

U.S. Department
of the Interior



National
Business
Center

*U.S. Department of the Interior
National Business Center*

National Business Center

Administrative Services Directory for the
Main and South Interior Buildings

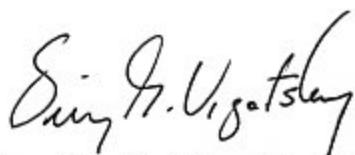
www.nbc.gov

November 2002

Message from the Director.....

We are pleased to offer the National Business Center's Administrative Services Directory for the Main and South Interior Buildings. The alphabetical directory lists services provided by the NBC and other non-Departmental entities in the Main and South Interior Buildings; provides contact information for each service; and identifies those services which are reimbursable, and those which can be procured using a government purchase card. The idea for the directory came from customers at our bimonthly Tenant Users Group meeting. I want to say a special word of thanks to Kathy Olenik, MMS, Janet MacNab, PIR, and Larry LeBaron, WBR, for reviewing and providing important comments on our draft directory. In an effort to continually improve the directory, we will update it annually, add it to the NBC web-site (<http://www.nbc.gov>) and include pricing schedules in future editions.

We encourage, appreciate, and welcome your feedback. NBC is committed to providing quality services and innovative solutions to meet your needs.



Timothy G. Vigotsky, Director
National Business Center

Acronyms:

BISM - Blind Industries and Services of Maryland

FWS - Fish and Wildlife Service

GSA - General Services Administration

GSI - Guest Services Incorporated

Interior Complex - Main and South Interior Buildings

IDRA - Interior Department Recreation Association

LAN - Local Area Network

MIB - Main Interior Building

NBC - National Business Center

NBC/CCS - Creative Communication Services

NBC/DAS - Division of Acquisition Services

NBC/DEPS - Division of Employee and Public Services

NBC/DFMS - Division of Facilities Management Services

NBC/DLS - Division of Logistic Services

NBC/DOIU - Department of the Interior University

NBC/DTS - Division of Technology Services

NBC/FSOD/AO-DC - Washington Finance Office

NBC/FSS - Office of Federal Systems and Services

NBC/HR - Human Resources

NBC/CSEO - Conference and Special Events Office

OS - Office of the Secretary

SIB - South Interior Building

Key:

* - Services that can be purchased with Government VISA or MasterCard credit cards.

\$ - Reimbursable service.

Note: Services not identified with a symbol are funded through the Working Capital Fund.

