



NATIONAL BUSINESS CENTER

Administrative Services Directory for the

Main and South Interior Buildings

November 2006

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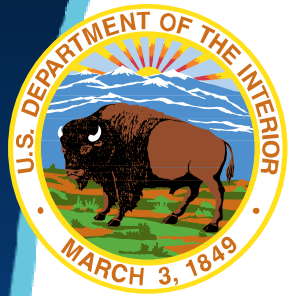
Message from the Director.....

We are pleased to offer the National Business Center's updated Administrative Service Directory for the Main and South Interior Buildings. The alphabetical directory lists products and services provided by the NBC and other organizations in the Main and South Interior Buildings. Additionally, this directory provides contact information for each service and identifies those services which are reimbursable. To improve the directory, we have added organizational charts and summary pricing for our reimbursable services.

NBC is fully committed to achieving customer service excellence by anticipating and responding to your needs and continuing to be your preferred provider of administrative services.

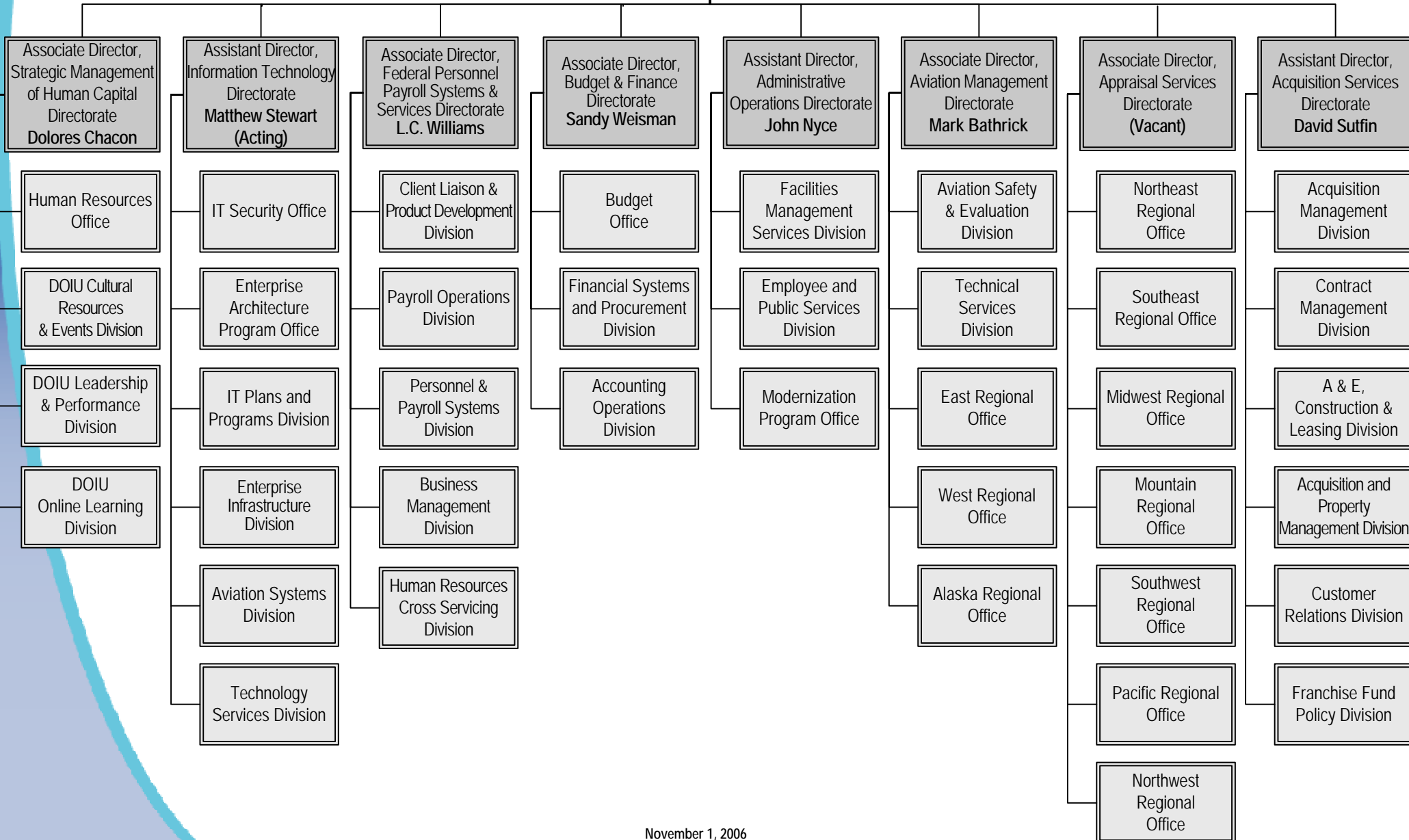
Sincerely,

**Douglas J. Bourgeois
Director**

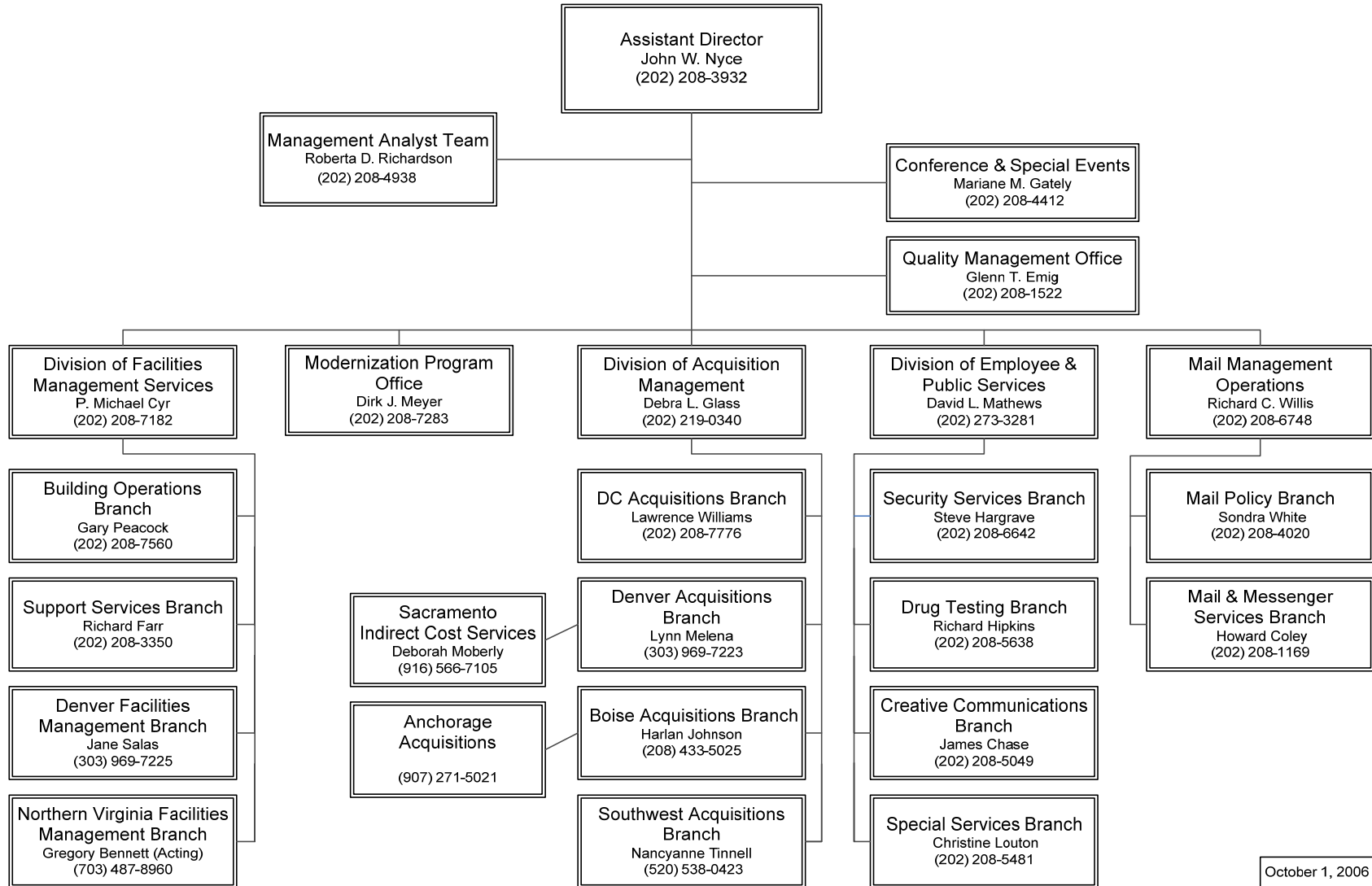


National Business Center Organization Structure

Office of the Director
Douglas J. Bourgeois (Director)
 Donald Swain (Chief of Staff)
 Edmund Crump (Managing Director, Solutions Coordination Office)



