



### Contractor/Consultant Separation Checkout Sheet

<b>Name:</b>	<b>Company:</b>	
<b>Sandia Organization:</b>	<b>Sandia Manager:</b>	
<b>Last Day on-site:</b>		
<b>Actions to be completed</b>	<b>Complete</b>	<b>Not Applicable</b>
<b>NOTIFICATIONS</b> Notify your Sandia Delegated Representative (SDR) and the company Facility Security Officer (FSO).		

#### Part A:

Forms and actions are to be prepared only by the separating Contractor/Consultant prior to meeting with Sandia Delegated Representative (SDR) and Company FSO. Finalization of all of these items will be with your SDR and FSO. (NO ACTIONS ARE TO OCCUR PRIOR TO MEETING WITH YOUR SDR AND FSO).

Action to be completed	Complete	N/A
<b>1. TIME CHARGING</b> As per your company's instruction.		
<b>2. SECURITY</b> <ol style="list-style-type: none"> <li>Print, review and sign <a href="#">DOE F 5631.29, U.S. DOE Security Termination Statement and SEC225 Addendum</a> (provided as one form).</li> <li>Return the completed DOE F 5631.29 form and your badge to your FSO, SDR, or directly to the Sandia Clearance Office. Retain the SEC225 addendum page.</li> <li>If you have SCI access, contact the SCI Hotline at (505) 284-4SCI (4724) to schedule a debriefing with the Special Security Office.</li> <li>If you hold <a href="#">NATO access</a>, you or your SDR must notify the SNL NATO Control Point (844-5316 or 844-6898) to complete and sign a Debriefing/Termination Certification. Completed form must be provided to the NWISPO at SNL, MS-0138 or email to <a href="mailto:natoreq@sandia.gov">natoreq@sandia.gov</a>.</li> <li>Obtain debriefing(s) from special program(s) if applicable.</li> <li>If you have Access to Sigma-14 and/or Sigma-15 Information, notify the Use Control Site Coordinators or Sandia Department Manager that access authorization is no longer needed for the separating individual.</li> <li>Work with your SDR, CAS, Primary Custodian, Security Coordinator or Closed Area/CWS Manager to return and/or reassign all classified matter and to change safe/VTR combinations upon your termination.</li> </ol>		

Action to be completed	Complete	N/A
<b>3. PROPERTIES/MATERIALS (non-computing equipment)</b> <ul style="list-style-type: none"> <li>a. Contact the Primary Property Coordinator (PPC) to pull a complete listing of your property.</li> <li>b. Return all non-computing equipment and/or organizational property (microscope, lab equipment, building keys, special gear, etc.).</li> <li>c. Work with your PPC and/or manager to determine to whom the property should be reassigned.</li> <li>d. If you have any materials in Corporate Storage, transfer ownership of these items by completing the Storage Action Request Form.</li> <li>e. Return any sensitive, controlled, or organizational property (building keys, special gear, etc.) to your SDR.</li> <li>f. Return borrowed items (books or reports) to the Technical Library.</li> </ul>		
<b>4. RECORDS</b> <ul style="list-style-type: none"> <li>a. Complete the <a href="#">SA 1010-RT, Records Turnover Form</a> and turnover/transfer all electronic files, unclassified controlled documents, and other records to the appropriate personnel.</li> <li>b. Contact <a href="#">Scientific Computing</a> if you hold an account on any of the High-Performance Computing Clusters.</li> <li>c. SDR will cancel your computer password upon your departure by submitting a request to <a href="#">WebCARS</a>.</li> </ul> <p><b>Note:</b> If you are returning to Sandia in a different capacity, do not close your WebCARS accounts. When this deactivation request is submitted, all accounts requiring a Kerberos will no longer be available to you.</p> <ul style="list-style-type: none"> <li>d. Transfer ownership of any MetaGroup via the <a href="#">MetaGroup Utility</a>.</li> <li>e. Transfer ownership of any e-mail entity accounts and move any e-mail messages that need to be maintained as records out of Outlook.</li> </ul>		
<b>5. TELECOMMUNICATION</b> <ul style="list-style-type: none"> <li>a. Contact CCHD at 505-845-2243 and select "Telecommunication Services" to have your account deleted, if applicable.</li> <li>b. If you are the primary user of Secure Telephone Equipment (STE), contact the COMSEC custodian to transfer responsibility for the STE and KSV card, if applicable.</li> </ul>		