Services	Contact	Telephone	Room	Office
Accessibility, Building Related (Interior Complex)	Gary Peacock or Joe Carpenter	208-7560	1221	NBC/DFMS
Accessibility Technology Center	Christine Louton or Jennifer Meltz	208-5481	1013	NBC/DEPS
Accessibility, Design and Construction Services - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Accident Reporting	Carl Messick	208-5557	1341	NBC/DEPS
Accounting Operations	Ron Simpson	208-5765	1741	NBC/FSOD/AO-DC
Acquisition Services, Chief	John Nyce	208-3932	1340	NBC/DAS
Acquisition Services, DC Supervisors	Latetia Henderson	219-0339	1328	NBC/DAS
	Debbie Glass	219-0340	1326	NBC/DAS
After-Hour Facility Services - \$	Gary Peacock	208-7560	1221	NBC/DFMS
After-Hour Utility Services - \$	Gary Peacock	208-7560	1221	NBC/DFMS
Alarms (Intrusion) - \$	Gerrie Moore	208-5111	1229	NBC/DEPS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Alcohol Waiver Approvals	Mike Cyr	208-7182	1210	NBC/DFMS
Alterations, Office	Cleve Brown	208-3350	1218	NBC/DFMS
Architectural and Engineering Services - \$/*	NBC/DFMS Alterations	208-3350	1218	NBC/DFMS
Art in Office	Gay Bindocci	208-4102	1357	NBC/DEPS
Art Work, Museum	Gay Bindocci	208-4102	1357	NBC/DEPS
Assistant Director, Administrative Operations	John Nyce (Acting)	208-3932	1340	NBC
Audio Visual Equipment, Loan - \$/*	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Auditoriums, Reservations	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Automobiles (Fleet Vehicles)	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DLS
Award Frames - \$/*	Office Eagle	289-9282	B-400	BISM
Award Plaques - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Background Investigations	Lois Thompson	208-3487	1226	NBC/DEPS
Barber/Beauty Shop	IDRA	208-3926	B-261	IDRA
Banners, Design and Fabrication - \$/*	Todd Hampson	208-6725	1063	NBC/CCS
Banners, Installation - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Billings and Collections	Ron Simpson	208-5765	1739	NBC/FSOD/AO-DC
Binding (Document) - \$/*	Frances Thomas	208-6725	1063	NBC/CCS
Building Operations (Interior Complex)	Gary Peacock	208-7560	1221	NBC/DFMS
Building Maintenance	Gary Peacock	208-7560	1221	NBC/DFMS
Building Manager	Gary Peacock	208-7560	1221	NBC/DFMS
Bulletin Boards, Interior Complex	Maurice Banks	208-7560	1221	NBC/DFMS
Bulletin Boards, IDRA-Controlled	IDRA	208-7381	B-251	IDRA
Bulletin Boards, Ridesharing	Juanda Smith	208-7182	1210	NBC/DFMS
Cable TV - \$	Mike Mason	208-3412	1445	NBC/DTS
Cafeteria, (7:00am - 2:45pm)	Hester Scales	347-7657	B-030	GSI
Cafeteria, Liaison	Maurice Banks or Joe Carpenter	208-7560	1221	NBC/DFMS
Cafeteria, Menu for Visually Impaired	Hester Scales	208-6389		GSI
Cafeteria-Patrons Council (Cafeteria/Snack Bar/Vending)	Joe Carpenter	208-7560	1221	NBC/DFMS
Carpet (Purchase, Installation and Repairs) - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Carpet Policy (Interior Complex)	Ian Rosenblum or Mike Cyr	208-7182	1210	NBC/DFMS
Carpet Recycling	Gary Peacock	208-7560	1221	NBC/DFMS
Carpet Shampooing - \$	Richard Sarrano	208-7560	1221	NBC/DFMS
Carpools and Vanpools	NBC/DFMS	208-7182	1210	NBC/DFMS
Certification of Documents	Vincent Clark	208-6711	1414	NBC/DTS
Cellular Phones	Rosie Henderson	208-3412	1445	NBC/DTS
Ceremonies, Setup	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Charge Card, Purchase	Debbie Glass	219-0340	1324	NBC/DAS
Charge Card, Travel	Andrea Gurrola	208-5386	1741	NBC/FSOD/AO-DC

