



FY 16

Honolulu-Pacific

Federal Executive

Board Membership

Directory



Prince Jonah Kuhio Kalaniana'ole

Federal Building

300 Ala Moana Boulevard

Room 4-123, Box 50268

Honolulu, Hawaii 96850

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FY 16 Federal Executive Board Executive Committee

Chair

Mr. Michael Tosatto,
Regional Administrator, NOAA NMFS, Pacific Islands Regional Officer
U.S. Department of Commerce

Vice Chair

Rear Admiral Vince Atkins,
Commander, 14th Coast Guard District
U.S. Coast Guard

STANDING MEMBERS

Captain Jamie Kalowsky, USN
Commander, Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility, Department of Defense

Ms. Colby Stanton,
Director, Pacific Area Office, Federal Emergency Management Agency, Department of Homeland Defense

Mr. Stacey Franklin,
Regional Director, Asia-Pacific Division, General Services Administration

Mr. Ray Tanabe,
Director, NOAA National Weather Service Hawaii, U.S. Department of Commerce

MEMBERS

Lt. Gen. (R) Dan Leaf, Director
BG (R) James T. Hirai, Deputy Director
Daniel K. Inouye Asia-Pacific Center for Security Studies, Department of Defense

Mr. Ron Simpson,
Manager, Airports District Office,
Federal Aviation Administration, Department of Transportation

Ms. Diane Ley,
Director, Farm Service Agency, Hawaii State and Pacific Basin, U.S. Department of Agriculture

Dr. Christina Altendorf,
Region Director, U.S. Army Installation Management Command Pacific, Department of Defense

Mr. Ryan Okahara,
Director, Honolulu Field Office, Department of Housing and Urban Development

COL Richard Ellis, USA
Commander, Defense Logistics Agency Pacific, Department of Defense

Captain Patrick Kelly, USN
Deputy Director, J9 Pacific Outreach
Pacific Command, Department of Defense

Mr. Wayne Pfeffer,
Director, Pacific Islands Health Care System,
Department of Veterans Affairs

Ms. Mayela Sosa,
Division Administrator,
Federal Highway Administration,
Department of Transportation

MG Lawrence Brock III,
Commander, 311th Signal Command, Theater,
U.S. Army Network Enterprise Technology
Command, Department of Defense

Mr. David Gulick,
District Director, U.S. Citizenship and Immigration Services, Department of Homeland Security

Mr. Bruce Peterson,
Director Natural Resource Conservation Service,
U.S. Department of Agriculture

COL Joe Matos, USMC
Commander, Defense Information Systems Agency Pacific, Department of Defense

Mr. Bob Drummond,
Acting Site Manager, NOAA Inouye Regional Center, U.S. Department of Commerce

STAFF

Mr. Christopher Conklin
Executive Director,
Honolulu-Pacific Federal Executive Board
(808) 541-2638

Ms. Toni Allen
Deputy Executive Director
Honolulu-Pacific Federal Executive Board
(808) 541-2637

U.S. DEPARTMENT OF AGRICULTURE**Animal and Plant Health Inspection Service, Plant Protection and Quarantine**

300 Ala Moana Boulevard, Room 8-120
Honolulu, Hawaii 96850

VERNON HARRINGTON
State Plant Health Director
838-2780 Fax 541-1978
vernon.harrington@aphis.usda.gov

CAROL RUSSELL
State Operations Support Officer
838-2782 / 255-8095
carol.e.russell@aphis.usda.gov

Farm Service Agency, Hawaii State and Pacific Basin

300 Ala Moana Boulevard, Honolulu, Hawaii 96850

DIANE LEY
State Executive Director
541-2600 X 123
diane.ley@hi.usda.gov

JILL LEE
Administrative Officer
541-2600 X 148
jill.lee@hi.usda.gov

Food Safety Inspection Service Compliance Program

300 Ala Moana Boulevard, Room 8-145, Box 50044
Honolulu, Hawaii 96850
www.fsis.usda.gov

FRANK QUINN
Compliance Investigator
541-3791 Fax 541-1668
frank.quinn@fsis.usda.gov

None

Food and Nutrition Service

300 Ala Moana Boulevard, Room 5-241
Honolulu, Hawaii 96850
www.fns.usda.gov

ALISON LUM
Program Specialist
541-2859 Fax 541-3664
alison.lum@fns.usda.gov

JANE DEDRICK
Program Specialist
541-2860 Fax 541-3664
Jane.dedrick@fns.usda.gov

Pacific Southwest Research Station, Institute of the Pacific Islands Forestry

60 Nowelo Street, Hilo, Hawaii 96720
www.fs.fed.us/psw/ipif

RIC LOPEZ, PhD
Director
808-854-2601 Fax 855-456-0352
RDLopez@fs.fed.us

TOM COLE
Forester
808-854-2658 Fax 808-933-8120
tcole@fs.fed.us

National Agricultural Statistics Service, Hawaii Field Office

300 Ala Moana Boulevard Suite 7-118
Honolulu, Hawaii 96850
www.nass.usda.gov/Statistics_by_State/Hawaii/

KATHY KING
State Statistician
808-522-8080 or 800-804-9514
kathy.king@nass.usda.gov

REGINA HIDANO
NASDA Coordinator
808-522-8080 Fax 1-844-332-7146
regina.hidano@nass.usda.gov

Natural Resources Conservation Service

300 Ala Moana Boulevard, Room 4-118, Box 50004
Honolulu, Hawaii 96850

BRUCE PETERSEN

Director
541-2600 X 107
bruce.petersen@hi.usda.gov

JASON PEEL

Assistant Director for Strategy and Management
541-2600 X 116 Fax 541-2613
jason.peel@hi.usda.gov

CHERYL MORTON

Executive Assistant
541-2600 X 105 Fax 541-1335
cheryl.morton@hi.usda.gov

Rural Development

154 Waiuanue Ave, Federal Building, Room 311
Hilo, Hawaii 96720-2452
www.rurdev.usda.gov

CHRIS KANAZAWA

State Director
808-933-8302 / 354-5574 Fax 541-1335
chris.kanazawa@hi.usda.gov

MELISSA PANG-CHING

Administrative Director
808-933-8304 Fax 808-933-8370
melissa.pangching@hi.usda.gov

U.S. DEPARTMENT OF COMMERCE**NOAA, Inouye Regional Center**

1845 Wasp Blvd, Honolulu , Hawaii 96818
www.irc.noaa.gov

ROBERT DRUMMOND

Acting Site Manager
725-6211
robert.drummond@noaa.gov

ALTERNATE**NOAA, National Marine Fisheries Service, Pacific Islands Fisheries Science Center**

Inouye Regional Center
1845 Wasp Blvd, Honolulu , Hawaii 96818

MICHAEL SEKI, Ph.D.

Director
725-5738
michael.seki@noaa.gov

NOAA, National Marine Fisheries Service, Pacific Islands Regional Office

Inouye Regional Center
1845 Wasp Blvd, Honolulu , Hawaii 96818
www.fpir.noaa.gov

MICHAEL TOSATTO

Regional Administrator
725-5001
michael.tosatto@noaa.gov
ashley.lerner@noaa.gov (admin
assistant)

SARAH MALLOY

Deputy Regional Administrator
725-5002
sarah.malloy@noaa.gov

JAMES CRY

OMI Chief
725-5050
jim.cry@noaa.gov

NOAA, National Weather Service, Pacific Region

Inouye Regional Center
1845 Wasp Blvd, Honolulu , Hawaii 96818
www.prh.noaa.gov

RAY TANABE
Regional Director
725-6000 Fax 725-6005
raymond.tanabe@noaa.gov

EDWARD YOUNG Jr.
Deputy Director
725-6002 Fax 725-6005
edward.young@noaa.gov

Honolulu Export Assistance Center, U.S. Commercial Service

521 Ala Moana Boulevard, Suite 214
Honolulu, Hawaii 96813
www.export.gov/hawaii/

JOHN HOLMAN
Director, Pacific Islands
522-8041 Fax 532-5569
john.holman@trade.gov

NONE

Economic Development Administration

300 Ala Moana Boulevard, Room 5-180
Honolulu, Hawaii 96850

GAIL FUJITA
Economic Development Representative
541-3391 Fax 541-3138
gfujita@eda.doc.gov

ALTERNATE

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

300 Ala Moana Boulevard, Room 6-213, Box 50024
Honolulu, Hawaii 96850

DERRICK ARIYOSHI
Hawaii State Program Director
541-2832 Fax 541-3603
dariyoshi@cns.gov

US DEPARTMENT OF DEFENSE**U.S. Air Force**

U.S. Pacific Air Forces
25 E. Street, Suite G-214
JBPHH, Hawaii 96853-5420
www.pacaf.af.mil

GENERAL LORI J. ROBINSON
Commander
449-4501 Fax 449-4521
pacaf.cce@us.af.mil
sandy.honda@us.af.mil (Executive Assistant)

MAJOR GENERAL MARK C. DILLON
Vice Commander
449-4507 Fax 449-4521
pacaf.cv@us.af.mil

15th Wing

800 Scott Circle
JBPHH, Hawaii 96853-5328

COLONEL RANDALL HUISS

Commander
449-1500 Fax 449-1509
randall.huiss@hickam.af.mil

COLONEL ROBERT CIOPPA

Vice Commander
449-1502 Fax 449-1509
robert.cioppa@Hickam.af.mil

U.S. Army**U.S. Army Pacific (USARPAC)**

Bldg T-100, Palm Circle
Fort Shafter, Hawaii 96858-5100
www.usarpac.army.mil

GENERAL VINCENT BROOKS

Commanding General
438-2206 Fax 438-3401
todd.b.mccaffrey.mil@mail.mil (DCG)

MAJOR GENERAL TODD MCCAFFREY

Deputy Commanding General
438-2422 Fax 438-2809
Admin Assist: nora.n.clemens.civ@mail.mil

