



CHIEF FINANCIAL OFFICER & DIRECTOR OF ADMINISTRATION

Index of Services by Function

Published by OOMS | January 6, 2006

Function	Primary	Telephone	Alternate	Telephone
Accounting Code Management	Roxanna Allen	202-482-8363		
Accounting Correspondence	Leslie Hyland	202-482-5434	Roxanna Allen	202-482-8363
Accounting Policies and Procedures	Leslie Hyland	202-482-5434	Roxanna Allen	202-482-8363
Accounting processing of funding authorization to overseas locations	Vanessa Lewis	202-482-8327		
Accounting Provider Contract Management	Leslie Hyland	202-482-5434	Jim Donahue	202-482-0210
Accounting Reports Technical Assistance	Leslie Hyland	202-482-5434	Roxanna Allen	202-482-8363
Accounts Payable Technical Assistance	Crystal Bush	202-482-8365	Roxanna Allen	202-482-8363
Administrative Guidance	Jacqueline Harris	202-482-4011	Charles Jefferson	202-482-6078
Administrivia Pursuits	Nina Harris	202-482-5436		
Advisory Committee Management	Jacqueline Harris	202-482-4011	Charles Jefferson	202-482-6078
Alternative Dispute Resolution (ADR)	Maxine Woodland	202-482-2762	Mike Stein	202-482-2274
Annual Performance Plan (*GPRA)	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Appropriation Reporting Requirements	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Awards	Charlene Gilmer-Gantt	202-482-2536	Christine Covington	202-482-3041
Benefits Counseling (Retirement/ Health/TSP)	Vanessa Lewis	202-482-8327	Dottie Bowling	202-482-3504
Budget Formulation, Justification, and Execution	Amy Duncan	202-482-5739	Doug Allis	202-482-9151
Budget Justification	Edgar Esmabe	202-482-5343	Amy Duncan	202-482-5739
Budget Execution	Edgar Esmabe	202-482-5343	Amy Duncan	202-482-5739
--Manufacturing and Services	Paula Dawson	202-482-0813	Peggy Fouts	202-482-1952
--Market Access and Compliance	Peggy Fouts	202-482-5581	Paula Dawson	202-482-0813
--Import Administration	Peggy Fouts	202-482-1952	Aamir Hanif	202-482-5635
--U.S. & Foreign Commercial Service	Aamir Hanif	202-482-5635	Edgar Esmabe	202-482-5343
--Executive Direction and Administration	Toni Persaud	202-482-5581	Melanie Hazlett	202-483-1027
--Centralized Services	Edgar Esmabe	202-482-5343	Amy Duncan	202-482-5739
Building Management	Hamilton Humes	202-482-5436	Nina Harris	202-482-5436
Centralized Services Budget	Hamilton Humes	202-482-5436	Mary Ann McFate	202-482-5436
Classification	Carmen Montgomery	202-482-3620	Rita Clinton	202-482-2501
Collective Bargaining Agreements	Mike Stein	202-482-2274	Maxine Woodland	202-482-2762
Competitive Sourcing	Hamilton Humes	202-482-6123	Robin Carpenter	202-482-4989
Computer Training - General	Tarik Pierce	202-482-3571	Charlene Gilmer-Gantt	202-482-2536
Conduct and Performance Issues	Mike Stein	202-482-2274	Maxine Woodland	202-482-2762-
			Roberto Lopez	202-482-8086
Congressionally Mandated Reports	Jacqueline Harris	202-482-4011	Linda Bell	202-482-3032
Copier Management	Robin Carpenter	202-482-4989	Hamilton Humes	202-482-5436
Correspondence Editing	Brenda Wills	202-482-3633	Tracy Phillips	202-482-5101
Correspondence Attachment Input/System Closeouts	Tracy Phillips	202-482-5101		
Correspondence Policy and Procedures	Brenda Wills	202-482-3633	Tracy Phillips	202-482-5101
Correspondence Training	Brenda Wills	202-482-3633	Tracy Phillips	202-482-5101
Diversity	Ruben Pedroza	202-482-3072	Byron Drakes	202-482-8065
Door Signs	Hamilton Humes	202-482-6123	Nina Harris	202-482-5436
Document Direct//Flashpoint Security	Crystal Bush	202-482-8365	Roxanna Allen	202-482-8363
Employee Personal Page (EPP) vice Employee Express	Vanessa Lewis	202-482-8327	Annjuana Rogers	202-482-3806
Employment (General)	Allison Hopkins	202-482-5130	Rita Clinton	202-482-2501
Ethics and Procurement Integrity	Sharon Russell	202-482-3267	Mary Ann McFate	202-482-5436
Facilities/Work Orders	Hamilton Humes	202-482-6123	Nina Harris	202-482-5436
Family Medical Leave	Vanessa Lewis	202-482-8327	Dottie Bowling	202-482-3504
Federal Register Liaison	Hamilton Humes	202-482-6123	Jacqueline Harris	202-482-4011
Financial Audit Management	Roxanna Allen	202-482-8363	Crystal Bush	202-482-8365
Financial Reporting	Roxanna Allen	202-482-8363	Crystal Bush	202-482-8365
Forms Automation	Vladimir Diaz	202-482-375	Robin Carpenter	202-482-4989
Forms and Stationery Management	Charles Jefferson	202-482-6078		
Freedom of Information Act	Linda Bell	202-482-3032	Jacqueline Harris	202-482-4011
Funding Cables	Crystal Bush	202-482-8365	Roxanna Allen	202-482-8363



