

**Contractor/Consultant
Separation Checkout Sheet**

Name:	Company
Sandia Organization	Sandia Manager
Last Day on-site	

Actions to be completed:	Complete	Not Applicable
NOTIFICATIONS 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).

Actions to be completed:	Complete	Not Applicable
1) TIME CHARGING a. As per your company's instruction.		
2) SECURITY Cleared and Uncleared Individuals: a. You must turn in your badge b. Work with your SDR to return all unclassified sensitive documents and materials to your Sandia Department Manager. c. Do you have a SECURID and/or a Crypto Card? <ul style="list-style-type: none"> o Manager may request you return these to the Organization OAA to be personally returned or mailed via Sandia Internal Mail to Password Administration to deactivate. Password Administration is in Tech Area I, Bldg. 880, Room D45, Mail Stop 0809. Include the name and telephone number of the person returning the card. o 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. Once the OAA receives these card(s), then they can be returned to Password Administration via Sandia Internal Mail. 		

**Contractor/Consultant
Separation Checkout Sheet**

Actions to be completed:	Complete	Not Applicable
<p>Cleared Individuals:</p> <p>a. Complete the Security Termination Statement Form (DOE F 5631.29). You will need to sign this with your SDR or FSO manager.</p> <p>b. View the Security Termination Briefing SEC225, If off site:</p> <ul style="list-style-type: none"> • Briefing and completion record can be accessed at: http://www.sandia.gov/FSO/briefings.htm • The “Completion Record of Contractor Administered Training” (SF4300 CRC) must be completed and submitted as instructed. <p>If on site:</p> <ul style="list-style-type: none"> • Briefing and completion record can be accessed through TEDS Everyone. <ol style="list-style-type: none"> 1. Log in as “student” 2. mouse over “catalogs” 3. select “Courses” 4. enter “SEC225” in the course code field 5. click on search 6. click on Security Termination Briefing 7. follow TEDS instructions 8. print the completion certificate <p>Note: The completion certificate must be taken to the clearance office with your badge.</p> <p>c. Badge must be returned with Security Termination Statement and Security Termination Briefing certificate to the Sandia Clearance office within two days from individual’s last day on-site. (Discuss with your FSO manager).</p> <p>d. Return all unclassified sensitive and classified documents and materials to the cognizant security authority (your department's CAS or your “Sandia” Department Manager.)</p> <p>e. If you are a host of a contractor or a consultant, please contact the Personnel Security Clearance Office for further instructions. Contractors POC: (505) 845-8270. Consultant POC (505) 844-4493.</p> <p>f. If you hold an SCI Clearance, contact the Systems Assessment & Research Center at (505) 845-8835 to schedule your debriefing.</p> <p>g. If you hold NATO access, a completed and signed Debriefing/Termination Certification must be provided to the SNL NATO Security Officer Department 0252, MS-0138. Note: It is the responsibility of the individual who holds NATO access, or his/her SDR, to notify the SNL NATO Control Point (844-6375 or 844-5058) when NATO access is no longer required.</p> <p>h. Obtain debriefing(s) from special program(s) if applicable.</p>		

**Contractor/Consultant
Separation Checkout Sheet**

Actions to be completed:	Complete	Not Applicable
<ul style="list-style-type: none"> i. If you have Access to Sigma-14 and/or Sigma-15 Information-- Inform Sandia Department Manager that access authorization is no longer needed j. Work with your SDR and CAS to reassign and/or return all classified matter. Notify Physical Security Contact to reassign safe/VTR combinations. 		
<p>3) TRAINING</p> <ul style="list-style-type: none"> a. Review your Training Notebook and complete all corporate required training courses 		
<p>4) PROPERTY/MATERIALS (non-computing equipment)</p> <ul style="list-style-type: none"> a. Contact your Property Coordinator (PC) to pull a complete listing of your property. Return all non-computing equipment and/or organizational property (microscope, lab equipment, building keys, special gear, etc.). Work with your PC and/or manager to determine who the property should be reassigned to. b. If you have any materials in Corporate Storage, you should either dispose or transfer ownership of these items by completing the Storage Action Request Form. c. Return any sensitive, controlled, or organizational property (building keys, special gear, etc.) to your SDR. d. Borrowed items (books or reports) should be returned to the Technical Library. 		
<p>5) RECORDS</p> <ul style="list-style-type: none"> a. Complete the Records Turnover Form and turnover/transfer all electronic files, unclassified controlled documents, and other records to the appropriate personnel. b. Contact Scientific Computing if you hold an account on any of the High-Performance Computing Clusters. c. SDR will cancel your computer password upon your departure by submitting a request to WebCARS. If you are returning to Sandia in a different capacity, do not close your WebCARS accounts. (NOTE: When this deactivation request is submitted, all accounts requiring a Kerberos will no longer be available to you.) d. Transfers ownership of any Metagroup (see Metagroup Utility) e. Transfers ownership of any e-mail entity accounts and move any e-mail messages that need to be maintained as records out of Outlook. 		