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Charge Card, Travel Applications	Leslie Ondek	208-7833	1741	NBC/FSOD/AO-DC
Child Care Subsidy	Casey Schaffer	208-6107	5221	NBC/DEPS
Cleaning, Building	Richard Sarrano	208-7560	1221	NBC/DFMS
Color Copying - \$/*	Frances Thomas	208-6725	1063	NBC/CCS
Communications (Telecommunications)	Jim Manthey	208-3412	1445	NBC/DTS
Computers (OS/NBC)	Estle Lewis	208-5148	1540	NBC/DTS
Concessions, GSA Liaison	Maurice Banks	208-7560	1221	NBC/DFMS
Conference Room Scheduling	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
John Muir Conference Room			B-263	
NBC Director's Conference Room			1352	
North Penthouse			P-2014	
Rachel Carson Conference Room			B-270	
Sidney R. Yates Auditorium			1120	
South Interior Building Auditorium			160-SIB	
South Penthouse			P-2004	
7000 A&B Conference Rooms			7000 A&B	
Coordination, GSA Capital Improvement Projects	Joe Carpenter	208-7560	1221	NBC/DFMS
Copy Centers:				
1 st Floor Rm. 1063-MIB	Frances Thomas	208-6725	1063	NBC/CCS
2 nd Floor Rm. 2041-MIB	Frances Thomas	208-6725	1063	NBC/CCS
4 th Floor Rm. 4022-MIB	Frances Thomas	208-6725	1063	NBC/CCS
5 th Floor Rm. 5059-MIB	Frances Thomas	208-6725	1063	NBC/CCS
6 th Floor Rm. 6012-MIB	Frances Thomas	219-6725	1063	NBC/CCS
7 th Floor Rm. 7025-MIB	Frances Thomas	208-6725	1063	NBC/CCS
Creative Communications Service, (NBC Graphics) - \$/*	Todd Hampson	208-6725	1063	NBC/CCS
Credit Cards, Automobile Fuel	Julie Buscher	208-4683	1312	NBC/DLS
Credit Union, (9:00am - 4:00pm)	Mike Merryman	208-3936	4041	
Custodial Services	Richard Sarrano	208-7560	1221	NBC/DFMS
Customer Relations (NBC)	Dawn McGowan	208-7247	1737	NBC
Data Communications Services	Jim Manthey	208-3412	1445	NBC/DTS
Day Care Center, GSA Central Office	GSA	501-1945		GSA
Day Care Liaison, NBC	NBC/DFMS	208-7182	1210	NBC/DFMS
Delegations (GSA) Coordinator	Mike Cyr	208-7182	1210	NBC/DFMS
Deliveries, Couriers (Ramp D, X-Ray Post)	Contract Security	208-7510	1081	NBC/DEPS
Deliveries, Ramp D	Ronald Roberts or Sonny Flowers	208-6746	1081	NBC/DLS
Departmental, Flags and Seals - \$/*	Juanda Smith	208-7182	1210	NBC/DFMS
Design and Construction, Office	Cleve Brown	208-3350	1218	NBC/DFMS
Director, NBC	Timothy G. Vigotsky	208-6254	1346	NBC
Directory Assistance, Locator	Howard Coley	208-3651	1083	NBC/DLS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Directory Boards, MIB	Maurice Banks	208-7560	1221	NBC/DFMS
Directory Boards, SIB	Maurice Banks	208-7560	1221	NBC/DFMS
Displays and Exhibits	Maurice Banks	208-7560	1221	NBC/DFMS
DOI University (See Training and Career Development)				
DOI University, President	Dolores Chacon	208-DOIU	7129	NBC/DOIU
Door Title Cards, Nameplate Signs - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Drug and Alcohol Testing - \$	Alice Curry	208-5638	1038	NBC/DEPS
Drug and Alcohol Testing Program Coordinator	Richard Hipkins	208-5638	1038	NBC/DEPS
Dry Cleaners, IDRA (7:30am - 4:30pm)	IDRA	208-3589	B-244	IDRA
Duck Stamp Office, Sales - \$/*	FWS			
Electrical Service (Maintenance)	Sue Pierce	208-7560	1221	NBC/DFMS
Electrical Service (Modifications) - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Electronic Publishing - \$/*	Todd Hampson	208-6725	1063	NBC/CCS
Elevators	Sue Pierce	208-7560	1221	NBC/DFMS
E-Mail (OS/NBC)	Martha Davis	208-5148	1540	NBC/DTS
Emergency Coordinator (NBC)	Greg Bennett	208-7182	1210	NBC/DFMS
Emergency Numbers (Interior Complex)				
Fire/Medical/D.C. Police		9-911 then call 208-5803		
