

AID/Washington Directory of Services



1982

Prepared by the
OFFICE OF MANAGEMENT OPERATIONS
Directorate for Program and Management Services
Bureau for Management
Agency for International Development

As of March 31, 1982

The AID/W Service Directory is designed to provide a handy reference for obtaining services provided by various AID/Washington units, primarily those of the Bureau for Management.

Changes in building locations, room and telephone numbers for future editions will be handled automatically by M/SER/MO/PP. All other changes are the responsibility of the office concerned.

Any comments and recommendations which will improve the Directory will be appreciated. Changes and revisions to specific entries should be submitted to M/SER/MO/PP prior to the last work day of each quarter.

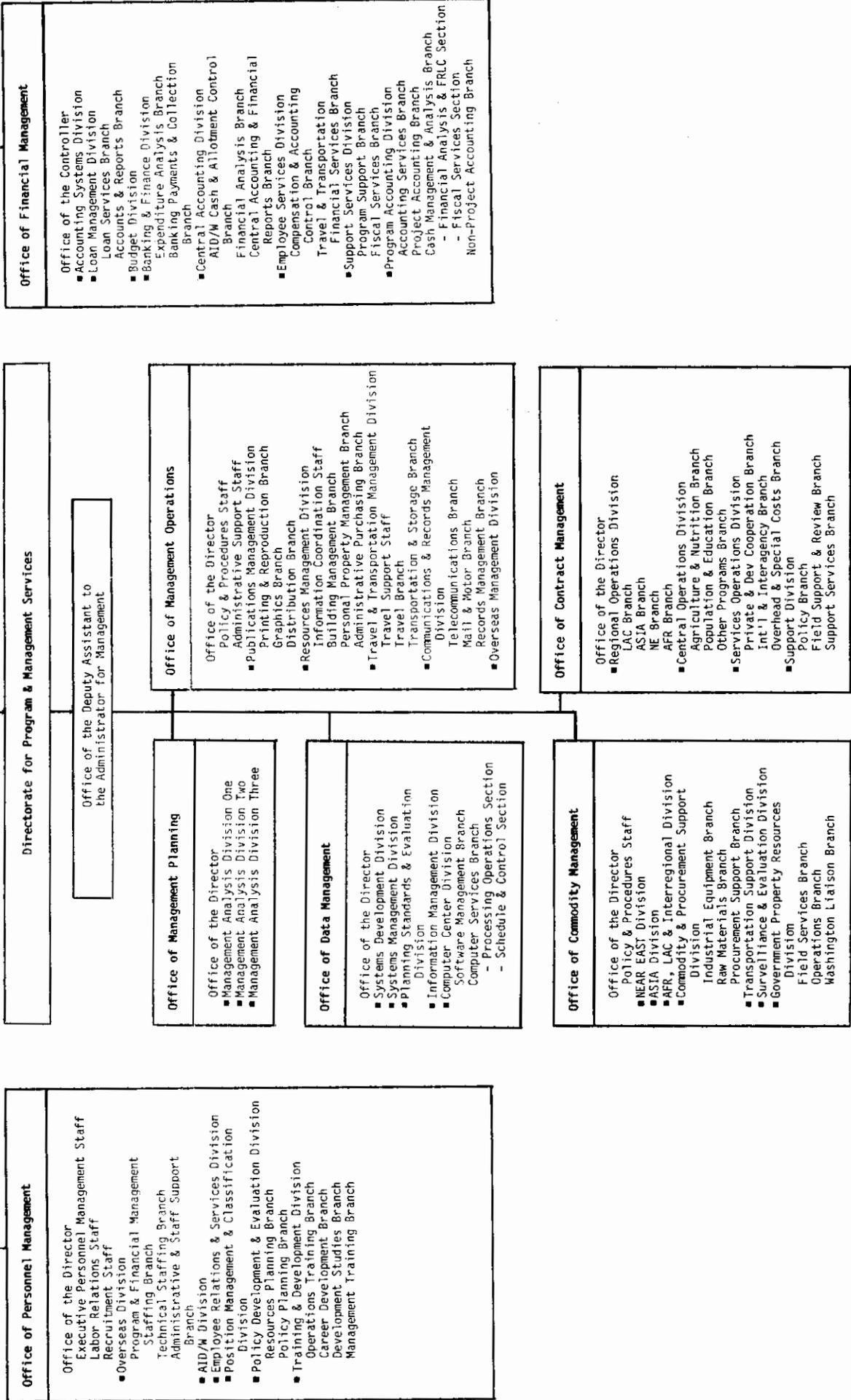
Questions or material concerning this Directory should be directed to M/SER/MO/PP (Attention: Beverly A. Harris) Room 3328 NS, Extension 28244.

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**M/SER/MO
3/31/82**

BUREAU FOR MANAGEMENT

Office of the Assistant to the Administrator for Management



A.I.D./W DIRECTORY OF SERVICES



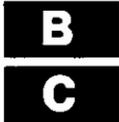
<u>SERVICE</u>	<u>BACKSTOP OFFICER</u>	<u>LOCATION</u>	<u>PHONE</u>
- A -			
Accounting (See Data Control - Accounting; See also USAIDs/Field Services - Financial)			
Accounting and Financial Systems relating to:	Any of the Following:		
ADP Applications (other than Payroll)	M/FM/ASD, Thomas Mundell	532G SA-12	20162
ADP Payroll Applications	"	"	"
Centrally Funded Costs, Training Contractors, PASP	M/FM/ASD, Alfred Meeks	531C SA-12	20162
Code and Classification Structure	M/FM/ASD, John Richter	530B SA-12	20162
Commercial Accounting, Principles and Practices	M/FM/ASD, Alfred Meeks	531C SA-12	20162
Consultative Services on Economic Assistance Proposals	M/FM/ASD, George Lemonnier	532F SA-12	20162
Design, Development, Establishment, Evaluations	M/FM/ASD, Robert Clark	531C SA-12	20162
Development, Maintenance, Refinement	M/FM/ASD, Bruce Birnberg	529B SA-12	20162
Fiscal Reporting Requirements	M/FM/ASD, Thomas Mundell	532G SA-12	20162
Loans, Grants, Foreign Currency, Dollars, Guaranties, Excess Property, Receivables, Costs	"	"	"
Review of GAO and IG Audit Recommen- dations			
Treasury Liaison (Systems aspects only)			
All Types Employee Deductions Federal and State Tax With- holding			
Accounts Receivable (See Financial Reports)			
Accrued Expenditures Contract/Grant/Projects			
DSB	M/FM/PAD, James Boone	636 SA-12	20096
Population	M/FM/PAD, Frank Lindsay	636 SA-12	20096
International Training	M/FM/PAD, Douglas Dill	638 SA-12	20131
Other Central Technical Bureaus	M/FM/PAD, Virginia Brown	636 SA-12	20096
Field Accounts and Projects	M/FM/CAD, Darrell Dolley	534 SA-12	27320
Policy and Systems	M/FM/ASD, Bruce Birnberg	529B SA-12	20162
Regional Bureaus	M/FM/PAD, James Brody	636 SA-12	20096
Support Services	M/FM/SSD, William Schrider	614 SA-12	20148
Actual Expense (See Travel)			
Administrative Funds and Related Programs Support Services	M/FM/SSD, William Schrider	614 SA-12	20148
AID/W Support Programs	"	"	"
AID/W Travel and Overseas Operations	"	"	"
Fiscal Services	"	"	"
Administrative Management Executive Development Program (AMED)	M/SER/MO/OM, Sam Ostertag	218 SA-11	*52450

Administrative Reservation and Funding DSB Population International Training Other Central Bureaus	M/FM/PAD, Barbara Williams	636 SA-12	20118
Administrative Services for Overseas Missions	M/SER/MO/OM, B. Ann Dotherow	214 SA-11	*52450
Advance of Funds DSB Population International Training Other Central Bureaus	M/FM/PAD, Ruth Hughes	623 SA-12	20072
Advice of Charges Accounting Contract/Grant/Project DSB Population International Training Other Central Technical Bureaus Regional Technical Bureaus	M/FM/CAD, George Strawn M/FM/PAD, James Boone M/FM/PAD, Frank Lindsay M/FM/PAD, Douglas Dill M/FM/PAD, Virginia Brown M/FM/PAD, James Brody	517 SA-12 636 SA-12 636 SA-12 638 SA-12 636 SA-12 636 SA-12	20050 20097 20096 20131 20096 20096
Agent Cashiers AID/W Cashier	M/FM/CAD, Teodoro Garcia M/FM/CAD, William Hainsworth	635 SA-12 624 SA-12	20071 20050
Agreements, Financial Provisions	M/FM/BFD, Joseph P. O'Neill	519 SA-12	20182
AID Reference Center (See Development Information Center)			
AID/W Directory of Services	M/SER/MO/PP, Beverly A. Harris	3328 NS	28244
Alcohol Abuse Program	M/PM/ERS, Betty Mowitt	100 SA-2	22954
Attendance and Leave (See Payroll/ Employee Leave Records)			
Audit Auditor General Deputy Auditor General Area General for Washington Policy, Plans and Programs	IG, Herbert Beckington DIG, Vacant RIG/A/W, George DeMarco IG/PPP, Susan Gaffney	5644 NS 5644 NS 514 SA-16 409 SA-16	27844 27844 *52133 *59671
Automated Office Equipment (See Office Automation)			
Automated Office Machines Approval of Requisition and Selection Guidance - includes Machine Dictation, Micrographics, Telecopiers, Word Processing	M/SER/DM/IM, Gordon Reed	712B SA-12	20084
Awards Career Service Awards Employee Suggestions Honor Awards Special Achievement Awards Cash Awards Quality/Meritorious Increase Awards	M/PM/ERS, Edwin Elliott M/PM/ERS, Kathleen Butler	100 SA-2 100 SA-2	22954 22954

Banking Facilities (American Security & Trust Co.)	Hours: 9 a.m. - 3 p.m. Monday through Friday	1442 NS	23192
Banking Relations	M/FM/BFD, Joseph P. O'Neill	519 SA-12	20182
Blood Donor Program	M/PM/ERS, Ed Elliot M/PM/ERS, Kathleen Butler M/PM/ERS, Rachel Hermelin	100 SA-2 100 SA-2 100 SA-2	22954 22954 22954
Budget - Operating Expenses	M/FM/BUD, Marcus Rarick	524 SA-12	24146
Buildings Management (Washington)	M/SER/MO/RM/BM, Bill MacLauchlan	274 SA-11	*59820