Action to be completed	Complete	N/A
<p><b>6. COMPUTER SYSTEMS (computing equipment)</b></p> <ul style="list-style-type: none"> <li>a. Contact your Primary Property Coordinator (PPC) to pull a complete listing of your property.</li> <li>b. Return all computer equipment (laptops, desktops, PDAs, etc.)</li> <li>c. Work with your PPC and/or manager to determine to whom the property should be reassigned.</li> <li>d. Ensure Crypto Cards and/or Secure IDs are deactivated through WebCARS and send to Password Administration at MS-0809. Include the name and telephone number of the person returning the card.</li> </ul> <p><b>Note:</b> Manager may request you return these to the Organization OAA for delivery to Password Administration to deactivate.</p> <p><b>Note:</b> If the card(s) are being returned from an individual off-site; they should be submitted to the Organization OAA via U.S. Mail —Return Receipt or Federal Express – Signature Required. The OAA will return the card(s) to Password Administration.</p> <ul style="list-style-type: none"> <li>e. Uninstall any software programs (Microsoft products) supplied by a Sandia license on all computer systems.</li> </ul>		
<p><b>7. ES&amp;H</b></p> <ul style="list-style-type: none"> <li>a. If you have any ES&amp;H responsibilities you must transfer ownership or dispose of materials. See the ES&amp;H Manual for proper disposal instructions.</li> <li>b. If you are a: PHS Author, Lab Owner, or TWD Owner, transfer ownership.</li> <li>c. If you are a Radiation Generating Device Custodian or Radioactive Source Custodian, please verify that you have returned the following items: chemicals, waste, radioactive materials, explosives, Special Nuclear Material.</li> <li>d. If you have a Mission Critical Badge, return it to your SDR or FSO to be returned to your department ES&amp;H Coordinator.</li> <li>e. If you have an outstanding dosimeter, return to your Manager who will ensure that the dosimeter is returned to Radiation Protection Dosimetry Project.</li> </ul>		
<p><b>8. FINAL ACTIONS</b></p> <ul style="list-style-type: none"> <li>a. Complete all applicable requirements in Part A.</li> <li>b. <b>Complete Part B:</b> Meet with your Primary Property Coordinator and SDR and/or FSO. Bring all required paperwork.</li> </ul>		

I certify that I have submitted all applicable items listed above and have followed any requirements listed for each item.

\_\_\_\_\_  
Separating Contractor/Consultant Signature

\_\_\_\_\_  
Date

**Part B:****To be completed by the Primary Property Coordinator and the SDR and/or FSO.**

Action to be completed	Complete	N/A												
<p>a. Recover Sandia equipment and manuals required in the daily performance of the job duties.</p> <p>b. If applicable, recover the following keys:</p> <table border="0"> <tr> <td>Desk</td> <td>Government Vehicle</td> </tr> <tr> <td>Office</td> <td>Cart</td> </tr> <tr> <td>Building</td> <td>Locker</td> </tr> <tr> <td>Filing cabinet</td> <td>Lab</td> </tr> <tr> <td>Tool box</td> <td>Supply cabinet</td> </tr> <tr> <td>Binder Bins</td> <td>Other</td> </tr> </table> <p>c. Ensure all items within Part A (above) have been completed.</p> <p>d. For a cleared individual, ensure <a href="#">DOE F 5631.29, U.S. DOE Security Termination Statement and SEC225 Addendum</a> is:</p> <ul style="list-style-type: none"> <li>• Properly completed and accurately reflects the 'Reason for Security Termination'</li> <li>• Signed by the individual*</li> <li>• Delivered to the Sandia Clearance Office <b>within two working days</b> of the "Date of Security Termination" recorded on the form. The completed DOE F 5631.29 may be submitted in person to the Clearance Office, by fax to 505-844-9739, or as a secure email attachment to <a href="mailto:clearance-nm@sandia.gov">clearance-nm@sandia.gov</a>.</li> </ul> <p><i>* Every effort should be made to obtain the individual's signature. If this is not possible, write on the completed but unsigned STS an explanation of the circumstances surrounding the termination and why the signature could not be obtained.</i></p> <p>e. Ensure badge is returned to the appropriate Badge Office within 10 calendar days.**</p> <p><i>**In the event the badge cannot be retrieved, you must complete <a href="#">SF 2730-LSB, Reporting Lost, Stolen, Forgotten, or Unrecovered Badge</a>, and submit the form to the Badge Office. An unreturned badge not actually lost or stolen must be reported as "Unrecovered."</i></p>	Desk	Government Vehicle	Office	Cart	Building	Locker	Filing cabinet	Lab	Tool box	Supply cabinet	Binder Bins	Other		
Desk	Government Vehicle													
Office	Cart													
Building	Locker													
Filing cabinet	Lab													
Tool box	Supply cabinet													
Binder Bins	Other													

**To be completed by the Primary Property Coordinator**

I certify that the Contractor/Consultant has returned or reassigned all computing and non-computing property.

\_\_\_\_\_  
Primary Property Coordinator Signature

\_\_\_\_\_  
Date

**To be completed by the SDR/FSO**

I have reviewed the documentation and certify that the Contractor/Consultant has completed all requirements.

\_\_\_\_\_  
Separating Contractor SDR/FSO Name

\_\_\_\_\_  
Separating Contractor SDR/FSO Signature

\_\_\_\_\_  
Date