

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

1. General:	
Employee name	
UUPIC ²	
Date of Last Day	
Company Name	
Group Name: ex. (Code 180)	
Contract number	

2. Employee 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)	
Turn in NASA Badge/card key/token	

3. Actions ¹ :	Initials	Date
<u>Contractor/CS</u>		
Saved all project work to ECM		
Cleared cube/office of paper/books/binders/ DVDs/CDs etc.		
Any records transferred to the proper personnel or filed with DCC/Records Team		
Returned library books		
Turned in keys to WVU front office		
Turned in VPN token to NASA IT Lead		
<u>NASA/WVU Network Operations</u>		
No Equipment Out		
<u>NASA COR</u>		
<u>NASA IT Lead</u>		
<u>NASA IV&V O&M Lead</u>		
(Contractor) Disabled identity in IdMAX		

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

4. Actions:	Initials	Date
1. Ensure all initials in Section 3 (above) are provided		
2. Copy of form, Badge/card key to security		
3. Security notify GSFC code 240 (Rhonda McCarter)		
4. Crothall notified to clean cube/office and remove sign. Any found records to be filed with DCC/Records Team		
5. Security verify identity disabled in IdMAX		
6. Filed completed form with PSO Lead		

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