

## Denise K. Nelson

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**From:** Grundmann, Susan <Susan.Grundmann@compliance.gov>  
**Sent:** Tuesday, February 14, 2017 4:29 PM  
**To:** Jared Maurice Guthrie  
**Cc:** Ladejobi, Mondiu  
**Subject:** RE: 2017 SPS Annual Recertification - OCP1

Good day, Jared! Our omission. Yes, please renew Jennifer McCuiston and Tiara Mizelle.

Thanks again.

Susan

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**From:** Jared Maurice Guthrie [mailto:jared.guthrie@fiscal.treasury.gov]  
**Sent:** Tuesday, February 14, 2017 12:08 PM  
**To:** Grundmann, Susan  
**Cc:** Sapin, Barbara J.; Ladejobi, Mondiu  
**Subject:** RE: 2017 SPS Annual Recertification - OCP1

Good Morning Susan,

We received your completed 2017 SPS Annual Recertification Memorandum.

Thank you for the prompt submission!

I did notice, though, that no check marks were placed next to the SPS users: Jennifer McCuiston or Tiara Mizelle.

Did you wish for these users to be renewed or revoked in the SPS and DSSV systems?

Respectfully,

Jared M. Guthrie  
Management and Program Analyst  
PAM/SPS/PIR  
816-414-2340  
SPS Email: [kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)  
PAM Email: [pam.help.desk@fiscal.treasury.gov](mailto:pam.help.desk@fiscal.treasury.gov)  
PIR Email: [pir.help.desk@fiscal.treasury.gov](mailto:pir.help.desk@fiscal.treasury.gov)

**From:** Jared Maurice Guthrie  
**Sent:** Wednesday, February 08, 2017 1:47 PM  
**To:** 'barbara.sapin@compliance.gov' <[barbara.sapin@compliance.gov](mailto:barbara.sapin@compliance.gov)>; 'mondiu.ladejobi@compliance.gov' <[mondiu.ladejobi@compliance.gov](mailto:mondiu.ladejobi@compliance.gov)>; 'susan.grundmann@compliance.gov' <[susan.grundmann@compliance.gov](mailto:susan.grundmann@compliance.gov)>  
**Subject:** 2017 SPS Annual Recertification - OCP1

Hello,

You are receiving this email as part of the Annual SPS Recertification process. You have been determined as your agency's Designating Official, Trusted Registration Agent, or Point of Contact. Attached you will find your agency's recertification list.

Please review the attached files, print, and have your agency's Designating Official sign and indicate whether each user should have their SPS access Renewed or Revoked.

The recertification list must be signed by an authorized Designating Official (DO) and sent to the following address no later than **March 08, 2017**:

Department of the Treasury  
Bureau of the Fiscal Service  
Attn: SPS Staff  
4241 NE 34th Street  
Kansas City, MO 64117

If you should have any questions, please contact the SPS Staff at (816) 414-2340.

Respectfully,

Jared M. Guthrie  
Management and Program Analyst  
PAM/SPS/PIR  
816-414-2340  
SPS Email: [kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)  
PAM Email: [pam.help.desk@fiscal.treasury.gov](mailto:pam.help.desk@fiscal.treasury.gov)  
PIR Email: [pir.help.desk@fiscal.treasury.gov](mailto:pir.help.desk@fiscal.treasury.gov)

**Denise K. Nelson**

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**From:** Ladejobi, Mondiu <Mondiu.Ladejobi@compliance.gov>  
**Sent:** Tuesday, February 14, 2017 12:10 PM  
**To:** Jared Maurice Guthrie  
**Subject:** Out of Office: 2017 SPS Annual Recertification - OCP1

I am out of the office with very limited access to voicemail/email. If you request assistance please contact the main office at 202-724-9250.

## Denise K. Nelson

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**From:** Mizelle, Tiara <tiara.mizelle@compliance.gov>  
**Sent:** Thursday, March 23, 2017 4:24 PM  
**To:** Jared Maurice Guthrie  
**Subject:** Re: Follow up to Help Desk Call

Thanks Jared! We no longer have a TRA and they can't locate the forms they filled out. They have credentials and I-keys already. I'll forward this information along and they'll submit ASAP.

Thank your for your help.

Tiara Mizelle  
202-724-9268

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On: 23 March 2017 15:42, "Jared Maurice Guthrie" <jared.guthrie@fiscal.treasury.gov> wrote:  
Hi Tiara,

My email at 09:55AM had the attachments for a new TRA. The second email at 11:50AM had no attachments; those forms were included in the activation packet sent to your TRA.

But, if those cannot be located, then they'll have to be recreated. Attached are the two forms.

Respectfully,

Jared M. Guthrie  
Management and Program Analyst  
PAM/SPS/PIR  
816-414-2340  
SPS Email: [kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)  
PAM Email: [pam.help.desk@fiscal.treasury.gov](mailto:pam.help.desk@fiscal.treasury.gov)  
PIR Email: [pir.help.desk@fiscal.treasury.gov](mailto:pir.help.desk@fiscal.treasury.gov)

**From:** Mizelle, Tiara [mailto:tiara.mizelle@compliance.gov]  
**Sent:** Thursday, March 23, 2017 1:47 PM  
**To:** Jared Maurice Guthrie <jared.guthrie@fiscal.treasury.gov>  
**Subject:** RE: Follow up to Help Desk Call

Hi Jared,

Was something to be attached to this email? Also, where do we get the In-Person Verification form? Steve Johnson from the Library of Congress has agreed to be our TRA until we can fill it from within.

