

EMPLOYEE ONBOARDING DESK GUIDE

Topic	POC	Phone Number	Email
NSWC HQ Admin Officer (AO)	Rosanna Pittman	202-781-4097	rosanna.pittman.civ@us.navy.mil
Code 00 Admin Officer (AO)	Courtney Clay	240-274-4220	courtney.m.clay2.civ@us.navy.mil
Code 01 Admin Officer (AO)	Arline Grabner	301-335-1344	arline.l.grabner.civ@us.navy.mil
Code 02 Admin Officer (AO)	Denise Troller	301-503-5927	denise.e.troller.civ@us.navy.mil
Code 03 Admin Officer (AO)	Dana McVey	202-781-0627	dana.m.mcvey.civ@us.navy.mil
Code 10 Admin Officer (AO)	Kim Dempsey	301-227-4161	kimberly.w.dempsey.civ@us.navy.mil
Code 60 Admin Officer (AO)	Tiffany Nekota	301-227-0018	tiffany.m.nekota.civ@us.navy.mil
Code 70 Admin Officer (AO)	Katie Kiernan	301-227-1555	kathryn.s.kiernan.civ@us.navy.mil
Code 80 Admin Officer (AO)	Donna Intolubbe	301-227-1566	donna.m.intolubbe.civ@us.navy.mil
*Please go to the AO's for the following items: <i>Defense Travel System (DTS) POCS IT/IA Liasons</i>	<i>Department Security Coordinators (DSC) (OM&S) - Property Pass</i>	<i>(SAAR) Forms POCs Telephone Services</i>	<i>Foreign Travel POCS Business Office POCS</i> <i>Personnel Actions</i>
Carderock Intranet Employee Tab	https://cuthill.aw3s.navy.mil/intra/_inc/menus/employee.html		
Employee Directory	https://cuthill.aw3s.navy.mil/employee_directory/phonebook_search.php		
Carderock Organizational Structure & Charts	https://cuthill.aw3s.navy.mil/intra/documents/NAVSEA_WCs_common_org_manual_upd_20200824.pdf		
Navy Marine Corps Intranet (NMCI)	NMCI Helpdesk	1-866-843-6624	service@nmci-isf.com
Base Tour/ VIP Visits	Jennifer Brewster	301-227-1176	jennifer.e.brewster.civ@us.navy.mil
DoN Civilian Benefits Center & Govt. & Retirement Benefits (GRB)	Navy Benefits Line	1-888-320-2917	navybenefits@us.navy.mil
Employee Verification	MyBiz	N/A	https://compo.dcpds.epms.osd.mil/
Dental/Vision (FEDVIP)	Phone Contact	1-877-888-3337	https://www.benefeds.com/
Flexible Spending Account (FEDFSA)	Phone Contact	1-877-372-3337	https://www.fsafeds.com/
Thrift Savings Plan (TSP)	Phone Contact - ThriftLine	1-877-968-3778	https://www.tsp.gov
NSWC Visitor's Center/Common Access Card (CAC) Bldg. 20-Rm 110	Office Phone	301-227-2081	
Common Access Card (CAC) Office Online & RAPID Locator	Find the Nearest CAC Office		https://idco.dmdc.osd.mil/idco/#/locator
DMDC - Defense Enrollment Eligibility Reporting System (DEERS) - milConnect: Renew/Replace Family ID Card - CAC Maintenance	Service Center (DSC)	1-800-538-9552	https://www.dmdc.osd.mil/self_service/rapids/unauthenticated?execution=e1s1
Distribution Lists (i.e. All Hands)	Kevin Sykes	301-227-1137	kevin.d.sykes2.civ@us.navy.mil
Department of the Navy Civilian Employee Assistance Program	DONCEAP Office Phone	1-844-366-2327	https://magellanasend.com
Human Resources Director (HRD)	Emily Grauwiler	301-227-1791	emily.r.grauwiler.civ@us.navy.mil
Deputy Human Resources Director (DHRD)	Andrew Alderfer	301-538-9645	andrew.t.alderfer.civ@us.navy.mil
