



BUSINESS SERVICES DIRECTORY

OCTOBER 2009

United States Department of Agriculture
Animal and Plant Health Inspection Service
Marketing and Regulatory Programs Business Services

MRPBS Organizational Chart

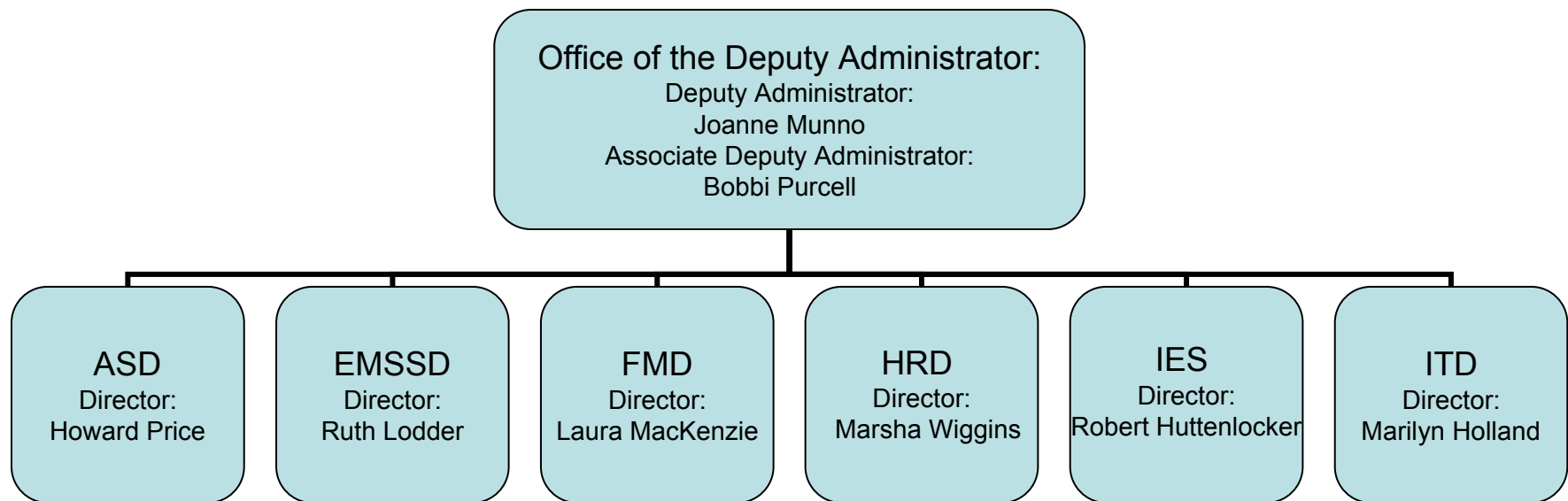


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**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)**

OFFICE OF THE DEPUTY ADMINISTRATOR (ODA)

Joanne Munno, Deputy Administrator	202-720-5213	Fax No.: 202-690-0686
Bobbi Purcell, Associate Deputy Administrator	202-690-2762	Fax No.: 202-720-1473
Julie Cooper, Special Assistant to the Deputy Administrator	301-734-7742	Fax No.: 301-734-5403
Mimi Fowler-Coristine, Program Manager	301-851-2814	Fax No.: 301-734-6006
Philip Grove, Program Analyst	301-734-3778	Fax No.: 301-734-6006
Phyllis Piper, Staff Assistant	202-720-5213	Fax No.: 202-690-0686

MAILING ADDRESSES

WASHINGTON, DC

USDA, APHIS, MRPBS, ODA
1400 Independence Ave., SW.
308 E Jamie Whitten Building
Washington, DC 20250

RIVERDALE, MD

USDA, APHIS, MRPBS, ODA
4700 River Road, Unit 80
Riverdale, MD 20737

MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)

ADMINISTRATIVE SERVICES DIVISION (ASD)

OFFICE OF THE DIRECTOR – Unit 122

Howard G. Price, Director	301-734-5684	Fax No.: 301-734-3271
Latisha Beverly, Administrative Officer	301-734-4331	Fax No.: 301-734-3271
Laverna Allen, Management Assistant	301-734-3271	Fax No.: 301-734-3271
Tanica Butler, Management Assistant	301-734-7673	Fax No.: 301-734-3271
Gerald Harvey, Student Management Assistant	301-734-3703	Fax No.: 301-734-3271

MAILING ADDRESSES

MINNEAPOLIS, MN

USDA, APHIS, MRPBS, ASD
100 North Sixth Street, 5th Floor, Suite 510C
Minneapolis, MN 55403

RALEIGH, NC

USDA, APHIS, MRPBS, ASD
920 Main Campus Drive, Suite 200
Raleigh, NC 27606

RIVERDALE, MD

USDA, APHIS, MRPBS, ASD
4700 River Road, Unit 122 or 115
Riverdale, MD 20737

KANSAS CITY, KS

USDA, APHIS, MRPBS, ASD
NLSC Warehouse
1510 Bannister Road, Bldg. 1
Kansas City, MO 64131-3063

WASHINGTON, DC

USDA, APHIS, MRPBS, ASD
1400 Independence Ave., SW
Mail Stop 3445
Washington, DC 20250

Procurement Branch

Peter Opheim, Branch Chief 612-336-3227

General Contracting – Receives the requests for acquisitions that are estimated above \$100,000. These goods and services are not available from the primary sources of supply such as GSA stock, programs, or contracts. This team assists in preparing Statements of Work for a wide range of service and supply contracts and awards and administers these contracts. This team provides services to all of MRP.

Gloria Benson, Contracting Officer	612-336-3220
Michael Chiodi, Contract Specialist	612-336-3203
Carol Dingess, Contract Specialist	612-336-3550
Leigh Eberhart, Contract Specialist	612-336-3206
Jeanine Goral, Administrative Support	612-336-3353
Patricia Harris, Contracting Officer	612-336-3207
Debbie Halvorson, Procurement Technician	612-336-3239
Nathan Johnson, Contract Specialist	612-336-3404
Joanne Mann, Contracting Officer	612-336-3224
Larry Nelson, Contracting Officer	612-336-3225
Carol Nygren, Contract Specialist	612-336-3235
Margie Thorson, Contracting Officer	612-336-3209
Jason Wilking, Contracting Officer	612-336-3210
Fax No.:	612-336-3550

Purchasing Team – Processes procurement requests under \$100,000 for all of MRP. Like the Contracting Team, this team works in defining work statements for supplies and services. The Purchasing Team provides service to all of MRP.

Dennis Barry, Purchasing Agent	612-336-3219
Latisha Hollman, Purchasing Agent	612-336-3553
Sheree Johnson, Purchasing Agent	612-336-3222
Fax No.:	612-336-3554

Specialized Contracting Branch

Plans, organizes, and coordinates the contracting program for procurement of information technology awards. Services for AMS entail the receipt of request for IT supplies, equipment, and services and securing these through the issuance of purchase orders or contract awards to vendors on the open market or through GSA. This team provides services for all of MRP.

Herbert L. Suber, Branch Chief	301-734-7790
Ruth Brado, Contract Specialist	970-494-7328
Arleane Dean, Contract Specialist	301-734-4912

Andre Nelson, Purchasing Agent	301-734-7915
Bonnie Simpson, Contract Specialist	970-494-7179
Rodney Walker, Purchasing Agent	301-734-8103
Linda Washington, Contract Specialist	301-734-7576
Michael Wesley, Contract Specialist	301-734-4705
Fax No.:	301-734-7323

Engineering Services Branch

Provides professional services of an engineering nature specifically in the areas of planning, design, construction, utilities, alterations, repairs, and installation of fixed equipment in APHIS-owned/leased buildings and facilities. This Branch provides services to all of MRP.

Gareth Rawle-Diedrick, Branch Chief	301-734-8263
Blair Barger, Civil/Structural Engineer	301-734-7907
Vacant, Contract Specialist	301-734-5343
Martha Garza, Contract Specialist	956-580-7222
Wendall Leonard, Architect	301-734-4462
Margaux Nenichka, Contract Specialist	301-734-8263
Keith O'Brien, Mechanical Engineer	301-734-5505
Toni Taylor, Electrical Engineer	301-734-4793
Fax No.:	301-734-4846

Real and Personal Property Branch

George Hartson, Branch Chief 612-336-3214

Realty Team – Covers all areas of leasing, market surveys, lease administration, as well as household and office moves. The team performs all Agency and GSA leasing activities for APHIS, AMS, GIPSA, and NAD, including management of real property, tracking, and reporting on these activities.

Terry Gmitterko, Lead Realty Specialist	612-336-3230
Gary Crook, Realty Specialist	612-336-3226
Karin Finke, Realty Specialist	612-336-3232
Theresa Gmitterko, Realty Specialist	612-336-3230
Kay Huntsman, Asset Manager	612-336-3233
Jennifer Rammer, Realty Specialist	612-336-3212
Brenda Santelman, Realty Specialist	612-336-3231
Fax No.:	612-336-3553

Property Team – Provides motor vehicle and personal property management services. Services provided to APHIS, AMS, and GIPSA include: managing and tracking all inventories, motor vehicle purchases, management of Voyager gas cards, handling activities involved with tracking, and working with motor vehicle accident claims.

**MARKETING AND REGULATORY PROGRAM (MRP)
MRP – BUSINESS SERVICES (MRPBS)
ADMINISTRATIVE SERVICES DIVISION (ASD)**

Michele Blesi, Household Moves Specialist	612-336-3229
Archie Crandall, Property Management Specialist	612-336-3216
Inez DeCoteau, Property Management Specialist	612-336-3217
Mike Hancock, Property Management Analyst	202-720-4362
Russell Noyes, Vehicle Fleet Mgmt Specialist	612-336-3218
Tim Rook, Aviation Program Manager	202-690-0054
Ray Witcher, Property Management Technician	612-336-3419
Fax No.:	612-336-3552

Vacant, Lease Admin. and Building/Space	301-734-4445
Terry Johnson, Building Management Specialist	301-734-7720
Kathy Legendre, Building and Space Management	301-734-5558
Susan Lopresti, Help Desk Receptionist	301-734-8010
Toni Paris, Conference and Events Assistant	301-734-5122
Jerome Patterson, Personal Property	301-734-5699
Louis Cunningham, Material Handler	301-734-8011
Fax No.:	301-734-7845

Programs, Policy, and Systems Branch

Provides policy coordination and interpretation and program management services in the areas of real and personal property, general contracting, Purchase Card Management System (PCMS), Contracting Officer Warrant System, Office of Small and Disadvantaged Business Utilization (OSDBU), Aircraft and Fleet management, gas card, and Energy and Recycling Management. This branch provides services for all of MRP.

Norita Thomas, Branch Chief	301-734-3696
Marcus Brown, Business and Industry Specialist	301-734-0733
Bob Crowther, Business and Industry Specialist	612-336-3205
Estela Diaz, Business and Industry Specialist	301-734-8110
Ken Lawson, Business and Industry Specialist	202-720-3020
Annette Perry, Business and Industry Specialist	301-734-8468
Shanda Turner, Business and Industry Specialist	301-734-4703
Jackie Tran, Management Analyst	301-734-3264
Fax No.:	301-734-3271

Printing, Distribution, Mail, and Copier Solutions Branch

Establishes and interprets policy for MRP printing, copying, distribution, mail management, and delivery. For these same services, the branch pursues initiatives to improve systems and technology.

Lorraine Wolf, Acting Branch Chief	301-734-4474
Hushai Matthews, Team Leader	301-734-3869
Eric Aiken, Support Services Specialist	301-734-7582
Daniel Duncan, Mail Management Specialist	301-734-5912
Dale Hayes, Mail Clerk	301-734-0806
Sonja Horne, Administrative Support Assistant	301-734-5524
Carol Johnson, Support Services Assistant	301-734-8633
Tawanna Johnson, Document Management Specialist	301-734-5908
Edward Lawson, Fulfillment and Distribution Specialist	301-734-5523
Bennie Leaphart, Support Services Specialist	301-734-3851
David Lee, Motor Vehicle Operator	301-734-6893
Anita McGrady, Printing Specialist	202-720-4363
Milton McKinney, Mail Management Specialist	301-734-4482
Chris Speight, Reproduction Management Specialist	301-734-8199
Darryl Thomas, Document Management Specialist	301-734-3701
Fax No.:	301-734-8455

Facility and Conference Services Branch

Services for AMS and GIPSA: coordinates the management of building services in the areas of maintenance; relocation; space design and renovation services; personnel property services and property passes; security operations representative for Washington, DC; parking representative for AMS internal parking/carpool applications; parking representative for GIPSA carpool applications; and shipping, receiving, and labor services for the Washington metropolitan area.

Services for APHIS: all of the above including: conference management and event planning services; locator services; on-site security operations; and Riverdale, MD and Washington, DC parking services.

Laura Young Parks, Branch Chief	301-734-3867
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Riverdale, MD

Help Desk No.:	301-734-8010
Dina Barbour, Conference Management Specialist	301-734-0831
Catherine Brown, Conference and Events Manager	301-734-3858

Washington, DC

Gregg Ramsey, Facility Manager	202-720-3823
Fax No.:	202-720-3910
Shelly Queen, Building Management	202-690-4096
Fax No.:	202-720-4855

Fort Collins, CO

Gail Moses, Facility Manager	970-494-7171
Will Anderson, Mail and Supply Services	970-494-7163
Jeffery Chadwick, Mail and Supply Services	970-494-7162
Linda Flynn, Assistant Facility Manager	970-494-7170
James Gailey, Labor Services	970-494-7164
Mary Mitchell, Facilities Services Technician	970-494-7168
Beverly Rogers, Receptionist and Admin. Assistant	970-494-7001
Fax No.:	970-494-7174

Raleigh, NC

Main No.:	919-855-7000
Security Desk:	919-855-7001
Katherine Stoddard, Facility Manager	919-855-7007
Gina Brunson, Office Automation Assistant	919-855-7013
Annette S. McMillan, Conf. Mgt. and Facilities Serv.	919-855-7010
Gary Meek, Mail and Copier Services Mgt.	919-855-7006
Daniel Quick, Facility Support Specialist	919-855-7005
Fax No.:	919-855-7030

Minneapolis, MN

Ken Leners, Facility Manager	612-336-3249
Tyler Haines, Administrative Services Assistant	612-336-3347
Paul Hanto, Facility Support Specialist	612-336-3278
Jodie Zurn, Facility Services Technician	612-336-3266
Fax No.:	612-336-3553

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)**

EMERGENCY MANAGEMENT SAFETY AND SECURITY DIVISION (EMSSD)

OFFICE OF THE DIRECTOR (OD) – Unit 306

OD is responsible, on an APHIS-wide basis, for security issues and concerns, emergency planning and preparedness, and safekeeping the workplaces and for the general wellness of all employees. There are four branches, identified below, that handle these responsibilities. In addition, there is an administrative group within the Office of the Director. This group provides services for all the division, including budgeting, purchasing, administrative support, and communications.