CHIEF FINANCIAL OFFICER & DIRECTOR OF ADMINISTRATION

Index of Services by Function

Published by OOMS | January 6, 2006

Function	Primary	Telephone	Alternate	Telephone
General Workforce Performance Appraisal	Charlene Gilmer-Gantt	202-482-2536	Anesia Robinson	202-482-1380
Government Accounting Office (GAO) Liaison	Linda Bell	202-482-3032	Charles Jefferson	202-482-6078
Government Paperwork Elimination Act (GPEA) Implementation	Charles Jefferson	202-482-6078	Mary Ann McFate	202-482-5436
GPO Printing (Billing)	Hamilton Humes	202-482-6123		
Grants	Jeff Scherr	202-482-3266	Hamilton Humes	202-482-6123
Grievances	Mike Stein	202-482-2274	Maxine Woodland Roberto Lopez	202-482-2762- 202-482-8086
Human Capital Management	Ruben Pedroza	202-482-3072	Robert Montague	202-482-8088
Human Resources Communication	Marcia Tyler	202-482-3166		
Human Resources Customer Service Standards	Marcia Tyler	202-482-3166		
HR Systems Administrator (ACES/HRDS/NFC/STM and Focus Reports)	Diane Evans	202-482-4382	Brad Lockett	202-482-6342
Individual Development Plans	Tarik Pierce	202-482-3571		
Inspector General (IG) Liaison	Linda Bell	202-482-3032	Charles Jefferson	202-482-6078
Internal Control and Annual Letter of Assurance	Linda Bell	202-482-3032	Charles Jefferson	202-482-5436
ITA Bulk Mail-Distribution	Tracy Phillips	202-482-7946		
ITA Speaker's Series	Charles Jefferson	202-482-6078	Vladimir Diaz	202-482-3756
ITA Strategic Plan	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
ITA Training Equipment	Christine Covington	202-482-3041	Marlene Mitchell	202-482-1556
Labor Relations - AFSA	Mike Stein	202-482-2274	Maxine Woodland	202-482-2762
Late Payment Assistance	Roxanna Allen	202-482-8363	Crystal Bush	202-482-8365
Mail Management	Hamilton Humes	202-482-6123		
Management Reviews and Special Studies	Charles Jefferson	202-482-6078	Mary Ann McFate	202-482-5436
Merit Assignment Plan (MAP)	Rita Clinton	202-482-2501	Carmen Montgomery	202-482-3620
New Employee Orientation	Naomi Sanchez	202-482-8088	Bobbie Doster	202-482-3166
Operating Leases/Pre-Payment Calculations	Crystal Bush	202-482-8365	Vanessa Barksdale	202-482-5627
On-line Administrative Guidance	Vladimir Diaz	202-482-3756	Nina Harris	202-482-5436
Organization Changes	Charles Jefferson	202-482-6078	Mary Ann McFate	202-482-5436
Organization Charts	Nina Harris	202-482-5436	Vladimir Diaz	202-482-3756
Organization Orders	Charles Jefferson	202-482-6078	Jacqueline Harris	202-482-4011
Paperwork Reduction Act Program	Jacqueline Harris	202-482-4011	Charles Jefferson	202-482-6078
Parking	Sharon Russell	202-482-3267		
Pay Administration	Rita Clinton	202-482-2501	Carmen Montgomery	202-482-3620
Payroll	Lorese Green	202-482-5232		
Payroll Accounting	Roxanna Allen	202-482-8363	Crystal Bush	202-482-8365
Pb Views Administration	Dondi Ojeda	202-482-5204	Ed Meyer	202-482-3304
Performance and Accountability (*GPRA)	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Performance Appraisal	Carol Davison	202-482-2537	Tarik Pierce	202-482-3571
Performance Management Outreach And Training	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Performance Measure Development	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Performance Measures-Job Satisfaction	Ruben Pedroza	202-482-3072	Diane Evans	202-482-4382
Performance Measure Tracking	Dondi Ojeda	202-482-5204	Ed Meyer	202-482-3304
Personal Property Management	Jeff Scherr	202-482-3266	Hamilton Humes	202-482-6123
Personnel Systems Administrator (ACES/HRDS/NFC/STM and Focus Reports)	Diane Evans	202-482-4382	Brad Lockett	202-482-6342
President's Management Agenda	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Presidential Management Fellows (PMFs)	Byron Drake	202-482-8065	Ruben Pedroza	202-482-3072
Printing Requisition Clearance Official (SF-1)	Vanessa Barksdale	202-482-5627	Crystal Bush	202-482-8365
Privacy Act	Linda Bell	202-482-3032	Jacqueline Harris	202-482-4011
Processing/Status of Controlled Correspondence	Brenda Wills	202-482-3633	Tracy Phillips	202-482-5101
Procurement Management and Assistance	Robin Carpenter	202-482-4989	Mary Ann McFate	202-482-5436
Professional Liability Insurance	Lorese Green	202-482-5232		
Program Assessment Rating Tool Reviews	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Property Management	Jeff Scherr	202-482-3266	Hamilton Humes	202-482-6123
Purchase Cards	Robin Carpenter	202-482-4989	Mary Ann McFate	202-482-5436



