

Bureau of Industry and Security
CD-126

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY		
a. PIV or other identification	Kristina Potts	6622; (202) 258-6208
b. Door Keys	Robert Williams	6622; robert.williams@bis.doc.gov
c. Investigative Credential and Badge	Kristina Potts	6622; (202) 258-6208
d. Security Debriefing/Courier Authorization, CD-75	Robert Williams	6622; Robert.williams@bis.doc.gov
2. INFORMATION TECHNOLOGY ACCESS		
a. Financial – CBS, CRS	Cleared via E-mail	
b. HRIT – NFC, EPIC, LMS, ACS,	Cleared via E-mail	
c. Administrative – Phone listing, e-mail account	Tyra Norfleet	6622; 2-1529
d. Phone card / GETS card	Kim Sins	6622; 2-5542
3. PERSONAL PROPERTY		
a. Property Custodian	Anna Houston	6622; 202-714-3589
b. Property Accountability Officer	Anna Houston	6622; 202-714-3589
c. Bureau Property Management Officer	Anna Houston	6622; 202-714-3589
4. PROGRAM OFFICE FINANCE		
a. Travel Advance	Christine Wheeler	6622; 2-2225
b. Imprest Fund (where applicable)	Christine Wheeler	6622; 2-2225
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Carlos LaCosta	Via email- carlos.lacosta@bis.doc.gov
b. Acquisition Systems	Carlos LaCosta	Via email- carlos.lacosta@bis.doc.gov
6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa	Travel Management Division	D100
b. Travel Card	Christine Wheeler	6622; 2-2225
c. Metro Subsidy / Parking	Christine Wheeler	6622; 2-2225
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) ----- -----	Christine Wheeler	6622; 2-2225
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) ----- --	Not Applicable	
c. Timekeeper Certification – T&A coded final	Savette Jones	6622; 2-1895
d. T&A Access terminated	Savette Jones	6622; 2-1895
8. HUMAN RESOURCES		

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

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a. Receipt of Lump Sum leave form	Obtain from Savette Jones	6622; 2-1895
b. Receipt of Leave Audit form		

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