National Business Center Administrative Operations Directorate



October 1, 2006

Acronyms:

GSA – General Services Administration

GSI – Guest Services Incorporated

Interior Complex – Main and South Interior Buildings

IDRA – Interior Department Recreation Association

LAN – Local Area Network

MIB – Main Interior Building

NBC – National Business Center

NBC/AO – Administrative Operations Directorate

NBC/BF – Budget and Finance Directorate

NBC/CCS – Creative Communication Services Branch

NBC/CSEO – Conference and Special Events Office

NBC/DAM – Division of Acquisition Management

NBC/DEPS – Division of Employee and Public Services

NBC/DFMS – Division of Facilities Management Services

NBC/DOIU – Department of the Interior University

NBC/HR – Human Resources

NBC/ITD – Information Technology Directorate

NBC/MAT – Management Analyst Team

NBC/MPO – Modernization Program Office

NBC/MMO – Mail Management Operations

NBC/SCO – Solutions Coordination Office

SIB – South Interior Building

OS – Office of the Secretary

PMB/PHR – Office Human Resources

Key:

- * - **Services that can be procured with Government VISA or MasterCard purchase cards.**
- \$ - **Reimbursable service (see pages 14-16).**

Note: Services not identified with a symbol are generally funded through the Working Capital Fund.

