

| OFFICE/FUNCTION                                     | CLEARED BY:        | ROOM # & PHONE   |
|---|--------------------|--|
| 1. SECURITY   |                    | Security Service Center, Room 1H0A04.<br>(301) 763-2375,             |
| a. PIV or other identification                      |                    | Security Badge and Key Office, Room 1H0A04.<br>(301) 763-2375        |
| b. Door Keys  |                    | Security Badge and Key Office, Room 1H0A04.<br>(301) 763-2375        |
| c. Investigative Credential and Badge               |                    | Security Badge and Key Office, Room 1H0A04.<br>(301) 763-2375        |
| d. Security Debriefing/Courier Authorization, CD-75 |                    | Security Counter Terrorism, Room 3J231, (301) 763-6808               |
| 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   |                    |  |
| d. Phone card / GETS card                           |                    | Telecommunications Office, Voice Staff, (301) 763-2273, Room 3K502F. |
| 3. PERSONAL PROPERTY                                |                    | Please return it to your supervisor or administrative office.        |
| a. Property Custodian                               |                    | Please return it to your supervisor or administrative office.        |
| b. Property Accountability Officer                  |                    | Please return it to your supervisor or administrative office.        |
| c. Bureau Property Management Officer               |                    |  |
| 4. PROGRAM OFFICE FINANCE                           |                    |  |
| a. Travel Advance                                   |                    | Finance Division, Customer Service, (301) 763-1300                   |
| b. Imprest Fund (where applicable)                  |                    |  |
|   |                    |  |

|   |                    |  |
|---|--------------------|--|
| 5. ACQUISITION MANAGEMENT   |                    | Acquisition Division, Systems and Policy Branch (301) 763-9864 or 763-2870, Room 2J448F or 2J449 |
| a. Purchase Card  | Cleared via E-mail | Acquisition Division, Systems and Policy Branch (301) 763-9864 or 763-2870, Room 2J448F or 2J449 |
| b. Acquisition Systems  | Cleared via E-mail | Acquisition Division, Systems and Policy Branch (301) 763-9864 or 763-2870, Room 2J448F or 2J449 |
|   |                    |  |
| 6. ADMINISTRATIVE ....Miscellaneous..   |                    |  |
| a. Passports / Visa   |                    | FIN, Travel Office (301) 763-7840, Room 2K502.   |
| b. Travel Card  |                    | FIN, Travel Office (301) 763-7840, Room 2K502.   |
| c. Metro Subsidy / Parking  |                    | Transit Office, Room 1K101<br>(301) 763-1282   |
|   |                    |  |
| 7. EMPLOYEE'S IMMEDIATE OFFICE  |                    |  |
| a. Travel Card (Employee is not delinquent on their Government issued travel card) -----    |                    | FIN (301) 763-7840, Room 2K502   |
| b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) ----- | Not Applicable     | Workforce Development Branch at 301-763-2348.  |
| c. Timekeeper Certification – T&A coded final   |                    | Contact your Timekeeper or Administrative Office.  |
| d. T&A Access terminated  |                    | Contact your Timekeeper or Administrative Office.  |
|   |                    |  |
| 8. HUMAN RESOURCES  |                    | HRD Call Center, (301) 763-HR4U.   |
| a. Receipt of Lump Sum leave form   |                    | HRD Call Center, (301) 763-HR4U.   |

|                                |  |                                     |
|--------------------------------|--|-------------------------------------|
| b. Receipt of Leave Audit form |  | HRD Call Center,<br>(301) 763-HR4U. |
|--------------------------------|--|-------------------------------------|

**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](mailto: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](mailto: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](mailto: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](mailto: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

**Need Assistance?** To report problems or request assistance, please call the OCIO Inventory Control Team at (301) 763-4411.