



CHAPTER 3

The Southern Plains Area (SPA)

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for ease of two-sided printing.



Directory of Personnel and Services
USDA-ARS-Southern Plains Area Office (AO)
1001 Holleman Drive East
College Station, TX 77840-4117



Area Director: Email – dan.upchurch@ars.usda.gov
FAX - 979.260.9415

Associate Area Director: Email - jcoppedge@spa.ars.usda.gov
FAX - 979.260.9415

**Deputy Area Director for:
Business Management** Email – willis.collie@ars.usda.gov
FAX - 979.260.9415
FAX - DAD Staff - 979.260.9344
FAX - IT Staff - 979.260.9361
FAX - Purchasing - 979.260.9413
FAX - Travel - 979.260.9496

NAME/TITLE TELEPHONE DUTIES/RESPONSIBILITIES

Dan R. Upchurch 979.260.9346 Southern Plains Area Director.
Area Director (AD) (Cell: 979.209.4646)
dan.upchurch@ars.usda.gov

VACANT 979.260.9346 Provides executive support for AD; coordinates
Secretary to Area Director office activities; reviews and routes incoming
correspondence; files; performance plans/appraisals.

James R. Coppedge 979.260.9346 Provides support to the Area Director, approves
Associate Area Director (AAD) (Cell: 979.229.9326) travel, reviews RPES and OSQR documents.
jcoppedge@spa.ars.usda.gov Designated Area Ethics Advisor for SPA.
Diversity Coordinator.

Anne V. Steele 979.260.9346 Provides executive support for AAD. Prepares
Secretary to Assoc. travel documents for AD staff. Responsible for
Area Director RPES, SPA Directory. Serves as Designated Area
asteel@spa.ars.usda.gov Ethics Assistant for SPA.

Willis G. Collie 979.260.9343 Provides support to the Area Director and
Deputy Area Director (DAD) (Cell: 979.229.9960) Associate Area Director. Senior Administrative
for Business Management Management official for Southern Plains Area.
willis.collie@ars.usda.gov

Rhonda J. Wells 979.260.9343 Provides executive support for Deputy Area Director
Secretary to Deputy and staff. Reviews and routes incoming
Area Director correspondence; prepares staff itineraries, travel
rwells@spa.ars.usda.gov authorizations/advances/vouchers, and coordinates
administrative activities.

Ruth K. Treat 979.260.9348 CRIS/ARIS, OSQR coordinator for locations' research
Program Analyst projects, ARS-115s, annual research reports,
rtreat@spa.ars.usda.gov organizational changes, ARIS training, patents/
inventions, germplasm/variety releases.

NOTE: For individual Internet Email address, use: first initial plus last name@spa.ars.usda.gov
EXAMPLE: jcoppedge@spa.ars.usda.gov
EXCEPTIONS: Dan Upchurch, Area Director: dan.upchurch@ars.usda.gov
Willis Collie, Deputy Area Director: willis.collie@ars.usda.gov
Ken Coulter, Area Engineer: ken.coulter@ars.usda.gov
Edna Taylor, Area Human Resources Assistant: ectaylor@spa.ars.usda.gov

