## Wright, John

**From:** Fletcher, Erica
**Sent:** Friday, December 21, 2018 10:26 AM
**To:** Johnson, Lauren
**Subject:** Separation Certification - EPA HQ Library

**Follow Up Flag:** Follow up
**Flag Status:** Flagged

This email certifies that we have reviewed your account and you have no outstanding Agency materials.

**Erica Fletcher**
*Technical Information Specialist II*
202-566-2284 | fletcher.erica@epa.gov
U.S. EPA Headquarters Library, Washington DC
Arctic Slope Mission Services (contractor)| Customer-Focused. Operationally Excellent.

## Wright, John

**From:** Martini, Sarah on behalf of CINWD Travel
**Sent:** Friday, December 21, 2018 6:18 AM
**To:** Johnson, Lauren
**Subject:** Re: Employee Separation

**Follow Up Flag:** Follow up
**Flag Status:** Flagged

Hi Lauren,

Your travel account and travel card are now closed. You have no outstanding travel obligations.

Best of luck!

Thank you!
EPA Travel Team
513-487-2346

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**From:** Johnson, Lauren
**Sent:** Thursday, December 20, 2018 10:27 PM
**To:** CINWD Travel
**Subject:** Employee Separation

Good morning,

I'm a current employee and I'm leaving the Agency December 31, 2018. I'm currently working remotely and won't be back in the office. Can you provide email confirmation that my travel card is cancelled for form 3110-1? Please let me know if you need anything further from me.

Thank you,
Lauren Johnson

Lauren Johnson
OCFO-OB
202-564-6304
OB Control Team SharePoint Site

**Wright, John**

**From:** Drury, Robin
**Sent:** Wednesday, December 26, 2018 12:38 PM
**To:** Johnson, Lauren
**Cc:** Church, Stacey; Proctor, Sheldonna; Collier, Laura
**Subject:** FW: Employee Separation

Hi Lauren,

I've cleared you on the following sections of Form 3110-1:

| Part D. Completed By: Local Financial Management Office, Office | | | |
|---|---|---|---|
| Item | Cleared | | |
| | Y | N | N |
| Negative Leave Balance | ☒ | ☐ | ☐ |
| All Government Issued Bank Cards, i.e. (Travel, Purchase, Telephone, Gas and Others) | ☒ | ☐ | ☐ |
| Part E. Completed By: Shared Service Centers (SSC) Human Resou Appropriate Designee | | | |

Local Financial Management Office, Office of the Comptroller, Cincinnati Fina this signature page next to the appropriate title and/or Program Office.

Budget Office: (Printed Name) Robin Drury

(Signature) Robin J. Drury

Cincinnati Finance Center: (Printed Name) Robin Drury

(Signature) Robin J. Drury

Financial Management: (Printed Name) Robin Drury

(Signature) Robin J. Drury

Thanks,
Robin

(202) 564-1158

https://intranet.epa.gov/cfc/#102218b

**From:** Johnson, Lauren
**Sent:** Thursday, December 20, 2018 10:27 PM
**To:** Collier, Laura <collier.laura@epa.gov>
**Subject:** Employee Separation

Good morning Laura,

I'm a current employee and I'm leaving the Agency December 31, 2018. I'm currently working remotely and won't be back in the office. Can you provide email confirmation that I have no outstanding matters for form 3110-1? Please let me know if you need anything further from me.

Thank you,
Lauren Johnson

Lauren Johnson
OCFO-OB
202-564-6304
OB Control Team SharePoint Site

# EPA BADGE OFFICE RETURNED BADGE(s)

Left Agency

## Receipt

**Number of Badges Returned:** 1

**Names of Employee(s)/Last 5 of PIV Serial #**

1. LAUREN N. JOHNSON 14207
2.
3.
4.
5.
6.
7.
8.
9.
10.

**Returned by:** JOHN N. WRIGHT

**Received by:** SHAVON SALTER

**Date:** FEB 4, 2019

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Lauren Johnson
AE25 - 17

**EPA**

**Employee Key Receipt**

This receipt is to acknowledge that the following EPA employee has successfully returned his/her key(s) to the EPA Badge Office. Once key(s) have been returned, the employee will no longer be responsible for these key(s).

Key(s) Returned by: John Wright Date: 10.2.18

Badge Office Personnel:

DCB

(570) 556-8397

824 Twin Hill Rd
Sunbury PA 17801