



United States Fish & Wildlife Service

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Memorandum

From AD - Budg, Planning & Hum Res
Subject New Contacts for Headquarters Human Resources

There have been some recent changes within Headquarters Human Resources (HQHR). The following information on teams and program areas is provided to assist our customers in determining the appropriate contact person.

HQHR Teams for Recruitment, Staffing, Classification, Payroll and Benefits:

The following team services the **Director's Office, EA, IA, LE, BMO** and **BPHR**:

Jackie Weaver, Team Leader	703-358-2592
Joeanna Headen, HR Specialist	703-358-2593
Marquis Chambliss, HR Specialist	703-358-2583
Anna Robelly, HR Assistant	703-358-2579
Joseph Blaeuer, HR Assistant & Payroll	703-358-2560

Below are specific programmatic assignments within this team:

<u>Program Area</u>	<u>HR-Specialist</u>	<u>HR-Assistant</u>
Director's Office	Jackie Weaver	Anna Robelly
External Affairs	Jackie Weaver	Anna Robelly (97000, 97100, 97200) Joseph Blaeuer (97300, 97600)
International Affairs	Marquis Chambliss	Anna Robelly
Law Enforcement	Joeanna Headen	Joseph Blaeuer
Business, Management, & Operations	Marquis Chambliss	Joseph Blaeuer
Budget, Planning, & HR	Joeanna Headen	Anna Robelly

The following team services **NWRS, MBSP, ES** and **FHC**:

Cheryl Brunk, Team Leader 703-358-2594
 Leigh De Laughter, HR Specialist 703-358-2591
 James Frain, HR Specialist 703-358-2116
 Virginia Roberts, HR Assistant 703-358-2588
 Kathy Cannavino, HR Assistant & Payroll 703-358-2576

Below are specific programmatic assignments within this team:

<u>Program Area</u>	<u>HR-Specialist</u>	<u>HR-Assistant</u>
Migratory Birds	Cheryl Brunk	Virginia Roberts
National Wildlife Refuge System	James Frain	Virginia Roberts
Endangered Species	Leigh De Laughter	Kathy Cannavino
Fisheries & Habitat Conservation	Leigh De Laughter	Kathy Cannavino

The following team services the **Office of the Solicitor**:

Jessie Cheek, Team Leader 703-358-2597
 Senia Tucker, HR Specialist 703-358-2580
 Loretta Linkins, HR Assistant 703-358-2577

Employee Relations Services (performance, conduct, grievances, awards, ethics) **for all program areas:**

Ed Dinep, HR Specialist 703-358-1756

To assist you in determining the appropriate contact person:

Topic	Contact Person
Awards	Ed Dinep
Benefits (health and life benefits, TSP, etc.)	HR Assistant
Classification (writing position descriptions, establishing new positions, reorganizations)	HR Specialist
Employee Relations (actions concerning discipline and conduct)	Ed Dinep
Employee Records/Forms (requests for information, copies of records/forms, corrections or questions)	HR Assistant
Ethics and Financial Disclosure	Ed Dinep
FPPS (security profiles, passwords reset, questions on initiating and approving SF-52s)	Marquis Chambliss
Leave and Pay (questions regarding leave and pay entitlement)	HR Specialist
OWCP (claims for work related injuries)	Senia Tucker
Payroll and T&A Procedures	Payroll Coordinator
Retirement (computations, re-deposits, etc.)	HR Assistant
Retirement Counseling	Senia Tucker
Staffing (advertising and filling positions)	HR Specialist
Staffing (status of vacancy announcements /	HR Assistant

selections)

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703-358-1743

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.