



Functional Area Points of Contact Listing

August 19, 2009

<i>Office of Health, Safety and Security (HS-1)</i>				
Function/Subject	Primary	Phone	Alternate(s)	Phone
30-60-90 Day Report	Joe Murray	3-4700	Steve Kirchhoff	3-2824
REVCOM (Directives System)	Sharon Edge-Harley	6-9275	Frances Rose	6-2775
Travel/Foreign Travel (GovTrip System)	Sharon Edge-Harley	6-9275	Frances Rose	6-2775
Time and Attendance (ATAAPS System)	Sharon Edge-Harley	6-9275	Frances Rose	6-2775
Weekly Reports – HS-1	Joe Murray	3-4700	Steve Kirchhoff	3-2824
Yellow Book (Congressional)	Frances Rose	6-2775	Sharon Edge-Harley	6-9275
<i>Communications and Congressional Affairs: Barbara Stone</i>				
Congressional Interface	Barbara Stone	3-5981	Steve Kirchhoff	3-2824
DARTS	Robyne Johnston	6-5385	Cecelia Kenney	6-4399
Freedom of Information Act (FOIA) Requests	Robyne Johnston	6-5385	HSS Comm Center	6-8281
Government Accounting Office (GAO) Requests	Robyne Johnston	6-5385	HSS Comm Center	6-8281
HSS Communications Center (HSSComm)	Cecelia Kenney	6-4399	Sue Milan	6-8281
HSS Control Center Operations	Cecelia Kenney	6-4399	Barbara Stone	3-5981
Classified Mail Control Station (IMC/D-311)	Cecelia Kenney	6-4399	Mary Dewees	3-4807
Unclassified Mail Station (E-016)	Cecelia Kenney	6-4399	David Moles	3-3622
Document Control Center (DCC/C-304)	Cecelia Kenney	6-4399	Tom Michalski	3-5576
Inspector General (IG) Requests	Robyne Johnston	6-5385	HSS Comm Center	6-8281
Office of Executive Secretariat (ES) Actions	Cecelia Kenney	6-4399	Sue Milan	6-8281
Privacy Act (PA)	Robyne Johnston	6-5385	HSS Comm Center	6-8281
Telephone Directory	Sue Milan	6-8281	Cecelia Kenney	6-4399
<i>Director, Office of Resource Management (HS-1.2): Lesley A. Gasperow</i>				
Function/Subject	Primary	Phone	Alternate(s)	Phone
All-Hands Meeting Notifications	Frances Rose	6-2775	Sharon Edge-Harley	6-9275
Continuity of Operations Plan (COOP) – HS-1.2	Mike Lohr	3-7367	Felecia Briggs	3-8803
Performance Measures	Tim Fox	3-7035	Joe Murray	3-4700
Organizational Self-Assessment	Lesley Gasperow	3-5577	Stephanie Martin	3-9881
Standard Operating Procedures (HSS)	Lesley Gasperow	3-5577	Steve Kirchhoff	3-2824



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Strategic Planning	Lesley Gasperow	3-5577	Rick Updegrove Ray Holmer Stephanie Martin	3-1832 3-7325 3-9881
Subsidy for Energy Employees' Transit (SEET)	Frances Rose	6-2775	Sharon Edge-Harley	6-9275
Supply Certification	Frances Rose	6-2775	Sharon Edge-Harley	6-9275

Director, Office of Business Operations (HS-1.21): Richard D. Updegrove

Function/Subject	Primary	Phone	Alternate(s)	Phone
Budget (Travel, Training, Support Services, Misc/All Other, HS-1.1, HS-30)	David Herman	3-3698	Rick Updegrove	3-1832
Budget (HS-1.2)	Rick Updegrove	3-1832	Debra James	3-3465
Budget (HS-1.3, HS-1.4, Security Investigations)	Joanne Csordas	3-3573	Rick Updegrove	3-1832
Budget (Salaries and Benefits, HS-10, HS-20)	Debra James	3-3465	Rick Updegrove	3-1832
Budget (IT – all, HS-60, A-76 IV&V Reviews)	Diane Friis	3-3599	Rick Updegrove	3-1832
Budget (HS-40, HS-50, HS-70, HS-80, HS-90)	Pam Crampton	3-6684	Rick Updegrove	3-1832
EC Web	Nick McNulty	3-5287	John Wells	3-6687
Employee Out-Processing (Contractor)	John Wells	3-6687	Rick Updegrove	3-1832
Government Purchase Cards (SmartPay)	Nick McNulty	3-5287	Rick Updegrove	3-1832
Procurement	John Wells	3-6687	Rick Updegrove	3-1832
Working Capital Fund	David Herman	3-3698	Rick Updegrove	3-1832

Director, Office of Information Management (HS-1.22): Raymond C. Holmer

Function/Subject	Primary	Phone	Alternate(s)	Phone
CLAN	Tom Curtis	3-0521	Dan Young	3-9970
Computer Hotline	Help Desk	3-2500	Kathy Murphy Sherri Bishop	3-9652 3-1248
Copiers	Kathy Murphy	3-9652	Sherri Bishop	3-1248
Cyber Security	Tom Curtis	3-0521	Gary Dewitt	3-5189
DOE COE Issues	Kathy Murphy	3-9652	Sherri Bishop	3-1248
Electronic Distribution Lists	Joyce Baker	3-3417	Kathy Murphy	3-9652
energy.Gov Liaison	Mary Fairbanks	3-0086	Sherri Bishop	3-1248
Enterprise Architecture	Vinh Le	3-4648	Sherri Bishop	3-1248
FAX Machines	Kathy Murphy	3-9652	Joyce Baker	3-3417