311th Signal Command (Theater)

Bldg 520, Stop 544
Fort Shafter, Hawaii 96858-5410
www.usarpac.army.mil/311th SigCmd

MAJOR GENERAL LAWRENCE BROCK III

Commanding General
438-2295 Fax 438-7581
lawrence.w.brock.mil@mail.mil

BRIGADIER GENERAL LAWRENCE THOMS

Deputy Commanding General
438-2295 Fax 438-7581
lawrence.f.thoms.mil@mail.mil

413th US Army Contracting Support Brigade

Bldg T-122, 2nd Floor, ATTN: SFCA-PR
Fort Shafter, Hawaii 96858-5430
www.acc.army.mil/ecc/413th

COLONEL KEVIN NASH

Commander
438-2386 Fax 438-2234
kevin.m.nash.mil@mail.mil

SHARON OISHI

Deputy Commander
438-6530 Fax 438-2234
sharon.n.oishi.civ@mail.mil

599th Transportation Brigade

352 Santos Dumont Avenue
Wheeler Army Air Field,
Schofield Barracks, Hawaii 96857

COLONEL JAMES SMITH

Commander
656-0530 Fax 656-0730

LARRY STEPHENS

Deputy Commander
656-0530 Fax 656-0730
larry.f.stephens2.civ@mail.mil

Cecily Manahane, Executive Assistant
cecily.v.manahane.cive@mail.mil

U.S. Army Installation Management Command, Pacific

132 Yamanaga Street
Fort Shafter, Hawaii 96858-5520

DR. CHRISTINE ALTENDORF
Region Director
438-1025 Fax 438-8690
chritine.t.altendorf.civ@mail.mil

COLONEL STUART McRAE
Deputy Director
stuart.j.mcrae.mil@mail.mil

J. STEVEN NIEDERRITER
Chief Human Resources
438-1433 Fax 438-2053
james.s.niederriter3.civ@mail.mil

Pacific Regional Medical Command

1 Jarrett White Road
Honolulu, Hawaii 96859
www.army.mil/prmc

BRIGADIER GENERAL PATRICK SARGENT **ALTERNATE**
Commanding General
433-5716 Fax 433-7861
patrick.sargent@us.army.mil

U.S. Army Corps of Engineers, Pacific Ocean Division

Building 525, Suite 300
Fort Shafter, Hawaii 96858-5440
www.pod.usace.army.mil

BRIGADIER GENERAL JEFFREY MILHORN
Commander
835-4700 Fax 835-4710
jeffrey.l.milhorn@usace.army.mil

COLONEL CHRISTOPHER LESTOCHI
Deputy Commander
835-4705 Fax 835-4710
christopher.d.lestochi@usace.army.mil

U.S. Marine Corps**U.S. Marine Corps Forces, Pacific**

Box 64139
Camp H.M. Smith, Hawaii 96861-4139
www.mfp.usmc.mil

LIEUTENANT GENERAL JOHN TOOLAN
Commander
477-8601 Fax 477-8721
nellie.arnold@usmc.mil

BRIGADIER GENERAL CHRISTOPHER MAHONEY
Deputy Commander
477-8612 Fax 477-8721
thomas.hathaway@usmc.mil

Marine Corps Base Hawaii

Box 63002
Kaneohe Bay , Hawaii 96863-3002

COLONEL SEAN KILLEEN
Commanding Officer
257-7708 Fax 257-7703
sean.c.killeen@usmc.mil

DOUGLAS WADSWORTH
Chief of Staff
257-7707 Fax 438-2809
douglas.wadsworth@usmc.mil

U.S. Navy**U.S. Pacific Fleet**

250 Makalapa Drive
 JBPHH, Hawaii 96860
www.cpf.navy.mil

ADMIRAL SCOTT SWIFT

Commander
 471-9727 Fax 474-5161
jermaine.milford@navy.mil

LYNN SIMPSON

Executive Director, Total Fleet Force Manpower &
 Personnel
 471-9393 Fax 474-9662
lynn.simpson@navy.mil

Navy Region Hawaii

850 Ticonderoga Street, Bldg 150, Suite 110
 JBPHH, Hawaii 96860-5117
www.hawaii.navy.mil

REAR ADMIRAL JOHN FULLER

Commander
 473-2200 Fax 473-1940
nadine.bayne@navy.mil
theresa.phillips@navy.mil

CAPTAIN MARK MANFREDI

Chief of Staff
 473-2200
mark.manfredi@navy.mil

Naval Supply Fleet Logistic Center, Pearl Harbor

1942 Gaffney Street, Suite 100
 JBPHH, Hawaii 96860-4549
www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcph

CAPTAIN KENNETH EPPS

Commanding Officer
 473-0961 Fax 473-2578
ken.epps@navy.mil

MONA YAMADA

Executive Director
 473-7672 Fax 473-2578
mona.yamada@navy.mil

Navy Computer and Telecommunications Area Master Stations, Pacific

500 Center Street
 Wahiawa, Hawaii 96786-3050
ww.nctampac.navy.mil

CAPTAIN WILLIAM DODGE, JR.

Commanding Officer
 653-5344
william.dodge@navy.mil

COMMANDER JAMIE GATEAU

Chief Staff Officer
 653-5344 Fax 653-0080
james.b.gateau@navy.mil

Naval Criminal Investigative Service Field Office Hawaii

449 South Avenue,
 JBPHH, Hawaii 96860-4988
www.ncis.navy.mil

DWIGHT CLAYTON

Special Agent in Charge
 474-1218 Fax 474-1210
dwight.clayton@navy.mil

Naval Facilities Engineering Command, Hawaii

400 Marshall Road,
JBPHH, Hawaii 96860-3139
<https://portal.navfac.navy.mil>

CAPTAIN DEAN TUFTS

Commanding Officer
471-3926 Fax 471-5024
susan.l.brown1@navy.mil

COMMANDER SCOTT CLOYD

Executive Officer
471-3926 Fax 471-5024
susan.l.brown1@navy.mil

Naval Facilities Engineering Command, Pacific

258 Makalapa Drive, Suite 100
JBPHH, Hawaii 96860-3134
<https://portal.navfac.navy.mil>

REAR ADMIRAL BRET MUILENBURG

Commander
472-1000 Fax 474-0381
arlene.yoshioka@navy.mil

CAPTAIN MICHAEL WILLIAMSON

Vice Commander
472-1000 Fax 474-0381
arlene.yoshioka@navy.mil

Naval Health Clinic of Hawaii

480 Central Avenue
JBPHH, Hawaii 96860

CAPTAIN LYNN WHEELER

Commanding Officer
471-3025 Fax 471-5476
lynn.wheeler@med.navy.mil

CAPTAIN KIMBERLY DAVIS

Executive Officer
471-5055/221-1875 Fax 471-5476
kimberly.davis@med.navy.mil

Navy Munitions Command, East Asia Division

562 G Avenue
Ewa Beach, Hawaii 96706-3381

CAPTAIN EDWARD GALVIN

Commanding Officer
471-1111 X 100
edward.galvin@navy.mil

KATHLEEN RUSSELL

Executive Director
471-1111 Ext 101
Kathleen.russell@navy.mil

Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility

667 Safeguard Street, Suite 100
JBPHH, Hawaii 96860-5033
www.phnsy.navy.mil

CAPTAIN JAMIE KALOWSKY

Commander
474-9119 Fax 474-9033
james.kalowsky@navy.mil

ALEXANDER DESROCHES

Executive Staff Director
474-9119 Fax 747-9033
alexander.desroches@navy.mil

Space and Naval Warfare Systems Center, Pacific

2293 Victor Wharf Access Road
Pacific C4ISR Department (Code H)
Pearl City, Hawaii 96782-3356
www.public.navy.mil/spawar/pacific

COMMANDER JAMES KNOLL

Officer in Charge
474-3166 Fax 474-7685
james.knoll@navy.mil

ALAN UMEDA

Department Manager
474-3166 Fax 474-7685
alan.umeda@navy.mil

Joint Commands**U.S. Pacific Command**

Elrod Road, Building 700
Camp H. M. Smith, Hawaii 96861-4028
www.pacom.mil

ADMIRAL HARRY HARRIS
Commander
477-7805 Fax 477-7839
christopher.wilson8@pacom.mil

COLONEL JAMES L. PEASE
Director, Manpower & Personnel
477-7870
james.pease@pacom.mil

Army and Air Force Exchange Service

265 McClelland Street, Building 2171
JBPHH, Hawaii 96853-5297
www.aafes.com

MIKE WHISLER
Area Manager
741-7415 Fax 423-7303
whislerm@aafes.com

IKUKO DILLON
Human Resources Manager
423-8783 Fax 423-7303
dilloni@aafes.com

Daniel K. Inouye Asia-Pacific Center for Security Studies

2058 Maluhia Road
Honolulu, Hawaii 96815
www.apcss.org

LTG DANIEL P. LEAF (Retired)
Director
971-4065 Fax 971-8999
leafd@apcss.org

BG JAMES T. HIRAI (Retired)
Deputy Director
971-8915 Fax 971-8999
hiraij@apcss.org

Defense Contract Audit Agency, Hawaii Sub Office

1132 Bishop Street, Suite 620
Honolulu, Hawaii 96813
www.dcaa.mil

EVELYN BOX
Supervisory Auditor
522-8000 X 1188 Fax 522-8004
evelyn.box@dcaa.mil

CAROLYN GONZALEZ
Supervisory Auditor
522-8000 X 1145
carolyn.gonzalez@dcaa.mil

Defense Commissary Agency (DeCA) West

20 Hickam Court, Building 2093
JBPHH, Hawaii 96853-5255
www.commissaries.com

BRUCE GRAF
Hawaii Zone 13 Manager
448-4669 Fax 448-6676
bruce.graf@deca.mil

DAVID VEA
Human Resources Advisor
448-6674 Fax 449-1930
david.vea@deca.mil

Defense Criminal Investigative Service

300 Ala Moana Boulevard, Room 6-209, Box 50045
Honolulu, Hawaii 96850
www.dodig.osd.mil

MICHAEL NAITO

Special Agent
541-2590 Fax 541-3609
michael.naito@dodig.mil

STEVEN MACELENO

Special Agent
541-2575 Fax 541-3609
steven.maceleno@dodig.mil

Defense Information Systems Agency Pacific (DISA PAC)

