

ADMINISTRATIVE SERVICES

Idaho NRCS – Boise, Idaho Points of Contact

ASTC Management & Strategy Mary Goode (208) 378-5713	State FOIA Officer
	Contact for Employee and Labor Relations issues
	Supervises and responsible for all business operations and administrative functions.
	Supervises and responsible for financial and other resource management functions
	State Risk Management, Quality Assurance & Compliance Services including leading FO QARs
Financial Resources Specialist Scott Smith (208) 378-5712	Contact for all aspects of State Budget/Financial planning and accounting
	Contact for all aspects of Grants and Agreements
	Funding Reservation (AD700) processing
	Reimbursement Payments (SF270) processing
	Liaison with National Service Delivery Teams for Financial Management and Grants & Agreements Team
	Contract/Leasing inquiries
Management Analyst Brett Ingles (208) 378-5690	Training Officer
	Safety Officer—vehicle accidents, continuity of operations plan (call tree)
	Ethics Officer
	PRS/CARS Coordinator
Business Services Specialist Heather Felos (208) 378-5703	Contact for Hiring and Staffing requests please CC Mary Goode.
	Real Property, Leasing, and Fleet Management
	Liaison with National Service Delivery Teams for Human Resources and Procurement & Property.
	State Office Building Security, Maintenance, and Badging
	FOIA requests, CFC campaign manager, ADA Coordinator, Linkage to Workers Compensation, Liaison with administrative staff in federal and sister agencies e.g. FSA and RD as well as partners.
	Mentor Coordinator
Program Support Assistant Kathy Dingman (208) 762-4939, x 114 or (208) 661-2862	Webmaster
	ISSPOC (For IRM-3's)
	eFOTG Manager
	SharePoint Administrator
	Vehicle Mileage Reports, Inventory and Transfers
	Area West Earth Team Coordinator
	OIP Data Steward
	Timekeeper – Div. 1 & Backup for Div. 2
	Purchaser for Area West

<p align="center">Executive Assistant Pam Dugan (208) 378-5705</p>	Assistant to the STC
	Timekeeper-State Office and Div. III
	Travel Verification
	State Office Vehicle Mileage
	State Office Purchasing Agent
	Reviews Correspondence for STC Signature

<p align="center">Administrative Management Assistant Area East Andrea Marks-Cash (208) 237-4628, x 101</p>	Purchasing for Divisions IV and V
	Travel Reviewer/Arranger for Area East
	Second Level Program Reviews for Area East
	Timekeeper- Divisions IV and V
	Light Activation Station (LAS)- LincPass card updates, destructions and activation
	Local Registration Authority
	Property Custodian for Area East (Civil Rights-LGBT-SEPM)

<p align="center">Administrative Management Assistant Area West Sandy GallardoCook (208) 882-4960, x 107</p>	Timekeeper for Division II
	Purchase Card Holder for Division II and III
	Travel reviewer for Area West (Division I, II and III)
	Property Custodian for Area East
	Linc Pass Services for the Area West and other Agencies
	Second Level Program Reviews for Area West

<h2 style="margin: 0;">Human Resources</h2> <h3 style="margin: 0;">Points of Contact-NRCS Idaho</h3>
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Employee & Labor Relations Services	NRCS.EmployeeRelations@wdc.usda.gov	Branch Chief Craig Kimball 202-720-0640
Performance and Compensation	PerfCompIntake@wdc.usda.gov	Branch Chief Monique Salahuddin 202-720-1155
Benefits Services	sm.rc.benefitservices@nrcs.usda	Branch Chief Janice Hahn 602-280-8814
Staffing and Workforce Management Services	RA.RC.DCWA2.Intake@wdc.usda.gov	Supervisory Contact Eileen Jackson 509-323-2931

Travel Help Desk	Remedy Support: https://itsm.sc.egov.usda.gov	855-344-4793 ext. 1
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*All staffing requests should be directed through Boise State Office Staff for tracking and submission to the HR intake inbox.