**Contractor/Consultant
Separation Checkout Sheet**

Actions to be completed:	Complete	Not Applicable
<p>6) TELECOMMUNICATIONS</p> <ul style="list-style-type: none"> a. Contact the Voicemail Hotline at (505) 845-9445 to have your account deleted. b. Complete the Telephone & Calling Card Disposition Form for transfer or deactivation. Fax or mail as instructed on the form." c. Complete the Cell Phone Security Registration form for transfer or deactivation of sandia owned cell phone. Fax or mail as instructed on the form. d. Complete the Pager Change Form for transfer or deactivation. Fax or mail as instructed on the form. e. Complete the Sandia-Purchased Blackberry Device Security Registration Form. Fax or mail as instructed on the form. f. If you are the primary user of a STU-III Secure Telephone, contact the Telecommunication Operations Department at (505) 845-8509 to transfer responsibility for the STU-III terminal and Crypto Ignition Keys (CIK). 		
<p>7) COMPUTER SYSTEMS (computing equipment)</p> <ul style="list-style-type: none"> a. Contact your Property Coordinator (PC) to pull a complete listing of your property. Return all computer equipment (laptops, desktops, PDAs, etc.) and work with your PC and/or Sandia manager to determine who the property should be reassigned to. 		
<p>8) ES&H</p> <ul style="list-style-type: none"> a. If you have any ES&H responsibilities you must transfer ownership or dispose of materials. See the ES&H Manual_for proper disposal instructions. b. If you are a: PHS Author, Lab Owner, or TWD Owner, transfer ownership. 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 d. If you have a Mission Critical Badge, return it to your SDR or FSO to be returned to your department ES&H Coordinator. e. If a bioassay was performed during your employment with Sandia, contact Radiation Protection Dosimetry Project at 845-DOSE (3673). f. If you have an outstanding dosimeter, return to your Manager who will ensure that the dosimeter is returned to Radiation Protection Dosimetry Project. 		

**Contractor/Consultant
Separation Checkout Sheet**

Actions to be completed:	Complete	Not Applicable
9) FINAL ACTIONS a. Complete all applicable requirements in Part A. b. Complete Part B: Meet with your SDR or FSO. Bring all required paperwork.		

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

Separating Member of Workforce (MOW) Signature

Date

Part B: To be completed by the Sandia Delegated Representative SDR or FSO

- a. Recover SNL equipment and manuals required in the daily performance of the job duties.
- b. If applicable, recover the following keys:

Desk		Office	
Building		Filing Cabinet	
Tool Box		Binder Bins	
Government Vehicle		Cart	
Locker		Lab	
Supply Cabinet		Other	

- c. Ensure all items within Part A (See above) have been completed.
- d. **Ensure Badge**, completed and signed [Security Termination Statement Form \(DOE F 5631.29\)](#), Security Termination Briefing SEC225 certificate are returned to the Clearance Office, Personnel Security Department, Innovation Parkway Office Center (IPOC), within two days from the individual's last day on-site. Questions --- call the Termination Specialist at (505) 844-4493.
- e. Directors for Sigma-14 and Department Managers for Sigma-15) must notify the Use Control Site Coordinators (UCSC) authorization is no longer needed by the separating individual.

I have reviewed the documentation and certify that the member of the workforce (MOW) has completed all requirements.

Separating Contractor SDR or FSO
(Print Name)

Signature of Separating Contractor SDR Date