477 Essex Street, Suite 183
JBPHH, Hawaii 96860-5815
www.pac.disa.mil

COLONEL JOSEPH A. MATOS, III, USMC

Commander
472-0051 Fax 472-1917
joseph.a.matos.mil@mail.mil

BRUCE MORGAN

Deputy Commander
472-0051 Fax 472-1917
bruce.a.morgan.civ@mail.mil

CATHERINE BUTTERWORTH,

Executive Assistant
catherine.g.butterworth.civ@mail.mil

Defense Logistics Agency Pacific

1025 Quincy Avenue, Building 479, Suite 2000
JBPHH, Hawaii 96860-4512
www.pacific.dla.mil

COLONEL RICHARD ELLIS

Commander
473-9591 Fax 473-4235
richard.ellis2@dla.mil

BOBBI COLLINS

Deputy Commander
473-4350 Fax 473-4235
bobbi.collins@dla.mil

Defense Logistics Agency, Document Services

1025 Quincy Avenue, Suite 2000
JBPHH, Hawaii 96860-4512
www.pacific.daps.dla.mil

BOBBY KADOMOTO

Pacific Director
473-2828 Fax 473-2604
bobby.kadomoto@dla.mil

VACANT

Deputy Director
473-0439 Fax 473-2604

Defense Logistics Agency, Disposition Services Pacific

1025 Quincy Avenue, Suite 2000
JBPHH, Hawaii 96860-4512
www.dispositionsservices.dla.mil

JOE ARNOLD

Director
473-4241 Fax
joe.arnold@dla.mil

JON MITSUYASU

Deputy Director
473-1537 Fax
jon.mitsuyasu@dla.mil

Defense Logistics Agency Distribution

2000 Gaffney Street
JBPHH, Hawaii 96860-4544

COMMANDER TROY MORSE

Commander
PHONE & FAX
troy.morse@dla.mil

THOMAS DILLON

Deputy Commander
473-4670 Fax 473-4074
thomas.dillon@dla.mil

Defense Logistics Agency Energy Pacific

1025 Quincy Avenue, Building 479, Suite 2000
JBPHH, Hawaii 96860-4512
www.desc.dla.mil

CAPTAIN CHRISTOPHER BOWER

Commander
473-4312 Fax 473-4232
christopher.s.bower@dla.mil

ROCKNE KRILL

Deputy Director
473-4933 Fax 473-4232
rockne.krill@dla.mil

Defense Logistics Agency Information and Operations (J6)

1025 Quincy Avenue, Building 479, Suite 2000
JBPHH, Hawaii 96860-4512

ALLISON SHINN-YUEN

Director
473-1479 Fax 473-4232
allison.shinn-yuen@dla.mil

HOWARD DEMOTTA

Chief, Business Office
473-3442 Fax 473-4232
howard.demotta@dla.mil

Defense Logistics Agency, Land and Maritime

667 Safeguard Street, Bldg 167, Suite 200
JBPHH, Hawaii 96860-5003
www.landandmaritime.dla.mil

COMMANDER THOMAS MARSZALEK

Director
473-8000 X 4203 Fax 471-8873
thomas.marszalek@dla.mil

FARON CORDREY

Deputy Director
473-8000 X 5065 Fax 471-8873
faron.cordrey@dla.mil

Defense Logistics Agency, Troop Support Pacific

440 Fuller Way, Building 280
JBPHH, Hawaii 96860-4967

COMMANDER DAVID MCNUTT

Commander
474-2901 Fax 471-0125
david.mcnutt@dla.mil

ROBERT MAIN

Deputy Commander, Operations
474-2903
robert.main@dla.mil

LEONHARD THOMPSON

Deputy Commander, Acquisitions
474-2902 Fax 471-0125
leonhard.thompson@dla.mil

Defense POW/MIA Accounting Agency West

Kamakahi Street
JBPHH, HI 96860

BG MARK SPINDLER

Deputy Director
448-4500 X 3010
mark.s.spindler.mil@mail.mil

KELLY FLETCHER

Chief of Staff
448-1710
kelly.e.fletcher2.civ@mail.mil

Joint Typhoon Warning Center

425 Luapele Rd.
Bldg. 398
JBPHH, HI 96860

CAPTAIN STEVEN SOPKO

Commander
471-0363
steven.sopko@navy.mil

SENIOR CHIEF THOMAS BRICKLER

Command Senior Enlisted Leader
471-4588
thomas.l.brickler@navy.mil

Military Entrance Processing Station, Honolulu

490 Central Avenue, Building 281
JBPHH, Hawaii 96860-4958
www.mepcom.army.mil/meps/hono

LTCDR ANDREW GERLA

Commander
471-8725 X200 Fax 471-2888
andrew.c.gerla.mil@mail.mil

CAPTAIN OCTAVIA HEARD

Operations Officer
471-8725 X217 Fax 471-2888
octavia.d.heard.mil@mail.mil

NCPAC

Box 64048, Building 20
Camp H. M. Smith, Hawaii 96861-4048

BRENT OLTJEN

Chief of Staff
477-3981 Fax 477-2592
broltjen@nsa.ic.gov

MARIA URSIDA

Chief, Education and Training
477-3981, 477-3972 Fax 477-2592
maria.ursida@pacom.mil

STATE OF HAWAII, DEPARTMENT OF DEFENSE

3949 Diamond Head Road
Honolulu, Hawaii 96816-4495
www.dod.state.hi.us

BRIGADIER GENERAL ARTHUR LOGAN

Adjutant General
672-1001/733-4246; Fax: 733-4499
arthur.j.logan.mil@mail.mil

COLONEL KENNETH HARA

Deputy Adjutant General
672-1003/733-4244; Fax: 733-4238
kenneth.s.hara.mil@mail.mil

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

300 Ala Moana Boulevard, Room 7-127, Box 50082
 Honolulu, Hawaii 96850
www.eeoc.gov

GLORY GERVACIO SAURE

Director
 541-3722 FAX 541-3390 Cell 255-7353
glory.gervacio@eeoc.gov

RAYMOND GRIFFIN

Investigator
 541-3721 Fax 541-3390 Cell 554-4428
raymond.griffin@eeoc.gov

FEDERAL MEDIATION AND CONCILIATION SERVICE

300 Ala Moana Boulevard, Room 4-119, Box 50022
 Honolulu, Hawaii 96850
www.fmce.gov

CAROL CATANZARITI

Commissioner
 541-2568 Fax 541-3626
ccatanzariti@fmcs.gov

NONE**GENERAL SERVICES ADMINISTRATION**www.gsa.gov**Asia-Pacific Region**

3375 Koapaka Street, Suite C312
 Honolulu, Hawaii 96819

STACEY FRANKLIN

Area Director
 541-1777 Fax 541-3406
stacey.franklin@gsa.gov

ALTERNATE**Federal Acquisitions Service**

3375 Koapaka Street, I-590
 Honolulu, Hawaii 96819

RENEE HICKS

Supervisory Contract Specialist
 541-1777 Fax 541-3406
renee.hicks@gsa.gov
gloria.wong@gsa.gov

LYNN FUJIMOTO

Customer Service Director
 541-1776 Fax 541-3406
lynn.fujimoto@gsa.gov

Public Building Service

300 Ala Moana Boulevard, Room 1-336
 Honolulu, Hawaii 96850

DIANA SCHLUMPF

Property Manager
 541-3630 Fax 541-3601
diana.schlumpf@gsa.gov

DEREK LYNCH

Building Manager
 541-3632 Fax 541-3631
derek.lynch@gsa.gov

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Medicare and Medicaid Services

300 Ala Moana Boulevard, Room 6-225, Box 50081
Honolulu, Hawaii 96850
www.cms.hhs.gov

TOM DURAN

Pacific Area Representative
541-2732 / 291-5079 Fax 541-3887
tom.duran@cms.hhs.gov

NONE

Centers for Disease control and Prevention

Office of State, Tribal, Local and Territorial Support

300 Ala Moana Boulevard, Room 8-125
Honolulu, Hawaii 96850

BILL GALLO

Associate Director for Insular Area Support
541-3760 Cell (404) 319-9996
bgallo@cdc.gov

VICTORIA RAYLE

Project Officer
541-3761
vrayle@cdc.gov

Center for Disease Control & Prevention-Honolulu Quarantine Station

Honolulu International Airport Terminal
300 Rodgers Blvd., Box 67
Honolulu, Hawaii 96819-1897

NOEMI GUZMAN

Assistant Officer in Charge
861-8530 Fax 861-8532
nguzman@cdc.gov

ERIN IMADA

Quarantine Public Health Officer
861-8530 FAX 861-8532
eimada@cdc.gov

Food and Drug Administration

1132 Bishop Street, Suite 500
Honolulu, Hawaii 96813

LISA CAPRON

Supervisory Consumer Safety Officer
522-8011 X 105 Fax 522-8008
lisa.capron@fda.hhs.gov

