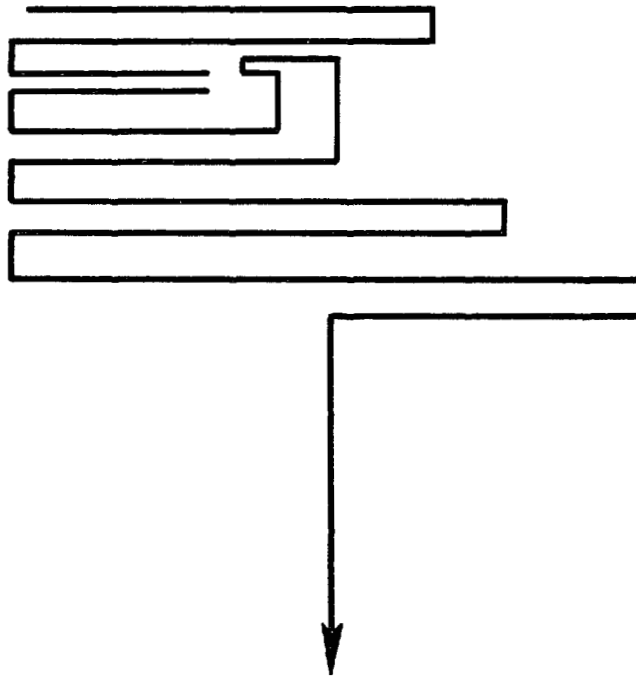


GUIDE TO MSO SERVICES



GENERAL ACCOUNTING OFFICE

MARCH 1978

722 849 090881

emergency numbers

FIRE — (USE FIRE ALARM BOX AND CALL)	275-0179 275-0186 275-6292
FPS POLICE — RM 1051	275-0179 275-0186 275-6292
BUILDING MANAGER — (GSA) — RM 1057	275-6290 275-6291
HEALTH UNIT — RM 1455	275-5486
CIVIL DEFENSE — RM 3140	275-5133

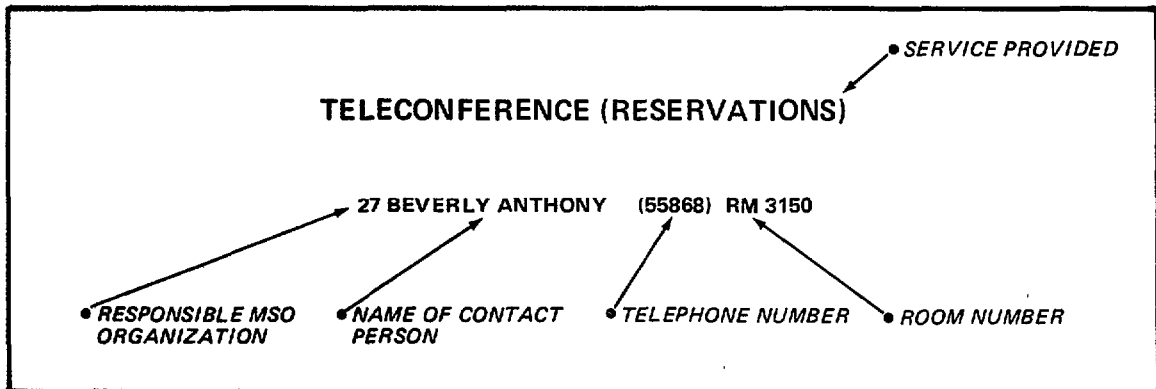
TO CALL NUMBERS IN THIS GUIDE

INTEROFFICE CALLS USE THE 5-DIGIT EXT.
DIRECT-IN-DIAL 275 + LAST 4 DIGITS

INTRODUCTION

The Guide to MSO Services is intended to help GAO staff and other MSO customers to obtain services they need.

The Guide lists alphabetically services available from the Management Services organizations together with the name and telephone and room numbers of the contact person for each service. A 2-digit code preceding the name refers to the Management Services organization (down to the branch level) that is responsible for providing the particular service. (A listing of organizational codes appears at the back of the Guide.) A sample entry appears below:

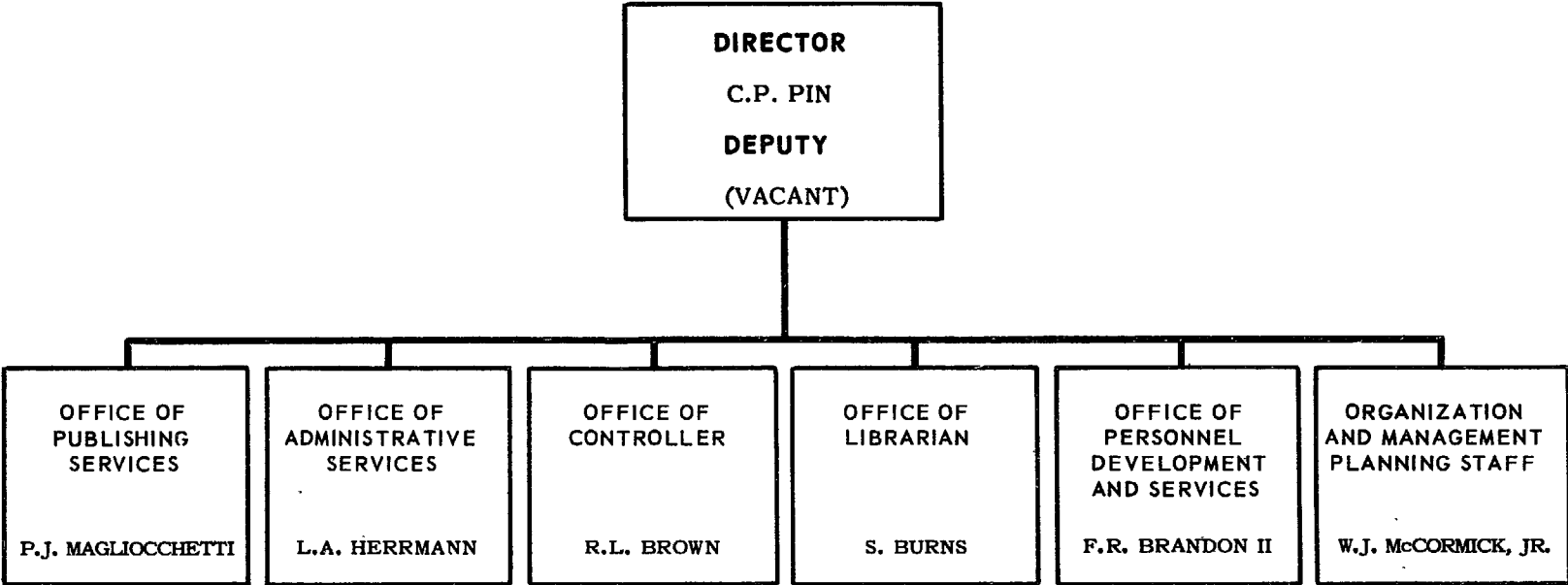


Call the person listed under the service you need. If you need additional assistance, refer to the organizational listing on the last two pages for the appropriate person to call.

