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MEMORANDUM FOR JOHN E. DAVENPORT
DIRECTOR
RECORDS MANAGEMENT DIVISION
ASSOCIATE CHIEF INFORMATION OFFICER FOR
IT PLANNING, ARCHITECTURE AND E-GOV

FROM:  DAVID HUIZENGA
SENIOR ADVISOR FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT: Office of Environmental Management Program Records Official,
Records Management Field Officers, and Records Liaison Officer

Pursuant to DOE Order 243.1A, *Records Management Program*, I hereby make the following Office of Environmental Management (EM) records management program appointments. The contact information is included for each appointee as required by the order:

Program Records Official (PRO)

Jeanne Beard, Headquarters and Program Field Sites
Phone: 202-586-0200
E-mail: jeanne.beard@em.doe.gov

Additionally, as Program Records Official, Ms. Beard shall delegate the program activities stated in the order, section 5.d.(1-13), to the Records Management Field Officers (RMFO) for their respective offices upon the effective date of the order and every October 1 thereafter.

Records Management Field Officers

Margaret Milligan, Carlsbad Field Office
Phone: 575-234-7340
E-mail: meg.milligan@wipp.ws

Jacqueline Schoultheis, EM Consolidated Business Center and EM Completed Project Sites
Phone: 513-246-0227
E-mail: Jackie.schoultheis@emcbc.doe.gov



Kathy Reid, Portsmouth Paducah Project Office and EM Small Sites
Phone: 513-246-0607
E-mail: kathy.reid@emcbc.doe.gov

Pamela Thurman, Richland Operations Office and Office of River Protection
Phone: 509-376-9738
E-mail: pamela.thurman@rl.doe.gov

Pavan Polur, Savannah River Site
Phone: 803-952-6328
E-mail: pavan.polur@srs.gov

Further, the PRO and RMFOs are designated as the responsible individuals to work with the DOE Office of Management, Office of Acquisition and Project Management, and the National Nuclear Security Administration Office of Acquisitions and Supply Management in providing procurement policy and guidance as follows:

- Identify and add the Contractor Requirements Document (CRD) of the order to applicable existing and new contracts.
- Ensure coordination with the applicable records management professionals (PROs, RMFOs, and Records Liaison Officer (RLOs)) to monitor and ensure contractor compliance with the CRD requirement during performance.
- Ensure proper record retention or disposition action during the contract close-out period after completion of contract performance.

Records Liaison Officer

Ann Sands, EM HQ
Phone: 301-903-8706
E-mail: ann.sands@em.doe.gov

If you have any questions, please feel free to contact me or Jeanne Beard at (202) 586-0200.

cc: M. Milligan, CBFO
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K. Reid, EMCBC/PPPO
P. Thurman, RL
P. Polur, SRS
T. Mustin, EM-2
A. Williams, EM-2.1
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M. Gilbertson, EM-10

W. Levitan, EM-10
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F. Marcinowski, EM-30
C. Gelles, EM-30
M. Moury, EM-40
J. Hutton, EM-40 (Acting)
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M. Bell, EM-70