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Accessible Technology Center	Christine Louton or Jennifer Meltz	208-5481	2071	NBC/DEPS
Accessibility, Building Related (Interior Complex)	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Accident Reporting	Carl Messick	208-5557	1211	NBC/DFMS
Accounting Operations	Ron Simpson	208-5765	1741	NBC/BFD
Acquisition Services, DC Branch Chief	Lawrence Williams	208-7776	1327	NBC/DAM
Acquisition Services, Division Chief	Debra Glass	219-0340	1326	NBC/DAM
Administrative Operations, Assistant Director	John Nyce	208-3932	1340	NBC/AO
Administrative Operations, Management Analyst Team	Roberta Richardson	208-4938	1041	NBC/MAT
After-Hour Facility Services - \$	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
After-Hour Utility Services - \$	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Alarms (Intrusion) - \$	Kevin Fyock	208-5111	1229	NBC/DEPS
Alcohol Waiver Approvals	Mike Cyr	208-7182	1210	NBC/DFMS
Alterations, Office	Richard Farr	208-3350	1216	NBC/DFMS
Architectural and Engineering Services - \$/*	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Art in Office	David McKinney	208-4102	1357	NBC/DEPS
Art Work, Museum	David McKinney	208-4102	1357	NBC/DEPS
Assistant Building Manager	Kenneth Tunney	208-7560	1221	NBC/DFMS
Audio Visual Equipment, Loan - \$/*	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Auditoriums, Reservations	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Automobiles (Fleet Vehicles)	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DFMS
Award Frames/Plaques - \$/*	Gordon Patrick	208-6412	1210	NBC/DFMS
Background Investigations	Robin Jones	208-3487	1226	NBC/DEPS
Barber Shop	Nadine Wright	208-3926	B-261	IDRA
Banners, Design and Fabrication - \$/*	Mark Hall	208-6725	1063	NBC/CCS
Banners, Installation - \$/*	Richard Farr	208-3350	1216	NBC/DFMS
Binding (Document) - \$/*	Jennifer Stevenson	208-6725	1642	NBC/CCS
Building Operations (Interior Complex)	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Building Maintenance	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Building Manager	Gary Peacock	208-7560	1221	NBC/DFMS
Bulletin Boards, Interior Complex	Maurice Banks	208-7560	1221	NBC/DFMS
Bulletin Boards, IDRA-Controlled	Nadine Wright	208-7381	B-251	IDRA
Bulletin Boards, Ridesharing	Dante Jefferies	208-7182	1210	NBC/DFMS
Cable TV - \$	J. Mike Mason	208-3412	1542	NBC/ITD
Cafeteria, Manager (7:00am - 2:45pm)	Willie Williams	347-7657	B-030	GSI
Cafeteria, Liaison	Maurice Banks	208-7560	1221	NBC/DFMS
Cafeteria, Menu for Visually Impaired	Willie Williams	208-6389	B-030	GSI
Cafeteria-Patrons Council (Cafeteria/Snack Bar/Vending)	Kenneth Tunney	208-7560	1221	NBC/DFMS
Cardiopulmonary Resuscitation (CPR) Training	Alison Stockdale	208-6312	1229	NBC/DEPS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Carlson Wagonlit Travel (Help Desk)	Contract	866-227-5638		
Carpet (Purchase, Installation and Repairs) - \$/*	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Carpet Policy (Interior Complex)	Ian Rosenblum or Mike Cyr	208-7182	1210	NBC/DFMS
Carpet Recycling	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Carpet Cleaning - \$	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Carpools and Vanpools	Denise Culp	208-7182	1210	NBC/DFMS
Certification of Documents	Vincent Clark	208-6711	120-SIB	NBC/ITD
Cellular Phones	Rosie Henderson	208-3412	1552	NBC/ITD
Ceremonies, Setup	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Charge Card, Purchase	Dawn Smith	303-969-7291		NBC/DAM
Charge Card, Travel	Charles Washington	513-0708	2557	PFM/OS
Charge Card, Travel Applications	Charles Washington	513-0708	2557	PFM/OS
Child Care Subsidy	Joy Buhler	219-0811	5223	PMB/PHR
Cleaning, Building	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Color Copying - \$/*	Jennifer Stevenson	208-6725	1063	NBC/CCS
Communications (Telecommunications)	Paula Norman	208-3255	1541	NBC/ITD
Computers (OS/NBC)	Sandra Rainbolt	208-5716	1555	NBC/ITD
Concessions, GSA Liaison	Maurice Banks	208-7560	1221	NBC/DFMS
Conference Room Scheduling	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
			B-263	
			1352	
			8068	
			located inside Cafeteria	
			1120	
			160-SIB	
			8016	
			7000A&B	
Copy Centers:				
1 st Floor Rm. 1063-MIB	Jennifer Stevenson	208-6725	1063	NBC/CCS
2 nd Floor Rm. 2041-MIB	Jennifer Stevenson	208-6725	1063	NBC/CCS
4 th Floor Rm. 4022-MIB	Jennifer Stevenson	208-6725	1063	NBC/CCS
5 th Floor Rm. 5059-MIB	Jennifer Stevenson	208-6725	1063	NBC/CCS
6 th Floor Rm. 6012-MIB	Jennifer Stevenson	219-6725	1063	NBC/CCS
7 th Floor Rm. 7025-MIB	Jennifer Stevenson	208-6725	1063	NBC/CCS
Creative Communications Service, (NBC Graphics) - \$/*	Mark Hall	208-6725	1642	NBC/CCS
Creative Communications Service, Branch Chief	James Chase	208-5049	1648	NBC/CCS
Creative Communications, GPO Liaison	Marvin Savoy	208-6727	1646	NBC/CCS
Credit Cards, Purchase	Rosslyn Murphy	208-6654	1324	NBC/DAM
Credit Cards, Automobile Fuel	Julie Buscher	208-4683	1312	NBC/DFMS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Credit Union, Manager (9:00am - 4:00pm)	Mike Merryman	208-3936	4041	Credit Union
Custodial Services	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Customer Relations (NBC), Program Manager	Dawn McGowan	208-7247	1737	NBC/SCO
Data Communications Services	Paula Norman	208-3255	1541	NBC/ITD
Day Care Center, GSA Central Office	GSA	501-1945		GSA
Day Care Liaison	Joy Buhler	219-0811	5223	PMB/PHR
Delegations (GSA) Coordinator	Mike Cyr	208-7182	1210	NBC/DFMS
Deliveries, Couriers (Ramp D, X-Ray Post)	Contract Security	208-7510	1081	NBC/DEPS
Deliveries, Ramp D	Ron Roberts	208-6746	1081	NBC/DFMS
Departmental, Flags and Seals - \$/*	Dante Jefferies	208-7182	1210	NBC/DFMS
Design and Construction	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Director, NBC	Doug Bourgeois	208-6254	1346	NBC
Directory Assistance, Locator	Howard Coley	208-3651	1083	NBC/MMO
Directory Boards, MIB	Maurice Banks	208-7560	1221	NBC/DFMS
Directory Boards, SIB	Maurice Banks	208-7560	1221	NBC/DFMS
Displays and Exhibits	Maurice Banks	208-7560	1221	NBC/DFMS
DOI University (See Training and Career Development)				
DOI University, Associate Director	Dolores Chacon	208-DOIU	7129	NBC/DOIU
Door Title Cards, Nameplate Signs - \$/*	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Drug and Alcohol Testing Program Coordinator	Richard Hipkins	208-5638	1038	NBC/DEPS
Dry Cleaners, IDRA (7:30am - 4:30pm)	IDRA	208-3589	B-244	IDRA
Electrical Service (Maintenance & Repair)	Virginia McBride or Cynthia Whittle	208-7560	1221	NBC/DFMS
Electrical Service (New/Modifications) - \$/*	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Electronic Publishing - \$/*	Mark Hall	208-6725	1063	NBC/CCS
Elevators	Virginia McBride or Cynthia Whittle	208-7560	1221	NBC/DFMS
E-Mail (OS/NBC)	Joyce Goodson	(703) 487-8615		NBC/ITD
Emergency Coordinator (NBC)	Greg Bennett	208-7182	1210	NBC/DFMS
Emergency Numbers (Interior Complex)				
Fire/Medical/D.C. Police		9-911 then call 208-5803		
Bomb Threat/Security Issues		208-5803 or 208-5111		
Federal Protective Service		708-1111		
Buildings Management		208-7560		
Health Unit		208-7057		
MIB, C Street Guard, 24-Hour		208-7814		
SIB, North Lobby, 24-Hour		208-2529		
MIB-OEP Command Center		208-5803		
SIB-OEP Command Center		208-2529		
DOI Watch Office		208-4108		