For information on this Guide, please call Beverly Anthony, Special Projects Staff, OAS, ext. 55868.

FOR SERVICES NOT LISTED IN THE GUIDE OR FOR PROBLEMS THAT CANNOT BE RESOLVED WITH AN MS SERVICE UNIT, CALL THE MSO INFORMATION REFERRAL CENTER AT 275-5905 OR 275-5906.

MANAGEMENT SERVICES



SERVICES INDEX

ABSTRACTING (Consulting Services)
37 Vincent DeSanti (55042) rm 7822
62 Jane A. Benoit (55042) rm 7822

ACCIDENT INSURANCE
See Total Income Protection Program

ACCOUNTS PAYABLE (Vendors (A-Z))
35 Alice Allen (53541) rm 3660A

ACCOUNTS PAYABLE (Machine Rentals,
GPO, Payments to Foreign Countries)
35 Johnnie Ayers (53541) rm 3660A

ACCOUNTS PAYABLE (Field Emergencies,
Car Rentals, Repairs, Cashiers, GSA)
35 India Cotten (53541) rm 3660A

ACCOUNTS PAYABLE
35 India Cotten (53541) rm 3660A
35 Alice Allen (53541) rm 3660A
35 Johnnie Ayers (53541) rm 3660A
35 Shirley Booth (53541) rm 3660A
35 Beverly Jones (53541) rm 3660A
35 Mary Moye (53541) rm 3660A
35 Pete Stickel (53541) rm 3660A

ACQUISITIONS (DDC/NTIS)
42 Geraldine Howard (52555) rm 6428

ACQUISITIONS (Library)
42 Toni Jenkins (52555) rm 6428
42 Myrtle Dallman (52555) rm 6428

ADDRESS CHANGES FOR CHECK MAILING
35 Payroll Staff (56414) rm 3660B

ADDRESSOGRAPH OVERPRINT
73 Mable Squire (55117) rm 4522

ADP ACCOUNTS, PROCUREMENT, SUPPLIES,
AND SERVICES
33 Steve Wolf (52563) rm 4131

ADP REPRESENTATIVE (Claims)
33 John Tucker (53102) rm 5055

ADP REPRESENTATIVE (Library)
36 Sharon Gunn (52894) rm 4131

ADP REPRESENTATIVE (Mailgram System)
33 John Tucker (53102) rm 5055

ADP REPRESENTATIVE (Payroll)
35 Ray Bulvin (52894) rm 4131

ADP REPRESENTATIVE (Property System)
33 Angela Copeland (52894) rm 4131

ADP REPRESENTATIVE (PSR)
33 Hubert Fridge (52563) rm 4131

ADP REPRESENTATIVE (Recruiting)
33 Hubert Fridge (52563) rm 4131

ADP SYSTEMS DEVELOPMENT
33 Steve Wolf (52563) rm 4131

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54 Robert A. Tron (55374) rm 7424

AGRICULTURE DEPT. COMPUTER CENTER (WCC)
33 Steve Wolf (52563) rm 4131

AIR CONDITIONING
23 Lavelle Greene (55133) rm 3140
23 Lee Brown (55113) rm 3140 °

ALCOHOL AND DRUG ABUSE PROGRAMS
64 General Counseling Service Staff
(55848) rm 7430 °

ALLOTMENTS (Savings/Loans)
35 Payroll Staff (56414) rm 3660B

APPEALS (Position Classification)
54 John Shahrigan (56128) rm 7827

APPEALS (Removal, Demotion, and
Suspension)
54 Robert A. Tron (55374) rm 7424

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64 Richard Bartlett (55087) rm 7534

AUDITORIUM (Reservations)
 11 Earl Harris (55550) rm 7113

AUDITORIUM (Support Services)
 23 Kathy Elliott (55133) rm 3140
 23 Lavelle Greene (55133) rm 3140

AUDIT REPORTS (Initial Distribution)
 73 Carolyn DeBruhl (56395) rm 4522

AUDIT REPORTS (In Process)
 72 Eric Johnson (56126) rm 4528

AUDIT REPORTS (Microfiche Copies)
 73 Carolyn DeBruhl (56395) rm 4522

AUDIT REPORTS (Paper Copies)
 73 Staff (56241) rm 4522

AUTOMATIC TYPEWRITERS (Reservations of
 Machines in Central Pool)
 72 Oria Ruffin (55863/56126) rm 4528

AUTOMOBILE RESERVATIONS
 24 Virginia Wilson (53742) rm 6516
 24 Wesley Young (53742) rm 6516

AUTOMOBILE RESERVATIONS (Staff Cars)
 11 Doris Hook (55453) rm 7013

AWARDS PROGRAM
 54 Paḡti Hoker (55374) rm 7424

BIBLIOGRAPHIC INFORMATION SYSTEMS
 62 Vincent DeSanti (55042) rm 7822

BILLS OF LADING
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 Bills of Lading (GBLs)

BONDS
 35 Payroll Staff (56414) Rm 3660B

BOOK PURCHASES (Library)
 42 Toni Jenkins (52555) rm 6428
 42 Myrtle Dallman (52555) rm 6428

BROOKINGS FELLOWS
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BUDGET
 34 Doug Apple (55844) rm 3661
 34 Jo Ann Lieb (55844) rm 3661

BUDGET/COST INFORMATION SYSTEMS
 36 Steve Wolf (52563) rm 4131

BUILDING MAINTENANCE
 23 Kathy Elliott (55133) rm 3140
 23 Bill Horton (55133) rm 3140

BUILDING SECURITY
 GSA Guard Office, GAO Bldg. (56292)
 23 Gary Carpineta (55133) rm 3140
 23 Jerry Roy (55133) rm 3140

BUS TICKETS (DOD Shuttle)
 24 Rosalind R. Hart (55074) rm 3128
 24 Mary Corbin (55074) rm 3128

CABLES (Sending and Receiving)
 73 Gertrude Quarles (55893) rm 4427

CALCULATOR REPAIR
 23 Pat Enfield (56104) rm 3141
 23 Walter Allen (56104) rm 3141

