

Senior Staff Responsibilities

210 Maryann Tolodziecki 6-5740	210 Nancy Lockard 6-2062	Policy Jim Becker 6-1296	Policy Deb Kaelberer 6-9702	Policy Michele Rook 4-6931	Competition Christopher Whyte 6-9708 Steve Kramer 6-5982	Pricing Lead Vacant Policy (acting) Jo Howard 6-2379 Catherine Gray 6-9718	Training and Employee Development Manager Dawn Fountain 6-6336
Procurement Systems Center Business Process Lead (CBPL)	POC for Purchase Card Policy	File Reviews	File Reviews	File Reviews	Competitive Procurements	POC for Pricing/Cost Analysis (Lead)	Training Policy and Professional Certification
Metrics and Data Quality (Verification, Validation)	POC for AP (Financial Audits)	Pre-PSM Reviews	Pre-PSM Reviews	Pre-PSM Reviews	IFB & RFP review for Sections L & M, including GSA and Other Schedules, Bid Openings	File Reviews for Pricing Matters, including pre-negotiation plans, summaries (Lead)	FAC-C HQ FAC-COR GSFC, WFF, IV&V FAC-COR Certifications
Data Analysis	GAO & IG Support (Audits, Inquiries)	Procurement Template Author and Maintenance	Procurement Template Author and Maintenance	Procurement Template Author and Maintenance	SEB and SEB facility management	Liaison with Resources Community (Pricing, 533s, etc.) (Lead)	New Employee Onboarding for Division
Web- site Maintenance	Closeout Team Lead	Procurement Policy Website Maintenance	Procurement Policy Website Maintenance	Procurement Policy Website Maintenance	PSM presentations and minutes, Acquisition Plan reviews	Earned Value Management (EVM) (Lead)	Individual Development Plan (IDP) Assistance for Division
FPDS-NG	GEWA Contracting Officer	Agency/Center Regulations and Policy	Agency/Center Regulations and Policy	Agency/Center Regulations and Policy	Competition Data Analysis/Reporting	Termination Contracting Officer (TCO) (Lead)	Employee Career Coaching
NAIS Center Manager	Delegations Lead	Industrial Relations Officer (Lead)	Industrial Relations Officer (Back-up)	Statement of Assurance Reporting	Support to Competition Advocate	DCAA & DCMA Audit coordination, support, and review of charges (Lead)	CO Warrants Program

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System for Award Management (SAM) Administrator	POC for FOIA	Plant, Property, & Equipment (Capital Assets) Working Group	Annual Self Assessments	Annual Self Assessments	Debriefings	SEB pricing support	Outside Buyer (non-1102 warrants)
		Appropriations issues/Cross Agency Support (CAS) Funding	HQs Procurement Management Reviews	HQs Procurement Management Reviews	Protests		POC for Directorate MODPGA Program
			Service Contract Reporting	Coop	SEB Awards, if available		Leadership Development Training
			Sustainable Acquisition Reporting				Division AIMS Program Manager
							Division Assessments, Metrics and Tracking