

Court Services Team 1**George Zouzoulas 301-910-5944****Willette Benyard****Demond Tigs****Agnes Gooder****Mya Stanfield****Rasheba Eason****Simon Tindall****Shana Moreno****Willie Agnew****Denittra Beam****DeAndre Tyler****Brian Beatty****Denise Castro****Carole Green****LaVita Bryant-Lawson****Kaylisha Vanderhall****Court Services Team 2****Craig Stevenson 202-596-4607****Janeth Munoz****Michelle Robillard****Ibrahim Pessima****Anissa Johnson****Deon Cobbs****Chenequa Adams****Sheena Hungerford****Sam Johnson****Latosha Malloy****Melissa Tibbs****Chris Talley****Khary Scott****Erik Johnson****Geraldine Decembre****Cornelius Stephens****DTCU EMERGENCY TEAMS****DTCU TEAM 1****Pamela Brown / 527-1002****Victor Alcalde****Vandorian Dunn****Carlton Carey****Calvin Mingo****Kiyam Holloway****Frantzy Augustin****Pablo Diaz****Susan Barnes****Brittany Thompson****Tonya Davis****Auriel Young****Taricia Persaud****DTCU TEAM 2****Brant Powell / 256-4052****Quincy Quartey****Douglas Maat****Lamont Hawkins****Terry Myles****Ronald Jackson****Frank Rivers****Romel Wilson****Maira Tapia****Jessica Hampton****LaAntoinette Camm****Sylvia Jones-Neclos****Audrey Smith****Michele Allen****As of 12/12/13**

Supervision Emergency Teams

<p>Supervision Team A Miranda Boozer 202-585-7964 Christina Kerns Thomas McGriff Ronetta Harris Jeff Ambush Kenneth Black Kim Muchnick Caitlin Brennan</p>	<p>Supervision Team B Kori Spriggs 202-384-3213 Towanna Beard Stephanie Johnson Erica Knott Tracie Brockington Brasilia Lowe Paige Valentine Leroy Rollins Ladrica Dillon John Copes Nikki Taylor</p>	<p>Supervision Team C Staci Burrough 202-384-4591 Deron Edwards LaTonya McKellery Anthony Davis Kris Smith Rebecca Gaither Karen Brown Jennifer Boyer LaTonya Lipford-Proctor Alexis Ramsey</p>	<p>Supervision Team D Takeysha Robinson 202-527-1768 Sioban Castor Brian Hamilton Renee Williams David Cooper Robynne Gant Tawana Fowler Atiya Reeves Mark Griffin</p>
<p>Supervision Team E Gwenneth Corujo 202-527-0170 Gary Marbley Jennie Nelson Derrick Robinson Byron Daniels Eric Mitchell LaVon White Tara Jones Sekou Lawson</p>	<p>Supervision Team F Carolyn Curry 202-380-7670 Charles Hanik Steven Stoney Sharletta Jackson Troy Jefferson Michael Sheppard Julie Oesch Rufus Spann Derrick Johnson Phillippa Bradley Chandra Allen</p>	<p>Supervision Team G Patty Sucato 202-510-2877 Michael Lopez Ilario Contreras Shantele Russell Chris Wicecarver Michele Emerman Michael Baksis Devevsdra McKoy Melvin Tildon Renee Bush Monica Bermudez</p>	<p>Supervision Team H Tracey Carson 202-202-384-7254 Maria Douglas Pamela Thomas Brandy Mathies Stephanie McKenzie Natasha Davis Catina Bryant Christine Sciranko Devin Harper Derrick Ragland Walter Green</p>

District Court
Marvin Richardson 202-744-6334
Tammy Everitt Saul Atencio
Jeremy Schumacher Andre Sidbury
Sharon Smith Vaughn Wilson

