



WELCOME

U. S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
FIELD FINANCIAL AND CUSTOMER SERVICES DIVISION
WESTERN FINANCE BRANCH
7600 SAND POINT WAY NE
SEATTLE, WA 98115

Western Finance Branch

Welcome to the Western Finance Branch. We currently provide financial management support for ten states, U.S. possessions and territories in the Pacific Region. We look forward to increasing our customer base to your area.

The Acting Chief, of the division is Lois Coleman, she is located in Germantown, MD.

Our mission is to actively support and provide reliable financial management services to our clients. Our branch processes payments for services, supplies, and materials commonly required to support the Department's programs (i.e. lab equipment, non-personal services, travel expenses, utilities, and vessel charters). In providing these services, our staff examines vouchers and invoices, issues bills for receivables, receives and deposit receipts, pays various types of accounts payable documents, and enters other types of accounting transactions. The staff also responds to clients about finance-related concerns and problems.

Angela Hunter is Chief, of the Western Finance Branch. The management team for the Western Finance Branch includes Jimese Magraff, Krystal Nguyen, Briggette Phillips, Deanna Trosper and the travel team; they report directly to Angela.

The remaining staff report directly to Jimese Magraff.

The Seattle office currently provides services for the following states, possessions and territories:

Alaska	Arizona
Arizona	California
Hawaii	Idaho
Montana	Nevada
Oregon	Utah
Washington	

Possessions and Territories include:

American Samoa	Guam
Federated States of Micronesia	Johnston Island
Republic of Palau	Republic of the Marshall Islands
Wake Island	

Beginning March 1, 2010 we will also service Colorado, New Mexico, Oklahoma, Puerto Rico, Texas and Wyoming. We will also service some offices of Alabama, Arkansas,

Florida, Georgia, Kansas, Louisiana, Mississippi, Nebraska, North Dakota, South Dakota and Tennessee.

Miscellaneous Information

Customer Population = 3,100 employees

Number of Locations = Approximately 230

Service Area Size = Approx. 7,000 miles across 9 time zones

General Information

Mail

Mail is received in our central mail office on site. It is delivered to our mail room three times daily. The mail is then opened, sorted and distributed by two staff members. A mail slot has been made for each document type. Staff retrieves mail at least three times daily for processing. Mail is sorted by document type and placed in the specified slot for daily processing. Mail duties are assigned on a rotational basis and the schedule is prepared and distributed by Jimese Magraff on a monthly basis.

Mail can be sent to our office in one envelope since it is all sorted when received.

Convenience Checks

Currently the Western Finance Branch writes and distributes convenience checks for the Germantown area. In the Western Finance Branch service area, most offices have been delegated the authority to write their own checks. If the need should arise that your office will need a convenience check we will issue the check and mail it to your office within 24 hours provided all back-up documentation has been received. We utilize FedEx for this process.

Travel Vouchers

In FY09 our travel team processed over 15,000 travel vouchers. The travel team includes Benita Tilford, Janice Cooper and Sarah Bulla. The services offered by this team include Travel Manager support, answers to travel related questions, processing travel vouchers and general support as needed. All questions and maintenance changes are submitted to our central travel email address: tmwfb@noaa.gov. Four staff members have access to this address and the emails are checked throughout the day. On March 1st we will add an additional staff member to this team. The only change in submitting your ITM maintenance forms will be the address at this time. It should be noted, clientservices began processing these requests effective February 8, 2010.

Western Finance Branch

Listing of Team Members for the Western Finance Branch

Name	Phone	Fax	Primary Duty	Auxillary Duties
Angela Hunter	526-6041	527-7572	Branch Chief	CPCS
Jimese Magraff	526-6711	527-0154	Supervisory Accountant, Convenience Check Writer	
Briggette Phillips	526-4402	527-7504	CBS issues, Accounts Payable Issues, Imprest Fund, Vendor Issues	
Krystal Nguyen	526-4394	527-3917	Interest, Audits, PACER, Advances, Convenience Checks	Payment Issues, Adjustments
Vacant	526-6007		Supervisory Financial Mgmt. Specialist	
Deanna Trospen	526-4426	527-7550	Relocation (PCS)	Travel, Purchase Orders, Utilities, SF-1164, Observers
Sharon Allen	526-4638	527-7190	Accounts Receivable, X-schedules, G&Bs	
Lina Corpuz	526-6001	527-7508	Utilities, reconciliations	SF-1164s, Observers
Julie Carrera	526-6421	527-0125	Utilities, reconciliations	Check Deposits
Janice Cooper	526-4399	527-7512	Travel Voucher, Travel Manager,	
Jennifer Rhee	526-4396	527-5878	Utilities, Contracts, Leases	Check Deposits
Benita Tilford	526-6010	527-7179	Travel Voucher, Travel Manager, Advances	
Beverly Lamp	526-4397	527-7577	Contracts, Leases, CBLs	Purchase Orders
Robin Yim	526-4658	527-7502	IPAC, Purchase Orders, Observers, Check Deposits	Observers
Renato Lingat	526-4429	529-2743	Observers, Imprest Fund, Purchase Orders	All other document types
Terrie Levitch	526-4398	527-1502	Purchase Orders, Contract Obligation, Leases	
Mimi Quach	526-6010	527-6930	SF-1164, Observers, Utilities, Purchase Orders, Foreign Payments	All other document types
Sarah Bulla	526-6002	527-7397	Travel vouchers, purchase orders, PCS	
Jon Froiland	526-6070	527-0153	All Documents	
Vacant				
John Ciccarella	526-4401	TBD	Fedstrip, Contracts	

