



Authorized Senders for Agency Notices

A Mandatory Reference for ADS Chapter 504

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Authorized Senders for Agency Notices

This mandatory reference lists those individuals within USAID who are authorized to send Agency Notices to Notice Mailbox. Notice Mailbox will only post those Notices that come from these authorized senders for Agency Notices.

A/AID	Office of the Administrator
	Connie Turner, AID/ES
	Correspondence Analysts (Senders covering specific Bureaus/Independent Offices depending on the subject of the Notices)
	Karen Franchois, AID/ES (Executive Message capability)
	Jeanne Mills, AID/ES (Executive Message capability)
	Denise Murray, AID/ES (Executive Message capability)
	Pamela Smith, AID/ES (Executive Message capability)
	Sarah Snizek, AID/ES (Executive Message capability)
	Eric Watson, AID/ES (Executive Message capability)
*	Karen Juckett, AID/ES (Executive Message capability)
*	Linda Atkinson, AID/ES (Regular Notices to Notice Mailbox)
*	Freda James, AID/ES (Regular Notices to Notice Mailbox)
AFR	Bureau for Africa
	Tonya Jordan, AFR/AMS
	Bonita Jones, AFR/AMS
	Evelyn Martin, AFR/AM
	Cheryl Frederick, AFR/AM
	Tracie McCreary, AFR/AM
	Desiree Savoy, AFR/AM
	Corey Croom, AFR/AM
	Rochelle Sales, AFR/AMS
ASIA	Bureau for Asia
	Gail Ulrich, ASIA/AA
	Gequeta Overton, ASIA/AA
	Leslie Vaughn, ASIA/AA
	Palma Saunders, ASIA/AA
	Rebecca Maestri, ASIA/AA
	Linda Hill, ASIA/AA
	Maria Marigliano, ASIA/SCAA (solely on behalf of Afghanistan/Pakistan Task Force)
DCHA	Bureau for Democracy, Conflict, and Humanitarian Assistance
	Avis K. Brown, DCHA/PPM/AMS
*	Trisa Savoy, DCHA/PPM
	Debra Blakeney, DCHA/PPM
	Stephanie Minor, DCHA/PPM
E&E	Bureau for Europe and Eurasia (cont'd on next page)
	Enid Williams, EE/MO/AIS
	Angela Muenzer, EE/MO/AIS
	Maxine Pierce, EE/MO/AIS

* An asterisk indicates that the adjacent information is new or substantively revised.

E&E	Bureau for Europe and Eurasia
*	Elena Prince, EE/PO
	Justin Armstrong, EE/MO
EGAT/PDAM	Bureau for Economic Growth, Agriculture, and Trade
	Lennie Jordan, EGAT/PDAM
	Carmen Naranjo, EGAT/PDAM
	Myra Rodgers, EGAT/PDAM
*	Mencit Thomas, EGAT/PDAM
EOP	Office of Equal Opportunity Programs
	Gloria Blackwell, EOP
	Danyel Hall, EOP
GH/PDMS	Bureau for Global Health
	Angela Davila, GH/PDMS
	Clara Davis, GH/PDMS
	Lawrence (Larry) Brown, GH/PDMS
	Rochelle Thompson, GH/PDMS
	Sharon Carney, GH/PDMS
	Tujuana Howard, GH/PDMS
GC	Office of the General Counsel
	Barbie Thompkins, GC/AMS
HR	Office of Human Resources
	Barbara Hughes, HR/FSP/FSS
	Cecilia Pitas, HR/FSP/CSP
	Daniel Wimbley, HR/FSP/FSS
	Darren Shanks, HR/ELR
	Lynn Mason, HR/ELR
*	Cynthia Andrews, HR/ELR
	Dennis Diamond, HR/OD
	Elwander Syrkes, HR/CSP
	Irma Marshall, HR/FSP
	William Seabreeze, HR/FSP/SP
	Joann Jones, HR/PPIM
	Linda Irika, HR/OD
	Stacy Albritton, HR/CSP/PO
	Marcus Dinkins, HR/FSP/SP
	Toni Mitchell, HR/TE
	Wanda Taylor, HR/OD

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IG	Office of the Inspector General (see next page for more IG senders)
	Belinda Burroughs, OIG/M/PS
	Ericka Sikes, OIG/M/PS
	Paula Hayes, OIG/M
	Robert Ross, OIG/AIG/M
LAC	Bureau for Latin America and the Caribbean
	Toraanna Francis, LAC/AA-EMT
	Christina Corbett, LAC/EMT (Alternate)
	Andrew Luck, LAC/AA-EMT (Alternate)
	Cristal King, LAC/AA-EMT (Alternate)
	Betty Mangum, LAC/ EMT (Alternate)
	Corrie Butler, LAC (Alternate)
LPA	Bureau for Legislative and Public Affairs
	Cynthia Tucker, LPA/ADM (Executive Message capability)
	Dana Jenkins, LPA/ADM (Executive Message capability)
	Joseph A. Fredericks, LPA/PIPOS
	Sharonne Williams, LPA/ADM (Executive Message capability)
AA/M	Office of the Assistant Administrator/Bureau for Management
	Angelique Crumbly, M/MPBP/OD
	Norma Aguilar Tomas, AA/M is an Alternate for (A/AM ONLY) Executive Message capability)
	Sylvia Wimbley, M/MPBP/AMD
	Michelle Aldridge, M/MPBP/AMD
ME	Bureau for the Middle East
	Gail Ulrich, ASIA/AA
	Gequeta Overton, ASIA/AA
	Leslie Vaughn, ASIA/AA
	Palma Saunders, ASIA/AA
	Rebecca Maestri, ASIA/AA
	Linda Hill, ASIA/AA
M/AS	Office of Administrative Services
	Gaylord Coston, M/AS/FMD
	Peter Bedard, M/AS/OD – Safety Notices
	Stephanie Teasley, M/AS/FMD
	Diane Carter (M/AS/TT)
	Kenneth Hawkins (M/AS/TT) – Backup for Diane Carter
M/CFO	Chief Financial Officer (see next page for more CFO senders)
	David Ostermeyer, M/ICFO
	Roberta Lowe, M/ICFO
	Robbin Burkhart, M/CFO/FPS
	Eddie C. Morton, M/CFO/FPS
	Tom Clarkson, M/CFO/CAR
*	Beverly McDonald, (M/ICFO)
M/CIO	Chief Information Office (cont'd on next page)
	Gretchen Larrimer, M/CIO/BIE

