

# Division Staff Responsibilities

<b>210</b> <b>Maryann Tolodziecki</b> <b>6-5740</b>	<b>210</b> <b>Nancy Lockard</b> <b>6-2062</b>	<b>Policy</b> <b>Jim Becker</b> <b>6-1296</b>  <b>ON DETAIL</b> <b>HQS</b>	<b>Policy</b> <b>Deb Kaelberer</b> <b>6-9702</b>	<b>Policy</b> <b>Michele Rook</b> <b>4-6931</b>	<b>Competition</b> <b>Christopher Whyte</b> <b>6-9708</b> <b>Steve Kramer</b> <b>6-5982</b>	<b>Pricing</b> <b>Godwin Dike</b> <b>6-7541</b>	<b>Training and Employee Development Manager</b> <b>Dawn Fountain</b> <b>6-6336</b>
Procurement Systems Center Business Process Lead (CBPL)	POC for Purchase Card Policy	Industrial Relations Officer (Lead)	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	IFB & RFP review for Sections L & M, including GSA and Other Schedules, Bid Openings	File Reviews for Pricing Matters, including prenegotiation 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	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	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	Competition Data Analysis/Reporting	Termination Contracting Officer (TCO) (Lead)	Employee Career Coaching

# Senior Staff Responsibilities

<b>210</b> <b>Maryann Tolodziecki</b> <b>6-5740</b>	<b>210</b> <b>Nancy Lockard</b> <b>6-2062</b>	<b>Policy</b> <b>Jim Becker</b> <b>6-1296</b>  <b>ON DETAIL</b> <b>HQS</b>	<b>Policy</b> <b>Deb Kaelberer</b> <b>6-9702</b>	<b>Policy</b> <b>Michele Rook</b> <b>4-6931</b>	<b>Competition</b> <b>Christopher Whyte</b> <b>6-9708</b> <b>Steve Kramer</b> <b>6-5982</b>	<b>Pricing</b> <b>Godwin Dike</b> <b>6-7451</b>	<b>Training and Employee Development Manager</b> <b>Dawn Fountain</b> <b>6-6336</b>
System for Award Management (SAM) Administrator	POC for FOIA		Plant, Property, & Equipment (Capital Assets) Working Group	Plant, Property, & Equipment (Capital Assets) Working Group	Debriefings	SEB pricing support	Outside Buyer (non-1102 warrants)
NAIS Center Manager	Delegations 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
	Annual Self Assessments		Appropriations issues/Cross Agency Support (CAS) Funding	Appropriations issues/Cross Agency Support (CAS) Funding	Protests		POC for Directorate MODPGA Program
	HQs Procurement Management Reviews		Service Contract Reporting		SEB Awards, if available		Leadership Development Training
			Sustainable Acquisition Reporting				Division AIMS Program Manager
							Division Assessments, Metrics and Tracking