

**VACO EMPLOYEES DESIGNATED AS FREEDOM OF INFORMATION ACT
AND/OR PRIVACY ACT OFFICERS TO RELEASE INFORMATION
OR RECORDS TO THE PUBLIC**

1. Attached is a listing of Central Office employees who have been designated as Freedom of Information Act (FOIA) Officers and Privacy Act Officers in accordance with 38 CFR 1.500(c) and 1.556. Detailed responsibilities and procedures for handling Freedom of Information Act or Privacy Act requests are contained in VA Handbook 6300.3, "Procedures for Implementing the Freedom of Information Act" and 6300.4, "Procedures for Processing Requests for Records Subject to the Privacy Act."
2. The individuals designated in Appendix A to this notice are responsible for:
 - a. Being familiar with all laws and VA regulations concerning the release of information. The Office of the General Counsel can provide legal assistance.
 - b. Reviewing all initial requests for records submitted under FOIA or the Privacy Act and making a determination to grant or deny the request.
 - c. Ensuring that responses to requests include, if applicable, the statutory reason for nondisclosure of information and a full description of how and where to file an appeal.
 - d. Maintaining a uniform listing of FOIA requests received, to include name and address of requester; date of receipt of request; brief description of the request; action taken on the request; citation of the specific statutory reason for denial of a request; and the date of reply to requester.
 - e. Determining whether to charge the requester fees for complying with a request.
 - f. Preparing any reports required or responding to FOIA/Privacy Act questions, as necessary.
 - g. Maintaining any records containing personal identification in the manner prescribed by the Privacy Act of 1974.
 - h. Ensuring that appropriate information is placed in the VA Electronic Reading Room (VAERR) in accordance with the Electronic FOIA Amendments of 1996.
 - i. Providing space to permit public review of records subject to FOIA, including access to the VAERR.
3. The Director, Information Management Service (045A4) is designated as the Freedom of Information Act Officer for the Department.
4. Administration Heads, Assistant Secretaries, Other Key Officials, and Deputy Assistant Secretaries will submit a memorandum to the Office of the Assistant Secretary for Information and Technology, Information Management Service (045A4) regarding any changes in names, titles, telephone numbers or locations of employees designated as

FOIA and/or Privacy Act Officers. (Reference VA Handbooks 6300.3, paragraph 2c(3) and 6300.4, paragraph 2c (4).)

5. RESCISSION: This notice is rescinded December 2000; however, the subject appointments remain in effect until canceled or superseded.

CERTIFIED BY:

**BY DIRECTION OF THE
SECRETARY OF VETERANS
AFFAIRS:**

Acting Principal Deputy Assistant Secretary
for Information and Technology
Secretary

Robert P. Bubniak
Acting Principal Deputy Assistant
for Information and Technology

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SS(045A4)

FREEDOM OF INFORMATION ACT OFFICERS AND PRIVACY ACT OFFICERS

September 2000

<u>Administration or Office</u>	<u>Employee Designated</u>	<u>Room No. - Bldg.</u>	<u>Telephone Number</u>
Department of Veterans Affairs	Mr. Donald L. Neilson (045A4) Director, Information Management Service	575 - VACO	(202) 273-8135 (202) 273-5981 (FAX)
Office of the Secretary	Ms. Susan C. McHugh (OOB) Executive Secretary	1015P - VACO	(202) 273-4869 (202) 273-4880 (FAX)
	Ms. Ann Recknor (001B) Executive Review Staff (Alt)	10150 - VACO	(202) 273-4869 (202) 273-4880 (FAX)
Veterans Health Administration	Mr. Clay J. Johnson (193B2) VHA FOIA Officer	366 - VACO	(202) 273-6266 (202) 273-6405 (FAX)
	Ms. Veronica Graves (193B2) FOIA Alt.	01 Field Office Silver Spring, MD	(301) 734-0170 (301) 734-0111 (FAX)
	Ms. Stephanie Putt (193B2) VHA Privacy Act Officer	01 Field Office VAMC Bay Pines	(727) 320-1839 (727) 319-1110 (FAX)
	Ms. Katie Delgado (193B2) Privacy Act Alt.	361D VACO	(202) 273-6269 (202) 273-6405 (FAX)