Recruitment / Staffing & Classification Branch Head	Lisa Harden	301-335-0670	lisa.a.harden4.civ@us.navy.mil
Onboarding Staffing Specialist	Angela Hooker	301-219-3506	angela.s.hooker.civ@us.navy.mil
Onboarding Staffing Specialist	Shelley Saville	301-204-4093	shelley.a.hooker.civ@us.navy.mil
HR Advisor / Onboarding Program	Tamra Smith		tamra.l.smith@navy.mil
Classifier	Carol Brizzolara	301-318-4287	carol.r.brizzolara.civ@us.navy.mil
HQ/Code 02 HR Advisor	Jennifer Johnson	301-204-5734	jennifer.n.johnson124.civ@us.navy.mil
Code 00 / 01 / 03 / 60 HR Advisor	Joseph McCall	301-219-3475	joseph.l.mccall.civ@us.navy.mil
Code 10 HR Advisor / Onboarding Program Manager	Daronda Rochelle	301-272-0184	daronda.s.rochelle.civ@us.navy.mil
Code 70 HR Advisor	Will Cruz	301-219-3481	william.r.cruz.civ@us.navy.mil
Code 80 HR Advisor	Megan Fitzpatrick	267-240-2915	megean.e.fitzpatric2.civ@us.navy.mil
HR Recruitment Specialist	Haley Kirby	301-312-1524	haley.r.kirby.civ@us.navy.mil
Labor & Employee Relations Branch Head Code	Margaret McConnell	301-204-6672	margaret.m.mcconnell8.civ@us.navy.mil
Labor & Employee Relations Lead Codes 70, 80 Special Programs: Unemployment Appeals, Supervisor's Training, Paid Parental Leave, FMLA	Cruz Belardo	301-219-2412	cruz.belardo.civ@us.navy.mil
Labor and Employee Relations Lead Codes 00, 01, 60 Special Programs: Leave Administration, Compensation, DPMAP, Paid Parental Leave, FMLA	Arden Haggard	301-646-6102	arden.e.haggard.civ@us.navy.mil

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Special Programs: Voluntary Leave Transfer Program, Drug Free Workplace, Benefits, Nursing Mothers, Internal Awards, Death in Service	Katisha McAllister	301-318-4252	katisha.l.mcallister.civ@us.navy.mil
Special Programs: PEM, Incentive Pay, External Awards, Civilian Reservists Program, DONCEAP	Meredith Miller	215-300-3671	meredith.a.miller.civ@us.navy.mil
Employee Recognition and Work-Life Programs Lead Special Programs: Awards Program Manager, Employee Recognition, Work-Life Programs, Telework	Susan Rossi	215-897-2692	susan.m.rossi2.civ@us.navy.mil
Labor & Employee Relations Lead Codes HQ, 02, 10 Special Programs: Performance Management, Paid Parental Leave, FMLA, Coaching for High Performance	Jamie Wilson	301-335-0492	jamie.m.wilson34.civ@us.navy.mil
Workforce Development and Training (Branch Head)	Jorge Galindo	301-742-9701	jorge.l.galindomelecio.civ@us.navy.mil
Defense Acquisition Workforce Improvement Act (DAWIA) / Onsite Training Program / Scientist Engineer Development Program (SEDP) Manager Program, SMART Program, Extended Training ETT Program	Linda Florian	301-204-4146	linda.k.florian.civ@us.navy.mil
Training Purchase Card Holder/ Conference Packages	Dominique Conrad	301-227-0037	dominique.b.conrad2@navy.mil
Mandatory Training / Linked-In Coordinator	Renard Walker	301-318-4287	renard.c.walker.civ@us.navy.mil
