



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 (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 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:	
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	STRMailbox@cns.doe.gov	M. Mulligan	423-716-8747	<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>	ann.campbell@cns.doe.gov	A. Campbell	574-1702	<input type="checkbox"/>	
			laura.oxley@cns.doe.gov	L. Oxley	576-5039		
2b	Radiological Control	External Dosimetry - TLD Distribution <i>Contact External Dosimetry to arrange to return all blue TLDs or green PNADs.</i>	kristi.lamb@cns.doe.gov	K. Lamb	574-3536	<input type="checkbox"/>	
			lisa.snapp@cns.doe.gov	L. Snapp	576-4567		
3	Records/Document Management	Records Storage/Technical Notebooks Accountable Records/Library Materials Versatile/ERMS YCATS Forms Management Controlled Matter	Record Center Contact		574-9242 574-0098 574-4133 574-6990	<input type="checkbox"/>	
			versatile@cns.doe.gov cats@cns.doe.gov forms@cns.doe.gov SAPDMS@cns.doe.gov	Versatile CATs Forms SAPDMS			
4	Corporate Information Office	Pagers, Cellular Telephones, Radio's & SecurIDs	w.cooper@cns.doe.gov	J. Cooper	241-9501	<input type="checkbox"/>	
5	Repository Office	Repositories & Combination Requests	debra.freeman@cns.doe.gov	D. Freeman	576-6593	<input type="checkbox"/>	
			marcia.baird@cns.doe.gov	M. Baird	576-1505		
6	Property Management and Precious Metals	Property transfer must be completed in PATS before approved.	j.bourne@cns.doe.gov	E. Bourne	574-3099	<input type="checkbox"/>	
			justin.hancock@cns.doe.gov	J Hancock	241-9548		
			rhonda.terhark@cns.doe.gov	R. Ter Hark	574-3973	<input type="checkbox"/>	
			joelanthan.west@cns.doe.gov	J. West	574-9688		
			priscilla.rodriguez@cns.doe.gov	P. Rodriguez	576-1452	<input type="checkbox"/>	
			natalie.ammons@cns.doe.gov	N. Ammons	241-9194		

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

- APPROVED FINAL TIMECARD
- INSTRUCTED HRC TO INITIATE TERMINATION IN SAP
- RECOVERED ALL PASSWORDS AS NEEDED (I.E. boot-up, spreadsheets, voicemail)
- REVOKED COMPUTER ACCESS IN ALL SYSTEMS
- TAKEN POSSESSION OF ORGANIZATION ASSIGNED, NON-PRISM PROPERTY (I.E. keys, records, spreadsheets, files, proximity cards, etc.)

SIGNATURE APPROVAL (STR)	DATE
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STR (Subcontract Technical Representative)
THIS SIGNATURE INDICATES THAT THE STR HAS VERIFIED THAT ALL ITEMS (1 THRU 6) ON THIS CHECKLIST WERE COMPLETED BEFORE SENDING PERSONNEL TO SECURITY. STR SHOULD KEEP A COPY OF THIS FORM FOR THEIR FILES AND SEND THE ORIGINAL TO SECURITY.

8 SECURITY – NEW HOPE CENTER – TELEPHONE: (865) 576-6926 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. SECURITY – PLEASE FORWARD COMPLETED ORIGINAL TO SUBCONTRACT ADMINISTRATOR SHOWN ABOVE	"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 _____