CHIEF FINANCIAL OFFICER & DIRECTOR OF ADMINISTRATION

Index of Services by Function

Published by OOMS | January 6, 2006

Function	Primary	Telephone	Alternate	Telephone
Records Management	Charles Jefferson	202-482-6078	Vladimir Diaz	202-482-3756
Recruitment and Staffing	Rita Clinton	202-482-2501	Carmen Montgomery	202-482-3620
Reservations for Rooms 6800 and 6802	Marlene Mitchell	202-482-1556	Christine Covington	202-482-3041
Retention Strategies	Ruben Pedroza	202-482-3072	Don May	202-482-0597
Regulatory/Legislative Reviews	Linda Bell	202-482-3032	Charles Jefferson	202-482-6078
Safety	Jeff Scherr	202-482-3266		
Security	Tony Proctor	202-482-2384		
Senior Executive Service (SES) Recruitment	Debbie Martin	202-482-3130	Robert Montague	202-482-8088
SES Performance Management	Debbie Martin	202-482-3130	Robert Montague	202-482-8088
Space & Facilities Management-Major Projects	Hamilton Humes	202-482-6123		
Special Mail Services	Hamilton Humes	202-482-6123		
Strategic Planning Leadership Team (SPLT) Secretariat	Ed Meyer	202-482-3304	Dondi Ojeda	202-482-5204
Student Employment Programs	Byron Drake	202-482-8065	Ruben Pedroza	202-482-3072
Telecommunications Management	Jeff Scherr	202-482-3266	Robin Carpenter	202-482-4989
Telephones and Calling Cards	Jeff Scherr	202-482-3266	Hamilton Humes	202-482-6123
Telework Policy and Implementation	Robert Montague	202-482-8088	Darlene Haywood	202-482-2850
Time and Attendance Administration	Lorese Green	202-482-5232	Anjuana Rogers	202-482-3806
Training (General)	Tarik Pierce	202-482-3571	Charlene Gilmer-Gantt	202-482-2536
Training Registration	Marlene Mitchell	202-482-1556	Christine Covington	202-482-3041
Transit Benefit	Sharon Russell	202-482-3267	Nina Harris	202-482-5436
Travel	Sharon Russell	202-482-3267	Hamilton Humes	202-482-6123
Travel Cards	Sharon Russell	202-482-3267	Nina Harris	202-482-5436
Unliquidated Obligations Assistance and Quarterly Reviewer	Roxanna Allen	202-482-8363	Crystal Bush	202-482-8365
Veterans Employment	Rita Clinton	202-482-2501	Carmen Montgomery	202-482-3620
WEB CIMS Administrator	Brenda Wills	202-482-3633	Tracy Phillips	202-482-5101
Web Forms Design	Robin Carpenter	202-482-4989		
Websites Design and Maintenance				
--Chief Financial Officer Website	Vladimir Diaz	202-482-3756	Tracy Phillips	202-482-5101
--FOIA Website	Vladimir Diaz	202-482-3756	Tracy Phillips	202-482-5101
--OOMS Website	Vladimir Diaz	202-482-3756	Tracy Phillips	202-482-5101
--OFM Website	Melanie Hazlett	202-482-1027	Crystal Bush	202-482-8365
--OHRM Website	Brad Lockett	202-482-6342	Diane Evans	202-482-4382
--ITA Secretariat Website	Tracy Phillips	202-482-5101		
Web T&A	Lorese Green	202-482-5232	Anjuana Rogers	202-482-3806
Workforce Planning	Ruben Pedroza	202-482-3072	Don May	202-482-0597
White Pages	Charles Jefferson	202-482-6078		