Advanced Leadership Development Programs / Carderock 101 Coordinator	Olamidayo Odusanya	240-274-9362	olamidayo.d.odusanya.civ@us.navy.mil
Supervisor Training and Carderock University, NPS	Jeffrey Klimczak	301-275-2517	jeffrey.a.klimeczak.civ@us.navy.mil
On the Job Injuries Program	Robin Dibble	619-532-1309	robin.s.dibble.civ@us.navy.mil
EEO Diversity & Inclusion Director	Wanda Jimenez-Barkdoll	301-227-0090	barkdoll.w.jimenez.civ@us.navy.mil
Childcare Program	Childcare Aware of America	800-424-2246	https://www.childcareaware.org/militaryinfo@childcareaware.org
DFAS Pay MyPay/ Leave and Earning Statement (LES)	DFAS Customer Support	1-888-332-7411	https://mypay.dfas.mil/#/
Payroll / Leave and Earning Statement (LES)	Sharisse Hunt	301-227-2416	sharisse.s.hunt.civ@us.navy.mil
	Bianca Teel	301-227-1509	bianca.a.teel.civ@us.navy.mil
Government Travel Card - Defense Travel System (DTS)	Lyniqua "Nikki" O'Bryan	301-538-9029	https://dtsproweb.defensetravel.osd.mil/lyniqua.s.obryan.civ@us.navy.mil
Enterprise Resource Planning (ERP) Coordinator	Raji Selvam	301-227-2157	rajalexmi.selvam.civ@us.navy.mil
RDT&E Helpdesk		301-227-3000	https://cuthill.aw3s.navy.mil/ops/
Safety Office	Andrew Giagnacova	301-227-5562	andrew.g.giagnacova.civ@us.navy.mil
Safety Issues Reporting		301 227-1510	safetynswccd.fct@navy.mil
Enterprise Safety Applications Management System (ESAMS)			https://esams.cnic.navy.mil/ESAMS_GEN_2/Login
Environmental Office	Joe Barger	301 227-0144	joseph.e.barger2.civ@us.navy.mil
Snow/ Emergency Site Status	Support Office	202-606-1900	https://www.opm.gov/
Plant Property Office	James D Byers	301-227-1816	james.d.byers.civ@us.navy.mil
Technical Information Center (TIC) (Bldg. 2nd Floor)	Ken Myers	301-227-1319	kenneth.l.myers.civ@us.navy.mil
Information Systems Security Manager	Tad Cowell	301-227-0167	tad.e.cowell.civ@us.navy.mil
Facilities/ Maintenance	Phone Contact - Service Desk	301-227-1330	https://cuthill.aw3s.navy.mil/intra/code10/facilities/index.html
Fleet Industrial Support Center (FISC) Liaison / Supply Shipping	David Beagan	301-227-2404	david.c.beagan.civ@us.navy.mil
Fuel Card Issues	Frank Floresca	301-227-2493	franklin.t.floresca.civ@us.navy.mil
Graphics/ Imaging (Branch Head)	Jonathan Thompson	301-277-4433	jonathan.g.thompson5.civ@us.navy.mil
Public Congressional Affairs; Wavelets (Branch Head)	Kelley Stirling	301-227-8833	kelley.j.stirling.civ@us.navy.mil
Online Conference Rooms Scheduler			https://cuthill.aw3s.navy.mil/crrs/
Vanpool/ Rideshare Connection	Intranet Page POC		https://cuthill.aw3s.navy.mil/intra/rideshare/index.html
Security Office (Bldg. 42)	Main Phone Number	301-227-1408	https://cuthill.aw3s.navy.mil/intra/code10/security/index.html
Emergency Response (Fire/EMS/Police Emergency)	Police/Fire Department	202-433-3333	Non-Emergency: 301-227-1550

Carderock New Hires Public Page: <https://www.navsea.navy.mil/Home/Warfare-Centers/NSWC-Carderock/Career-Opportunities/New-Hire-Information/>