Bomb Threat/Security Issues		208-5803 or 208-5111		
Federal Protective Service		708-1111		
Buildings Management		208-7560		
Health Unit		208-7057		
MIB, C Street Guard, 24-Hour		208-7814		
SIB, North Lobby, 24-Hour		208-2529		
MIB-OEP Command Center		208-5803		
SIB-OEP Command Center		208-2529		
DOI Watch Office		208-4108		
Embosser, Departmental	Vincent Clark	208-6711	1414	NBC/DTS
Employee Assistance Program (NBC)	Lucy Adams	208-3332	1423	NBC/HR
Employee and Public Services, Chief	Dave Mathews	273-3218	1364	NBC/DEPS
Energy Conservation (Interior Complex)	Joe Carpenter	208-7560	1221	NBC/DFMS
Environmental (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Equipment (Excess), Warehouse	Mike Crowley	208-3225	1080	NBC/DLS
Exhibits and Displays, Approval (Interior Complex)	Maurice Banks	208-7560	1221	NBC/DFMS
Exit Clearance-OS & NBC (Form Control)	Taunya Scott	208-6748	1731	NBC/DLS
Facilities Management Services, Admin.	Kathy Bender	208-7182	1210	NBC/DFMS
Facilities Management Services, Chief	Mike Cyr	208-7182	1210	NBC/DFMS
Facsimile Services	Howard Coley	208-3651	1083	NBC/DLS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Family Support Room	Mariane Gately or Denise Bailey	208-4412	4455	NBC/CSEO
FAX Center	Howard Coley	208-3651	1083	NBC/DLS
Federal Protective Service	GSA	708-1111		GSA
FEDEX	Sondra White	208-4020	1081	NBC/DLS
Files Center, Secretary's	Vincent Clark	208-6711	1414	NBC/DTS
Files Retention	Vincent Clark	208-6711	1414	NBC/DTS
Financial Management Services, Branch Chief	Tim Hamilton	(303) 969-7780 - ext. 2516		NBC/FSOD/AO-DC
Fire Drills (Interior Complex)	Gary Peacock	208-7560	1221	NBC/DFMS
Fire Protection (Interior Complex)	Gary Peacock	208-7560	1221	NBC/DFMS
Fitness Center, Gymnasium	Ambrose Harris	208-5756	B-538	IDRA
Flags (DOI & USA), Acquisition & Regulations - \$/*	Juanda Smith	208-7182	1210	NBC/DFMS
Forms Control (Informs)	Taunya Scott	208-6748	1731	NBC/DLS
Freedom of Information Act Requests (OS only)	Sue Ellen Sloca	208-6045	1415	NBC/DTS
Freight Elevators	Sue Pierce	208-7560	1221	NBC/DFMS
FTS 2001 Connectivity	Jim Manthey	208-3412	1445	NBC/DTS
Furniture (Excess)	Mike Crowley	208-3225	1080	NBC/DLS
Garage and Ramp Hours, MIB (Mon-Fri, excluding holidays)				
Ramp B - 6:00am - 10:00pm				
Ramp D - 6:30am - 6:30pm				
Ramp G - 6:30am - 8:30pm				
Receiving Dock - 6:30am - 4:30pm				
Graphics (Creative Communications Services) - \$/*	Ron Roberts	208-6746	D-Ramp	NBC/DLS
GSA Capital Improvement Projects (Coordination)	Todd Hampson	208-6725	1063	NBC/CCS
Gymnasium, IDRA	Joe Carpenter	208-7560	1221	NBC/DFMS
	Ambrose Harris	208-5756	B-538	IDRA
Hazardous Material Mgmt. (Interior Complex)	Maurice Banks	208-7560	1221	NBC/DFMS
Health and Safety (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Health Unit (8:00am - 4:30pm)	Paulette Fitzgerald	208-7057	7045	NBC/DEPS
Hearing Interpreter (Coordination) - \$	Mariane Gately	208-4412	1343	NBC/CSEO
Help Desk (OS/NBC Desktop Computer Support)	Contract	208-5522	1540	NBC/DTS
Historic Preservation (Interior Complex)	NBC/DFMS Alterations	208-3350	1218	NBC/DFMS
Housekeeping (Custodial Services)	Richard Sarrano	208-7560	1221	NBC/DFMS
HVAC (Service)	Sue Pierce	208-7560	1221	NBC/DFMS
Identification Cards, DOI	Gerrie Moore	208-5111	1229	NBC/DEPS
Identification Signs (Office, Portal, Misc.)	Cleve Brown	208-3350	1218	NBC/DFMS
IDRA Office	Nadine Wright	208-7381	B-251	IDRA
IDRA Store (8:00am - 4:00pm)		208-3104	B-250	IDRA
Indian Craft Shop, GSI (8:30am - 4:30pm)	Susan Pourian	208-4056	1023	GSI

