them to her own advantage. She has proven equal to all challenges through her outstanding leadership, organizing, and supervising abilities.

This Agency, reputedly, is one of the better organized and managed agencies/detachments within USACC-Forces. Ms. Greenhalgh is the primary reason we enjoy such a reputation. It is recognized that there is no such thing as an indispensable employee. During the past twenty-seven years I have worked with and/or supervised directly/indirectly literally hundreds of civilian/military employees. Ms. Greenhalgh, unquestionably, comes closer to meeting the indispensable criterion than any employee, in any position, that I have ever known. It is her selflessness, dedication, patriotism, and cohesiveness that "keeps it all together," and I cannot conceive of any other person accomplishing both the quantity and quality that she does.

b. Impact. Ms. Greenhalgh's accomplishments are not limited to those duties and responsibilities required of her as the Chief, Support Division/Administrative Officer/Budget Officer. She assists Division/Branch Chiefs in areas not related in any way to her position. Ms. Greenhalgh on numerous occasions voluntarily assists supervisors/employees with administrative functions in any area. She repeatedly displays mature judgment and broad organizational knowledge as she coordinates requirements. The rapport that she maintains with her subordinates, peers, supervisors, Post staff elements, installation commanders, and higher USACC headquarters is above reproach.

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RECOGNITION

Ms. Greenhalgh was assigned to this organization in October 1973. Since that time she has been presented a Sustained Superior Performance Award (SSP) in December 1975, Outstanding Performance Appraisal (OPR) in November 1976, and a Sustained Superior Performance Award (SSP) in April 1978. Letter of appreciation from Defense Supply Agency, Towson, Maryland, 8 September 1975, for assistance and guidance provided DCAS in billing and reimbursement for telephone service. Letter of commendation, Commander, 7th Signal Command, 21 July 1978, for her participation in the local leased telecommunications acquisition and control techniques workshops held in Atlanta, Georgia, and Hagerstown, Maryland. Certificate of Achievement from the Commander, 97th USA Reserve Command, 18 August 1978, for outstanding contribution to the success of the USA Recruiting mission. Served as member of Federal Woman's Program (FWP). Is currently a member of the Civilian Welfare Fund Governing Council, Fort George G. Meade.

Jan 5

Courses/ Training Completed

Managing Management Time
Role of Supervisor
Selection and Utilization of Personnel
Job Instruction Training
Position and Pay Management
Communications and Supervision
Recognition of Employees
Drug Abuse Seminar
Psychology and Supervision
Equal Employment Opportunities
Work Simplification
Labor Relations
Work Measurement
Memory Development and Effective Listening
Management of Communications-Electronics Activities
Accelerated Reading
Acquisition and Control of Leased Communications
HEWLETT-PPACKARD HP3000 Systems Operator Course
HEWLETT-PACKARD HP Word
Budget Formulation
Performance Appraisal Training
Understanding and Managing Human Behavior

Emoff

Finalist



Department of the Army

Marjorie K. Greenhalgh

Finalist for Outstanding Female Supervisor/Manager

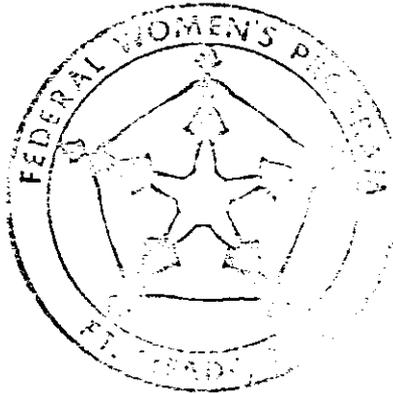
at

Fort George G. Meade, Maryland

Federal Women's Program

"Recognition Day"

30 May 1979



Thomas E. Fitzpatrick

Thomas E. Fitzpatrick

Colonel, Infantry

Post Commander

Finalist