

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY		
a. PIV or other identification		Your Supervisor or Main Lobby Badging Officer/ Lorenza Silver, Room 8K121, (301)278-9056
b. Door Keys		Your Supervisor or Main Lobby Badging Officer/ Lorenza Silver, Room 8K121, (301)278-9056
c. Investigative Credential and Badge		Your Supervisor or Main Lobby Badging Officer/ Lorenza Silver, Room 8K121, (301)278-9056
d. Security Debriefing/Courier Authorization, CD-75		AJ Washington, Room 8K112D, (301) 278-9654 or Kelly Kester, Room 8K209, (301) 278-9358
2. INFORMATION TECHNOLOGY ACCESS		
		Tammy McNair Room 8K213 (301)278-9353 or Jonathan Barb Room 8K310B, (301)278-9324
a. Financial – CBS, CRS	Cleared via E-mail	Katrina Rowe, Room 8K106C, (301)278-9058 or Teresa Kulish, Room 8K106A (301) 278-9052
b. HRIT – NFC, EPIC, LMS, ACS,	Cleared via E-mail	Katrina Rowe, Room 8K106C, (301)278-9058 or Teresa Kulish, Room 8K106A (301) 278-9052
c. Administrative – Phone listing, e-mail account		Tammy McNair Room 8K213 (301)278-9353 or Jonathan Barb Room 8K310B, (301)278-9324

d. Phone card / GETS card		Tammy McNair Room 8K213 (301)278-9353 or Jonathan Barb Room 8K310B, (301)278- 9324
3. PERSONAL PROPERTY		Tammy McNair Room 8K213 (301)278-9353 or Jonathan Barb Room 8K310B, (301)278- 9324
a. Property Custodian		Tammy McNair Room 8K213 (301)278-9353 or Jonathan Barb Room 8K310B, (301)278- 9324
b. Property Accountability Officer		Tammy McNair Room 8K213 (301)278-9353 or Jonathan Barb Room 8K310B, (301)278- 9324
c. Bureau Property Management Officer		Rajiv Desai Room 8K112A/ Lorna Silver (8K121), (301)278- 9062 or (301) 248- 9056
4. PROGRAM OFFICE FINANCE		
a. Travel Advance		Ryan Wist, Room 8K106C, (301)278- 9608 or Joanna Zhou, Room 8K106A, (301)278- 9060
b. Imprest Fund (where applicable)		
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Cleared via E-mail	Ryan Wist, Room 8K106C, (301)278- 9608 or Joanna Zhou, Room 8K106A, (301)278- 9060
b. Acquisition Systems	Cleared via E-mail	

6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa		Ryan Wist 8K108F, (301) 278-9608 or Victoria Johnson 8K108C, (301)278- 9065
b. Travel Card		Ryan Wist 8K108F, (301) 278-9608 or Victoria Johnson 8K108C, (301)278- 9065
c. Metro Subsidy / Parking		LaMont Bundy, Room 8K114B, (301) 278-9042 or Lorenza Silver 8K121, (301) 278-9056
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----		Ryan Wist 8K108F, (301) 278-9608 or Victoria Johnson 8K108C, (301)278- 9065
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	Laniera Jones, Room 8K110A, (301)278- 9049 or Venicia Kelly , Room 8K110B, (301) 278-9051
c. Timekeeper Certification – T&A coded final		Your Timekeeper/T&A Administrator
d. T&A Access terminated		Your Timekeeper/T&A Administrator
8. HUMAN RESOURCES		
a. Receipt of Lump Sum leave form		Your Timekeeper/T&A Administrator
b. Receipt of Leave Audit form		Your Timekeeper/T&A Administrator

EMPLOYEES THEMSELVES, NOT A SURROGATE, MUST SIGN SECTION III.

Separation Process during COVID-19 Epidemic

1. HRD will provide a weekly list of all those transferring or retiring to appropriate HRD staff, ACSD, Finance, LTSO each Friday for the week ahead.
2. The Admin Officers will inform separating personnel to email acsd.customer.service.center@census.gov to schedule a time to come in at the time is issuing the Separation Clearance checklist.
3. ACSD will add the names to the OPCOM list for access into the building on their assigned day.
4. Finance and LTSO will update the spreadsheet with what equipment/passports, etc. need to be collected. Include serial numbers and other identifying marks as appropriate.
5. ACSD will meet with personnel in the main lobby to collect items and sign off for Finance, HRD, LTSO, and ACSD.
6. If necessary, personnel will be authorized to go to their desk and pick up personal belongings.
7. Once step 6 is completed personnel will check back in with ACSD, be escorted to security and security will collect badges and escort them out.

EQUIPMENT RETURN - REMOTE HQ ONLY

(1) CONTACT DIVISION ADMIN OFFICE AND TCO (IF APPLICABLE)

- Contact your Division Admin Office to request a shipping label. The equipment should be returned to:

U.S. Census Bureau
LTSO Room 1R611
Attn: Elvine M. Gonzalez
4600 Silver Hill Road
Suitland, MD 20746

- If you are returning a census-issued smartphone and/or tablet, email the barcode (CD000#####) **prior to powering off** so the items can be wiped remotely before shipping. Send the email to:
tco.mobile.device.support@census.gov

(2) PACK EQUIPMENT

- Document barcodes of all IT devices
- Securely pack equipment in original box, if available. Alternatively, use any box with adequate room for equipment and packing material. Items to be returned include:
 - ☐ Laptop
 - ☐ Mobile Devices (iPhone, tablet, aircard, and cellular phone)
 - ☐ Laptop Bag
 - ☐ Power Supply
 - ☐ Misc. items (including badge, passport, travel card, government charge card, etc.)
- Print shipping label and affix to box
- Note: You may use the carrier of your choice. UPS and FedEx are most common

(3) TRACKING NUMBER

- Email tracking information to: ltso.inventory.control.team@census.gov and include your Division Admin Office
- The email should include a packing list of items shipped along with the barcodes (CD000#####) of all IT devices returned

(4) SEPARATION CLEARANCE FORM CD-126

- Email (employee signature only) [CD-126](#) to: hrd.call.center.list@census.gov and include your Division Admin Office
- After receipt of equipment and badge, please anticipate processing of lump sum payment within 6 to 8 weeks