Robert Green, Director	301-436-3153	Fax No.: 301-734-4849
Karen Goldstein, Supervisory Management Analyst	301-436-3148	Fax No.: 301-734-4849
Andrea Sanders, Program Specialist	301-436-3161	Fax No.: 301-734-4849
Holly O'Brien, Communications Specialist	301-436-3113	Fax No.: 301-734-4849
Miracle Graham, Acting Staff Assistant	301-436-3146	Fax No.: 301-734-4849
Sadie Strong, Administrative Officer	301-436-3116	Fax No.: 301-734-4849
Sharon Phillips, Management Analyst	301-851-3169	Fax No.: 301-734-4849

MAILING ADDRESS

Riverdale, MD
USDA, APHIS, MRPBS, EMSSD
4700 River Road, Unit 306
Riverdale, MD 20737

Security Branch (SB) – Unit 9

SB provides emergency response to threats involving APHIS facilities and employees, as well as coordinating with local and Federal law enforcement for employee protection. The Branch manages security guard contracts for APHIS, conducts security assessments for threat mitigation and loss prevention, and makes recommendations for fencing, locks, lighting, and security alarm access control systems. The Security Branch also administers the national badging, physical security, biosecurity programs, and workplace violence for APHIS.

Security Office	301-734-4791
Ken Miller, Branch Chief	970-494-7169
John Capehart, Workplace Violence Coordinator	301-734-3173
Seandra Cosgrove, Administrative Assistance	970-494-7156
Lindsay Cox, Clerk	970-214-9055
Keisha Durette, Security Specialist	301-734-5500
Christian Lee, Physical Security Specialist	919-855-7012
Brad Neill, Aviation Security Specialist	325-226-4035
Chadwick Olms, Physical Security Specialist	970-494-7165
Jessica Thomas, Clerk	919-855-7011
Fax No.:	919-855-7919
	970-494-7117
Workplace Violence Fax No.:	301-734-0768

Emergency Preparedness Branch (EPB) – Unit 153

EPB provides APHIS with mission critical emergency preparedness and response systems, facilities, and services. EPB is responsible for such programs and facilitates the APHIS Emergency Operations Center (AEOC), Continuity of Operations Planning (COOP), Resource Ordering and Status System (ROSS), Emergency Qualifications System (EQS), and Information Security.

Main Line, Reception Desk	301-436-3110
Bill Miller, Acting Branch Chief	301-436-3149
Sean Baun, COOP Manager	301-436-3151
Nancy Bradford, ROSS Manager	612-336-3391
Chanae Crichton, AEOC Assistant	301-436-3181
Gordon Harman, Training Specialist (Ag Terrorism)	256-231-5632
Rahul S. Kapur, EQS Program Manager	240-281-4300
Marlin Moses-Clark, EQS Assistant	301-436-3193
Fax No.:	301-734-4603

Safety, Health and Employee Wellness Branch (SHEWB) – Unit 124

SHEWB provides technical, regulatory, and related management services to the APHIS community in order to achieve a safe and healthful environment. This branch also provides information and makes available resources so that employees can do their work in a safe, healthy, and ergonomic friendly environment.

Main No.:	301-734-6116
Thomas Walker, Branch Chief	301-734-8958
Ginger Dorsey, Ergonomics Program Manager	301-734-6138
Tom Franklin, Environmental Protection Manager	301-734-5577
Peter Petch, Industrial Hygiene Program Manager	301-734-5383
Kendra Young, Environmental Protection Assistant	301-734-4398
Karen Zhang, Environmental Protection Specialist	301-734-0626
Fax No.:	301-734-7828

Emergency Management and Homeland Security (EMHS) Branch – Unit 72

The EMHS Branch handles the APHIS wide response to Emergency Management and Homeland Security initiatives. The EMHS Branch interfaces with the Office of Homeland Security as the coordination point for all APHIS information requests and correspondence. The Emergency Support Function (ESF) #11 Program is housed and managed out of this Branch, as well as providing coordination and support to the Emergency Management Leadership Council's (EMLC) efforts to prepare for emergencies.

Douglas Kelly, Branch Chief	301-436-3123
Eileen Cleary, Emergency Management Assistant	301-436-3190
Deborah Knott, Senior Policy Analyst	301-436-3155
David Orso, Senior Policy Analyst	301-436-3156
Nick Thottam, Senior Policy Analyst	301-436-3159
Ron Walton, Management Analyst	301-436-3144
Shannon Wheat, Emergency Management Specialist	301-436-3142
Fax No.:	301-734-3123

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)**

FINANCIAL MANAGEMENT DIVISION (FMD)

OFFICE OF THE DIRECTOR

Laura MacKenzie, Director (Washington, DC – 3759 S. Building)	202-720-9721	Fax No.: 202-720-8882
Allyson Johnson, Lead Division Secretary (Rolla, MO)	573-426-6618	Fax No.: 573-426-6618
Ashley Bawroski, Division Secretary (Riverdale, MD – Unit 47)	301-734-8351	Fax No.: 301-734-5972
Maria Tinker, Division Secretary (Riverdale, MD – Unit 47)	301-734-8189	Fax No.: 301-734-5972

MAILING ADDRESSES

MINNEAPOLIS, MN

USDA, APHIS, MRPBS, FMD
100 North Sixth Street, 5th Floor, Suite 510C
Minneapolis, MN 55403

RIVERDALE, MD

USDA, APHIS, MRPBS, FMD
4700 River Road
Riverdale, MD 20737

WASHINGTON, DC

USDA, APHIS, MRPBS, FMD
1400 Independence Avenue, SW (South Bldg.)
Washington, DC 20520

RALEIGH, NC

USDA, APHIS, MRPBS, FMD
1730 Varsity Dr., Suite 400-Venture IV-457G
Raleigh, NC 27606

LAKESWOOD, CO

USDA, APHIS, MRPBS, FMD
12345 W. Alameda Pkwy., Suite 204
Lakewood, CO 80228

ROLLA, MO

USDA, APHIS, MRPBS, FMD
213 Brady Dr.
Rolla, MO 65401

Financial Systems and Reporting Branch – Unit 54

Barbara Thompson, Branch Chief 301-734-6604
Fax No.: 301-734-8064

Coordinates the Agency's overall formulation of financial systems, preparation, and justification of financial reporting and execution of current and long-range policies and programs relating to the budget and financial priorities of APHIS.

Barbara Blackwell, Financial statements, general ledger analysis	301-734-5410
Giana Jowers, FFIS and ACMS Functional Administrator	301-734-6619
Darlene Stephens, Financial System Security	301-734-0780
Linda Stuckey, Financial Systems Security	301-734-4972
Sharon Thompson, Financial statements, general ledger analysis, real property accounting	301-734-8121
Bhadra Vadali, financial statements, general ledger analysis, Personal Property Accounting	301-734-6370
Carol Anderson, FFIS and ACMS Functional Administrator	612-336-3277

Budget Execution Support Team – Agency level budget execution, apportionments, non-expenditure transfers, allocations, support unit status of funds, prior-year monitoring, working capital funds, and annual close. Also, agency contact for BRIO training and report writing assistance.

Stacye Teachman, Supervisory Budget Analyst	301-734-8251
Christie Evans, Budget Analyst	301-734-4882
Barbara Recktenwald, Budget Analyst	303-794-4242
Charles W. Smith IV, Budget Analyst	301-734-6591
Gretchen Strecker, Budget Analyst	301-734-5691
Tanya Hairston, Budget Analyst	301-734-8382
Adrienne Jackson, Budget Analyst	301-734-8317

Financial Services Branch – Unit 55

Donna Ford, Branch Chief 301-734-5752
Fax No.: 301-734-5972

Provides policy guidance and develops and recommends Agency policies and procedures relating to travel, agreements, and user fee activities.

Travel Services Center (Unit 55) – Develops Agency policies and instructions to ensure compliance with the Federal Travel Regulations. This includes written and oral travel advice, technical guidance, and instructions on GovTrip and other travel-related issues.

Candy Anderson, Travel Management Specialist (PPQ –primary)	301-734-7743
Michelle Battle, Travel Management Specialist (VS-primary, and OA)	301-734-7456
Chemin Bolden, Travel Management Specialist (MRPBS-primary, and BOA Travel Card Coordinator)	301-734-8788
Emily Bramhall, Travel Management Specialist (AMS-primary)	202-690-3741
Shirley Ickes, Financial Systems Specialist (AMS-primary)	202-690-3733
Cathy Timms, Travel Management Specialist (WS-primary, BRS, AC, PPD, IES)	301-734-4865
Fax No.:	301-734-5972

Agreements Services Center (Unit 55) – Responsible for agreements execution and administration including review and/or development, policy development, interpretation and guidance, and other related support activities.

Anita Ridley, Manager	301-734-8792
Stacie Johnston, Administrative Specialist	301-734-8002
Eileen Berke, Management Analyst (BRS, PPD, LPA, AC, WS, and E-Grants)	301-734-8330
Emily Brown, Management Analyst (WS, and MRPBS (HRD and EMSSD))	301-734-8079
Dawn Halvorson, Management Analyst (VS and PPQ)	301-734-5901
Kelly Huszar, Management Analyst (Training and Communication)	301-734-3567
Vicky Irving, Management Analyst (VS and PPQ)	301-734-8060
Tammie Long, Management Analyst (PPQ and OA)	301-734-8122
Christina Rayls, Management Analyst (PPQ and OA)	301-734-5432
Daphne Reid, Management Analyst (PPQ-CPHST)	301-734-8824
Laura Sickles, Management Analyst (IS)	301-734-0815
Heather Trainum, Management Analyst (MRPBS (ASD, FMD, and ITD) and WS)	301-734-6108

User Fee Team (Unit 55) – Develops and implements APHIS user fees and ensures full cost recovery for services rendered. Provides policy guidance and develops procedures relating to user fee activities.

Kris Caraher, Manager	301-734-5743
Cathy Christensen, Accountant (PPQ User Fees)	301-734-8729
BJ Mitchell, Accountant (VS User Fees)	301-734-5785
Fax No.:	301-734-8064

Review and Analysis Branch – Unit 310

Judith Allen, Branch Chief	301-734-5561
Fax No.:	301-734-3148

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)
FINANCIAL MANAGEMENT DIVISION (FMD)**

Provides program oversight and management improvements through reviews including programs under cooperative agreements and grants, international trust funds, international post and programs, and reviews to ensure compliance with the Horse Protection Act. The mission is to foster a partnership with the management of the areas reviewed to facilitate fundamental, operational, and administrative improvement; support; and cooperation. The Branch provides the Agency's Management Control oversight function (including implementation of A-123) ensuring that any material weakness is identified and corrected. Also, provides Agency liaison assistance with OIG/GAO audit groups, developing Agency-wide responses to audit findings, and follow-up to ensure audit recommendations are implemented.

Michael Burger, Auditor	301-734-0816
Joan Conway, Management Analyst	301-734-4343
Serina Eckwood, Auditor	301-734-4178
Maria Ford, Auditor	301-734-3176
Barbara Giddo, Auditor	301-734-0779
Aretha Johnson, Auditor	301-734-8862
Rochelle Langley, Management Analyst	301-734-0778
Eric Longen, Management Analyst	301-734-8840
Evelyn Mangin-Fletcher, Auditor (Raleigh, NC)	919-855-7004
Vacant, Management Analyst	301-734-5872

Washington Financial Services Branch – 3759 South Bldg.

Connie Barnes, Branch Chief	202-720-1733
Vacant, Administrative Assistant	202-720-4351
Vacant, Financial Support Assistant	202-720-0260
Fax No.:	202-720-8882

Participates with AMS and GIPSA management and staff in formulating and recommending integrated financial policies and programs, including systems, methods, instructions, procedures, and forms for activities of the agencies.

Ron Baire, Lead Accountant	202-720-3731
Ken Barth, Accountant	202-720-3729
Kenneth Curry, Lead Accountant	202-690-3722
Zaneta Hargrove, Accountant	202-720-4248
Deborah Malik, Financial Systems Analyst	612-336-3241
Joanne Nelson, Accountant	202-720-3732
Dien Hoa Nguyen, Accountant	202-720-9720
Hoang-Oanh Nguyen, Accountant	202-720-9720
Darlene Scott, Accountant	202-690-3730
Arlicha Stewart, Financial Systems Analyst	202-720-4296
Jerry Wadley, Accountant	202-720-6747
Evelyn Russell-Williams, Accountant	202-690-0299

Minneapolis Financial Services Branch – Suite 510C

Tom Grahek, Branch Chief	612-336-3411
Joneka Givens, Administrative Support Assistant	612-336-3255
Fax No.:	612-336-3549

Accounting and Payments Team – Acts as liaison to field and Headquarters offices as well as Controller Operations Division (COD) on financial and accounting data; acts as Document Resolution Managers (DRM) for the Integrated Acquisition System (IAS) for commitment, obligation, and receipting errors; monitors SUSF table and facilitates corrections of rejecting documents; provides monthly statements for cooperative trust fund agreements; processes and records foreign payments; assists in payment research and problem solving; expedites same day payments; organizes and provides APHIS FFIS/BRIO training; processes miscellaneous payments not processed through established payment systems at COD - this includes: SF-1164's, Indemnity Claims, Cooperative Agreements, Interagency Agreements, Lease Payments, Fee Basis, Blood Sampling, Foreign Allowances, UPS, Training 182's, and miscellaneous payments under \$3,000.