CAMERA LOAN
 24 Edward Scott (55074) rm 3128
 24 Mary Corbin (55074) rm 3128

CAREER PLANNING GUIDE
 64 Nancy Anderson (55087) rm 7534

CAREER MANAGEMENT SYSTEM TASK FORCE
 63 Arley (Tom) Franklin (56131)
 rm 6031
 63 Lynden V. Emerson (55840)
 rm 6045
 63 Bill Beusse (55840) rm 6043
 63 Dominic DelGuidice (55840)
 rm 6047
 63 R. Black (55840) rm 6047

CAREER STATUS (Conversion)
 54 Susan Sienkiewich (55811)
 rm 7536

CARPENTER
 23 George McDonald (55211) rm B-122

CARPOOLS
 23 Joe Oros (55133) rm 3140
 23 Jerry Roy (55133) rm 3140

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 11 Doris Hook (55453) rm 7013

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 27 Iris Carrington (53742) rm 6516

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 43 Patricia John (55030) rm 6428

CHARGE PLATE (GSA Self-Service Store)
See GAO Order 0621.2
 24 John Redmond (55074) rm 3128

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 35 Payroll Staff (56414) rm 3660B

CIRCULATION (Law Library)
 44 Arthur Taylor (52585) rm 7056

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 45 Dorothy Jennings (55182) rm 6536

CIVILIAN AGENCY PUBLICATIONS
 73 Mae Sanders (55082) rm 4522

CLAIMS INFORMATION (Financial)
 35 Diane Adams (53541) rm 3660A

CLAIMS INFORMATION SYSTEMS
 33 John Tucker (53102) rm 5039

CLASSIFICATION
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CLASSIFIED DOCUMENTS (Security)
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 23 Jerry Roy (55133) rm 3140

CLEANING (Building)
 23 Lavelle Greene (55133) rm 3140
 23 Lee Brown (55133) rm 3140

COLLECTION INFORMATION (OC)
 35 Martha Barr (53541) rm 3660A

COMPETITIVE SELECTION PROGRAM (Promotions
 GS-13 and above)
 54 Dick Erbal (53147) rm 7536

COMPETITIVE SELECTION PROGRAM (Promotions
 GS-1 thru 12 and Wage Grade Equivalent)
 54 Anna Dulaney (53147) rm 7536

COMPLAINTS (Personnel)
 54 Robert A. Tron (55374) rm 7424

COMPLAINTS (MSO)
 11 Information & Referral Service
 (55905) rm 7013

COMPUTER CENTER
See Washington Computer Center

COMPUTER SERVICES
See ADP Accounts, Procurement

CONFERENCE ROOM RESERVATIONS
See GAO Order 0660.1; person to
contact depends on room desired

CONFERENCE TELEPHONE
 27 Beverly Anthony (55868) rm 3150
 27 Barbara Youmans (55868) rm 3150

CONGRESSIONAL SOURCEBOOK (Development
 and Production)
 37 Vincent DeSanti (55042) rm 7822

CONSULTANTS AND EXPERTS
 54 OPDS Service Rep. (56092) rm 7536

CONSULTANTS AND EXPERTS (Classification)
 54 John Shahrigan (56128) rm 7827

CONTRACTS
 24 Ro Ramirez (55074) rm 3128
 24 Freddie Campbell (55074) rm 3128

CONTRACTS (Certified Copies)
 26 Willie Monroe (56204) rm 3810
 26 Terry Hedgepeth (56204) rm 3810

CONVERSION TO CAREER STATUS
 54 Susan Sienkiewich (55811) rm 7536

CO-OP EDUCATION PROGRAM (4-Year and Graduate Students)
54 Mary Lou Lindham (56092)
rm 7536

CO-OP EDUCATION PROGRAM (Support Staff)
54 Joanne Jones (55172) rm 7826

COPIER SELECTION AND REPAIR
72 Ken Allen (53154) rm 4407
72 Barbara Scott (55268) rm 6510

COPIER SERVICES
72 Ken Allen (53154) rm 4407

CORRESPONDENCE CONTROL SYSTEMS
37 Vincent DeSanti (55042) rm 7822

COUNSELING (General)
64 General Counseling Services Staff (55848) rm 7430

COUNSELING (Out Placement)
64 Frank Davis (55848) rm 7430

CPA REGISTRATION
54 Patti Hoker (55374) rm 7424

CREDENTIALS
23 Kathy Elliott (55133) rm 3140
23 Jerry Roy (55133) rm 3140

CRIME PREVENTION
23 Jerry Roy (55133) rm 3140
23 Gary Carpineta (55133) rm 3140

DATA BASE DEVELOPMENT AND MANAGEMENT
37 Vincent DeSanti (55042) rm 7822

DATA BASES (General Reference)
45 Bonnie Trivizas (55180) rm 6536
45 Janis Jordan (55180) rm 6536
45 Betty Conway (55180) rm 6536
45 Marju Parming (55180) rm 6536
45 John Heyer (55180) rm 6536
45 Adie Chute (55180) rm 6536
45 Charlotte Hurley (55180) rm 6536

DATA BASES (Legal Reference)
44 Terry Appenzellar (52972) rm 7056

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36 Stevie Young (56213) rm 4131

DDC (Document Orders)
42 Geraldine Howard (55255) rm 6428

DEBT COMPLAINTS
54 Robert A. Tron (55374) rm 7424

DEDUCTIONS (Payroll)
35 Payroll Staff (56414) rm 3660B

DELIVERY SERVICE (Bulky Equipment or Supplies)
24 Harold Charles (53619) rm B-122A

DELIVERY SERVICE (Special Messengers)
73 Andy Houston (55893) rm 4427
73 Gertrude Quarles (55893) rm 4427

DEMOTIONS
54 Robert A. Tron (55374) rm 7424

DIALOG SEARCHES
45 Bonnie Trivizas (55180) rm 6536
45 Janis Jordan (55180) rm 6536
45 Betty Conway (55180) rm 6536
45 Marju Parming (55180) rm 6536
45 John Heyer (55180) rm 6536
45 Adie Chute (55180) rm 6536
45 Charlotte Hurley (55180) rm 6536

DIRECTIVES (GAO Orders)
26 Marie Canterbury (56204) rm 3810

DIRECTIVES (GAO Orders, Copies of)
26 Candy Holmes (56204) rm 3810

DIRECTORY BOARD UPDATE
27 Paul Duffy (55868) rm 3150
27 Barbara Youmans (55868) rm 3150

DISMISSALS
54 Robert A. Tron (55374) rm 7424

DISTRIBUTION CODES (Meaning)
See GAO Order 0030.1
26 Marie Canterbury (56204) rm 3810

DISTRIBUTION SERVICES
 73 Emily Rosemond (55081) rm 4522

DOCUMENT STORAGE SYSTEMS
 37 Vincent DeSanti (55042) rm 7822

DOD SHUTTLE BUS TICKETS
 24 Rosalind R. Hart (55074) rm 3128
 24 Mary Corbin (55074) rm 3128

