

NASA IV&V Facility Out-Processing Form
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 able, 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 Initials: ¹	Initials	Date
<u>NASA IV&V Facility 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		

Employee shall submit a hard-copy of this form to Security and Maintenance Services 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 keycard (and deactivated)		
3. Retrieved Facility badge		
4. Retrieved desk keys and turned in to WVURC Admin. Assistant		
5. Confirmed all personal items removed from cubicle/office		
6. Received confirmation from Network Operations that either special requests are satisfied or accounts terminated		
7. Offered exit interview with NASA Representative		
8. Notified GSFC Security		
9. Notified Network Operations via e-mail		
10. Notified Security and Maintenance Services (Crothall) via e-mail		
11. Removed person from Facility listings		
12. Removed cubicle sign		
13. Disabled identity in IDMAX		
14. Provided copy of "this" form to Network Operations		
15. Provided copy of "this" form to the NASA IV&V Facility O&M Manager		
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. Card must be cut in half and sent to NASA GSFC Financial Operations Section Head Code 155.1, Greenbelt, MD 20771