OUT-PROCESSING CHECKLIST

Today's Date:				
Name of Person(s) Out-processing:	Organization:	Company:	Term. Date	Transfer to:

E-Mail Notifications within Organization:	Yes	No	Comments
HSPD-12 Sponsor(s)			
Property Management			
Computer Access			
HC Representative (if Fed)			
Contracting Officers (if contractor)			
E-Mail Notifications outside of Organization (for Clearance Holders)			**Comments**
Special Access Programs (NA-70 Program Access)			
SCI (IN SSO)			
NATO (NA-71 Karen Retorick)			
Visit Requests (EHSS-82 Personnel Security)			
Credentials and Shields (EHSS-41 Tamika Evans)			
Classification Official (EHSS-63 Christy Craver)			
Classification Guides (EHSS-63 Heather Duvall)			
Classification Distribution List (EHSS-63 Laura Coleman)			
Secure Telephone Equipment (HQSecurePhone)			
NNSA Computing Support			

Checklist for Security Assets (to be completed by HSO):			Date completed
Verify HSPD-12 Credential turned in to Badge Office			
Cancel VTR/LA Access			
Change VTR/LA Combinations			
Change Security Container Combinations			
Retrieve keys or RSA tokens			
BAO Termination form (EHSS-81 HSPD-12)			
Security Termination Statement (EHSS-82 Personnel Security)			

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Signed HSO (Or Alternate/Rep)