DRIVER'S LICENSE (Government)
 24 Rosalind R. Hart (55074) rm 3128
 24 Freddie Campbell (55074) rm 3128

DRUG ABUSE PROGRAM
 64 General Counseling Service Staff
 (55848) rm 7430

EARNINGS STATEMENT
 35 Payroll Staff (56414) rm 3660B

EDITORIAL SERVICES
 72 Staff (55863) rm 4528

EDITING (Reports)
 72 Staff (55863) rm 4528

EDITING (Special Publications)
 72 Mimi Stockdell (55293) rm 4414

ELEVATOR SERVICE
 Direct to GSA Control 472-1111

EMD READING ROOM
 45 Betty Poel (55180) rm 6536
 45 Kay Baily (55180) rm 6536

EMERGENCY ASSISTANCE
 Direct to GSA Control 472-1111
 23 Gary Carpineta (55133) rm 3140
 23 Jerry Roy (55133) rm 3140

EMPLOYEE LOCATOR
 27 Lamont Fowler (55067) rm 3150

EMPLOYEE DEVELOPMENT (Internal Training)
 64 Employee Development Staff
 (56056) rm 7534

EMPLOYEE RESPONSIBILITIES AND CONDUCT
 54 Robert A. Tron (55374) rm 7424

EMPLOYEE SUGGESTION PROGRAM
 54 Lola Brandy (55374) rm 7424

EMPLOYEE VERIFICATION (1-4 p.m.)
 54 Personnel Processing Staff
 (55811) rm 7536

EMPLOYEES ASSOCIATION
 Lola Brandy (55374) rm 7424

EMPLOYMENT OFFICE
 54 Receptionist (56092) rm 7536

ENTRY-LEVEL PROGRAM
 53 Chris Mallus (56185) rm 7826

ENTRY-LEVEL REASSIGNMENT
 53 Chris Mallus (56185) rm 7826

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY
 COUNCIL (Personnel Advisor)
 55 Art Gannon (55172) rm 7826

EQUIPMENT (Age, Location)
 27 Rebecca Youmans (55133) rm 3140
 27 Barbara Youmans (55868) rm 3150

EQUIPMENT MOVING
 24 Harold Charles (53619) rm 3128
 24 Mary Corbin (55074) rm 3128

EQUIPMENT REQUISITIONS
 24 Edward Scott (55074) rm 3128
 24 Mary Corbin (55074) rm 3128

EXECUTIVE DEVELOPMENT PROGRAM (OMPS)
 64 Joann Richardson (55087) rm 6031

EXIT INTERVIEWS
 64 Richard A. Hart (56131) rm 6031

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FACSIMILE TRANSMISSION
 21 Nancy Fulton (55868) rm 3150
 21 Jenny Rease (55868) rm 3150
 27 Beverly Anthony (55868) rm 3150

FACULTY FELLOWS

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Program

FAIR LABOR STANDARDS ACT

54 Robert A. Tron (55374) rm 7424

FAST COPY CENTERS

72 Ken Allen (53154) rm 4407
72 Barbara Scott (55268) rm 6510

FEDERAL PERSONNEL MANUAL (CSC)
(Classifications)

54 John Shahrigan (56128) rm 7827

FEDERAL RECORDS CENTER

26 Ray Davis (56204) rm 3810
26 Ethel Forbes (56204) rm 3810

FELLOWSHIP AND INTERCHANGE PROGRAM

54 Retta Burling (56092) rm 7536

FICA

35 Payroll Staff (56414) rm 3660B

FINANCIAL PLANS (Budget)

34 Doug Apple (55844) rm 3661
34 Jo Ann Lieb (55844) rm 3661

FOD ADMINISTRATIVE APPLICATIONS

33 Randy Byle (56213) rm 4131

FORM 100 (PSR)

35 Chet Michewicz (56233) rm 4131

FORM 115 PROCESSING

72 Meg Woodbridge (56126) rm 4528

FORMS 313 AND 314 (Training)

33 Julia Refour (55213) rm 4131

FORM 410 (Locator)

35 Dottie James (55415) rm 4131
27 Lamont Fowler (55067) rm 3150

FORM SF-50 (Personnel Action) ADP
System

35 Dottie James (55415) rm 4131

FORMS DESIGN

72 Art LaMay (55769) rm 4409

FORMS (GAO)

See GAO Order 0412.1
26 Juanita Leake (56204) rm 3810

FORMS (Standard, Stock, or Optional)

26 Juanita Leake (56204) rm 3810

FORMS (Storeroom Orders)

24 James Newell (56121) rm 3811

FOUR-PHASE SYSTEM

36 Stevie Young (56213) rm 4131

FPC CREDIT UNION

Michele Vignes (54895) rm 3200

FTS

27 Beverly Anthony (55868) rm 3150
27 Barbara Youmans (55868) rm 3150

FURNITURE MOVING

24 Harold Charles (53619) rm B-122A
24 Mary Corbin (55074) rm 3128

GAO DOCUMENTS (Data Base)

37 Vincent DeSanti (55042) rm 7822

GAO TELEPHONE DIRECTORY

See Telephone Directories (GAO)

GAO EMPLOYEES ASSOCIATION

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GOVERNMENT PRINTING OFFICE (Liaison)

72 Walker Smallwood (53154) rm 4407
72 Gary Reuter (53154) rm 4407

GOVERNMENT TRANSPORTATION REQUESTS

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24 Virginia Wilson (53742) rm 6516
24 Wesley Young (53742) rm 6516

GSA SELF-SERVICE STORE (Charge Plates)

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24 John Redmond (55074) rm 3128

GRAPHIC SERVICES
 72 Art Lamay (55769) rm 4409

GUARDS (Building)
 Guard Office (56292) GSA

HANDICAPPED (Recruitment)
 54 Joanne Jones (55172) rm 7826

HEALTH BENEFITS
 54 Employee Relations Staff
 (55374) rm 7424

HEALTH DANGERS (Occupational)
 23 Gary Carpineta (55133) rm 3140
 23 Jerry Roy (55133) rm 3140

HEALTH INSURANCE (Deductions)
 35 Payroll Staff (56414) rm 3660B

HEALTH SERVICES
 54 Employee Relations Staff
 (55374) rm 7424

HEATING
 23 Lavelle Greene (55133) rm 3140
 23 Lee Brown (55133) rm 3140

HOUSEHOLD GOODS SHIPMENTS
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ID CARDS AND CREDENTIALS
 23 Kathy Elliott (55133) rm 3140
 23 Jerry Roy (55133) rm 3140

IDENTIFICATION PLATES (Desk or Door)
 72 Art LaMay (55769) rm 4409

INCENTIVE AWARDS
 54 Patti Hoker (55374) rm 7424

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 54 Lola Brandy (55374) rm 7424

