

TRACY J. SHYCOFF

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EXPERIENCE

ASSASSINATION RECORDS REVIEW BOARD

Deputy Director

Associate Director for Administration and Finance

Present

Fall 1994-Summer

1998

Manage all office administration functions. Manage staff of 30 employees in daily operations. Process personnel actions and maintain personnel files. Train staff members. Prepare and submit budget sections of Annual and Final Reports to Congress and the President. Serve as back-up to Computer Specialist. Hold **Top Secret/SCI clearance**.

Coordinated start-up of Review Board. Included space planning and construction, established operating procedures, hired staff, set-up telephone and computer systems, established relationships with vendors, and was involved in all other aspects of start-up.

Responsible for Budget. Prepare budget for submission to GSA, OMB, and Congress. Respond to Congressional inquiries related to budget. Established and maintain accounting system. Manage payroll. Manage Board property, including maintenance of office inventory. Verify that agency does not exceed appropriation. Ensure compliance with all applicable administrative regulations.

Organize Meetings. Negotiate contracts with hotels and caterers. Develop cost projections for each meeting. Arrange all logistics for meetings, including travel for Board members, staff, and guests. Process and approve requests for reimbursement.

Responsible for wrap-up and completion of private donations to the collection and special projects.

Coordinate termination of Review Board scheduled for September 30, 1998. Including managing the transfer of Review Board records to the National Archives, close out of budget, close out of all administrative operations such as inventory and personnel actions.

Serve as Security Officer. Manage all aspects of personnel security, including serving as liaison with investigating agencies, adjudicate clearances, maintain personnel security files, enforcement of security regulations. Manage all aspects of physical security, including compliance with CIA construction regulations.

NATIONAL COMMISSION ON AIDS

Associate Director for Administration and Finance

Fall 1991-Fall 1993

Managed all office administration functions. Managed staff of 17 employees in daily operations. Performed all functions listed above, with the exception of acting as Security Officer. Served as Ethics Officer.

AMERICAN PSYCHOLOGICAL ASSOCIATION

Office Manager, Science Directorate

Fall 1989-Fall 1991

Science Program Officer

Winter 1994-Fall 1994

As Office Manager, managed office of 30 employees and directly supervised 8 support personnel. Responsible for all aspects of budget administration. Charged with planning and implementing budget, processing all bills, negotiating contracts with vendors, and maintaining inventory. Assisted Director on major building project. Coordinated with architects and designers, planned office space, managed bid solicitation, maintained budget. Organized all aspects of APA meetings. Developed and implemented use of Policy and Procedures Manual.

As Science Program Officer, a short-term position created for the nine months between February and October of 1994, directed Student Initiatives Program. The Program involved the management and administration of two award programs for graduate students. Coordinated review committees. Served as liaison to APA Graduate Students' Board. Administered an annual budget of \$80,000. Also responsible for oversight of APA Scientific Conferences Program, which included managing the

annual budget of \$65,000 and administering the conference review process. Also directed Science Weekend activities at APA Convention, which involved reaching consensus among a number of science divisions, and preparing all educational and promotional material for the activities at issue.

Tracy J. Shycoff
Page two

NATIONAL CONFERENCE of STATE LEGISLATURES

Legislative Assistant, Federal Affairs Unit

Spring 1984-Fall 1989

Supervised all administrative support staff. Served as liaison between staff and Directors. Trained new employees. Wrote and updated procedures and training manual. Conducted legislative research. Coordinated and tracked lobbying efforts. Attended congressional hearings. Planned conferences for triannual meetings. Served as back-up to the Computer Systems Coordinator. Started as Administrative Assistant to the Physical Resources Unit and advanced to Legislative Assistant.

EDUCATION

PRINCE GEORGE'S COMMUNITY COLLEGE, Largo, Maryland

Spring 1982

SOUTHERN METHODIST UNIVERSITY, Dallas, Texas

Fall 1979-Spring 1981

SPECIALIZED TRAINING & SKILLS

THE FEDERAL BUDGET PROCESS, US-OPM

June 1992

BUDGET FORMULATION, US-OPM

June 1992

SYSTEM 3000 MANAGEMENT, Hewlett Packard Training

September 1987

Extensive knowledge of computers including hardware maintenance and systems management. Lotus Notes, Novell LAN, Microsoft Excel, WordPerfect 6.1, Microsoft Word, Harvard Graphics, ZyIndex, dBASE, and others.

References available upon request.