



Goddard Space Flight Center
Wallops Flight Facility
Exit Clearance Record

NAME _____ ORGANIZATION CODE _____
 LAST DAY OF DUTY _____ EFFECTIVE DATE _____

CHECK ONE: RESIGNATION RETIREMENT REASSIGNMENT (to another NASA Center)
 TRANSFER (within Federal Govt/Outside NASA) OTHER (Specify)

NOTICE

All Goddard employees terminating their employment must satisfy exit clearance requirements so that they may be apprised of their employment related entitlements and obligations. Supervisors and departing employees are responsible for ensuring that exit clearance instructions are satisfied.

INSTRUCTIONS

Part I clearance areas should be done by telephone. Either the supervisor or person designated by the supervisor will complete Part I. **PART I IS NOT TO BE COMPLETED BY THE DEPARTING EMPLOYEE.** As each area is cleared by telephone, initials and dates should be recorded in the space provided. Part I clearance areas should be completed a week or so prior to the employee's actual departure date so that any outstanding obligations can be resolved prior to the date the employee physically leaves the Center. **Part II must be cleared by the departing employee in person on their LAST day of duty.**

EMPLOYEES are responsible for compliance with all Exit Clearance requirements. The completed form should be left with a Security Official after clearance.

PART I – CLEARANCE AREAS should be satisfied by Supervisor or designee by phoning each area. The departing employee is NOT to complete PART I. (Please have all areas cleared BEFORE departing employee's last day)

AREA AND TELEPHONE NUMBER	INITIAL OF SUPERVISOR OR DESIGNEE	DATE
1. PROCUREMENT – x. 1277 CREDIT CARDS– x. 2363		
2. HEALTH UNIT (MEDICAL FOLDER REVIEW) x1336		
3. LIBRARY (BOOKS) x1092		
4. PROPERTY CUSTODIAN (CHARGED PROPERTY)		
5. EMPLOYEE DEVELOPMENT (TRAINING OBLIGATIONS) x66-1922		
6. TELEPHONE CREDIT x1234		
7. TRANSPORTATION (PASSPORT, VISA'S) x1647		
8. PROPERTY MANAGEMENT x1133, x1337, or x1360		
9. RECORDS MANAGEMENT x1337, x2331		
10. INFORMATION TECHNOLOGY- (RSA SecurID TOKEN) x7-2201		

PART II – CLEARANCE AREAS must be cleared in person by the departing employee on their LAST DAY of duty

OFFICE OF HUMAN CAPITAL MANAGEMENT (Building E105, Room 305)

CLEARED

1. Arrange an appointment with your servicing Human Resources Specialist (HRS) or designee for an Exit Interview. (<http://ohr.gsfc.nasa.gov> for current HRS list)
2. HRS ensures that service agreements (PCS, Relocation, Recruitment, etc.) have been satisfied.
3. Obtain departure information concerning employment and employee benefits.

 Printed Name and Signature of HRS or Designee & Date

PART II (CONT'D)

PROPERTY MANAGEMENT BRANCH (Please check out at **ONE** of the following locations:
Building N222, Room 105, x1360; Building F1, Room 100, x1337; or Building F16, Room 111, x1137)

Printed Name and Signature of Authorized Property Official & Date

TRAVEL ACCOUNTING (ext. 66-5925; ext. 66-3183; or ext. 66-6089)

CLEARED

1. Travel
2. Government Charge Card

Printed Name and Signature of Travel Official & Date

Travel will e-mail OHCM; OHCM will sign off on form
and collect credit card. OHCM is located in Building
F-160, Room C-163

PAYROLL (ext. 66-5141; ext. 66-4234; ext. 66-8045)

CLEARED

1. Bonds
2. Leave (Turn in Signed T&A Card)

Printed Name and Signature of Payroll Official & Date

Payroll will send OHCM an e-mail confirming clearance and
OHCM will sign-off on form. OHCM is located in Building
F-160, Room C-163

SECURITY (BUILDING N161)

CLEARED

1. Security Debriefing
2. Public Key Infrastructure (PKI)
3. COMSEC Materials Returned (i.e., Secure Phone and Key)
4. COMSEC Debriefing
5. Safe - Primary or Alternate Custodian

Printed Name and Signature of Security Official & Date

SECURITY (BUILDING N127)

CLEARED

1. Badges – Returned
2. Keys and Keycards – Returned (Transfer Is Not Authorized)

Printed Name and Signature of Security Official & Date

CLASSIFIED FILES (BUILDING F1 -CODE 800 ONLY)

1. Classified Materials (Returned/Transferred/Destroyed)

Printed Name and Signature of Security Official & Date

PLEASE LEAVE THIS FORM WITH THE SECURITY OFFICE TO FORWARD TO OHCM