

Office Name	Staff	Description
<b>DOCHROC - Office of the Director</b>		<p>Assumes the responsibility for strategic planning and leadership of DOCHROC and provides critical infrastructure support. This office oversees day-to-day operational matters and an administrative staff performing:</p> <ul style="list-style-type: none"> <li>• Administration of Service Now</li> <li>• Administrative Functions</li> <li>• Continuity of Operations</li> <li>• HR Reporting Center Data Collection</li> <li>• Information Technology and Web Support</li> <li>• NFC Support</li> <li>• New Contractor On-Boarding/Security Investigation</li> <li>• Property Management</li> </ul>
<b>Director</b>	<p><b>Monica Matthews</b>            Tel: 202-482-5392            Fax: 202-482-4489 or 1903            Email: <a href="mailto:MMatthews1@doc.gov">MMatthews1@doc.gov</a>            Rm. 50010</p>	
<b>Staff</b>	<p><b>Staci Jones - Executive Assistant</b>            Tel: 202-482-8219            Fax: 202-482-1903            E-mail: <a href="mailto:SJones2@doc.gov">SJones2@doc.gov</a>            Rm. 50009</p> <p><b>Vacant - IT Support</b>            Tel:            Fax:            Email:</p>	
<b>Office of Employment &amp; Compensation (OEC)</b>		<p>Assumes the responsibility for:</p> <ul style="list-style-type: none"> <li>• Staffing and Recruitment</li> <li>• Senior Executive Services (SES), Scientific and Professional (ST) &amp; Senior Level (SL) positions' Performance Management and Staffing and Recruitment</li> <li>• Position Management/Classification</li> <li>• New Employee Orientation</li> <li>• Intergovernmental Personnel Act (IPA) Details Outreach/Diversity</li> </ul>
<b>Acting Director</b>	<p><b>Monica Matthews</b>            Tel: (202) 482-5392            Fax: (202) 482-4489 or 1903            E-mail: <a href="mailto:MMatthews1@doc.gov">MMatthews1@doc.gov</a>            Rm. 50010</p>	<p><b>Servicing:</b>            BIS, EDA, ITA, MBDA, NTIA, OS</p>
<b>Team Lead</b>	<p><b>Sean Crump – HR Specialist</b>            Tel: (202) 482-1424            Fax: (202) 482-1903            Email: <a href="mailto:SCrump@doc.gov">SCrump@doc.gov</a>            Rm. 50023RB</p>	<p><b>Servicing:</b>            BIS, EDA, ITA, MBDA, NTIA, OS</p>
<b>Staff</b>	<p><b>Shawn Blain – HR Specialist (Detailee)</b>            Tel: (202) 482-1071            Fax: (202) 482-1903            E-mail: <a href="mailto:SBlain@doc.gov">SBlain@doc.gov</a>            Rm. 50021FA</p>	<p><b>Servicing:</b>            CFO/ASA, ESO, OB, NTIA</p> <p>(Back-up: Stephanie Maxwell)</p>
	<p><b>Vacant – HR Specialist</b>            Tel:            Fax:            Email:            Rm.</p>	<p><b>Servicing:</b></p>

