

NASA IV&V Facility Out-Processing
Information required from employees. All fields are required!

1. General:	
Name	
Date of Last Day	
Company Name	
Group Name	

2. Special Requests (circle option):	<i>Note: Requests will be honored, if possible, and will automatically terminate in 30 days.</i>
Maintain Voicemail Temporarily	
Forward E-mail to Another Address	(if "Yes," specify below)
E-mail Address to Forward To (if applicable)	

3. Property Initials¹:	Initials	Date
<u>NASA IV&V O&M Manager</u>		
No NASA/WVU Telephone Calling Cards Out		
No Government Credit Card Out ²		
<u>NASA/WVU Network Operations</u>		
No Equipment Out		
<u>NASA/WVU Librarian</u>		
No Materials Out		

The employee shall submit a hard copy of this form to Security and Maintenance Services(David Sheldon) on his or her last day for final out-processing, and return any issued keys.

4. Security and Maintenance Services Actions:	Initials	Date
1. Ensure all initials in Section 3 (above) are provided		
2. Retrieved Facility badge and keycard (and deactivated)		
3. Retrieved desk keys and turned in to WVURC Admin. Assistant		
4. Confirmed all personal items removed from cubicle/office		
5. Received confirmation from Network Operations that either special requests are satisfied or accounts terminated		
6. Offered exit interview with NASA Representative		
7. Notified GSFC Security		
8. Notified Network Operations via e-mail		
9. Notified Security and Maintenance Services (Crothall) via e-mail		
10. Removed person from Facility listings		
11. Removed cubicle sign		
12. Disabled identity in IdMAX		
13. Provided copy of "this" form to Network Operations		
14. Provided copy of "this" form to the NASA IV&V O&M Manager		
15. Disable WebEx™ and Meet Me accounts		
16. Filed completed form		

¹ The employee is responsible for obtaining the proper initials. This form will be rejected if any initials are missing.

² This applies to retirees and terminations only, not transfers.