INDEXING (Consulting Services)
 37 Vincent DeSanti (55042) rm 7822

INFORMATION AND REFERRAL CENTER (MS)
 11 (55905) rm 7013

INFORMATION MANAGEMENT
 37 Vincent DeSanti (55042) rm 7822

INFORMATION RESOURCES DEVELOPMENT
 37 Vincent DeSanti (55042) rm 7822

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 37 Vincent DeSanti (55042) rm 7822

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 35 Payroll Staff (56414) rm 3660B

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 54 Leslie Caldwell (55374) rm 7424

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Protection Programs

INTERAGENCY AGREEMENTS
 24 Ro Ramirez (55074) rm 3128
 24 Freddie Campbell (55074) rm 3128

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 45 Adie Chute (55180) rm 6536

INTERLIBRARY LOANS (Legal and Regulatory)
 44 Arthur Taylor (52972) rm 7056
 44 Terry Appenzellar (52585)
 rm 7056

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 54 John Shahrigan (56128) rm 7827

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 35 Chet Michewicz (56233) rm 4131

JOB OPPORTUNITY ANNOUNCEMENTS (GS-1
 thru 12)
 54 Anna Dulaney (53147) rm 7536

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and above)
54 Dick Erbal (53147) rm 7536

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JURIS SEARCHES
44 Terry Appenzellar (52972)
rm 7056

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35 Payroll Staff (56414) rm 3660B

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36 Stevie Young (56213) rm 4131

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73 Carolyn DeBruhl (56395) rm 4522

LABOR MANAGEMENT RELATIONS
54 Robert A. Tron (55374) rm 7424

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24 Harold Charles (53619) rm B-122A

LEAVE (Accounts)
35 Payroll Staff (56414) rm 3660B

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54 Robert A. Tron (55374) rm 7424

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72 Oria Ruffin (55863) rm 4528

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41 Susan Burns (53691) rm 6536

LIFE INSURANCE
54 Employee Relations Staff
(55374) rm 7424
See also Total Income Protection
Program

LIFE INSURANCE (Deductions)
35 Payroll Staff (56414) rm 3660B

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23 Lavelle Greene (55133) rm 3140
23 Lee Brown (55133) rm 3140

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LITERATURE LIMELIGHT
41 Betty Conway (55180) rm 6536

LITERATURE SEARCHES (General)
45 Bonnie Trivizas (55180) rm 6536
45 Janis Jordan (55180) rm 6536
45 Betty Conway (55180) rm 6536
45 Marju Parming (55180) rm 6536
45 John Heyer (55180) rm 6536
45 Adie Chute (55180) rm 6536
45 Charlotte Hurley (55180) rm 6536

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44 Terry Appenzellar (52972)
rm 7056

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45 Dorothy Jennings(55182) rm 6536

LOANS (Library Materials--Legal)
44 Arthur Taylor (52585) rm 7056

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27 Lamont Fowler (55067) rm 3150

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35 Dottie James (55415) rm 4131
27 Lamont Fowler (55868) rm 3150

LOCKHEED/DIALOG SEARCHES
45 Bonnie Trivizas (55180) rm 6536
45 Janis Jordan (55180) rm 6536
45 Betty Conway (55180) rm 6536
45 Marju Parming (55180) rm 6536
45 John Heyer (55180) rm 6536
45 Adie Chute (55180) rm 6536
45 Charlotte Hurley (55180) rm 6536

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24 Pat Enfield (56104) rm 3141

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35 Payroll Staff (56414) rm 3660B

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73 Andy Houston (55893) rm 4427
73 Gertrude Quarles (55893)
rm 4427

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Building Manager (56290) rm 1057

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MAILING GUIDANCE (Classes of Mail,
etc.)

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73 Andy Houston (55893) rm 4427
73 Gertrude Quarles (55893)
rm 4427

MAINTENANCE PROBLEMS

23 Kathy Elliott (55133) rm 3140
23 Bill Horton (55133) rm 3140

MASTER REPORT FOLDERS

73 Carolyn Debruhl (56395) rm 4522

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73 Andy Houston (55893) rm 4427
73 Gertrude Quarles (55893) rm 4427

MICROFICHE (Copies of Audit Reports)

73 Carolyn DeBruhl (56395) rm 4522

MICROFILM EQUIPMENT

72 Ken Allen (53154) rm 4407
72 John Hill (53154) rm 4407

MICROFILM PRODUCTION

72 Eula Lewis (55238) rm 4811A
72 John Hill (53154) rm 4407

MICROGRAPHICS SECTION

72 Eula Lewis (55238) rm 4811A
72 John Hill (53154) rm 4407

MILITARY AGENCY PUBLICATIONS

73 Wanda Blunt (55082) rm 4522

MILLER ACT CASES

26 Willie Monroe (56204) rm 3810
26 Terry Hedgepeth (56204) rm 3810

MOVING (Furniture and Equipment)

24 Harold Charles (53619) rm B-122A
24 Mary Corbin (55074) rm 3128

NON-RECEIPT OF SALARY CHECKS

35 Payroll Staff (56414) rm 3660B

NOTARY PUBLIC STAFF

54 Leslie Caldwell (55374) rm 7424

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42 Geraldine Howard (52555) rm 6428

OCCUPATIONAL HEALTH AND SERVICES

54 Employee Relations Staff
(55374) rm 7424

OCCUPATIONAL SAFETY AND HEALTH

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23 Gary Carpineta (55133) rm 3140
23 Jerry Roy (55133) rm 3140

OFFICE EQUIPMENT REPAIR

23 Pat Enfield (56104) rm 3141
23 Walter Allen (56104) rm 3141

OPERATIONS MANUAL

26 Marie Canterbury (56204) rm 3810

ORDERS (GAO)

26 Marie Canterbury (56204) rm 3810

ORGANIZATION ASSIGNMENTS (Controller)

35 Dottie James (55415) rm 4131

ORGANIZATION CHARTS (Artwork)

72 Wendy Mitchell (55769) rm 4409

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Changes in)

61 Bill McCormick (56131) rm 6031

ORGANIZATION CHARTS (Copies)

26 Marie Canterbury (56204) rm 3810

ORGANIZATION DEVELOPMENT

- 63 Arley (Tom) Franklin (56131)
rm 6031
- 63 Lowell T. Owens (56131) rm 6037
- 63 Richard H. DeVore (56131)
rm 6037
- 63 Rebecca W. Migliaccio (56131)
rm 6037
- 63 R. Pernick (56131) rm 6041
- 63 W. Smith (56131) rm 6037

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- 61 Bill McCormick (56131) rm 6031
- 63 R. Black (55840) rm 6045
- 63 Clem Raspberry (56131) rm 6041
- 63 Corese Glover (56131) rm 6031
- 63 Arley (Tom) Franklin (56131)
rm 6031
- 63 Benny McKee (56131) rm 6041

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- 64 Frank Davis (55848) rm 7430

PAPER RECYCLING (WOW-Pickups)

- Custodial Staff (55378) rm B-110

PAPER RECYCLING (WOW-Problems)

- 27 Beverly Anthony (55868) rm 3150

PARKING (GAO Building)

- 23 Joe Oros (55133) rm 3140
- 23 Jerry Roy (55133) rm 3140

PARKING PERMITS (D.C.)