	<p><b>Stephanie Maxwell – HR Specialist</b>  Tel: (202) 482-2367  Fax: (202) 482-1903  E-mail: <a href="mailto:SMaxwell@doc.gov">SMaxwell@doc.gov</a>  Rm. 50019RB</p>	<p><b>Servicing:</b>  EDA, OCR, OS/OPOG, OS/OFM, OS/OGC</p> <p>(Back-up: Shawn Blain)</p>
	<p><b>Paris Bryant – HR Specialist</b>  Tel: (202) 482-0653  Fax: (202) 482-1903  Email: <a href="mailto:PBryant@doc.gov">PBryant@doc.gov</a>  Rm. 50023RC</p>	<p><b>Servicing:</b>  OS/IO, OS/OSY, ITA/CIO, ITA/I&amp;A, ITA/OCFAO, ITA/US</p> <p>(Back-up: Naima Hurley)</p>
	<p><b>Naima Hurley – HR Specialist</b>  Tel: (202) 482-6272  Fax: (202) 482-1903  Email: <a href="mailto:NHurley@doc.gov">NHurley@doc.gov</a>  Rm. 50023RB</p>	<p><b>Servicing:</b>  OS/OFEQ, OS/OHRM, ITA/E&amp;C, ITA/GM</p> <p>(Back-up: Paris Bryant)</p>
	<p><b>Sheila Moore – HR Specialist</b>  Tel: (202) 482-3060  Fax: (202) 482-1903  Email: <a href="mailto:SMoore2@doc.gov">SMoore2@doc.gov</a>  Rm. 50021FB</p>	<p><b>Servicing:</b>  BIS, MBDA, OS/OCIO, OS/OAM</p> <p>(Back-up: Larry McCrary)</p>
	<p><b>Joan Nagielski – HR Specialist</b>  Tel: (202) 482-6342  Fax: (202) 482-1903  Email: <a href="mailto:JNagielski@doc.gov">JNagielski@doc.gov</a>  Rm. 50023FC</p>	<p><b>Servicing:</b>  BIS, EDA, ITA MBDA, NTIA, OS (includes OGC &amp; CFO/ASA  First Net (part of NTIA, but operates separately)</p>
	<p><b>Larry McCrary – HR Specialist</b>  Tel: 571-429-8931  Fax: (202) 482-1903  Email: <a href="mailto:LMcCrary@doc.gov">LMcCrary@doc.gov</a>  Rm. 50013</p>	<p>Classification Specialist  Staffing/Recruitment/Classification</p> <p><b>Servicing:</b>  BIS, EDA, ITA, MBDA, NTIA &amp; OS</p>
<p><b>Office of Employment and Compensation (OEC)</b></p>		<p>Assumes the responsibility for:</p> <ul style="list-style-type: none"> <li>• WebTA Guidance &amp; Support</li> <li>• Official Personnel Folders</li> <li>• Benefits/Retirement Counseling</li> <li>• Leave Administration</li> <li>• Telework Program</li> <li>• Check Responsibilities</li> <li>• Leave Donor Program</li> <li>• New Employee Orientation</li> <li>• Compensation &amp; Benefit Programs</li> <li>• Bonus Awards, Payout Strategies</li> <li>• Student Loan Administration</li> <li>• Verify SF-52 Codes Prior to Entry</li> <li>• Union Dues</li> <li>• Payroll Suspense</li> <li>• NFC Entry Quality Check</li> </ul>

		<ul style="list-style-type: none"> <li>Awards</li> </ul>
<b>Staff</b>	<b>Karen Brown –Benefits Specialist</b> Tel: (202) 482-8065 Fax: (202) 482-4489 E-mail: <a href="mailto:KBrown3@doc.gov">KBrown3@doc.gov</a> Rm. 50011RB	<b>Servicing:</b> ITA, BIS  (Back-up: Charlene Gantt or Sonita Stacker)
	<b>Terrine Flythe – Payroll Specialist</b> Tel: (202) 482-1869 Fax: (202) 482-4489 E-mail: <a href="mailto:TFlythe@doc.gov">TFlythe@doc.gov</a> Rm. 50013RB	<b>Servicing:</b> BIS, EDA, ITA, MBDA, NTIA (First Net), OS
	<b>Charlene Gantt –Benefits Specialist</b> Tel: (202) 482-2536 Fax: (202) 482-4489 E-mail: <a href="mailto:CGantt@doc.gov">CGantt@doc.gov</a> Rm. 50011FA	<b>Servicing:</b> NTIA, EDA  (Back-up: Sonita Stacker or Karen Brown)
	<b>Vickie Johnson – HR Specialist</b> Tel: (202) 482-3620 Fax: (202) 482-4489 E-mail: <a href="mailto:VJohnson@doc.gov">VJohnson@doc.gov</a> Rm. 50013FB	<b>Servicing:</b>  (Back-up: Terrine Flythe)
	<b>Sonita Stacker- Benefits Specialist</b> Tel: (202) 482-5259 Fax: (202) 482-4489 E-mail: <a href="mailto:SStacker@doc.gov">SStacker@doc.gov</a> Rm. 50011RA	<b>Servicing:</b> OS, MBDA  (Back-up: Karen Brown or Charlene Gantt)
	<b>Vacant– HR Specialist</b> Tel: Fax: Email: Rm.	<b>Servicing:</b>
	<b>Leah Brown- Assistant</b> Tel: (202) 482-0084 Fax: (202) 482-1903 Email: <a href="mailto:LBrown3@doc.gov">LBrown3@doc.gov</a> Rm. 50019FA	<b>Servicing:</b> <b>BIS, EDA, ITA, MBDA, NTIA &amp; OS</b>

