

# FEDERAL RPM

## “Friendly Reminders”

### Who do I contact when I need to ...

- **Set up New Access?**
  - Vickie Bowman
  - Carolyn Brisbane
- **Add a New Organization Code or a New Project Code?**
  - Sheryl Miller
  - Vickie Bowman
  - Monica Shepherd
  - Carolyn Brisbane
- **Add a New Property Manager?**
  - Sheryl Miller
  - Vickie Bowman
  - Monica Shepherd
  - Carolyn Brisbane
- **Request a Vendor ID Number?**
  - Sheryl Miller
- **Update a GSA Space Assignment?**
  - Sheryl Miller (NOAA assignments only)
  - Carolyn Brisbane (All non-NOAA assignments)

***An e-mail request works the best!***