- 24 Rosalind Hart (55074) rm 3130

PARKING (Visitors)

- 11 Doris Hook (55453) rm 7013

PAYCHECKS (Changes)

- 35 Payroll Staff (56414) rm 3660B

PAYCHECKS (Non-Receipt)

- 35 Payroll Staff (56414) rm 3660B

PAYROLL SYSTEM

- 33 Ray Bulvin (52894) rm 4131

PAYMENTS

- See Accounts Payable
- See Travel

PERIODICALS (Routing and Receipt)

- 42 Geraldine Howard (52555)
rm 6428

PERSONAL EFFECTS (Shipments)

- See Accounts Payable—Government
Bills of Lading (GBLs)

PERSONNEL ACTIONS (Secretaries
and Typists)

- 56 Everlena Ross (55172) rm 7826

PERSONNEL ACTIONS (All Others)

- 54 Recruitment and Placement Staff
(56092) rm 7536

PERSONNEL ACTIONS, STATUS OF

- 54 Recruitment and Placement Staff
(56092) rm 7536

PERSONNEL FOLDERS

- 54 Personnel Processing Staff
(55811) rm 5736

PERSONNEL INFORMATION SYSTEM

- See Staff Resources Information
System

PERSONNEL SECURITY CLEARANCES

- 54 Virginia Suniega (55374)
rm 7424

PERSONNEL SECURITY OFFICER

- 54 Robert A. Tron (55374) rm 7424

PERSONNEL STATISTICS

- 33 Dick Camino (56213) rm 4131

PHOTOCOPIES SELECTION AND REPAIR

- 72 Ken Allen (53154) rm 4407

PHYSICAL SECURITY

- Guard Office, GAO Building, GSA
- 23 Gary Carpineta (55133) rm 3140
- 23 Jerry Roy (55133) rm 3140

PLACEMENT

- See Recruitment and Assignment

POSITION CLASSIFICATION
54 John Shahrigan (56128) rm 7827
See also Supergrades

POSITION DESCRIPTION
See Position Classification

POUCH MAIL TO REGIONAL OFFICES
73 Andy Houston (55893) rm 4427

PRINTING (Other Than Reports)
72 John Hill (53154) rm 4407
72 Gary Reuter (53154) rm 4407

PRINTING (Procurement Questions)
72 John Hill (53154) rm 4407
72 Gary Reuter (53154) rm 4407

PRINTING (Reports)
72 Jim Fields (53154) rm 4407

PRINTING SERVICES
72 John Hill (53154) rm 4407

PROBLEMS (MSO Services)
11 Information & Referral Center
(55905) rm 7013

PROCUREMENT
24 Freddie Campbell (55074) rm 3128

PROFESSIONAL REGISTRATION
54 Patti Hoker (55374) rm 7424

PROFESSIONAL STAFF DEVELOPMENT
See Employee Development

PROFILE UPDATES (OC)
36 Donna Wagner (56213) rm 4131

PROGRAMMING, SCHEDULING, AND
REPORTING (PSR)
35 Chet Michewicz (56233) rm 4131

PROMOTIONS
See Competitive Selection Program

PROPERTY INFORMATION SYSTEM
(Accounting)
35 Diane Adams (53541) rm 3660A

PROPERTY INFORMATION SYSTEM
(Management)
27 Rebecca Youmans (55133) rm 3140
27 Barbara Youmans (55868) rm 3150

PROPERTY MANAGEMENT
27 Barbara Youmans (55868) rm 3150

PROPERTY PASSES
23 Jerry Roy (55133) rm 3140
23 Gary Carpineta (55133) rm 3140

PUBLICATIONS DISTRIBUTION (GAO
Publications)
73 Mable Squire (55117) rm 4522

PUBLICATIONS SERVICES
72 Paul J. Magliocchetti (53798)
rm 6838

PURCHASE ORDERS
24 Edward Scott (55074) rm 3128
24 Mary Corbin (55074) rm 3128

PURCHASING (Library Books)
42 Toni Jenkins (52555) rm 6428
42 Myrtle Dallman (52555) rm 6428

PURCHASING SECTION
24 Mary Corbin (55074) rm 3128

REASSIGNMENTS (Attorneys)
54 Cliff Lee (56092) rm 7536

REASSIGNMENTS (Audit Staff)
53 Lester Krings (55764) rm 7826

REASSIGNMENTS (Entry-Level Auditors)
53 Chris Mallus (56185) rm 7826

REASSIGNMENTS (Support Staff)
54 Everlena Ross (55172) rm 7826

RECORDS DISPOSITION
26 Jim Reid (56204) rm 3810
26 Ethel Forbes (56204) rm 3810
See also Federal Records Center

RECORDS DISPOSITION SCHEDULES (Status of Other Agencies)
26 Ethel Forbes (56204) rm 3810

RECORDS HOLDING, ANNUAL SUMMARY OF
26 Ethel Forbes (56204) rm 3810

RECORDS MANAGEMENT (General)
26 Jim Reid (56204) rm 3810

RECRUITMENT AND ASSIGNMENT (Attorneys)
54 Cliff Lee (56092) rm 7536

RECRUITMENT AND ASSIGNMENT (Audit Staff-Assignment)
53 Lester Krings (55764) rm 7826

RECRUITMENT AND ASSIGNMENT (Audit Staff-Recruiting)
54 Cliff Lee (56092) rm 7536
54 Mary Lou Lindholm (56092) rm 7536

RECRUITMENT AND ASSIGNMENT (Other Support Staff)
54 OPDS Service Rep. (56092) rm 7536

RECRUITMENT AND ASSIGNMENT (Secretaries)
54 Everlena Ross (55172) rm 7826
54 Clarissa Saldana (55172) rm 7826

RECRUITMENT AND ASSIGNMENT (Temporaries, Handicapped, and Veterans Programs)
54 Joanne Jones (55172) rm 7826

