

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY		
a. PIV or other identification	Matthew Snyder	301-975-4145
b. Door Keys	Ralph Hurley	301-975-2808
c. Investigative Credential and Badge	Matthew Snyder	301-975-4145
d. Security Debriefing/Courier Authorization, CD-75	DOC	
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	Tammy Clark	301-975-2300
d. Phone card / GETS card	Matthew Snyder	301-975-4145
3. PERSONAL PROPERTY		
a. Property Custodian	Roger Thorne	301-975-8625
b. Property Accountability Officer	Stanford Walrond	301-975-6371
c. Bureau Property Management Officer	Frances Hill	301-975-6371
4. PROGRAM OFFICE FINANCE		
a. Travel Advance	Not Applicable	
b. Imprest Fund (where applicable)	Not Applicable	
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Not Applicable	
b. Acquisition Systems	Not Applicable	
6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa	Chau Lam	301-975-8253
b. Travel Card	Joan Carlson	301-975-2747
c. Metro Subsidy / Parking	Not Applicable	
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	Tammy Clark	301-975-2300
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	
c. Timekeeper Certification – T&A coded final	Tammy Clark	301-975-2300
d. T&A Access terminated	Tammy Clark	301-975-2300
8. HUMAN RESOURCES		
a. Receipt of Lump Sum leave form	Employee does not accrue leave	
b. Receipt of Leave Audit form	Employee does not accrue leave	

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