Vikki Soukup, Manager	612-336-3237
Craig Blichfeldt, Accountant	612-336-3279
Shannon Bona, Financial Analyst	612-336-3247
Ernest Borrego, Accountant	612-336-3234
Debra Broms, Accountant	612-336-3389
Melvin Copeland, Financial Technician	612-336-3288
Ashley Dinh, Accountant	612-336-3213
Sourette Dunn, Financial Technician	612-336-3274
Luisa JouZhang, Financial Technician	612-336-3383
Deb O'Brien, Accountant	612-336-3252
Kim Olson, Financial Technician	612-336-3276
Dave Santelman, Financial Management Analyst	612-336-3238
Michelle Schmid, Financial Management Analyst	612-336-3244
Laura Schultz, Lead Accountant	612-336-3240
KariMae Seals, Financial Technician	612-336-3423
Lora Swanson, Financial Analyst	612-336-3392
Julie Tripp, Accountant	612-336-3246
Jennifer Tizcarenao, Financial Technician	612-336-3272
Vinh Tran, Financial Technician	612-336-3428
Fax No.:	612-336-3561
Fax No.:	612-336-3547

Debt Management Team – Responsible for debt management of APHIS, AMS, and GIPSA program debt for reimbursable agreements, user fees, civil penalties, reimbursable overtime, and other miscellaneous activities.

Christine Tourville, Manager	612-336-3271
Dean Baillif, Financial Management Analyst	612-336-3251
Carolyn Browne, Debt Management Specialist	612-336-3268
Curtis Burt, Debt Management Specialist	612-336-3254
Shin Christensen, Debt Management Specialist	612-336-3265
Donna Cichy, Financial Management Analyst	612-336-3261
Douglas Crews, Financial Management Analyst	612-336-3256
Sharon Cronk, Debt Management Specialist	612-336-3258
Lucy Currie, Debt Management Specialist	612-336-3259
Paula Daugard, Accountant	612-336-3260
Jennifer Fuchs, Debt Management Specialist	612-336-3236
Stacey Kulevich, Debt Management Specialist	612-336-3253
Kandy Nelson, Debt Management Specialist	612-336-3427
Jennifer Nurnberger, Debt Management Specialist	612-336-3273
Kimberly Runningen, Debt Management Specialist	612-336-3262
Bonnie Vevang, Debt Management Specialist	612-336-3264
Greg Wilkes, Debt Management Specialist	612-336-3267
Fax No.:	612-336-3563

Billings and Collections Team – Provides guidance to APHIS, AMS, GIPSA programs, Headquarters, the public, and partner agencies for: the administration, management, and processing of tort and employee claims; IPAC and miscellaneous billings; Purchase Card (PCMS) oversight; and processing of all collections for reimbursable agreements, user fees, civil penalties, reimbursable overtime, and other miscellaneous receipts.

Sheila Hensley, Manager	612-336-3384
Michael Backstrom, Financial Technician	612-336-3250
Terry Fried, Financial Specialist	612-336-3373
Patricia Fucile, Financial Analyst	612-336-3293
Elizabeth Groth, Financial Management Specialist	612-336-3269
Deborah Helseth, Financial Technician	612-336-3257
Sandy Knutson, Accountant	612-336-3248
Stephanie Kramer, Financial Clerk	612-336-3284
Chan Lam, Financial Technician	612-336-3275
Becky Nye, Financial Specialist	612-336-3242
Kraig Peterson, Lead Financial Technician	612-336-3405
Megan Phommahaxay, Financial Mgmt Analyst	612-336-3243
Sadie Roubesh, Financial Specialist	612-336-3245
Wayne Simon, Financial Management Analyst	612-336-3270
Christine Smith, Administrative Assistant	612-336-3204
Michael Vince, Financial Technician	612-336-3263
Fax No.:	612-336-3549

MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)

HUMAN RESOURCES DIVISION (HRD)

OFFICE OF THE DIRECTOR – Room 1716-S

Sharon Coursey, Director	202-720-1530	Fax No.: 202-690-0866
Komeka Smith, Secretary	202-205-9930	Fax No.: 202-690-0866
Karen Abernathy, Administrative Officer	301-734-5586	Fax No.: 301-734-3868
Main No.:	202-720-6377	

Strategic Operational Support Staff

Kathy Slaga, Staff Director	612-336-3354	Fax No.: 612-3363546
Lynn Doetschman, HR Specialist	301-734-4996	Fax No.: 301-734-3868
Tina Furnkranz, Visual Information Specialist	301-734-3859	Fax No.: 301-734-3868

MAILING ADDRESSES

WASHINGTON, DC

USDA, APHIS, MRPBS, HRD
1400 Independence Ave., SW
Room 1709-SB, Mail Stop 3440
Washington, DC 20250

RIVERDALE, MD

USDA, APHIS, MRPBS, HRD
4700 River Road, Unit 17
Riverdale, MD 20737

MINNEAPOLIS, MN

USDA, APHIS, MRPBS, HRD
100 North Sixth Street
5th Floor
Minneapolis, MN 55403

FORT COLLINS, CO

USDA, APHIS, MRPBS, HRD
3150 Centre Ave
Building B, 3 W8
Fort Collins, CO 80526

Employee and Management Services – Room 1709-S

Ted Gutman, Deputy Director	202-720-5323	Fax No.: 202-720-6308
Kinnith Artemus, Secretary	202-720-6377	Fax No.: 202-720-6308

Workplace Resolutions and Wellness Branch (WRWB)
– Unit 5

WRWB support AMS, APHIS, and GIPSA's efforts to effectively manage the performance and/or conduct of its workforce. WRWB provides assistance to MRP employees, supervisors, and managers through the following programs: Collaborative Resolution, Drug Free Workplace, Reasonable Accommodation, Worker's Compensation, and Work Life Wellness (includes Employee Assistance Program (EAP), Telework, Transit Incentives, Smoking Cessation, fitness, and other health related programs and activities).

Riverdale, MD

Main No.:	301-734-4950
Michael Colbert, Branch Chief	301-734-3161
Vacant, Administrative Support Assistant	301-734-5581
Joanne Adams, Mediation Specialist	301-734-8567
Lajuan Barnes, Mediation Specialist	301-734-0910
Marquess Commodore, Workers' Compensation Specialist	301-734-8133
Tara Green, Work life Wellness Program Coordinator	301-734-3819
Rae Jones, Mediation Specialist	301-734-3272
Deborah Linder, Mediation Specialist	301-734-5203
Scott Legendre, Management Analyst	301-734-7488
Kimberly Meyer-Chambers, Reasonable Accommodation Specialist	301-734-8299
Raymond Nosbaum, Work Life Wellness Program Manager	301-734-8429
Denise Patterson, APHIS Workers' Compensation Program Manager and Drug Free Workplace and EAP Program Manager	301-734-8350
Fax No.:	301-734-4938

Ames, IA

Don Donnell, Mediator/CRTD Specialist	515-663-7238
Fax No.:	515-663-7397

APHIS Employee Relations (ER) Branch – Unit 158

The APHIS ER Branch supports APHIS' efforts to effectively manage the performance and conduct of its workforce by providing expert advice and guidance concerning best practices in addressing employee performance and conduct matters. ER offers guidance on how to effectively negotiate the administrative grievance system, as well as, performance improvement and disciplinary processes and procedures. The Branch provides the APHIS workforce with educational and developmental tools and opportunities to support effective management of conduct and performance matters.

Minneapolis, MN

David Root, Branch Chief	612-336-3299
Mary Rucke, Assistant Branch Chief	612-336-3290
Linda Hatfield, HR Assistant	612-336-3292
Cynthia Hanninen, ER Specialist	612-336-3431
Barbara Watry, ER Specialist	612-336-3412
Fax No.:	612-336-3565

Riverdale, MD

Conference No.:	301-734-4994
Christine Ellis, ER Specialist	301-734-4992
Vacant, ER Specialist	301-734-4414
Fax No.:	301-734-6351

Raleigh, NC

Mark Sullivan, Team Leader (EAST)	919-855-7067
Viktoria Johnson, HR Assistant	919-855-7070
Eunice Everett, ER Specialist	919-855-7062
Anthony Santitoro, ER Specialist	919-855-7066
James Ward, ER Specialist	919-855-7065
Fax No.:	919-855-7074

Fort Collins, CO

Rene Wing, Team Leader (WEST)	970-494-7416
Elizabeth Moore, Clerk	970-494-7417
Kirk Bateman, ER Specialist	970-494-7415
Taryn McCaughey, ER Specialist	970-494-7419
Fax No.:	970-494-7424

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

Labor Relations and AMS/GIPSA Employee Relations Branch

Labor Relations provides the full range of labor relations services for APHIS and AMS. They evaluate management and human resources policies in order to determine their labor relations impact and/or implementing requirement; determine the need for and develop APHIS and AMS policies, practices, and procedures related to the conduct of labor-management relations; develop and maintain relationships with APHIS and AMS unions, partnerships, and associations. AMS/GIPSA Employee Relations provide advice and guidance to AMS, GIPSA, and APHIS-IS managers on effectively managing the performance and conduct of its workforce. Additional services provided by AMS/GIPSA Employee Relations are similar to those provided by APHIS ER.

Washington, D.C

Beth Blackwood, Branch Chief	202-690-3035
Robin Dickerson, Administrative Assistant	202-720-5721
Randolph Wilkinson, Team Leader	202-720-9039
Terry Caine, ER Specialist	202-720-9455
Arthur Ford, ER Specialist	202-720-1055
Frank King, LR Specialist	202-205-3855
Fax No.:	202-720-3039

Raleigh, NC

Anthony Franklin, ER Specialist	919-855-7068
Tracey Gallaway, LR Specialist	919-855-7187
Robi Maple, ER Specialist	202-690-3011
Fax No.:	919-855-7074/7195

Fort Collins, CO

Peter Brownell, LR Specialist	970-203-4476
Ron Dale, LR Specialist	970-219-3300
Fax No.:	970-494-7424

Administrative Investigations and Compliance Branch (AICB) – Unit 151

AICB conducts inquiries, fact findings, and/or investigations of alleged employee misconduct on the part of APHIS employees; provides investigative services to other USDA agencies; serves as the secondary liaison for external investigations conducted by the Office of Inspector General; and reviews/monitors use of the Visa Travel and Purchase Credit Cards, Telephones, and the Fleet Voyager Card.

Riverdale, MD

Main No.:	301-734-5537
Marjorie Bolden, Branch Chief	301-734-8868
Joanne Tomikel, Administrative Assistant	301-734-5537
Theresa Bolton, Program Management Specialist	301-734-7688
Sharon (Sherry) Curry, Program Mgmt Specialist	301-734-8874
Stephanie Donoghue, Program Mgmt Specialist	301-734-3177
Valerie McDougal, Management Analyst	301-734-8863
Carroll Murray, Management Analyst	301-734-5560
Horace (Del) Roberts, Senior Investigator	301-734-3724
Fax No.:	301-734-7439

Fort Collins, CO

Anthony Gabaldon, Senior Investigator	970-494-7422
Paul Sanchez, Senior Investigator (Forensics)	970-494-7429
Fax No.:	970-494-7424

Hearings and Appeals – Unit 158

The Hearings and Appeals services include: litigating Equal Employment Opportunity and Merit Systems Protection Board cases before administrative judges for AMS, APHIS, and GIPSA; providing advice and guidance to the AMS/APHIS/GIPSA Employee Relations Branch on employment law; and serving as liaison with the mission area Civil Rights communities, Departmental administration (including the Office of the General Counsel), the Office of Personnel Management, and the Department of Justice on EEOC and MSPB litigation matters.

Riverdale, MD

Main No.:	301-734-5316
Martin Gold, Branch Chief	301-734-5583/202-720-9406
Veronica Clark, HR Specialist (Litigation)	301-734-7489
Sherri Sirotkin, HR Specialist (Litigation)	301-734-6281
Bradly Siskind, HR Specialist (Litigation)	301-734-5662
Christina Williams, HR Specialist OA	301-734-5316
Fax No.:	301-734-6353

Washington, D.C.

Brian Guy, Acting TL / HR Specialist (Litigation)	202-720-9185
Soquel Harding, HR Specialist (Litigation)	202-690-3037
Davina Minnix, HR Specialist (Litigation)	202-720-1196
Fax No.:	202-720-9697

Talent Development and Management – 1709-S

Main No.:	202-720-6377
Shelley Pree, Acting Deputy Director	301-734-3778
Kinnith Artemus, Secretary	202-720-6377

Fax No.:	301-734-4984
Fax No.:	202-720-6308

Human Capital Consulting Branch (HCCB) – Unit 21

HCCB contributes to the overall MRP human resources management program by leading the mission area efforts in support of the Strategic Management of Human Capital Initiatives. This includes the overall responsibility for execution and policy development on human capital planning, workforce and succession planning, performance culture, and accountability systems.

Riverdale, MD

Vacant, Branch Chief	301-734-5591
Fax No.:	301-734-5100

Washington, DC

Jocelyn White, HR Specialist	202-720-1165
Fax No.:	202-720-1614

Minneapolis, MN

Darcy Long, HR Specialist	612-336-3321
Fax No.:	612-336-3552

Strategic Talent Acquisition and Retention (STAR) Branch – Unit 22

STAR Branch provides marketing services and consultation on workforce planning to meet the hiring needs within the three agencies: AMS, APHIS, and GIPSA. Their special outreach efforts/activities are geared towards targeted recruitment initiatives, which include the student programs and federal career intern program.

Washington, D.C.

Charlotte Jones, Branch Chief	202-720-9817
Rudy Zuniga, HR Assistant	202-690-6049
Linda Blackmon, HR Recruitment Specialist	202-720-9176
John Morris, HR Recruitment Specialist	202-690-4759
Fax No.:	202-690-2782

Riverdale, MD

Cohila Gray, HR Recruitment Specialist	301-734-5744
Fax No.:	301-734-0746

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

Executive Support Leadership Services (ESLS) Branch - Unit 17

ESLS Branch provides individualized development support to APHIS executives and organizational effectiveness services through situational coaching and consulting, leadership transitions, team building, and consulting on organizational design.

Riverdale, MD

Ayanna Hook, Branch Chief 301-734-5463
Winanne Kreger, HR Executive Consultant 301-734-5431
Fax No.: 301-734-7439

Washington, DC

Jamea Waltersdorff, Administrative Assistant 202-720-3010
Fax No.: 202-720-5703

Minneapolis, MN

Pam Lyons, HR Executive Consultant 612-336-3298
Todd Sazdoff, HR Executive Consultant 612-336-3304
Fax No.: 612-366-3540

Training and Development Branch (TDB) – Unit 24

TDB supports the strategic goals of APHIS by empowering personal growth and organization performance through professional development, leadership, and career counseling services.