- C -

Cables (See Telegrams)			
Carriers, Foreign Flag (See Foreign Flag)			
Cash and Check Distribution	M/FM/CAD, Teodoro Garcia	635 SA-12	20071
Cash Journal Report	M/FM/CAD, George Strawn	517 SA-12	20182
Cashier (See Agent Cashiers)			
Ceiling (See Position Ceiling)			
Central Offices Financial Services			
Financial Analysis and Accounting	M/FM/PAD, Cyril Cox	636 SA-12	20097
American Schools and Hospitals Abroad	M/FM/PAD, Virginia Brown	636 SA-12	20096
Disaster Relief	M/FM/PAD, Theodore W. Dent	638 SA-12	20131
Engineering	M/FM/PAD, Virginia Brown	636 SA-12	20096
Food for Peace	"	"	"
Housing	"	"	"
International Training			
Accounting	M/FM/PAD, Douglas Dill	638 SA-12	20131
PIO/P Issuance	"	"	"
Office of Labor	M/FM/PAD, Virginia Brown	636 SA-12	20096
Population and Humanitarian Assistance	M/FM/PAD, Frank Lindsay	636 SA-12	20096
Program and Policy Coordination	M/FM/PAD, Virginia Brown	636 SA-12	20105
Technical Assistance	M/FM/PAD, James Boone	636 SA-12	20097
General	M/FM/PAD, James Brody	636 SA-12	20096
Payments (All Types)			
Contracts and Grants			
DSB	M/FM/PAD, George Smith	623 SA-12	20073
Population	"	"	"
International Training	M/FM/PAD, Douglas Dill	638 SA-12	20131
Other Central Bureaus	M/FM/PAD, George Smith	623 SA-12	20073
Federal Reserve Letters of Credit and Contractor Advances	"	"	"
DSB	"	"	"
Population	"	"	"
International Training	"	"	"
Other Central Bureaus	"	"	"
Procurement			
DSB	M/FM/PAD, George Smith	623 SA-12	20073
Population	"	"	"
International Training	"	"	"
Other Central Bureaus	"	"	"
Interpreters and Escorts	M/FM/PAD, Douglas Dill	638 SA-12	20131
Participant Allowances	"	"	"
Participant Tuition	"	"	"
Certifying Officer - Designation	M/FM/CAD, William Livengood	517 SA-12	20050



Charts (Design)	M/SER/MO/PUM/G, Dan Shea	B-930 NS	28378
Claims			
Private Personal Property Claims	M/SER/MO/AS, Dilcee Darr	3417A NS	23802
Supplier, Banks, Cooperating Country	M/FM/BFD, Ray Summerlin	518 SA-12	20182
Clearances			
Telegrams, and Worldwide			
Circulars (See Telegrams)			
Draft Directives (See Directives)			
Notices (See Notices)			
Codes, Government-wide, Agency and			
Computer Applications (See Data			
Base Management)			
Clearinghouse Service Technical Publications	S&T/T/DIU, David Donovan	500F SA-14	*59215
Committee Management	M/SER/MP, Gwendolyn H. Joe	123 SA-8	*52113
Commodities			
Commodity Eligibility (Application			
for Approval)	M/SER/COM/CPS, W. Von Speigelfeld	613 SA-14	*58887
Commodity Expenditure and Analysis	M/FM/BFD, Paul Trudeau	534 SA-12	20176
Commodity Financing			
Agro-Business and Textiles	M/SER/COM/CPS, R. Hiergesell	607 SA-14	*58883
General (Commodities)	M/SER/COM/CPS, W. Von Speigelfeld	613 SA-14	*58887
Industrial Equipment	M/SER/COM/CPS, Joseph Cavey	611 SA-14	*58362
PIO/Cs	M/SER/COM/CPS, C. Vardas	661 SA-14	*58875
Policy/Procedures	M/SER/COM/PP, Robert A. Cahn	539 SA-14	*52173
Raw Materials	M/SER/COM/CPS, R. Hiergesell	607 SA-14	*58883
Commodity Payments	M/FM/BFD, Joseph O'Neill	519 SA-12	20182
Commodity Program Operations			
Africa	M/SER/COM/ALI, Peter J. Hagan	647 SA-14	*58975
Asia	M/SER/COM/A, R.T. Looper	523A SA-14	*58905
Interregional Activities	M/SER/COM/ALI, Peter J. Hagan	647 SA-14	*58975
Latin America	"	"	"
Near East	M/SER/COM/NE, R.T. Looper	523A SA-14	*58905
Commodity Review	M/SER/COM/SE, C. Eugene Clarke	559 SA-14	*58989
Statistics on Procurement by			
Source and Destination	M/SER/COM/PP, Kathleen O'Hara	541 SA-14	*52173
Transportation			
Air	M/SER/COM/TS, Frederick Eggan	529D SA-14	*58969
Cargo Preference Statistics	M/SER/COM/TS, Thomas Pierce	529C SA-14	*58900
Eligible Carriers	M/SER/COM/TS, Frederick Eggan	529D SA-14	*58969
Freight Rates	M/SER/COM/TS, John Logan	525 SA-14	*58970
General	M/SER/COM/TS, Robert Duane	525 SA-14	*58984
Liner	M/SER/COM/TS, Frederick Eggan	529D SA-14	*58890
Marine Insurance	M/SER/COM/TS, Thomas Pierce	529C SA-14	*58890
P.L. 480, Title II	M/SER/COM/TS, John Logan	525 SA-14	*58970
Vessel Charters	"	"	"
Communications & Records Service			
Centers (AID)	M/SER/MO/CRM/MM, George Jones	B-461 NS	29130
C&RSC			
TUBE			
CLOSES			
#6		5:20 p.m.	536 SA-12 20151
#8		" "	305 SA-18 *58921
#9		" "	1262A NS 25916
#10		" "	106 SA-2 29675
Mail and C-6		6:30 p.m.	B-461 NS 28392
Motor Branch			
Computer Systems (See Data Systems)			

Conference Rooms and Facilities

Room Number (NS)	Capacity		
2248	30	AA/LAC, Viruth Chandler	29148
3886	30	AA/PPC, Colleen Green	21594
5941	50	ACDA, Marian Nida	29580
5951	50	A/AID, Mildred Chance	21800
6212	10	AA/ASIA, Angela Hardeman	24177
6439	25	AA/NE, Sharon Cahill	29126
6946	25	AA/AFR, Dianne Carter	29234
1105	65	STATE/OPR/GS, Preston Adams	23636
1107	85	"	"
1205	40	"	"
1207	40	"	"
1406	40	"	"
1408	40	"	"
1410	40	"	"
1912	140	"	"
3524	30	"	"
6320	40	"	"
East Auditorium	200	"	"
West Auditorium	700	"	"
Loy Henderson Rm	460	"	"

(Also see AID Handbook 20, chap. 4, para. 4F, and chap. 8, para 8D)

Contractors - Payments			
PASA	M/FM/PAD, George Smith	623 SA-12	20073
Regional and Mission Funded	"	"	"
Contractor's Index			
	M/SER/CM/SB, Raymond Dionne	737 SA-14	*59155
Contracts			
Central Contract Services	M/SER/CM/COD, Raymond Torrey	773 SA-14	*59133
Other Programs Branch	M/SER/CM/COD/OTR, L. E. Stanfield	759 SA-14	*59134
PE Branch	M/SER/CM/COD/PE, Johnie Pittenger	765 SA-14	*59076
AN Branch	M/SER/CM/COD/AN, Morton Darvin	745 SA-14	*59137
Regional Contract Services	M/SER/CM/ROD, Stanley Heishman	731 SA-14	*59152
ASIA Branch	M/SER/CM/ROD/ASIA, Peter J. Howley	733 SA-14	*59132
Africa Branch	M/SER/CM/ROD/AFR, Michael Snyder	719 SA-14	*59115
NE Branch	M/SER/CM/ROD/NE, Kathryn Cunningham	729 SA-14	*59116
Latin America/Caribbean Branch	M/SER/CM/ROD/LAC, Wesley Hawley	723 SA-14	*59143
Support Services	M/SER/CM/SD, Arthur Bjorlykke	701 SA-14	*58502
Field Support and Review Branch	M/SER/CM/SD/FSR, James Murphy	705 SA-14	*59125
Policy Branch	M/SER/CM/SD/POL, Frank Calkins	713C SA-14	*59108
Support Branch	M/SER/CM/SD/SUP, Sylvia Courembis	709 SA-14	*59110
Services - Contracts	M/SER/CM/SOD, Joseph Watkins	671 SA-14	*58575
International and Interagency Branch	M/SER/CM/SOD/IIA, J. William Auer	673 SA-14	*59147
Overhead and Special Costs Branch	M/SER/CM/SOD/OSC, Donald Dickie	675D SA-14	*59855
Private and Development Cooperation Branch	M/SER/CM/SOD/PDC, Edward Thomas	601D SA-15	*58380
Copying Machines (See Listing on Page 27)			
Repairs (See Repairs)			
Correspondence Management			
Executive Correspondence	M/SER/MO/CRM, Aundrae Teague	217 SA-11	*52934
Style/Procedures/Training	ES, Angella Greene	5655 NS	28511
	M/SER/MO/CRM, Aundrae Teague	217 SA-11	*52934
Cost Analysis (See Budget and Operating Expenses)			
Country Coding (AID Geographic Code Book)			
	PPC/PB/PIA, Anna K. Lee	625 SA-14	*59167
Country Financed Services (See Reimbursable Development Programs)			

Credit Unions

Lafayette Federal (Main Office)	Hours: 10 a.m. - 3 p.m. Monday thru Friday	3725 NS	*65335
Accounting Section		3441 NS	*64711
Loan Section			
Branch Offices			
Imperial	Hours: 10 a.m. - 3 p.m. Tuesday and Friday	522	**36871
	Wednesday 10 a.m. - 2 p.m.	1441 L St. N.W.	
Rosslyn	Hours: 10 a.m. - 3 p.m. Monday thru Friday	617 SA-14	***21367
		1735 N. Lynn St.	

- D -

Data Base Management			
Information and Training	M/SER/DM/IM, Steven Renz	714 SA-12	20084
Request for Utilization and Utilization Problems	M/SER/DM Data System Divisions SD/SM & PSE (Listed below)		
Coding Systems used in A.I.D.	M/SER/DM/IM, Carolyn D. Moore	714A SA-12	20084
Approval and Coordination	"	"	"
Decode File	"	"	"
Contents/Approvals/Maintenance	"	"	"
Data Element Dictionary	M/SER/DM/IM, Carolyn Moore	714A SA-12	20084
Data Control - Accounting	M/FM/CAD, George R. Strawn	517 SA-12	20050
ADP Operation Control (Within FM)	M/FM/CAD, Charles E. Fowlkes	517 SA-12	20182
Accounts Receivable System	M/FM/CAD, Mary Newton	534 SA-12	20110
Advice of Charge	M/FM/CAD, I-Ming Chang	517 SA-12	20182
Allotment Accounting System	M/FM/CAD, Charles E. Fowlkes	517 SA-12	20182
Cash Journal System	M/FM/CAD, George Strawn	517 SA-12	20050
Commodity Statistics System	M/FM/BFD, Paul Trudeau	534 SA-12	20176
Program Assistance System	M/FM/PAD, Theodore W. Dent	638 SA-12	20131
Project Accounting System	M/FM/PAD, James Brody	636 SA-12	20096
Transportation (Ocean Freight System)	M/FM/BFD, Paul Trudeau	534 SA-12	20176
Zero Balance System	"	"	"
Document Flow and Control			
Accounts Receivable	M/FM/CAD, Mary Newton	534 SA-12	20110
Allotment Accounting	M/FM/CAD, George Strawn	517 SA-12	20050
Cash Journal	"	"	"
Data Systems Automation			
Systems Development Division			
Automation Feasibility Studies	M/SER/DM/SD, William J. Follen	725 SA-12	20092
New Automation Systems Development Efforts	"	"	"
AID/W Non-Expendable Property	M/SER/DM/SD, Evelyn Hogue	725 SA-12	20036
BIFAD Registry of Institutional Resources	M/SER/DM/SD, William A. Jones	725 SA-12	20092
Financial Accounting and Control System	M/SER/DM/SD, Lawrence Clark	725 SA-12	20036
	M/SER/DM/SD, Lawrence Livesay	725 SA-12	20036
Systems Management Division			
Accounts Receivable	M/SER/DM/SM, Lewis R. Eyre	717 SA-12	20032
Africa OYB	M/SER/DM/SM, Anne E. Brown	717 SA-12	20032
AFR Tracking	M/SER/DM/SM, James F. Harley	717 SA-12	20032
ASIA OYB	M/SER/DM/SM, Anne E. Brown	717 SA-12	20032
ASIA Project Implementation	M/SER/DM/SM, James F. Harley	717 SA-12	20032
Agency Document Distribution	M/SER/DM/SM, John Bridendolph	717 SA-12	20032
Auditor General	M/SER/DM/SM, James F. Harley	717 SA-12	20032
Balance of Payments	"	"	"
Budget Operating Reports	M/SER/DM/SM, Damon Loveless	717 SA-12	20032
Commodity Pipeline	M/SER/DM/SM, Lynette Marquina	717 SA-12	20032
Commodity Statistics	"	"	"
Contraceptive Supply Management System	M/SER/DM/SM, Joseph Washington	717 SA-12	20032

*Dial (9) 446-XXXX
 **Dial (9) 653-XXXX
 ***Dial (9) 522-XXXX

Data Systems Automation
Systems Management Division--cont.

