

1. Complete first two lines of form and print a copy.
2. Click SUBMIT button at right and follow steps for submitting for e-mail approval.

3. Obtain actual signatures on printed copy where required.
4. Take completed form to the STR/TOR (Item 7).



SUBCONTRACTOR PERSONNEL EXIT CHECKLIST

Subcontractor personnel must complete this Checklist, following the steps and directions as indicated. *In special cases, where the subcontract personnel are not available, the STR/TOR is responsible for ensuring that this checklist is completed.*

| | | | | | |
|--|-------|--------|-----------|--|---|
| NAME Last | First | Middle | BADGE NO. | EFFECTIVE DATE | <input type="checkbox"/> Terminate Site Access <input type="checkbox"/> Retain Site Access (Explain in section below) |
| SUBCONTRACT NUMBER / PO NUMBER | | | | SUBCONTRACTOR TECHNICAL REPRESENTATIVE / TASK ORDER REPRESENTATIVE | |
| SUBCONTRACTOR COMPANY NAME (COMPANY HOLDING CONTRACT WITH CNS) | | | | | |
| SUBCONTRACT ADMINISTRATOR | | | | | |
| BADGE RETENTION EXPLANATION (MUST BE APPROVED BY SECURITY) | | | | | |

Email or signature approval is required for items 1 through 6 and may be completed in any order.

| Item No. | Department | Area To Be Processed | Approvers For each item listed, print and attach email approval from one of the Approvers below. | Contact Phone No(s) | Email Approval Attached | Approval Signature Required <i>only</i> if email approval is not obtained |
|----------|---|--|---|--|-------------------------------|--|
| 1 | Supply Chain Management | STR Program | WY7 T. Daughtrey | 241-1982 | <input type="checkbox"/> | |
| 2a | Radiological Control | Internal Dosimetry –Bioassay <i>Please contact Dosimetry as soon as possible prior to termination for final bioassay exit requirements.</i> | L8Q L. Snapp 4DP D. Pacheco | 576-4567 241-0593 | <input type="checkbox"/> | |
| 2b | Radiological Control | External Dosimetry - TLD Distribution <i>Contact External Dosimetry to arrange to return all blue TLDs or green PNADs.</i> | AUT A. Campbell LS7 L. Oxley 4QB B. Brandon 4DP D. Pacheco | 574-1702 576-5039 241-0342 241-0593 | <input type="checkbox"/> | |
| 3 | Records/Document Management | Records Storage/Technical Notebooks Accountable Records/Library Materials Versatile/ERMS YCATS Forms Management Controlled Matter | RecordCenterContact Versatile CATS Forms SAPDMS WM3 P. Moore PJS J. Spencer | 574-6990 574-9242 576-6128 574-0098 574-4133 574-4133 574-0099 | <input type="checkbox"/> | |
| 4 | Corporate Information Office | Pagers, Cellular Telephones, Radio's & SecurIDs | WJ7 J. Cooper EXT D. Freeman | 241-9501 576-6593 | <input type="checkbox"/> | |
| 5 | Repository Office | Repositories & Combination Requests | 6ZB M. Baird E4B E. Bourne A1T A. Tapp DQP D. Wilson | 576-1505 574-3099 576-4518 241-2058 | <input type="checkbox"/> | |
| 6 | Property Management and Precious Metals | Property transfer must be completed in PATS before approved. | 1PD P. Davis P2R P. Rodriguez NA8 N. Ammons | 574-3973 576-1452 241-9194 | <input type="checkbox"/> | |

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|---|--|--|--|--|------|
| 7 | SUBCONTRACTOR PERSONNEL Y-12 ORGANIZATION THE ABOVE-NAMED SUBCONTRACTOR PERSONNEL HAS BEEN CLEARED OF ALL PROPERTY, AS APPROPRIATE. THE SIGNATURE BELOW INDICATES THAT THE STR/TOR HAS: <input type="checkbox"/> APPROVED FINAL TIMECARD <input type="checkbox"/> INSTRUCTED HRC TO INITIATE TERMINATION IN SAP <input type="checkbox"/> RECOVERED ALL PASSWORDS AS NEEDED (I.E. boot-up, spreadsheets, voicemail) <input type="checkbox"/> REVOKED COMPUTER ACCESS IN ALL SYSTEMS <input type="checkbox"/> TAKEN POSSESSION OF ORGANIZATION ASSIGNED, NON-PRISM PROPERTY (I.E. keys, records, spreadsheets, files, proximity cards, etc.) | | | | |
| | SIGNATURE APPROVAL (STR/TOR) | | | | DATE |
| | STR (Subcontract Technical Representative) / TOR (Task Order Representative) THIS SIGNATURE INDICATES THAT THE STR/TOR HAS VERIFIED THAT ALL ITEMS (1 THRU 6) ON THIS CHECKLIST WERE COMPLETED BEFORE SENDING PERSONNEL TO SECURITY. STR/TOR SHOULD KEEP A COPY OF THIS FORM FOR THEIR FILES AND SEND THE ORIGINAL TO SECURITY. | | | | |

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|---|--|--|
| 8 | SECURITY – NEW HOPE CENTER – TELEPHONE 576-6926 All subcontractor personnel must return security badge to Security. All subcontractor personnel holding a clearance (L or Q) are required to complete a formal exit security debriefing. SECURITY – PLEASE FORWARD COMPLETED ORIGINAL TO SUBCONTRACT ADMINISTRATOR SHOWN ABOVE | "Q" or "L" SECURITY BADGE OBTAINED <input type="checkbox"/> YES <input type="checkbox"/> NO UNCLEARED SECURITY BADGE OBTAINED <input type="checkbox"/> YES <input type="checkbox"/> NO SIGNATURE APPROVAL (Security Representative) |
| | | DATE |