



National  
Aeronautics and  
Space  
Administration

# OIG Final Checkout Record

**INSTRUCTIONS AND PRIVACY ACT STATEMENT ON THE BACK OF THIS FORM. CONTACT THE OIG PERSONNEL SERVICES DIVISION IF YOU REQUIRE ASSISTANCE. FORWARD THIS FORM TO THE PERSONNEL SERVICES DIVISION IMMEDIATELY UPON COMPLETION.**

NAME OF EMPLOYEE		SOCIAL SECURITY NUMBER	
ORGANIZATION		DUTY STATION	
NAME OF SUPERVISOR		DATE OF SEPARATION	LAST WORK DAY

**THIS SECTION IS TO BE COMPLETED BY THE OFFICIAL AT THE EMPLOYEE'S DUTY STATION WHO HAS COGNIZANCE OVER EACH AREA OF ACCOUNTABILITY.**

CLEARED THROUGH	YES	NO	N/A	SIGNATURE OF CLEARING OFFICIAL	REMARKS
LIBRARY					
EMPLOYEE'S CLINIC					
RESOURCES MANAGEMENT DIVISION DATA ACCESS TERMINATION LETTER TRANSIT SUBSIDY TELEPHONE CREDIT CARD GOVERNMENT DRIVER'S LICENSE ACCOUNTABLE PROPERTY OTHER THAN EDP OIG CREDENTIALS AND BADGE GOVERNMENT CREDIT CARD KEYS - OFFICE, DESK, COMPUTER, EQUIPMENT (HARDWARE AND SOFTWARE) OTHER TASKS					
SECURITY OFFICE AGENCY ID PARKING PERMIT NASA FORM 839 SIGNED					
ACCOUNTING OFFICE OUTGOING ADVANCES PAID					
OFFICE FILES OFFICIAL RECORDS, MANUALS, ETC.					
FINAL TIME & ATTENDANCE REPORT SIGNED					
OIG PERSONNEL OFFICE SEPARATION SF-52 SIGNED EXIT INTERVIEW COMPLETED					
PAYROLL OFFICE (FINAL)					

**TO BE COMPLETED BY SEPARATING EMPLOYEE**

SIGNATURE	DATE
ADDRESS TO WHICH FINAL PAYCHECK IS TO BE SENT	

**TO BE COMPLETED BY OFFICIAL CERTIFYING CHECKOUT**

THE EMPLOYEE NAMED ABOVE IS CLEARED BY OIG			<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
NAME AND TITLE		SIGNATURE			DATE	

## INSTRUCTIONS

Every item on the front of this form must be marked either "yes," "no," or "not applicable" and signed before the employee can be cleared from employment with OIG. Final payroll action will not be taken by the OIG Personnel Office until the completed form is received by the OIG Personnel Office.

The SF-52 for the separation action must be signed and dated by the separating employee. A forwarding address for mail must be provided. The SF-52 can be sent to the OIG Personnel Office in advance of the employee's last work day, but, at the very least, should be sent on the last work day.

Credentials, government driver's licenses, credit cards, and building passes should be returned to the office that issued them.

Contact the OIG Personnel Office with any questions. The OIG Technical Services Division must be contacted at least two working days prior to the departing employee's final work day to arrange for the necessary password changes.

The supervisor or his or her designee may conduct an exit interview. An OIG "working environment" oriented exit conference will be conducted by the OIG Personnel Office. The purpose of both interviews is to solicit honest opinions and suggestions for improvement.

## PRIVACY ACT STATEMENT

1. Authority: OIG official policy.
2. Purpose: To provide a source of information for management's consideration in seeking improvements in operations.
3. Use: The information is used by Headquarters, Office of Inspector General, and supervisor, in conjunction with other data to improve working conditions and promote improvement in supervisory skills.
4. Penalty: Failure to provide the information may result in loss of information that could help improve OIG resource management.
5. Disclosure: Disclosure of this information is voluntary.