Riverdale, MD

Main No.: 301-734-4949
Donna Williams, Branch Chief 301-734-5738
Mary Ellen Keyes, Assistant to the Branch Chief 301-734-6513
Carleen Perez, Administrative Assistant 301-734-0892
Aline Assad, Training Technician 301-734-4959
Will Bostwick, Training Specialist 301-734-0867
Leslie Bolton, Training Specialist 301-734-4990
Dawna Boney, Technology Training Technician 301-734-5747
Mark Branch, Training Specialist 301-734-3766
Tanya Briscoe, Training Specialist 301-734-5551
Mirdza Fernandez, Training Specialist 301-734-8554
David Foley, Training Specialist 301-734-6367
Traci Hunter, Technology Training Technician 301-734-4388
April Jackson, Training Technician 301-734-5219
Nicole Jablonski, Training Technician 301-734-4973
Wendy Johnson, HR Specialist 301-734-5317
Alicia Riethmuller, Technology Trg Technician 301-734-7375
Dale Short, Training Specialist 301-734-5732
Fax No.: 301-734-3153

Raleigh, NC

Cynthia Pericak, Education Technology Specialist 919-855-7801

Fort Collins, CO

Richard Waite, Education Technology Specialist 970-494-7592

Operations and Policy

Main No.: 202-720-6377
Mavis Harrison, Deputy Director 612-336-3319 Fax No.: 612-336-3548
Kinnith Artemus, Secretary 202-720-6377 Fax No.: 612-336-3548

Executive Resources Operations

Executive Resources Operations provides advice, guidance, and consultation services for Senior Executive Services (SES), Senior Level (SL), and Schedule C personnel in all three MRP agencies. Services include Departmental Liaison, Recruitment and Selection, Performance Management, Performance Review Board process, Executive Resources Board process, Schedule C appointments, Security Clearances, and Intergovernmental Personnel Act (IPA) Mobility Program.

Riverdale, MD

Evelyn Burton, HR Specialist 301-734-5591

Washington, DC

Rhonda Carr, HR Specialist 202-690-2222
Sherresa Owens, HR Specialist 202-690-3014

Human Resources Policy Branch (HRPB) - Unit 21

HRPB develops HR policies for the AMS, APHIS and GIPSA policy for merit promotion, reduction-in-force, pay, leave, tours of duty, classification, performance management, and awards. HRPB handles all classification appeals and reorganization initiatives necessitated by changes in legislation, regulations, or unique needs within the mission area.

Riverdale, MD

Paula Bailey, Branch Chief 301-734-5601
Vacant, Administrative Assistant 301-734-6466
Beverly Cassidy, HR Specialist 301-734-5535
Gwen Montgomery, HR Specialist 301-734-6341
Carmen Queen-Hines, HR Specialist 301-734-5579
Nella Roberts, HR Specialist 301-734-5382
Elizabeth Webb, Office Automation Clerk 301-734-6466
Fax No.: 301-734-4984
Fax No.: 301-734-5100

Minneapolis, MN

Rick Traetow, HR Specialist 612-336-3440
Eric Williams, HR Specialist 612-336-3370

Human Resources Operations (Riverdale, MD/Washington, D.C. Branch) - Unit 22

HR Operations Riverdale, MD/Washington, DC conducts position classification and position management reviews/activities; conducts employment activities involving internal and external recruitment, selection, placement, transfer, promotion, separation, and other personnel-related function; and advises Headquarters managers and employees in the interpretation and application of policies, rules, regulations, and standards governing position classification, employment, pay, leave, and personnel action processing functions.

Riverdale, MD

Main No.: 301-734-8428
Michelle Long, Acting Branch Chief 301-734-4999
Britnie Tucker, Office Automation Clerk 301-734-8428
Shirley Boyd, HR Assistant 301-734-3816
Tracey Brown, HR Assistant 301-734-5413
Angela Burns, HR Specialist (Classification) 301-734-5596
Judy Craney, HR Specialist (Staffing) 301-734-8525
Jocelyn Johnson, HR Specialist (Staffing) 301-734-5604
Geeriee Lewis, HR Specialist (Staffing) 301-734-5751
Marissa Sheen, HR Specialist (Classification) 301-734-6497
Fax No.: 301-734-4984

Human Resources Operations (Minneapolis, MN Branch)

HR Staffing and Processing

Terry Zietlow, Branch Chief 612-336-3372
Fax No.: 612-336-3548

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

HR Staffing – Conducts employment activities involving the announcement of internal and external vacancies, the selection, placement, transfer, and promotion of employees, the administration of reduction-in-force activities and other associated functions.

Minneapolis, MN

Nancy Varichak, Section Chief	612-336-3323
Brian Zingler, Section Chief	612-336-3371
Heidi Bock, HR Specialist	612-336-3343
Mary Buresh, HR Assistant	612-336-3345
Steve Corradi, HR Assistant	612-336-3315
John Crowson, HR Specialist	612-336-3364
Adele Dixon, HR Specialist	612-336-3348
Steve Downs, HR Specialist	612-336-3349
Cindy Edmond, HR Specialist	612-336-3350
June Fairley, HR Assistant	612-336-3351
Arlene Fancher, HR Assistant	612-336-3352
Nancy Foster, HR Assistant	612-336-3356
Sheila Gibson, HR Specialist	612-336-3361
Martha Gravagna, SME Lead	612-336-3355
John Hendricks, HR Assistant	612-336-3398
Mary Kubow, HR Assistant	612-336-3326
Barbara Lutz, HR Specialist	612-336-3280
Sarah Lynch, HR Specialist	612-336-3406
Joseph Manuel, HR Assistant	612-336-3369
Lynn McDonald, HR Specialist	612-336-3358
Tammy McLemore, HR Specialist	612-336-3360
Jackie Miles, HR Assistant	612-336-3362
Rebecca Meyer, HR Assistant	612-336-3426
Stephanie Nelson, HR Specialist	612-336-3408
Carmen Walton, HR Assistant	612-336-3286
Kate Ward, HR Specialist	612-336-3338
Christopher White, HR Assistant	612-336-3367
Fax No.:	612-336-3560
	612-336-3568

HR Processing – Conducts a range of activities associated with the processing of personnel actions and payroll documents and maintains the electronic Official Personnel Folder (eOPF) for all mission area personnel.

Minneapolis, MN

Margaret McKinney, Section Chief	612-336-3334
Melinda Anderson, HR Assistant	612-336-3339
Emily Carlson, HR Assistant	612-336-3613
Jim Chihak, HR Assistant	612-336-3425
Pam Clark, HR Assistant	612-336-3341
Samantha Fedorko, HR Assistant	612-336-3410
Lorie Gleason, HR Assistant	612-336-3340
Jeanne Goetten, File Clerk	612-336-3303
Carol Graczyk, HR Assistant	612-336-3342
James Jackson, HR Assistant	612-336-3330
Careen Mammen, HR Assistant	612-336-3332
Joan Mielzarek, File Clerk	612-336-3609
Valerie Naili, HR Assistant	612-336-3336
Andrea Opitz, HR Assistant	612-336-3424
Stephanie Orth, HR Assistant	612-336-3403
Heather Schuldt, HR Assistant	612-336-3302
Jill Teetzel, HR Assistant	612-336-3433
Dan Thompson, Office Automation Clerk	612-336-3346
Fax No.:	612-336-3548

MSPB

Minneapolis, MN

Tim Erickson, HR Assistant	612-336-3363
Sharon Satre, HR Specialist	612-336-3202

Human Resources Operations (Minneapolis, MN Branch)

Classification, Leave and Compensation, Benefits and Personnel Security

Vacant, Branch Chief	
Ida Kwok, Administrative Services Assistant	612-336-3282

Jacqueline Tveter, Management Analyst	612-336-3320
Donna Wilson, Administrative Support Assistant	612-336-3281
Fax No.:	612-336-3548

HR Classification – Provides consultation, advice, and guidance on position classification, position management and organizational design for the MRP mission area. Classification has a comprehensive system for categorizing positions by Occupational Group, Series, Title, and Grade according to similarities and differences in duties, responsibilities, and qualification requirements.

Minneapolis, MN

Michele Stegall, Section Chief	612-336-3413
Sue Esse, HR Specialist	612-336-3311
Lisa Hastings, HR Specialist	612-336-3407
Tom Lehner, HR Specialist	612-336-3291
Stan McPeck, HR Specialist	612-336-3420
Lily Moua, HR Specialist	612-336-3620
Mandy Olson, HR Specialist	612-336-3295
Ruth Peterson, HR Assistant	612-336-3337
Nicole Roubik, Office Automation Clerk	612-336-3429
David Zingler, HR Specialist	612-336-3297
Fax No.:	612-336-3571

HR Benefits – Provides advice and guidance to employees on Federal employee retirement and insurance benefits programs. Processes all retirement and insurance election forms. Determines creditable service for retirement, provides retirement calculations, and individual counseling to employees. Provides retirement and benefits seminars for Agency employees. Provides assistance to beneficiaries on filing retirement and insurance claims when an employee dies.

Minneapolis, MN

Debra Busch, Section Chief	612-336-3285
Charlotte Drone, HR Specialist	612-336-3401
Diane Dynon, HR Assistant	612-336-3307
Judy Dunaski, HR Assistant	612-336-3287
Peigi Enzler, HR Specialist	612-336-3283
Sharon Hudoba, HR Specialist	612-336-3365
Laura Frantes, HR Specialist	612-336-3312
Marcie Noyes, HR Specialist	612-336-3301
Fax No.:	612-336-3545

Washington, DC/Riverdale, MD

Michael Murphy, HR Specialist	202-690-4240
Fax No.:	202-690-1014
	301-734-5582

Personnel Security – Provides advice on processing background investigations/security clearances through the USDA e-QIP system. Facilitates the sponsorship and background investigation verifications for the USDA LincPass Credentialing system.

Minneapolis, MN

Dru Dukart, Section Chief	612-336-3289
Susan Burnette, Personnel Security Assistant	612-336-3325
Patricia Hample, Personnel Security Assistant	612-336-3607
Bruce Kauk, Personnel Security Assistant	612-336-3357
Tom Lewis, Personnel Security Specialist	612-336-3296
Joshua Malecha, Personnel Security Assistant	612-336-3430
Timothy McPherson, Personnel Security Asst	612-336-3439
Twyla Menlove, Personnel Security Assistant	612-336-3399
Tiana Richardson, Personnel Security Specialist	612-336-3294
Fax No.:	612-336-3546

HR Leave and Compensation – Provides advice and guidance regarding premium pay and leave entitlements, tours of duty, waivers of salary overpayments, the leave transfer program, and responds to inquiries regarding WebTA. Provides services regarding non-receipt of salary checks/allotments, salary adjustments, leave error reports, court ordered garnishments of salary, and leave buy back due to OWCP. Responds to inquiries regarding Notices of Intent to Offset Salary from NFC (bills), and earnings and leave statements.

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

Minneapolis, MN

Cindy Hadlich, Section Chief	612-336-3310
Kitty Asper, HR Specialist	612-336-3305
Karen Betts, Civilian Pay Technician	612-336-3409
Bernice Bridges, Civilian Pay Technician	612-336-3308
Darla Christianson, Civilian Pay Technician	612-336-3606
Sharon Saltsman, HR Specialist	612-336-3314
Deborah Thilgen, HR Specialist	612-336-3316
Kris Wagner, Civilian Pay Technician	612-336-3317
Mary Jo Yasgar, Civilian Pay Technician	612-336-3331
Fax No.:	612-336-3544

MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)

INVESTIGATIVE AND ENFORCEMENT SERVICES (IES)

OFFICE OF THE DIRECTOR

Robert Huttenlocker, Director
Bernadette Juarez, Deputy Director
Francis Keyser, National Training Coordinator

301-734-7453
301-734-0884
240-529-0269

Fax No.: 301-734-4328
Fax No.: 301-734-4328
Fax No.: 240-529-0399

MAILING ADDRESSES

Headquarters - Riverdale, MD

USDA, APHIS, MRPBS, IES
4700 River Road, Unit 85
Riverdale, MD 20737

Fax No.: 301-734-4328

Eastern Region – Raleigh, NC

USDA, APHIS, MRPBS, IES
920 Main Campus Drive, Suite 200
Raleigh, NC 27606

Fax No.: 919-855-7090

Western Region - Fort Collins, CO

USDA, APHIS, MRPBS, IES
2150 Centre Avenue, Building B-3W10
Fort Collins, CO 80526

Fax No.: 970-494-7487

Regional Responsibilities – Investigates potential violations of the laws and regulations administered by APHIS and the Agriculture Quarantine and Inspection violations identified by Customs and Border Protection. Provides regulatory support to Animal Care, Biotechnology Regulatory Services, Plant Protection and Quarantine, and Veterinary Services.

Eastern Region

John Kinsella, Regional Director 919-855-7080
Willie Harris, Deputy Regional Director 919-855-7078
Herbert Jordan, Southeast Area Manager 919-855-7079
Jason Rood, Northeast Area Manager 516-242-1543
Samuel Santiago, Caribbean Area Manager 786-385-1944
William Reinburg, North Central Area Manager 618-201-1704
William Swartz, Mid-Atlantic Area Manager 717-756-4997

Western Region

Timothy Fordahl, Regional Director 970-494-7485
Eric Nickerson, Deputy Regional Director 970-494-7496
Jackie Freeman, South Central Area Manager 512-383-2429
Karen Kraubner-Lucas, Pacific Area Manager 310-726-9027
Michael McCann, Northwest Area Manager 360-753-9430
Elizabeth Kelpis, Mountain Area Manager 303-241-0932
Larry Carson, Great Plains Area Manager 970-494-7485

Headquarters at Riverdale, MD

Enforcement Operations Branch (EOB)

Based upon the documented evidence compiled in an investigative case file, EOB calculates and delivers objective enforcement of USDA regulations. These programs include Animal Care, Biotechnology Regulatory Services, Plant Protection and Quarantine, and Veterinary Services.

Vacant, Chief, Enforcement Operations Branch 301-734-0624
Crystal Frye, Program Support Assistant 301-734-8684
Chaunda Battle, Program Support Assistant 301-734-8684

Document Control Section – Responsible for: the initial review of all incoming case files; the review and analysis of alleged violations for legal sufficiency in non-investigated cases; response to inquiries concerning the status of cases, records retention, filing, and destruction; the processing of incoming payments sent directly to IES; outgoing violator correspondence; and maintenance and oversight of the IES tracking system which holds records of all cases and all aspects of legal documents.