SPA Directory of Personnel and Services

Debra L. Owens Equal Employment Specialist dowens@spa.ars.usda.gov	979.260.9416	Directs Affirmative Employment Program for SPA; Student Mentoring Programs; coordinates SPA Equal Employment Program operations with Civil Rights (CR) staff at headquarters; coordinates DEAR Team initiatives; technical advisor for Location EEO Special Emphasis Committees; responsible for EEO/CR reports; and serves as SPA Mentoring Program Coordinator.
Sara E. Duke College Station, TX sara.duke@sparc.usda.gov	979.260.9320 979.260.9377 – FAX	Area Statistician.
Kathleen M. Yeater Lubbock, TX kyeater@lbk.ars.usda.gov	806.723.5236 806.723.5272 - FAX	Area Statistician.
Bryan Kaphammer Ft. Collins, CO bryan.kaphammer@arsu.sda.gov	970.492.7028 970.492.7036 - FAX	Technology Transfer Coordinator for SPA, CRADAs, material transfer agreements.
Martha T. Snodgrass Extramural Agreements Specialist msnodgrass@spa.ars.usda.gov	979.260.9445	Area Authorized Departmental Officer (ADO) for Extramural Cooperative Agreements, which include RSAs, Trust Funds, Reimbursables, Grants, Specific Cooperative Agreements, and Non-Funded Cooperative Agreements.
(Vacant) Area Information Technology Specialist	979.260.9476	Administration and support of Local and Wide Area Networks and Internet connectivity, IT Security Officer, administrative applications, and software development. Operation and maintenance of IT systems and facilities.
Josie M. Portales Acting Area Information Technology Specialist jportales@spa.ars.usda.gov	979.260.9406 (Cell: 979.324.0380)	Provides network, PC, software support, internet connectivity and IT services. Alternate Administrator for Novell Local Area Network. Most password reset.
Matt Wolfe (Student) mwolfe@spa.ars.usda.gov	979.260.9486	Provides IT support. Most password reset.
Philip (Phil) A. Smith Area Security, Safety, and Health Manager psmith@spa.ars.usda.gov	979.260.9449	Technical consultation on security, safety, health, biosafety, environmental programs, hazard abatement programs, Occupational Medical Surveillance Program, safety and health inspections, accident/incident investigation and statistics; coordination of facility safety issues with Area Engineer. Informal consultation on radiation safety.
Eduardo (Ed) R. Stein Area Cluster Environmental Protection Specialist (CEPS) Weslaco, TX estein@weslaco.ars.usda.gov	956.969.5013 956.969.5033 -FAX	Technical consultation to Southern cluster on safety, health, and environmental programs, hazardous waste disposal; coordinates facility safety issues with Area Security, Safety, and Health Manager and Area Engineer. Specialties: Chemistry and Industrial Hygiene.

SPA Directory of Personnel and Services

James (Jim) E. Simmons 979.260.9444
Area Cluster Environmental
Protection Specialist (CEPS)
College Station, Texas
jsimmons@spa.ars.usda.gov

Technical consultation to Northern cluster on safety, health, and environmental programs, hazardous waste disposal; coordinates facility safety issues with Area Security, Safety, and Health Manager and Area Engineer. Specialties: Pesticide and lead/asbestos issues.

Ken Coulter 979.260.9345
Area Engineer (AE)
ken.coulter@ars.usda.gov

Professional engineering management official for SPA; technical advisor for coordination of facilities programs; development of R&M/ER and construction design criteria/preparation of statement of work for A/E design; contract construction consultation support; technical evaluation of A/E proposals, estimates, and designs; coordinates SPA facilities issues, improvements, and efforts for compliance with Federal/State/Local guidelines with Area Safety and Health Manager.

Barbara J. Crane 979.260.9495
Area Budget and Fiscal
Officer (ABFO)
bcrane@spa.ars.usda.gov

Senior Budget and Fiscal official for SPA; accounting policies and procedures; ARMPS oversight; prior year fund requests; financial analysis and reports; designation of Collections Officers; IAS Budget Approver and Commitment Error Manager; SUSF management; HPRL coordination; IPROC Document Resolution Manager.

Brenda E. Whitwell 979.260.9494
Budget Analyst
bwhitwell@spa.ars.usda.gov

Interagency agreements; allocation reconciliation; financial plans for agreements; salary lapse reports; CAM reports; SUSF Management; Collections Officer; IAS Budget Approver and Commitment Error Manager; IPROC Document Resolution Manager.

Freida E. Williams 979.260.9493
Transportation Assistant
fwilliams@spa.ars.usda.gov

Technical assistance for travel, passport requests, travel authorizations, Foreign Travel Information System (FTIS), relocation travel services, outside travel funds, travel training, foreign allowances and monitors and maintains EAGLS travel card system.

Mary J. Kasper 979.260.9491
Budget Technician
mkasper@spa.ars.usda.gov

Area Office accounts maintenance; CATS and SAMS training; allocation reconciliation; FFIS obligations and payments; X01 financial plans; Backup Travel Coordinator; IAS Budget Approver.