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HSCT	HSS Information Systems Support Desk	3-8358 1-800-473-4375	Mary Fairbanks Sherri Bishop	3-0086 3-1248
Information Systems Configuration Management	Vinh Le	3-4648	Mary Fairbanks	3-0086
Information Systems Security Officer -ISSO (Classified and Unclassified Stand-alone Computer Systems)	Gary Dewitt	3-5189	William Fassler Stephanie Curtin Nick Maxwell	3-6284 3-2181 3-4903
Information Systems Support Desk	Support Desk Staff	3-8358 1-800-473-4375	Steve Simon	3-5615
IT Capital Planning and Investment Control	Vinh Le	3-4648	Sherri Bishop	3-1248
IT Equipment Inventory Representative	Kathy Murphy	3-9652	Sherri Bishop	3-1248
IT Process and Procedures	Sherri Bishop	3-1248	Kathy Murphy Mary Fairbanks	3-9652 3-0086
LANMAS	Pete Dessaulles	3-4525	Ray Holmer	3-7325
Lotus Notes Administration	Mary Fairbanks	3-0086	Sherri Bishop	3-1248
NMMSS	Pete Dessaulles	3-4525	Jim Crabtree	3-6008
RSA Tokens	Kathy Murphy	3-9652	Sherri Bishop	3-2148
RSTS	Pete Dessaulles	3-4525	Ray Holmer	3-7325
Safety Information System(s) Development, Operations and Maintenance	Steve Simon	3-5615	Dan Young	3-9970
Security Information Systems(s) Development, Operations and Maintenance	Dan Young	3-9970	Steve Simon	3-5615
VPN Accounts	Kathy Murphy	3-9652	Joyce Baker	3-3417
HSS Web Site	Steve Simon	3-5615	Sherri Bishop	3-1248

Director, Office of Human Resources and Administration (HS-1.23): Stephanie K. Martin

Function/Subject	Primary	Phone	Alternate(s)	Phone
ADMINISTRATION				
Accountable Property Representative (Personal Property & Information Technology)	Charity Hilliard	3-7299	Sherry Main	3-3272
Conference Management	Charity Hilliard	3-7299	Sherry Main	3-3272
Employee Out-Processing (Equipment) (Federal and Contractor)	Charity Hilliard	3-7299	Sherry Main	3-3272
Federal Managers Financial Integrity Act (FMFIA)	Felecia Briggs	3-8803	Stephanie Martin	3-9881
Fire Wardens/Monitors List Maintenance (FORS/GTN)	Mike Lohr	3-7367	Charity Hilliard	3-7299



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Forms Management	Felecia Briggs	3-8803	Charity Hilliard	3-7299
GETS Cards / WPS	Charity Hilliard	3-7299	Sherry Main	3-3272
HSS Emergency Call List (COOP) Maintenance	Mike Lohr	3-7367	Charity Hilliard	3-7299
Information Collection Requests (ICRs)	Felecia Briggs	3-8803	Charity Hilliard	3-7299
Inventory (Personal Property, IT, Firearms) - Sunflower	Charity Hilliard	3-7299	Sherry Main	3-3272
Office Space Planning, and Moves / Staff Relocations	Sherry Main	3-3272	Charity Hilliard	3-7299
Property Pass (FORS)	Frances Rose	6-2775	Sharon Edge-Harley	6-9275
Property Pass (GTN)	Mike Lohr	3-7367	Sherry Main	3-3272
Records Management / Records Inventory Disposition System (RIDS)	Sherry Main	3-3272	Felecia Briggs	3-8803
Requisitions	Sherry Main	3-3272	Charity Hilliard	3-7299
Subscriptions	Sherry Main	3-3272	Charity Hilliard	3-7299
Telecommunications (Phones, LAN Lines, etc)	Sherry Main	3-3272	Charity Hilliard	3-7299
Training – CHRIS Workflow	Charity Hilliard	3-7299	Frances Rose	6-2775
Wireless Telecommunications (Blackberry, Cell Phones, Calling Cards, etc.)	Charity Hilliard	3-7299	Sherry Main	3-3272
<i>PERSONNEL</i>				
Diversity and Equal Employment Opportunity (EEO)	Sharon Weaver	3-4994	Sandy Dentinger	3-5139
Employee Out-Processing (Federal)	Sharon Weaver Sandy Dentinger	3-4994 3-5139	Felecia Briggs Stephanie Martin	3-8803 3-9881
Federal Activities Inventory Reform (FAIR) Act	Felecia Briggs	3-8803	Stephanie Martin Sandy Dentinger	3-9881 3-5139
Flexiplace Program	Sharon Weaver	3-4994	Sandy Dentinger	3-5139
Human Capital Management Plan	Felecia Briggs	3-8803	Stephanie Martin Sandy Dentinger	3-9881 3-5139
Intern Programs	Sandy Dentinger	3-5139	Sharon Weaver	3-4994
Labor Relations/National Treasury Employee Union (NTEU) Interface	Stephanie Martin Lesley Gasperow	3-9881 3-8803	Felecia Briggs	3-8803
Personnel and Permanent Change of Station: (HS-1, HS-1.1, HS-20, HS-40, HS-50, HS-60, HS-70, HS-80, HS-90)	Sharon Weaver	3-4994	Sandy Dentinger	3-5139
Personnel and Permanent Change of Station: (HS-1.2, HS-1.3, HS-1.4, HS-10, HS-30)	Sandy Dentinger	3-5139	Sharon Weaver	3-4994