Ruth Ann McDermott, Chief, Document Control Section 301-734-0575
Chris Bembenek, Compliance Case Examiner 301-734-8705
Kelly Briscoe, Compliance Case Examiner 301-734-0885
Lorna Harris, Compliance Case Examiner 301-734-0803
Felicia Hubb, Compliance Case Examiner 301-734-0886
David Pugh, Compliance Case Examiner 301-734-8684
Vacant, FOIA Specialist 301-734-6339

Crystal Brock, Program Support Assistant 301-734-6491
Edmund Grant, Program Support Assistant 301-734-0865
Ember Smootz, Student 301-734-0863

Case Review and Enforcement Section – Responsible for: the review and analysis of cases for legal sufficiency, calculation of civil penalties, cultivating ongoing relationships with program clients, special projects, and serving as liaison with OGC.

Vacant, Chief, Case Review and Enforcement Section 301-734-8925
Jennifer Jackson, Senior Enforcement Specialist 301-734-6339
Sarah King, Senior Enforcement Specialist 301-734-0012
Dina Moxey, Senior Enforcement Specialist 301-734-4969
Barbara Nichols, Senior Enforcement Specialist 301-734-8759
Vera Bennett, Enforcement Specialist 301-734-8406
Roxanne Folk, Enforcement Specialist 301-734-5578
Deirdre Jarvis, Enforcement Specialist 301-734-6169
Kimberly Nichols, Enforcement Specialist 301-734-7851
Jessica Proctor, Enforcement Specialist 301-734-5767

Planning, Analysis, and Support Branch

Provides budget and strategic planning, investigative analysis, and administrative support to IES overall. Administrative support functions are managed and monitored by the lead Resource Management Specialist in collaboration with the Regional and Field administrative activities.

Jo A. Brown, Chief, Planning, Analysis and Support Branch 301-734-8438
Linda Weaver, Sr. Resource Mgmt. Specialist 301-734-5687
Mary Beth Abbott, Resource Mgmt. Specialist 301-734-0804

Intelligence Analysis Unit – Responsible for providing data collection and analytical services in support of regulatory program investigations and enforcement actions. Analysts are positioned in both Regions as well as Headquarters to provide nationwide support.

Brendon Burrows, Senior Investigative Analyst 301-734-4975
Teresa Lorenzano, Senior Investigative Analyst 301-734-8925
Robert Broyles, Senior Investigative Analyst
Raleigh, NC 919-855-7084
Gail Edmondson, Senior Investigative Analyst
Fort Collins, CO 970-217-6517
Ashley Smith, Student 301-734-4969

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)**

INFORMATION TECHNOLOGY DIVISION (ITD)

OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO) – Unit 101

Marilyn Holland, Chief Information Officer	301-851-2900	Fax No.: 301-734-6006
Matt McLean, Deputy Chief Information Officer	301-851-2501	Fax No.: 301-734-3376

Policy Integration

Amy Snyder, Policy Integration Analyst	301-851-2517	Fax No.: 301-734-6006
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Project Analysis

Mimi Fowler-Coristine, Senior Project Analyst	301-851-2814	Fax No.: 301-734-6006
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Resource Management

Vacant, Manager		
Liz Robinson, Administrative Officer	301-851-2550	Fax No.: 301-734-6006
Karla Berkley, Office Assistant	301-851-2555	Fax No.: 301-734-3376
Andrea Small, Resource Management Specialist	301-851-2658	Fax No.: 301-734-3376
Mamie Smith, Administrative Support Assistant	301-851-2492	Fax No.: 301-734-5319
Ken Horner, Administrative Support Assistant	970-494-7126	Fax No.: 970-472-1878
Crystal Meyerett, Office Assistant, Student	970-494-7155	Fax No.: 970-494-1878
Dee Davis, Administrative Support Assistant	919-855-7131	Fax No.: 919-855-7165
Cheri Amos, Administrative Support Assistant	612-336-3375	Fax No.: 612-336-3566

Information Management and Compliance (IMC) – IMC provides support to all Marketing and Regulatory Program agencies (APHIS, AMS, and GIPSA). IMC reviews and publishes Agency notices, directives, and other formal documents; reviews Agency forms and regulations to ensure that information collection requirements are met; manages information collections for APHIS and GIPSA; and oversees the records management function for APHIS and GIPSA. IMC also provides liaison to the USDA Office of the Chief Information Officer in the areas of directives, forms, and information collections.

Celeste Sickles, Senior Information Management Specialist	301-851-2908	Fax No.: 301-734-5319
Kay Brown, Information Management Specialist	301-851-2600	Fax No.: 301-734-5319
Kimberly Hardy, Information Management Specialist	301-851-2727	Fax No.: 301-734-5319
Sheniqua Harris, Information Management Specialist	301-851-2526	Fax No.: 301-734-5319
Lynn Kent, Information Management Specialist	301-851-2533	Fax No.: 301-734-5319
Cathy McDuffie, Information Management Specialist	301-851-2626	Fax No.: 301-734-5319
Karen Stratchko, Information Management Specialist	301-851-2800	Fax No.: 301-734-5319

MAILING ADDRESSES (Area Codes)

RIVERDALE, MD (301)

APHIS-MRPBS-ITD
4700 River Road
(Units 101,102,103,104,123)
Riverdale, MD 20737

RALEIGH, NC (919)

APHIS-MRPBS-ITD
920 Main Campus Dr.
Suite 200-ITD
Raleigh, NC 27606

WASHINGTON, DC (202)

APHIS-MRPBS-ITD
1400 Independence Ave
Room 0750-SB
Washington, DC 20250

MIAMI, FL (305)

APHIS - MRPBS – ITD
10300 Sunset Dr.
Suite 150
Miami, FL 33173

FORT COLLINS, CO (970)

APHIS-MRPBS-ITD
2150 Centre Ave, Bldg B
Mail Stop 1E1 or 1E2
Fort Collins, CO 80526

MINNEAPOLIS, MN (612)

APHIS-MRPBS-ITD
100 N. Sixth St, 6th Floor
Minneapolis, MN 55403

AMES, IA (515)

APHIS-MRPBS-ITD
1920 Dayton Ave.
Ames, IA 50010

**ENTERPRISE OPERATIONS SERVICES BRANCH (EOSB) –
Unit 102**

EOSB is responsible for three areas of customer support: the Enterprise Service Desk is comprised of the APHIS Technical Assistance Center (ATAC) the single point of contact for all software, hardware, and related services; Local Supper Services which supports APHIS users at our hub locations; and Enterprise Infrastructure Services which supports telecommunication operations and network servers.

Lissa Scott, Branch Manager	301-851-2500
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Enterprise Infrastructure Services

Riverdale, MD

Cindy MacLeod, EIS Manager	301-851-3000
Leonard Abram, IT Specialist	301-851-2507

Debbie Aghamiri, Telecom Specialist	301-851-2480
John Brinsko, Telecom Specialist	301-851-2482
Milton Coore, System Administrator	301-851-2522
John Dalzell, Telecom Specialist	301-851-2510
Paul Jun, IT Specialist	301-851-2777
Kristal Stafford, IT Specialist	301-851-2506

Fort Collins, CO

Dale Hoelscher, Contractor	970-494-7138
Jason Kraft, IT Specialist	970-494-7149
Patrick Larmore, Contractor	970-494-7137
Brian Mossong, Contractor	970-494-7114
Joanne Wilson, IT Specialist	970-494-7132

Raleigh, NC

Chris Bergeron, Network Engr., Contractor	919-855-7149
Roger Lamp, Telecom Specialist	919-855-7145

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)
INFORMATION TECHNOLOGY DIVISION (ITD)**

Deron Medley, Contractor-VOIP Op. Engr.	919-855-7142
Ed Rohn, IT Specialist	919-855-7133
Hernan Silva, Contractor	919-855-7136

Minneapolis, MN

David Lawrence, Telecom Engineer	612-336-3386
Michael Sheresh, IT Specialist	612-336-3421

Ames, IA

Bruce Maxwell, IT Specialist	515-663-7688
Michael Churchill, Contractor	515-663-7699
Michael Nispel, Contractor	515-663-7187

Enterprise Business Services

Minneapolis, MN

Ann Corona, EBS Manager	919-855-7150
Sadie Broome, IT Specialist	919-855-7128
Debbie Lemire, IT Specialist	919-855-7128

Enterprise Services Desk – ATAC

Raleigh, NC

Ann Corona, ESD Manager	919-855-7150
Greg Corker, ATAC Team Lead	919-855-7151
Leslie Carden, IT Specialist	919-855-7888
April Crosland, IT Specialist	919-855-7888
Donald Johnson, IT Specialist	919-855-7888
Ranika Mack, IT Specialist	919-855-7888
Anthony McFadgen, IT Specialist	919-855-7888
Lisa Mosley, IT Specialist	919-855-7888
Brandon Peach, IT Specialist	919-855-7888
Jonathan Peach, IT Specialist	919-855-7888
Donna Tsukayama, IT Specialist	919-855-7888

Local Support Services

Raleigh, NC

Diane Riggsbee, LSS Manager	919-855-7147
Suzanne Idol, LSS Team Lead	919-855-7141
Dwight (Ike) Dillman, IT Specialist	919-855-7138
Cory Lowe, IT Specialist	919-855-7148
Rebecca Rich, IT Specialist	919-855-7132

Riverdale, MD

Barbara McIntosh, LSS Team Lead	301-851-2700
Kenneth Hill, IT Specialist	301-851-2539
Faith Hughes, IT Specialist	301-851-2511
Anthony Logan, IT Specialist	301-851-2509
Maria Stamos, IT Specialist	301-851-2519
James Williams, IT Specialist	301-851-2508
Dale Young, IT Specialist	301-851-2505

Washington, DC

Vernon Harleston, LSS Team Lead	301-851-2520
Jay Stromowsky, IT Specialist	301-851-2521

Fort Collins, CO

Melanie Porterfield, LSS Team Lead	970-494-7103
Mark Dones, IT Specialist	970-494-7115
Dennis Love, IT Specialist	970-494-7104
Sherry Peacock, IT Specialist	970-494-7111
Michael Pierce, IT Specialist	970-494-7099

Minneapolis, MN

Scott Peterson, LSS Team Lead	612-336-3376
Matt Cron, IT Specialist	612-336-3377
Charlie Moore, IT Specialist	612-336-3378
Mark Necklen, IT Specialist	612-336-3379

PORTFOLIO MANAGEMENT BRANCH (PMB) – Unit 103

PMB manages the APHIS Information Technology (IT) investment portfolio and acts as liaison both internally and with Departmental oversight officials. PMB ensures appropriate investment and project documentation exists for IT investments and projects; develops and oversees standard processes, tools, and templates to support the Capital Planning and Investments Control. PMB provides reports on investment and projects. PMB reviews APHIS' IT budget and ensures that APHIS systems and investments are aligned with the Federal Enterprise Architecture (FEA), the alignment is appropriately documented, and the FEA is considered the Agency investments decisions. PMB also develops and ensures alignment with internal and external policies in Telecommunications, Project Management, and Portfolio Management to support APHIS IT strategies, services, and infrastructure.

Dawn Tucker, Branch Manager	301-851-2526
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Project Management

Vacant, Manager	
Stacie Roe, IT Specialist	301-851-2488

Portfolio Management

Teresa Gilbert, Manager	301 851-2524
Vacant, IT Specialist	

Enterprise Architecture

Russ Cole, Manager	301-851-2535
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Program Management

Lawrence Herbert, Manager	301-851-2696
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Telecommunications Policy

Portia Cross, Telecom Specialist	919-855-7144
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INFORMATION SECURITY BRANCH (ISB) – Unit 103

ISB provides information system security program planning, development, implementation, and support for Agency-wide system security programs. The APHIS ISB develops and integrates policies and procedures, security architecture, system development lifecycle requirements, and provides incident response.

Ja'Nelle DeVore, ISSPM, Branch Manager	301-851-2483
Nathaniel Phippen, Deputy ISSPM	301-851-3020

Security Risk and Compliance Section

Rajiv Sharma, Team Lead	301-851-2551
Kathy Dumire, IT Specialist	301-851-2552
Angela Patterson, IT Specialist	301-851-2514

Security Management Section

David Cavallier, Team Lead	970-494-7128
Liz Ballard-Cooper, IT Specialist	301-851-2494
Danna Mingo, IT Specialist	301-851-2487

Security Operations Section

Terri Shuey, Team Lead	970-494-7127
Ralph Davis, IT Specialist	301-851-2481
Dan Dove, Emergency Programs Coordinator	301-851-2525

APHIS Enterprise Infrastructure (AEI) Information System

Security Manager (ISSM)

Bill Flinn, Team Lead	970-494-7113
Mark Bannon, IT Specialist	970-494-7092
Michael Hargett, IT Specialist	919-855-7135

MRPBS ISSM

Michael Fuchs, IT Specialist	301-851-2527
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**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP – BUSINESS SERVICES (MRPBS)
INFORMATION TECHNOLOGY DIVISION (ITD)**

TECHNOLOGY MANAGEMENT BRANCH (TMB) - Unit 104

TMB provides architecture standards for the tools and technologies that constitute the APHIS IT infrastructure. This includes the hardware, software, application, and telecommunications environments. TMB is responsible for technology research, evaluation, and development activities that ensure the Agency is positioned to support existing and emerging business needs.