ALTERNATE

Office of the Inspector General

300 Ala Moana Boulevard, Room 2-710
Honolulu, Hawaii 96850

LINDA SIU

Senior Auditor
541-1672 X 227 Fax 541-1671
linda.siu@oig.hhs.gov

SHARMAINE SOTELO

Auditor
541-1673 X 224 Fax 541-1671
sharmaine.sotelo@oig.hhs.gov

U.S. DEPARTMENT OF HOMELAND SECURITY**US Citizenship and Immigration Services**

500 Ala Moana Boulevard, STE 2-400
Honolulu, Hawaii 96813
www.uscis.gov

DAVID GULICK
District Director
687-6317 / 202-557-5657 Fax 687-6372
david.g.gulick@uscis.dhs.gov

KATY LEUNG
Field Office Director
687-6350 Fax 687-6374
katy.leung@uscis.dhs.gov

PATRICIA IWAMI
Emergency Coordinator
687-6356 Fax 687-6370
patricia.a.iwami@uscis.dhs.gov

US Customs and Border Protection

300 Ala Moana Boulevard, Room 2-500, Box 50108
Honolulu, Hawaii 96850
www.cbp.gov

BRUCE W. MURLEY
Area Port Director
356-4170 Fax 356-4185
bruce.w.murley@cbp.dhs.gov

HILDA MONTOYA
Assistant Port Director, Trade and Tactical Branch
356-4175 Fax 356-4185
hilda.c.montoya@cbp.dhs.gov

TRACY FERMIN-BRAS
Administrative Assistant
356-8115 Fax 356-4185
tracy.ferminbras@cbp.dhs.gov

VINNIE SHIMABUKURO
Assistant Port Director, Passenger
Branch
356-4171 Fax 356-4185
vinnie.m.shimabukuro@cbp.dhs.gov

GEORGE MINAMISHIN
Watch Commander
237-4708 Fax 237-4762
george.h.minamishin@cbp.dhs.gov

Federal Emergency Management Agency, Pacific Area Office (FEMA)

546 Bonney Loop, Building 520
Fort Shafter, Hawaii 96858-5000

COLBY STANTON
Director
851-7918 Fax 851-7927
colby.stanton@fema.dhs.gov

GEN TAMURA
Preparedness Analyst and Planning Specialist
851-7917 Fax 851-7927
gen.tamura@fema.dhs.gov

LARRY DOVE
Exercise and Training Specialist
851-7906 Fax 851-7927
larry.dove@fema.dhs.gov

Federal Protective Service

DHS,NPPD
300 Ala Moana Boulevard, Room 8-152
Honolulu, Hawaii 96850

MICHAEL WARD
District Commander for Hawaii / Guam
619-955-8402 Fax 619-955-8546
michael.d.ward@hq.dhs.gov

FRIZELL MOORE
Area Commander, Pacific Islands
541-1317
frizell.j.moore@hq.dhs.gov

Fourteenth Coast Guard District

300 Ala Moana Boulevard, Suite 9-204
Honolulu, Hawaii 96850-4982

REAR ADMIRAL VINCENT B. ATKINS

Commander
535-3201 Fax 535-3209
vincent.b.atkins@uscg.mil

CAPTAIN JAMES JENKINS

Chief of Staff
535-3202 Fax 535-3209
james.d.jenkins@uscg.mil

Immigration and Customs Enforcement, Homeland Security Investigations

595 Ala Moana Boulevard
Honolulu, Hawaii 96813
www.ice.gov

WAYNE WILLS

Special Agent in Charge
532-3749 Fax 532-4689
wayne.wills@ice.dhs.gov

FRANK CABADDU

Deputy Special Agency in Charge
532-2741 Fax 532-4689
frank.cabaddu@ice.dhs.gov

Immigration and Customs Enforcement, Office of the Chief Counsel Honolulu

595 Ala Moana Boulevard
Honolulu, Hawaii 96813
www.ice.gov

PATRICIA BEATTIE

Chief Counsel
532-2149 Fax 532-4688
patricia.a.beattie@ice.dhs.gov

NONE**Immigration and Customs Enforcement, Enforcement and Removal Operations**

595 Ala Moana Boulevard
Honolulu, Hawaii 96813
www.ice.gov

MICHAEL SAMANIEGO

Assistant Field Office Director
522-7480 Fax 532-4698
michael.a.samaniego@ice.dhs.gov

ALTERNATE**Office of Infrastructure Protection (IP), Protective Security Coordination Division (PSCD)****Field Operation Branch****RICHARD SCOTT MITCHEM**

Protective Security Advisor, Los Angeles District
213-533-4313 Cell 808-264-0395
richard.mitchem@dhs.gov

NONE**Secret Service**

300 Ala Moana Boulevard, Suite 6-210
Honolulu, Hawaii 96850
www.secretservice.gov

DAVID LACOVETTI

Special Agent in Charge
541-1912 Fax 545-4490
david.lacovetti@ussd.dhs.gov

TOM HOLLERN

Admin Officer
541-1912
tom.hollern@ussd.dhs.gov

Transportation Security Administration

Honolulu International Airport Hub

3375 Koapaka Street, C-350
Honolulu, Hawaii 96819-1897
www.tsa.gov

STANFORD MIYAMOTO

Federal Security Director
831-4604 Fax 831-4619
stanford.miyamoto@tsa.dhs.gov

MARK MOMSEN

Federal Security Deputy Director
838-2433 Fax 831-4619
mark.momsen@tsa.dhs.gov

CY OKINAKA

831-4604 Fax 831-4619
cy.okinaka@tsa.dhs.gov

Federal Air Marshal Service

300 Rodgers Blvd. Honolulu HI 96819

DANA CHONG TIM

Assistant Federal Security Director-LE, HI
838-2416
dana.chongtim@ole.tsa.dhs.gov

KEVIN PITMAN

Assistant Federal Security Director –LE, Guam
671-642-0181
kevin.pitman@dhs.gov

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Honolulu Field Office

1132 Bishop Street, Suite 1400
Honolulu, Hawaii 96813
www.hud.gov

RYAN OKAHARA

Field Office Director
457-4665 Fax 457-4694
ryan.t.okahara@hud.gov

VACANT

Associate Regional Council
457-4696 Fax 457-4694

U.S. DEPARTMENT OF INTERIOR

U.S. Fish and Wildlife Service, Office of Law Enforcement

3375 Koapaka Street, Suite B-296
Honolulu, Hawaii 96819
www.fws.gov/le

KEITH SWINDLE

Resident Agent in Charge
861-8525 Fax 791-0852
keith_swindle@fws.gov

ANTHONY PALERMO

Supervisory Inspector
861-8525 Fax 791-0852
anthony_palermo@fws.gov

U.S. Fish and Wildlife Service, Hawaiian and Pacific Islands,

National Wildlife Refuge Complex

300 Ala Moana Boulevard, Room 5-231, Box 50167
Honolulu, Hawaii 96850
www.fws.gov/pacificislandsrefuges/

BARRY STIEGLITZ

Refuge Supervisor
792-9540 Fax 792-9585
barry_stieglitz@fws.gov

MATTHEW BROWN

Deputy Leader
792-9540 Fax 792-9585
matthew_brown@fws.gov

U.S. Fish and Wildlife Service, Ecological Services

300 Ala Moana Boulevard, Room 3-122
 Honolulu, Hawaii 96850
www.fws.gov

MARY ABRAMS
 Field Supervisor
 792-9430 Fax 792-9581
mary_abrams@fws.gov

KRISTI YOUNG
 Deputy Field Supervisor
 Programmatic Operations
 792-9419 Fax 792-9581
kristi_young@fws.gov

DAVID TESSLER
 Deputy Field Supervisor
 Geographic Operations
 792-9471 Fax 792-9581
david_tessler@fws.gov

U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program

300 Ala Moana Boulevard, Room 5-207
 Honolulu, Hawaii 96850
www.fws.gov

RUTH C.B. UTZURRUM
 Pacific Island Coordinator
 792-9571
ruth_utzurum@fws.gov

EDWARD FLINN CURREN
 Grant Specialist
 792-9572
edward_curren@fws.gov

U.S. Geological Survey, Pacific Islands Water Science Center

Inouye Regional Center
 1845 Wasp Boulevard, Bldg 176
 Honolulu, Hawaii 96818
www.hi.water.usgs.gov

STEPHEN ANTHONY
 Director
 690-9602 Fax 690-9599
santhony@usgs.gov

DOMINIQUE HORVATH
 Administrative Officer
 690-9604 Fax 690-9599
dhorvath@usgs.gov

U.S. Geological Survey, Pacific Island Ecosystems Research Center

Inouye Regional Center
 1845 Wasp Boulevard, Bldg 176
 Honolulu, Hawaii 96818

GORDON TRIBBLE
 Director
 985-6457 FAX 967-8568
gtribble@usgs.gov

DOMINIQUE HORVATH
 Administrative Officer
 690-9604 Fax 690-9599
dhorvath@usgs.gov

National Park Service, Pacific West Region Honolulu

300 Ala Moana Boulevard, Room 6-226, Box 50165
 Honolulu, Hawaii 96850
www.nps.gov/pwro/piso

MELIA LANE-KAMAHELE
 Manager Pacific Islands Office
 541-2693 X 723 Fax 541-3696
melia_lane-kamahele@nps.gov

PATRICIA BROWN
 Chief of Business Services and Administration
 725-6145 Fax 725-6161
patricia_a_brown@nps.gov

U.S. DEPARTMENT OF JUSTICE**U. S. Bureau of Alcohol, Tobacco, Firearms and Explosives**

300 Ala Moana Boulevard, Room 3-200, Box 50103

Honolulu, Hawaii 96850

www.atf.gov**CHRISTOPHER TUIELE**

Special Agent In Charge

566-4800 Fax 566-4830

christopher.tuitele@atf.gov**CHRISTOPHER LEWIS**

Senior Special Agent

566-4815 Fax 566-4830

christopher.lewis@usdoj.gov**U. S. Drug Enforcement Administration**

300 Ala Moana Boulevard, Room 3-147, Box 50163

Honolulu, Hawaii 96850

www.usdoj.gov/dea**ROBIN DINLOCKER**

Assistant Special Agent in Charge

541-1930 Fax 541-1936

latanya.a.gandy@usdoj.gov**HOWARD SHU**

Group Supervisor

628-2346 / 579-3861 Fax 541-3048

howard.shu@usdoj.gov**Executive Office for Immigration Review, Immigration Court**

