

Office of the Secretary-OGC, Front Office

CD-126

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY	Paul Taylor	1522
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	Jason Groves	
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	Catherine Gantt	
d. Phone card / GETS card	Mike Do	Room 6845, x1755
3. PERSONAL PROPERTY		
a. Property Custodian	Mike Do	Room 6845, x1755
b. Property Accountability Officer	Vanessa Valentine	
c. Bureau Property Management Officer	Jeri Coleman	
4. PROGRAM OFFICE FINANCE		
a. Travel Advance	N/A	
b. Imprest Fund (where applicable)	N/A	
5. ACQUISITION MANAGEMENT		
a. Purchase Card	Cleared via E-mail	
b. Acquisition Systems	Cleared via E-mail	
6. ADMINISTRATIVEMiscellaneous..		
a. Passports / Visa	Byron Martin	D100, x0078
b. Travel Card	Byron Martin	D100, x0078
c. Metro Subsidy / Parking	April Prather-Nichols	C100, x1178
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	Byron Martin	D100, x0078
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	
c. Timekeeper Certification – T&A coded final	Pamela Koonce	
d. T&A Access terminated	Pamela Koonce	
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.