<b>Office of Workforce Development and Performance Management (OWD&amp;PM)</b>		<ul style="list-style-type: none"> <li>• Employee Relations Counseling</li> <li>• Performance Management</li> <li>• Training</li> <li>• Labor Relations</li> <li>• Suitability</li> </ul>
<b>Director (Detailed to OHRM)</b>	<b>Angela Ameen</b> Tel: (202) 482-5130 Fax: (202) 482-3071 E-mail: <a href="mailto:AAmeen@doc.gov">AAmeen@doc.gov</a>	<b>Servicing:</b> DOC/OS, OHRM/OHRS
<b>Acting Director</b>	<b>Tomeji Hawthorne – HR Specialist (ER/LR)</b> Tel: (202) 482-4376 Fax: (202) 482-3071 E-mail: <a href="mailto:THawthorne@doc.gov">THawthorne@doc.gov</a> Rm. 50015	<b>Servicing:</b> DOC/OS, OHRM/OHRS BIS
<b>Staff</b>		
	<b>Rick Costello – HR Specialist (ER)</b> Tel: (202) 482-2191 Fax: (202) 482-3071 Email: <a href="mailto:RCostello@doc.gov">RCostello@doc.gov</a> Rm. 50012RB	<b>Servicing:</b> BIS, EDA, ER, ITA, LR, NTIA, &, OS  Employee Relations
	<b>Carol Davison – Performance Specialist</b> Tel: (202) 482-2537 Fax: (202) 482-3071 E-mail: <a href="mailto:CDavison@doc.gov">CDavison@doc.gov</a> Rm. 51006	<b>Servicing:</b> BIS, EDA, ITA, MBDA, NTIA & OS Performance Management
	<b>Margarline (Marlene) Mitchell – HR Assistant</b> Tel: (202) 482-1556 Fax: (202) 482-3071 E-mail: <a href="mailto:MMitchell@doc.gov">MMitchell@doc.gov</a> Rm. 50020RA	<b>Servicing:</b> BIS, EDA, ITA, MBDA, NTIA & OS EEO Document Requests PIV Adjudications
	<b>Vacant – HR Specialist (ER/LR)</b> Tel: Fax: E-mail: Rm.	<b>Servicing:</b> BIS, EDA, ITA, MBDA, NTIA Employee/Labor Relations (ER/LR)
	<b>Anesia Robinson – Training Program Manager</b> Tel: (202) 482-1380 Fax: (202) 482-3071 E-mail: <a href="mailto:ARobinson@doc.gov">ARobinson@doc.gov</a> Rm. 50012MA	<b>Servicing:</b> BIS, EDA, ITA, MBDA, NTIA & OS Training Program FOIA/Privacy Act
	<b>Kelly Spence - HR Specialist (ER/LR)</b>	<b>Servicing:</b> OS

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Coordinator (All bureaus)