

CONTRACTOR EMPLOYEE CLEARANCE FORM

(See Instructions on Page 2)

National Aeronautics and
Space Administration



NAME OF INDIVIDUAL:	BADGE NUMBER:	UUPIC NUMBER:	EFFECTIVE DATE:	LAST DAY ON DUTY:
OTHER NAME USED:	REASON FOR LEAVING			
CONTRACTOR ORGANIZATION AND ADDRESS:	Resignation	Reduction in Force	Sick Leave/Long-Term Disability	
	Retirement	Termination	Term/Contract Expired	
	Transfer	Suspension	Deceased	
	Military	LWOP		

	ITEM CLEARED	TO BE CLEARED WITH	SIGNATURE OR NAME OF RESP. CLEARING AUTHORITY	SIGNATURE OF COMPANY REPRESENTATIVE
1.	Disposition of Electronic and Hardcopy Files Disposition of Registered Documents and Classified Materials SBU Documents (e.g. ITAR, EAR, or PII) Disposition of Official Records Disposition of Chemicals	Supervisor		Employee Must Clear
2.	RSIC Technical Documents	Redstone Scientific Information Center Bldg 4484, 3rd Floor 256-876-5181		
3.	Respiratory Equipment	MSFC Respirator Services Bldg 4646, 256-544-4483 or 256-544-4484		
4.	Small Tool Control System	Machining and Assembly Branch Bldg 4705		
5.	Disposition of ACES Seats (MAMs) Disposition of Non-ACES Property (ODIN) ACES Cell Phones, Pagers, PDAs	ITM/OITM (Use button at top for list)		Employee Must Clear
6.	Computer Access Devices to be turned in here Secure ID Token	Office of the CIO, IS01 Bldg 4200, Rm 522A or Rm 526C 256-544-2847 or 256-544-2250		Employee Must Clear
7.	Property Management/Government Property	Bldg 4200, Rm 412F 256-544-7887		Employee Must Clear
8.	MSFC Medical Center	MSFC Medical Center Bldg 4249, 256-544-2390		Employee Must Clear
9.	Security Keys	Organizational Lock and Key Coordinator		Employee Must Clear
10.	Security Badge KeyCard	Protective Services Office, AS50 256-544-2090, Bldg 4312 (See Instructions)		Employee Must Clear

COMPANY USE

11.				
12.				
13.				
14.				

<p>I certify that all Government property issued to me has been turned in, accounted for, or adjustment made; that all funds advanced to me have been returned, repaid, or adjustment made; that obligated service agreements have been completed or a waiver has been approved; that all computer materials and programs or copies have been turned in; and that I have no Government property or materials in my possession.</p>	SIGNATURE OF EMPLOYEE:
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**INSTRUCTIONS FOR COMPLETING
MSFC FORM 383-1
CONTRACTOR EMPLOYEE CLEARANCE DOCUMENT**

The Contractor Employee Clearance Document (MSFC Form 383-1) must be completed for contractor employees who no longer require physical access to NASA facilities.

Controlled items are: (1) National Security Classified (e.g. SECRET, TOP SECRET) documents, (2) Sensitive But Unclassified (e.g. ITAR, EAR, or PII) documents, (3) Data and documents that have not yet been reviewed to determine an appropriate security category, (4) All NASA issued computer equipment and peripherals (including memory storage devices such as external hard disks, flash memory sticks, or CDs/DVDs), (5) All cellular phones, radios, IT encryption devices (e.g. RSA token), or software provided by NASA, (6) Office, facility, cabinet, or equipment keys, (7) Any other government property that must be signed for, and those items which if lost, allowed to be used by, or made available to non-authorized personnel could cause embarrassment to or create a compromising situation for the Government.

Item 1. Your supervisor must sign as clearing official. By signing this block, the supervisor is certifying that any records the employee had (or was responsible for, etc.) were properly transferred to another appointed employee, or to their supervisor to reassign, retire, etc. This includes records that may be in hardcopy (files) or electronic (on electronic equipment such as PDAs, laptops/desktops, servers, etc., or offline storage such as CDs/DVDs, flash memory sticks, hard drives, etc.). It is understood that the ID(s) of the departing user will be deleted upon transfer or termination, in accordance with MPR 2810.1. Your supervisor must clear disposition of all Registered Documents, Classified Materials, SBU Documents, Official Records, and Chemicals.

Item 5. To clear this item, all property assigned to you must be dispositioned. Your Organizational IT Manager (OITM) must sign as the clearing official. By signing this block, the OITM and your supervisor (in ITEM 1) are certifying that any records the employee had (or was responsible for, etc.) were properly transferred to another appointed employee or to their supervisor and all data that remains can be removed from the assigned equipment. All ACES and non-ACES property has been transferred to another appointed employee or an excess request has been submitted. This includes PDAs, pagers, laptops/desktops, peripherals, servers, network drops, etc.

Item 7. To clear this item, all government property assigned to you in N-PROP must be accounted for by the Logistics Services Office and by your Organizational Property Manager. Employees must provide their badge number when clearing in Building 4200.

Item 9. Each laboratory/program/project office has a lock and key coordinator. Contractors must clear with the lock and key coordinator for the organization they support.

Item 10. When leaving the Center, you must personally turn in your NASA identification badge to the Badging Office, Building 4312.

**WHEN INFORMATION ENTERED
SUBJECT TO PRIVACY ACT OF 1974**

When not under the continuing control and supervision of a person authorized access to this material, it must be, as a minimum, maintained under locked conditions.