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Embosser, Departmental	Vincent Clark	208-6711	120-SIB	NBC/ITD
Employee Assistance Program (NBC)	Rebecca Fields	208-4841	2733	NBC/HR
Employee Assistance Program (DOI or OS)	Joy Buhler	219-0811	5223	PMB/PHR
Employee and Public Services, Chief	Dave Mathews	273-3218	1364	NBC/DEPS
Energy Conservation (Interior Complex)	Kenneth Tunney	208-7560	1221	NBC/DFMS
Environmental (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Equipment (Excess), Warehouse	Mike Crowley	208-3225	1080	NBC/DFMS
Exhibits and Displays, Approval (Interior Complex)	Maurice Banks	208-7560	1221	NBC/DFMS
Exit Clearance-OS & NBC (Form Control)	Kashieka Ivey	208-3697	1540	NBC/ITD
Facilities Management Services, Division Chief	Mike Cyr	208-7182	1210	NBC/DFMS
Facsimile Services	Howard Coley	208-3651	1083	NBC/MMO
FAX Center	Howard Coley	208-3651	1083	NBC/MMO
Federal Protective Service	GSA	708-1111		GSA
FEDEX	Sondra White	208-4020	1731	NBC/MMO
Files Center, Secretary's	Dawn Boswell	208-3652	119-SIB	NBC/ITD
Files Retention	Dawn Boswell	208-3652	119-SIB	NBC/ITD
Fire Drills (Interior Complex)	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Fire Protection (Interior Complex)	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Fitness Center, Gymnasium	Ambrose Harris	208-5756	B-538	IDRA
Flags (DOI & USA), Acquisition & Regulations - \$/*	Dante Jefferies	208-7182	1210	NBC/DFMS
Forms Control (Informs)	Kashieka Ivey	208-3697	1540	NBC/ITD
Freedom of Information Act Requests (OS only)	Sue Ellen Sloca	208-6045	119-SIB	NBC/ITD
Freight Elevators	Virginia McBride or Cynthia Whittle	208-7560	1221	NBC/DFMS
FTS 2001 Connectivity	Melissa Wilkerson	208-3742	1552	NBC/ITD
Furniture (Excess)	Mike Crowley	208-3225	1080	NBC/DFMS
Garage and Ramp Hours, MIB (Mon-Fri, excluding holidays)				
Ramp B - 6:00am - 10:00pm				
Ramp D - 6:00am - 6:30pm				
Ramp G - 6:00am - 8:30pm				
Graphics (Creative Communications Services) - \$/*	Mark Hall	208-6725	1063	NBC/CCS
GSA Capital Improvement Projects (Coordination)	Kenneth Tunney	208-7560	1221	NBC/DFMS
GSA Modernization	Dirk Meyer	208-7283	2505	NBC/MPO
Gymnasium, IDRA	Ambrose Harris	208-5756	B-538	IDRA
Hair Salon	Nadine Wright	208-3926	B-261	IDRA
Hazardous Material Mgmt. (Interior Complex)	Maurice Banks	208-7560	1221	NBC/DFMS
Health and Safety (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Health Unit (8:00am - 4:00pm)	Barbara Hayden	208-7057	7045	NBC/DEPS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Hearing Interpreter (Coordination) - \$	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Help Desk (OS/NBC Desktop Computer Support)	Dynanet	208-5522	2215	NBC/ITD
Historic Preservation (Interior Complex)	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Housekeeping (Custodial Services)	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Heating, Ventilation, & Air Conditioning Service (HVAC)	Cynthia Whittle or Virginia McBride	208-7560	1221	NBC/DFMS
Identification Cards, DOI	Angela Budi	208-5111	1229	NBC/DEPS
Identification Signs, (Office, Portal, Misc.)	Maurice Banks	208-7560	1221	NBC/DFMS
IDRA Administrator	Nadine Wright	208-7382	2319	IDRA
IDRA Fitness Center	Ambrose Harris	208-5756	B-071 or B-538	IDRA
IDRA Post Office	Nadine Wright	208-7382	2319	IDRA
IDRA Store (8:00am - 4:00pm)	Nadine Wright	208-7382	2319	IDRA
Indian Craft Shop, GSI (8:30am - 4:30pm)	Susan Pourian	208-4056	1023	GSI
Indoor Air Quality (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Industrial Hygienist (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Information Collection Officer	Sue Ellen Sloca	208-6045	115-SIB	NBC/ITD
Information Technology Center	Mary Darden	208-4087	1551	NBC/ITD
Internet (OS/NBC)	Trey Ball	(703) 487-8609		NBC/ITD
Interpreter, for the Hearing Impaired - \$	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Information Resource Management	Martha Jones	208-5148	1563	NBC/ITD
John Muir Conference Room, Scheduling	Mariane Gately or Leslie Harmon	208-4412	1343	NBC/CSEO
Keys, Office Entry (Interior Complex)	Angela Budi	208-5111	1229	NBC/DEPS
Labor & Moving Services - \$/*	Aaron Fox	208-3737	1218	NBC/DFMS
Landscaping (Interior Complex)	Julio (Jay) Agosto	208-3335	1221	NBC/DFMS
LAN – Administrative Group	Sandy Rainbolt	208-5148	1555	NBC/ITD
LAN – Administrative Group	Louis Eichenbaum	208-5148	1557	NBC/ITD
LAN - Help Desk	Dynanet	208-5522	2215	NBC/ITD
LAN - Cable Connections (Interior Complex)	J. Mike Mason	208-3412	1542	NBC/ITD
Letterhead (All Bureaus and Offices) - \$/*	Jennifer Stevenson	208-6725	1063	NBC/CCS
Library, Liaison	David McKinney	208-7017	2264	NBC/DOIU