Contract On-Line Reporting	M/SER/DM/SM, Damon Loveless	717 SA-12	20032
Development Information Service	M/SER/DM/SM, Jean L. Moore	717 SA-12	20032
Economic and Social Data Bank	M/SER/DM/SM, John Elgin	717 SA-12	20032
Equal Opportunity	M/SER/DM/SM, Eugene M. Dwyer	717 SA-12	20032
Excess Property	M/SER/DM/SM, Lewis R. Eyre	717 SA-12	20032
Food For Peace, Title I	M/SER/DM/SM, Joseph Washington	717 SA-12	20032
Food For Peace, Title II	"	"	"
FM Allotment Accounting	M/SER/DM/SM, Anne E. Brown	717 SA-12	20032
FM Cash Journal	"	"	"
FM Country Financial - U-101	M/SER/DM/SM, Lewis R. Eyre	717 SA-12	20032
FM Funds Control	M/SER/DM/SM, Damon Loveless	717 SA-12	20032
FM Travel Advance Applications	"	"	"
General Ledger	M/SER/DM/SM, Lewis R. Eyre	717 SA-12	20032
IG Tracking	M/SER/DM/SM, Eleonore White	717 SA-12	20032
Loans			
Management Operating Budget	M/SER/DM/SM, Barbara McCoy	717 SA-12	20032
MO - Document Distribution	M/SER/DM/SM, John Bridendolph	717 SA-12	20032
Motor Vehicles	M/SER/DM/SM, Eleonore White	717 SA-12	20032
New American Payroll	M/SER/DM/SM, John Valerio	717 SA-12	20032
Ocean Transportation	M/SER/DM/SM, Lynette Marquina	717 SA-12	20032
Office of Public Affairs Newsltr APP	M/SER/DM/SM, John Bridendolph	717 SA-12	20032
Participant Training	"	"	"
Payroll Cost	M/SER/DM/SM, John Valerio	717 SA-12	20032
Permanent Storage	M/SER/DM/SM, Damon Loveless	717 SA-12	20032
PPC/SRD Statistics	M/SER/DM/SM, Lynette Marquina	717 SA-12	20032
Private Voluntary Agencies	M/SER/DM/SM, Richard Koehl	717 SA-12	20032
Productive Credit Guaranty	M/SER/DM/SM, James F. Harley	717 SA-12	20032
Program Assistance	M/SER/DM/SM, Lynette Marquina	717 SA-12	20032
Program Budget Data System	M/SER/DM/SM, Barbara McCoy	717 SA-12	20032
Project Accounting Information	M/SER/DM/SM, Sharlene Febrey	717 SA-12	20032
Research Literature for Development	M/SER/DM/SM, Jean L. Moore	717 SA-12	20032
Revised Automated Manpower Personnel	M/SER/DM/SM, Eugene M. Dwyer	717 SA-12	20032
Sahel General Management	M/SER/DM/SM, Lewis R. Eyre	717 SA-12	20032
U-204	"	"	"
USAID Personal Property	M/SER/DM/SM, Jean L. Moore	717 SA-12	20032
Voluntary Agency Statistics	M/SER/DM/SM, Lynette Marquina	717 SA-12	20032
Zero Balance	"	"	"
<u>Planning, Standards & Evaluation Division</u>			
ADP Contract Services	M/SER/DM/PSE, James A. Jackson	706 SA-12	29724
ADP Technical & Management Standards & Training	M/SER/DM/PSE, Suzanne Buzzard	706 SA-12	29744
Agency ADP Planning Functions	M/SER/DM/PSE, William C. Ruotola	706 SA-12	29744
Agency-Wide ADP Budget	M/SER/DM/PSE, James A. Jackson	706 SA-12	29724
Evaluation of Automation Information Systems	M/SER/DM/PSE, Suzanne Buzzard	706 SA-12	29744
Mathematical & Statistical Analysis, Including Modelling	M/SER/DM/PSE, Catherine B. Gleason	706 SA-12	29744
Mission Automation (Mini-Computer)	M/SER/DM/PSE, David A. Washburn	706 SA-12	29744
Review & Approvals of ADP Components of AID-Funded Projects	M/SER/DM/PSE, Catherine B. Gleason	706 SA-12	29744
Technical Assistance to Missions & AID/W Organizations in Developing, Implementing & Evaluating Program Funded Projects & have Significant ADP Content	M/SER/DM/PSE, William C. Ruotola	706 SA-12	29744



Data Systems Automation--cont.				
Computer Center Division				
Computer Processing - Central Facility	M/SER/DM/CC, Herbert B. Thompson	737 SA-12	29650	
Computer Operations	M/SER/DM/CC/CS, Wilbert J. Lewis	737 SA-12	20021	
Processing Schedules	M/SER/DM/CC/CS, Joan Jackson	736 SA-12	20021	
Data Entry & Key punch Services	"	"	"	
Terminal Equipment Installations	M/SER/DM/CC/CS, Tujuana Walker	737 SA-12	29650	
Computer Security	M/SER/DM/CC, Stanley Mashakas	737 SA-12	29650	
Agency-Wide Program Coordination	"	"	"	
Facility Risk Assessments	"	"	"	
Operating System Software	M/SER/DM/CC/SM, Joseph E. Heffern	737 SA-12	29650	
User Help Desk	M/SER/DM/CC/SM, Elaine M. Wright	702 SA-12	24084	
Utility Software	M/SER/DM/CC/SM, William L. Harley	737 SA-12	29650	
Utilization & Costing Information	M/SER/DM/CC/SM, Elaine M. Wright	702 SA-12	24084	
Computer Performance Information	M/SER/DM/CC/SM, Wanda W. Moore	737 SA-12	29650	
Death Benefits (See Survivor Benefits)				
Development Information Services (Provides Information on Agency Experience to Project Designers)	S&T/T/DIU, Maury D. Brown	509D SA-14	*59207	
Development Information System	S&T/T/DIU, Maury D. Brown	509D SA-14	*59207	
Dining Room Pass (8th floor only)	OPR/GS, Shirley Beard	1493 NS	21666	
Diplomatic Pouch	M/SER/MO/CRM/MM, George Jones	B-461 NS	29130	
Directives	M/SER/MP, Joseph R. Ellis	105 SA-8	*52386	
Issuances and Status - AID Manual or Handbooks	M/SER/MP, Geraldine N. Nelson	102 SA-8	*52386	
Joint State/AID/USICA Regulations	M/SER/MP, Joseph R. Ellis	105 SA-8	*52386	
Regulations - Issuances and Directives Clearance Officers (See HB 18-1:37)	M/SER/MP, Fred D. Allen	107 SA-8	*52386	
Disbursement Information				
Administrative Expenses	M/FM/SSD, William Schrider	614 SA-12	20148	
Contracts/Grants/Projects				
DSB	M/FM/PAD, James Boone	636 SA-12	20097	
Population	M/FM/PAD, Frank Lindsay	636 SA-12	20096	
International Training	M/FM/PAD, Douglas Dill	638 SA-12	20131	
Other Central Bureaus	M/FM/PAD, Virginia Brown	636 SA-12	20096	
Disaster Relief	M/FM/PAD, Theodore W. Dent	638 SA-12	20131	
Participants Training in U.S.A.	M/FM/PAD, Douglas	638 SA-12	20131	
Disciplinary Actions	M/PM/ERS, Dana A. Lund	100 SA-2	22954	
	M/PM/ERS, Betty Mowitt	100 SA-2	22954	
Dispatch/Demurrage/Payment	M/SER/COM/SE, C. Eugene Clarke	559 SA-14	*58989	
Distribution Services (Directives, Forms, Manual Orders, Notices, Post Reports and Over-the-Counter Distribution)	M/SER/MO/PUM/D, Alvester Perry	B-927 NS	28410	
Drug Abuse Program	M/PM/ERS, Betty Mowitt	100 SA-2	22954	
	M/PM/ERS, Dana A. Lund	100 SA-2	22954	
Duplicating and Reproduction Services	M/SER/MO/PUM/PR, Grant Braddock	B-930 NS	28376	

Economic Data (See Statistical Data Services)			
Editorial Services (for public dissemination)	OPA/P, Ed Caplan	4894 NS	24330
Emergencies, Personal and Emergency Visitation Travel	M/PM/ERS, Gertrude Slifkin M/PM/ERS, Pauline Wright	100 SA-2 100 SA-2	22954 22954
Emergency Preparedness	M/SER/MO/RM, George Stang	274 SA-11	*59820
Employee Services			
Counseling	M/PM/ERS, Dana A. Lund	100 SA-2	22954
FS/GS	M/PM/ERS, Betty Mowitt	100 SA-2	22954
SAS and other Agencies	M/FM/ESD, Ulysses McLaughlin	508 SA-12	22024
Employee Suggestions	M/PM/ERS, Edwin Elliot M/PM/ERS, Kathleen Butler	100 SA-2 "	22954 "
Employee Training			
Training and Development Division	M/PM/TD, Dan Creedon	413 SA-14	*59124
<u>Career Development Branch</u>	M/PM/TD, Dewey Brumbaugh	419 SA-14	*59070
Long-Term Training	M/PM/TD, John Jessup	421 SA-14	*59070
Short-Term Training	M/PM/TD, Yvonne Williams	425 SA-14	*59070
Upward Mobility	M/PM/TD, Gwen Outterbridge	421 SA-14	*59070
I.D.I. Program	M/PM/TD, Shirley Marino	429 SA-14	*59074
Executive Development	M/PM/TD, John Jessup	421 SA-14	*59070
Clerical/Secretarial	M/PM/TD, Yvonne Williams	425 SA-14	*59070
Development Studies Program	M/PM/TD, Michael Calavan	437 SA-14	*51342
<u>Management Training Branch</u>	M/PM/TD, Carlyn Pitts	493 SA-14	*59082
Environment Training	"	"	"
Analytical Skills Workshop	"	"	"
Project Management Training	M/PM/TD, Kenneth Smith	497 SA-14	*59056
General Management Training	M/PM/TD, Carlyn Pitts	493 SA-14	*59082
Retirement Planning Seminar	M/PM/TD, Dolf Droge	495 SA-14	*51005
<u>Operations Training Branch</u>	M/PM/TD, Michael Guido	405 SA-14	*59098
Language	M/PM/TD, Marcelle Carlier	463 SA-14	*59094
Orientation Training	M/PM/TD, Michael Guido	405 SA-14	*59098
Audiovisual Projects	M/PM/TD, Stanley Staniski	477 SA-14	*58654
Library/Resource Center	M/PM/TD, Ann Snuggs	476 SA-14	*51299
Employment Information	M/PM/PO/REC, William M. Taylor	111 SA-2	22962
Energy Conservation	M/SER/MO/PP, Clem Irons	3328 NS	28972
Engineering	S&T/ENGR, John Zedalis	208B SA-18	*59827
Transportation Communications and Roads, Highways, Bridges Ports, Harbors, Waterways Airports, Railways, Pipelines Geotechnical Engineering/Soils	S&T/ENGR, John Zedalis	"	"
General Civil/Construction Engineer Procurement policy for engineering and construction services, Engr./Constr. Standards and Procedures, Contracts and Audits, Engineering Education/ Training, Requirements Contracts/ IQCs, Environmental Engineering, Emergencies/Disasters	S&T/ENGR, Palmer Stearns	208C SA-18	*59828
Architectural/General Engineer Industrial/commercial buildings, public buildings, schools, hos- pitals, urban planning, related environmental studies	S&T/ENGR, James Claps	206C SA-18	*59828



