

## Office of the Secretary – OSY

CD-126

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
<b>1. SECURITY</b>		
a. PIV or other identification	Paul Taylor	1522; 482-2592
b. Door Keys	Paul Taylor	1522; 482-2592
c. Investigative Credential and Badge	Nicholas Purt	1067; 482-2420
d. Security Debriefing/Courier Authorization, CD-75	Stephen Barbieri	1521; 482-6380
<b>2. INFORMATION TECHNOLOGY ACCESS</b>		
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	Trina Boyce	5517; 482-3078
d. Phone card / GETS card	Trina Boyce For GETS cards – Carla Smith	5517; 482-3078 1066; 482-4659
<b>3. PERSONAL PROPERTY</b>		
a. Property Custodian	Trina Boyce	5517; 482-3078
b. Property Accountability Officer	Gina Bass/Jeri Coleman	D100
c. Bureau Property Management Officer	Gina Bass/Jeri Coleman	D100
<b>4. PROGRAM OFFICE FINANCE</b>		
a. Travel Advance	Jill Thomas/Lisa Singletary	D100
b. Imprest Fund (where applicable)		D100
<b>5. ACQUISITION MANAGEMENT</b>		
a. Purchase Card	Cleared via E-mail	
b. Acquisition Systems	Cleared via E-mail	
<b>6. ADMINISTRATIVE ....Miscellaneous..</b>		
a. Passports / Visa		D100
b. Travel Card	Jill Thomas/Lisa Singletary	D100
c. Metro Subsidy / Parking	Trina Boyce	5517; 482-3078
<b>7. EMPLOYEE'S IMMEDIATE OFFICE</b>		
a. Travel Card (Employee is not delinquent on their Government issued travel card) -----	Jill Thomas/Lisa Singletary	D100
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) -----	Not Applicable	
c. Timekeeper Certification – T&A coded final	Tanika Hawkins/Terry Ainsworth	5517
d. T&A Access terminated		
<b>8. HUMAN RESOURCES</b>		
a. Receipt of Lump Sum leave form	Obtain from Tanika Hawkins/Terry Ainsworth	5517
b. Receipt of Leave Audit form	Obtain from Tanika Hawkins/Terry Ainsworth	5517

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