License Tags, Government Vehicle	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DFMS
Loading Dock (7:30am - 4:00pm)	Ron Roberts	208-6746	1081	NBC/DFMS
Lobbies:				
C Street Lobby, MIB	(open 7 days week/24 hours, visitors entrance)	208-7464		NBC/DEPS
E Street Lobby, MIB	(open M-F, 6:30am-7:30pm, employee entrance)	208-4342		NBC/DEPS
Constitution Ave., SIB		208-2725		NBC/DEPS
Virginia Ave., SIB		208-6927		NBC/DEPS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Locator	Howard Coley	208-3651	1083	NBC/MMO
Locksmith	Dave Vanderweele or Kevin Fyock	208-5111	1229	NBC/DEPS
Lost and Found	Contract Security	208-5803	1012	NBC/DEPS
Office Space	Richard Farr	208-3350	1216	NBC/DFMS
Mail Management, Chief	Richard Willis	208-5390	1731	NBC/MMO
Mail Services (Interior Complex)	Sondra White	208-4020	1731	NBC/MMO
Mail Services, Liaison	Sondra White	208-4020	1731	NBC/MMO
Mail Stops, Additions or Changes	Taunya Scott	208-3955	1731	NBC/MMO
Maintenance Services	Cynthia Whittle or Virginia McBride	208-7560	1221	NBC/DFMS
Modernization-MIB:				
Project Manager	Dirk Meyer	208-7283	2506	NBC/MPO
Assistant Project Manager	Gay Bindocci	208-3335	2508	NBC/MPO
Motor pool Program	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DFMS
Moving, Household Goods or Freight	Catherine Connor-Stokes	208-6778	1314	NBC/DEPS
Moving and Labor Services	Aaron Fox	208-3737	1218	NBC/DFMS
Museum	David McKinney	208-7017	1238	NBC/DOIU
Museum Tours, (Building Murals)	Kurt Dietz	208-1166	1024	NBC/DOIU
North Penthouse, Scheduling	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Notary Public "for official business only":				
SOL	Cheryl Brown	208-3519		
SOL	Renee Cooper	208-4393		
SOL	Sandra Barnett	208-6239		
Offset Printing - \$/*	Jennifer Stevenson	208-6725	1063	NBC/CCS
Occupant Emergency Planning (Interior Complex)	Mike Cyr	208-7182	1210	NBC/DFMS
Occupational Safety, Tort Claims	Carl Messick	208-5557	1211	NBC/DFMS
Painting, Office - \$/*	NBC/DFMS Alterations	208-3350	1218	NBC/DFMS
Parking and Ridesharing	NBC/DFMS	208-7182	1210	NBC/DFMS
Passports and Visas	Corinthia Stewart	208-5292	1313	NBC/DEPS
Payroll	Delores Galloway	208-3138	1321	NBC/HR
Personnel Office (NBC)	Eugene Henry	208-3332	2735	NBC/HR
Photographic Services (Studio, digital, on-location) - \$/*	Tami Heilemann	208-1793	1063	NBC/CCS
Physical Security	Steve Hargrave	208-5111	1224	NBC/EPS
Piano	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Picture Framing - \$/*	IDRA	208-3104	B-250	IDRA
Pictures, Hanging - \$/*	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Portals (Construction of Portals) - \$/*	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Personnel Office, Chief (NBC)	Vivian Clark	208-4392	2727	NBC/HR
Personnel Security	Robin Jones	208-3487	1226	NBC/DEPS
Pest Control	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Posters, Approval to Display in Public Space	Maurice Banks	208-7182	1221	NBC/DFMS
Posters, Design and/or Fabrication - \$/*	Mark Hall	208-6725	1063	NBC/CCS
Post Office, IDRA (7:45am - 3:30pm)	IDRA	208-3482	B-243	IDRA
Press Conference	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Printing and Reprographics Plant - \$/*	Jennifer Stevenson	208-6725	1063	NBC/CCS
Printing Officer (NBC)	James Chase	208-5049	1648	NBC/EPS
Printing Services - \$/*	Jennifer Stevenson	208-6725	1063	NBC/DFMS
Privacy Act Officer	Sue Ellen Sloca	208-6045	115-SIB	NBC/ITD
Property Management (OS & NBC)	Scotty Fox	208-6746	1312	NBC/DFMS
Property Management, Officer	John Butler	208-4682	1737	NBC/DFMS
Property Passes, Information	Scotty Fox	208-6746	1312	NBC/DFMS
Public Hearings	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Public Information Office, Locator	Howard Coley	208-3651	1083	NBC/MMO
Publications Services - \$/*	Marvin Savoy	208-6725	1063	NBC/CCS
Publishing, Electronic - \$/*	Mark Hall	208-6725	1063	NBC/CCS
Quality of Work Life	Rebecca Fields	208-4841	2733	NBC/HR
Rachel Carson Conference Room, Scheduling	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Ramp Hours (see Garage and Ramp Hours)				
Receiving Dock (7:30am – 4:00pm)	Ron Roberts	208-6746	D-Ramp	NBC/DFMS
Records Disposition	Dawn Boswell	208-3652	119-SIB	NBC/ITD
Records Management	Dawn Boswell	208-3652	119-SIB	NBC/ITD
Recycling:				
Computers	John Butler	208-4682	1737	NBC/DFMS
Interior Complex	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Recycling Information	Julio (Jay) Agosto	208-7560	1221	NBC/DFMS
Reimbursable Work Authorizations, GSA	Richard Farr	208-3350	1216	NBC/DFMS
Relocation Services (NBC)	Catherine Connor-Stokes	208-6778	1314	NBC/DEPS
Removal of Property from Buildings	Scottie Fox	208-6746	1312	NBC/DFMS
Renovations, Office - \$/*	Richard Farr	208-3350	1216	NBC/DFMS
