



NOAA

NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

Process Area	Name	Phone Number/Email	Fax Number
BPAs	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
	WOB – wobinvoices@noaa.gov for invoices and inquiries		
CBA	Laura Scott (EOB)	301-444-2347	
	Mandy Li (EOB)	301-444-2781	
	Valarie Pomerleau (EOB)	301-444-2756	
	Lashonda Cutchin (EOB)	301-444-2340	
	Nicole Van-Nixon (EOB)	301-444-2170	
Certification of Loans, DARs, Emergency Payments	Selvamani (Selvi) Manickavel (EOB)	301-444-2762	
	Jeff Pinchinat (EOB)	301-444-2120	
	Bernard Wall (EOB)	301-444-2763	
	Jimese Magraff (WOB)	206-526-6711	
Certification of Obligations	Seong Yang (WOB)	206-526-4637	
	Phan Ma (EOB)	301-444-2346	
Collections	Teresa Shahan (EOB)	301-444-2807	301-413-6999
	Robin Yim (WOB)	206-526-4658	206-526-6672
Contract Observers	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
	Keith Arnold (WOB)	206-526-6007	
Contracts	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
	WOB – See Appendix III - Western Operations Branch Contact Lists		
EDA-Commercial Payments	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
Federal Express /UPS	Tingting Wang (EOB)	301-444-2185	
DARs	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
	Renato Lingat (WOB)	206-526-4429	
Document Level Adjustments	EOB – DIASubmissions@noaa.gov for all submissions and inquiries		
	WOB – wobdlasubmissions@noaa.gov for all submissions and inquiries		
Employee Reimbursements Non-Travel	EOB	AODTravel@noaa.gov	
	Janice Cooper (WOB)	206-526-4399	206-526-6672
Fisheries Direct Loans	Rodrigo Rojas (EOB)	301-444-2780	301-413-6999
Fish Inspection & Grading	Herminia Corio (EOB)	301-444-2794	301-413-6999
Fish Tag/Balloon Awards	Kendel Quaid (WOB)	206-526-6011	206-526-6672
Foreign Purchase Orders	Kara DeBord (EOB)	301-444-2716	foreign.payments@noaa.gov
	WOB	wobinvoices@noaa.gov	
Foreign Student Stipends	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
Foulger Pratt Invoices	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
Freight Invoices	Benita Tilford (WOB)	206-526-6203	206-526-6672
Gas (Fleet) Cards	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
	WOB – wobinvoices@noaa.gov for invoices and inquiries		
Gift & Bequest	Lashonda Cutchin (EOB)	Giftsandbequest@noaa.gov	
	Nicole Van-Nixon (EOB)		
Grants/ Grants Certifications	Roberta Duncan (EOB)	301-444-2753	301-528-3675
	Scott Glenn (EOB)	301-444-2778	301-528-3675
Grants SF270s	Tiffany Lantz (EOB) (NOAA)	301-444-2819	301-528-3675
	Roberta Duncan (EOB) (EDA)	301-444-2753	301-528-3675

