

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	576-6128 574-0098 574-6990 574-4133 574-9242	<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	E4B E. Bourne A1T A. Tapp	574-3099 576-4518	<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"/>	

7	<b>SUBCONTRACTOR PERSONNEL Y-12 ORGANIZATION</b> THE ABOVE-NAMED SUBCONTRACTOR PERSONNEL HAS BEEN CLEARED OF ALL PROPERTY, AS APPROPRIATE. <b>THE SIGNATURE BELOW INDICATES THAT THE STR/TOR HAS:</b> <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.

8	<b>SECURITY – NEW HOPE CENTER – TELEPHONE 576-6926</b>  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.  <b>SECURITY – PLEASE FORWARD COMPLETED ORIGINAL TO SUBCONTRACT ADMINISTRATOR SHOWN ABOVE</b>	"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