General Fax (206) 526-6672 – Area Code (206)

Questions & Answers

Plan to support extra workload

The Western Finance Branch will provide an email address for clients in the Mountain service area. This email address will be accessed by six staff members at the Western Finance Branch and will be reviewed several times daily. We will also assign staff you can contact directly.

We currently process 95% of the same documents which are processed at Mountain; therefore, the learning curve will be short. We have hired three staff members and have an announcement out for a supervisor to take on the additional workload, we see no problems in handling the additional workload.

Performance Standards

The Western Finance Branch has the following performance standards in place:

Travel Voucher – 72 hours if no problems are found

Invoice processing – 72 hours if the complete receiving report and valid invoice are in office

Utilities – 72 hours after receipt of complete invoice/receiving report

Obligations – 72 hours after receipt of complete modification, training form or GBL

*If we receive invoices which require immediate payment, they are processed on the day they are received provided we receive them prior to 3pm. You can also contact us to request immediate payment on specific invoices.

Will WFB provide convenience checks?

WFB has a convenience check writer in the branch. We will provide convenience checks as needed. Approvals will be on a case-by-case basis.

Document sending process

90% of our documents are received via mail which is the preferred method; however, we do accept documents which are faxed and scanned when necessary. If you do scan or fax the documents we asked that when you do send in the originals, clearly mark they were previously sent.

If scanned documents are acceptable, when would they not be acceptable?

Most scanned documents are fine as long as they are legible when we receive them. Since scanned documents tend to fade, we ask that you also submit the original. The original should be clearly marked "This document was scanned and sent to your office on (date). We would like original documents for any obligation such as modifications, GBLs or training forms.

Is a separate messenger envelope required for travel, invoices, or combined?

No, you may send all documents in the same envelope. Mail is sorted when received.

Contact for NWS and other clients

Individual staff members will be assigned effective February 15th. I will send out the contact names at that time.

Will WFB want the new ITM name additions sent electronically on the maintenance form.

Yes, all correspondence for travel, Travel Manager or travel voucher processing should be sent to tmwfb@noaa.gov. Effective February 8, 2010, clientservices will begin processing maintenance forms.

Will there be WFB staff to assist with travel questions?

Yes, at this time we have two full-time staff members assigned to travel, Benita Tilford and Janice Cooper. As stated you can also send questions to tmwfb@noaa.gov.

Will there be a WFB website with FAQ's regarding TM 9.0?

Currently there is not a WFB website regarding Travel Manager 9.0. You may access the website at <http://www.corporateservices.noaa.gov/~cbs/index.html>. Select 'Integrated Travel Manager Information'.

Can the Western Finance Branch fix minor errors and notify us of the correction?

Yes, once the voucher is audited and a minor change is needed, we will reduce/increase the costs in CFS, contact clientservices to have the voucher reset, make the correction in Travel Manager, stamp the voucher 'CFS Adjustment' and email the preparer of the change. Please let us know if this is sufficient notification.

Will there be specific points of contacts for the Mountain Region?

Yes, you may contact the following staff:

Utilities – Lina Corpuz – Lina.A.Corpuz@noaa.gov – (206) 526-6001

Contract/Purchase Orders – Beverly Lamp – Beverly.A.Lamp@noaa.gov – (206) 526-4397

Travel – Sarah Bulla – Sarah.J.Bulla@noaa.gov – (206) 526-6002

FedStrip, Contracts - John Ciccarella – John.Ciccarella@noaa.gov – (206) 526-4401

General Questions – Jimese Magraff - Jimese.E.Magraff@noaa.gov – (206) 526-6711

General Questions – Krystal Nguyen – Krystal.T.Nguyen@noaa.gov – (206) 526-4394

Is there any other way we can contact the Western Finance Branch?

The Western Finance Branch has set up a email address specifically for your region. Please direct all questions, request for status to Mountain.WFB@noaa.gov.

Any travel related issues should be directed to tmwfb@noaa.gov

Western Finance Branch
Organization Chart

