

**Employee Meet and Greet Card**

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| Contact | NameTitle | Email | Office PhoneFaxMobile Phone | Contact for: |
| New Employee Information |  |  |  |  |
| My PAL (if applicable) |  |  |  |  |
| My 1st Level Supervisor |  |  |  |  |
| My 2nd Level Supervisor |  |  |  |  |
| My Servicing Human Resources Specialist (SHRO) |  |  |  |  |
| Human Resources Operation Center (HROC) Help Desk  | Help Desk | N/A | Phone:(877) 642-4743 Fax:(303)985-6945Processing:(303) 985-6956 | Benefits Counseling, FERS/CSRS Retirement Counseling and Processing Estimates, Life/Health Insurance TSP,eOPF, etc. |