Last Updated: April 6, 2022



NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

Process Area	Name	Phone Number/Email	Fax Number
Interagency Gov't Orders	See Appendix I – Interagency Government Orders Contact List		
Imprest Fund	Valarie Pomerleau (EOB)	301-444-2756	
	Briggette Phillips (WOB)	206-256-4402	206-526-6672
Interagency Personnel Actions (IPA)	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
Leases	EOB – EOB.Leases@noaa.gov for all submissions and inquires		
	Vathavadee Smakpunt (WOB)	206-256-6003	206-526-6672
Motor Pool	Roberta Duncan (EOB)	301-444-2753	301-528-3675
NWS Telecommunications Files	Kara Debord (EOB)	301-444-2716 Kara.debord@noaa.gov	
OG Fees	Rodrigo Rojas (EOB)	301-444-2780	301-413-6999
Override Process	Jeff Pinchinat (EOB)	301-444-2120	
	Selvamani (Selvi) Manickavel (EOB)	301-444-2762	
Permanent Change of Station (PCS)	Deanna Thomas (WOB)	206-526-4426 deanna.thomas@noaa.gov	206-526-6672
Permanent Change of Station (PCS)	Moira Bressi (WOB)	206-526-6044 Moira.bressi@noaa.gov	206-526-6672
PCS Document Submission	relowob@noaa.gov		
PCS W-2's	Deanna Stewart (WOB)	206-526-4426	206-526-6672
	Vathavadee Smakpunt (WOB)	206-256-6003	206-526-6672
Printing	Stephanie Stanley (EOB)	301 444-2133	301-528-3675
Purchase Orders	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
	WOB – westernoperations@noaa.gov for all purchase order documents only		
	WOB – wobinvoices@noaa.gov for invoices and inquiries		
SF1221's	Kara Debord (EOB)	301-444-2716 Kara.debord@noaa.gov	
	Donna Lee McLemore (EOB)	301-444-2752 Donna.l.mclemore@noaa.gov	
Receivables (Misc.)	Amy Flanery (EOB)	301-444-2784	301-413-6999
	Robin Yim (WOB)	206-526-4658	206-526-6672
Reimbursable Work Authorizations	Sam King (EOB)	301-444-2179	301-528-3675
Reimbursable	Clara Stevanovic (EOB)	301-444-2150	301-413-6999
	Veronica D'Costa (EOB) (OMAO) (CFMD) (EDA)	301-444-2795	301-413-6999
	Debra Boone (EOB) (OAR)	301-444-2783	301-413-6999
	Dede Dunn (EOB) (NOS)	301-444-2160	301-413-6999
	Mike Stokes (EOB) (NWS) (BIS)	301-444-2144	301-413-6999
	Bernadette Wright (EOB) (NESDIS) (NMFS)	301-444-2761	301-413-6999
	Alia Mohammed (EOB) (NMFS)	301-444-2176	301-413-6999

Last Updated: April 6, 2022



NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

Process Area	Name	Phone Number/Email	Fax Number
Tax Exempt Certificates	Melanie Ly (EOB)	301-444-2790	
	Angela Hunter (WOB)	206-526-6041	206-526-6672
Tort Claims	EOB – EasternOperations@noaa.gov for all submissions and inquiries		
Training- Federal	Roberta Duncan (EOB)	301-444-2753	
Training-Non Federal	EOB – EasternOperations@noaa.gov for all submissions and inquiries WOB – wobinvoices@noaa.gov for invoices		
Travel Vouchers (TDY)	Laura Scott, Supervisor (EOB)	301-444-2347	
	LaShonda Cutchin (EOB)	301-444-2340	
	Mandy Li (EOB)	301-444-2781	
	Daniel Maliszewski (EOB)		
	Tingting Wang (EOB)	301-444-2185	
	Nicole Van-Nixon (EOB)	301-444-2170	
	Valarie Pomerleau (EOB)	301-444-2756	
Utilities	EOB – EasternOperations@noaa.gov for all submissions and inquiries WOB – wobinvoices@noaa.gov for invoices and inquiries		
Vendor Files	Bonnie Miller (EOB)	301-444-2805	301-427-3061
	Rosellen (Rose) Montesino	301-444-2765	301-427-3061
PACER	Seong Yang (WOB)	206 526-4637	206-526-6672
	Jimese Magraff (WOB)	206-526-6711	206-526-6672
Washington Express Bills			
Work Authorizations (Orders)	EOB – EasternOperations@noaa.gov for all submissions and inquiries		

Last Updated: April 6, 2022



Eastern Operations Branch (EOB) Travel Team

At this time we have six full-time staff members assigned to travel and can answer travel related questions. The Travel Team is listed below:

Contact Name	Phone Number
Laura Scott (EOB)	301-444-2347
Lashonda Cutchin (EOB)	301-444-2340
Mandy Li (EOB)	301-444-2781
Daniel Maliszewski (EOB)	
Ting Ting Wang (EOB)	301-444-2185
Nicole Van-Nixon (EOB)	301-444-2170
Valarie Pomerleau (EOB)	301-444-2756

NOTE: The latest and most up to date version of the contact list can be found on the Finance Office – AOD website.

Address for the Travel Team:

Accounting Operations Division
 Travel Team
 1315 East West Hwy, BLDG SSMC3
 Silver Spring, MD 20910

Please send travel documents to:

The Eastern Operations Branch (EOB) Travel Team has set up an email address to receive travel vouchers from customers; AODTravel@noaa.gov. All questions and requests for status should be directed to a travel team member.

