

RESPONSIBILITIES OF THE OFFICE OF CONGRESSIONAL AND PUBLIC SERVICES

Director: Dan King

202-565-1594

Our Office serves as the Board's primary connection to the public we serve.

We try to keep the Board members and the STB staff informed of the reaction our activities bring in the press and to keep the Board informed of Congressional and public concerns about the decisions the Board issues.

Director Dan King is the Board's chief liaison with Congress and with state and local government entities as well as the Office's chief administrator.

Mary Turek (202-565-1594) also serves as a Congressional liaison, overseeing the written correspondence with Congress and assisting with Congressional inquiries. Rudy Saint-Louis and Nancy Beiter (202-565-1592) are staff attorneys trained to assist the public with inquiries from Congressional staffers, state and local government officials, the press and the public that are not routine; that require the skill of an attorney to research or answer. Nancy also supervises the Chief Records Officer, the Case Management Date Base Manager, the Library and the Microfiche Room.

Dennis Watson (202-565-1596) is our media officer and Judy Leader serves as our administrative officer. Dennis handles media inquiries, prepares the Board's press releases and reviews hundreds of publications every month and disseminates relevant information to the Board and its staff. All of us have worked for the Board since its inception and for the ICC, as well. We have to be knowledgeable about how each office at the Board works and to answer most questions without the assistance of the rest of the staff, so that all of the other offices can get on with their jobs without interruption. We serve as a receptacle for *ex parte* communications, that is to say we answer questions and provide assistance that other Board employees who are involved in the decision making process cannot properly or even ethically address. We do not give opinions on how we think a case will be decided or even when it will be decided, but we do like to provide as much information as we can.

Keeping the Board and the STB staff informed, helping the public present clear and concise filings to the Board and helping them understand the law and the decisions the Board makes either directly, through the media or through their elected representatives is our charge. In addition, we are the Board's primary record keepers. Kelley Webber is our chief librarian (202-565-1668). Crystal Alexander and Dave Hall manage the microfiche room (202-565-1684). Many of the ICC's old rail records (at least the more recent ones) are available on microfiche and our 7th floor staff is ready to assist callers with locating both current and historical records.

Betty Uzzle responds to calls received on the STB's main phone line (202-565-1674). She is also in charge of many of the other functions that help us to provide the public with up to the minute information, such as transcripts of hearings and oral arguments.

Arlene Jeffcoat is our Chief Records Officer (202-565-1702). She can provide you with copies and certified copies of more recent Board and ICC records and she insures that we continue to safeguard the legacy of the ICC and current STB documents. Requests for copies of documents should be faxed to Arlene (202-565-9016) or e-mailed

to (jeffcoata@stb.dot.gov). Ellen Keys is the Case Management Data Base Manager; that is, she is the Board's chief trouble shooter in terms of records and data (202-565-1728).

All of our staff members take calls directly from the public and try to provide immediate assistance.