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<u>Administration or Office</u>	<u>Employee Designated</u>	<u>Room No. • Bldg.</u>	<u>Telephone Number</u>
Office of Facilities Management	Mr. Edward Tarasovich (182A) Director, Program Analysis and Contract Staff	440 – Lafayette	(202) 565-5228 (202) 565-5532 (FAX)
	Ms. Lynn Buell (182A) Staff Assistant (Alt) Management & Policy Service	447 – Lafayette	(202) 565-5009 (202) 565- 4155 (FAX)
Veterans Benefits Administration	Mr. Robert L. Knode (20S5) Director, Directives, Forms & Records Staff	623B • 1800 G Street	(202) 273-82 15 (202) 275-5 146 (FAX)
	Mr. Michael D. McIntyre (20S5) Management Analyst (Alt)	630 • 1800 G Street	(202) 273-6710 (202) 275-5947 (FAX)
National Cemetery Administration	M' Liz McClendon (402B 1) Chief, Communications & Regulatory Division	41 SD • VACO	(202) 273-5 166 (202) 273-6697 (FAX)
Office of Assistant Secretary for Management	Ms. Miriam Smith (004A) Staff Assistant	605D • VACO	(202) 273-5603 (202) 273-6892 (FAX)

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<u>Administration or Office</u>	<u>Employee Designated</u>	<u>Room No. - Bldg.</u>	<u>Telephone Number</u>
Office of Deputy Assistant Secretary for Budget	Ms. Marie Pringle (041C) Senior Budget Analyst	619-VACO	(202) 273-5266 (202) 273-6628 (FAX)
	Ms. Kathleen Hamilton (04 1C/D) Budget Analyst (Alt)	6170 - VACO	(202) 273-5276 (202) 273-6629 (FAX)
Office of Deputy Assistant Secretary for Finance	Mr. Peter T. Mulhern (047GC1) Cash and Debt Management Division	538C - VACO	(202) 273-5570 (202) 273-6574 (FAX)
Office of Deputy Assistant Secretary for Acquisition and Materiel Management	Mr. Scott Curit (95) Senior Procurement Analyst	727D - VACO	(202) 273-8825 (202) 273-9302 (FAX)
Office of Assistant Secretary for Information and Technology	Ms. Dolly Jackson (045A4) Management Analyst	575K - VACO	(202) 273-8022 (202) 273-5981 (FAX)
Information Technology Support Service	Ms. Nelda Cook (045 1TSA) Computer Specialist	C-28 VACO	(202) 273-9850 (202) 273-9967 (FAX)
	Ms. Margaret Price (0451TSA) Management Analyst	C-28 - VACO	(202) 273-988 1 (202) 273-9967 (FAX)
Office of Policy and Planning	Ms. Christy Fick (008) Management Analyst	300 - VACO	(202) 273-5033 (202) 273-5993 (FAX)

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<u>Administration or Office</u>	<u>Employee Designated</u>	<u>Room No. - Bldg.</u>	<u>Telephone Number</u>
Office of Assistant Secretary for Human Resources and Administration	Ms. Jill Wiest (006B) Staff Assistant	205 - VACO	(202) 273-49 11 (202) 273-4914 (FAX)
	Mr. Joel Biederman (006C) Administrative Officer (Alt)	202 - VACO	(202) 273-4907 (202) 273-4914 (FAX)
Office of Deputy Assistant Secretary for Human Resources Management	Ms. Ginny Daniels (054A) Program Specialist	22 1B - VACO	(202) 273-5004 (202) 273-5792 (FAX)
Office of Deputy Assistant Secretary for Equal Opportunity	Ms. Brenda Martin (06) Program Support Assistant	285A - VACO	(202) 273-5888 (202) 273-6537 (FAX)
	Ms. Carolyn Wong (06C) Staff Director (Alt)	282 - VACO	(202) 273-8924 (202) 273-6537 (FAX)
Office of Deputy Assistant Secretary for Administration	Mr. Brian Thacker (032A) Chief, Management Support Division	109 - VACO	(202) 273-5357 (202) 273-6738 (FAX)
	Mr. Gordon Boone (033A) Chief, Buildings Management Division (Alt)	111 - VACO	(202) 273-53 19 (202) 273-5990 (FAX)
Office of Assistant Secretary for Public and Intergovernmental Affairs	Ms. Diane Hartmann (002B) Staff Assistant	901 - VACO	(202) 273-5756 (202) 273-57 17 (FAX)
	Ms. Karla Pringle (002B) Administrative Officer (Alt)	905 - VACO	(202) 273-5754 (202) 273-57 17 (FAX)