Patricia (Patti) L. Toth 979.260.9492
Budget & Accounting Tech.
ptoth@spa.ars.usda.gov

Accounts maintenance; clerical assistance for Budget/Fiscal and Agreements; HHS-Letter of Credit authorizations and reports; ARMPS data coordination; T&A assistance/backup; set up User IDs for SAMS and ARMPS; FFIS obligations and payments.

Edna C. Taylor 979.260.9443
Area Human Resources Asst.
ectaylor@spa.ars.usda.gov

Provides technical advice on appointing authorities and promotions, special employment programs, retirement, health benefits, incentive awards, training requests, performance appraisals, position staffing plans; Area T&A Coordinator; accesses TINQ to correct leave errors in data base; Combined Federal Campaign; FOCUS/CULPRIT reports; Employee Assistance Program; OWCP Coordinator; Transit Subsidy Coordinator for SPA; Backup for non-citizen clearances.

SPA Directory of Personnel and Services

Michael C. Downing 979.260.9446
Supervisory Procurement
Analyst
mdowning@spa.ars.usda.gov

Senior contracting, procurement, real and personal property, and general services official for SPA. Formal contracting for construction, services, supplies, equipment, ADP, and A/E services. OSDBU Coordinator. Oversees real property, leases, easements, revocable permits, inventories, land exchanges, and disposals. Responsible for Area-wide implementation of Integrated Acquisition System (IAS).

Cindy J. Cose 979.260.9447
Contract Specialist
ccose@spa.ars.usda.gov

Formal contracting for construction, services, supplies, equipment, ADP, and A/E services. Serves as SPA purchase credit card (PCMS) coordinator (AAPC). Provides technical support to the location procurement community for IAS.

Michael A. Douglas 979.260.9480
Contract Specialist
mdouglas@spa.ars.usda.gov

Formal contracting for construction, services, supplies, equipment, ADP, and A/E services. Serves as LAPC for Area Office (PCMS). Serves as Area JWOD Coordinator. Provides technical support to location procurement community for IAS.

Phoebe M. Bordelon 979.260.9448
Realty Specialist
pbordelon@spa.ars.usda.gov

Performs all aspects of real property including CPAIS, leases/renewals, easements, permits, boundary surveys and appraisals. Maintains Quarters. Serves as Area Tort Claims Representative. Handles Radio Frequency Authorizations (RFAs) and Historic Preservation and Endangered Species. Serves as COR and Building Manager for Area Office leased space. Updates Capital Improvements, Disposals, and Maintenance and Repairs of Buildings and Structures to CPAIS. Provides assistance and training to locations for the Personal Property System (PROP). Handles acquisitions, dispositions, loss, theft, transfer, vehicle acquisition and fleet maintenance, telephone repairs and maintenance, and building maintenance and security. Maintains Fleet Card System and FTS2001 Calling Card Database. Responsible for training requisitioners on use of IAS.

Anduin (Andy) R. Jaster 979.260.9475
Procurement Technician
ajaster@spa.ars.usda.gov

Provides assistance to Procurement and Real/ Personal Property Section. Maintains logs and issues numbers for solicitations, contracts, leases, easements, and revocable permits. Responsible for monthly procurement status reports and develops specific procurement plans. Property duties include PROP System (personal property inventory maintenance); assists with vehicle maintenance; lost, stolen, or damaged fleet cards; file maintenance; and supply ordering. Handles vehicle acquisitions. FedBizOpps Representative. Vendor Coordinator for FFIS. Responsible for data entry for FPDS-NG. Receives, processes, and distributes Gift Donation memos. Manages Area Office mail/copy room operations and maintains supply room. Serves as IAS Obligation Error Manager for SPA.

SPA Area Office Administrative Processes and Services

SPA New SY Workshop
Barbara Crane
May, 2006

SPA MISSION STATEMENT

Provide guidance and support to management units for fiscal, physical, and human resources to assure program excellence, appropriateness, and accountability for customers of National Research Programs in the Southern Plains Area.