Field Services (See USAIDs)

Files Management Disposition

Moving Retired Files to Vault and Federal Records Center	M/SER/MO/CRM, Henry White	B-531C NS	29121
Policy Guidance, Retention Standards	M/SER/MO/CRM, Aundrae Teague	217 SA-11	*52934
Retirement Procedures	M/SER/MO/CRM, Henry White	B-531C NS	29121
Retrieval of Retired Files	"	"	"
Equipment Control (Selection & Approval)	M/SER/MO/CRM, Aundrae Teague	217 SA-11	*52934
Maintenance	"	"	"
Surveys	"	"	"
Training	"	"	"

Filing Equipment Control
Approval of Requisitions
Selection

M/SER/MO/CRM, Aundrae Teague	217 SA-11	*52934
"	"	"
"	"	"

Film Services

OPA/NMR, Susan Scharfman	4889 NS	24306
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Financial Analysis

Contract/Grant/Project

DSB	M/FM/PAD, James Boone	636 SA-12	20097
Population & Human Resources	M/FM/PAD, Frank Lindsay	636 SA-12	20096
International Training	M/FM/PAD, Douglas Dill	638 SA-12	20131
Other Central Technical Bureaus	M/FM/PAD, Virginia Brown	636 SA-12	20096
Regional Bureaus	M/FM/PAD, James Brody	636 SA-12	20096

Financial Services Regional Bureaus (See
Regional Bureaus Financial Services)

Financial Servicing

Contracts	M/FM/PAD, Ruth Hughes	624 SA-12	20072
PASAs	M/FM/PAD, William Overton	624 SA-12	20072
Special Accounts			
Advances	M/FM/PAD, Ruth Hughes	624 SA-12	20072
Contracts	"	"	"
FRLCs	M/FM/PAD, Stanley Mitchell	624 SA-12	20052
Country Financed Services	M/FM/PAD, Ruth Hughes	624 SA-12	20072
Trust Fund (Dollars)	M/FM/PAD, Kevin Rafferty	638 SA-12	21424

Financial Systems (See Accounting and Financial
Systems; See also Data Control - Accounting
and Systems Automation)

Financial Analysis and Accounting

Africa Bureau	M/FM/PAD, Cyril Cox	636 SA-12	20097
Asia Bureau	M/FM/PAD, Laretta Pridgen	636 SA-12	20096
General	M/FM/PAD, James Brody	636 SA-12	20096
LA Bureau	M/FM/PAD, Cyril Cox	636 SA-12	20096
NE Bureau	M/FM/PAD, Laretta Pridgen	636 SA-12	20096
Program Assistance	M/FM/PAD, Wilmoth Myers	638 SA-12	21424

Financial Management - Miscellaneous
Information

M/FM/ASD, Mae Manning	527B SA-12	20162
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Financial Reports

Accounts Receivable	M/FM/CAD, Mary Newton	534 SA-12	20110
Dollar Appropriations	M/FM/CAD, Thomas Vapniarek	534 SA-12	20110
Excess Property	M/FM/CAD, William Livengood	517 SA-12	20062
Foreign Currency	M/FM/CAD, Michael Hevesy	534 SA-12	20110



Financial Services for Central Bureaus and
Offices (See Central Offices Financial
Services)

Financing Arrangements	M/FM/BFD, Joseph O'Neill	534 SA-12	20182
Fire and Safety - Washington (See also Safety)	M/SER/MO/RM, George Stang	274 SA-11	*59820
First-Class Travel (See Travel)			
Flash Reports	M/FM/CAD, Jeanne Hevesy	517 SA-12	20182
Foreign Flag Carriers, Use of: Commodities Passengers	M/SER/COM/TS, Frederick Eggan M/SER/MO/PP, Clem Irons	806B SA-18 3328 NS	*58969 28972
Forms			
Analysis and Design	M/SER/DM/IM, Melita Yearwood	714 SA-12	20084
Application Guidance	"	"	"
Approval and Assigning of Form Number	"	"	"
Distribution and Stock	M/SER/MO/PUM/D, Alvester Perry	B-927 NS	28410
Initial Stocking and Disposition	M/SER/DM/IM, Melita Yearwood	714 SA-12	20084
Requests to Reprint	"	"	"
Freedom of Information Implementation	OPA/PI, Rhea Johnson	2738 NS	29614
Functional Statements - Preparation (See Organization Changes)			
Funds Control			
Africa Bureau - Appropriations	M/FM/CAD, Oscar Bagley	516 SA-12	20046
Allotment Control Figures (Flash)	"	"	"
Deobligation of PY Recoveries	"	"	"
Distribution of Allotments, IAD's and PAAD's	"	"	"
OYB Levels	"	"	"
Program Approval Control Figures (Flash)	"	"	"
Asia Bureau - Appropriations	M/FM/CAD, Shirley Carter	516 SA-12	20046
Allotment Control Figures (Flash)	"	"	"
Deobligation of PY Recoveries	"	"	"
OYB Levels	"	"	"
Program Approval Control Figures (Flash)	"	"	"
General	M/FM/CAD, William Hainsworth	517 SA-12	20050
Availabilities and Apportionments, Allocations and Allotments	"	"	"
Executive Highlights	"	"	"
Flash Summaries Report	"	"	"
OYB Levels	"	"	"
Latin America Bureau	M/FM/CAD, Shirley Carter	516 SA-12	20046
For the above:			
Allotment Control Figures (Flash)	"	"	"
Non-Regional and Other Programs - Appropriations	M/FM/CAD, Joanne Dockter	516 SA-12	20046
Allotment Control Figures (Flash)	"	"	"
Deobligation of PY Recoveries	"	"	"
OYB Levels	"	"	"
Program Approval Control Figures (Flash)	"	"	"
NE Bureau - Appropriation	M/FM/CAD, Shirley Carter	516 SA-12	20046
Allotment Control Figures (Flash)	"	"	"
Deobligation of PY Recoveries	"	"	"
OYB Levels	"	"	"
Program Approval Control Figures (Flash)	"	"	"

Furniture (See Personal Property Management)

- G -

GAO Liaison	IG/PPP, Clifford Bennett	409 SA-16	*59671
Geographic Codes (See Country Coding)			
Government Property Resources Program	M/SER/COM/PP, William Gamble M/SER/COM/GPR, Hans Bang (New Cumberland, PA)	545 SA-14	*52173 **02288
Grants			
Central Grant Services	M/SER/CM/COD, Francis Moncada	773 SA-14	*59133
Regional Grant Services	M/SER/CM/ROD, Stanley Heishman	731 SA-14	*59152
Graphics			
Design	M/SER/MO/PAV, Dan Shea	B-930 NS	28378
Prints of Congressional Presentation	"	"	"
Charts	"	"	"
"Green Book"	PPC/PB/PIA, Anna K. Lee	625 SA-14	*59167
Grievances/Complaints (Personnel Matters)	M/PM/ERS, Betty Mowitt M/PM/ERS, Dana A. Lund M/PM/ERS, Pauline Wright M/PM/ERS, Suzanne Killinger	100 SA-2 " " "	22954 " " "
GSA Charge Plate	M/SER/MO/RM, Cynthia Ginyard	274 SA-11	*59820
GSA Retail Store	Hours: 12:00 noon - 4 p.m. Monday through Friday		
New State CSC Bldg.		B-239 NS 1900 E St., N.W.	23181

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Handbooks (See Directives)			
Health Insurance - Information	M/PM/ERS, Gertrude Slifkin	100 SA-2	22954
Health Units (After Office Hours Call Building Guard) State Annexes serviced by this Health Unit with the following exceptions: Rosslyn Area SA-12 (1975 Fla. Ave., N.W.)		2313 NS 115 SA-14 540 SA-12	29546 ***44265 20061
Housing Guaranty Program			
Accounting	M/FM/LMD, Steve Papas	619 SA-12	20088
Annual Reports	DS/H, Nancy Magurn	633 SA-12	20086
Financial Reports	M/FM/LMD, Steve Papas	619 SA-12	20088
General Information	DS/H, Frederick A. Hanson	633 SA-12	20086

- I -

Illness - Emergency Only (See also Health Units)			27000
Information, Technical (See Library Services)			
Injuries - Work Related	M/PM/ERS, Suzanne Killinger M/PM/ERS, Kathleen Butler M/PM/ERS, Rachel Hermelin	100 SA-2 100 SA-2 100 SA-2	22954 22954 22954
Inquires			
Media and News	OPA, Rich Miller	4898 NS	29170
Public	OPA/PI, Rhea Johnson	2738 NS	29614
Inspections & Investigations	IG/II, Lawrence Dempsey	511 SA-16	*59742
Insurance (See Life & Health Insurance; See also Personnel Services (Special))			