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Indoor Air Quality (Interior Complex)	Gary Peacock	208-7560	1221	NBC/DFMS
Industrial Hygienist (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Information Technology Center	Terry Skelly	208-4750	4018	NBC/DTS
Internet (OS/NBC)	Dave Pettyjohn	208-5148	1540	NBC/DTS
Interpreter, for the Hearing Impaired - \$	Mariane Gately	208-4412	1343	NBC/CSEO
IRM	Roberta Heintz	208-5148	1540	NBC/DTS
John Muir Conference Room, Scheduling	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Keys, Office Entry (Interior Complex)	Angela Budi	208-5111	1229	NBC/DEPS
Labor & Moving Services - \$/*	Wayne Kitt	208-4710	1070	NBC/DLS
Landscaping (Interior Complex)	Richard Sarrano	208-7560	1221	NBC/DFMS
LAN - Administrative Group	Estle Lewis	208-5148	1540	NBC/DTS
LAN - Help Desk	Contract	208-5522	1540	NBC/DTS
LAN - Cable Connections (Interior Complex)	Jim Manthey	208-3412	1445	NBC/DTS
Leasing, Office Space	Debi Cameron	208-3350	1210	NBC/DFMS
Letterhead (All Bureaus and Offices) - \$/*	Frances Thomas	208-6725	1063	NBC/CCS
Library	Barbara Bauman	208-5815	C-St. Lobby	NBC/DEPS
Library, Liaison	Barbara Bauman	208-3032	1150	NBC/DEPS
License Tags, Government Vehicle	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DLS
Loading Dock (7:30am - 4:30pm)	Ron Roberts	208-6746	1081	NBC/DLS
Lobbies:				
C Street Lobby, MIB		208-7464		NBC/DEPS
E Street Lobby, MIB		208-4342		NBC/DEPS
Constitution Ave., SIB		208-2725		NBC/DEPS
Virginia Ave., SIB		208-6927		NBC/DEPS
Locator	Howard Coley	208-3651	1083	NBC/DLS
Logistic Services, Chief (Acting)	Richard Willis	208-5390	1310	NBC/DLS
Lost and Found	Contract Security	208-5803	1012	NBC/DEPS
Mail Services (Interior Complex)	Sondra White	208-4020	1310	NBC/DLS
Mail Services, Liaison	Sondra White	208-4020	1310	NBC/DLS
Mail Stops, Additions or Changes	Sondra White	208-4020	1310	NBC/DLS
Maintenance Services	Sue Pierce	208-7560	1221	NBC/DFMS
Maternal Wellness Room (Expressing)	Mariane Gately or Denise Bailey	208-4412	4457	NBC/CSEO
Modernization-MIB:				
Project Manager	Dirk Meyer	208-7283	2506	NBC
Assistant Project Manager	Judy Friel	208-3335	2508	NBC
Motorpool Program	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DLS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Moving, Household Goods or Freight	Jeannie Bennett or Catherine Stokes	208-6778	1314	NBC/DLS
Moving and Labor Services	Wayne Kitt or Gerard Moss	208-4710	1070	NBC/DLS
Museum	Gay Bindocci	208-4102	1238	NBC/DEPS
Museum Tours, (Building Murals)	Anne James	208-4743	1024	NBC/DEPS
North Penthouse, Scheduling	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Office Eagle (8:00am - 4:00pm) - \$/*	Juan Brock	289-9282	B-400	BISM
Office Eagle, Liaison	Greg Bennett	208-7182	1210	NBC/DFMS
Offset Printing - \$/*	Frances Thomas	208-6725	1063	NBC/CCS
Occupant Emergency Planning (Interior Complex)	Mike Cyr	208-7182	1210	NBC/DFMS
Occupational Safety, Tort Claims	Carl Messick	208-5557	1351	NBC/DEPS
Omega World Travel (8:30am - 5:00pm)		208-5090	4042	Omega World Travel
OWCP Coordinator	Dave Mathews	273-3218	1364	NBC/DEPS
Painting, Office - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Parking and Ridesharing	NBC/DFMS	208-7182	1210	NBC/DFMS
Passports and Visas	Shealler Perry	208-5292	1419	NBC/FSOD/AO-DC
Patrons Council (Cafeteria/Snack Bar/Vending)	Joe Carpenter	208-7560	1221	NBC/DFMS
Payroll	Delores Galloway	208-3138	1321	NBC