Marco Munoz, Branch Manager 970-494-7140
Bryan Rice, AEI Business Manager 970-494-7141

Hardware Platforms Section

Riverdale, MD

JoAnn White, Manager 301-851-2515
Chris Chambers, IT Specialist 301-851-2484
Donna Dance-Masgay, IT Specialist 301-851-2489
Abed Onwona, IT Specialist 301-851-2486

Fort Collins, CO

Randy Kosbab, IT Specialist 970-494-7143
John Lund, IT Specialist 970-494-7101
Christine McCoy, IT Specialist 970-494-7129
Rhiana Shumate, IT Specialist 970-494-7102

Raleigh, NC

David Farris, IT Specialist 919-855-7130

Minneapolis, MN

Laura O'Mara, IT Specialist 612-336-3388

Networking Section

Fort Collins, CO

Paul Butler, Acting Manager 970-494-7147
Tim Berg, Contractor 970-494-7122
Rob Clark, Telecom Specialist 970-494-7144
Clyde Franklin, Contractor 970-494-7097
Jason Smith, Contractor 970-494-7134
Robert Strickland, Radio Manager 970-494-7143
Mark Williams, Contractor 970-494-7154

Riverdale, MD

Errol Arthur, VOIP Op. Engineer 301-851-2478
Cheedy Okere, Contractor 301-851-2485

Raleigh, NC

Antonie Medley, Contractor 919-855-7143
Jack Tiger, Contractor 919-855-7146
William (Billy) Vaughan, Contractor 919-855-7137

Minneapolis, MN

Bryan Bremer, Telecom Specialist 612-336-3380

Software Platforms Section

Riverdale, MD

Brian Bowman, IT Specialist 301-851-2516
Ellen Mudd, IT Specialist 301-851-2493
David Sweetman, IT Specialist 301-851-2534

Fort Collins, MD

James Pullin, Manager 970-494-7130
Michael Bohler, Database Administrator 970-494-7187
Blaine Crussell, IT Specialist 970-494-7100
James Hein, IT Specialist 970-494-7133
Scott Stoeckle, IT Specialist 970-494-7131

Application Development Section

Fort Collins, CO

Nancy Gaucher, Manager 970-494-7090
Angela Anderies, Technical Writer/Editor 970-494-7093
Nancy Farnsworth, IT Specialist 970-494-7094
Cheryl Johnson, IT Specialist 970-494-7121

John Johnson, IT Specialist 970-494-7078
Paul Mihaly, IT Specialist 970-494-7089
Dean Parkinson, Contractor 970-494-7098

Minneapolis, MN

Joshua Kessler, IT Specialist 612-336-3359
Kathy Leners, IT Specialist 612-336-3374
Dixie Simon, IT Specialist 612-336-3381

Riverdale, MD

Chuck Chenoweth, IT Specialist 301-851-2518

Telecommunication Mission Area Control Officer (TMACO) Section

Riverdale, MD

Glenn Jones, Manager 301-851-2523
Theresa Dyer, Mgmt Analyst 301-851-2498
Kristi Ewing, Telecom Specialist 301-851-2536
Sam Prieto, Mgmt Analyst 301-851-2497
Kimberly Prince, Telecom Specialist 301-851-2529
Marva Smith, Telecom Specialist 301-851-2496
Gary Unger, Phones, Contractor 301-851-2479

Fort Collins, CO

Mark Eakin, Contractor 970-494-7095
Kristy Frank, Mgmt Analyst 970-494-7096
Tom Thorne, Telecom Specialist 970-494-7077

Minneapolis, MN

Mike Evans, Contractor 612-336-3618
Todd Frazier, Contractor 612-336-3422
Arlette Nelson, Telecom Specialist 612-336-3385

Raleigh, NC

Daphne Samuelsson, Mgmt Analyst 919-855-7126

Miami, FL

Maria Nieto-Menendez, Mgmt Analyst 305-608-8733

ALPHABETICAL EMPLOYEE INDEX

Abbott, Mary Beth	12	Broms, Debra	6
Abernathy, Kathy	7	Broome, Sadie	14
Abram, Leonard	13	Brown, Catherine	3
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Aghamiri, Debbie	13	Brown, Jo	12
Aiken, Eric	3	Brown, Kay	13
Allen, Judith	5	Brown, Marcus	3
Allen, Laverna	2	Brown, Tracey	9
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Anderies, Angela	15	Brownell, Peter	8
Anderson, Candy	5	Broyles, Robert	12
Anderson, Carol	5	Brunson, Gina	3
Anderson, Melinda	10	Buresh, Mary	10
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Artemus, Kinnith	7, 8, 9	Burnette, Susan	10
Arthur, Errol	15	Burns, Angela	9
Asper, Kitty	11	Burrows, Brenden	12
Assad, Aline	9	Burt, Curtis	6
Backstrom, Michael	6	Burton, Evelyn	9
Bailey, Paula	9	Busch, Debra	10
Baire, Ron	6	Butler, Paul	15
Ballard-Cooper, Liz	14	Butler, Tanica	2
Ballif, Dean	6	Caine, Terry	8
Bannon, Mark	14	Capehart, John	4
Barbour, Dina	3	Caraher, Kris	5
Barger, Blair	2	Carden, Leslie	14
Barnes, Connie	6	Carlson, Emily	10
Barnes, Lajuan	7	Carr, Rhonda	9
Barry, Dennis	2	Carson, Larry	12
Barth, Ken	6	Cassidy, Beverly	9
Bateman, Kirk	7	Cavallier, David	14
Battle, Chaunda	12	Chadwick, Jeffery	3
Battle, Michelle	5	Chambers, Chris	15
Baun, Sean	4	Chenoweth, Chuck	15
Bawroski, Ashley	5	Chihak, Jim	10
Bembenek, Chris	12	Chiodi, Michael	2
Bennett, Vera	12	Christensen, Cathy	5
Benson, Gloria	2	Christensen, Shin	6
Berg, Tim	15	Christianson, Darla	11
Bergeron, Chris	13	Churchill, Michael	14
Berke, Eileen	5	Cichy, Donna	6
Berkley, Karla	13	Clark, Pam	10
Betts, Karen	11	Clark, Rob	15
Beverly, Latisha	2	Clark, Veronica	8
Blackmon, Linda	8	Cleary, Eileen	4
Blackwell, Barbara	5	Colbert, Michael	7
Blackwood, Beth	8	Cole, Russ	14
Blesi, Michele	3	Commodore, Marquess	7
Blichfeldt, Craig	6	Conway, Joan	6
Bock, Heidi	10	Cooper, Julie	1
Bohler, Michael	15	Coore, Milton	13
Bolden, Chemin	5	Copeland, Melvin	6
Bolden, Marjorie	8	Corker, Greg	14
Bolton, Leslie	9	Corona, Ann	14
Bolton, Theresa	8	Corradi, Steve	10
Bona, Shannon	6	Cosgrove, Seandra	4
Boney, Dawna	9	Coursey, Sharon	7
Borrego, Ernest	6	Cox, Lindsay	4
Bostwick, Will	9	Crandall, Archie	3
Bowman, Brian	15	Craney, Judy	9
Boyd, Shirley	9	Crews, Douglas	6
Bradford, Nancy	4	Crichton, Chanae	4
Brado, Ruth	2	Cron, Matt	14
Bramhall, Emily	5	Cronk, Sharon	6
Branch, Mark	9	Crook, Gary	2
Bremer, Bryan	15	Crosland, April	14
Bridges, Bernice	11	Cross, Portia	14
Brinsko, John	13	Crowson, John	10
Briscoe, Kelly	12	Crowther, Bob	3
Briscoe, Tanya	9	Crussell, Blaine	15
Broadway, Lisa	12	Cunningham, Louis	3
Brock, Crystal	12	Currie, Lucy	6

Curry, Kenneth.....	6	Gabaldon, Anthony.....	8
Curry, Sharon (Sherry).....	8	Gailey, James.....	3
Dale, Ron.....	8	Galloway, Tracey.....	8
Dalzell, John.....	13	Garza, Martha.....	2
Dance-Masgay, Donna.....	15	Gaucher, Nancy.....	15
Daugard, Paula.....	6	Gibson, Sheila.....	10
Davis, Dee.....	13	Giddo, Barbara.....	6
Davis, Ralph.....	14	Gilbert, Teresa.....	14
Dean, Arleane.....	2	Givens, Joneka.....	6
DeCoteau, Inez.....	3	Gleason, Lori.....	10
DeVore, Ja Nelle.....	14	Gmitterko, Terry.....	2
Diaz, Estela.....	3	Gmitterko, Theresa.....	2
Dickerson, Robin.....	8	Goetten, Jeanne.....	10
Dillman, Dwight (Ike).....	14	Gold, Martin.....	8
Dingess, Carol.....	2	Goldstein, Karen.....	4
Dinh, Ashley.....	6	Goral, Jeanine.....	2
Dixon, Adele.....	10	Graczyk, Carol.....	10
Doetschman, Lynn.....	7	Graham, Miracle.....	4
Dones, Mark.....	14	Grahek, Tom.....	6
Donnell, Don.....	7	Grant, Edmund.....	12
Donoghue, Stephanie.....	8	Gravagna, Martha.....	10
Dorsey, Ginger.....	4	Gray, Cohila.....	8
Dove, Dan.....	14	Green, Robert.....	4
Downs, Steve.....	10	Green, Tara.....	7
Drone, Charlotte.....	10	Groth, Elizabeth.....	6
Dukart, Dru.....	10	Gutman, Ted.....	7
Dumire, Dumire.....	14	Guy, Brian.....	8
Dunaski, Judy.....	10	Hadlich, Cindy.....	11
Duncan, Daniel.....	3	Haines, Tyler.....	3
Dunn, Sourette.....	6	Hairston, Tanya.....	5
Durette, Keisha.....	4	Halvorson, Dawn.....	5
Dyer, Theresa.....	15	Halvorson, Debbie.....	2
Dynon, Diane.....	10	Hample, Patricia.....	10
Eakin, Mark.....	15	Hancock, Mike.....	3
Eberhart, Leigh.....	2	Hanninen, Cynthia.....	7
Eckwood, Serina.....	6	Hanto, Paul.....	3
Edmond, Cindy.....	10	Harding, Soquel.....	8
Edmondson, Gail.....	12	Hardy, Kimberly.....	13
Ellism Christine.....	7	Hargett, Michael.....	14
Enzler, Peigi.....	10	Hargrove, Zaneta.....	6
Erickson, Tim.....	10	Harleston, Vernon.....	14
Esse, Sue.....	10	Harman, Gordon.....	4
Evans, Christie.....	5	Harris, Lorna.....	12
Evans, Mike.....	15	Harris, Patricia.....	2
Everett, Eunice.....	7	Harris, Sheniqua.....	13
Ewing, Kristi.....	15	Harris, Willie.....	12
Fairley, June.....	10	Harrison, Mavis.....	9
Fancher, Arlene.....	10	Hartson, George.....	2
Farris, David.....	15	Harvey, Gerald.....	2
Fedorko, Samantha.....	10	Hastings, Lisa.....	10
Fernandez, Mirdza.....	9	Hatfield, Linda.....	7
Finke, Karin.....	2	Hayes, Dale.....	3
Flinn, Bill.....	14	Hein, James.....	15
Flynn, Linda.....	3	Helseth, Deborah.....	6
Foley, David.....	9	Hendricks, John.....	10
Folk, Roxanne.....	12	Hensley, Sheila.....	6
Ford, Arthur.....	8	Herbert, Lawrence.....	14
Ford, Donna.....	5	Hill, Kenneth.....	14
Ford, Maria.....	6	Hoelscher, Dale.....	13
Fordahl, Timothy.....	12	Holland, Marilyn.....	13
Foster, Nancy.....	10	Hollman, Latisha.....	2
Fowler-Coristine, Mimi.....	13	Hook, Ayanna.....	9
Frank, Kristy.....	15	Horne, Sonja.....	3
Franklin, Anthony.....	8	Horner, Ken.....	13
Franklin, Clyde.....	15	Hudoba, Sharon.....	10
Franklin, Tom.....	4	Hughes, Faith.....	14
Frantes, Laura.....	10	Hunter, Traci.....	9
Frazier, Todd.....	15	Huntsman, Kay.....	2
Freeman, Jackie.....	12	Huszar, Kelly.....	5
Fried, Terry.....	6	Huttenlocker, Robert.....	12
Frye, Crystal.....	12	Ickes, Shirley.....	5
Fuchs, Jennifer.....	6	Idol, Suzanne.....	14
Fuchs, Michael.....	14	Irving, Vicky.....	5
Fucile, Patricia.....	6	Jablonski, Nicole.....	9
Furnkranz, Tina.....	7	Jackson, Adrienne.....	5

Jackson, April	9	Lowe, Cory	14
Jackson, James	10	Lund, John	15
Jackson, Jennifer	12	Lutz, Barbara	10
Jarvis, Deirdre	12	Lynch, Sarah	10
Johnson, Allyson	5	Lyons, Pam	9
Johnson, Aretha	6	Mack, Ranika	14
Johnson, Carol	3	MacKenzie, Laura	5
Johnson, Cheryl	15	MacLeod, Cindy	13
Johnson, Donald	14	Malecha, Joshua	10
Johnson, Jocelyn	9	Malik, Deborah	6
Johnson, John	15	Mammen, Careen	10
Johnson, Nathan	2	Mangin-Fletcher, Evelyn	6
Johnson, Sheree	2	Mann, Joanne	2
Johnson, Tawanna	3	Manuel, Joseph	10
Johnson, Terry	3	Maple, Robi	8
Johnson, Viktoria	7	Matthews, Hushai	3
Johnson, Wendy	9	Maxwell, Bruce	14
Johnston, Stacie	5	McCann, Michael	12
Jones, Charlotte	8	McCaughey, Taryn	7
Jones, Glenn	15	McCoy, Christine	15
Jones, Rae	7	McDermott, Ruth Ann	12
Jordan, Herbert	12	McDonald, Lynn	10
JouZhang, Luisa	6	McDougal, Valerie	8
Jowers, Giana	5	McDuffie, Cathy	13
Juarez, Bernadette	12	McFadgen, Anthony	14
Jun, Paul	13	McGrady, Anita	3
Kapur, Rahul	4	McIntosh, Barbara	14
Kauk, Bruce	10	McKinney, Margaret	10
Kelly, Douglas	4	McKinney, Milton	3
Kelpis, Elizabeth	12	McLean, Matt	13
Kent, Lynn	13	McLemore, Tammy	10
Kessler, Joshua	15	McMillan, Annette S.	3
Keyes, Mary Ellen	9	McPeek, Stan	10
Keyser, Francis	12	McPherson, Timothy	10
King, Frank	8	Medley, Anthonie	15
King, Sarah	12	Medley, Deron	14
Kinsella, John	12	Meek, Gary	3
Knott, Deborah	4	Menlove, Twyla	10
Knutson, Sandy	6	Meyer, Rebecca	10
Kosbab, Randy	15	Meyer-Chambers, Kimberly	7
Krabuner-Lucas, Karen	12	Meyerett, Crystal	13
Kraft, Jason	13	Mielzarek, Joan	10
Kramer, Stephanie	6	Mihaly, Paul	15
Kreger, Winanne	9	Miles, Jackie	10
Kubow, Mary	10	Miller, Bill	4
Kulevich, Stacey	6	Miller, Ken	4
Kwok, Ida	10	Mingo, Danna	14
Lam, Chan	6	Minnix, Davina	8
Lamp, Roger	13	Mitchell, BJ	5
Langley, Rochelle	6	Mitchell, Mary	3
Larmore, Patrick	13	Montgomery, Gwen	9
Lawrence, David	14	Moore, Charlie	14
Lawson, Edward	3	Moore, Elizabeth	7
Lawson, Ken	3	Morris, John	8
Leaphart, Bennie	3	Moses, Gail	3
Lee, Christian	4	Moses-Clark, Marlin	4
Lee, David	3	Mosley, Lisa	14
Legendre, Kathy	3	Mossong, Brian	13
Legendre, Scott	7	Moua, Lily	10
Lehner, Tom	10	Moxey, Dina	12
Lemire, Debbie	14	Mudd, Ellen	15
Leners, Kathy	15	Munno, Joanne	1
Leners, Ken	3	Munoz, Marco	15
Leonard, Wendall	2	Murphy, Michael	10
Lewis, Geerree	9	Murray, Carroll	8
Lewis, Tom	10	Naili, Valerie	10
Linder, Deborah	7	Necklen, Mark	14
Logan, Anthony	14	Neill, Brad	4
Long, Darcy	8	Nelson, Andre	2
Long, Michelle	9	Nelson, Arlette	15
Long, Tammie	5	Nelson, Joanne	6
Longen, Eric	6	Nelson, Kandy	6
Lopresti, Susan	3	Nelson, Larry	2
Lorenzano, Teresa	12	Nelson, Stephanie	10
Love, Dennis	14	Nenichka, Margaux	2