REDUCTIONS-IN-FORCE
54 Retta Burling (56092) rm 7536

REEMPLOYMENT RIGHTS
54 Cliff Lee (56092) rm 7536

REFERENCE (Law Library)
44 Terry Appenzellar (52972) rm 7056

REFERENCE (Technical Library)
45 Bonnie Trivizas (55180) rm 6536
45 Janis Jordan (55180) rm 6536
45 Betty Conway (55180) rm 6536
45 Marju Parming (55180) rm 6536
45 John Heyer (55180) rm 6536
45 Adie Chute (55180) rm 6536
45 Charlotte Hurley (55180) rm 6536

REFERRALS (MSO Services)
11 Information & Referral Center (55905) rm 7013

RELOCATION TRAVEL (Household Goods)
See Accounts Payable--Government Bills of Lading (GBLs)

RENSIS LIKERT ASSOCIATES
See Organization Development

REPAIRS (Telephone)
Dial 9-611 and report directly

REPAIRS (Typewriters and Calculators)
24 Pat Enfield (56104) rm 3141
24 Walter Allen (56104) rm 3141

REPORT PROCESSING
72 Eric Johnson (55863) rm 4528

REPORTS (Copies)
73 Staff (56241) rm 4522

REPROGRAMMING ACTIONS (Budget)
34 Doug Apple (55844) rm 3661
34 Paul Mihalek (55844) rm 3661

REQUISITIONS (Equipment)
24 Edward Scott (55074) rm 3128
24 Mary Corbin (55074) rm 3128

REQUISITIONS FOR PRINTING (Status)
24 Mary Corbin (55074) rm 3128
24 Edward Scott (55074) rm 3128

REQUISITIONS (Storeroom Supplies)
24 James Newell (56121) rm 3811

REQUISITIONS (Unusual Supplies)
 24 Mary Corbin (55074) rm 3128
 24 William Koziol (55074) rm 3128

RESOURCE ALLOCATION (Budget)
 34 Doug Apple (55844) rm 3661
 34 Jo Ann Lieb (55844) rm 3661
 34 Paul Mihalek (55844) rm 3661

RESTROOMS
 23 Lavelle Greene (55133) rm 3140
 23 Lee Brown (55133) rm 3140

RETIREMENT (Deductions)
 35 Payroll Staff (56414) rm 3660B

RETIREMENTS (Information and Processing)
 54 Mary Douglas (55374) rm 7424

RETIREMENTS (Preretirement Conference)
 64 Jim Wilcox (55848) rm 7430

ROTATION
See Reassignments

SAFE COMBINATION CHANGES
See GAO Order 0930.1
 24 Pat Enfield (56104) rm 3141

SAFETY (Occupational)
 23 Gary Carpineta (55133) rm 3140
 23 Jerry Roy (55133) rm 3140

SCORPIO SEARCHES
 45 Bonnie Trivizas (55180) rm 6536
 45 Janis Jordan (55180) rm 6536
 45 Betty Conway (55180) rm 6536
 45 Marju Parming (55180) rm 6536
 45 John Heyer (55180) rm 6536
 45 Adie Chute (55180) rm 6536
 45 Charlotte Hurley (55180) rm 6536

SECRETARIAL ASSIGNMENT PROGRAM
 54 Clarissa Saldana (55172) rm 7826

SECURITY (Building)
 GSA Guard Office, GAO Bldg. (56292)
 23 Jerry Roy (55133) rm 3140
 23 Gary Carpineta (55133) rm 3140

SECURITY CLEARANCES
 54 Virginia Suniega (55374)
 rm 7424

SECURITY (Classified Documents)
See GAO Order 0930.1
 23 Jerry Roy (55133) rm 3140

SECURITY VIOLATIONS
 23 Jerry Roy (55133) rm 3140
 23 Gary Carpineta (55133) rm 3140

SELF-SERVICE STORE CHARGE PLATES
See GAO Order 0621.2
 24 John Redmond (55074) rm 3128

SHUTTLE BUS TICKETS (DOD)
 24 Rosalind R. Hart (55074)
 rm 3128
 24 Mary Corbin (55074) rm 3128

SOURCEBOOKS
 37 Vincent DeSanti (55042) rm 7822

SPACE NEEDS
 23 Carl Haakinson (55133) rm 3150
 23 Lavelle Greene (55133) rm 3150

SPECIAL PUBLICATIONS PROCESSING
 72 Mimi Stockdell (55293) rm 4414

STOREROOM
 24 James Newell (56121) rm 3811

STAFF CARS
 11 Doris Hook (55453) rm 7013

STAFF RESOURCES INFORMATION SYSTEM
 33 Dick Camino (56213) rm 4131

STAFFING PLANS
 34 Doug Apple (55844) rm 3661
 34 Jo Ann Lieb (55844) rm 3661

STATION TRANSFER
See Transfer of Station Vouchers

STEP INCREASES
 35 Payroll Staff (56414) rm 3660B

SUGGESTION PROGRAM

54 Lola Brandy (55374) rm 7424

SUMMER EMPLOYMENT PROGRAM

(Clerical, Secretaries, and
Technical)

54 Joanne Jones (55172) rm 7826

SUMMER INTERN PROGRAM (Recruitment)

54 Mary Lou Lindholm (56092)
rm 7536

SUPERGRADE POSITIONS

54 John Shahrigan (56128) rm 7827

SUPPLIES

See Requisitions

SUPPLIES, BULKY (Delivery)

24 Harold Charles (53619) rm B-122A

SUSPENSIONS

54 Robert A. Tron (55374) rm 7424

TAXES (Deductions)

35 Payroll Staff (56414) rm 3660B

TELECOMMUNICATIONS (FTS)

27 Barbara Youmans (55868) rm 3150
27 Beverly Anthony (55868) rm 3150

TELECONFERENCE (Reservations)

27 Beverly Anthony (55868) rm 3150
27 Barbara Youmans (55868) rm 3150

TELECONFERENCE COMMUNICATIONS SYSTEM

27 Barbara Youmans (55868) rm 3150

TELEGRAMS (Sending and Receiving)

73 Gertrude Quarles (55893) rm 4427

TELEPHONE DIRECTORIES (Entries in GAO)

27 Beverly Anthony (55868) rm 3150

TELEPHONE DIRECTORIES (VA, MD, DC)

73 Andy Houston (55893) rm 4427

TELEPHONE LOCATOR

21 Lamont Fowler (55067) rm 3150

TELEPHONE REPAIRS

Dial 9-611 and report directly

TELEPHONE SERVICES (Except Repair)

23 Lavelle Greene (55133) rm 3140
23 Lee Brown (55133) rm 3140

TELETICKET

35 Sylvia Kopeloff (53541) rm 3660A

TELETYPEWRITER SERVICE

73 Gertrude Quarles (55893)
rm 4427
73 Theresa Hembrick (55893)
rm 4427

TEMPORARY EMPLOYMENT

54 Joanne Jones (55172) rm 7826

THEFTS

Guard Office, GAO Building, GSA
23 Jerry Roy (55133) rm 3140
23 Gary Carpineta (55133) rm 3140