AREA ADMINISTRATIVE FUNCTIONS

- PROGRAM SUPPORT
- Provide Administrative Oversight, Guidance, and Support
- Training



- HEALTH, SAFETY,
AND ENVIRONMENT
 - Employee and Public
 - Environmental Protection

- SECURITY
 - Human
 - Physical



- **PROCUREMENT**

- Contracts – Construction, Services, Equipment
- Purchase Card/Convenience Checks
- OSDBU Coordinator
- JWOD Coordinator
- Acquisition Systems Oversight

- **PROPERTY**

- Real Property
- Personal Property

- **ENGINEERING**

- Facilities Technical Advisor
- A/E Design Coordinator
- R&M Facility Projects



- **INFORMATION TECHNOLOGY**

- Networks
- Hardware
- Software
- Security

- **EXTRAMURAL AGREEMENTS**

- Grants
- Trusts
- Specific Cooperative
- Non-Funded (MOU) Cooperative



- **HUMAN RESOURCES**

- Performance Evaluations
- RPES
- Technical Advisor – Authorities, Promotions, etc.
- Technical Advisor – Time & Attendance

- **OUTREACH**

- Workforce Diversity
- Student Programs
- Outreach Programs



- **BUDGET AND FISCAL**

- ARMPS/Multi-year Analysis
- Budget Analysis/Interagency Agreements
- Funds Tracking/Payment Processing
- Training and oversight on Financial Systems



- **TRAVEL AND TRANSPORTATION**

- Foreign Travel - Passports
- Relocation

Southern Plains Area

Human Resources Office

Edna Cisneros Taylor
Area Human Resources Assistant

Processes and Services

Purpose

- Basic Overview of Human Resources
 - ◆ Pay and Leave
 - ◆ Retirement & Benefits
 - ◆ Automated Systems

Pay and Leave



- Flexible Work Schedules
- Premium Pay
- Leave

Policies & Procedures

- 402.1 Flexible Work Schedules, 9-16-97
- 402.3 Premium Pay
- 402.6 Leave
- The above P&Ps are available on the AFM Home Page:

<http://www.afm.ars.usda.gov/ppweb/>

402.1 Flexible Work Schedules

- Establishes the work schedules for the REE agencies. Includes:
 - ◆ Time Bands
 - ◆ Schedules
 - ◆ Credit Hours

Time Bands

- Customer Service Band -
 - ◆ Those hours established by ARS to provide customer service for 8 hours between 8:00am - 5:00 pm, Monday through Friday.
- Core Time -
 - ◆ Part of scheduled working hours set by the supervisor, during which employees must be present for work.

Schedule

- Basic Work Requirement (Schedule)
 - is the schedule of working hours which an employee is accountable for.
 - ◆ Saturday, Sunday and nights may be a part of the basic work requirement.
 - ◆ For full-time employees, it is normally 80 hours within the pay period.

Credit Hours

- Are those hours worked:
 - ◆ with supervisory approval and
 - ◆ at the initiative of the employee;
 - ◆ in excess of the basic work requirement
 - ☞ more than 8 hrs /day, more than 40 hrs/wk
- **Can earn up to 24 hours**

402.3 Premium Pay

- Identifies who, when, and how associated with premium pay
 - ◆ Overtime
 - ◆ Compensatory Time
 - ◆ Holiday Pay

Overtime - Compensatory Time - Holiday Pay



- Approval of SY compensatory time, overtime and holiday pay is at the discretion of the Southern Plains Area Director.

COMPENSATORY TIME OFF FOR TRAVEL

What is compensatory time off for travel?

- Compensatory time off for travel is a new form of compensatory time off that may be earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.

