

# **APHIS/MRPBS/ADMINISTRATIVE SERVICES DIVISION**

## **MAILING ADDRESSES**

### **MINNEAPOLIS, MN**

USDA, APHIS, MRPBS, ASD  
100 North Sixth Street, 5<sup>th</sup> Floor  
Minneapolis, MN 55403

### **WASHINGTON, DC**

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

### **RIVERDALE, MD**

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

### **RALEIGH, NC**

USDA, APHIS, MRPBS, ASD  
920 Main Campus Drive, Suite 200  
Raleigh, NC 27606  
Lobby Reception/Security – 919-855-7001

### **FORT COLLINS, CO**

USDA, APHIS, MRPBS, ASD  
2150 Centre Avenue, Bldg B, MSC 2E6  
Ft. Collins, CO 80526  
Lobby Reception Desk – 970-494-7001

## **Office of the Director (Unit 122)**

### **Riverdale, MD**

#### **Howard Price, Director**

Latisha Beverly, Administrative Officer  
Laverna Allen, Management Assistant  
Fax No:

**301-851-2678**

301-851-2646

301-851-2673

301-734-3271

### **Minneapolis, MN**

Larry Nelson, Contracting Officer

Fax No:

612-336-3225

612-336-3550

## **Real & Personal Property Branch**

Realty Team- The 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.

Property Team- This 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 US Bank gas cards, handling activities involved with tracking and working with motor vehicle accident claims.

### **Minneapolis, MN**

#### **George Hartson, Chief**

Gary Crook

Karin Finke

Chan Lam

Theresa Gmitterko

Ray Witcher

Jennifer Rammer

Brenda Santelman

Russell Noyes

Fax No:

Archie Crandall

Inez DeCoteau

Skip Bradford

**612-336-3214**

612-336-3226

612-336-3232

612-336-3229

612-336-3230

612-336-3233

612-336-3212

612-336-3231

612-336-3218

612-336-3553

612-336-3216

612-336-3217

612-336-3419

Fax No: 612-336-3552  
**Washington, DC**  
Mike Hancock 202-799-7139  
Tim Rook 202-799-7135  
Fax No: 202-720-3249

### **Specialized Contracting**

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.

#### **(Unit 45)**

##### **Riverdale, MD**

**Herbert L. Suber, Chief** 301-851-2687  
Margaux Nenichka 301-851-2716  
Andre Nelson 301-851-2689  
Rodney Walker 301-851-2712  
Linda Washington 301-851-2682  
Michael Wesley 301-851-2664  
Fax No: 301-734-7323

##### **Ft. Collins, CO**

Bonnie Simpson 970-494-7179  
Fax No: 970-472-1897

##### **Edinberg, TX**

Martha Garza 956-205-7604  
Fax No: 956-205-7631

### **Programs, Policy & 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.

#### **(Unit 113)**

##### **Riverdale, MD**

**Norita Thomas, Chief** 301-851-2639  
Marcus Brown 301-851-2635  
Estela Diaz 301-851-2537  
Annette Perry 301-851-2717  
Shanda Turner 301-851-2663  
Jackie Tran 301-851-2731  
Fax No: 301-734-3271

##### **Washington, DC**

Ken Lawson 202-799-7137  
Fax No: 202-720-3249

### **Engineering Service Branch**

Provides professional services of an Architectural/Engineering nature specifically in the areas of planning, design, construction, modernization, renovation, and repair of MRP owned/leased buildings and facilities. This Branch provides services to APHIS, AMS and GIPSA

#### **(Unit 115)**

#### **Riverdale, MD**

<b>Gareth Rawle-Diedrick, Chief</b>	<b>301-851-2667</b>
Toni Mitchell	301-851-2630
Rheta Johnson	301-851-2638
Keith O'Brien	301-851-2629
Fax No:	301-734-4846

### **Printing, Distribution, Mail & Copier Solutions**

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.

#### **(Unit 1)**

#### **Riverdale, MD**

<b>Lorraine Wolfe, Acting Chief</b>	<b>301-851-2715</b>
Chris Speight	301-851-2679
Hushai Matthews	301-851-2645
Sonja Horne	301-851-2675
Tawanna Johnson	301-851-2681
Daniel Duncan	301-851-2633
Eric Aiken	301-851-2683
Milton McKinney	301-851-2661
Edward Lawson	301-851-2632
Dale Haynes	301-851-2636
Tanica Butler	301-851-2642
Fax No:	301-734-8455

#### **Washington, DC**

Anita McGrady	202-799-7134
Fax No:	202-720-7587

### **Procurement Branch**

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.

#### **Minneapolis, MN**

<b>Margie Thorson, Chief</b>	<b>612-336-3209</b>
Michael Chiodi	612-336-3203
James Roloff	612-336-3223
Gloria Benson	612-336-3220
Leigh Eberhart	612-336-3206
Latisha Hollman	612-336-3647
Jeanine Goral	612-336-3353
Patricia Harris	612-336-3207
Debbie Halvorson	612-336-3239
Leah Schultz	612-336-3625

Nathan Johnson	612-336-3404
Joanne Mann	612-336-3224
Corrine Nygren	612-336-3235
Jason Wilking	612-336-3210
Carol Dingess	612-336-3208
Procurement Fax No:	612-336-3550
Purchasing Fax No:	612-336-3554

### **Facility and Conference Services Branch**

Coordinates the management of building services in the areas of maintenance, space design and renovation services; conference and events planning; on-site security operations; personal property services and property passes; parking services, laborer services; mail and supply services for Ft Collins, CO; and, mail and copier services for Raleigh, NC. This Branch provides services to AMS, GIPSA and APHIS.

#### **Riverdale, MD**

<b>Laura Parks, Chief</b>	<b>301-851-2644</b>
Catherine Brown	301-851-2643
Sue Lopresti	301-851-2640
Terry Johnson	301-851-2686
Kathy Legendre	301-851-2677
Toni Paris	301-851-2670
Jerome Patterson	301-851-2680
Louis Cunningham	301-851-2711/2671
Help Desk:	301-851-2710
Fax No:	301-734-7815

#### **Washington, DC**

Gregg Ramsey Room: 0763	202-799-7138
Fax No:	202-720-3910
Shelly Queen Room: 0757	202-799-7136
Fax No:	202-720-4855

#### **Minneapolis, MN**

Ken Leners	612-336-3249
Tom Wesley	612-336-3347
Paul Hanto	612-336-3278
Jodie Zurn (Detailed to ASD/Procurement)	612-336-3266
Fax No:	612-336-3564

#### **Fort Collins, CO**

Linda Flynn	970-494-7170
Will Anderson	970-494-7163
Larry Willis	970-494-7162
Jim Gailey	970-494-7164
Beverly Rogers	970-494-7001
Mary Mitchell	970-494-7168
Fax No:	970-494-7174

#### **Raleigh, NC**

Katherine Stoddard	919-855-7007
Daniel Quick	919-855-7005
Gary Meek	919-855-7006
Gina Brunson	919-855-7013
Fax No:	919-855-7030

**APHIS Technical Assistance Center (ATAC)**

**Phone: 1-877-944-8457**

**Email: [aphisremedy@aphis.usda.gov](mailto:aphisremedy@aphis.usda.gov)**