

**DIRECTORY OF SERVICES AND PERSONNEL  
 USDA-ARS-SOUTH GEORGIA CLUSTER  
 ADMINISTRATIVE OFFICE  
 2316 Rainwater Road  
 Tifton, GA 31794  
 Phone: (229) 386-3498      FAX: (229) 386-7225**

<b>Name/Title</b>	<b>Telephone/Fax/Email</b>	<b>Duties/Responsibilities</b>	<b>5/26/09</b>
<b>Debbie Padgett</b> Administrative Officer	229-386-3498 <a href="mailto:Debbie.Padgett@ars.usda.gov">Debbie.Padgett@ars.usda.gov</a>	Senior Administrative Management official. Coordinates administrative activities. Approves GovTrip/Travel vouchers for Byron and Dawson; Approving Official for US Bank and WebTA; IAS Budget Approver; ADO for RSA, StCA agreements; ARIS/AIMS approving official for agreements; ARS-230 non-citizen clearances; ARMPS oversight and IRC/SRC funds; HHS-Letter of Credit monitoring and reports for SCA's - Spec. Coop. Agreements; L/A and STEP Authority for temporary hires; Land Use Agreements and Land Leases (New/Renewals); LincPass Administrator for South GA Cluster; Technical Advisor for Location EEO Special Emphasis Committees; Oversees all aspects of government vehicles, including fleet cards; Oversees wireless communications (cell phones); Coordinator for telephone services through RSA for Tifton	
<b>Mimi Baldree</b> Financial Technician  (Tifton)	229-386-3497 <a href="mailto:Mimi.Baldree@ars.usda.gov">Mimi.Baldree@ars.usda.gov</a>	Budget and Fiscal. CATS training/assistance; SAMS (Salary information and Obligations); Status of Funds (SOF) reports to fundholders; FFIS obligations and payments, B2 documents; Agreement closeouts; Designated Collection Official for incoming checks; Approves GovTrip/Travel vouchers for Tifton; RSA tracking/Monthly Management Reports; IAS Requisitioner and Receiver; Backup technical assistance for WebTA, GovTrip/travel, passport requests	

<p><b>Hazel Davis</b> Financial Technician  (Byron &amp; Dawson)</p>	<p>229-386-3106 <a href="mailto:Hazel.Davis@ars.usda.gov">Hazel.Davis@ars.usda.gov</a></p>	<p>Budget and Fiscal. CATS training/assistance; SAMS (Salary information and Obligations); Status of Funds (SOF) reports to fundholders; FFIS obligations and payments, B2 documents; Agreement closeouts; IAS Requisitioner and Receiver; Backup technical assistance for WebTA, GovTrip/travel, passport requests</p>
<p><b>Tom Maze</b> Purchasing Agent</p>	<p>229-386-3496 <a href="mailto:Tom.Maze@ars.usda.gov">Tom.Maze@ars.usda.gov</a></p>	<p>Acquisitions for formal contracting for construction, services, supplies, equipment, IT, and A/E services. Serves as Local Program Coordinator for purchase credit cards and ACCESS; Serves as Ability One Coordinator; Provides technical support to location procurement for Integrated Acquisition System (IAS); Personal Property contact – Assists Locations with facility construction, repair and maintenance, operations and maintenance, and energy conservation projects. Coordinates facility issues with Area Office personnel; Responsible for inventory management, utilization, disposal, and recordkeeping for a wide variety of real and personal property assets; Oversees the Corporate Property Automated Information System (CPAIS); Coordinates balance, chemical fume hood, biological safety cabinet and laminar flow hood inspections.</p>
<p><b>Barbara Young</b> Administrative Support Assistant</p>	<p>229-386-3504 <a href="mailto:Barbara.Young@ars.usda.gov">Barbara.Young@ars.usda.gov</a></p>	<p>Provides technical advice on appointing authorities and promotions, recruitments, special employment programs, retirement, health benefits, incentive awards, training requests, performance appraisals, and position staffing plans; Conducts new hire orientation; AgLearn, GovTrip/Travel and WebTA Coordinator; Provides technical Assistance for GovTrip/Travel; Office of Workers' Compensation (OWCP) - - Work-Related Injuries; LincPass issuer for South GA Cluster; EEO/CR Reports; Manages mailroom and FedEx services; REE Directory updates; Passport Retention Coordinator; Oversees all aspects of government vehicles, including fleet cards and PROP data entry; Responsible for processing Vehicle Accident Reports and TORT claims;</p>

		Serves as liaison between Area, Headquarters, and the Location on all Personnel related tasks; data entry for the Corporate Property Automated Information System (CPAIS); Volunteer Service Agreements
<b>Christy Fletcher</b> SCEP – Student Trainee	229-386-3506 <a href="mailto:Christy.Fletcher@ars.usda.gov">Christy.Fletcher@ars.usda.gov</a>	Provides support for administrative staff , (copying, filing, distributing mail); Processes all utility bills for payment, monitors and establishes new service or accounts; Reviews ARIS/AIMS documents and pulls reports; Tracks agreements to include ADODR, Cooperator and Expiration Date; Tracks O&M costs for CPAIS entry; TUMS updates and corrections for utility payments; Verifies correct account code used for monthly fleet card usage; Assists with ID Badges, fingerprinting and new employee orientation