Nguyen, Dien Hoa.....	6	Roberts, Nella.....	9
Nguyen, Hoang-Oanh.....	6	Robinson, Liz.....	13
Nichols, Barbara.....	12	Roe, Stacie.....	14
Nichols, Kimberly.....	12	Rogers, Beverly.....	3
Nickerson, Eric.....	12	Rohn, Ed.....	14
Nieto-Menendez, Maria.....	15	Rood, Jason.....	12
Nispel, Michael.....	14	Rook, Tim.....	3
Nosbaum, Raymond.....	7	Root, David.....	7
Noyes, Marcie.....	10	Roubik, Nicole.....	10
Noyes, Russell.....	3	Roudebush, Sadie.....	6
Numberger, Jennifer.....	6	Rucke, Mary.....	7
Nye, Becky.....	6	Runnigen, Kimberly.....	6
Nygren, Carol.....	2	Russell-Williams, Evelyn.....	6
O'Brien, Deborah.....	6	Saltsman, Sharon.....	11
O'Brien, Holly.....	4	Samuelsson, Daphne.....	15
O'Brien, Keith.....	2	Sanchez, Paul.....	8
O'Mara, Laura.....	15	Sanders, Andrea.....	4
Okere, Cheedy.....	15	Santelman, Brenda.....	2
Olms, Chadwick.....	4	Santelman, Dave.....	6
Olson, Kimberly.....	6	Santiago, Samuel.....	12
Olson, Mandy.....	10	Santitiro, Anthony.....	7
Onwona, Abed.....	15	Satre, Sharon.....	10
Opheim, Peter.....	2	Sazdoff, Todd.....	9
Opitz, Andrea.....	10	Schmid, Michelle.....	6
Orso, David.....	4	Schuldt, Heather.....	10
Orth, Stephanie.....	10	Schultz, Laura.....	6
Owens, Sherresa.....	9	Scott, Darlene.....	6
Parham, Gregory.....	1	Scott, Lissa.....	13
Paris, Toni.....	3	Seals, KariMae.....	6
Parkinson, Dean.....	15	Sharma, Rajiv.....	14
Patterson, Angela.....	14	Sheen, Marissa.....	9
Patterson, Denise.....	7	Sheresh, Michael.....	14
Patterson, Jerome.....	3	Short, Dale.....	9
Payne, Carol.....	1	Shuey, Terri.....	14
Peach, Brandon.....	14	Shumate, Rhiana.....	15
Peach, Jonathan.....	14	Sickles, Celeste.....	13
Peacock, Sherry.....	14	Sickles, Laura.....	5
Perez, Carleen.....	9	Silva, Hernan.....	14
Pericak, Cythina.....	9	Simon, Dixie.....	15
Perry, Annette.....	3	Simon, Wayne.....	6
Petch, Peter.....	4	Simpson, Bonnie.....	2
Peterson, Kraig.....	6	Sirotkin, Sherri.....	8
Peterson, Ruth.....	10	Siskind, Bradly.....	8
Peterson, Scott.....	14	Slaga, Kathy.....	7
Phillips, Sharon.....	4	Small, Andrea.....	13
Phommahaxay, Megan.....	6	Smith, Ashley.....	12
Pierce, Michael.....	14	Smith, Charles W. IV.....	5
Piper, Phyllis.....	1	Smith, Christine.....	6
Pippen, Nathaniel.....	14	Smith, Jason.....	15
Porterfield, Melanie.....	14	Smith, Komeka.....	7
Pree, Shelley.....	8	Smith, Mamie.....	13
Price, Howard G.....	2	Smith, Marva.....	15
Prieto, Sam.....	15	Smootz, Ember.....	12
Prince, Kimberly.....	15	Snyder, Amy.....	13
Proctor, Jessica.....	12	Soukup, Vikki.....	6
Pugh, David.....	12	Stafford, Kristal.....	13
Pullin, James.....	15	Stamos, Maria.....	14
Purcell, Bobbi.....	1	Stegall, Michele.....	10
Queen, Shelly.....	3	Stephens, Darlene.....	5
Queen-Hines, Carmen.....	9	Stewart, Arlicha.....	6
Quick, Daniel.....	3	Stoddard, Katherine.....	3
Rammer, Jennifer.....	2	Stoeckle, Scott.....	15
Ramsey, Gregg.....	3	Stratchko, Karen.....	13
Rawle-Diedrick, Gareth.....	2	Strecker, Gretchen.....	5
Rayls, Christina.....	5	Strickland, Robert.....	15
Recktenwald, Barbara.....	5	Stromowsky, Jay.....	14
Reid, Daphne.....	5	Strong, Sadie.....	4
Reinburg, William.....	12	Stuckey, Linda.....	5
Rice, Bryan.....	15	Suber, Herbert L.....	2
Rich, Rebecca.....	14	Sullivan, Mark.....	7
Richardson, Tiana.....	10	Swanson, Lora.....	6
Ridley, Anita.....	5	Swartz, William.....	12
Riethmuller, Alicia.....	9	Sweetman, David.....	15
Riggsbee, Diane.....	14	Taylor, Toni.....	2
Roberts, Horace (Del).....	8	Teachman, Stacye.....	5

Teetzel, Jill	10
Thilgen, Deborah	11
Thomas, Darryl	3
Thomas, Jessica	4
Thomas, Norita	3
Thompson, Barbara	5
Thompson, Dan	10
Thompson, Sharon	5
Thorne, Tom	15
Thorson, Margie	2
Thottam, Nick	4
Tiger, Jack	15
Timms, Cathy	5
Tinker, Maria	5
Tizcarenao, Jennifer	6
Tomikel, Joanne	8
Tourville, Christine	6
Traetow, Rick	9
Trainum, Heather	5
Tran, Jackie	3
Tran, Vinh	6
Tripp, Julie	6
Tsukayama, Donna	14
Tucker, Britnie	9
Tucker, Dawn	14
Turner, Shanda	3
Tveter, Jacqueline	10
Unger, Gary	15
Vadali, Bhadra	5
Varichak, Nancy	10
Vaughan, William (Billy)	15
Vevang, Bonnie	6
Vince, Michael	6
Wadley, Jerry	6
Wagner, Kris	11
Waite, Richard	9
Walker, Rodney	2
Walker, Thomas	4

Waltersdorff, Jamea	9
Walton, Carmen	10
Walton, Ron	4
Ward, James	7
Ward, Kate	10
Washington, Linda	2
Watry, Barbara	7
Weaver, Linda	12
Webb, Elizabeth	9
Wesley, Michael	2
Wheat, Shannon	4
White, Christopher	10
White, JoAnn	15
White, Jocelyn	8
Wilkes, Greg	6
Wilking, Jason	2
Wilkinson, Randolph	8
Williams, Christina	8
Williams, Donna	9
Williams, Eric	9
Williams, James	14
Williams, Mark	15
Wilson, Donna	10
Wilson, Joanne	13
Wing, Rene	7
Witcher, Ray	3
Wolf, Loraine	3
Yasgar, Mary Jo	11
Young Parks, Laura	3
Young, Dale	14
Young, Kendra	4
Zhang, Karen	4
Zietlow, Terry	9
Zingler, Brian	10
Zingler, David	10
Zuniga, Rudy	8
Zurn, Jodie	3

Quick-Find Service Guide

Service Description	Telephone Number
A-123 Process Questions	301-734-0779
Accounting Code Input Information (APHIS)	612-336-3363
Accounting Code Input Information (AMS and GIPSA)	202-720-7865
Acquisition Career Workforce Management	301-734-0733
Agency Advisory Committees, Budget Formulation and Execution	301-734-8635
Agency Allocations	301-734-8635
AgPUG (Agriculture Personnel Users Group)	612-336-3334
Agreements Policy and Procedures	301-734-5901
Aircraft Program Management	202-690-0054
Alternative Dispute Resolution (ADR)	301-734-4950
Alternative Work Schedules (AWS)	301-734-6466*
Annual Civil Rights Training	301-734-8657
Annuity Computations	612-336-3287
Antilles School (Puerto Rico), Certification for Attendance	301-734-6466*
APHIS Cost Management System (ACMS) Status of Funds and Agreement Inventory	301-734-8351
APHIS-89s (Issuance and Accountability)	612-336-3204
Appeals, Merit Systems Protection Board (MSPB) [APHIS, except IS]	301-734-4414*
Appeals, Merit Systems Protection Board (MSPB) [APHIS, except IS] Field (East)	919-855-7063
Appeals, Merit Systems Protection Board (MSPB) [APHIS, except IS] Field (West)	612-336-3299
Appeals, Merit Systems Protection Board (MSPB) [AMS/GIPSA/IS]	202-720-5721*
Arbitration (Union)	202-720-9817*
Architecture and Engineering	301-734-8263
Awards and Recognition (Performance, On-the-Spot, Incentive, Cash)	202-720-6378
Behavior Event Interviews (Policy)	301-734-6466*
Benefits (Health and Life Insurance, Retirement, and Death)	612-336-3287
Billing for Cooperative Agreement	612-336-3293
Billing for Interagency Agreement	612-336-3255
Billing for Military (Research and Processing)	612-336-3255
Billing for Miscellaneous (Research and Processing)	612-336-3255
Billing for Reimbursable Agreement (Research and Processing)	612-336-2355
Blood Sampling Payments	612-336-3277
Budget Formulation/Justification/Execution	301-734-8635*
Budget Hearings	301-734-8635*
Budget for Support Units	301-734-8635*
Building Maintenance (Washington, DC Complex)	202-720-6858
Building Maintenance (Ft. Collins, CO)	970-494-7171/7170
Building Maintenance (Minneapolis, MN)	612-339-7024
Building Maintenance (Raleigh, NC)	919-863-0331
Building Maintenance (Riverdale, MD)	301-734-8010
Buyouts and Streamlining Policy	301-734-6466*
Career Enhancement Program Policy	301-734-6466*

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program.

Service Description	Telephone Number
Career Intern Program	202-720-9176
Career Transition Assistance Program	612-336-3344
Civil Penalties Billing and Collection	612-336-3400
Claims (Torts, Employee, Motor Vehicle)	612-336-3270
Classification of Positions	612-336-3281
Classification Standards	612-336-3281
Collections (AMS, APHIS, GIPSA)	612-336-3405
Conduct Problems (APHIS) [except IS]	301-734-4414*
Conduct Problems (APHIS) [except IS] Field (East)	919-855-7063
Conduct Problems (APHIS) [except IS] Field (West)	612-336-3299
Conduct Problems (AMS/GIPSA/IS)	202-720-5721*
Conference Room Reservations (Ft. Collins, CO)	970-494-7168
Conference Room Reservations (Minneapolis, MN)	612-336-3347
Conference Room Reservations (Raleigh, NC)	919-855-7000
Conference Room Reservations (Riverdale, MD)	301-734-8010
Conference Rooms (Special Events - Nationwide)	301-734-3858
Conflict of Interest	202-720-9858
Conflict Prevention and Resolution (CPR) or (ADR)	301-734-4950
Contingency Funds Requests	301-734-8635
Contract Training	301-734-3696
Contracts (Construction)	301-734-8263
Contracts [Information Technology (IT)]	301-734-4703
Contracts [Other than Construction and Information Technology (IT)]	612-336-3600
Cooperative Agreements (Formulation Process)	301-734-5901
Cooperative Agreement and Procurement Reviews	301-734-8862
Cooperative Agreements Obligations and Payments	612-336-3255*
Copy Program Management (Washington, DC Complex)	202-720-9125
Copy Program Management (Riverdale, MD)	301-734-3701
Copy Room (Riverdale, MD)	301-734-8198
Credit Hours	612-336-3282*
Credit Management for APHIS	612-336-3400
Creditable Service	612-336-3282*
CULPRIT Reports (from NFC Pay/Pers System)	612-336-3329
Customer Service Training	301-734-8962
Death Benefits	612-336-3287
Debt Management for AMS, APHIS, and GIPSA	612-336-3400
Delegations of Authority (Title 7, CFR)	202-690-4822*
Designation of Beneficiaries	612-336-3287
Desk Audits	612-336-3281
Details	612-336-3281
Detail Transaction Reports (Information, Guidance, and Research) for APHIS	612-336-3255*
Detail Transaction Reports (Information, Guidance, and Research) for AMS and GIPSA	202-720-7865
Direct Hiring	612-336-3351
Directories and Locator Automation (Headquarters)	301-734-8010
Directories and Locator Automation (Ft. Collins, CO)	970-494-7001

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program.