Treatment's Emergency Teams

<p>Treatment Team A Paul Cummings 202-577-4226 Sheila Cherry Kelly Crisp Omar Chiles Nick Giannakopoulos Johnny Alexander Brady Montas Llewellyn Smalley</p>	<p>Treatment Team B Glenda Flowers 202-631-0567 Calvert Edison Nydia Ramos Nicole Greene LouisVaughn Leontyne Fredericks Teena Miller</p>	<p>Treatment Team C Tiffany Manley 202-360-9865 Sunghee Park Sidney Wiggins Franklin Dunn Kenneth Cooper Corey Baker Sekia Glover Nicole Michels</p>	<p>Treatment Team D Antonio Green 202-590-7930 Gwendolyn Fox Ruth Jones Katina Palmer Shirley Drayton Angela Alieu Tara Soligan Kimberly Reynolds</p>
<p>Treatment Team E Jeffrey Wright 202-255-5297 Timothy Myles Sharon Cauley Keith Syndor Darrell Harrington Nakesha Abdul-Saboor Linda Buckmon Fayola Wolfe</p>	<p>Treatment Team F Alton Byrd 202-510-0825 Alexis Clerkly Kim Harris-Cobb Tarya Lewis Orlando Gholson Tiffany Jones Andrea Deal Rita Adu</p>	<p>Treatment Team G John Lucas 202-573-5590 Roger Hernandez Rashida Mims Erin Ferreyra Veronica Onsurez-Pannell Barabara Hill Lasahaun York Barabara McClendon</p>	<p>Treatment Team H Trudy mitchell-gilkey 202-380-6475 Joseph Maye Tyriek Alston Marsharia Holman Tarinna Whitmere-Terrell Shareda Smith Gillain Banks Alyssa Kasten</p>

Revised: 12/05/13

EMERGENCY ROSTER 2013-2014
FORENSIC TOXICOLOGY DRUG TESTING LABORATORY
Federal Government Closed/ D.C. Court System Open
(202) 220-5759

On the first emergency condition, team A is activated.
On the next emergency condition, team B is activated; then C through team F.
After team F, we'll go back to team A if there are more emergencies.
When a team is activated, only the staff members on that team must report to work.

TEAM A	TEAM B	TEAM C	TEAM D	TEAM E	TEAM F
EBONY	KENDRA	ARNICE	KARON	JERODE	LORA
METIN	BRYAN	DEBBIE	JANNINA	BRITTANY	TAMISHA
DONE	NEXT				

You must report to work when your team is activated. Employees who are not on the team will not be charged leave. When the Federal Government is open, all staff must report to work or you will be AWOL. If you have any question, see me (mr11/2011).



MEMORANDUM

DATE: DECEMBER 5, 2013

TO: FINANCE AND ADMINISTRATION STAFF

FROM: WENDY L. MILLER
DIRECTOR

SUBJECT: DESIGNATION OF MISSION-CRITICAL PERSONNEL - OFFICE OF
FINANCE AND ADMINISTRATION

In accordance with the Pretrial Services Agency for the District of Columbia, Policy Statement 1301: Emergency Operating Procedures (EOPs) dated April 22, 2013, the following team members of the Office of Finance and Administration (OFA) are designated as mission-critical personnel.

Management

Wendy Miller,
Devin Bassett, Sr., and/or
John Cano

Facilities Management/Purchase Cardholder

Devin Bassett, Sr.,
Bruce Adams, and/or
Marketia Davis

Procurement/Purchase Cardholder

Jeffery Brakebill, and/or
Rachel Dobbs

The EOPs can be found at:

<http://ipsa/admin/ofm/Emergency%20Preparation/Forms/AllItems.aspx?InitialTabId= Ribbon%2EDocument&VisibilityContext=WSSTabPersistence>

At least one person from each work unit listed above should be prepared to report to duty on time or remain at their duty station when the Federal Government or Agency announces a change in its normal operating status, such as for a **delayed arrival, unscheduled leave/unscheduled telework, staggered early departure, immediate departure, shelter in place, or when Federal offices are closed to the public** (most often as the result of hazardous weather conditions). As soon as practical, all designated mission-critical personnel will send an e-mail notifying the rest of the OFA emergency personnel of their status and check and respond to e-mails regularly. If an individual is not able to send an e-mail, they may telephone their supervisor or the OFA Director. The supervisors within each work unit will decide who will be the primary mission-critical contact on a daily basis during the duration of the modified

operating status and send a daily e-mail notification stating contact information to all PSA Supervisors. Dependent on the nature of the disruption and the needs of the Agency in fulfilling its mission, OFA mission-critical personnel may be approved to work from a telework location. The designated mission-critical personnel will follow the instructions outlined in the EOPs and as directed by Agency management officials.