300 Ala Moana Boulevard, Room 8-112 Box 50169

Honolulu, Hawaii 96850

www.usdoj.gov/eoir**JEANETTE PATRON**

Acting Court Administrator

213-894-0645 Fax 213-894-5196

jeanette.patron@usdoj.gov**YVONNE WONG**

Point of Contact Honolulu

541-1870/1864

yvonne.wong@usdoj.gov**Federal Bureau of Investigation**

91-1300 Enterprise Avenue

Kapolei, Hawaii 96707

www.fbi.gov/honolulu**PAUL DELACOURT**

Special Agent in Charge

566-4411 Fax 566-4343

paul.delacourt@ic.fbi.gov**JONATHAN BOWMAN**

Assistant Special Agent in Charge

566-4414 Fax 566-4343

jonathan.bowman@ic.fbi.gov**Federal Bureau of Prisons**

Federal Detention Center, Honolulu

351 Elliott Street, PO Box 30546

Honolulu, Hawaii 96820

www.bop.gov**J. RAY ORMOND**

Warden

838-4370 Fax 838-4510

hon/warden~@bop.gov**DENNIS HENDERSHOT**

Associate Warden

838-4203 Fax 838-4511

dhendershot@bop.gov

U.S. Attorney's Office, District of Hawaii

300 Ala Moana Boulevard, Room 6-100
 Honolulu, Hawaii 96850
www.usdoj.gov/usao/hi

FLORENCE T. NAKAKUNI

U.S. Attorney
 541-2850 Fax 541-2958
florence.nakakuni@usdoj.gov

LIAN ABERNATHY

Administrative Officer
 440-9238 Fax 541-3758
lian.abernathy@usdoj.gov

U.S. Marshals Service

300 Ala Moana Boulevard, Room C-101, Box 50184
 Honolulu, Hawaii 96850
www.usdoj.gov/marshals/district/hi

GERVIN MIYAMOTO

U.S. Marshal
 541-3030 Fax 541-3056
gervin.miyamoto@usdoj.gov

VACANT

Chief U.S. Deputy Marshal
 541-3045 Fax 541-3056

U.S. DEPARTMENT OF LABOR**Occupational Safety and Health Administration**

300 Ala Moana Boulevard, Room 5-146, Box 50072
 Honolulu, Hawaii 96850
www.osha.gov

ROGER FORSTNER

Area Director
 541-2684 Fax 541-3456
forstner.roger@dol.gov

VACANT

Deputy Director
 541-2680 Fax 541-3456

Office of Federal Contract Compliance Programs, Hawaii Area Office

300 Ala Moana Boulevard, Room 7-227, Box 50149
 Honolulu, Hawaii 96850
www.dol.gov/ofccp

BRIAN MIKEL

Area Director
 541-2933 Fax 541-2904
mikel.brian@dol.gov

VACANT

Deputy Director
 541-2933 Fax 541-2904

Office of Labor Management Standards

300- Ala Moana Boulevard, Room 5-121
 Honolulu, Hawaii 96850
www.dol.gov/olms

PEARL MOENAHELE

Senior Investigator
 541-2777 Fax 541-2719
moenahele.pearl@dol.gov

NONE

Veterans' Employment and Training Service

830 Punchbowl Street, Room 315
 Honolulu, Hawaii 96813
www.dol.gov/vets

ANN GREENLEE
 Director, Hawaii and Guam
 522-8216
greenlee.ann.m@dol.gov

BRIDGET KOMINE
 Assistant Director, Hawaii and Guam
 586-8827
komine.bridget.k@dol.gov

Wage and Hour Division

300 Ala Moana Boulevard, Room 7-225, Box 50205
 Honolulu, Hawaii 96850
www.dol.gov/whd

TERENCE TROTTER
 District Director
 541-1360 Fax 541-2956
trotter.terence@dol.gov

MIN KIRK
 Assistant District Director
 664-8461
kirk.min@dol.gov

NATIONAL LABOR RELATIONS BOARD, SUB-REGION 37

300 Ala Moana Boulevard, Room 7-245, Box 50208
 Honolulu, Hawaii 96850

DALE YASHIKI
 Officer in Charge
 541-2815 Fax 541-2818
dale.yashiki@nlrb.gov

KATIE TAKAESU
 Administrative Officer
 541-2814 Fax 541-2818
katie.takaesu@nlrb.gov

OFFICE OF PERSONNEL MANAGEMENT**Federal Investigative Services**

Puller Hall, BLDG 221, Room 126, JBPHH, Hawaii 96860
 P.O. Box 1119, Aiea, Hawaii 96701
www.opm.gov

ANDREW SYNNOTT
 Special Agent in Charge
 421-1460 Fax 422-9534
andrew.synnott@opm.gov

NONE

SMALL BUSINESS ADMINISTRATION**Small Business Administration Hawaii District Office**

300 Ala Moana Boulevard, Room 2-235, Box 50207
 Honolulu, Hawaii 96850-4981
www.sba.gov

JANE SAWYER
 District Director
 541-2990 X 202 Fax 541-2976
jane.sawyer@sba.gov

JAYSON PANG
 District Counsel
 541-2990 X 219 Fax 541-2976
jayson.pang@sba.gov

SOCIAL SECURITY ADMINISTRATION**www.ssa.gov****Honolulu District Office**

300 Ala Moana Boulevard, Room 1-114, Box 50068
Honolulu, Hawaii 96850

CHRISTINA SEU

District Manager
855-601-2478 X 31302 Fax 541-3534
christina.seu@ssa.gov

MALIA TAYLOR

Assistant District Manager
855-601-2478 X 31305 Fax 541-3534
malia.taylor@ssa.gov

Teleservice Center

300 Ala Moana Boulevard, Room 1-204, Box 50228
Honolulu, Hawaii 96850

EMILOU MIKAMI

Manager
855-369-5450 X 4060000 Fax 545-2396
emilou.mikami@ssa.gov

NORA IPPONGI

Operations Supervisor
855-369-5450 X 4060001 Fax 545-2396
nora.ippongi@ssa.gov

Kapolei District Office

970 Manawai Street
Kapolei, Hawaii 96707

SAMIAH OMARI

District Manager
855-572-4878 X 31024 Fax 674-2551
samiah.omari@ssa.gov

ANTHONY TARRANT

Assistant District Manager
855-572-4878 X 31020 Fax 674-2551
anthony.j.tarrant@ssa.gov

U.S. DEPARTMENT OF STATE**Diplomatic Security Service**

First Hawaiian Center
999 Bishop Street, Suite 2003
Honolulu, Hawaii 96813
www.state.gov/m/ds

ROBERT MYERS

Special Agent in Charge
Los Angeles Field Office
213-894-4610 Fax 213-894-0914
myersre@state.gov

MARC WEINSTOCK

Resident Agent in Charge
522-8020 Fax 522-8037
weinstockma@state.gov

Honolulu Passport Agency

300 Ala Moana Boulevard, Suite 1-330, Box 50185
Honolulu, Hawaii 96850-1330
www.travel.state.gov

STEVEN MULLEN

Director
544-6060 Fax 544-6006
mullensj@state.gov

SANDRA CALLAHAN

Assistant Director
544-6044 Fax 544-6006
callahansk@state.gov

U.S. DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

Airports District Office

300 Ala Moana Boulevard, Suite 7-128, Box 50244, Honolulu, Hawaii 96850

Honolulu Control Facility

760 Worchester Avenue, Honolulu, Hawaii 96818

www.faa.gov

RON V. SIMPSON

Manager, Airports District Office

312-6028 Fax 312-6048

ron.v.simpson@faa.gov

DEBORAH T. SAITO

Assistant Air Traffic Manager

840-6112 Fax 840-6110

debbie.saito@faa.gov

Federal Highway Administration

300 Ala Moana Boulevard, Room 3-306, Box 50206

Honolulu, Hawaii 96850

www.fhwa.dot.gov

MAYELA SOSA

Division Administrator

541-2309 Fax 541-2704

mayela.sosa@dot.gov

RALPH RIZZO

Assistant Division Administrator

541-2312 Fax 541-2704

ralph.j.rizzo@dot.gov

Federal Motor Carrier Safety Administration

300 Ala Moana Boulevard, Room 3-239, Box 50226

Honolulu, Hawaii 96850

www.fmcsa.dot.gov

ROBERT KELLEHER

Division Administrator

541-2790 X 3 Fax 541-2702

robert.keeleher@dot.gov

CHRIS PETRIE

Safety Specialist

541-2790 X 4 Fax 541-2702

christian.petrie@dot.gov

U.S. DEPARTMENT OF TREASURY

Internal Revenue Service

300 Ala Moana Boulevard, Room 2-122, Box 50089

Honolulu, Hawaii 96850

and

1099 Alakea Street

Honolulu, Hawaii 96813-4511

www.irs.gov

DONNA PARK

Division Administrator

566-2860 CELL 721-2071 Fax 566-2980

donna.a.park@irs.gov

NONE

U.S. DEPARTMENT OF VETERANS AFFAIRS**Veterans Health Administration, Pacific Islands Health Care System (VHA)**

459 Patterson Road
 Honolulu, Hawaii 96819-1522
www.va.gov/hawaii

WAYNE PFEFFER
 Director, VAPIHCS
 433-0100 FAX 433-0390
wayne.pfeffer@va.gov

ALTERNATE

Stella Gabriel
 Executive Secretary
stella.gabriel@va.gov

Veterans Benefits Administration (VBA)

