# Document Control

## Versioning

|  |  |  |
| --- | --- | --- |
| Name | Date | Reason |
| Corp. Change Ctrl Officer | 11/22/2017 | Annual review |

## Applicable Parties

This document is strictly confidential and should only be distributed or viewed by the following parties:

* HAL Designated Associates
* HAL Regional Employees (Compartmented to the Division)
* HAL Management Team
* HAL Auditing Team

## Review Period

This document is subject to review by the Information Security Policy Committee (ISPC) at a minimum interval of quarterly (every 3 months) at a maximum interval of bi-annually (every 6 months).

### Previous Reviews

|  |  |  |
| --- | --- | --- |
| Committee | Review Date | Approval Date |
| ISPC | 7/15/2017 | 8/1/2017 |
| CEO | 8/21/2017 | 8/21/2017 |
| Corporate CIO | 9/23/2017 | 9/23/2017 |

# Purpose

The purpose of this document is to provide internal communications for official HAL business. Unless otherwise indicated the contents of this document are not to be shared with anyone outside HAL, it’s official partners and approved vendors.

# For public release numbers.

Official HAL Switchboard: Outside Metro Atlanta 1-800-555-9999  
 In the Metro-Atlanta Region: 404-555-9999  
  
Direct dial extensions HAL Corporate Offices x1000  
 HAL Operations x1100  
 HAL IT x1200  
 HAL Business Services x1300

# For internal use only numbers.

# Corporate Headquarters

|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION** | **EXTENSION NUMBER** |
| Alan Hake | CEO | X1001 |
| Marie LeFleur | Senior Executive Assistant | X1000 |
| Jamie Roma | Executive Intern | X1005 |
| Richard Xavier | COO | X1101 |
| Rachel Xieng | CFO | X1201 |
| Paula Alexander | CIO | X1301 |
| Tom Wilson | CISO | X1302 |

# Operations Division

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| --- | --- | --- |
| **NAME** | **POSITION** | **EXTENSION NUMBER** |
| Richard Xavier | COO | X1101 |
| Pantoja Martina | Executive Assistant | X1100 |
| Melinda Hixon | HR Consultant | X1111 |
| Wendy Binder | Administrative Assistant | X1110 |
| Thomas Harden | Manager Marketing | X1121 |
| Constance Beignet | Administrative Assistant | X1120 |
| Cecilia Thompson | Manager Networking | X1131 |
| Vincent Disalvo | Network Architect | X1132 |
| Penny Dodd | Senior Network Tech | X1133 |
| Barry Zubler | Network Tech | X1134 |
| Margarito Fletcher | Administrative Assistant | X1130 |
| Vicki Webb | Intern | X1135 |

**Business Services Division**

|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION** | **EXTENSION NUMBER** |
| Rachel Xieng | CFO | X1201 |
| Vijay Patel | Executive Assistant | X1200 |
| Gary Fischer | Controller | X1211 |
| Anton Zgambo | Administrative Assistant | X1210 |
| Eddie Dias | Marketing Specialist | X1222 |
| Shelly Reece | Public Relations Coordinator | X1223 |
| Maurice Wilkins | Administrative Assistant | X1220 |
| Juan Vasquez | Manager Accounting | X1231 |
| Kathy Vasser | Senior Accountant | X1241 |
| Mark Grisham | Senior Accountant | X1251 |
| Mannie Zurita | Administrative Assistant | X1230 |
| Samuel Prout | Accountant | X1242 |
| Donna Massey | Accountant | X1243 |
| Su Lee | Accountant | X1244 |
| Ron Rocca | Accountant | X1245 |
| Jeffery Kruse | Accountant | X1252 |
| Jesse Eckerd | Accountant | X1253 |
| Angela Fowler | Accountant | X1254 |
| Ken Miller | Accountant | X1255 |

**IT Division**

|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION** | **EXTENSION NUMBER** |
| Paula Alexander | CIO | X1301 |
| Wenita Jeromel | Executive Assistant | X1300 |
| William Freund | Manager Systems | X1311 |
| Susan Carter | Third Shift Supervisor | X1312 |
| Edward Michaels | Second Shift Supervisor | X1313 |
| Jonathan Jasper | Senior System Administrator | X1314 |
| Sy Truman | Systems Administrator | X1315 |
| Tina Mann | Senior Network Administrator | X1316 |
| Okekula M’buta | Network Administrator | X1317 |
| Debbie Sims | Administrative Assistant | X1310 |
| Julio Rodriguez | Manager Applications | X1321 |
| Tsung Ye | Senior Systems Developer | X1322 |
| Osugi Tokumata | Systems Developer | X1323 |
| Susan Lampe | Systems Developer | X1324 |
| Robert James | Intern | X1325 |
| Sonny Warren | Administrative Assistant | X1320 |
| Thomas Wilson | CISO | X1331 |
| Harold Fry | Administrative Assistant | X1330 |
| Lewis Mableton | Intern | X1332 |

# Enforcement

Any employee found to be in violation of the restrictions on this list may be subject to disciplinary action, up to and including termination of employment.