Credible Time

- From home to the terminal or temporary duty station (if either one is outside a 50 mile radius), minus commuting time.
- Any duty station to and from terminal
- Official duty station to and from temporary duty station (if outside 50 mile radius)
- Usual waiting time: pre-departure or connecting flight(s)
 - up to 1 hour domestic, up to 2 hours international flight
- Traveling between two temporary duty stations
- The time stops when the employee reaches the temporary duty station or hotel

Non-creditable Time

- Extended waiting period: time beyond 1 hour domestic, 2 hours international flight for pre-departure or connecting flight(s)
- Meal periods
- Time spent commuting home to and from work
- Holiday – hours during their tour of duty

Limitation

- Unlimited hours can be earned

Approval

- Supervisor approves T&A's

Recording time earned and used

- Recorded in 15 minute increments
- Record on T&A worksheet (REE 331)
- Use the beginning time zone for each day – don't change within a day

Forfeiture

- If not recorded before 2 pay periods after return to permanent duty station
- 26 pay periods after the hours were earned.
- Voluntary transfer to another agency
- Movement to a non-covered position
- Separation from the Federal Government

Leave 402.6

■ Annual Leave accrual rates for Full Time Employees:

◆ Years of Service...Hours Earned per PP

☞ Fewer than 3.....	4
☞ At least 3, but less than 15.....	6
☞ 15 or more.....	8

◆ Maximum amount of Annual Leave carried over from calendar year is 240 hours.

◆ Sick Leave may be accrued without limitation at the rate of 4 hours per pay period.

Leave & Earnings Statement

- Check the leave and earnings statement for:
 - ◆ Pay Period Hours & Gross Pay
 - ◆ Total Deductions
 - ◆ Net Pay
 - ◆ Year to Date Leave Status
 - ◆ Remarks Box

Leave Donor Program

- Recipients:
 - ◆ Medical Emergency-Personal or Family
 - ◆ Employee uses all AL and SL
 - ◆ Apply within 90 days of medical emergency
 - ◆ Max. 2087 hrs of donated leave (for FT employees)

Leave Donor Program

- Donor:
 - ◆ Employees may volunteer no more than one-half of Annual Leave
 - ◆ May donate leave to employees in other federal agencies

Federal Employees Family- Friendly Leave Policies

- Family & Medical Leave Act of 1993 (FMLA)
- Federal Employees Family Friendly Leave Act

Retirement & Benefits



- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Group Life Insurance
- Thrift Savings Plan (TSP)
- Employee Assistance Program (EAP)
- Workers' Compensation (OWCP)
- FSAFEDS Program



Federal Employees Health Benefits Program

- Each year you have the opportunity to enroll or change plans.
 - ◆ The FEHB Open Season is from November through December, during which time you may enroll if you are eligible and not now enrolled, change plans or options, or change from self only to self and family. (You may change from self and family to self only or cancel at any time.)

Federal Employees Health Benefits Program

- The FEHB Program offers temporary continuation of FEHB coverage (TCC) coverage:
 - ◆ for you and your family if you leave Federal service
 - ◆ for your covered dependent child if he or she marries or turns age 22
 - ◆ for your former spouse

For more information about FEHB:

<http://www.opm.gov/insure/index.htm>

Federal Employees Group Life Insurance (FEGLI)

- The FEGLI Program offers you Basic and three types of Optional insurance:
 - ◆ Basic - equal to your salary rounded up to the nearest thousand, plus two thousand dollars
 - ☞ Option A – Standard, \$10,000.
 - ☞ Option B–Additional in an amount from one to five times your annual basic pay.
 - ☞ Option C–Family, one to five multiples of coverage for your spouse and eligible children. Each multiple is equal to \$5,000 for the death of your spouse and \$2,500 for the death of each eligible child
 - ◆ You are automatically enrolled in Basic unless you waive this coverage.

Thrift Savings Plan

- The TSP is a retirement savings plan for Federal employees.
 - ◆ TSP contributions will be limited only by the restrictions imposed by the Internal Revenue Code. (The elective deferral limit for 2006 is \$15,000)
 - ◆ Receive the following important benefits:
 - ☞ Agency Automatic (1%) Contributions
 - ☞ Agency Matching Contributions up to 5%

For more information about TSP:

<http://www.tsp.gov/>

Employee Assistance Program (EAP)

- A professional counseling service designed to help all employees with any issue or problem -
 - ◆ Emotional
 - ◆ Relationship
 - ◆ Family
 - ◆ Alcohol/Other Drug Use
 - ◆ Job
- *Available to all employees at no cost.*

For information or assistance call 1-800-222-0364

Workers' Compensation

- The Federal Employees' Compensation Act (FECA) provides compensation benefits to government employees for disability due to personal injury or disease sustained while in performance of duty.