Honolulu Regional Office
 Ward Road, E-Wing, Tripler Army Medical Center
 459 Patterson Road
 Honolulu Hawaii 96818-1440
www.va.gov

KAREN GOODEN
 Director
 433-0106 FAX 433-0478
karen.gooden@va.gov

VICTOR ROBLES
 Human Resources Liaison
 433-0565 FAX 433-0478
victor.robles@va.gov

National Cemetery Administration (NCA)

National Memorial Cemetery of the Pacific (Punchbowl)
 2177 Puowaina Drive
 Honolulu, Hawaii 96813-1729
www.cem.va.gov

JAMES HORTON
 Director
 532-3720 FAX 532-3756
james.horton@va.gov

CHRISTINE KUIA
 Cemetery Representative
 532-4650 FAX 532-3756
christine.kuia@va.gov

U.S. POSTAL SERVICE**District Office**

3600 Aolele Street, Room 211
 Honolulu, Hawaii 96820-3600
www.usps.gov

GREG WOLNY
 District Manager
 423-3706 FAX 423-3708
greg.d.wolny@usps.gov

DANIEL HIRAI
 Senior Plant Manager
 423-3834 FAX 423-3708
daniel.t.hirai@usps.gov

ASSOCIATE MEMBERS
(Agencies not covered under Title 5 U.S. Code)

High Intensity Drug Trafficking Area

500 Ala Moana Boulevard, Tower 5, Suite 200
Honolulu, Hawaii 96813
www.whitehousedrugpolicy.gov/hidta

LARRY BURNETT

Director
356-4411 FAX 356-4499
lburnett@hi.hidta.net

NONE

U.S. District Court of Hawaii

300 Ala Moana Boulevard, Room C338, Box 50129
Honolulu, Hawaii 96850
www.hid.uscourts.gov

SUSAN OKI MOLLWAY

Chief Judge
541-1702 FAX 541-1724

SUE BEITIA

Clerk of the Court
541-1178 FAX 541-1303
sue_beitia@hid.uscourts.gov

U.S. Probation Office

300 Ala Moana Boulevard, Room 2-215
Honolulu, Hawaii 96850

FELIX MATA

Chief Probation Officer
541-1290 FAX 541-2110
felix_mata@hip.uscourts.gov

CARTER LEE

Senior U. S. Probation Officer
541-2183 FAX 2110
carter_lee@hip.uscourts.gov

FEDERAL EXECUTIVE ASSOCIATIONS

ANCHORAGE FEDERAL EXECUTIVE ASSOCIATION

Federal Bureau of Investigation
101 East 6th Avenue
Anchorage, Alaska 99501

DEIRDRE FIKE

Special Agent in Charge
Chair, Anchorage FEA
907-265-8101 Fax 907-265-8401
deirdre.fike@ic.fbi.gov

ANA HOGUE

Executive Assistant to the SAC
907-265-8141 Fax 907-265-8401
ana.hogue@ic.fbi.gov

JUNEAU FEDERAL EXECUTIVE ASSOCIATION

United State Coast Guard, District 17
345 Egan Drive,
Juneau, Alaska 99801

RADM DANIEL ABEL

Commander, US Coast Guard District 17
Chair, Juneau FEA
907-463-2025
daniel.b.abel@uscg.mil

STEPHANIE HALAMA

US CBP, Area Port Director
Vice Chair, Juneau FEA
907-586-7108
stephanie.halama@cbp.dhs.gov

CAPT DIANE DURHAM

USCG D17
Secretary, Juneau FEA
907-463-2243
diane.w.durham@uscg.mil

KETCHIKAN FEDERAL EXECUTIVE ASSOCIATION

Naval Surface Warfare Command
Southeast Alaska Facility Acoustic (SEAFAC)
1 Back Island
Ketchikan, Alaska 99901-5637

WILLAM HARNEY, JR

Site Director, SEAFAC
Chair, Ketchikan FEA
907-247-6289
william.j.harney@navy.mil

JEFFREY DeFREEST

Ketchikan Misty Fiords Ranger District,
Tongass National Forest, District Ranger
Vice Chair, Ketchikan FEA
907-228-4100
jdefreest@fs.fed.us

TRACY CLARK

US CBP, Area Port Director
Treasurer/Secretary Ketchikan FEA
907-225-2254
tracy.d.clark@cbp.dhs.gov

GUAM FEDERAL EXECUTIVE ASSOCIATION

Small Business Administration
400 Route 8, Suite 302, First Hawaiian Bank Building
Hagatna, Guam 96910

KENNETH LUJAN

Branch Manager, SBA Guam
Chair, Guam FEA
671-472-7277 FAX 671-472-7365
kenneth.lujan@sba.gov

JOSETTE MUELLER

Lender Relations Specialist, SBA Guam
Vice Chair, Guam FEA
671-472-7277 FAX 671-472-7365
josette.mueller@sba.gov

HAWAII CONGRESSIONAL OFFICES

SENATOR BRIAN SCHATZ

Washington D.C. Office

Telephone 202-224-3934

Fax: 202-228-1153

Address: 722 Hart Senate Office Building, Washington, D.C. 20510-1102

Email: senator@shatz.senate.gov

Honolulu Office

Telephone: 808-523-2061

Fax: 808-523-2065

Address: Prince Kuhio Federal Building, 300 Ala Moana Boulevard, Room 7-212,
Honolulu, Hawaii 96850-4975

SENATOR MAZIE HIRONO

Washington D.C. Office

Telephone 202-224-6361

Fax: 202-224-2126

Address: 330 Hart Senate Office Building, Washington, D.C. 20510

Email: senator@hirono.senate.gov

Honolulu Office

Telephone: 808-522-8970

Fax: 808-545-4683

Address: Prince Kuhio Federal Building, 300 Ala Moana Boulevard, Room 3-106,
Honolulu, Hawaii 96850

CONGRESSMAN MARK TAKAI (First Congressional District)

Washington D.C. Office

Telephone 202-225-2726

Fax: 202-225-0688

Address: 422 Cannon House Office Building, Washington, D.C. 20510

Email: mark.takai@mail.house.gov

Honolulu Office

Telephone: 808-541-2570

Fax: 808-533-0133

Address: Prince Kuhio Federal Building, 300 Ala Moana Boulevard, Room 4-104,
Honolulu, Hawaii 96850

CONGRESSWOMAN TULSI GABBARD (Second Congressional District)

Washington D.C. Office

Telephone 202-225-4906

Fax: 202-225-4987

Address: 1609 Longworth House Office Building, Washington, D.C. 20510

Email: tulsi.gabbard@mail.house.gov

Honolulu Office

Telephone: 808-541-1986

Fax: 808-538-0233

Address: Prince Kuhio Federal Building, 300 Ala Moana Boulevard, Room 5-104,
Honolulu, Hawaii 96850

HPFEB SPONSORED COUNCILS, WORKING GROUPS, AND COMMITTEES

Emergency Preparedness Working Group

Gen Tamura (Chair)
FEMA
gen.tamura@fema.dhs.gov
Office 808-851-7917

Advocate:
Colby Stanton
Director, FEMA, Region IX, PAO
colby.stanton@fema.dhs.gov

Focuses on continuity planning, all-hazards preparedness, training and exercise development and evaluation.

Alternative Dispute Resolution (ADR) Working Group

Chair: VACANT

Norela Laboy (Vice Chair)
IMCOM
elia.n.laboy.civ@mail.mil
808-438-1999

Julia Mejia (Recorder)
PACAF
julie.mejia.6@us.af.mil
808-347-7225

Toni Allen (Advocate)
HPFEB
toni.allen@navy.mil
808-541-2637

Focuses on best practices for ADR and Conflict Resolution, shared neutrals, and resources.

Diversity Council

Duane Keys (Chair)
Pacific Air Forces
duane.keys@us.af.mil

Kay Wakabayashi (Vice Chair)
COMPACFLT
kay.wakabayashi@navy.mil

Noriko Shoji (Recorder)
NOAA
Noriko.shoji@noaa.gov

Promotes a diverse Federal work environment that encourages and supports programs and policies to further dignity, trust, and respect.

Excellence in Federal Government Awards Committee

Christopher Conklin (Chair)
Honolulu-Pacific Federal Executive Board

Focuses on the recognition of the dedication and service of federal military and civilian personnel. Outstanding achievements by federal employees are recognized at an annual awards ceremony. Event also highlights the activities of the government and helps to foster understanding among federal agencies and the community-at-large.

2015 Hawaii-Pacific Area Combined Federal Campaign (CFC)

Rear Admiral Vincent B. Atkins (2015 Chair)
U.S. Coast Guard

LTCDR Nicolas Jarboe, Project Officer
nicolas.a.jarboe@uscg.mil

LFCC: HPFEB Executive Committee

PCFO: Aloha United Way
Nita Yates, 543-2233

LFCC Advocate: Rick Rohr, NAVSUP

The only annual on-the-job fund raising campaign authorized in the federal workplace that gives federal employees an opportunity to contribute to a variety of health and human care agencies.