Personnel Office (NBC)	Lucy Adams	208-3332	1423	NBC/HR
Personnel Office, Chief (NBC)	NBC	208-4392	1429	NBC/HR
Personnel Security	Lois Thompson	208-3487	1226	NBC/DEPS
Pest Control	Richard Sarrano	208-7182	1221	NBC/DFMS
Photographic Services (Studio, digital, on-location) - \$/*	Tami Heilmann	208-1793	1063	NBC/CCS
Piano	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Picture Frames - \$/*	Office Eagle	289-9282	B-400	BISM
Picture Framing - \$/*	IDRA	208-3104	B-250	IDRA
Pictures, Hanging - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Portals (Construction of Portals) - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Posters, Approval to Display in Public Space	Maurice Banks	208-7182	1221	NBC/DFMS
Posters, Design and/or Fabrication - \$/*	Todd Hampson	208-6725	1063	NBC/CCS
Post Office, IDRA (7:45am - 3:30pm)	IDRA	208-3482	B-243	IDRA
Press Conference	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Printing and Reprographics Plant - \$/*	Todd Hampson	208-6725	1063	NBC/CCS
Printing Officer (Departmental)	Richard Willis	208-6748	1731	NBC/DLS
Printing Services - \$/*	Todd Hampson	208-6725	1063	NBC/DLS
Property Management (OS & NBC)	Scotty Fox	208-6746	1312	NBC/DLS
Property Management, Officer	John Butler	208-4682	1310	NBC/DLS
Property Passes, Information	Scottie Fox	208-6746	1310	NBC/DLS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Public Hearings	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Public Information Office, Locator	Howard Coley	208-3651	1083	NBC/DLS
Publications Services - \$/*	Marvin Savoy	208-6725	1063	NBC/CCS
Publishing, Electronic - \$/*	Todd Hampson	208-6725	1063	NBC/CCS
Quality of Work Life		208-3372	1422	NBC/HR
Rachel Carson Conference Room, Scheduling Ramp Hours (see Garage and Ramp Hours)	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Receiving Dock (7:30am - 4:30pm)	Ron Roberts	208-6746	D-Ramp	NBC/DLS
Records Disposition	Vincent Clark	208-6711	1414	NBC/DTS
Records Management	Vincent Clark	208-6711	1414	NBC/DTS
Recycling:				
Computers	John Butler	208-4682	1731	NBC/DLS
Interior Complex	Richard Sarrano	208-7560	1221	NBC/DFMS
Office Eagle Store	Greg Bennett	208-7560	1210	NBC/DFMS
Recycling Information	Richard Sarrano	208-7560	1221	NBC/DFMS
Reimbursable Work Authorizations, GSA	Cleve Brown	208-3350	1218	NBC/DFMS
Relocation Services (NBC)	Jeannie Bennett or Catherine Stokes	208-6778	1314	NBC/DLS
Removal of Property from Buildings	Scottie Fox or Ronald Roberts	208-6746	1310	NBC/DLS
Renovations, Office - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Reproduction, Printing - \$/*	Frances Thomas	208-6725	1063	NBC/CCS
Roof Terrace: (Opens late April, closes mid November, hours: 11:00am - 2:00pm daily, weather permitting)	Mike Cyr	208-7182	1210	NBC/DFMS
Safety & Health (OS/NBC)	Carl Messick	208-5557	1351	NBC/DEPS
Safety & Health, Building Related (Interior Complex)	Ian Rosenblum	208-5795	1222	NBC/DFMS
Satellite Uplink/Downlink Services	Mike Mason	208-3412	1445	NBC/DTS
Seals (Departmental), Acquisition & Regulations - \$/*	Juanda Smith	208-7182	1210	NBC/DFMS
Secretarial Subject Files	Vincent Clark	208-6711	1414	NBC/DTS
Secretary's Conference Room	Diane Calhoun or Wanda Franklin	208-7351	5160	Office of the Secretary
Security (Interior Complex):	NBC/DEPS	208-5111	1229	NBC/DEPS
Guard Contract Office	Robin Smith	208-7814	1012	
Keys, ID's, Alarms	Angie Budi	208-5111	1229	NBC/DEPS
Receptionists:				
C Street, MIB		208-7464		