Should a long-term emergency occur that affects Agency operations for more than two days, in addition to the mission-critical personnel named above, other OFA team members may be designated as long-term mission-critical personnel and may be contacted by the Director or designee and required to either telework or report to their official duty station.

All OFA team members will follow the instructions outlined in EOP. In particular, I direct your attention to the guidance regarding telework-ready employees. When federal offices are closed, telework-ready employees are expected to work their regular tour of duty from home or request leave for any hours not worked, regardless of whether the employee was previously scheduled to telework that particular day (unless on pre-approved leave or on a regular day off). The teleworker's supervisor may excuse a telework employee from duty if the same emergency adversely affects the alternate work site (e.g., disruption of electricity, loss of heat, etc.), if the teleworker faces a personal hardship that prevents him/her from working successfully at the alternate work site, or if the teleworker's duties are such that he/she cannot continue to work without contact with the official work site.

When OPM announces an operating status of "unscheduled telework," mission-critical employees may request approval to telework from their supervisor or the OFA Director prior to the start of their tour of duty, on a case-by-case basis (if telework-ready). Non-emergency personnel are eligible to use unscheduled telework but must notify their supervisor of their intent prior to the start of their tour of duty.

All telework-ready employees as well as non-emergency personnel may be required to report to their official duty station, if the needs of the Agency require. In such instances, employees will receive guidance from their supervisor prior to the start of their tour of duty.



March 6, 2013

MEMORANDUM

To: Office of Information Technology Staff

From: Ron Hickey
Director, OIT

Subject: Emergency Operating Procedures for the Office of Information Technology

The Pretrial Services Agency Emergency Operating Procedures (Policy Statement 1301, January 31, 2013) are supplemented as noted below:

Mission-Critical Emergency Personnel

OIT uses a “team” concept in designating which personnel are required to report for duty. If a team is activated, each team member scheduled to work is designated as **mission-critical emergency personnel** and is required to report for duty on time. The current list of team assignments can be found on the OIT iPSA page. The current operating status and activated team(s) will be available at PSA’s external site (<http://www.psa.gov/status>) by 5:00 AM. Activated team members who cannot report for work as directed must notify their team leader by 5:30 AM so that coverage can be arranged.

Federal Government on a Delayed Arrival and/or Unscheduled Leave or Telework

One Helpdesk Team will be activated, and members of that team will be designated as **mission-critical emergency personnel**. Unless scheduled to telecommute, members of that team will be expected to report to work at PSA on time. The Web Manager is also designated **mission-critical emergency personnel**, and he is expected to be available at 4:00 am to update the Agency web site remotely. All other telework-ready personnel may telework. Staff seeking to use leave must notify their supervisor and the OIT Program Assistant of their intention to use leave as soon as possible so the supervisor can plan accordingly. Staff who telework are expected to work their normal tour of duty telecommuting.

“On-Call” Helpdesk Technician

The LAN Operations Manager will issue a weekly schedule designating one Helpdesk staff member responsible to provide after-hours coverage. This schedule will be posted on the PSA intranet (<http://psaweb>) and published via e-mail to all PSA supervisors no less than one week in advance. The designated individual is on-call evenings and weekends. This duty does not change if emergency operating procedures are activated.

Other OIT Staff

OIT staff not listed on the Team Designations in Appendix A are not designated **mission-critical emergency personnel**.

