

# Division Staff Responsibilities

<b>Procurement Systems &amp; Operations Support</b>  Wanda Behnke Deanna Herschell Keva Crossen		<b>Policy</b>  Michele Rook Mayra Nieves-Torres	<b>Competition</b>  Christopher Whyte Steve Kramer	<b>Training and Employee Development</b>  Makara Nevils
Procurement Systems End User Support	Financial Audit Support (CMP, GAO, NATS)	File Reviews	Competitive Procurements	Training Policy and Professional Certification
Metrics and Data Quality (Verification, Validation)	End of Fiscal Year PR & Obligation Support	PRE-PSM Reviews	SEB and SEB Facility Management	FAC-C and FAC-COR Certifications
Data Analysis	CPARS	GSFC Procurement Templates	IFB and RFP review of Sections L & M, including GSA and other schedules	New Employee Onboarding
Website Maintenance	Contract Closeout Support	GSFC Procurement Policy Website Maintenance	PSM Presentations, Acq Plan Reviews	Individual Development Plan (IDP)
Account Access & Maintenance	General Inquiries (IG, QA, etc.)	Agency/Center Regulations and Policy	Competition Data Analysis/Reporting	Employee Career Coaching
System for Award Management (SAM) Administrator	IRIS/IPP Invoice Support	Plant/Property/Equip Working Group	Debriefs	CO Warrants and Outside Buyer Warrants
NAIS Center Manager	PR Approvals	Appropriations Issues/ Cross Agency Support (CAS) Funding	Protests	Directorate MODPGA Program
FOIA Support	Purchase Card Support	Service Contract Reporting	Competition Advocate Support	Leadership Development
Delegations Support	Industrial Relations Officer	Sustainable Acquisition Reporting		Division AIMS Program Manager

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