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M/CIO	Chief Information Office
	Phil Heneghan, M/CIO/CISO
	Rhonda Turnbow, M/CIO/CISO
	S. Danny You, M/CIO/BSE
	Sharon Byrd, M/CIO
	Carl Crawford, M/CIO/CE
	Shirl E. Hendley, M/CIO/BCCS
	Celida Malone, M/CIO/KM
	Janet Gordon, M/CIO/KM
M/MPBP/AMD	Office of Management Policy, Budget and Performance/ Administrative Management Division
	Angelique Crumbly, M/MPBP/OD
	Angela McNeerney, M/MPBP/BUD
	Michelle Aldridge, M/MPBP/AMD
	Sylvia Wimbley, M/MPBP/AMD
	Carstella Moore, M/MPBP/AMD
*	Deborah Caution, M/MPBP/AMD
M/OAA	Office of Acquisition and Assistance
	Jean Horton, the Ombudsman
	Maureen Shauket, M/OAA/OD
M/OMS	Office of Overseas Management Support
	Beth Salamanca, M/OMS
*	Jeffrey Nedoroscik, M/OMS
ODP	Office of Development Partners
*	LaTonya Gray, ODP/OD
	Jerry O'Brien, ODP/PSA
*	Vera Fields, FA/COO
*	Melvin Porter, FA/COO
OSDBU	Office of Small and Disadvantaged Business Utilization
	Margaret Hunt, OSDBU/OD
	Tracy Scrivner, OSDBU
FA	Office of Foreign Assistance
	Avon Bowe, FA/State
	Melvin Porter, FA/COO
	Vera Fields, FA/COO

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SEC	Office of Security
	David Blackshaw, SEC/OSP
	Don Bisom, SEC/OD (SEC Executive Message Capability)
	Jeff Denale, SEC/CTIS (SEC Executive Message Capability)
	Lorraine Meehan, SEC/BIDS (SEC Executive Message Capability)
	Mark Webb, SEC/OD (SEC Executive Message Capability)
	Rafael Alequin, SEC/BIDS (SEC Executive Message Capability)
	Randy Streufert SEC/OD (SEC Executive Message Capability)
	Valrie Gallion, SEC/OD (SEC Executive Message Capability)
	Maria Naldo-Fontelo, SEC/OD (SEC Executive Message Capability)
	Tajuana Brown, SEC/OD (SEC Executive Message Capability)
	Terrance Knox, SEC/BIDS (SEC Executive Message Capability)
	Mae Jones, SEC/BIDS (SEC Executive Message Capability)
AFGE	American Federation of Government Employees
	Willy Hardin, Vice-President, USAID-AFGE 1534
	Trudy Neely, USAID- AFGE
AFSA	American Foreign Service Association
	Asgeir Sigfusson, AFSA
	Douglas Broome, AFSA
	Francisco Zamora – Vice-President, AFSA
APAEC	Asian Pacific American Employee Committee
	Mary Jane Cotter, LPA/SCP
	Elena Prince, M/OAA/OD
	Bhavani Pathak, EGAT/PAICO/PAMS
BIG	USAID Blacks in Government
	Melvin Porter – President, BIG, FA/COO
	Brigitte Tolbert – 1 st Vice President IG/M
	Gerald Folsom – Recording Secretary, M/OAA/E
Hispanic Employee Council	Hispanic Employee Council for Foreign Affairs Agencies
	Francisco Zamora, AFSA
Toast-Masters	Ambassadors of Speech, Toastmasters Club No. 9898
	Gaylord Coston – President – M/AS/FMD

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Operating Expense (OE) Funded USPSC Vacancies

All Operating Expense (OE) Funded, internationally recruited U.S. Personal Service Contractor (USPSC) announcements must include a copy of DAA/HR's approval to advertise with their submission of the Notice to M/MPBP/POL as evidence of HR's prior approval. M/MPBP/POL will not distribute the announcements without this evidence.

M Bureau Approval Required for New Offshore Hire USPSC Contracts and Extensions of Existing Contracts

All new program-funded offshore hire USPSC positions or extensions of existing contracts that meet all the following criteria MUST be submitted to HR for approval:

1. Positions at the GS 10-14 level
2. Positions in any of the following backstops:
 - a. Program/Project Development (02, 94, 02/94)
 - b. Economic Growth (10, 11, 12, 21 and 40)
 - c. Health (50)
 - d. Education (60)
 - e. General Development (12)
 - f. Contracts (93)
 - g. Crisis, Stabilization & Governance (76)

NOTE: These backstops are subject to revision in the future if required to accommodate the actual backstops of the Foreign Service junior officers to be placed.

3. Position is a program-funded U.S. PSC (not local hire)
4. Position is not encumbered or reserved for Eligible Family Members

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