

NTIA/First Net
CD-126

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY		
a. PIV or other identification	Paul Taylor	1522
b. Door Keys		
c. Investigative Credential and Badge		
d. Security Debriefing/Courier Authorization, CD-75		
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	IT Helpdesk	Room 4625
d. Phone card / GETS card	GETS-Marshall Ross Mobi-key/VPN IT Helpdesk	Room 4888 Room 4625
3. PERSONAL PROPERTY		
a. Property Custodian	Cynthia Purvis	Room 4886
b. Property Accountability Officer	Isha Carry	Room 4888
c. Bureau Property Management Officer	N/A	N/A
4. PROGRAM OFFICE FINANCE		
a. Travel Advance	Adam Fuchs	Room 4888
b. Imprest Fund (where applicable)	N/A	N/A
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Cleared via E-mail	
b. Acquisition Systems	Cleared via E-mail	
6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa	Passport Staff	D100
b. Travel Card	Adam Fuchs	Room 4888
c. Metro Subsidy / Parking	Lorna Brodsky	Room 4888
7. EMPLOYEE’S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	Adam Fuchs	Room 4888
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	
c. Timekeeper Certification – T&A coded final	Immediate Office Timekeeper	
d. T&A Access terminated	Immediate Office Timekeeper	
8. HUMAN RESOURCES		
a. Receipt of Lump Sum leave form	Obtain from Timekeeper	
b. Receipt of Leave Audit form	Obtain from Timekeeper	

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