*Dial (9) 235-XXXX

**Dial (9) 590-XXXX

***Dial (9) 634-XXXX



Interagency Reporting Agency Clearance Analysis of Requirement GSA Approval	M/SER/DM/IM, Melita Yearwood	714 SA-12	20084
Inventory (AID/W Property)	M/SER/MO/RM/PPM, Frank Nathaniel	Warehouse	*70197
Investigations (See Inspections & Investigations)			
- L -			
Labor-Management Relations			
Bargaining Unit Composition	M/PM/LR, Stephen Gomez	211 SA-2	27494
Clearances	M/PM/LR, Paulette Prestwood	211 SA-2	27454
Dues Checkoff	M/PM/LR, Stephen Gomez	211 SA-2	27494
Labor-Management Relations (FS)	M/PM/LR, James D. Kraus	211 SA-2	27454
" " "	"	"	"
(GS)	M/PM/LR, Helen R. MacKenzie	211 SA-2	27454
Joint Negotiations (FS)	M/PM/LR, William Sommers	211 SA-2	27494
Labor Relations Library	M/PM/LR, Paulette Prestwood	211 SA-2	27454
Negotiated Agreements - AFGE	M/PM/LR, Helen MacKenzie	211 SA-2	27454
Negotiated Agreements - AFSA	M/PM/LR, James D. Kraus	211 SA-2	27454
Regulations and Procedures under E.O. 11636	"	"	"
Leave (See Payroll/Employee Leave Records)			
Letter of Commitment			
Issuance	M/FM/BFD, Joseph P. O'Neill	519 SA-12	20182
Payment			
Library Services			
Development Information Center (DIC) (Reference and referral services; availability of AID sponsored technical documents; and access to "AID Memory" and S&T data bases)	S&T/T/DIU, Joanne Paskar	1656 NS	29345 28701
Life Insurance	M/PM/ERS, Gertrude Slifkin	100 SA-2	22954
Loans (New Employee Emergency)	M/PM/ERS, Gertrude Slifkin	100 SA-2	22954
	M/PM/ERS, Rachel Hermelin	100 SA-2	22954
Loans (Development; P.L. 480; Alliance for Progress)			
Agreements and Amendments	M/FM/LMD, Theodore E. Panagos	619 SA-12	20112
Authorizations and Amendments	"	"	"
Collections	M/FM/LMD, Howard Griffing	619 SA-12	20166
Deauthorizations	M/FM/LMD, Theodore E. Panagos	619 SA-12	20112
Delinquencies	M/FM/LMD, Howard Griffing	619 SA-12	20166
Deobligations and Reinstatements	M/FM/LMD, Theodore E. Panagos	619 SA-12	20112
Fund Availability Prevalidation	"	"	"
Notices of Payments Due	"	"	"
Projections	M/FM/LMD, Howard Griffing	619 SA-12	20166
Reconciliation of Disbursements	M/FM/LMD, Theodore E. Panagos	619 SA-12	20112
Refunds	M/FM/LMD, Theodore E. Panagos	619 SA-12	20112
Reports	M/FM/LMD, Howard Griffing	619 SA-12	20112
Rescheduling or Deferments	M/FM/LMD, Theodore E. Panagos	619 SA-12	20112
Schedules of Amortization	"	"	"
Section 1311 Review	"	"	"
Statements of Disbursement	"	"	"
Statistics (Current Year of Trend)	"	"	"
Status of Disbursement Authorizations	"	"	"
Two-Step Loans	"	"	"
Write-Offs	"	"	"

Local Currency Policies	M/FM/CAD, William Livengood	517 SA-12	20062
Locator Files			
Foreign Service Overseas	M/PM/ERS, Rachel Hermelin	100 SA-2	22954
GS and AID/W Foreign Service	M/PM/PO, Harriet Tweedy	411 SA-2	20010
Logistic Support Overseas	M/SER/MO/OM, B. Ann Dotherow	214 SA-11	*52450
AFR Missions	M/SER/MO/OM, Dan Sutton	224 SA-11	*52450
	M/SER/MO/OM, Jairo Granados	226 SA-11	*52450
NE, ASIA, and LA Missions	M/SER/MO/OM, Sam Ostertag	218 SA-11	*52450
	M/SER/MO/OM, Joe Tucker	222 SA-11	*52450
- M -			
Machine Repairs (See Repairs)			
Magazine Subscriptions (See Procurement of)			
Mail Distribution	M/SER/MO/CRM, George Jones	B-461 NS	29130
Management Support Activities			
FSI Courses	M/SER/MO/OM, B. Ann Dotherow	214 SA-11	*52450
TDY Assistance			
Manpower Planning (See Position Ceiling)			
Manual Orders (See Directives)			
Marine Insurance (See Commodities, Transportation)			
Medical Program	M/PM/ERS, Gertrude Slifkin	100 SA-2	22954
Foreign Service Overseas	M/PM/ERS, Pauline Wright	100 SA-2	22954
Messenger Service (Intra-Agency)	M/SER/MO/CRM, John Davis	B-461 NS	28392
Metroliner to New York (See Travel)			
Mission Audit Report Review (See Logistics Support Overseas)			
Motor Vehicles - AID/W			
Central	M/SER/MO/CRM, George Jones	B-461 NS	29130
Motor Vehicle Fleet Overseas			
General Guidance	M/SER/MO/OPM, Sam Jones	230 SA-11	*52450
Records Control and Disposal	M/SER/MO/OPM, Effie L. Bowe	232 SA-11	*51040
- N -			
News Releases	OPA, Rich Miller	4898 NS	29170
Notaries Public	M/PM/TD, Michael Guido	405 SA-14	*59098
	M/PM/PDE, RP, Edwin Hardy	123 SA-2	23459
	FVA/PMS, Kathryn Walsh	220 SA-8	*51940
	PPC/WID, Mary Herbert	3243 NS	23992
	M/FM/ESD, Joan King	508 NS	20024
Notices			
AID/W and General - Issuance and Clearance	M/SER/MP, Geraldine N. Nelson	102 SA-8	*52386
Copies	M/SER/MO/PUM/D, Alvester Perry	B-927 NS	28410



Obligations			
Concepts and Systems	M/FM/ASD, Thomas Mundell	524 SA-12	20162
Statistics (Trends by Year)	"	"	"
Status			
DSB	M/FM/PAD, James Boone	636 SA-12	20097
Population	M/FM/PAD, Frank Lindsay	636 SA-12	20096
International Training	M/FM/PAD, Douglas Dill	638 SA-12	20131
Other Central Technical Bureaus	M/FM/PAD, Virginia Brown	636 SA-12	20096
Field	M/FM/CAD, Darrell Dolley	534 SA-12	20110
Participants (See also Participants/Obligations and Expenditure Control)	M/FM/PAD, Douglas Dill	638 SA-12	20131
Program Assistance	M/FM/PAD, Wilmoth Myers	638 SA-12	21424
Regional Bureaus	M/FM/PAD, James Brody	636 SA-12	20105
Support Services	M/FM/SSD, William Schrider	614 SA-12	20148
Travel, etc.			
Ocean Carriers (See Commodities - Transportation)			
Office Automation			
Major Systems and Equipment (Advanced Office Systems, Word Processing Machines/Requirements)			
AID/W (O.E. Funded)	M/SER/DM/IM, Linwood Rhodes	714 SA-12	20084
USAIDs (O.E. Funded)	M/SER/DM/PSE, David Washburn	706 SA-12	29744
Project Funded (AID/W and USAID)	M/SER/DM/PSE, William C. Ruotola	706 SA-12	29744
	M/SER/DM/PSE, Catherine Gleason	706 SA-12	29744
Special Office Equipment			
Electronic Typewriters	M/SER/DM/IM, Lynwood Rhodes	714 SA-12	20084
Facsimile Equipment	M/SER MO/CRM, Aundrae Teague	217 SA-11	*52934
Micrographics (Microfilm, Microfile, etc.)	M/SER/MO/CRM, Aundrae Teague	217 SA-11	*52934
Micrographics (Computer generated only)	M/SER/DM, Analyst responsible for special computer system		
Printing Calculators	M/SER/MO/RM, John E. Fink	274 SA-11	*59820
Programmable Calculators	M/SER/RM/PPM, Frank Nathaniel	Warehouse	**70197
Dictation Equipment	"	"	"
Office Equipment Repairs (See Repairs)			
Office Furniture (See also Procurement of) Additional or Replacement	Prepare requisition, AID 5-7, and forward to M/SER/MO/RM, 274 SA-11		*59820
Office Moves	M/SER/MO/RM/BM, Bill Maclauchlan	274 SA-11	*59820
Office Space, Allocation/Assignment	M/SER/MO/RM/BM, Bill Maclauchlan	274 SA-11	*59820
Official Residence Expenses			
Africa	AFR/DP, Steve Liapis	6655 NS	29188
Asia	ASIA, Harold Collamer	3208 NS	29056
Latin America/Caribbean	LAC/CONT, Thomas Stuman	3247 NS	20402
Near East	NE/DP, William McMoil	6723 NS	29115
Operating Expenses (See Budget-Operating Expenses)			
OPIC			
Pay Actions	M/FM/ESD, George Stewart	508 SA-12	20024

Organization Changes - Washington & Overseas Requests for Functional Statements Technical Questions on Charts, Coding and SPARS	M/SER/MP, Catherine Smith M/SER/MP, Joyce Cosby M/SER/MP, Mary Quinn "	115 SA-8 119A SA-8 120A SA-8 "	*52113 *52113 *52113 "
Overseas Management Support (See Logistics Support Overseas)			
Overseas Missions (See Logistic Support Overseas)			
Overseas Presence Control (See Position Ceiling)			
Overseas Travel (See Travel)			

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PAADs and PAAA Agreements	M/FM/PAD, Wilmoth Myers	638 SA-12	21424
PA/PR			
Issuance	M/SER/COM/CPS/PS, C. Vardas	722E SA-18	*58971
Payments	M/FM/BFD, Viola Steward	519 SA-12	20182
Parking Facilities (Passes)			
Recreation Association Lots	Recreation Assoc. Act. Ctr.	2928 NS	21628
State Department Garage	M/SER/MO/RM, Yvonne Gaines	274 SA-11	*59820
Participants			
Academic Advisory Services	S&T/IT/RS, Hattie Jarmon	216 SA-16	*59416
Allowances	S&T/IT/RS, Brenda Colwell	214D SA-16	*51962
American Professional Societies	S&T/IT/RS, Brenda Colwell	214D SA-16	*51962
Bills for Collection	M/FM/PAD, Douglas Dill	638 SA-12	20131
Community Relations	S&T/IT/RS, Louise Jordan	201B SA-16	*51962
Counseling/Emergencies	S&T/IT/PO, Ann Kennedy	209E SA-16	*51986
English Language	S&T/IT/RS, Hattie Jarmon	216 SA-16	*59416
Field Program Managers			
Interpreter Services	S&T/IT/RS, Joseph DeFonzo	215E SA-16	*51986
Evaluation	S&T/IT, Raga Elim	207E SA-16	*51885
Immigration Matters	S&T/IT/RS, Joseph DeFonzo	215E SA-16	*51986
Insurance	S&T/IT/RS, Linda Finks	215C SA-16	*51962
Maintenance Payments	M/FM/PAD, Douglas Dill	638 SA-12	20131
Manual Orders, Training			
Notices & Forms	S&T/IT/RS, Judy McKeever	215B SA-16	*51985
Mid-Winter Community Seminars	S&T/IT/RS, Louise Jordan	201B SA-16	*51962
Washington International Center (WIC)	S&T/IT/RS, Joseph DeFonzo	215E SA-16	*51986
Participant Training Programs			
Direct	S&T/IT/PO, Dan Terrell	201C SA-16	*51956
RSSA	S&T/IT/PM, Nassib Hemaidan	201D SA-16	*51880
South East Consortium for International Development (SECID)	S&T/IT/PM, Barbara J. Lane	202A SA-16	*51968
Roy Littlejohn Associates (RLA)	S&T/IT/PM, Lillian Mickens	202B SA-16	*51968
University of Hawaii	S&T/IT/PM, Barbara J. Lane	202S SA-16	*51968
Regional Coordinators			
Near East	S&T/IT, Leila Mogannam	209D SA-16	*51885
Asia	"	"	"
Africa	S&T/IT, Betsy Carter	209F SA-16	*51885
Latin America	"	"	"



