

September 1, 2008

**Office of Science, Chicago Office
Office of Human Resources Services (HRS)
Functional Directory**

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Regenia L. Griswold, Director, 630-252-2151

*630-252-xxxx

ITEM	CONTACT	PHONE*
Blood Drive Coordinator	Kim Simpson	2700
Career Transition Assistance	Linda Media	2336
Certification/Qualification Programs (Acquisition; Technical Qualifications; Information Technology; Project Management)	Linda Media	2336
Classification (Position)	Lucy Borjas (HRS, IMS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO) Marnetta Hobbs (ACQ, NBL, OM) Beth Crowe (AMSO, CR, FSO)	2327 2150 2232 2795
Clerical/Administrative Support Career Development Program	Linda Media	2336
Congressional Inquiries/FOIAs	Mike Harvey	2675
Contractor Training Oversight (Performance Measures; Self-Assessment Reviews; Cost Management)	Linda Media	2336
Corporate Human Resources Information System (CHRIS) HR Workflow Training Workflow	Kris Winiarski Sherri Jackson	2299 2403
DOE Online Learning Center	Sherri Jackson	2403
Drug Testing Program	Melody Anderson	2532
Employee Assistance Program	Melody Anderson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	2532 2158
Employee Concerns Program	Kris Winiarski	2299
Employee Relations (Appeals; Grievances; Discipline)	Melody Anderson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	2532 2158
Employment Opportunities	Gina Bates	2742
Employment Verifications	Pam Bruder Joyce Farries	2312 2416
Executive Development	Linda Media	2336

ITEM	CONTACT	PHONE*
Federal Employees' Government Life Insurance	Pam Bruder Joyce Farries	2312 2416
Federal Employees' Health Benefits	Pam Bruder Joyce Farries	2312 2416
FEDVIP (dental and vision coverage)	Pam Bruder Joyce Farries	2312 2416
Federal Employee of the Year Award Luncheon Coordinator	Kim Simpson	2700
Flexible Spending Accounts	Pam Bruder Joyce Farries	2312 2416
Flexible Workplace (Telecommuting)	Kris Winiarski	2299
Formal Developmental Programs (i.e., EPP, ELP, ALP, NLP)	Linda Media	2336
Human Capital Management Accountability Program	Linda Media	2336
Intern Programs Employee Development Recruitment	Linda Media Lucy Borjas	2336 2327
Leave Administration and Work Schedule (Tour of Duty; Alternate Work Schedules)	Melody Anderson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO)	2532 2158
Long-Term Health Care	Pam Bruder Joyce Farries	2312 2416
New Employee Orientation	Pam Bruder (ACQ, ASO, FSO, OCC) Joyce Farries (AMSO, BHSO, BSO, CR, HRS, IMS, NBL, OM, PSO, STI)	2312 2416
Official Personnel Folders (OPFs)	Pam Bruder (ACQ, ASO, FSO, OCC) Joyce Farries (AMSO, BHSO, BSO, CR, HRS, IMS, NBL, OM, PSO, STI)	2312 2416
Organizational Design/Structure (Realignment; Position Management; and Missions and Functions)	Lucy Borjas (HRS, IMS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO) Marnetta Hobbs (ACQ, NBL, OM) Beth Crowe (AMSO, CR, FSO)	2327 2150 2232 2795
Organizational Development (Organizational Behavior/Performance)	Regenia Griswold	2151
Outsourcing/FAIR Act Inventory	Elaine Kocolowski Kris Winiarski	2334 2299
On-the-Job Injuries (Workers' Compensation Program)	Melody Anderson	2532

ITEM	CONTACT	PHONE*
Part-Time Employment	Lucy Borjas (HRS, IMS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO) Marnetta Hobbs (ACQ, NBL, OM) Beth (AMSO, CR, FSO)	2327 2150 2232 2795
Payment of Professional Credentials	Linda Media	2336
Performance Management	Melody Anderson (BHSO, CR, HRS, IMS, OCC, OM, STI) Cathy Noonan (ACQ, AMSO, ASO, BSO, FSO, NBL, PSO) Mike Harvey	2532 2158 2675
Policy (other than training administration)	Mike Harvey Elaine Kocolowski	2675 2334
Recruitment (Recruitment and Retention Flexibilities; Retention/Relocation Incentives)	Lucy Borjas (HRS, IMS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO) Marnetta Hobbs (ACQ, NBL, OM) Beth Crowe (AMSO, CR, FSO)	2327 2150 2232 2795
Retirement Counseling	Melody Anderson	2532
Retirement Estimates	Melody Anderson Cathy Noonan Pam Bruder Joyce Farries	2532 2158 2312 2416
Rewards and Recognition (Incentive/Innovation/Performance) Processing	Pam Bruder Joyce Farries	2312 2416
Policy	Melody Anderson Cathy Noonan	2532 2158
Senior Executive Service Performance Management Recruitment	Melody Anderson Lucy Borjas (HRS, IMS, OCC, STI) Georgette Cochran (ASO, BHSO, BSO, PSO) Marnetta Hobbs (ACQ, NBL, OM) Beth Crowe (AMSO, CR, FSO) Gina Bates	2532 2327 2150 2232 2795 2742
Executive and Schedule C System		
Staffing Numbers	Georgette Cochran	2150
Student Employment Programs	Lucy Borjas	2327
Student Loan Repayment Program	Linda Media	2336
Suitability Adjudication HSPD-12	Melody Anderson Cathy Noonan Mike Harvey	2532 2158 2675
Supervisory Training	Linda Media	2336
Training Administration		
Invoices	Sherri Jackson	2403
Needs Analysis	Sherri Jackson	2403

Policy and Procedures	Linda Media	2336
Budget Formulation	Linda Media	2336
Registration/Evaluations	Sherri Jackson	2403
Logistical Arrangements	Sherri Jackson	2403
Vendor Relations	Sherri Jackson	2403
Thrift Savings Plan	Pam Bruder	2312
	Joyce Farries	2416
Vacancy Announcements (including Hiring Management)	Gina Bates	2742
Workforce Planning	Elaine Kocolowski	2334