TIME AND ATTENDANCE REPORTING

35 Payroll Staff (56414) rm 3660B

TOTAL INCOME PROTECTION (TIP) PROGRAM

Lola Brandy (55374) rm 7424

TRAINING

See Employee Development

TRAINING FORMS 313 AND 314

36 Julia Refour (56213) rm 4131

TRANSFER OF STATION VOUCHERS

35 Carolyn May (53541) rm 3660A
35 Nelsine Eades (53541) rm 3660A

TRANSPORTATION REQUESTS (GTRs)

See GAO Order 0621.1
24 Virginia Wilson (53742) rm 6516
24 Wesley Young (53742) rm 6516

TRASH SERVICE

23 Lavelle Greene (55133) rm 3140
23 Lee Brown (55133) rm 3140

TRAVEL (Advances/Vouchers)
35 Glenda Wilson (53541) rm 3660A

TRAVEL (GBLs)
35 Sylvia Kopeloff (53541) rm 3660A

TRAVEL AND MISCELLANEOUS PAYMENT
SYSTEM (TAMPS)
35 Don Hansen (55448) rm 3664

TRAVEL (Refunds)
35 Martha Barr (53541) rm 3660A

TRAVEL REQUESTS (TRs) Payments
35 Sylvia Kopeloff (53541) rm 3660A

TRAVEL SERVICES
27 Travel Staff (53742) rm 6116

TYPEWRITER AND CALCULATOR REPAIR
24 Pat Enfield (56104) rm 3141
24 Walter Allen (56104) rm 3141

TYPEWRITERS, AUTOMATIC (Reservations)
72 Oria Ruffin (55863) rm 4528

TWX TERMINAL
73 Gertrude Quarles (55893)
rm 4427
73 Theresa Hembrick (55893)
rm 4427

UPWARD MOBILITY PROGRAMS
53 Ann Orlando (56239) rm 7430

USER PROFILE DEVELOPMENT
37 Vincent DeSanti (55042)
rm 7822

VACANCY ANNOUNCEMENTS
See Job Opportunities

VISITORS PARKING
11 Doris Hook (55453) rm 7013

VOUCHERS
See Travel

VENDORS
See Accounts Payable (Vendors)

VETERANS (Recruitment)
54 Joanne Jones (55172) rm 7826

VIDEOTAPE SERVICES
64 Richard Bartlett (55087)
rm 7534

WATCHDOG
Lola Brandy (55374) rm 7424

WESTERN UNION MAILGRAM (Sending and
Receiving)
73 Gertrude Quarles (55893)
rm 4427

WORKPAPER STORAGE
26 Ray Davis (56204) rm 3810
26 Ethel Forbes (56204) rm 3810

WORKPAPER TRANSFER (If 10 or more
boxes)
24 Harold Charles (53619) rm B-122A

WORKPAPER TRANSFER (If less than 10
boxes)
73 Andy Houston (55893) rm 4427

WOW PAPER RECYCLING (Pickups)
Custodial Staff (55378) rm B-110

WOW PAPER RECYCLING (Problems)
27 Beverly Anthony (55868) rm 3150

W-2 STATEMENTS
35 Dolores Covington (56414)
rm 3660B

ORGANIZATION CODES

<u>Code</u>		<u>Extension</u>	<u>Room</u>
10	<u>OFFICE OF MANAGEMENT SERVICES</u>		
11	Director, Clerio P. Pin	55453	7013
	Secretary, Doris Hook	55453	7013
20	<u>OFFICE OF ADMINISTRATIVE SERVICES</u>		
21	Director, Larry A. Herrmann	55868	3150
	Secretary, Nancy Fulton	55868	3150
22	Deputy Director (vacant)	55868	3150
23	Facilities Management Branch, Carl Haakinson	55133	3140
24	Procurement and Services Branch, Freddie Campbell	55074	3128
26	Records Management and Services Branch, Sharon Damon	56204	3810
27	Special Projects Staff, Barbara Youmans	55868	3150
30	<u>OFFICE OF CONTROLLER</u>		
31	Controller, Richard L. Brown	55512	3661
	Secretary, Sally Middleton	55512	3661
32	Deputy Controller, David Bryant	55512	3662
33	Chief, Management Information Systems Branch, Steve Wolf	52563	4131
34	Chief, Budget and Financial Planning Branch, Doug Apple	55844	3663
35	Chief, Management and Accounting Information Systems Branch, Donald W. Hansen	55448	3664
36	Chief, Systems Procedures Review and Internal Audit Staff, Joel Dwyer	52894	4131
37	Assistant Director, Information Management, Vincent DeSanti	55042	7822

<u>Code</u>		<u>Extension</u>	<u>Room</u>
40	<u>OFFICE OF LIBRARIAN</u>		
41	Director, Susan Burns	53691	6536
	Secretary, Jane Dellinger	53691	6536
42	Chief, Acquisitions Section	52555	6428
43	Chief, Cataloging Section		
	Patricia John	55030	6428
44	Chief, Law Section		
	Terry Appenzellar	52972	7056
45	Chief, Technical Reference Section		
	Marju Parming	55180	6536
50	<u>OFFICE OF PERSONNEL DEVELOPMENT AND SERVICES</u>		
51	Director, Felix R. Brandon II	56064	7830
	Secretary, Bonnie Grishkat	56064	7830
52	Acting Deputy Director,		
	Ashton Morris	56231	7838
	Secretary, Mary Brandy	56231	7838
53	Assistant to the Director,		
	Don O'Sullivan	55774	7830
54	Personnel Operations, Assistant		
	Director, Donnie L. Dick	55902	7842
55	Policy and Planning, Assistant		
	Director, Ashton Morris	56231	7838
60	<u>ORGANIZATION AND MANAGEMENT PLANNING STAFF</u>		
61	Director, W. J. McCormick, Jr.	56131	6031
	Secretary	56131	6031
63	Organization Development,		
	Organization Studies, and		
	Career Management Task Force,		
	Deputy Director, A. F. Franklin	56131	6031
64	Employee Development, Assistant		
	Director, Richard A. Hart	56131	6031

<u>Code</u>		<u>Extension</u>	<u>Room</u>
70	<u>OFFICE OF PUBLISHING SERVICES</u>		
71	Director, Paul J. Magliocchetti	53798	4118
	Secretary, Patricia Hawkins	53798	4118
72	Publishing and Graphic Services Branch, Allen Louderback	56126	4528
73	Distribution-Mail and Messenger Services Branch, Cindy Schwartz	56126	4528