Reproduction, Printing - \$/*	Jennifer Stevenson	208-6725	1063	NBC/CCS
Roof Terrace: (Opens late April, Closes mid November; hours: 11:00am - 2:00pm daily, weather permitting)	Mike Cyr	208-7182	1210	NBC/DFMS
Safety Hazard	Gary Peacock or Kenneth Tunney	208-7560	1221	NBC/DFMS
Safety & Health (OS/NBC)	Carl Messick	208-5557	1211	NBC/DFMS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Safety & Health, Building Related (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Satellite Uplink/Downlink Services	J. Mike Mason	208-3412	1542	NBC/ITD
Seals (Departmental), Acquisition & Regulations - \$/*	Dante Jefferies	208-7182	1210	NBC/DFMS
Secretarial Subject Files	Vincent Clark	208-6711	120-SIB	NBC/ITD
Secretary's Conference Room	Diane Calhoun or Wanda Franklin	208-7351	5160	OS
Security (Interior Complex):	NBC/DEPS	208-5111	1229	NBC/DEPS
Branch Chief	Steve Hargrave	208-3457	1228	NBC/DEPS
Guard Contract COTR, Alarms	Kevin Fyock	208-7814	1229	NBC/DEPS
Keys, ID's	Angie Budi	208-5111	1229	NBC/DEPS
Receptionists:				
C Street, MIB		208-7464		
E Street, MIB		208-4342		
Virginia Avenue Entrance, SIB		208-2529		
Constitution Avenue Entrance, SIB		208-2725		
Tunnel		208-4130		
Security Clearances	Robin Jones	208-3487	1226	NBC/DEPS
SIB Security Office	Steve Hargrave	208-5111	1228	NBC/DEPS
Shipment of Household Goods & Freight	Catherine Connor-Stokes	208-6778	1314	NBC/DEPS
Shipping & Receiving	Ron Roberts	208-6746	D-Ramp	NBC/DFMS
Shredding	Vincent Clark	208-6711	120-SIB	NBC/ITD
Smart Card	Dave Vanderweeleor Kevin Fyock	208-5111	1229	NBC/DEPS
Snack Bar-MIB (7:30am - 3:50pm)	Randolph Sheppard	737-1082	4021	GSA
Snack Bar-SIB (24 Hours)	Randolph Sheppard	737-1082	24-SIB	GSA
Snack Bar, Liaison (MIB and SIB)	Maurice Banks	208-7560	1221	NBC/DFMS
South Interior Building Auditorium, Scheduling	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
South Penthouse, Scheduling	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
Space Alterations	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Space Management	Richard Farr	208-3350	1216	NBC/DFMS
Special Events Office	Mariane Gately or Leslie Harmon	208-4412	1343	NBC/CSEO
Stress Reduction Room	Angel Baker	219-3938	4042	NBC/DEPS
Sydney R. Yates Auditorium, Scheduling	Mariane Gately or Leslie Harmon	208-4412	1736	NBC/CSEO
TDD	Christine Louton or Jennifer Meltz	208-5481	2071	NBC/DEPS
Technology Service, Chief (Acting)	Martha Jones	208-5148	1563	NBC/ITD
Teleconference Service	Rosie Henderson	208-3412	1552	NBC/ITD
Telephone Directory	Taunya Scott	208-6748	1731	NBC/MMO
Telephone (Service Repairs)	J. Mike Mason	208-3412	1542	NBC/ITD
Temporary Parking	Dante Jefferies	208-7182	1210	NBC/DFMS
Tenant Users Group	Roberta Richardson	208-4938	1344	NBC/AO
Theft, Harassment, Other Security Incidents	Kevin Fyock	208-1525	1229	NBC/DEPS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Directorate/Division</u>
Tort Claims	Carl Messick	208-5557	1211	NBC/DFMS
Training and Career Development	Lynn McPheeters	208-5616	7129	NBC/DOIU
Classroom Training	Rebecca Rabuck	208-3446	7124	NBC/DOIU
Computer Classroom Training	Rebecca Rabuck	208-3446	7124	NBC/DOIU
Online Learning	Robert Veltkamp	208-3441	7117	NBC/DOIU
Speaker Series	David McKinney	208-7017	2264	NBC/DOIU
Transportation Subsidy Program:				
BIA	Matt Cravatt	208-3644		
BOR	Jeannette Coleman	513-0520		
BLM	Renee Roberts	452-5178		
FWS	Kimm Slayton	703-358-2121		
MMS	Elsie Baker	703-787-1233		
NPS	Kenya Jackson	354-1993		
OIG	Delores Miller	208-5045		
OS/NBC	Denise Culp	208-7182		
OSM	Randy Garman	208-2689		
SOL	Lori Jarman	208-5764		
USGS	Shelby Montgomery	703-648-7307		
Travel Services, Government Charge Card (OS/NBC)	Charles Washington	513-0708	2557	PFM/OS
Travel Voucher Preparation (OS/NBC)	Barbara Martin	208-3119	1315	NBC/BF
Tunnel to GSA (7:30am - 5:00pm)	Security Guard	208-4130		NBC/DEPS
Vehicle, Government License Tags	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DFMS
Vehicle, Motorpool Management	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DFMS
Vehicle, Temporary Loan	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DFMS
Vending Machines (see Snack Bar)	Maurice Banks	208-7560	1221	NBC/DFMS
Videoconferencing Facility Services	J. Mike Mason	208-3412	1542	NBC/ITD
Visas and Passports	Corinthia Stewart	208-5292	1313	NBC/DEPS
Visual Arts (Graphics)	Mark Hall	208-6725	1063	NBC/CCS
Voice Mail	Paula Norman	208-3412	1541	NBC/ITD
Warehousing	Mike Crowley	208-3225	1070	NBC/DFMS
Weight Load Surveys (Interior Complex) - \$/*	NBC/DFMS Alterations	208-3350	1216	NBC/DFMS
Workers' Compensation (OWCP/NBC)	Ann Pricci	219-0135	2729	NBC/HR