Participant Training Programs--cont.			
Standard Cost Systems			
Accounting System	M/FM/ASD, Bruce Birnberg	5248 SA-12	20110
Operations & Cost	M/FM/ASD, Andrew Akers	524 SA-12	20110
Statistics	S&T/IT/RS, Doris Anderson	201C SA-16	*51962
Third Country Training			
Policy	S&T/IT, Leila Mogannam	209D SA-16	*51885
Allowances	S&T/IT/RS, Brenda Colwell	214D SA-16	*51962
Travel (See Travel Arrangements)			
Tuition, Interpreter, Miscellaneous			
Payments	M/FM/PAD, Douglas Dill	638 SA-12	20131
Participating Agency Services			
USDA for Africa and the ST Bureau; the Farm Credit Administration and Environmental Protection Agency (EPA)	M/SER/CM/SOD/IIA, Joseph DiNome	670 SA-14	*59147
USDA for Latin America, Near East and Asia; DOD et al; Treasury; TVA; Labor; and Commerce NOAA only	M/SER/CM/SOD/IIA, A. Lenora Jones	675 SA-12	*59147
DDHS; Interior; DOT; DOE; Commerce (BuCen); and all other agencies not shown	M/SER/CM/SOD/IIA, Ellen Wills	673 SA-14	*59147
Communications transmissions, general information concerning status of PASA/RSSA actions and staff functions, personnel records, PASA/RSSA statistics Commerce (NTIS, BEA, NBS and NTIA only).	M/SER/CM/SOD/IIA, Phyliss A. Gray	675 SA-14	*59147
Policy Administrative and Planning Responsibilities; Operational Responsibilities; Branch Chief	M/SER/CM/SOD/IIA, J. William Auer	675 SA-14	*59147
PASAs (See Participating Agency Services)			
Passengers, Travel (See Travel)			
Passes (See Dining Room Pass; GSA Charge Plate; Parking Facilities; Security)			
Passports			
General	M/SER/MO/TTM, Zee Foster	1247 NS	28284
Medical - (See Travel Arrangements)	"	"	"
Photographs	"	"	"
Pay Administrative (See Payroll)			
Pay Checks (See Cash and Check Distribution; See also Payroll)			
Payroll			
Bills for Collection	M/FM/ESD, George Stewart	508 SA-12	20024
Cash Awards (See Awards)			
Check Distribution (See Cash and Check Distribution)			
Employee Leave Records	M/FM/ESD, Joan King	508 SA-12	20024
Equalization Payments	M/FM/ESD, George Stewart	508 SA-12	20024
FICA Reports	M/FM/ESD/ACB, Virginia Belmont	508 SA-12	20024
Garnishment of Salary	M/FM/ESD, Sophia Atsalinos	506 SA-12	20076
General Management	M/FM/ESD, George Stewart	508 SA-12	20024
Lump Sum Payments	"	"	"
Mission Payroll	"	"	"
Payroll Reports	M/FM/ESD/ACB, Virginia Belmont	508 SA-12	20024
Personnel Reports	M/FM/ESD, Arthur Schantz	506 SA-12	20076
Problems	M/FM/ESD, Sophia Atsalinos	506 SA-12	20076
Statements of Earnings & Leave	"	"	"
W-2s	"	"	"

Payroll--cont.			
Restored Annual Leave	M/FM/ESD, Sophia Atsalinos	506 SA-12	20076
Savings Bonds	M/FM/ESD/ACB, Virginia Belmont	508 SA-12	20024
Separations/Retirements	M/FM/ESD, Joan King	508 SA-12	20024
Tax Levies	M/FM/ESD/CPB, George Stewart	508 SA-12	20024
Tax Reports	M/FM/ESD/ACB, Virginia Belmont	508 SA-12	20024
Timekeeping Unit Codes	M/FM/ESD/CPB, George Stewart	508 SA-12	20024
Unemployment Compensation Inquiries	M/FM/ESD/SRR, Joan King	508 SA-12	20024
Washington Payroll	M/FM/ESD/CPB, George Stewart	508 SA-12	20024
Per Diem (Computation See Travel and Transportation Funds)			
Actual Expense, Authorization	M/SER/MO, Dave McMakin	3328 NS	28972
Exceptions	M/SER/MO/PP, Clem Irons	3328 NS	28972
Policy	"	"	"
Personal Property Management - Overseas			
Computerized Management Information System	M/SER/MO/OPM, Sam Jones	230 SA-11	*52450
Disposal	"	"	"
Disposal Reports	"	"	"
General	"	"	"
Inventories	"	"	"
Regulations	"	"	"
Personal Property Management - Washington	M/SER/MO/RM/PPM, Frank Nathaniel	Warehouse	**70197
Personnel Data	M/PM/PDE, Edwin Hardy	123 SA-2	23459
Personnel Services - Overseas			
Backstops 02, 04, 08, 94	M/PM/PO, Timothy Bertotti	205 SA-2	22944
Backstops 03, 05, 06, 07, 15	M/PM/PO, Harold Daveler	219 SA-2	28184
20, 25, 27, 70, 93, 96	"	"	"
Backstops 10, 12, 50, 55, 60, 75	M/PM/PO, Thomas Cooper	219 SA-2	28554
Assignment Board	M/PM/PO, Delores Ostertag	200 SA-2	23877
FSR/FSS Performance Ratings & Panel Info	M/PM/PO, Marilyn Killen	"	"
Position Management and Classification	M/PM/PMC, Henry Ulrich	319 SA-2	28508
Foreign Service National Coordinating Unit	M/PM/PO, Dora Meeks	200 SA-2	23877
Personnel Services - Washington			
<u>AID/W Classification</u>			
IDCA, A/AID	M/PM/PMC, Timothy Beaty	319 SA-2	28508
ES, GC, EOP, BIFAD, U.S. FDA, SCI ADV, EX REL (LEG - OPA), Pvt Ent Prog (HIG - SDB) (TDP), AFR (All Dom & FSN) (AFR O/S FS)	M/PM/PMC, Isabel Curtis	319 SA-2	28508
IG, TSB, ASIA, (All Dom & FSN) (ASIA O/S FS)	"	"	"
IG, TSB, ASIA, (All Dom & FSN) (ASIA O/S FS)	M/PM/PMC, Mary Brown	322 SA-2	29752
BOMB (PPC, PM SER/DM- COM), NE (All Dom, O/S FS & FSN)	M/PM/PMC, Laigen Sanet	324 SA-2	29752
Vol Prog (FFP, PVC, ASH), BOMB (AA, FM, M/SER/MO-MP-CM), LAC (All Dom & FSN) (LAC O/S FS)	M/PM/PMC, Mildred Beasley	324 SA-2	28508

Personnel Services --cont.

FS Classification

LAC

ASIA

NON-REGIONAL

AFRICA

NE

FOREIGN NATIONAL

M/PM/PMC, Sylvanus Best

319 SA-2

28508

"

"

"

M/PM/PMC, Mary Brown

322 SA-2

29752

"

M/PM/PMC, Naomi Cooper

317 SA-2

29752

Personnel Services - Washington

AID/W Classification--cont.

Staffing

A/AID

ES

BIFAD

EOP

IG

LEG

OPA

GC

M/FM

M/PM

M/DAA

M/SER/MP

M/SER/MO

M/SER/DM

M/SER/COM

M/SER/CM

PPC

S&T

FVA

AFRICA

NE

ASIA

LAC

IDCA

PRE/SDB

Consultants/Experts

Merit Promotion

Secretarial Staffing

IPA, SES

Special Programs

Cooperative Education

Summer Intern

Outplacement Coordinator

Office of Science Advisor

PRE

EXRL

Presidential Management

Intern

Summer Clericals

Student Aides

Project Stride

M/PM/W, Evelyn Watts

400 SA-2

23942

"

"

M/PM/W, Helen Garner

400 SA-2

23884

"

"

"

M/PM/W, Samantha McAskill

405 SA-2

23942

M/PM/W, Helen Garner

400 SA-2

23884

M/PM/W, Evelyn Watts

400 SA-2

23942

M/PM/W, Roberta Turner

407 SA-2

23942

"

"

"

"

"

M/PM/W, Helen Garner

400 SA-2

23884

M/PM/W, Samantha McAskill

405 SA-2

23942

M/PM/W, Evelyn Watts

400 SA-2

23942

M/PM/W, Helen Garner

400 SA-2

23884

M/PM/W, Rona Scarlett

400 SA-2

23884

"

"

M/PM/W, Samantha McAskill

405 SA-2

23942

M/PM/W, Evelyn Watts

400 SA-2

23942

M/PM/W, Joyce LaFleur

406 SA-2

23958

M/PM/W, Oveta Watkins

410 SA-2

23958

M/PM/W, Evelyn Watts

400 SA-2

23942

M/PM/W, Joseph Ciaveralla

401 SA-2

23884

M/PM/W, Roberta Turner

407 SA-2

23942

M/PM/W, Joyce LaFleur

406 SA-2

23958

M/PM/W, Viessa Jackson

410 SA-2

23958

M/PM/W, Evelyn Watts

400 SA-2

23942

"

"

M/PM/W, Helen Garner

400 SA-2

23884

"

M/PM/W, Joyce LaFleur

406 SA-2

23958

"

"

M/PM/W, Roberta Turner

407 SA-2

23942

M/PM, Employee Relations and
Services Division

100 SA-2

22954

Personnel Services (Special)

Alcoholism

Awards

Blood Donor Program

Complaints

Counseling

Deaths

Drug Abuse

Emergencies

Grievances

Indebtedness

Injuries, Job Related

Insurance, Life/Health

Retirements

Photo Coverage, Still (Official)	OPA/P, Clyde McNair	4890 NS	24330
PIO/C Issuance	M/SER/COM/CPS/PS, C. Vardas	611 SA-14	*58971
PIO/P Distribution	M/SER/MO/CRM, George Jones	B-461 NS	29130
PIO/P Issuance	M/FM/PAD, Douglas Dill	638 SA-12	20131
Pipeline Information			
Contract/Grant/Project			
DSB	M/FM/PAD, James Boone	636 SA-12	20097
Population	M/FM/PAD, Frank Lindsay	636 SA-12	20096
International Training	M/FM/PAD, Douglas Dill	638 SA-12	20131
Other Central Bureaus	M/FM/PAD, Virginia Brown	636 SA-12	20096
Statistics			
Annual Trends - Back Data	M/FM/PAD, Virginia Brown	636 SA-12	20096
Plaques (See Retirement)			
Position Ceiling	M/FM/BUD, Norman Lodata	524 SA-12	24146
Current Ceiling Allocations for Washington Offices and Overseas			
Organization by Country			
U.S. and Foreign National Direct-Hire			
U.S. PASA and Personal Services			
Contract			
Issuance of Advices and Subadvices			
Overseas Official Presence Control			
Request for Increase in Office/Budget Ceiling			
Pouch Services, Personal & Official (See Diplomatic Pouch)			
Price Regulations			
Agro-Business and Textiles	M/SER/COM/CPS, R. Hiergesell	607 SA-14	*58883
General	M/SER/COM/CPS, W. Von Spiegelfeld	613 SA-14	*58887
Industrial Equipment	M/SER/COM/CPS/IE, Joseph Cavey	611 SA-14	*58362
Raw Materials	M/SER/COM/CPS, R. Hiergesell	607 SA-14	*58883
Printing and Binding	M/SER/MO/PUM/PR, Grant Braddock	B-930 NS	28376
Privacy Act Implementation	OPA/PI, Rhea Johnson	2738 NS	29614
Procurement of:			
Advertising	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Books and Periodicals	M/SER/MO/RM/AP, Delores McDaniel	284 SA-11	*59813
Bus Rentals	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Commodities (See Commodities)			
Data Processing Equipment (Hardware, Software)	"	"	"
Film Processing and Equipment	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
GBL Issuance	M/SER/MO/RM/AP, Delores McDaniel	282 SA-11	*59813
General Information	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
GSA Stock Items	M/SER/MO/RM/AP, Arthur Willett	288 SA-11	*59813
	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Household Furnishings (USAIDs)	M/SER/MO/RM/AP, Madeline Queen	282 SA-11	*59813
Magazine Subscriptions	M/SER/MO/RM/AP, Delores McDaniel	284 SA-11	*59813
Office Furniture and Equipment (Including Rugs and Draperies)	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Office Machines	M/SER/MO/RM/AP, Arthur Willett	282 SA-11	*59813
Off-Schedule Supplies and Equipment	M/SER/MO/RM/AP, Arthur Willett	288 SA-11	*59813
Petty Cash Purchases	M/SER/MO/RM/AP, Denise C. Banks	286 SA-11	*59813
Photographic and Technical Equipment			
Repair	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Reporting Services	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Rubber Stamps	M/SER/MO/RM/AP, Novelene Burns	282 SA-11	*59813
Special Binders, Folders, etc.	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Telephone Equipment (USAIDs)	"	"	"
Vehicles and Spare Parts (USAIDs)	M/SER/MO/RM/AP, Denise C. Banks	282 SA-11	*59813