Service Description	Telephone Number
Disability Retirement	612-336-3287*
Disciplinary Actions (APHIS) [except IS]	301-734-4414*
Disciplinary Actions (APHIS) [except IS] Field (East)	919-855-7063
Disciplinary Actions (APHIS) [except IS] Field (West)	612-336-3299
Disciplinary Actions (AMS/GIPSA/IS)	202-720-5721*
Distribution of Publications and Issuances	301-734-5523/7782
Drug Testing	301-734-8350
Dues, Employee Association	202-720-9817*
Dues, Union	202-720-9817*
E-Learning	301-734-5984
Emergency Funding Requests	301-734-8635
Employee Assistance Program (EAP)	301-734-8350
Employee Claims (Approval and Payment)	612-336-3204
Employee Development	301-734-4949
Employee Performance File (EPF) Maintenance-SES, Schedule C	301-734-6466*
Employee Responsibilities and Conduct (APHIS) [except IS]	301-734-4414*
Employee Responsibilities and Conduct (APHIS) [except IS] Field (East)	919-855-7063
Employee Responsibilities and Conduct (APHIS) [except IS] Field (West)	612-336-3299
Employee Responsibilities and Conduct (AMS/GIPSA/IS)	202-720-5721*
Environmental Protection	301-734-0626
Ethics	202-720-9858
Examining Unit	612-336-3344
Executive Development/Leadership Programs	301-734-4949
Experienced Supervisory Training	301-734-5732
Experts and Consultants - Hiring Policy	301-734-6466*
Explanatory Notes	301-734-8635*
Facilities Management (Washington, DC Complex)	202-720-3823
Facilities Management (Ft. Collins, CO)	970-479-7171
Facilities Management (Minneapolis, MN)	612-336-3249
Facilities Management (Raleigh, NC)	919-855-7000
Facilities Management (Riverdale, MD)	301-734-8010
Fair Labor Standards Act (FLSA) Policy	301-734-6466*
FAST Track Orders (Motor Vehicle Orders)	612-336-3218
Federal Assistance Award Data System (FAADS)	612-336-3255*
Federal Employees Family Friendly Leave Act	612-336-3282*
Federal Employees Pay Comparability Act	301-734-6466*
Fee Basis Payments	612-336-3277
Field/Regional Offices-Opening/Closing/Relocating	202-336-3214
Financial Data Warehouse (FDW) BRIO Reports	301-734-8351
Financial Disclosure (SF-450)	202-720-9858
Financial Systems and Policies (APHIS)	301-734-5901*
Financial Systems and Policies (AMS and GIPSA)	202-720-7865
Flexible Spending Accounts	612-336-3287
Flexiplace	612-336-3306
FMLA	612-336-3282*

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program.

Service Description	Telephone Number
FOCUS Reports (from NFC Pay/Pers System)	612-336-3329
Foreign Accounting Documents (Reconciliation, Research, and Processing)	612-336-3247
Foreign Allowances	612-336-3282
Foreign Reviews for International Services	301-734-5561
Foreign Service Retirement Tracking	612-336-3255
Forms Management (APHIS and GIPSA)	301-851-2626
Foundation Financial Information System (FFIS) Coordinators (APHIS)	301-734-8351*
Foundation Financial Information System (FFIS) Coordinators (AMS and GIPSA)	202-720-7865
Foundation Information for Real Property Management	612-336-3214
Functional Statements	301-734-4995
Funding Allocations (Agency Allocation Updates)	301-734-8351*
Garnishment of Federal Salary	612-336-3282*
General Accounting Office (GAO) Audits Liaison	301-734-8189
Gifts, Acceptance of	202-720-9858
GIPSA Forms Management	301-851-2626
GIPSA Issuance Management	301-851-2908
Government Credit Card	301-734-8788
Grievances – Administrative (APHIS) [except IS]	301-734-4414*
Grievances – Administrative (APHIS) [except IS] Field (East)	919-855-7063
Grievances – Administrative (APHIS) [except IS] Field (West)	612-336-3299
Grievances – Administrative (AMS/GIPSA/IS)	202-720-5721*
Hatch Act	202-720-9858
Health Insurance	612-336-3287
Horse Protection Act Reviews	301-734-0778
Household Moves	612-336-3255
Human Resources Desk Guide (formerly Supervisors Desk Guide)	301-734-4996
Imprest Fund Program Management for IS	612-336-3247
Indemnity Payments	612-336-3255*
Injuries (On-the-Job)	301-734-8133/8350
Intercultural Training	301-734-6513
Intergovernmental Personnel Act Agreements (IPA)	301-734-6466*
Interviewing and Resume/Application Preparation	301-734-4949
Inventions and Patents, Payment for	301-734-8635*
Issuance Management (APHIS, GIPSA, and AMS)	301-851-2908
Job Sharing Program	301-734-6466*
Labor-Management Relations	202-720-9817*
Labor Services (Washington, DC Complex)	202-690-4096
Labor Services (Ft. Collins, CO)	970-494-7171/7170
Labor Services (Minneapolis, MN)	612-336-3347
Labor Services (Riverdale, MD)	301-734-8003
Learning Contracts/Continual Learning Training	301-734-4949
Lease Payments	612-336-3276
Leave	612-336-3282*
Leave Balance Corrections	612-336-3282*
Leave Donor Program	612-336-3282*

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program.

Service Description	Telephone Number
Life Insurance	612-336-3287
Litigation of Equal Employment Opportunity Commission Cases (APHIS)	301-734-5316*
Litigation of Equal Employment Opportunity Commission Cases (AMS)	202-720-9406
Litigation of Equal Employment Opportunity Commission Cases (GIPSA)	301-734-5316*
Locality Pay	612-336-3344
Logistics Services for Warehousing, Distribution, and Purchasing (Field)	816-926-1629
Long Term Care Insurance	1-800-582-3337
Mail Management	301-734-5912
Mailroom Management (Ft. Collins, CO)	970-494-7171/7170
Mailroom Management (Minneapolis, MN)	612-659-8555
Mailroom Management (Raleigh, NC)	919-855-7006
Mailroom Management (Riverdale, MD)	301-734-3851
Management Control Reviews	301-734-8864
Maxiflex	612-336-3282*
Merit Promotion	612-336-3344
Miscellaneous Payments	612-336-3255*
Miscellaneous Collections	612-336-3204
Misconduct (APHIS) [except IS]	301-734-8868*
Misconduct (APHIS) [except IS] Field (East)	919-855-7063
Misconduct (APHIS) [except IS] Field (West)	612-336-3299
Misconduct (AMS/GIPSA/IS)	202-720-5721*
Misconduct Investigations	301-734-5537
Motor Vehicle Procurement	612-336-3218
Motor Vehicle Program Management	612-336-3218
Moving and Labor Services (Washington, DC Complex)	202-690-4096
Moving and Labor Services (Ft. Collins, CO)	970-494-7171/7170
Moving and Labor Services (Minneapolis, MN)	612-336-3347
Moving and Labor Services (Riverdale, MD)	301-734-8003
Multi year Planning	301-734-8635*
National Security Program – Eastern Region and AERO	301-734-6178
National Security Program – Western Region and Bldg. B	970-494-7169
New ExCEL Program	301-734-8962
NFC/FFIS Liaison (System Problems, Information, and Research)	612-336-3244
Nonreceipts of Checks (Non-Salary)	612-336-3244
Nonreceipts of Checks (Salary)	612-336-3282*
Office of Inspector General (OIG) Audit Liaisons	301-734-8189
Office of Workers Compensation Program (OWCP) and Job Related Injuries	301-734-8133
Official Personnel Folders (OPF) Maintenance	612-336-3334
OMB Clearance Reviews (APHIS)	301-851-2908
OMB Clearance Reviews (GIPSA)	301-851-2626
Organization Charts	202-690-4822
Organizational Structure Codes	202-690-4822
Outside Employment	202-720-9858
Outstanding Scholar Employment	612-336-3344
PARIS SF – 52 Tracking System	612-336-3320

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program.

Service Description	Telephone Number
Part-Time Employment	612-336-3344
PATS	612-336-3320
Payments for Blood Sampling	612-336-3255
Payments for Claims (Tort and Employee)	612-336-3255*
Payments for Cooperative Agreement	612-336-3255
Payments for Contracts (including Construction)	612-336-3255
Payments for Fee Basis	612-336-3277
Payments for Foreign Allowance	612-336-3272
Payments for Indemnity	612-336-3255*
Payments for Lease	612-336-3276
Payments for Miscellaneous (APHIS)	612-336-3255*
Payments for Miscellaneous (AMS and GIPSA)	202-720-7865
Payments for Relocation	301-734-8014
Payments for Transportation under \$100	612-336-3255
Payroll Checks (Non-Salary)	612-336-3282*
Payroll Checks (Recertification)	612-336-3282*
PC-TARE (Time and Attendance)	612-336-3282*
PEARS (Prospective Employee Application and Referral System)	612-336-3344
Performance-Based Actions (APHIS) [except IS]	301-734-4414*
Performance-Based Actions (APHIS) [except IS] Field (East)	919-855-7063
Performance-Based Actions (APHIS) [except IS] Field (West)	612-336-3299
Performance-Based Actions (AMS/GIPSA/IS)	202-720-5721*
Performance Management (Policy)	301-734-6466*
Personal Property Field Operations	612-336-3214
Personal Property Headquarters Operations	612-336-3214
Personal Property Program Management	612-336-3214
Personal Property Training	612-336-3214
Personal Property Transactions	612-336-3214
Personnel Manual	301-734-4996
Personnel/Payroll Document Processing	612-336-3334
Personnel Reports	612-336-3281
Planning for Retirement Training	301-734-5551
Political Activity	202-720-9858
Position Classification	612-336-3281
Position Descriptions	612-336-3281
Position Desk Audit	612-336-3281
Position Sensitivity	612-336-3281
Premium Pay	612-336-3282*
Printing Management Program	301-734-5524
Printing Management Program (Washington, DC Complex)	202-720-9125
Probationary Periods for New Employees, Supervisors, and Managers	612-336-3344
Probationary Supervisory Training	301-734-8554
Probationary Terminations (APHIS) [except IS]	301-734-4414*
Probationary Terminations (APHIS) [except IS] Field (East)	919-855-7063
Probationary Terminations (APHIS) [except IS] Field (West)	612-336-3299

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Service Description	Telephone Number
Probationary Terminations (AMS/GIPSA/IS)	202-720-5721*
Procurement Request Processing Construction [Information Technology (IT)]	301-734-8263
Procurement Request Processing Information Technology	301-734-4703
Procurement Request Processing (Other than Construction and IT)	612-336-3227
Procurement Training	612-336-3600
Program Investigations	301-734-8684
Program Reviews	301-734-5561
Property Disposal (Headquarters)	301-734-5699
Public Printing and Administrative Copying (APHIS)	301-734-5524
Purchase Card (AMS, GIPSA)	612-336-3245
Purchase Card (APHIS)	612-336-3248
Purchasing Advice (Field)	612-336-3600
Real Property Program Management	612-336-3214
Realty Training	612-336-3214
Reassignment	612-336-3344
Records Management (APHIS)	301-851-2626
Recruitment	301-734-4955
Recruitment Bonuses	301-734-6466*
Reduction in Force (RIF)	612-336-3344
Reinvention Activities	301-734-8864
Relocation Bonuses	301-734-6466
Reorganizations	612-336-3281
Restoration of Leave	612-336-3282*
Retention Allowances	301-734-6466*
Retirement (Civil Service Retirement System (CSRS)/ Federal Employment Retirement System (FERS))	612-336-3287
Safety Issues	301-734-5991
Security Clearances	612-336-3289
Security Guard Desk (Ft. Collins, CO)	970-494-7160
Security Guard Desk (Minneapolis, MN)	612-339-7024 952-831-1000
Security Guard Desk (Raleigh, NC)	919-855-7001
Security Guard Desk (Riverdale, MD)	301-734-3848/3849
Security (National Security Team) <u>Eastern Region</u>	(cell) 301-252-9075
Security (National Security Team) <u>Western Region</u>	970-494-7169 (cell) 970-556-0301
Security Program (Headquarters)	301-734-5662
Security Program (Eastern Region)	301-734-6178
Security Program (Western Region)	970-494-7169
Security Program (Policy Development)	301-734-7729
Service Computation Date Determinations	612-336-3281
Severance Pay	612-336-3282*
SF 1164's Payments	612-336-3272
Staffing Advice/Options	612-336-3344
Staffing Year Reports	301-734-8635

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Service Description	Telephone Number
Standard Job Descriptions	612-336-3281
Status of Funds Information and Guidance (LPA, MRPBS, OA, PPD)	301-734-8351
Status of funds Information and Guidance (AC, BRS, IS, PPQ, VS, WS)	301-734-8635
Status of Funds Policy and Monitoring (LPA, MRPBS, OA, PPD)	301-734-8351
Status of Funds Policy and Monitoring (AC, BRS, IS, PPQ, VS, WS)	301-734-8635
Status of Funds Information and Guidance	612-336-3237
Streamlining Plan – APHIS	202-690-4822
Student Employment Program	612-336-3344
Summer Interns	202-720-9176
Supervisor's Desk Guide (see Human Resources Desk Guide)	
Temporary Help Firms - Use of	612-336-3344
Terminations (APHIS) [except IS]	301-734-4414*
Terminations (APHIS) [except IS] Field (East)	919-855-7063
Terminations (APHIS) [except IS] Field (West)	612-336-3299
Terminations (AMS/GIPSA/IS)	202-720-5721*
Thrift Savings Plan (TSP)	612-336-3287
Time and Attendances (T&A) Reports	612-336-3282*
Tours of Duty	612-336-3282*
Transit Subsidy	612-336-3306
Transportation Payments	612-336-3255
Travel Policy and Procedures (APHIS)	301-734-5901
Travel Policy and Procedures (AMS and GIPSA)	202-690-3733
Trust Fund Reviews	301-734-5561
Unacceptable Performance (APHIS) [except IS]	301-734-4414*
Unacceptable Performance (APHIS) [except IS] Field (East)	919-855-7063
Unacceptable Performance (APHIS) [except IS] Field (West)	612-336-3299
Unacceptable Performance (AMS/GIPSA/IS)	202-720-5721*
Unions (Labor Relations)	202-720-9817*
User Fees (AQI, PPQ, VS) Collections	612-336-3400
User Fees Policy, Rate Setting, and Funds Management	301-734-5901
User Fees Receivables Processing	612-336-3400
Vacancy Announcements and Information	612-336-3500
Waivers of Overpayment	612-336-3282*
Warehouse Inventory On-Line Access	816-926-1629
Warrant Program Management	202-720-7599
Wellness Program	301-734-6138
WGI Denial (APHIS) [except IS]	301-734-4414*
WGI Denial (APHIS) [except IS] Field (East)	919-855-7063
WGI Denial (APHIS) [except IS] Field (West)	612-336-3299
WGI Denial (AMS/GIPSA/IS)	202-720-5721*
Worker's Compensation	301-734-8350
Workplace Violence	1-866-234-3174 301-734-3173

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