

U.S. Department of Energy  
Washington, D.C.

ORDER

DOE 1321.2C

11-19-91

SUBJECT: DIRECTIVES POINTS OF CONTACT

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1. PURPOSE. To transmit a listing of Directives Points of Contact (DPC), for Headquarters and field organizations responsible for developing and coordinating directives issued in accordance with the Departmental directives system.
  2. CANCELLATION. DOE 1321.2B, DIRECTIVES POINTS OF CONTACT, of 11-2-90.
  3. REFERENCE. DOE 1321.1B, DEPARTMENTAL DIRECTIVES SYSTEM, OF 4-7-83, which prescribes the uniform directives issuance system.
  4. RESPONSIBILITIES. Responsibilities for DPC's are outlined in Chapter VI of DOE 1321.1B, and include the following:
    - a. Controlling coordination to assure that deadline dates for response are met, or that extensions are requested prior to the deadline date, and to assure that consolidated responses are submitted.
    - b. Attending meetings held in an effort to resolve nonconcurrences submitted by their organization, and assuring that either they have the authority to make a decision on the resolution of the issue, or arranging for an official with that authority to be in attendance.
    - c. Providing procedural advice to staff members developing or maintaining directives, and assuring that staff members are aware of new policies and procedures as they are published.
    - d. Reviewing all proposed directives, prior to forwarding to the Departmental Directives Control Point (AD-122), to assure that:  
(1) there are no procedural, formatting, spelling, or punctuation errors; (2) the transmittal correspondence includes all necessary information; (3) all background information and the appropriate number of copies are included; and (4) changes to existing directives that are being revised are highlighted on an additional copy.
    - e. Assuring that proposed directives are returned to the Departmental Directives Control Point for action before the deadlines discussed on page I-4, paragraph 4e.

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Office of Organization,  
Resources and Facilities  
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- f. Acting as liaison between their organization and the Departmental Directives Control Point, and for assuring that AD-122 is notified promptly of any changes, additions, or deletions that should be made to Attachment 1.
- g. Requesting assistance from the Management Systems Support Branch, AD-122, when required.

BY ORDER OF THE SECRETARY OF ENERGY:



JOHN J. NETTLES, JR.  
Director of Administration and  
Human Resource Management

# HEADQUARTERS

ROUTING SYMBOL	ORGANIZATION	NAME	ADDRESS	TELEPHONE
AC-1	Advisory Committees	Susan Heard	Rm. 7B-198, FORS	(896) 586-3770
BC-1	Chairman, Board of Contract Appeals	Betty Hudson	Rm. 1006, Webb Bldg.	(703) 235-2700
BU-1	Director of Small and Disadvantaged Business Utilization	Myrna Turturro	Rm. 921, 1707 H St.	(202) 254-5800
CE-62	A/S, Conservation and Renewable Energy	Francis X. Mallgrave	Rm. 6B-042, FORS	(896) 586-8077
CP-10	A/S for Congressional and Intergovernmental Affairs	T.J. Hopkins	Rm. 8G-082, FORS	(896) 586-1351
CR-3	Chief Financial Officer	Ginny Cornwell	Rm. 4A-139, FORS	(896) 586-4047
DP-542.1	A/S for Defense Programs	Linda Thomas	Rm. D-406, GTN	(233) 903-6572
EH-10	A/S for Environment, Safety, and Health	Rhoda Shechtel	Rm. GB-096A FORS	(896) 586-4367
EI-20	Administrator, Energy Information Administration	Marlene Arrison	Rm. 2H-087 FORS	(896) 586-6585
EM-12	Director of Environmental Restoration and Waste Management	JoAnn Johnson	Rm. GA-208, FORS	(896) 586-3039
ER-621	Director of Energy Research	Myrna Vallette	Rm. G-206, GTN	(233) 903-4476
FE-122	A/S for Fossil Energy	Betty Jones	Rm. A-120 GTN	(233) 903-2668
GC-43	General Counsel	Ralph Goldenberg	Rm 6A-211 FORS	(896) 586-8665
HG-13	Director of Hearings and Appeals	Marcia Carlson	Rm. 6F-078 FORS	(896) 586-4924
IE-3	A/S for International Affairs and Energy Emergencies	Michael Willingham	Rm. 4G-039, FORS	(896) 586-8647