Last Updated: April 6, 2022



Appendix I- Interagency Government Orders Contact List

Government Unit Code	Government Unit	Contact Name	Phone Number
DOD	Tricare Check Payments (Primary)	Tiffany Lantz	301-444-2819
DHS	Department of Homeland Security - DHS, US, Coast Guard	Hakeem Henderson	301-444-2135
DOI	Department of Interior - USGS, FWS, MMS, NPS, BOR, BIA, BLM, OSM, NBC, OAS		
HUD	Housing and urban Development		
NRC	Nuclear Regulatory Commission		
SBA	Small Business Administration		
SMI	Smithsonian - si.edu		
USDA	United State Department of Agriculture, IFAS		
USPS	United States Postal Service		
VA	Veteran's Affairs		
	DLAs		
	C-Schedules		
	X-Schedules		
	2nd Level Approver		
GSA	Commits	Nathan Gagnon	301-444-2177
	FEDSTRIP		
	IPAC Pulls (Back Up)		
NASA	National Aeronautics and Space Administration		
DHHS	Department of Health and Human Services, PSC, FOH, NTSB	Roberta Duncan	301-444-2753
DOL	Department of Labor		
DOT	Department of Transportation - FAA/BIS		
EDA	Economic Development Administration – Grants (All Regions)		
EDA Grants	Posts Daily Treasury Schedules		
	Posts Daily Transactions and Makes Corrections		
EDA	2nd Level Approver		
GSA	Motor Pool		
NSF	National Science Foundation		
NOAA Grants	Posts Daily Treasury Schedules		
NOAA Grants	Posts Daily Transactions and Makes Corrections		
OPM	Training		
DOC	Franchise Fund		
	A & R		

Last Updated: April 6, 2022



Appendix I- Interagency Government Orders Contact List

Government Unit Code	Government Unit	Contact Name	Phone Number		
DOC	Commits	Sam King	301-444-2179		
	NIST, ITA, CENSUS, TMA, OS Indirect				
	NOAA (EDA)				
DOE	Department of Energy SRS, PNL, EPA,				
DOJ	Department of Justice				
DOS	Department of State - State.gov				
EEO & CIA	Arbitration				
EPA	Environmental Protection Agency				
EXP	Executive Office of the President				
FFD	Computer Services				
GSA	Reimbursable Work Authorization - Type 05 & 07, RWA				
	Rent, Obligations and Problems				
	BAC/NETWORX/ and Accruals				
PT	Presidio Trust				
ITA	International Trade Association				
LOC	Library of Congress				
NARC	National Archives				
SEC	Office of the Secretary Mis. - NIAR, OA, AR				
USIA	United States Information Agency - Central Unicorn				
WCF	Working Capital Fund				
	Department of Treasury - Central Unicorn				
	Unemployment Compensation				
EDA	Economic Development Administration – Grants (All Regions)			Felicia Fuller	301-444-2820
GPO	Government Printing Office			Stephanie Stanley	301-444-2133
EDA	Economic Development Administration – Grants (All Regions)				
GPO	Government Printing Office				
OPM	Security Investigations			Tiffany Lantz	301-444-2819
DOD	Department of Defense - DFAS, TMA, NSA,USACE				
EDA	Economic Development Administration – Grants (All Regions)				
NOAA Grants	SF 270s				
DOD	Sea Cards (tiffany)				
	IPAC Pulls (Primary)				
	IPAC Chargebacks				

Last Updated: April 6, 2022



Appendix II – Eastern Commercial Payment Team Contact List

Please send Eastern Operations Branch (EOB) Commercial Payment documents to:

EasternOperations@noaa.gov -This inbox should be used for submitting commercial invoices and obligations, customer questions/inquiries, and status requests. When submitting commercial invoices and obligations, please follow our Document Submission Requirements posted at the link below:

https://www.corporateservices.noaa.gov/finance/docs/AOD/EasternOperationsDocumentSubmissionRequirements_June2019.pdf

For all customer questions/inquiries, and status requests please include the following in your email:

- Vendor Name
- Invoice Number
- Invoice Date
- Reference Number
- Date originally submitted to EasternOperations@noaa.gov and by whom

Mailing Address for Eastern Operations Branch (EOB) Commercial Payments (electronic submission preferred):

