

**Office of Research Services
DIVISION OF INTERNATIONAL SERVICES**

IC DATA SHEET

NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES (NIAID)

SCIENTIFIC DIRECTOR: Kathryn Zoon, Ph.D. Tel.: 496-3006
(Acting) Bldg. 10, Room 4A30 Fax: 480-9324

INTERNATIONAL Dr. Karl Western Tel.: 496-6721

REPRESENTATIVE: Assistant Director for International Research
Solar Building, 1B01

ADMINISTRATIVE OFFICE:

Contacts: See attached list

Comments:

Send copy of Appointment/Renewal letters
Send copy of Notice of Action
Key Contacts are authorizing officials for VF, VL, GR, ES and PSC ID cards

Rocky Mountain Lab (RML):

Comments:

Same as Administrative Office including: send Form 829-6
Send original Form I-9. RML will return a photocopy
Key Contact completes Visiting Foreign Scientist Data Checklist

PERSONNEL OFFICE:

Contacts: See attached list

Comments: *(updated: Notice of Action and I-9 only)*

Send original SF-52
Send original Form I-9
Send copy of Appointment/Renewal letters
Send copy of Notice of Action
Personnel Assistants are authorizing officials for VS ID cards
FTE package not complete without signed salary memo from Dr. Fauci. Renewal FTE appointments without salary increase can be signed by SD.

DELEGATIONS OF AUTHORITY:

Memorandum of October 21, 1992
Memorandum of August 6, 1996

**Office of Research Services
DIVISION OF INTERNATIONAL SERVICES**

NIAID KEY CONTACTS

Chief, IAMB

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Assistant Chief, IAMB

Dorian Oliveira 443-4687

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Contacts for high priority and complex cases

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Noni Person 301-496-0813

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Prathima Sethurama 301 451-2431

Administrative Officer/Assistant

Laboratories at Building 4 - SAM: Jean Paige 496-8132/402-0366, 4/418

Guerdy Toussaint/ Kim Clabaugh

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Key Contact for: LCMi

Jean Paige/Timeka Glasgow/Michelle de Sam

Phone/Fax: 496-2391/402-0366 Location: 4/418

Key Contact for: LMM

*Administrative Fellow: Cana Williams 301-496-2391 4/418

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Kesha Cotton/Lily O'Brien (LHD)

Phone/Fax: 443-7280/480-2128 Location: 10/11C438

Key Contact for: LAD, LHD

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Key Contact for: LI

Milton Kimbrough/Aaron Adams

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Key Contact for: LIR, LMI

Towanda Carroll/Lori Glover

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Laboratories at Building 33 - SAM: Amy Doster 496-4689/480-3212, 33/1N22

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Key Contact for: DIR/OD, LVD, OTD

Lanette West-Johnson/Mike Kilby

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Key Contact for: LBD, EVPS, CMB

Laboratories at Building 50 - SAM: Karen Gallin 594-6489/402-6413, 50/6339

Karen Gallin/Evelyn Butler

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Key Contact for: CBS

Melvin Murphy and Karen Gallin/Sarah Olmschenk

Phone/Fax: 496-3309/402-6413 Location: 50/6328

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Izet Beckwith/Evelyn Butler

Phone/Fax: 594-6379/402-6413 Location: 50/6343

Key Contact for: LPD

Laboratories at Twinbrook - SAM: Karen McLane 594-8492/480-0749, TWIII/2E10

Roger Vega/Vickie Schofield

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Key Contact for: RTB

Patricia King/Vickie Schofield

Phone/Fax: 496-4046/480-0749 Location: TWI/1023

Key Contact for: LIP

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Nancy Cogan/Deborah Plummer

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Laboratories at VRC (Vaccine Research Center): Lead AO: Kim Kiehl 496-1703

Kimberly Kiehl 496-1703 **Key Contact for:**
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Building 40, Room 113

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Irene Richichi/Jason Vervick

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Tony McElroy/Vicki Schofield, Irene Richichi

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Key Contact for: RTB

Federal Express ACCT. #1507-0934-2

**Office of Research Services
DIVISION OF INTERNATIONAL SERVICES**

NIAID PERSONNEL OFFICE CONTACTS

Personnel Office Contacts:

Office of Human Resources-Branch D
6707 Democracy Blvd/ Suite 440
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Phone: See direct numbers below
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Fax: 301-493-0595 (**need to dial 9**)

Chief, Branch D (NIAID)

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Jacita Pritchett (301-402-3903)
LMVR (Lead AO: Karen McLane)

Teresa Leary (301-402-3907)
LAD, LCID, LHD, LI, LIR, LMI (Lead AO: Tina Walton)

Teresa Leary (301-402-3907)
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Receptionists:

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