

**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
Bldg. 33, Room 2N09G Fax: 301-402-0166

INTERNATIONAL Dr. Karl Western Tel.: 496-6721
REPRESENTATIVE: Assistant Director for International Research
Solar Building, 1B01

SCIENTIFIC DIRECTOR, VRC: Gary J. Nabel, M.D., Ph.D. Tel: 301-496-1852
Bldg 40, Room 4502

ADMINISTRATIVE OFFICE:

Key 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): See attached list

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: See attached list

Comments: FTE package not complete without signed salary memo from Dr. Fauci. Renewal FTE appointments without salary increase can be signed by SD. Send Notice of Action and I-9 on or before Entrance-On-Duty.

DELEGATIONS OF AUTHORITY: Memorandum of October 21, 1992; Memorandum of August 6, 1996

B-1 DELEGATES:

Building 10: Melvin Murphy; back up: Keshia Cotton
Twinbrook: Nancy Cogan; back up: Roger Vega
Building 4: Wendy Baker; back up: Georgia Baldwin
Building 50: Tammie Winters; back up: D. Lanette West-Johnson
Building 33: Theresa Lumsden; back up: Heather Zawalick
RML: Irene Richichi; back up: Rita Ser Voss, Dana Bremner

Building 40 / VRC: Valerie Lawrence; back up: Renita Brooks (Farrington)

DCR/IRF: Division of Clinical Research / Integrated Research Facility:
Vanessa Day, located in Fort Detrick, MD

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

NIAID KEY CONTACTS

Branch Chief

Kevin Sullivan (301) 496-0429
Bldg. 3/1W09, FAX: 301 480-3212

Division of Intramural Research, Program Support Staff (DPSS)

DPSS Case Development Team Bldg. 33/1N19

Team Lead - Katherine Miller, Ph.D. (301) 594-0650

DPSS Case Development Specialists

Karen Boeshans, Ph.D. Phone (301) 594-4597

Meredith Shaffer, Ph.D. Phone (301) 594-0517

Visa Team

Vivian Weaver

** Vivian Weaver will be the Key Contact for all FTE requests. Katherine Miller is her back-up. Dr. Zoon and Dr. Fauci will continue to sign new FTE appointment packages. Renewal packages will continue to be signed by Dr. Zoon.

DPSS Quality Assurance Teams Bldg. 33/1N19

Technical QA Team

Team Lead Valerie Mcrae Phone (301) 496-3083

Jacqueline Vega Phone (301) 496-5188

Makita Gray Phone (301) 496-8387

Committee Management Bldg. 33/1N19

Team Lead Shannon Howard Phone (301) 594-1150

Joseph (Jody) Burkley Phone (301) 454-2431

Kimberley Tindal Phone (301) 496-0351

Administrative Officer/Assistant

Laboratories at Building 4 – SAM: Karen Gallin 496-8132/402-0366, 4/418

Wendy Baker / Lori Glover (451-0180)

Phone/Fax: 451-2391/402-0366 Location: 4/418

Key Contact for: LMM

Georgia Baldwin/ Lori Glover (451-0180)
Phone/Fax: 451-2391/402-0366 Location: 4/418
Key Contact for: LCMI, LSB

Laboratories at Building 10 - SAM: Niaema Brewer 451-0289/402-2128, 3/1E10-A

Kesha Cotton/Vacant (496-2750) Location: 3/1E08-B
Fax: 443-7280 Location: 3/1E04-A
Key Contact for: LAD, LHD

Melvin Murphy/Mew Rattanawatkul (496-2750) Location: 3/1E08-A
Phone/Fax: 451-7823/480-2128 Location: 3/1W10
Key Contact for: LI

Vickie Schofield/Kiersten Bugge (496-2750) Location: 3/1E08-D
Phone/Fax: 402-2416/402-1328 Location: 3/1E10-A
Key Contact for: LMI

Renee Hall / Kiersten Bugge (496-2750) Location: 3/1E08-D
Phone/Fax: 451-1741/402-1328 Location: 3/1E10-B
Key Contact for: LIR

Towanda Carroll/Michael Tuthill (496-2750) Location: 3/1E08-C
Phone/Fax: 594-0927/480-2128 Location: 3/1E04-B
Key Contact for: LCID

*Laboratories at Building 33 - SAM: Heather Zawalick 594-1445/480-3212, 301-356-8114 (cell)
3/1E16*

John Golaner /Tony Lee (594-1445)
Phone/Fax: 594-1445/480-3212 Location: 3/1E18
Key Contact for: DIR/OD, LVD

Patricia Vasilatos/Jennifer Mofazzal (594-1445)
Phone/Fax: 594-1445/480-3212 Location: 3/1E18
Key Contact for: OTD

Patricia Vasilatos/Jennifer Mofazzal Phone/Fax: 594-1445/480-3212 Location: 3/1E18
Key Contact for: EVPS, CMB

Laboratories at Building 50 - SAM: Michelle Ware 594-3309/402-6413, 50/6328

Tammie Winters/Carrie Martin (402-9425) Location: 6341
Phone/Fax: 594-6379/402-6413 Location: 50/6343
Key Contact for: LPD

Theresa Lumsden /Evelyn Butler (402-9426) Location: 6341
Phone/Fax: 443-7755/402-6413 Location: 50/6339
Key Contact for: LID