Property Management (See Personal
Property Management - Overseas;
Personal Property Management-Washington;
Real Property - Overseas)

Public Address System (Official)	OPA/P, Clyde McNair	4890 NS	24330
P.L. 480 Loans (See Loans)			
Public Reporting and Record Keeping	M/SER/DM/IM, Melita Yearwood	714 SA-12	20084
Agency Clearance	"	"	"
Analysis of Requirement	"	"	"
OMB Approval	"	"	"
Publications Clearances	OPA-PUB, Eddie Caplan	4894 NS	24330
Publications (External)			
AID Research and Development (ARDA)	S&T/T/DIU, David Donovan	500F SA-14	*59215
AID Resources Report	S&T/T/DIU, Earle Lawrence	515 SA-14	*51840
Agenda Magazine	OPA-PUB, Lee Mullane	4886B NS	24330
Front Lines Newspaper	OPA-PUB, Drina Shuler	4890B NS	24330
World Development Letter	OPA-PUB, Eddie Caplan	4894 NS	24330
Publications (Internal)			
Distribution and Stock	M/SER/MO/PUM/D, Alvester Perry	B-927 NS	28410
Superintendent of Documents	M/SER/MO/PUM/D, Alvester Perry	B-927 NS	28410
Printing	M/SER/MO/PUM/PR, Grant Braddock	B-930 NS	28376
- R -			
Radio/TV Services	OPA/NMR, Susan Scharfman	4889 NS	24306
Real Property - Overseas			
General Policy and Procedures	M/SER/MO/OPM, Sam Jones	230 SA-11	*52450
Government-Owned Realty Records	M/SER/MO/OPM, Selma Jackson	232 SA-11	*51040
Leasing	"	"	"
Liaison with State, USICA	M/SER/MO/OPM, Sam Jones	230 SA-11	*52450
Records	M/SER/MO/OPM, Selma Jackson	232 SA-11	*51040
Rental Standards	M/SER/MO/OPM, Sam Jones	230 SA-11	*52450
Repairs, Renovations, and Alterations	"	"	"
Records Management	M/SER/MO/CRM, Aundrae Teague	217 SA-11	*52934
Reference Services (See Library Services)			
Regional Bureaus Financial Services			
General	M/FM/PAD, James Brody	636 SA-12	20105
AFR	M/FM/PAD, Cyril Cox	636 SA-12	20097
ASIA	M/FM/PAD, Laurette Pridgen	636 SA-12	20096
LA	M/FM/PAD, Cyril Cox	636 SA-12	20097
NE	M/FM/PAD, Laurette Pridgen	636 SA-12	20096
Regional Bureau Management Liaison (See Logistics Support Overseas)			
Regulations (See Directives)			
Reimbursable Details/IPAs	M/FM/ESD, Ulysses MacLaughlin	508 SA-12	20024
Reimbursable Development Programs	TDP/RDP, Kathleen Kosar	303 SA-16	*53660
Rentals			
Office Equipment	M/SER/MO/RM/PPM, Frank Nathaniel	Warehouse	**70197
Telefax (Facsimile) Machines	M/SER/DM/IM, Gordon Reed	712B SA-12	20084
Word Processing Machines	M/SER/DM/IM, Steven Renz	714 SA-12	20084

Repairs			
Furniture	M/SER/MO/RM/PPM, Frank Nathaniel	Warehouse	**70197
Office Equipment	M/SER/MO/RM, Recording	Warehouse	**72193
Adding Machines			
Calculators			
Copying Machines			
Telefax (Facsimile) Machines			
DEX 4200			
Panafax		1-800-645-7440, 7441 or 7532	
Qwip			820-2830
Xerox			527-4000
3M			734-0330
Typewriters	M/SER/MO/RM/PPM, Recording		**72193
Reports Management (See also Interagency Reporting and Public Reporting)	M/SER/DM/IM, Melita Yearwood	714 SA-12	20084
Analysis/Approval of Agency Reports	"	"	"
Guidance in Reporting Requirement Development	"	"	"
Numbering of Reporting Requirements	"	"	"
Statistical	"	"	"
Economic	"	"	"
Program	"	"	"
Reports, Post (See Distribution Services)			
Representation Allowances			
AFR	AFR/DP, Steve Liapis	6655 NS	29188
ASIA	ASIA, Harold Collamer	3208 NS	29056
LAC	LAC/CONT, Thomas Stuman	3247 NS	20402
NE	NE/DP, William McMoil	6723 NS	29115
Resources (See Commodities)			
Resources Support Services Agreements (RSSAs) (See Participating Agency Services)			
Retirement	M/PM/ERS, Kay Smith	118 SA-2	22962
Counseling (Foreign Service and Civil Service)	M/PM/ERS, Gail Horner	116 SA-2	29062
Plaques	M/SER/MO/PUM/D, Alvester Perry	B-927 NS	28410
Processing (Foreign Service Only)	M/PM/ERS, Gail Horner	116 SA-2	29062
- S -			
Safety			
Overseas Safety Program	M/SER/MO/OPM, Sam Jones	230 SA-11	*52450
Washington (See Fire and Safety)			
Salaries/Benefits and Travel - Payments	M/FM/ESD, Sophia Atsalinos	506 SA-12	20076
	M/FM/ESD, Arthur Schantz	506 SA-12	20076
Security			
Passes (Identification)	IG/SEC, Michael Coughlin	416 SA-16	*59730
	IG/SEC, Marie Kennedy	414 SA-16	*59727
Shipping			
Automobiles - Personally Owned	M/SER/MO/TTM, Aubrey Ballard	1247 NS	28282
Commodities (See Commodities; Transportation)			
Household Effects - In and Out	M/SER/MO/TTM, Aubrey Ballard	1247 NS	28282
Unaccompanied Baggage - Air Cargo (In/Out)	"	"	"



Shuttle Bus Transportation	M/SER/MO/RM/BM, Bill MacLauchlan	274 SA-11	*59820
636(c) Accounts	M/SER/MO/OM, Jairo Granados	226 SA-11	*52450
Small Business Services	PRE, Raymond Malley	633 SA-14	*51822
Social Data (See Statistical Data Services)			
Space Management (See also Office Moves)	M/SER/MO/RM/BM, Bill MacLauchlan	274 SA-11	*59820
Space - Rental for Exhibits	M/SER/MO/RM/AP, Elenora Freeman	282 SA-11	*59813
Speech Clearances	OPA, Rich Miller	4898 NS	29170
Statistical Data Services Economic and Social Data Services Division (ESDS) (Data analysis services; maintenance of computerized, micro-level, economic and social statistical data files; and coordination of AID data collection activities)	S&T/T/DIU, Annette Binnendijk	507G SA-14	*59170
Strength Reporting (Personnel)	M/PM/PDE, Martha Hunter	301 SA-2	29838
Subscriptions (See Procurement of)			
Suppliers			
Prepayments	M/FM/BFD, Joseph P. O'Neill	519 SA-12	20182
Progress Payments	"	"	"
Suspension, Debarment, Prior Review	M/SER/COM/SE, C. Eugene Clarke	559 SA-14	*58989
Supply Management	M/SER/MO/RM/PPM, Frank Nathaniel	Warehouse	**70197
Survivor Benefits	M/PM/ERS, Gertrude Slifkin	100 SA-2	22954
	M/PM/ERS, Pauline Wright	100 SA-2	22954
	M/PM/ERS, Rachel Hermelin	100 SA-2	22954
Systems, Data (See Data Systems Automation)			

- T -

Tax Advisers			
	GC/CP&E, Ralph Oser	6951F NS	23804
	GC/NE, Jan Miller	2638 NS	28218
	M/SER/MP, Catherine Smith	115 SA-8	*52113
Taxi Reimbursements	M/FM/CAD, Teodoro Garcia	635 SA-12	20071
Telefax Networks (See Back Cover; See also Page 28 for Instructions)			
Telegrams			
Clearance for Worldwide Circulars Distribution	M/SER/MP, Fred D. Allen	107 SA-8	*52386
Research and Retrieval	M/SER/MO/CRM	3674 NS	28372
Telegram Information	M/SER/MO/CRM	3674 NS	28384
	M/SER/MO/CRM	3674 NS	28384
Telephones			
Directories - Extra Copies	M/SER/MO/PUM/D, Alvester Perry	B-927 NS	28410
Directory Changes	M/SER/MO/RM, Reginald Bellows	274 SA-11	*59820
Installation	"	"	"
Training (See Employee; See also Participants) Project Budgets	M/FM/PAD, Douglas Dill	638 SA-12	20131

Translation Services	M/SER/MO/CRM, George Jones	B-461 NS	29130
Transportation (See Commodities - Transportation; See also Shipping)			
Transportation of Effects			
Household Effects (HHE)	M/SER/MO/TTM, Aubrey Ballard	1247 NS	28282
Privately Owned Vehicles (POV)	"	"	"
Unaccompanied Air Baggage (UAB)	"	"	"
Transportation of Remains	M/SER/MO/TTM, Aubrey Ballard	1247 NS	28282
Deceased Employees			
Dependents			
Participants			
Travel - One-stop Customer Relations Center	M/SER/MO/TTM, William A. Mashburn	1247 NS	28284
Travel Advance (See Travel & Transportation Funds)			
Travel Approval Actual Expense, First-Class Metroliner and Contract Air, Conferences,	M/SER/MO/TTM, William A. Mashburn	1247 NS	28284
Travel and Transportation-AID/W	M/SER/MO/TTM, William A. Mashburn	1247 NS	28284
Travel and Transportation Funds	M/FM/ESD/TTB, William Burns	503 SA-12	20140
Advance of Funds			
Payments			
Per Diem Computation			
Transportation Vouchers			
Travel Vouchers (Domestic and International)			
Travel Arrangements			
Advance (See Travel & Transportation Funds)			
Foreign Service	M/SER/MO/TTM, Consuelo Lockett	1247 NS	28302
Medical - Shots, etc.	State Medical	2313 NS	23578
Participants - S&T/IT	M/SER/MO/TTM, Consuelo Lockett	1247 NS	28302
Passports (See Passports)			
Shipment of Effects (See Shipping)			
TDY Travel			
Domestic	M/SER/MO/TTM, Consuelo Lockett	1247 NS	28302
International	M/SER/MO/TTM, Consuelo Lockett	1247 NS	28302
Travel Authorizations	M/SER/MO/TTM, Zee Foster	1247 NS	28284
Travel Clearances (Regional and Travel - Intensive Posts)			
AFR	AFR/EMS, Sharlee McDonald	3728 NS	21892
ASIA	ASIA/EMS, Sandra Humphrey	3311 NS	29074
LAC	LAC/EMS, David Carter	3908 NS	29480
NE	NE/EMS, James Hester	6664 NS	28306
	NE/EMS, Alberta Talbert	6664 NS	28306
Non-Regional	M/SER/MO/TTM, William A. Mashburn	1247 NS	28284
Treasury, Department of			
Check Numbers	M/FM/CAD, Mary Newton	534 SA-12	20110
Deposits	"	"	"
Payment Schedules to Treasury	M/FM/CAD, Claretta Jenkins	517 SA-12	20182
SF-224 Statements	M/FM/CAD, George Strawn	517 SA-12	20050