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Office of Deputy Assistant Secretary for Public Affairs	Mr. Robert Klear (80A) Public Affairs Specialist	906A - VACO	(202) 273-5710 (202) 273-5719 (FAX)
	Mr. Terry Jemison (80F) Public Affairs Specialist (Alt)	908 - VACO	(202) 273-5700 (202) 273-6705 (FAX)
Office of Deputy Assistant Secretary for Intergovernmental Affairs	Ms. Shirley Mathis (075B) Program Analyst	915L - VACO	(202) 273-5772 (202) 273-5716 (FAX)
Office of Deputy Assistant Secretary for Security and Law Enforcement	Ms. Tanya Al-Khateeb (07C) Staff Assistant	C-6 - VACO	(202) 273-55 10 (202) 273-7095 (FAX)
	Mr. Kevin Doyle (07C) Inspector (Alt)	708 - VACO	(202) 273-5544 (202) 273-7094 (FAX)
Office of Assistant Secretary for Congressional Affairs	Ms. Meg Phillips (60) OCA FOIA Liaison Officer	501 - VACO	(202) 273-5609 (202) 273-6791 (FAX)
Office of Inspector General	Mr. Jon A. Wooditch (53) Assistant Inspector General for Management and Administration	1146 - Tech World	(202) 565-8114 (202) 565-8072 (FAX)
	Ms. Shirley Landes (53B) FOIA Section Chief (Alt)	1140 - Tech World	(202) 565-8063 (202) 565-4670 (FAX)

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<u>Administration or Office</u>	<u>Employee Designated</u>	<u>Room No. - Bldg.</u>	<u>Telephone Number</u>
Board of Contract Appeals	Ms. Valerie Barlow (09) Management Analyst	575 - 1800 G Street	(202) 273-6754 (202) 275-538 1 (FAX)
Office of Small and Disadvantaged Business Utilization	Ms. Inez K. Proctor (OOSB) Records Officer	122 1 - Tech World	(202) 565-8132 (202) 565-8156 (FAX)
Office of the General Counsel	Mr. Thomas P. Dodson (026G) Chief, Legislative Services Division	1175T - VACO	(202) 273-9230 (202) 273-9297 (FAX)
	Ms. Susanne Meadows (026G) General Attorney (Alt)	11754 - VACO	(202) 273-8643 (202) 273 9297 (FAX)
Board of Veterans Appeals	Ms. Margaret L. Peak (01C1) Counsel	810 - Lafayette	(202) 565-9252 (202) 565-9733 (FAX)
	Mr. David N. Donahue (0 1 C 1) Paralegal Specialist (Alt)	810 - Lafayette	(202) 565-9394 (202) 565-5733 (FAX)
VA Central Office Canteen Service	Mr. Edward McNamara, VCSCO (R&S) Human Resources Specialist	VCSCO (R&S) # 1 Jefferson Barracks Road Bldg. #25 St. Louis, MO 63 125-4194	(314) 845-1213 (314) 845-1203 (FAX)
	Mr. Kenneth Freeman, VCSCO (R&S) Human Resources Specialist (Alt)	VCSCO (R&S) # 1 Jefferson Barracks Road Bldg. #25 St. Louis, MO 63125-4194	(314) 845-1213 (314) 845-1203 (FAX)

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Office of Resolution Management	Mr. Lewis Henson (OS) Learning Resources Center	P.O. Box 50005 Bay Pines, FL 33744	(727) 398-6661 ext. 4712 (727) 319-1150 (FAX)
	Ms. Karen Guile (OS) Office of the Director, Field Operations Office of Resolution Management (Alt)	1120 Vermont Avenue, NW Washington, DC 20420	(202) 69 1-3452 (202) 418-8011 (FAX)
Office of White House Liaison	Ms. Vivian Drake (WHL) Program Specialist	119-VACO	(202) 273-4841 (202) 273-4879 (FAX)
	Ms. Debra Carter (WHL) Staff Assistant (Ah)	119-VACO	(202) 273-483 8 (202) 273-4879 (FAX)
VA Shared Service Center	Ms. Karen Rowe (102/04) Correspondence	VA Shared Service Center 3401 SW 21 st Street, Bldg. 9 Topeka, KS 66604	(785)-350-3653 (785)- 350-3705 (FAX)