

International Trade Administration
CD-126

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY	DOC Security Office	
a. PIV or other identification		
b. Door Keys		
c. Investigative Credential and Badge	Kendall Adams KAdams@doc.gov	
d. Security Debriefing/Courier Authorization, CD-75		
2. INFORMATION TECHNOLOGY ACCESS		
a. Financial – CBS, CRS	Avneet Singh Avneet.Singh@trade.gov	
b. HRIT – NFC, EPIC, LMS, ACS,	Courtney Grant Courtney.Grant@trade.gov	
c. Administrative – Phone listing, e-mail account		
d. Phone card / GETS card		
3. PERSONAL PROPERTY		
a. Property Custodian	Varies by Office	
b. Property Accountability Officer		
c. Bureau Property Management Officer	Jeffrey Scherr Jeffrey.Scherr@trade.gov	
4. PROGRAM OFFICE FINANCE		
a. Travel Advance	Jeffrey Scherr Jeffrey.Scherr@trade.gov	
b. Imprest Fund (where applicable)	Jeffrey Scherr Jeffrey.Scherr@trade.gov	
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Robin Wilson Robin.Wilson@trade.gov	
b. Acquisition Systems	Robin Wilson Robin.Wilson@trade.gov	
6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa	April Banks April.Banks@trade.gov	
b. Travel Card	Jeffrey Scherr Jeffrey.Scherr@trade.gov	
c. Metro Subsidy / Parking		
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	April Banks April.Banks@trade.gov	
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	
c. Timekeeper Certification – T&A coded final	Varies by Office	
d. T&A Access terminated	Varies by Office	
8. HUMAN RESOURCES		
a. Receipt of Lump Sum leave form	Varies by Office	

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b. Receipt of Leave Audit form	Varies by Office	
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EMPLOYEES THEMSELVES, NOT A SURROGATE, MUST SIGN SECTION III.