

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY		
a. PIV or other identification	Charles McLeod	5810; 301-628-1883
b. Door Keys	Charles McLeod	5810; 301-628-1883
c. Investigative Credential and Badge	Charles McLeod	5810; 301-628-1883
d. Security Debriefing/Courier Authorization, CD-75	Charles McLeod	5810; 301-628-1883
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	Oluseun Ogunlegan	60013; 482-7943
d. Phone card / GETS card	Oluseun Ogulegan	60013; 482-7943
3. PERSONAL PROPERTY		
a. Property Custodian	Danyale Little	58020; 482-5655
b. Property Accountability Officer	Danyale Little	58020; 482-5655
c. Bureau Property Management Officer	Danyale Little	58020; 482-5655
4. PROGRAM OFFICE FINANCE		
a. Travel Advance	Linda L. Brown	51030; 482-3436
b. Imprest Fund (where applicable)	Cleared via E-mail	
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Cleared via E-mail	
b. Acquisition Systems	Cleared via E-mail	
6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa	Linda L. Brown	51030; 482-3436
b. Travel Card	Linda L. Brown	51030; 482-3436
c. Metro Subsidy / Parking	James Leduc	58020; 482-0965
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	Linda L. Brown	51030; 482-3436
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	
c. Timekeeper Certification – T&A coded final	Doreen Pearson	68029; 482-2275
d. T&A Access terminated	Doreen Pearson	68029; 482-2275
8. HUMAN RESOURCES		
a. Receipt of Lump Sum leave form	Doreen Pearson	68029; 482-2275
b. Receipt of Leave Audit form	Doreen Pearson	68029; 482-2275

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