

## Economic Development Administration

CD-129

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
<b>1. SECURITY</b>		
a. PIV or other identification	Paul Taylor	1522
b. Door Keys		
c. Investigative Credential and Badge		
d. Security Debriefing/Courier Authorization, CD-75		
<b>2. INFORMATION TECHNOLOGY ACCESS</b>		
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	Clinton Creighton	72003; 482-2423
d. Phone card / GETS card	Deborah Haynes	72003; 482-1252
<b>3. PERSONAL PROPERTY</b>		
a. Property Custodian	Jill Knott	
b. Property Accountability Officer	Yvonne Neal-Barfield	72003; 482-9123
c. Bureau Property Management Officer	Yvonne Neal-Barfield	72003; 482-9123
<b>4. PROGRAM OFFICE FINANCE</b>		
a. Travel Advance	Yvonne Neal-Barfield	72003; 482-9123
b. Imprest Fund (where applicable)	Not Applicable	N/A
<b>5. ACQUISITION MANAGEMENT</b>		
a. Purchase Card	Cleared via E-mail	
b. Acquisition Systems	Cleared via E-mail	
<b>6. ADMINISTRATIVE ....Miscellaneous..</b>		
a. Passports / Visa	Cecelia Kizer	72003; 482-9079
b. Travel Card	Yvonne Neal-Barfield	72003; 482-9123
c. Metro Subsidy / Parking	Deborah Haynes	72003; 482-1252
<b>7. EMPLOYEE'S IMMEDIATE OFFICE</b>		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	Yvonne Neal-Barfield	72003; 482-9123
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	N/A
c. Timekeeper Certification – T&A coded final	Judy Miller-Gray	72003; 482-8175
d. T&A Access terminated	Judy Miller-Gray	72003; 482-8175
<b>8. HUMAN RESOURCES</b>		
a. Receipt of Lump Sum leave form	Obtain from Judy Miller-Gray	72003; 482-8175
b. Receipt of Leave Audit form	Obtain from Judy Miller-Gray	72003; 482-8175

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