

Commercial Payments Branch Realignment and Shared Email Accounts

Under the NOAA Office of the CFO, the Finance Office is evaluating impacts of the Commerce Business Applications Solution (BAS) transition on the organizational staffing across Accounting Operations, Financial Reporting, Financial Policy and Compliance, and Financial Systems. Based on recent experience processing commercial payments in BAS, this area is the first to benefit from enhancements to the organization. There may be adjustments to this structure as we gain more experience in BAS.

The Commercial Payments Branch (CPB) has realigned the payables teams so that each of the four teams will manage a smaller group of payment types for all of NOAA. This will allow us to standardize processes to increase efficiency, and will provide better transparency and accountability. We have established four new shared email accounts for managing submission of invoices for manual invoice processing. This notice is as of 06 February 2024 and is effective immediately.

Contact information and realigned areas of responsibilities are as follows:

Finance Office

Director: Nuthan Deodhar

Email Address: nuthan.deodhar@noaa.gov

Phone Number: (301) 444-2809

Accounting Operations Division

Director: Erich Klein

Email Address: erich.klein@noaa.gov

Phone Number: (202) 643-7116

Commercial Payment Branch

Chief: Melanie Ly

Email Address: melanie.ly@noaa.gov

Phone Number: 301-444-2790

Team A

utilities.telecom@noaa.gov

Supervisor: Seong Yang

Email Address: seong.s.yang@noaa.gov

Phone Number: 206-526-4627

Team A is responsible for utilities (CD-406) and telecommunications. These include phones, water, electricity, natural gas, trash collection, sewer, etc, whether the invoices are processed as no-match or on contract/purchase order. Invoices and inquiries relate to these areas should be submitted to the utilities.telecom@noaa.gov. Zero dollars reclass for match or no-match documents (formerly DLA/DAR), and obligations related to these areas should be sent to utilities.telecom@noaa.gov.

Team B

leases.training@noaa.gov

gblwob@noaa.gov

Supervisor: Jimese Magraff

Email Address: jimese.e.magraff@noaa.gov

Phone Number: 206-526-6711

Team B is responsible for commercial leases, training invoices (SF-182s), fish tag/balloon awards (CD-435), and government bills of lading (GBL). Invoices and inquiries related to these areas should be submitted to leases.training@noaa.gov. Zero dollars reclass for match or no-match documents (formerly DLA/DAR), and obligations related to leases, training, and fish tag/balloon awards should be sent to leases.training@noaa.gov. GBL payment requests should be sent to gblwob@noaa.gov.

Team C

fleet.card@noaa.gov

foreign.payments@noaa.gov

ocfo.1099@noaa.gov

Supervisor: Vacant – Jeff Pinchinat is acting as of 06 February.

Email Address: jeff.pinchinat@noaa.gov

Phone Number: (301) 444-2120

Team C is responsible for payment disbursements. The team responsible for SP3 purchase card, fleet card for fuel of vehicles and vessels, foreign payments, and foreign student stipends. The team is also responsible for 1099 filings. Invoices and inquiries related to these areas should be submitted to the applicable shared mailboxes under Team C above. Zero dollars reclass for match or no-match documents (formerly DLA/DAR), and obligations related to these areas should be directed to applicable team C shared email accounts.

Team D

purchaseorders.misc@noaa.gov

Supervisor: Patti Sam

Email Address: patti.a.sam@noaa.gov

Phone Number: 301-444-2344

Team D is responsible for purchase orders (CD-435), non-IPP contracts, and other miscellaneous invoices such as contract and weather observers, work orders (OF-347), IPAs, MOA/MOU, special operations transactions (CD-435), tort claims (SF-1145), and BPAs (tasks not in Prism), etc. Invoices and inquiries related to these areas should be submitted to purchaseorders.misc@noaa.gov. Zero dollars reclass for match or no-match documents (formerly DLA/DAR), and obligations related to these areas should be sent to purchaseorders.misc@noaa.gov. Settlements (sensitive agreement payment requests) should be sent directly to Patti Sam's attention.

Employee Reimbursements

Employee reimbursements (SF-1164s, Professional Liability Insurance, etc) are not processed by the Commercial Payables Branch. The Travel and Transportation team managed these types of transactions. Employee reimbursement payment requests should be sent to AODTravel@noaa.gov.

The following mailboxes will be phased out and not checked regularly after February 29th:

easternoperations@noaa.gov

eob.leases@noaa.gov

eob.purchcard@noaa.gov

eobye.recuraccruals@noaa.gov

westernoperations@noaa.gov

wobinvoices@noaa.gov

Additional information on other accounting operations processes will be provided in the near future.

Payment Category	Team A	Team B	Team C	Team D
	Seong Yang	Jimese Magraff	Melanie Ly (Acting)	Patti Sam
	Utilities and Telecommunications	Leases, Training, and GBLs	Disbursements, Credit Cards, and Foreign Payments	Purchase Orders and Miscellaneous Payments
Utilities (CD-406) Phones, Water, Electricity, Natural Gas	x			
Utilities on Contract/Purchase Order	x			
Refuse/Waste Management Contracts/Purchase Orders	x			
Telecommunications NWS	x			
Commercial Leases - Rent		x		
Training (SF-182)		x		
Fish Tag/Balloon Awards (CD-435)		x		
Government Bills of Lading (GBL)		x		
SP3 Purchase Card			x	
Fleetcard - Fuel (Vehicles/Vessels)			x	
Disbursements/Secure Payment System (SPS)			x	
Foreign Payments (Contracts/Grants/Travel/Etc)			x	
Foreign Student Stipends			x	
Manual Purchase Orders (CD-435)				x
Contract Observers				x
Weather Observers (Form B-86)				x
Work Orders (OF-347)				x
Wage Mariners Retiree Healthcare (Form 1500)				x
MOA/MOU				x
Internal Personal Agreements (IPA)				x
Tort Claims (SF-1145)				x
Fishermen's Contingency Fund				x
Special Operations Transactions (CD-435)				x
Contract Invoices (Non-IPP)				x
Zero Dollar Reclass-Match/No-Match (formerly DLA/DAR)	x	x	x	x
Obligations	x	x	x	x