- Access "What to Do When Injured at Work" at: <http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-11.htm>

FSAFEDS Program

What is a Flexible Spending Account?

- FSAFEDS offers two types of FSAs:
 - ◆ The Health Care Flexible Spending Account (HCFSA) can be used to pay for qualified medical costs and health care expenses that are not paid by your Federal Employees Health Benefits (FEHB) plan or any other insurance, but **cannot** be used to pay for any type of insurance premiums, including long-term care insurance premiums.
 - ◆ The Dependent Care Flexible Spending Account (DCFSA) can be used to pay for eligible dependent care expenses such as childcare **for children under age 13 or children who are physically or mentally incapable of self-care** and, in some cases, eldercare, so that you – and your spouse, if you are married – can work, look for work, or attend school full-time.

FOR MORE INFORMATION:

<https://www.fsafeds.com/fsafeds/index.asp>

Automated Systems

- TSP Automated Account Access
- NFC Employee Personal Page

Thrift Savings Plan

- Offers Automated Account Access
 - ◆ Review your (monthly) account balance
 - ◆ Review the loan amount available to you and the current loan interest rate
 - ◆ Review the previous month's status of your withdrawal payment
 - ◆ Review the current status of your loan application
 - ◆ Request, change, or cancel an interfund transfer

For more information about TSP: <http://www.tsp.gov/>

NFC Employee Personal Page

- The NFC Employee Personal Page allows employees to view and change their current information.
 - ◆ View your Pay, Wage and Tax Statement W-2, Life Insurance, Thrift Savings Plan, Leave Record YTD, Savings Bonds, Travel Expenses, WGI, Personal Benefits. Plus, up to a year's worth of Earning Statements are kept online.
 - ◆ Allows Federal employees to change on-line: Financial Allotments, Health Benefits, Thrift Savings Plan, Direct Deposits, Federal and State Taxes, Home Address, and Savings Bonds.

For more information about Employee Personal Page:
<http://www.nfc.usda.gov>

For General Information please contact your Location Administrative Officer or call the Area Personnel Assistant Edna Taylor at 979-260-9443 or e-mail at ectaylor@spa.ars.usda.gov

For information on Pay & Leave call Ted Nykiel at 301-504-1426 or e-mail at TedNykiel-ARS@ars.usda.gov
or

Retirement & Benefits contact Destin Hogue at 301-504-4890 or e-mail at DestinHogue-ARS@ars.usda.gov



Southern Plains Area
Administrative Office Professionals

Name	Address	Series	Phone	Fax	Email
Baker, Lara	USDA-ARS, PPPSR, Room O-303, POSC, University of Arkansas, Fayetteville, AR 72701	303	479.575.2654	479.575.4202	pppsr@uark.edu
Beaty, Amy	USDA-ARS, 2945 Hwy 130 East, Stuttgart, AR 72160	326	870.673.4483	870.673.0066	abeaty@spa.ars.usda.gov
Bownds, Amy	USDA-ARS, CSRL, 3810 4th Street, Lubbock, TX 79415	326	806.749.5560	806.723.5272	abownds@lbk.ars.usda.gov
Cano, Sylvia	USDA-ARS, CQFIR, 2413 E. Hwy 83, Weslaco, TX 78596	318	956.447.6317	956.447.6345	scano@weslaco.ars.usda.gov
Castro, Jessica	USDA-ARS, Room 3912, SOAGRIBG, 1400 Independence Ave, SW, South Bldg, MS0318, Washington, DC 20026-4083	326	202.720.6506	202.720.5336	jessica.castro@ars.usda.gov
Comer, Shari	USDA-ARS, RRU, 1509 Aggie Drive, Beaumont, TX 77713	303	409.752.5221	409.752.5720	shari.comer@ars.usda.gov
Conner, Dora	USDA-ARS, BIRU, 2413 E. Hwy 83, Weslaco, TX 78596	318	956.969.4852	956.969.5033	dconner@weslaco.ars.usda.gov
Cook, Faye	USDA-ARS, FFSRU, 2881 F&B Road, College Station, TX 77845	303	979.260.9484	979.260.9332	cook@ffsru.tamu.edu
Crowell, Davee	USDA-ARS, RRU, 1509 Aggie Drive, Beaumont, TX 77713	318	409.752.5221	409.752.5720	davee.crowell@ars.usda.gov
Davis, Sherry	USDA-ARS, CSRL, 3810 4th Street, Lubbock, TX 79415	326	806.749.5560	806.723.5272	sdavis@lbk.ars.usda.gov
Daughtry, Susan	USDA-ARS, GPANRR, 7207 W. Cheyenne Street, El Reno, OK 73036	318	405.262.5291	405.262.0133	susan.daughtry@ars.usda.gov

