

F&O Business Operations Office

Supporting Laboratory Protection (LP), Modernization Project Office (MP), Facility Operations Office (FM), Site Resources (SI), Energy & Utilities (EU), Staff Services (SS), Lab-Wide Construction, Fuel & Other Projects (XP) and F&O ALD Groups (DF).

Susan I. McKeon, PMP

Business Operations Manager – IT, HR, CEGPA and F&O Directorates

(x 7805; mckeon2@bnl.gov)

Office Task Assignments

("Support" may include all business related support required, including human resources, budgetary, procurement, financial, records management, travel, and property functions.) (See below for acronym definitions.)

Nelson Cause

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FM – Overall reporting on space and allocations
Coordination of DF, FM, MP, SI and Fuel to maintain comparability
EU – Management interface
IFM – Reporting coordination of all 5 complexes and overlapping costs
F&O space and primary coordinator of rate development efforts
F&O reporting requirements
Financial chart design, development, analysis and distribution
Supervise Cindy Klemm and Antonio Hammil and their assigned functions
Backup for BOM, budget support to all

Chris Thompson

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MPO Construction Projects (overall)
Deferred Maintenance & Special Maintenance Projects Budget Support
Oversee the work of others performing construction project business support

Cheryl Kuhn

x 4911

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LP – Laboratory Protection Support (direct and indirect funding)
LCDS – LP
F&O Credit Card Coordinator
Construction Payment and Contract backup
Supervise Marilyn Zane

Phyllis Lucas

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SS – Staff Services Support and Rate Development
SI – Site Resources Support (MF/SI merged)
EU – Energy & Utilities Support backup
Diesel Budgets and Payments backup
Year End Reporting – Central Monitoring and Coordination

Claudia Hatton

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DF – ALD, Business Operations and ESHT&Q Group Support
MP – Modernization Project Office Support & Rate Development Support
Organizational burden rate/allocation coordinator (F&O)
Capital Equipment (F&O)
IFM Complex Reporting – North, East and Central
MPO Construction Projects - TBD

Antonio Hammil

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SI – Site Resources Support
EU – Energy & Utilities Support
SS – Staff Services Support backup
Assist in Chart Preparation and Special Projects
Electric JV and Tracking
Space Billing and Fuel
MPO Construction Projects - TBD
GSS System Administrator

<p>Cindy Klemm x 5989 ck@bnl.gov</p>	<p>Service Contracts South Complex Support Building Manager Support Facility Operations Center Support Infrastructure Management Support Sales Report National Weather Service Support Electric Power Invoices Supports the Facility Operations BOM</p>
<p>Marilyn Zane x 5075 zane@bnl.gov</p>	<p>Records, Property Management and Telephone Representative, ITD help Fuel and Diesel Budgets and Payments Guest Information System (GIS) backup (F&O)</p>
<p>Karen Paukner x 2449 kpaukner@bnl.gov</p>	<p>Administrative Support to Business Operations Manager and F&O Business Operations Office Primary DF – HR Issues (PAC’s, Req’s, LOA’s, etc.) Primary MP, FM, SI, EU – HR Issues (PAC’s, Req’s, LOA’s, etc.) Timecard Submission Coordinator Software Equipment Coordinator Financial Reporting Librarian Credit Card Holder Davis-Bacon Committee Secretary</p>
<p>Mary Durham x 7143 durham@bnl.gov</p>	<p>Administrative Support to MP/IM EU & MP – Contract Administration Support (Construction, Architect Engineering and Misc. Services) Work Orders (Maximo, Internal Charge Outs (ICO) and Global Solutions) Records Management Files – MP/IM Task Orders (backup) Davis-Bacon Committee Coordinator</p>
<p>Cheryl Henderson x 3571 henderson@bnl.gov</p>	<p>Administrative Support to MP/IM Task Orders (lab-wide) Work Orders (Maximo) Change Orders (Electrical & Site, Construction, Mechanical & Asbestos) Engineering Recovery Construction Contracts (backup)</p>

Additional Business Operations Support

*Individual reports to another group/manager but provides a service related to F&O Business Operations for a portion of their time.

<p>Pam Yerry * x 7774 yerry@bnl.gov</p>	<p>Travel Processing DF – Telephone Reporting BSA budget</p>
<p>Denise Miesell * x 5873 miesell@bnl.gov</p>	<p>Organization listing maintenance EU - Travel processing, contracts, web req’s as required GIS, NWS (National Weather Service) support</p>
<p>Vera Zoccoli * x 5843 vzoccoli@bnl.gov</p>	<p>SS – Contracts, web req’s, invoice payments, HR issues SS – Credit cards, LCDS, GIS, records, telephone SS – Conference meal tickets</p>
<p>Melinda Markstaller * x 2280 markstal@bnl.gov</p>	<p>LP – Web req’s, HR issues, travel processing LP – Credit cards, LCDS, GIS, records, telephone</p>

Donna Pfeiffer * Web req's, travel processing
x 3332 GIS, FVA, records
dsp@bnl.gov

Lynn Cohen * Web req's, travel processing
x 5960 Credit cards, GIS, telephone
cohen@bnl.gov

Definitions

- ALD – Assistant Laboratory Director
- BOM – Business Office Manager
- BSA – Brookhaven Science Associates
- DF – Facilities & Operations Directorate
- ESHT&Q – Environment, Safety, Health, Training & Quality
- EU – Energy & Utilities Division
- F&O – Facilities & Operations Directorate
- FOC – Facility Operations Center
- FM – Facilities Operations Office
- FSS – Facility Support Services
- FVA – Foreign Visits and Assignments
- GIS – Guest Information System
- HR – Human Resources
- IFM – Integrated Facility Management
- IM – Infrastructure Management
- JV – Journal Voucher
- LCDS – Labor Cost Distribution System
- LOA – Leave of Absence
- LP – Laboratory Protection Division
- MP – Modernization Project Office
- OEM – Office of Emergency Management
- PAC – Personnel Action Change
- SI – Site Resources Division
- SS – Staff Services Division