For changes to this directory, call the National Business Center, Division of Facilities Management Services on (202) 208-7182.

**SUMMARY
OF
PRICING FOR REIMBURSABLE PRODUCTS & SERVICES**

PROGRAM/PRODUCT or SERVICE	CONTACT	UNIT	COST	DESCRIPTION
DIV. OF FACILITIES MANAGEMENT SERVICES	DANTE JEFFERIES 208-7182			
DOI Seal		EACH	\$205.00	15" 3-D Wall Plaque
DOI Flag (Outdoor)		EACH	\$89.00	
DOI Flag (Indoor) w/ fringe		EACH	\$130.00	
DOI Flag Set - 9' Indoor		EACH	\$312.00	(includes Fringe/Tassel/Pole/Eagle/Base)
US Flag (Outdoor)		EACH	\$55.00	
US Flag (Indoor) w/ Fringe & Tassel		EACH	\$112.00	
US Flag Set - 9'		EACH	\$302.50	(includes Fringe/Tassel/Pole/Eagle/Base)
US Flag Set - 7'		EACH	\$285.00	(includes Fringe/Tassel/Pole/Eagle/Base)
BUILDING MANAGEMENT	VIRGINIA McBRIDE/CYNTHIA WHITTLE 208-7560			
Custodial Service (After Hours)		HOUR		
Cooling in MIB (After Hours)		HOUR	\$351.82	Cool up to two full wings (minimum)
Heating in MIB (After Hours)		HOUR	\$145.19	Heat one half wing
Cooling in SIB (After Hours)		HOUR	\$105.06	Cool the entire Building
Heating in SIB (After Hours)		HOUR	\$149.31	Heat the entire Building
Stand by Electrician Services		HOUR		
ALTERATIONS	YVONNE CARSWELL 208-5369			
Labor rate plus materials		HOUR	\$60.00	Minimum charge for service is one hour
Room Paint (SIB)		PER ROOM	\$500.00	
Room Paint (MIB)		PER ROOM	\$600.00	
Purchase/Install Carpet tile		SQ. FT.	\$35.00	
Portals (historically correct)		PER ROOM	\$15K	
Kitchenettes		EACH	\$10K	
Desk Name plates w/ holder		EACH	\$25.00	
Desk Name plates w/o holder		EACH	\$20.00	
PROGRAM/PRODUCT or SERVICE	CONTACT	UNIT	COST	DESCRIPTION