Michelle Ware/Carrie Martin (402-9425) Location: 6341

Phone/Fax: 594-3309/402-6413 Location: 50/6328
Key Contact for: CBS

Laboratories at Twinbrook - SAM: Nancy Cogan 496-8385/435-5149, TWII/200D

Roger Vega/ Amy Fuse (496-4046) Location: TWI / 1019

Phone/Fax: 496-4046/480-0749 Location: TWI/1020

Key Contact for: RTB *remove (MVDB)

Dorian Oliveira/Amy Fuse

Key Contact for: LMIV

Dorian Oliveira/ VACANT

Key Contact for: LIG (and Former LIP –LIG and LIP have merged)

Tony McElroy/ Colleen Maloy (443-4575) Location: TW/2E-12

Phone/Fax: 594-8492/480-0930 Location: TWIII/2E-12

Key Contact for: LMVR

****Please move Laboratories at VRC under Rocky Mountain Labs**

Laboratories at VRC (Vaccine Research Center) in Bldg 40: Lead AO: Kim Kiehl 496-1703

Fax: 301-480-3114

Marie Hirsch: Branch Chief, VAMB

Building 40, Room 1114

Kimberly Kiehl 496-1703

Building 40, Room 1118

Renita Brooks (Farrington) 496-1703

Building 40, Room 1113

Valerie Lawrence 496-1703

Building 40, Room 1108

Thomas Royal 496-1703

Building 40, Room 1108

Rocky Mountain Labs - SAM: Leona Barr 406-363-9395/406-375-9644, Hamilton, MT 59840

Brian Taggart / Tammy Meuchel (LHBP)

Phone: 406-375-9703/ 406-375-9685, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Jason Vervick / Dana Bremner (LICP)

Phone: 406-375-9623/ 406-375-9709, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Irene Richichi / Tammy Meuchel (LPVD)

Phone: 406-363-9287 / 406-375-9685, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Lynne Kisling / Syble Rudd (LV)

Phone: 406-375-9627 / 406-363-9398, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Brian Taggart / Syble Rudd (LZP)

Phone: 406-375-9703/ 406-363-9398, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Colleen Miller / Syble Rudd (OOM)

Phone: 406-363-9407 / 406-363-9398, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Lynne Kisling / Dana Bremner (OSM)

Phone: 406-375-9627 / 406-375-9709, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Colleen Miller / Dana Bremner (RMVB)

Phone: 406-363-9407 / 406-375-9709, Fax: 406-375-9644

Location: 903 S. 4th Street, Hamilton, MT 59840

Roger Vega/Amy Fuse and Irene Richichi (RTB's Research Technologies)

Phone/Fax: 301-496-4046, 406-363-9287 / 301-480-0749

Roger's Location: Twinbrook I/1020 Irene: 903 S. 4th Street, Hamilton, MT 59840

Key Contact for: RTB

****HR Contact for RML:**

John Barr

Phone/Fax: 406-375-9601 / 406-363-9329

Location: 903 S. 4th Street, Hamilton, MT 59840

NIAID PERSONNEL OFFICE CONTACTS (excluding RML, see above):

Office of Human Resources-Branch D

10401 Fernwood Road, Room 2D-19

Bethesda, MD 20817

Phone: See direct numbers below

Fax: 301-496-1940 (***use this one first**)

Fax: 301-480-5691 (**need to dial 9**)

Virtual fax: 301-541-5401

Chief, Branch D (NIAID)

Sheri Liggett (301-402-3908)

Senior HR Specialists

Susan Anderson (301-402-4087)

HR Specialists

Intramural:

Edith Tudae-Torboh (phone: 301.594.1240)

LMVR, LIG, LMVI, LIP (Lead AO: Nancy Cogan)

LCMI, LVD, LBD, LMM (Lead AO: Heather Zawalick)

LCMI, LMM (Acting: Lead AO, Karen Gallin)

****Teresa Leary (301-402-3907)**

OSD, CBS, OSTEP, CMB, IDPB (Lead AO: Heather Zawalick)

LAD, LHD, LCID, LI, LSB, LIR, LMI (Lead AO: Niaema Brewer)

****Dierdre Davis (301.402.3931) TEMPORARY REPLACEMENT FOR TERESA LEARY**

07/18/2012 to approx. 12/31/2012

OSD, CBS, OSTEP, CMB, IDPB (Lead AO: Heather Zawalick)

LAD, LHD, LCID, LI, LSB, LIR, LMI (Lead AO: Niaema Brewer)

John Barr (406-375-9601)

LHBP, LICP, LPVD, LZP, OOM, RMVB, OSM, LV, and RTB (Lead AO: Klaus Placke)

Team Leader: Deirdre Davis (301-402-3931)

LID, LPD, DCR (Division of Clinical Research)

HR Assistant: Lakeisha Washington (301-435-8576)

Teresa Leary/Lakeisha Washington VRC (301-402-3907/435-8576)

LaKeisha Washington DCR (301-594-3676/435-8576)

Extramural:

Sean Stroud – DAIDS (301-496-9961)

Laverne Coleman (Acting) – DAIT, DMID (301-402-3928)

Toni Moore – DEA (301-435-8578)

Team Leader: Sheri Liggett (301-402-3908)

HR Assistant: Vacant

Receptionists:

Vacant