Accounting Operations Division Commercial Payments Branch
 1315 East-West Highway,
 Bldg. SSMC3
 Silver Spring, Maryland 20910

If you have any urgent or sensitive questions/inquiries, please contact a member of the Commercial Payments Leadership Team:

Name	Title	Phone Number	Email
Melanie Ly	Branch Chief	301-444-2790	Melanie.ly@noaa.gov
Mirasol Valenzuela	Contracts & Purchases (Team A) Supervisor	301-444-2187	mirasol.valenzuela@noaa.gov
Patti Sam	Contracts & Purchases (Team B) Supervisor	301-444-2344	patti.a.sam@noaa.gov
Cruz Campos	Certification Team (Team C) Supervisor	301-444-2770	Cruz.campos@noaa.gov

Last Updated: April 6, 2022



Appendix III – Western Operations Branch (WOB) Contact List

Responsibilities	Name	Phone	Email
Branch Chief, Tax Exempt Certificates	Angela M. Hunter	206- 526-6041	angela.hunter@noaa.gov
B/L auditor, PM201 report, PCS orders & PCS 3 rd party invoice	Benita Tilford	206- 526-6203	benita.tilford@noaa.gov
Auditor, collections, 941 tax reporting, leases and DLAs, PCS W-2's	Vathavadee Smakpunt (Dee)	206- 526-6003	vathavadee.smakpunt@noaa.gov
PCS general inquiries, PCS voucher processing, Google drive updates	Deanna Thomas	206- 526-4426	deanna.thomas@noaa.gov
	Moira Bressi	206- 526-6044	moira.bressi@noaa.gov
TEAM A – Process invoices for: Contracts, Purchase Orders (POs), SF-182's, BPAs, Freight Invoices and SF-34-6			
Supervisor, Disbursements, certifying officer, Treasury Offset	Jimese Magraff	206- 526-6711	jimese.e.magraff@noaa.gov
X schedules, TRA, Vendor & DARs and CBS issues	Renato Lingat	206- 526-4429	renato.s.lingat@noaa.gov
Payment of: SF-182's, contracts, POs, foreign payments and SF-1164s	Sarah Bulla	206- 526-6002	sarah.j.bulla@noaa.gov
Payment of: Contracts, POs and freight invoices	Derrick Celestine	206- 526-6017	derrick.l.celestine@noaa.gov
Payment of: contracts, POs and DLA's	Terrie Levitch	206- 526-4398	terrie.levitch@noaa.gov
Payment of: contracts, POs	Patricia Glee		Patricia.glee@noaa.gov
TEAM B – Process invoices for: Utilities, Telecommunication, Observers, Fleet Cards, SF-44s			
Supervisor, Certifying Officer, Disbursements	Seong Yang	206- 526-4637	seong.s.yang@noaa.gov
CBS Issues, Imprest Fund, Payment review	Brigette Phillips	206- 526-4402	brigette.a.phillips@noaa.gov
Utility, observers, check deposits and manages WOB Invoice in-box	Keith Arnold	206- 526-6007	keith.l.arnold@noaa.gov
Utility payments	Julie Carrera	206- 526-6421	Julie.carrera@noaa.gov
Utility and SF-1164 payments	Janice Cooper	206- 526-4399	janice.l.cooper@noaa.gov
Utility, fish/balloon tags, fleet card and check deposits	Kendel Quaid	206- 526-6011	kendel.r.quaid@noaa.gov
Payment: Utility and Fleet Card Accounts Receivable	Robin Yim	206- 526-4658	robin.y.yim@noaa.gov

Last Updated: April 6, 2022



Appendix III – Western Operations Branch (WOB) Contact List

NOTE: The most up to date version of the contact list can be found on the Finance Office – AOD website.

https://www.corporateservices.noaa.gov/finance/FOAOD_Home.html

Address for Western Operations Branch (WOB)

Accounting Operations Division
Western Operations Branch
7600 Sand Point Way NE
Seattle, WA 98115

Please submit inquiries and documents to WOB as follows:

Commercial documents – document submission, status and inquiries – westernoperations@noaa.gov

Invoices - Submission of Invoices and/or Receiving Reports – wobinvoices@noaa.gov

Permanent Change of Station - Relocation Documents and Inquiries relobob@noaa.gov

Last Updated: April 6, 2022