Appendix A – OIT Emergency Operating Procedures (revised 1/16/2013)

Team Designations

Team 1 (Helpdesk)

K Gilchrist Office
T Djomgoue Telecommute

Helpdesk Alternates

M Bah
J Muhammad

Team 2 (Helpdesk)

A Etheridge Office
E Houser Telecommute

Helpdesk Team Leader

M Jalloh

Team 3 (Helpdesk)

T Djomgoue Office
K Gilchrist Telecommute

Team 6 (Applications)

D Mullings On-call
A Khuu On-call

Team 4 (Helpdesk)

E Houser Office
A Etheridge Telecommute

Team 7 (Applications)

H Tran On-call
K Chen On-call

Team 5 (Helpdesk)

A Etheridge
T Djomgoue
E Houser
K Gilchrist
M Jalloh

Webmaster

M Jones Telecommute

Webmaster Alternate

D Mullings On-call

Applications/Web Team Leader

D Caravantes

Appendix B – Rotation of Teams 1-5, 6-7

Teams 1-4 will rotate as follows, with Teams 6-7 following a similar procedure:

Team 1 is activated for the first emergency day – whenever it may occur. Once Team 1 has been activated on an actual emergency day, Team 2 is then at the top of the list and will be activated on the next emergency day. Team 1 moves to the bottom of the list. The list, in order, now reads Team 2-3-4-5-1. When Team 2 serves an emergency day, it moves to the bottom of the list and Team 3 is now primed to serve the next emergency day. The list now reads Team 3-4-5-1-2.

If the person listed as being expected to come in to the office is scheduled to have an RDO on the emergency day, the next team becomes “hot” for that day. We will also pass over any team while the “office” person is on leave. Note how the following scenarios play out:

Scenario 1

It is Thursday, January 13. There is a possibility of snow overnight, so the OIT PA will remind the Helpdesk staff via email that Team 1 is “hot” and will be activated if an emergency day comes up. The rotation list reads Team 1-2-3-4-5.

It does not snow Friday, Team 1 is not activated, and Team 1 should remain at the top of the list. However, Monday, January 17 is Karen’s RDO. If activation is necessary on Monday, Team 2 will be activated, since the person on Team 1 slated to come in to the office, is off. Monday is an emergency day, and Team 2 is activated. Tuesday morning Team 1 is up for the “hot” team. The list reads Team 1-3-4-5-2. On Tuesday, it’s also an emergency day, and Team 1 is activated. On Wednesday morning the list reads Team 3-4-5-2-1.

Scenario 2

Week of January 24-28. List reads Team 3-4-5-1-2. Team 3 is at the top of the list. Tim is on leave all week. Since he is the office designee of team 3 and he’s not available, Team 3 will be passed over that week and Team 4 will be “hot.” If Team 4 is activated on January 26, it will move to the bottom of the list, and Team 5 will be “hot” on January 27. List now reads Team 3-5-1-2-4, but Team 3 will be passed over for the rest of the week. On the following Monday, January 31, when Tim comes back from leave, Team 3 will become “hot,” list will continue to read “3-5-1-2-4.”



December 13, 2013

MEMORANDUM

To: Human Resources Staff

From: Ronald S. Brown
Director

Subject: Designation of Mission Critical Personnel - Office of Human Capital Management

The Pretrial Services Agency for the District of Columbia Emergency Operating Procedures are supplemented as noted below:

Non- Emergency Personnel

All members of the Human Resources staff are designated “non-emergency personnel.”

Federal Government on a Delayed Arrival and/or Unscheduled Leave or Telework

The Human Resources staff are designated “non-emergency personnel, they will be granted an excused absence up to the designated hours past their regular arrival time and/or may take unscheduled leave without prior approval. Staff seeking to use leave must notify their supervisor prior to the start of their tour of duty. All telework-ready personnel are expected to work their regular tour of duty from home or request leave for any hours not worked, regardless of whether he/she was previously scheduled to telework that particular day unless on pre-approved leave or on a regular day off.

Long-Term Emergencies

Should a long term emergency occur that affects Agency operations for more than two days, the following employees may be contacted by the supervisor and required to either telework or report to work:

Andrea Moore
Human Resources Specialist

Claudine Cuffee
Human Resources Specialist

Tara Stoney
Human Resources Specialist

Marie Sammartino
Human Resources Assistant