ADMINISTRATIVE STAFF
Idaho NRCS – Boise, Idaho
Telephone Numbers

Clint Evans	(208) 378-5703	ASTC Operations
Chris Catherman	(208) 685-6982	Grants and Agreement Specialist
Shawna Rogers-Bailey	(208) 378-5710	Contracting Officer
Deborah Howerton	(208) 378-5733	Human Resources Officer
Maria Wallior	(208) 378-5712	Human Resources Specialist
Aimee King	(208) 685-6924	Human Resources Specialist
Mary Goode	(208) 378-5713	Budget Officer
Susan Good	(208) 378-5702	Financial Technician
Tammy Egbert	(208) 356-3218, ext. 111	Admin Assistant/FNM
Kathy Dingman	(208) 762-4939, ext. 114	Program Support Assistant
FNM/HR/Admin	(208) 685-6918 - FAX	

MANAGEMENT SERVICES

Agreements ----------Chris
Equipment Repair/Purchase ----------Shawna
Fleet Credit Cards---------- Clint
IRM-3's/ISSPOC ---------- Kathy/Aimee
Motor Vehicle Accident ---------- Brett/ Clint
Office Address Changes ---------- ChrisKathy
Print Orders ----------Shawna
Procurement Credit Cards ----------Shawna
Procurement Questions----------Shawna
Purchases (large/complex) ----------Shawna
Purchases (small)----------Shawna
Property Management ---------- ChrisShawna
Space Management/Leasing ----------Chris
Telephone Repair/Purchase ---------- ITS/ADS
Vehicle Mileage/Repairs ---------- Clint
Vehicle Management ---------- Clint

FINANCIAL MANAGEMENT

Accounts Payable ---------- Susan/Tammy
Appropriation Law ---------- Mary/Clint
Auditing ---------- Susan/Mary
Budgeting (Controls) ---------- Mary
Certifying Officer ---------- Mary
Collection Officer ---------- Mary
Employee Relocations ---------- Mary/Susan
Farm Bill Payments ---------- Susan/Tammy
2nd Level Obligation Approval/Farm Bill ---------- Mary
Reimbursables ---------- Mary/Susan
Tort Claims ---------- Mary
Travel Credit Card ---------- Mary/Susan
Travel Voucher Questions/GovTrip ---------- Susan/Mary
WebTCAS Operations/Timekeeping/Payroll Issues ---------- Susan/Tammy

HUMAN RESOURCES

Affirmative Employment Program ---------- Deborah
Awards/Performance/Suggestions ---------- Deborah
Civil Rights Advisor/Liaison ---------- Deborah/Clint
Employee Relations - Conduct/Performance Issues ---------- Deborah/Clint
Employment - Merit Promotion/Delegated Examining ---------- Deborah
Employee Assistance Program ---------- Deborah
Jury/Witness ---------- Aimee
Leave ---------- Maria/ Aimee
Life & Health Insurance ---------- Aimee
Outside Employment ---------- Brett/Clint
OWCP Claims – Injuries & Illness ---------- Aimee/Maria
Personnel Forms ---------- Aimee
Performance Management ---------- Maria/Deborah
Position Descriptions/Qualifications ---------- Deborah/Maria
Retirement ---------- Maria
Safety & Health Program ---------- Brett
Security/EAuth/Passwords ---------- Aimee
Student Recruitment ---------- Maria
Thrift Savings Plan (TSP) ---------- Maria/Aimee
Training ---------- Maria/Deborah

Ethics Officer ---------- Brett Ingles (208) 378-5690
Freedom of Information Act (FOIA) ---------- Clint Evans (208) 378-5703