PROGRAM/PRODUCT or SERVICE	CONTACT	UNIT	COST	DESCRIPTION
Office Wall		EACH	\$2,250.00	Install Drywall partition w/ outlets
Office Wall & Door		EACH	\$2,600.00	Drywall partition w/ door and outlets
DEMO metal wall		EACH	\$2,500.00	Remove metal partition
DEMO drywall		EACH	\$800.00	Remove drywall partition
Buffalo Award Plaque		EACH	\$250.00	Engraving & Plaque
MOVING SERVICES	AARON FOX 208-3737			
Contract Labor (Business hours)		HOUR	\$30.00	Per hour/per person (minimum of one hour)
Contract Labor (Overtime)		HOUR	\$45.00	(Minimum of two movers and one hour)
Moving Boxes		EACH	\$2.00	Cardboard boxes
TELECOMMUNICATIONS SERVICES OFFICE	BRANDON TODD 208-3412			
Polycom		EACH	\$15.00	Per setup
Audio Conference		PER MIN	\$0.12	Per minute/per connected port
Video Conference		HOUR	\$15.00	Point to Point
Video Conference (MCI bridging services)		PER MIN	\$1.00	Per site/per connected port (multipoint)
LAN Activation		EACH	\$30.00	
Long Distance Calling		EACH	Varies	Reimburse per actual bill
Video Productions		HOUR	\$50.00	
Conference room (AV equipment)		HOUR	\$25.00	
Post Productions (Editing)		DAY	\$75.00	
CONFERENCE SPECIAL EVENTS OFFICE	MARIANE GATELY/LESLIE HARMON 208-4412			
Audio Visual Support		HOUR	\$25-\$200.00	Podium w/mic, various microphones, DVD Player, LCD Projector, Audio/Video Record, etc.
(HVAC) Heating, Ventilation, Air Condition (External Customers & After Hours use ONLY)		HOUR	\$135-\$300.00	MIB Auditorium (Includes Engineer)
Custodial Services (External Customers ONLY)		FLAT RATE	\$100.00	MIB Auditorium
Electrician Services		HOUR	\$55.00	MIB Auditorium & SIB Auditorium
Security Services (MIB Auditorium ONLY)		HOUR	\$40.00	
Meeting Planning Services			NC	
Rental Fee (External Customers ONLY)		HOUR	\$200.00	MIB Auditorium
Rental Fee (External Customers ONLY)		HOUR	\$100.00	SIB Auditorium
Rental Fee (External Customers ONLY)		HOUR	\$260.00	South Penthouse/Roof Terrace
Coolers			NC	Various Sizes
Room Setup			NC	SIB Auditorium, South Penthouse, Rachel Carson Room
PROGRAM/PRODUCT or SERVICE	CONTACT	UNIT	COST	DESCRIPTION

PROGRAM/PRODUCT or SERVICE	CONTACT	UNIT	COST	DESCRIPTION
PHOTOGRAPHIC SERVICES	TAMI HEILEMANN 208-1793			
Professional Photographic Service (Digital Imaging/Film by request)		HOUR	\$65.00	Photographic services for meetings, conferences, receptions, award ceremonies, etc.
Reprints of Photographs		EACH	Varies	Sizes:4"x6",8"x10",5"x7"
CREATIVE COMMUNICATIONS SERVICES	ALANDRA HARLEY/ JENNIFER STEVENSON 208- 6723			
Walk up Copy Centers (2nd, 4th, 6th, & 7th)		PER COPY	\$0.10	Black & White Copies
Walk up Copy Centers (2nd, 4th, 6th, & 7th)		PER COPY	\$1.00	Color Copies
B&W copies 8.5 x 11 (1-sided 1-99 Copies)*		PER COPY	\$0.09	Full Service, fast turnaround digital printing and finishing by In-house printing specialist.
B&W copies 8.5 x 11 (2-sided 1-99 Copies)*		PER COPY	\$0.17	
B&W copies 11 x 17 (1-sided 1-99 Copies)*		PER COPY	\$0.18	
B&W copies 11 x 17 (2-sided 1-99 Copies)*		PER COPY	\$0.34	
Binding:				
Comb (GBC), Velo, Coil (Spiral), Perfect		PER BOOK	\$2.45	
Tabs		PER TAB	\$0.40	
Handworks (Bind, Staple, Cut, Fold, Insert)		HOUR	\$32.00	
In stock items:				
Letterhead (Offset)		PER REAM	\$33.00	
Letterhead (Embossed)		PER REAM	\$80.00	
Envelopes (No. 10)		PER BOX	\$55.00	500 per box
Envelopes (Large Brown Kraft)		PER BOX	\$55.00	500 per box
Copy Paper (8 1/2 x 11)		PER BOX	\$34.10	10 reams per box
Copy Paper (8 1/2 x 14)		PER BOX	\$35.00	10 reams per box
Desktop Publishing/Design		HOUR	\$75.00	A full range of quality design, layout, photo/art/text scanning and illustration.
Posters (Unmounted)		PER SQ. FT.	\$16.00	
Posters (Mounted)		PER SQ. FT.	\$20.00	
Color Copies 8.5 x 11 (1-sided 1-99 copies)*		PER COPY	\$0.90	
Color Copies 8.5 x 11 (2-sided 1-99 copies)*		PER COPY	\$1.55	
Color Copies 11 x 17 (1-sided 1-99 copies)*		PER COPY	\$1.65	
Color Copies 11 x 17 (2-sided 1-99 copies)*		PER COPY	\$2.30	
				* Discounts are given on larger quantities.
				** Price for items contracted may vary.
				If service is not listed please call Jennifer Stevenson on 208-6725 for details.

Note: Prices are subject to change, please contact the Program Office.

Helpful NBC Websites:

NBC – www.nbc.gov

DFMS – www.nbc.gov/facilities

DEPS – www.nbc.gov/public.html

MPO – www.doi.gov/modernization

DOIU – www.doiu.nbc.gov

ITD – www.doi.gov/foia