Blue = 303 Series
Green = 318 Series
Red = 326 Series



Southern Plains Area
Administrative Office Professionals

Name	Address	Series	Phone	Fax	Email
Davis, Michael	USDA-ARS, DNIRI, 900 S. Shackleford Road, Suite 509, Little Rock, AR 72211	326	501.954.8882	501.954.9596	mcdavis@spa.ars.usda.gov
Dewald, Sherry	USDA-ARS, RPR, 2000 18th Street, Woodward, OK 73801	303	580.256.7449	580.256.1322	sdewald@spa.ars.usda.gov
Erickson, Rayma	USDA-ARS, 1301 N. Western Road, Stillwater, OK 74075-2714	303	405.624.4141	405.624.4142	rayma.erickson@ars.usda.gov
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Flowers, Justine	USDA-ARS, DNIRI, 900 S. Shackleford Road, Suite 509, Little Rock, AR 72211	303	501.954.8882	501.954.9596	jflowers@spa.ars.usda.gov
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Gardner, Amelia	USDA-ARS, KSARC, 2413 E. Hwy 83, Weslaco, TX 78596	318	956.969.4876	956.969.4877	agardner@weslaco.ars.usda.gov
Gonzalez, Madelyne	USDA-ARS, CPRL, P.O. Drawer 10, Bushland, TX 79012	303	806.356.5727	806.356.5750	mgonzalez@cpri.ars.usda.gov
Griffith, Andrea	Blackland Road, Temple, TX 76502-6712	318	254.770.6520	254.770.6561	agriffith@spa.ars.usda.gov
Henry, McKenzie	USDA-ARS, FFSRU, 2881 F&B Road, College Station, TX 77845	326	979.260.9362	979.260.93332	None
Hergenreder, Rebecca	USDA-ARS, 1301 N. Western Road, Stillwater, OK 74075-2714	303	405.624.4141	405.624.4142	becky.hergenreder@ars.usda.gov

Blue = 303 Series
Green = 318 Series
Red = 326 Series



Southern Plains Area
Administrative Office Professionals

Name	Address	Series	Phone	Fax	Email
Hodges, Barbara	USDA-ARS, CSRL, 3810 4th Street, Lubbock, TX 79415	303	806.749.5560	806.723.5272	bhodges@lbk.ars.usda.gov
Hoffman, Phyllis	USDA-ARS, 808 E. Blackland Road, Temple, TX 76502	303	254.770.6501	254.770.6561	phoffmann@spa.ars.usda.gov
Holt, Beth	USDA-ARS, CPRL, P.O. Drawer 10, Bushland, TX 79012	303	806.356.5724	806.356.5750	bholt@cpri.ars.usda.gov
Hudson, Ron	USDA-ARS, 1200 N. University, Pine Bluff, AR 71601	318	870.575.8158	870.575.4640	rhudson@spa.ars.usda.gov
Hudson, Melissa	USDA-ARS, CGRU, 2881 F&B Road, College Station, TX 77845	326	979.260.9311	979.260.9333	mhudson@sparc.usda.gov
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Red = 326 Series



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