T

Tube Stations (AID)					
OFFICE	TUBE	CLOSES			
Telecommuni- cations Branch	C-0	5:30 p.m.	3674 NS	28384	
Mail and Motor Branch	C-6	6:30 p.m.	B-461 NS	28392	
EXSEC	B-3	5:20 p.m.	5655 NS	28642	

Typewriter Repairs (See Repairs)

- U -

USAIDs (See also Logistic Support
Overseas/General; Local Cost Financing;
Motor Vehicle Overseas)
Establishment and Organization (See
Organization Changes)
Field Services - Financial
CENTO
Cyprus
Israel
Indochina Residuals
Management Operations
(See Logistics Support Overseas)
Operating Expenses (See Budget-
Operating Expenses)

M/FM/PAD, George Smith	623 SA-12	20073
M/FM/PAD, Laurretta Pridgen	636 SA-12	20096
M/FM/PAD, Vacant	638 SA-12	20136
M/FM/PAD, Laurretta Pridgen	636 SA-12	20096
M/FM/PAD, Vacant	638 SA-12	20131

- V -

Vehicles (See Motor Vehicle Fleet Overseas)

Visas

Medical - Shots, etc.	State Medical	2313 NS	23578
Official Travel			
Foreign Service Personnel	M/SER/MO/TTM, Consuelo Lockett	1247 NS	28302
TDY	"	"	"
Photographs	M/SER/MO/TTM, Zee Foster	1247 NS	28284

Vital Records Storage	M/SER/MO/CRM, George Jones	B-461 NS	29130
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Voluntary Agencies

Payments			
Commodities	M/FM/BFD, Viola Steward	519 SA-12	20182
Contract/Grantee	M/FM/PAD, Ruth Hughes	623 SA-12	20072

Voting Information	M/PM/ERS, Suzanne Killinger	100 SA-2	22954
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Vouchers (See Travel & Transportation Funds)

- W -

Word Processing (See Major Systems
and Equipment)

W-2s (See Payroll)

W-214 Program Assistance Report	M/FM/PAD, Wilmoth Myers	638 SA-12	21424
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MAIN STATE

<u>Copier</u>	<u>Location</u>	<u>Phone</u>	<u>Copier</u>	<u>Location</u>	<u>Phone</u>
<u>XEROX</u>			<u>SA-8</u>		
X9400	B-932	29231	X9400	118	*51283
X9200	B-930	28376	X3109	118	*51283
X9200	3488	22011	X2600	260	*51962
X9200	4719	27322	S780	246	*58420
X9200	6644	29196	X4500	343	*51962
X8200	3209	28972			
X8200	2895	21284			
X5600	6888	28530			
X5600	1262A	25916	<u>SA-11</u>		
X5400	2663	21850	X4500	436	*59226
X4500	1247	28284	X4500	221	*58820
X4500	5942	28552	S775	282	*59813
X4500	2485	28176	SX30	105	*51000
X3600	2248	29148			
X3600	5655	28642	<u>SA-12</u>		
X3450	19A08	25916	X9200	529	20172
X3107	4218	29084	X9200	725	20172
X3107	6930	20488	X4500	725	23962
X3100	3742	22088	X4000	620	20112
X2600	3491A	28226			
<u>CANON</u>			<u>SA-14</u>		
Canon	5942	29620	X8200	712	*59111
<u>KODAK</u>			X8200	546	*59220
K100	3666	29140	K100S	471	*59098
			S780	712	*59111
<u>IBM</u>			<u>SA-16</u>		
I-30	4889	24276	X9200	218	*59692
			X4000	411A	*52129
<u>SAVIN</u>			S780	211	*59765
S880	6942	29234	S775	414	*59725
S880	3665	25719	X600	511	*59765
S880	3889	23692	<u>SA-18</u>		
S780	2638	28862	X9200	308	*59108
S780	3488	22011	X9200	803	*58848
S780	6212	29223	X5400	515	*59108
S775	6258	29108	I-III-10	606G	*59006
S775	2744	21754	S780	215	*59719
S600	5316	23806			
S600	2638	29323			
<u>SAXON</u>			<u>Warehouse</u>		
SX18	5894	28616	S770	Whse	**70197
SX30	1656	28107			
SX30	B-930	28376			
SX30	4942	24871			
<u>SA-2</u>					
X8200	B-7	29111			
S775	300D	29111			
S880	310B	29111			



AID/W Telefax Network General Instructions

See Directory of AID Telefax Machines on back cover for the location of telefax machines in AID, transmission speeds, office and telefax phone numbers, and names of key operators.

The AID/W Telefax Network provides a capability for rapid transmission of brief documents via telephone lines between Agency offices and buildings, as well as external contacts which have compatible equipment.

All AID machines are for the common use of AID offices. It is important, however, that other offices not impose a workload on key operators. Such other offices should provide their own trained operators, and should telephone ahead to the intended receiver to be present to receive each transmission.

Machines are compatible as long as sending and receiving times are the same (e.g., 4 or 6 minutes per page). To avoid tying up machines, long documents should not be transmitted. All long distance transmissions must be made over FTS (dial 8 + AC + 7-digit telephone number).

The Ropicom net of six machines is a high speed system used primarily for the dissemination of high precedence telegraphic traffic.

When transmitting from Panafax to Panafax use the "FAST" position for normal and large size type and graphics. When transmitting small print of poor quality from Panafax to Panafax use the 3 Minute position and turn the "Hi-Res" switch to ON, or "H", located on the left-hand side of the machine. Phone the other location and tell operator to set their machine for 3 Minutes and turn on Hi-Res switch. Turn off (N) Hi-Res switch when Hi-Res is not being used.

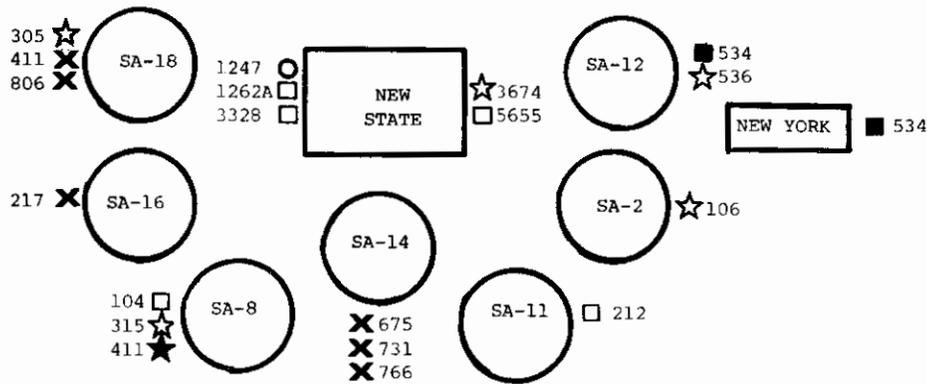
When transmitting between Panafax and another make machine (Xerox, 3M, QWIP) use the 6 Minute speed only. Phone other location and tell operator to set their machine for 6 minutes.

Panafax machines are equipped to transmit at international CCITT speeds of 6 and 3 minutes. The 3M-VRC is equipped to transmit at the international CCITT speed of 3 minutes.

DO NOT USE TELEFAX FOR TRANSMISSION OF CLASSIFIED DOCUMENTS.

(Refer all questions regarding facsimile equipment to Aundrae Teague, 235-2934)

FREQUENTLY CALLED NUMBERS



External Contacts: Government Agencies; Despatch Agents; Contractors; Universities; Others

LOCATION - EQUIPMENT - CONTACTS

BUILDING	ROOM	OFFICE	FACSIMILE EQUIP. MAKE AND MODEL	TRANSMISSION SPEED	OFFICE PHONE	TELEFAX PHONE	KEY OPERATOR
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HI-SPEED TELECOMM NET (For rapid transmission of high precedence telegrams)

Seconds

★ NS	3674	M/SER/MO/CRM	Rapicom R-100	30-55-90	632-9140	254-4888	Paulette Creek
★ SA-2	106	M/SER/MO/CRM	Rapicom R-100	30-55-90	632-9675	254-5237	Dorothy Webster
★ SA-8	315	S&T/IT	Rapicom R-100	30-55-90	235-1962	235-9803	Monique DeMartin
★ SA-12	536	M/SER/MO/CRM	Rapicom R-100	30-55-90	632-0151	632-4999	Josephine Conway
★ SA-18	305	M/SER/MO/CRM	Rapicom R-100	30-55-90	235-8921	235-9819	Wesley Bolden

INTER-OFFICE NET (For transmission between AID/W offices and with external contacts)

Minutes

□ NS	5655	ES/CCS	Panafax MV 1200	2-3-4-6	632-8612	632-1770	Bermadine Christian
□ NS	1262A	OFDA	Panafax MV-1200	2-3-4-6	632-8746	632-5269	Doris Peacock
□ NS	3328	M/SER/MO	Panafax MV-1200	2-3-4-6	632-8972	632-6676	Sharon Feltmann
○ NS	1247	M/SER/MO/TTM	Dex 4200	4-6	632-8282	254-8657	Tannie Kyle
□ SA-8	104	M/SER/MP	Panafax MV-1200	2-3-4-6	235-2386	235-1569	June Ulsaker
★ SA-8	411	FVA/FFP/I	Qwip 1200	4-6	235-9238	235-9204	Piccola Wright
□ SA-11	212	M/SER/MO/OM	Panafax MV-1200	2-3-4-6	235-2450	235-1103	Ann Bowman
■ SA-12	534	M/FM/BFD	3M-VRC	3-4-6	632-0176	632-0176	Claree Edwards
✕ SA-14	766	M/SER/CM/COD	Xerox 400	4-6	235-1095	235-9176	Sheila Tolliver
✕ SA-14	675	M/SER/CM/SOD	Xerox 410	4-6	235-9147	235-1465	Phyllis Gray
✕ SA-14	731	M/SER/CM/ROD	Xerox 400	4-6	235-9117	235-1142	Sharon Burton
✕ SA-16	217	S&T/IT	Xerox 410	4-6	235-1880	235-1717	Cynthia Murphy
✕ SA-18	806	S&T/POP/IE&TI	Xerox 410	4-6	235-9867	235-9635	Vickie Carethers
✕ SA-18	411	S&T/AGR	Xerox 400	4-6	235-8893	235-8820	William Drew

FOR OPERATING INSTRUCTIONS - SEE PAGE 28

BUILDING CODES:

NS	New State	SA-12	Universal North
SA-2	515 23rd St., NW.	SA-14	Pomponio Plaza
SA-8	Architects	SA-16	Rosslyn Plaza "E"
SA-11	Commonwealth	SA-18	Rosslyn Plaza "C"