



WHO DO I EMAIL?



GetBenefits@AFSC.com

Benefit enrollment, company benefit programs, coverage, claims, coordination of leaves of absence/disability leave



GetBusinessOffice@AFSC.com

Contracts, charge code access requests, cross-boarding actions



GetExpenseReport@AFSC.com

Expense reports, travel, and expense policy questions



GetFacilities@AFSC.com

Shirlington HQ facility services: building access, parking, corporate office supply orders, after-hours HVAC requests, and building maintenance



GetHR@AFSC.com

New hire onboarding and orientation, UltiPro password reset, training (AFSC Academy), policy interpretation, pay and bonus administration, professional development requests/reimbursement, and employee relations



GetIT@AFSC.com

AFSC-issued computer equipment, technical support, email and company network access



GetPayroll@AFSC.com

Timesheet, leave balance, Costpoint account access/seats



GetRecruiting@AFSC.com

Employee referral inquiries, information regarding open positions, internal application status, and offer letter questions



GetSecurity@AFSC.com

Security clearance and questions, international travel notifications



StrategicSourcing@AFSC.com

All procurement requirements (subcontractor, vendor, material, hardware, software, etc.)



GetTravel@AFSC.com

Egencia travel website, Corporate American Express Credit Card, Business Travel Account (BTA)