PAST FEDERAL EXECUTIVE BOARD CHAIRS

FY	Name	Agency
1967	Phillip M. Swatek	Federal Aviation Administration
1968	Evan S. Lloyd	Internal Revenue Service
1969	RADM Benjamin F. Engel, USCG	Fourteenth Coast Guard District
1970	William C. Oshiro	Veterans Administration
1971	H. Tucker Gratz	Department of Commerce
1972	RADM Thomas B. Hayward, USN	Fourteenth Naval District
	Hon Chung Chee	U.S. Postal Service
1973	Robert M. Cutts	Internal Revenue Service
1974	Colonel G. Procter, Jr., USA	U.S. Army Support Command, Hawaii
1975	Jack G. Webb	Federal Aviation Administration
1976	Colonel Wilmot E. Y. Paxton, USAF	15 th Air Base Wing
	Colonel Richard L. Thompson, USAF	15 th Air Base Wing
1977-78	RADM James W. Moreau, USCG	Fourteenth Coast Guard District
1979	Robert L. Barrel	National Park Service
1980	Colonel Sharman R. Stevenson, USAF	15 th Air Base Wing
1981	Robert O. Ziegler	Federal Aviation Administration
1982	Dale T. Coggeshall	Fish and Wildlife Service
1983	MG Edward J. Huycke, MC, USA	Tripler Army Medical Center
	Colonel Lewis M. Edwards, MC, USA	Tripler Army Medical Center
1984	Harold M. Browning	Internal Revenue Service
1985	BG Robert M. Bunker, USA	U.S. Army Engineer Division, Pacific Ocean
1986	Bruce W. McCullough	Social Security Administration
1987	Captain Roger C. Erickson, SC, USN	Naval Supply Center, Pearl Harbor
1988	Richard N. Duncan	Soil Conservation Service
1989	RADM William P. Kozlovsky, USCG	Fourteenth Coast Guard District
1990	Jo Ann C. Kocher	Bureau of Alcohol, Tobacco and Firearms
1991	Colonel Ronald R. Critser, USMC	Marine Corps Air Station, Kaneohe Bay
1992	Billy J. Brown	Internal Revenue Service
1993	Captain E. A. Fessler, JAGC, USN	Naval Criminal Investigative Service
1994	Gordan Y. Furutani	Department of Housing and Urban Development
1995	Colonel John B. McDougale, USA	516 th Signal Brigade (U.S. Army)
1996	Edward J. Broglio	U. S. Postal Service
1997-98	Captain John E. Tufts, SC, USN	Defense Finance and Accounting Service
1999	A. B. Nonan	General Services Administration
2000	Captain Gigette P. Caldwell, SC, USN	Fleet and Industrial Supply Center
2001	Nat H. Aycox	U.S. Customs Service
2002	MG Edward L. Correa, Jr., HIARNG	State of Hawaii, Department of Defense
2003	Irene Kishita	Social Security Administration
2004	CAPT Brad A. Bellis, SC, USN	Defense Energy Support Center Pacific
	CAPT Will Short, SC, USN	Defense Finance and Accounting Service Pacific
2005	CAPT Brad A. Bellis, SC, USN	Defense Energy Support Center Pacific
2006-08	Edward H. Kubo, Jr.	Judge, 1 st Circuit Court
2009	COL Kirk E. Bruno, USMC	Defense Information Systems Agency Pacific
2010	Daryl Ishizaki	United States Postal Service
2011	MG Joseph J. Chaves	United States Army Pacific
2012-13	RADM Charles W. Ray	Fourteenth Coast Guard District
2014	Colby Stanton	FEMA, Pacific Area Office
2015	Steve Mullen	US Passports, Honolulu Office

HONOLULU PACIFIC FEDERAL EXECUTIVE BOARD

BYLAWS

Amended December 6, 2012

Article I N A M E

The name of this organization shall be the Honolulu Pacific Federal Executive Board, hereinafter referred to as the HPFEB.

Article II

AUTHORITY AND PURPOSE

SECTION 1 AUTHORITY

- a) The President of the United States established the Federal Executive Boards in a memorandum to the heads of departments and agencies dated November 10, 1961; in the Federal Register on August 28, 1984; and in the Code of Federal Regulations, Title 5, Volume 2, Part 960 Office of Personnel Management (OPM) regulations effective September 28, 1984. Currently, 28 Federal Executive Boards are located nationwide in areas with a significant federal population, and are comprised of local, senior-level federal agency officials.
- b) Activities of Federal employees working within the scope of the HPFEB Bylaws are considered to be conducting official business for the United States Government.

SECTION 2 PURPOSE

- a) The purpose of the HPFEB is to strengthen the management and administration of Executive Branch activities and to create value to the public by fostering communication, coordination, and collaboration between Federal, State, and Local government agencies.
- b) The U.S. Office of Personnel Management, Office of the Director, provides direction and oversight of the HPFEB as part of the nationwide network of Federal Executive Boards. This direction and oversight is related to the mission and purpose of Federal Executive Boards, consistent with law and directives from the President, '
- c) Under the guidance of the Director for the Office of Personnel Management, the Board shall direct its cooperative activity to three lines of business: Emergency Preparedness, Security and Employee Safety; Workforce Development and Support; and Intergovernmental and Interagency Collaboration and Community Outreach. In addition, the HPFEB will support the Federal Executive Board Network in capacity building and improving commonalities within the network's administrative functions.

Honolulu-Pacific Federal Executive Board

Article III

HPFEB MEMBERSHIP

SECTION 1 PRESIDENTIAL DIRECTIVE

- a) The President has directed the head of every Executive Branch Agency to arrange for the leading official of their field office to personally participate on the Federal Executive Board.
- b) The Principal Members of the HPFEB shall consist of the principal regional officer with respect to an Executive Agency, which includes those agencies located in the State of Honolulu and that part of the Pacific under jurisdiction of a member agency as designated by the head of the department or agency.

SECTION 2 MEMBERS

- a) The principal regional officer of every Executive Branch Agency located within the state of Hawaii and that part of the Pacific under jurisdiction of a member agency as designated by the head of the department or agency shall represent their agency on the HPFEB.
- b) There are no membership fees or applications.
- c) Principal regional officers of member agencies will designate officials and employees to participate in activities undertaken by the HPFEB or work of committees, councils, or working groups under the direction of the Executive Committee. Such assignments will not constitute membership in the HPFEB; however, such assignments may constitute membership on the respective committee, council, or working group.

SECTION 3 ALTERNATE MEMBERS

- a) Each HPFEB member agency may designate alternate members to attend HPFEB meetings and serve in the absence of the member. Alternate members may be the deputy, principal assistant to the member, or another senior official of the member's organization.

Article IV

EXECUTIVE COMMITTEE

SECTION 1 EXECUTIVE COMMITTEE

- a) The Executive Committee is charged with the formulation and guidance of HPFEB programs and services.
- b) The HPFEB shall have up to seventeen (17) members on its Executive Committee, consisting of five (5) Standing (non-elected) members and not less than seven (7) or more than twelve (12) At-Large (elected) members.
- c) Standing Executive Committee members shall be the:
 - 1) Immediate past Chair of the Executive Committee
 - 2) Head of the HPFEB Host Agency
 - 3) The Principle Officer within Hawaii of the General Services Administration
 - 4) The Principal Officer within Hawaii of the Federal Emergency Management Agency (FEMA)

- 5) The Principal Officer within Hawaii of the Fourteenth Coast Guard District (the designated senior official for the PJKK Federal Building in Honolulu)
- d) Standing Executive Committee members have the same rights and privileges as At-Large (elected) Executive Committee members and may hold officer positions. In the event a Standing Executive Committee member is elected Chair or Vice-Chair, his or her position on the HPFEB is vacated.
- e) Each member of the Executive Committee may designate an alternate to participate in Committee meetings when the principal is unable to attend. The alternate member shall be the deputy or principal assistant to the member or another senior official of the member's organization.

SECTION 2 OFFICERS

Officers of the HPFEB Executive Committee shall be:

§ Chair

§ Vice-Chair

SECTION 3 DUTIES OF OFFICERS

- a) The Chair shall preside over meetings of the HPFEB and the Executive Committee, call special meetings as required, approve all standing and special committees, and be the spokesperson for the HPFEB. The Chair is authorized to conduct the regular business of the Executive Committee and act on substantive matters that require immediate action when it is not feasible to convene the full membership of the Executive Committee.
- b) The Vice Chair shall preside over meetings in the absence of the Chair and perform all of the duties of the Chair in the Chair's absence.
- c) The Chair or Vice Chair shall appoint an acting Chair in the event that both the Chair and Vice Chair are temporarily unable to perform the functions of the Chair.

SECTION 4 TERM OF OFFICE

- a) Each Executive Committee member shall hold office for a period of two (2) years from October 1 through September 30. Members are not term limited and may run for an additional term if so desired.
- b) Officers – The term of office for the Chair and Vice Chair shall be one year from October 1 through September 30.
- c) Annually on October 1, the Vice Chair assumes the position of Chair.

SECTION 5 VACANCIES

- a) Officer Vacancies on the Executive Committee shall be filled as follows:
 - § A vacancy in the office of the Chair shall be filled by the Vice Chair
 - § A vacancy in the office of the Vice Chair shall be filled by appointment of a member of the Executive Committee by majority vote.
- b) Elected member vacancy on the Executive Committee shall be filled as follows:
 - § The Chair will appoint a HPFEB member to serve the unexpired elective term.

SECTION 6 QUORUM FOR MEETINGS

- a) A quorum shall consist of a majority of the members of the Executive
- b) Actions of the Executive Committee shall be taken only with the approval of a majority of the members thereof.

SECTION 7 VOTING

- a) All members of the Executive Committee shall have one (1) vote.
- b) Voting privileges at Executive Committee meetings shall be restricted to the members or their alternates.
- c) All motions require an affirmative vote of a simple majority to be effective.

