

Section 1: General Instructions:

The purpose of this checklist is to document the return of NASA property and to assist departing employees with the appropriate steps required for a successful offboarding. Depending on the type of departure, not all items on the checklist will apply.

NASA service providers are to initial in the appropriate columns indicating receipt of NASA property. For any property/items not applicable to the employee, the service provider should initial and indicate “N/A” in the date returned column.

It is the responsibility of the departing employee and his/her organization to ensure completion of the offboarding process. A copy of the completed checklist should be submitted to the organization point of contact. The original completed checklist is submitted to Security (1V61) at the time the NASA ID badge is returned.

Section 1: Employee Information

Employee Name: _____

Organization: _____

Organization POC: _____

Supervisor’s name: _____

Date of departure: _____

Section 2: Offboarding Activities

**For any items not applicable, service provider initials and indicates “N/A” in the date returned column.*

Service Provider	Property/Item	Action	Service Provider Initials	Date returned mm/dd/yy
General Counsel	Post-government employee briefing	Mandatory for SES, SL, ST, GS-15, Schedule C, IPA, NEX, and experts & consultants. Optional for other employees. Departing employee contacts the HQ ethics team at least 2 weeks in advance to schedule briefing with an attorney: 202-358-2465 or email ethicsteam@hq.nasa.gov .		
General Counsel	Public Financial Disclosure Form (OGE-278)	Mandatory for all current OGE-278 filers. Departing employee must file within 30 days of last day or is subject to a \$200 fine. For instructions, refer to the “Notice to Public Financial Disclosure (OGE-278) Filers Who are Leaving NASA:” http://www.nasa.gov/pdf/506060main_SF-278_Termination_Filing_Instructions%202010.pdf		

Section 2: Offboarding Activities continued

**For any items not applicable, service provider initials and indicates "N/A" in the date returned column.*

Service Provider	Property/ Item	Action	Service Provider Initials	Date returned mm/dd/yy
Organization POC	Desktop computer, monitor, docking station	Complete NHQ Form 253 Data Removal Control Sheet and tape it to equipment. Organization POC submits ESD service request to unsubscribe. ACES will pick up equipment.		
Organization POC	Desktop telephone	Organization POC submits ESD service request to unsubscribe. Telecommunications will pick up device.		
Organization POC	Cell phone/smart phone	Departing employee submits devices to organization POC. Organization POC submits an ESD service request to unsubscribe. ACES will pick up device.		
Organization POC	Air card	Departing employee submits device to organization POC. Organization POC submits an ESD service request to unsubscribe. ACES will pick up device.		
Organization POC	Hot Spot	Departing employee submits device to organization POC. Organization POC submits an ESD service request to unsubscribe. ACES will pick up device.		
Organization POC	iPAD	Departing employee submits device to organization POC. Organization POC submits an ESD service request to unsubscribe. ACES will pick up device.		
Organization POC	Tablet	Departing employee submits device to organization POC. Organization POC submits an ESD service request to unsubscribe. ACES will pick up device.		
Organization POC	Other mobile/portable device not listed (please specify):	Departing employee submits device to organization POC. Organization POC submits an ESD service request to unsubscribe. ACES will pick up device.		

Section 2: Offboarding Activities continued

**For any items not applicable, service provider initials and indicates "N/A" in the date returned column.*

Service Provider	Property/Item	Action	Service Provider Initials	Date returned mm/dd/yy
Organization POC	Desk and cabinet keys	Departing employee places cabinet and/or desk keys within workstation desk/drawer.		
Organization budget POC	HQ Purchase Card	Cut-up the credit card and mail it to: NASA GSFC Attn: Michelle Mumford Code 210.2, Bldg. 23, Rm N211 Greenbelt, MD 20771 Include note that employee is leaving HQs and no longer needs the purchase card.		
User Resources Center	Telephone calling card	Departing employee submits card to User Resource Center (CX42).		
Loaner Pool	Agency RSA/SecureID Token	Departing employee submits token to Loaner Pool (4J65).		
Facilities and Administrative Services Division	Records management clearance	Departing employee completes NHQ Form 296 exit Clearance Process Statement for Records Management and submits to Rhonda Benning (1P54).		
Facilities and Administrative Services Division	Parking permit	Departing employee submits permit to Rose Butler (1B71).		
Facilities and Administrative Services Division	Bicycle cage key	Departing employee submits permit to Rose Butler (1B71).		
Facilities and Administrative Services Division	Fare subsidy metro checks/smart trip cards	Departing employee checks out with Rose Butler (1B71) to be removed from program.		
Facilities and Administrative Services Division	Government-issued passport	Departing employee submits passport to John Pettit (1A80) or Rose Butler (1B71).		
Facilities and Administrative Services Division	GETS card	Departing employee submits card to Darrius Lewis (1B73).		

Section 2: Offboarding Activities continued

**For any items not applicable, service provider initials and indicates "N/A" in the date returned column.*

Service Provider	Property/ Item	Action	Service Provider Initials	Date returned mm/dd/yy
Facilities and Administrative Services Division	NASA Library materials	Departing employee submits materials to Library (1J20).		
Travel Office	Travel document clearance	Departing employee checks out with the Travel Office (4P60) to confirm he/she does not have outstanding travel documents.		
Travel Office	Government issued travel credit card	Departing employee submits card to the Travel Office (4P60).		
Budget Management and Systems Support	Permanent Change of Station	Departing employee checks out with Debbie Randall (4N32) to confirm he/she does not have open obligation for change of station orders.		
Human Resources	Service agreements	Departing employee checks out with their HR Specialist to confirm service agreements (recruitment, retention, relocation) have been satisfied.		
Human Resources/ Training	Training obligation clearance	Departing employee checks out with Sheila Jackson (4D42) to confirm he/she does not have outstanding training obligations.		
NASA Shared Services Center	Employee benefits	Departing employee contacts the NSSC for benefits questions and counseling: 1-877-677-2123 NSSC-Contactcenter@nasa.gov	N/A	N/A
HQ Alumni Group Manager	Alumni group membership	Departing employees interested in learning more/joining the NASA HQ Alumni Group contact Lucy Baker Lucillebaker@comcast.net	N/A	N/A

Section 2: Offboarding Activities continued

**For any items not applicable, service provider initials and indicates "N/A" in the date returned column.*

Service Provider	Property/ Item	Action	Service Provider Initials	Date returned mm/dd/yy
Security	Office and/or suite keys	Departing employee submits keys to Locksmith (1W57).		
Security	Security clearance debrief	Mandatory for employees holding security clearances. Departing employee receives security clearance debrief at the same time the NASA ID badge is submitted to Security (1V61).		
Security	NASA ID badge	Departing employee submits ID badge to Security (1V61).		
Security	Checklist	Departing employee submits completed checklist to Security (1V61).		
Security	Checklist/IdMAX	Security uploads completed checklist to IdMAX.		

Section 3: Acknowledgement of completion

Please sign below indicating completion of offboarding activities to the best of your knowledge/ability.

Employee signature: _____

Date completed: _____