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HEADQUARTERS (continued)

ROUTING SYMBOL	ORGANIZATION	NAME	ADDRESS	TELEPHONE
IG-42	Inspector General	Inez Stone	Rm. 5A-235, FORS	(896) 586-4085
IN-2	Director of Intelligence	Kay Seemiller	Rm. GA-093, FORS	(896) 586-7961
MI-1	Director of Minority Economic Impact	Helen Burton	Rm. 5B-110, FORS	(896) 586-8383
NE-12	A/S for Nuclear Energy	Dan Butler	Rm. 5A-157, FORS	(896) 586-9720
NP-22	Director of New Production Reactors	Donna Dixon	Rm. 1E-278, FORS	(896) 586-4960
NS-1	Director of Nuclear Safety	Ed Blackwood	Rm. 7A-113, FORS	(896) 586-2407
PA-3	Director of Public Affairs	Thelma Twig	Rm. 8G-087, FORS	(896) 586-5806
PE-3	Director of Policy, Planning, and Analysis	Edith Horne	Rm. 7E-088 FORS	(896) 586-1059
PR-3	Director of Procurement, Assistance and Program Management	Gus Nunez	Rm. 1J-050, FORS	(896) 586-9076
RG-12	Administrator, Economic Regulatory Administration	Cynthia Ford	Rm. 6H-024, FORS	(896) 586-4222
RW-131	Director of Civilian Radioactive Waste Management	Ginger Roccapriore	Rm. GF-277, FORS	(896) 586-9140
SA-12	Director for Security Affairs	David Jones	Rm. E-355, GTN	(233) 903-3652
SL-1	Director of Scheduling and Logistics	Kathryn Hollis	Rm. 7A-199, FORS	(896) 586-5534
SP-1	Director of Special Projects	Christopher Hanus	Rm. 7A-183, FORS	(896) 586-7203

FIELD

ROUTING SYMBOL	ORGANIZATION	NAME	ADDRESS	TELEPHONE
AL	DOE Field Office, Albuquerque	Peggy Mayville	P.O. Box 5400 Attn: PIRD; Albuquerque, NM 87115	FTS 8-845-4224
BP	Bonneville Power Administration	Janet Fitzgerald	P.O. Box 3621 Portland, OR 97208	FTS 8-429-4729
CH	DOE Field Office, Chicago	Beverly Hicks	9800 S. Cass Ave. Argonne, IL 60439	FTS 8-972-2669
ID	DOE Field Office, Idaho	Dixie Evans	785 DOE Place Idaho Falls, ID 83402	FTS 8-583-0613
NV	DOE Field Office, Nevada	Shirley Mudra	P.O. Box 98518 Las Vegas, NV 89193-8518	FTS 8-575-1802
OR	DOE Field Office, Oak Ridge	Jennifer Cusick	200 Admin. Road Oak Ridge, TN 37831-8792	FTS 8-626-0681
RL	DOE Field Office, Richland	Bartley Fain	825 Jadwin Ave. Richland, WA 99352	FTS 8-444-8088
SF	DOE Field Office, San Francisco	Yolanda Cuevas	1333 Broadway Oakland, CA 94612	FTS 8-536-4429
SR	DOE Field Office, Savannah River	Wilhelmina Perrin	P.O. Box A Aiken, SC 29802	FTS 8-239-3587
WA	Western Area Power Administration	Sandra Roth	P.O. Box 3402 Attn: A-1110; Golden, CO 80401	FTS 8-327-7961

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