

# Division Staff Responsibilities

<b>Procurement Operations</b>	<b>Business Operations</b>	<b>Policy</b>	<b>Competition</b>	<b>Training and Employee Development</b>
MaryAnn Tolodziecki Wanda Behnke Deanna Herschell	Cindy Cherrix Suzanne Sierra	Michele Rook Mayra Nieves-Torres	Christopher Whyte Steve Kramer	Makara Nevils
Procurement Systems Center Business Process Lead (CBPL)	Purchase Card Policy	File Reviews	Competitive Procurements	Training Policy and Professional Certification
Metrics and Data Quality (Verification, Validation)	Financial Audits	PRE-PSM Reviews	SEB and SEB Facility Management	FAC-C and FAC-COR Certifications
Data Analysis	CPARS	GSFC Procurement Templates	IFB and RFP review of Sections L & M, including GSA and other schedules	New Employee Onboarding
Website Maintenance	Closeout	GSFC Procurement Policy Website Maintenance	PSM Presentations, Acq Plan Reviews	Individual Development Plan (IDP)
FPDS-NG	GAO and IG Support (Audits, Inquiries)	Agency/Center Regulations and Policy	Competition Data Analysis/Reporting	Employee Career Coaching
System for Award Management (SAM) Administrator	FOIA	Plant/Property/Equip Working Group	Debriefs	CO Warrants and Outside Buyer Warrants
Manager NAIS Center	Lead Delegations	Appropriations Issues/ cross Agency Support (CAS) Funding	Protests	Directorate MODPGA Program
	Industrial Relations Officer	Service Contract Reporting	Competition Advocate Support	Leadership Development
		Sustainable Acquisition Reporting		Division AIMS Program Manager