E Street, MIB		208-4342		
Virginia Avenue Entrance, SIB		208-2529		
Constitution Avenue Entrance, SIB		208-2725		
Security Clearances	Lois Thompson	208-3487	1226	NBC/DEPS
SIB Security Office		208-3457	3-SIB	NBC/DEPS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Shipment of Household Goods & Freight	Jeannie Bennett or Catherine Stokes	208-6778	1314	NBC/DLS
Shipping & Receiving	Ronald Roberts or Sonny Flowers	208-6746	D-Ramp	NBC/DLS
Shredding	Vincent Clark	208-6711	1414	NBC/DTS
Snack Bar-MIB (7:30am - 3:50pm)	GSA	737-1082	4021	GSA
Snack Bar-SIB (24 Hours)	GSA	24-SIB	GSA	
Snack Bar, Liaison (MIB and SIB)	Maurice Banks	208-7560	1221	NBC/DFMS
South Interior Building Auditorium, Scheduling	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
South Penthouse, Scheduling	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Space Alterations	Cleve Brown	208-3350	1218	NBC/DFMS
Space Management	Debi Cameron	208-3350	1210	NBC/DFMS
Special Events Office	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
Stress Reduction Lab	Carolyn Jensen	219-3938	4459	NBC/DEPS
Supply Store, Office Eagle - \$/*	Juan Brock	289-9282	B-400	BISM
Supply Store, Office Eagle Liaison	Greg Bennett	208-7182	1210	NBC/DFMS
Sydney R. Yates Auditorium, Scheduling	Mariane Gately or Denise Bailey	208-4412	1343	NBC/CSEO
TDD	Christine Louton or Jennifer Meltz	208-5481	1013	NBC/DEPS
Technology Service, Chief (Acting)	Roberta Heintz	208-5148	1540	NBC/DTS
Teleconference Service	Rosie Henderson	208-3412	1445	NBC/DTS
Telephone Directory	Taunya Scott	208-6748	1731	NBC/DLS
Telephone (Service Repairs)	Jim Manthey	208-3412	1445	NBC/DTS
Temporary Parking	Juanda Smith	208-7182	1210	NBC/DFMS
Tenant Users Group	Yvonne Carswell	208-6254	1344	NBC
Theft, Harassment, Other Security Issues	Gerrie Moore	208-5111	1229	NBC/DEPS
Tort Claims	Carl Messick	208-5557	1351	NBC/DEPS
Training and Career Development	Dolores Chacon	208-DOIU	7129	NBC/DOIU
Career Management Center	Mary Scruggs	208-7090	7124	NBC/DOIU
Classroom Training	Mary Scruggs	208-7090	7124	NBC/DOIU
Computer Classroom Training	Virginia Moore	208-2424	7124	NBC/DOIU
Online Learning	Robert Veltkamp	208-3441	7117	NBC/DOIU
Speaker Series	Susan Leonard	208-2654	7131	NBC/DOIU
Transportation Benefit Subsidy Program (OS & NBC)	NBC/DFMS	208-7182	1210	NBC/DEPS
Travel Services, Government Charge Card (OS/NBC)	Andrea Gurrola	208-5386	1741	NBC/FSOD/AO-DC
Travel Voucher Preparation (OS/NBC)	Barbara Martin	208-3119	1315	NBC/FSOD/AO-DC
Tunnel (7:30am - 5:00pm)		208-4130		NBC/DEPS
Vehicle, Government License Tags	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DLS
Vehicle, Motorpool Management	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DLS
Vehicle, Temporary Loan	Julie Buscher or Scotty Fox	208-4683	1312	NBC/DLS
Videoconferencing Facility Services	Melissa Wilkerson	208-3412	1445	NBC/DTS

<u>Services</u>	<u>Contact</u>	<u>Telephone</u>	<u>Room</u>	<u>Office</u>
Visas and Passports	Shealler Perry	208-5292	1419	NBC/FSOD/AO-DC
Visual Arts (Graphics)	Todd Hampson	208-6725	1063	NBC/CCS
Voice Mail	Rosie Henderson	208-3412	1445	NBC/DTS
Warehousing	Mike Crowley	208-3225	1070	NBC/DLS
Weight Load Surveys (Interior Complex) - \$/*	Cleve Brown	208-3350	1218	NBC/DFMS
Workers' Compensation	Dave Mathews	273-3218	1364	NBC/DEPS

For changes to this directory, call the National Business Center, Division of Facilities Management Services on (202) 208-7182.