SECTION 8 ELECTIONS

- a) Elections shall be held annually no later than August 30th. Officers and Executive Committee members will assume their duties the first day of October following the election.
- b) Announcements will be issued to the members of the Board one month prior to the nominating committee being appointed indicating that nominations are being accepted for vacancies on the Executive Committee. These nominations shall be given due consideration by the nominating committee.
- c) The Chair shall appoint a nominating committee consisting of a Chair and at least two (2) other members who shall place in nomination one or more names for each elected position. The Executive Committee shall issue a notice in the third quarter of the fiscal year announcing the members of the nominating committee to all HPFEB members.
- d) In the nomination, election, and appointment of elected positions due regard shall be given to the need for representation from the various organizational elements of the participating Federal departments and agencies. To ensure diversity, the nominating committee shall solicit nominations from the members of the HPFEB and consider geographic, programmatic, social, and ethnic backgrounds, and length of Federal service. To the degree practicable, the term expirations for the Executive Committee members shall be balanced such that half will expire on odd years and half on even years.
- e) The nominating committee shall submit the proposed slate to the Executive Committee for concurrence.
- f) Once approved, the election slate will be transmitted to the full Board for voting by ballot. The slate will be delivered electronically, and include space for write-in candidates, and two weeks shall be allowed for return of the electronic ballot. Should the slate not be approved, the matter shall be returned to the Executive Committee and the nominating process repeated.
- g) In all instances, the candidate receiving the greatest number of votes for a position shall be declared elected to that office. If there is only one candidate for an office, the ballot may be dispensed with by unanimous consent. The Chair shall cast the deciding vote in the event of a tie.

ARTICLE V

MEETINGS

SECTION 1 EXECUTIVE COMMITTEE

The Executive Committee shall meet a minimum of four (4) times annually. The Chair may call special meetings as deemed necessary to accomplish the activities of the organization. Written minutes from these meetings shall be prepared and, subject to the approval of the Chair, shall be transmitted to the HPFEB board membership in a timely manner.

SECTION 2 HPFEB

The HPFEB membership shall meet at least two (2) times annually. The annual federal employees awards event fulfill one of the full meeting requirements, if so desired. The Executive Committee may call additional meetings as deemed necessary to accomplish the activities of the organization.

ARTICLE VI

ORGANIZATION

SECTION 1 BYLAWS

The HPFEB shall adopt Bylaws for internal governance that are consistent with the Presidential Directives and Title 5, Volume 2, 5 CFR Part 960 of OPM regulations.

SECTION 2 STAFF

- a) The HPFEB shall have an Executive Director and a Deputy Executive Director, both of whom shall be Federal Government employees selected in accordance with HPFEB Host Agency and OPM rules and regulations.
- b) The Executive Director shall conduct the routine correspondence of the HPFEB, and keep such records as may be required. The Executive Director shall manage and disburse funds for programs and activities of the HPFEB in accordance with the instructions of the Executive Committee, and perform such other functions as the Chair may assign.
- c) As the Executive Committee deems necessary, personnel from member agencies may be loaned to the HPFEB to assist in carrying out the activities of the organization.

SECTION 3 COUNCILS AND COMMITTEES

- a) The Executive Committee shall designate councils, committees, and working groups to assist in carrying out the functions of the three HPFEB business lines.
- b) Councils, committees, and working groups may be established by and with approval of the Executive Committee for investigation and study of matters relating to the accomplishment of the general purpose, business and objectives of the HPFEB.
- c) Each Council will develop a Charter for approval by the Executive Committee. The life of a Council shall continue until terminated by Executive Committee.
- d) Committees and working groups may be established by and with the approval of the Executive Committee to perform a clearly defined function. The life of any of these entities shall continue until the mission or function has been completed or until terminated by the Executive Committee.

- e) Federal Government employees may be appointed to lead councils, committees, and working groups on a collateral basis and at the discretion of their agency head and the HPFEB Executive Committee.
- f) Council, committee, and working group chairs will serve as the principal advisor to the Executive Committee for matters relating to the group's mission, and are responsible for providing resources from their respective agency to support activities.

ARTICLE VII
ANNUAL PLANS AND
REPORTS

SECTION 1 ANNUAL PLAN

- a) As required by the Office of Personnel Management, the Executive Committee, with the assistance of the Executive Director, shall prepare an annual operating plan and performance goals for each fiscal year.
- b) All Councils, committees, and working groups shall submit a work plan of activities, projects, programs, and budget to the Executive Committee.

SECTION 2 ANNUAL REPORT

- a) As required by the Office of Personnel Management, the Executive Director, with the assistance of the Executive Committee, shall prepare an annual report, over the signature of the Chair, describing the significant progress and activities of the previous fiscal year.
- b) All councils, committees, and working groups are required to submit an annual report of activities, accomplishments and progress for inclusion in the HPFEB annual report.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Where applicable, the current edition of *Robert's Rules of Order, Newly Revised*, will govern the proceedings of the HPFEB and its Executive Committee.

ARTICLE IX
AMENDMENTS

These Bylaws may be amended, after approval by the Executive Committee, by a majority vote of the HPFEB members present and voting at any annual, regular, or special meeting. Written notice of the proposed amendments shall be provided to members a minimum of ten (10) days in advance of the meeting.

ARTICLE X
RATIFICATION

These Bylaws were approved by the Executive Committee on December 6, 2012 and ratified by the members of the HPFEB on December 20, 2012.

////////Original Signed////////

Date: 12/20/2012

Rear Admiral Charles W. Ray

Chair

////////Original Signed////////

Date: 12/20/2012

Christopher J Conklin

Executive Director

**APPENDIX A
NORMATIVE**

These Bylaws were revised to bring them into compliance with the Code of Federal Regulations, Title 5, Volume 2, Part 960 of Office of Personnel Management (OPM) regulations effective on September 28, 1984, and to clarify some terms and provisions. Although most changes were minor clarifications, the Executive Committee is documenting their reasoning for the following sections:

**ARTICLE I
NAME**

To clarify that the Honolulu Pacific Executive Board will be referred to herein as the HPFEB, and correct the previous guiding documents from Constitution to Bylaws.

**ARTICLE II
AUTHORITY AND PURPOSE**

SECTION 2 PURPOSE

c) To clarify the current three lines of business for each Federal Executive Board, as promulgated by the Office of Personnel Management, Office of the Director.

**ARTICLE IV
EXECUTIVE COMMITTEE**

To avoid confusion with the name of the Honolulu Pacific Federal Executive Board, sometimes referred to as *The Board*, the Board of Directors shall be called the *Executive Committee*.

Section 1 EXECUTIVE COMMITTEE

To clarify the number of members on the Executive Committee which includes standing committee members and at-large (elected) committee members, and to clarify which organizations will provide members of the standing committee. Also to eliminate the term “ex-officio members” which was potentially confusing, as well as to eliminate the discretion to designate honorary, special and/or associate members without vote, which is not authorized by statute.

**ARTICLE VI
ORGANIZATION**

Section 3 COUNCILS AND COMMITTEES

To provide for flexibility in responding to future needs for councils, committees, or work groups, and changes in directed business lines for the HPFEB, the names of councils, committees and work groups are no longer specified.

FEDERAL EXECUTIVE BOARD CONTACT FORM

AGENCY INFORMATION

Dept/Agency:

Building Name: *(EX: Earle Cabell Federal Building)*

Address:

Suite#:

Office Type: (Regional, District, Area, etc)

Employees:

ZIP:

City:

County:

State:

AGENCY HEAD CONTACT INFORMATION

Name:

Title:

Phone:

24-7 Email:

Cell:

TXT: Yes No 2nd Email:

Cell Carrier:

Emergency Group #:

DEPUTY DIRECTOR OR 2ND IN COMMAND

Name:

Title:

Phone:

24-7 Email:

Cell:

TXT: Yes No 2nd Email:

Cell Carrier:

Emergency Group #:

EMERGENCY CONTINUITY CONTACT

Name:

Title:

Phone:

Emergency Group #

24-7 Email:

Cell:

TXT: Yes No

OTHER EMERGENCY CONTACT

Name:

Title:

Phone:

24-7 Email:

Cell:

Emergency Group #

HUMAN RESOURCES CONTACT

Name

Title

Phone:

24-7 Email:

Cell:

Emergency Group #

OTHER AGENCY CONTACT

Name

Email:

NON-EMERGENCY AGENCY CONTACTS

TRAINING: Name:

Email:

DIVERSITY: Name:

Email:

ADR: Name:

Email:

Public Affairs: Name:

Email:

Other:

Email:

NOTE: This form identifies **EMERGENCY** and **Subject-matter Experts** in the Office Identified in first section. Emergency contacts will be included in the **Interagency Communicator Alert System**. During an emergency, Alerts will be sent in 3 Groups at 2-minute intervals. Please identify the order you want Emergency Contacts notified (Group 1, Group 2 or Group 3).

DIRECT QUESTIONS TO: toni.allen@navy.mil [808-541-2637](tel:808-541-2637)

FEDERAL EXECUTIVE BOARD MISSION

Federal Executive Boards (FEBs) were established in 1961 by President John F. Kennedy to improve coordination among federal activities and programs outside Washington, D.C. FEBs serve as the catalyst for developing partnerships to coordinate intergovernmental cooperation to advance local and national initiatives. FEBs have a long history of establishing and maintaining valuable communication links and have been providing a balanced perspective for more than 50 years.

The FEB's three major areas of responsibility are emergency preparedness, security and employee safety, workforce development and support, and third intergovernmental and interagency collaboration and community outreach.

In support of the emergency preparedness, security and employee safety initiative, the FEB maintains a COOP work group; maintains a 24/7 database of federal contacts for emergencies; maintains a web based emergency communications system; offers emergency management training, education programs and conducts tabletop exercises; provides assistance and referral regarding emergency preparedness; fosters relationships with multiple levels of government regarding emergency issues; maintains an All Hazards Emergency Notification Plan, and distributes communications and policies from higher authorities prior to and following an emergency.

To further workforce development and support, the FEB sponsors training to develop agency talent and bridge skill gaps; promotes and shares local agency best practices; maintains and promotes alternative dispute resolution program; and provides information on recruitment and retention services.

The FEB works diligently on intergovernmental and interagency collaboration to assist with meeting the needs of the agencies. Our community outreach expands every year, the Federal Workforce has exceeded the Feds Feed Families national food drive from the previous year and ranks 6th in the nation with CFC pledges.



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