Thanks!

***Tiara Mizelle***  
**202-724-9268**

---

**From:** Jared Maurice Guthrie [<mailto:jared.guthrie@fiscal.treasury.gov>]  
**Sent:** Thursday, March 23, 2017 11:50 AM  
**To:** Mizelle, Tiara  
**Cc:** 'kfc.sps.help.desk@fiscal.treasury.gov'  
**Subject:** RE: Follow up to Help Desk Call

Teresa James and Paula Sumberg each need to submit the following forms to be activated:

- The completed PKI CAR with a Signature Validation Report (label) attached.
- The In-Person Proofing Verification form completed by the user and TRA.
- A photocopy of a government-issued photo ID.

Respectfully,

Jared M. Guthrie  
Management and Program Analyst  
PAM/SPS/PIR  
816-414-2340  
SPS Email: [kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)  
PAM Email: [pam.help.desk@fiscal.treasury.gov](mailto:pam.help.desk@fiscal.treasury.gov)  
PIR Email: [pir.help.desk@fiscal.treasury.gov](mailto:pir.help.desk@fiscal.treasury.gov)

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**From:** Jared Maurice Guthrie  
**Sent:** Thursday, March 23, 2017 9:55 AM  
**To:** 'Mizelle, Tiara' <[tiara.mizelle@compliance.gov](mailto:tiara.mizelle@compliance.gov)>  
**Cc:** 'kfc.sps.help.desk@fiscal.treasury.gov' <[kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)>  
**Subject:** RE: Follow up to Help Desk Call

Good Morning Tiara,

As per your request, attached are the required forms for a new TRA. Below are some brief instructions.

New Trusted Registration Agents (TRA) are required to submit the following forms:

The PD F 5487 E (PKI Certificate Action Request)

- Mark for New Subscriber: Enterprise Certificate, Medium.
- Business System: ITRA (FPA ID)
- Other Info: TRA (Name of User)

- Complete block 2 with new TRA information and signature
- Complete block 3 with DO information and signature
- Complete block 4 with TRA information

The PD F 5489 (PKI Support Nomination) form

- Mark for Trusted Registration Agent
- Block 2 must be completed by the new TRA
- Block 3 must be completed by a DO with authority to designate new TRAs
- Leave Block 4 blank

For any need for additional assistance, please feel free to call us back here at the SPS Production Support.

Respectfully,

Jared M. Guthrie  
Management and Program Analyst  
PAM/SPS/PIR  
816-414-2340  
SPS Email: [kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)  
PAM Email: [pam.help.desk@fiscal.treasury.gov](mailto:pam.help.desk@fiscal.treasury.gov)  
PIR Email: [pir.help.desk@fiscal.treasury.gov](mailto:pir.help.desk@fiscal.treasury.gov)

**From:** Mizelle, Tiara [<mailto:tiara.mizelle@compliance.gov>]  
**Sent:** Thursday, March 23, 2017 9:33 AM  
**To:** 'kfc.sps.help.desk@fiscal.treasury.gov' <[kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)>  
**Subject:** Follow up to Help Desk Call

Good morning,

After speaking with a rep this morning we have identified a few issues the Office of Compliance is having with SPS. Can you please email the information for setting up a new TRA for the Office of Compliance? Also, can you tell me what paperwork is missing for Teresa James and Paula Sumberg's accounts to be finalized?

Thanks for your time,  
Tiara Mizelle



*Tiara D. Mizelle, CGFM*  
*Budget Officer*  
*Congressional Office of Compliance*  
*110 Second Street, SE*  
*L.A.-Room 200*  
*Washington, DC 20540*  
*o:202-724-9268 | c: 202-997-0475*

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## Denise K. Nelson

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**From:** Mizelle, Tiara <tiara.mizelle@compliance.gov>  
**Sent:** Thursday, March 23, 2017 2:47 PM  
**To:** Jared Maurice Guthrie  
**Subject:** RE: Follow up to Help Desk Call

Hi Jared,

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Thanks!

***Tiara Mizelle***  
**202-724-9268**

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**Sent:** Thursday, March 23, 2017 11:50 AM  
**To:** Mizelle, Tiara  
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PIR Email: [pir.help.desk@fiscal.treasury.gov](mailto:pir.help.desk@fiscal.treasury.gov)

**From:** Jared Maurice Guthrie  
**Sent:** Thursday, March 23, 2017 9:55 AM  
**To:** 'Mizelle, Tiara' <[tiara.mizelle@compliance.gov](mailto:tiara.mizelle@compliance.gov)>  
**Cc:** 'kfc.sps.help.desk@fiscal.treasury.gov' <[kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov)>  
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Respectfully,

Jared M. Guthrie  
Management and Program Analyst  
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Tiara Mizelle



*Tiara D. Mizelle, CGFM*  
*Budget Officer*  
*Congressional Office of Compliance*  
*110 Second Street, SE*  
*LA-Room 200*

*Washington, DC 20540*  
o:202-724-9268 | c: 202-997-0475

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