

MBDA
CD-126

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY		
a. PIV or other identification	Paul Taylor	1522
b. Door Keys	Paul Taylor	1522
c. Investigative Credential and Badge	Paul Taylor	1522
d. Security Debriefing/Courier Authorization, CD-75		
2. INFORMATION TECHNOLOGY ACCESS		
a. Financial – CBS, CRS	Nicolle Cannatella	RM 5082; 2-2419
b. HRIT – NFC, EPIC, LMS, ACS,	Nicolle Cannatella	RM 5082; 2-2419
c. Administrative – Phone listing, e-mail account	Nicolle Cannatella	RM 5082; 2-2419
d. Phone card / GETS card	Nicolle Cannatella	RM 5082; 2-2419
3. PERSONAL PROPERTY		
a. Property Custodian	Caroline Martinez-Carranza	RM 5082; 2-1426
b. Property Accountability Officer	Caroline Martinez-Carranza	RM 5082; 2-1426
c. Bureau Property Management Officer	Roberto Lopez	RM 5082; 2-8086
4. PROGRAM OFFICE FINANCE		
a. Travel Advance	Tania White	RM 5087; 2-1631
b. Imprest Fund (where applicable)	Tania White	RM 5087; 2-1631
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Tania White	RM 5087; 2-1631
b. Acquisition Systems	Tania White	RM 5087; 2-1631
6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa	Travel Management Division	D100; 2-1818
b. Travel Card	Clara Colbert	RM 5082; 2-2419
c. Metro Subsidy	Clara Colbert	RM 5082; 2-2419
d. Parking	April Prather-Nichols	D100; 2-1178
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	Clara Colbert	RM 5082; 2-2419
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Lester Purnell	RM 5082; 2-2419
c. Timekeeper Certification – T&A coded final	Clara Colbert	RM 5082; 2-2419
d. T&A Access terminated	Clara Colbert	RM 5082; 2-2419
8. HUMAN RESOURCES		
a. Receipt of Lump Sum leave form		
b. Receipt of Leave Audit form		

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