

OFFICE/FUNCTION	CLEARED BY:	ROOM # & PHONE
1. SECURITY	Teresa Heller	CTH03A/X25151
a. PIV or other identification	Teresa Heller	CTH03A/X25151
b. Door Keys	Teresa Heller	CTH03A/X25151
c. Investigative Credential and Badge	Teresa Heller	CTH03A/X25151
d. Security Debriefing/Courier Authorization, CD-75	Teresa Heller Carolyn Schad (SF-75)	CTH03A/X25151 ETH4A51/X27003
2. INFORMATION TECHNOLOGY ACCESS	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
a. Financial – CBS, CRS	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
b. HRIT – NFC, EPIC, LMS, ACS, ..... ..	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
c. Administrative – Phone listing, e-mail account	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
d. Phone card / GETS card	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
3. PERSONAL PROPERTY	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
a. Property Custodian	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
b. Property Accountability Officer	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
c. Bureau Property Management Officer	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
4. PROGRAM OFFICE FINANCE	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
a. Travel Advance		
b. Imprest Fund (where applicable)		
5. ACQUISITION MANAGEMENT	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
a. Purchase Card	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003

b. Acquisition Systems	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
6. ADMINISTRATIVE		
a. Passports / Visa	Dollie Peters	2051 Jamieson Ave, Suite 300/ passportsandvisas@uspto.gov
b. Travel Card	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
c. Metro Subsidy / Parking	Ivana Miranda	Ivana.Miranda@USPTO.GOV
7. EMPLOYEE'S IMMEDIATE OFFICE		
a. Travel Card (Employee is not delinquent on their Government issued travel card) ----- -----	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc) ----- ---	Not Applicable	
c. Timekeeper Certification – T&A coded final	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
d. T&A Access terminated	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
8. HUMAN RESOURCES	Business Unit AO- If unknown contact Carolyn Schad	ETH4A51/X27003
a. Receipt of Lump Sum leave form		
b. Receipt of Leave Audit form		

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