



# NASA IV&V Facility Policies and Procedures

## NASA IV&V Facility Out-Processing Procedure

The purpose of this document is to establish and maintain a standardized procedure for out-processing employees from the NASA IV&V Facility.

This procedure applies to all personnel working at the NASA IV&V Facility, or personnel accessing NASA IV&V Facility computer resources via on-site or remote connections.

**Note:** *Both the employee and the employer have the responsibility to ensure that all government materials are returned to Security and Maintenance Services prior to the employee leaving.*

### Procedure

1. The employee shall download a copy of the NASA IV&V Facility Out-Processing Form from the NASA IV&V Facility Web Site at:
  - <http://www.nasa.gov/centers/ivv/about/documents.html>
2. The employee shall electronically complete Sections 1, *General*, and Section 2, *Special Requests*, on the NASA IV&V Facility Out-Processing Form and obtain initials from all of the designated officials described in Section 3, *Property Initials*. **Note: ALL DESIGNATED OFFICIALS MUST INITIAL! FAILURE TO PRODUCE PROPER INITIALS WILL RESULT IN REJECTION OF PAPERWORK!**
3. Upon the employee's last day, he or she shall present the completed NASA IV&V Facility Out-Processing Form to Security and Maintenance Services.

**Direct any questions regarding this policy/procedure to the NASA IV&V Facility O&M  
Manager**