

Corporate Employee & Student Intern Separation Checkout Sheet

Name:		SNL ID:		Org.:	
Forwarding Address:		Effective Separation Date (1st day off roll):			

☐ Leave of Absence (LOA)
 ☐ Retirement
 ☐ Separation

Ensure that each requirement has been checked off as applicable. You must schedule an Exit Interview with your manager, acquire manager signature, and complete each section prior to your departure. **Your signature is required upon completion of this form. Completed form should be turned in at the Badge Office on final day.**

SECTION A: COMPLETED BY THE EMPLOYEE PRIOR TO THE EXIT INTERVIEW

1. Resignation Letter & Exit Interview (items marked with an * do not apply to student interns)	Complete	Not Applicable
*Submit your resignation letter or approved LOA letter to include your last day of work to your manager and your Division HR Business Partner.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Student intern employees only:</u> Inform your manager of your last day on-roll, then notify Student Intern Programs of your expected date of separation via the online separation form .	<input type="checkbox"/>	<input type="checkbox"/>
*If you are retiring in Sandia's retirement/pension plan, print and sign the Certification of No Pre-Arrangement form. If you are unable or unwilling to sign this certification, contact your HR Business Partner immediately.	<input type="checkbox"/>	<input type="checkbox"/>
If you are currently a telecommuter or virtual worker, terminate your Telecommuting or Virtual Work Agreement by signing and forwarding to the Telecommuting Coordinator at MS-1478 prior to your separation. <u>Student Interns</u> - contact your site Student Intern Program Office sip@sandia.gov (NM); ca_sip@sandia.gov (CA)	<input type="checkbox"/>	<input type="checkbox"/>
Update all contact information in Personal Details (located in HR Self Service) to allow necessary communications. <ul style="list-style-type: none"> • Permanent Address • Telephone Number • Personal Email 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2. Training (items marked with an * do not apply to student interns)	Complete	Not Applicable
Review your Training Notebook and complete all corporate required training courses.	<input type="checkbox"/>	<input type="checkbox"/>
*Contact your site representative (NM- 845-CLAS or CA 925-294-2475) if you are receiving or have received tuition assistance in the past 24 months through University-Based Education Programs.	<input type="checkbox"/>	<input type="checkbox"/>
*If you are or were a participant in Sandia's Master's Fellowship Program (MFP) or Critical Skills Master's Program (CSMP) and you have not yet fulfilled the employment service obligation following degree completion, notify your manager and contact the MFP/CSMP Program Office in New Mexico.	<input type="checkbox"/>	<input type="checkbox"/>
3. Work Schedule/Time Cards (items marked with an * do not apply to student interns)	Complete	Not Applicable
*Exempt (salaried) employees working the compressed workweek (9/80) schedule should complete workweek 2. If you terminate without completing the two-week cycle, your vacation/PTO/Flex/etc., balance will be offset by the balance owed. Contact the Payroll Help Line with any questions: (505) 844-2848	No Action Required	
Note: Corrected timesheets cannot be submitted once an employee terminates. Employees are eligible to charge TRC269 on their last day for time spent on the separation process. Student Interns may charge TRC269 for a maximum of 2 hours. Contact the Payroll Help Line (505) 844-2848 for questions.	No Action Required	
4. Property/Materials (Non-Computing Equipment) (items marked with an * do not apply to student interns)	Complete	Not Applicable
Work with your Manager and Primary Property Coordinator (PPC) to return or reassign all non-computing equipment and/or organizational property (microscope, lab equipment, building keys, special gear, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
*Transfer ownership of items in Corporate Storage, NM Logistics Web Service Request and click on CSR Application or CA Storage Action Request .	<input type="checkbox"/>	<input type="checkbox"/>
Return borrowed items (books or reports) to the Technical Library NM: Bldg. 804 (505) 845-8287 CA: MO51 (925) 294-1500	<input type="checkbox"/>	<input type="checkbox"/>
5. Records (items marked with an * do not apply to student interns)	Complete	Not Applicable
Complete the Employee Proprietary Information and Innovation Agreement Exit Statement .	<input type="checkbox"/>	<input type="checkbox"/>
Complete the Records Turnover Form and transfer all electronic files, unclassified controlled documents, sensitive unclassified information and other records to the appropriate personnel per instructions on the form.	<input type="checkbox"/>	<input type="checkbox"/>
Transfer ownership of any Metagroups both on the SRN as well as the SCN (see Metagroup Utility) and ESN groups to the appropriate personnel. If you need help doing so, please call Bev Ortiz at 505-845-8596 to assist with the transfer.	<input type="checkbox"/>	<input type="checkbox"/>
Transfer ownership of e-mail entity accounts. Messages to be kept as records need to be moved out of Outlook.		<input type="checkbox"/>
*Transfer ownership if you are a Point of Contact, Subject Matter Expert, or Executive Policy Sponsor on Corporate Procedures, or a responsible individual for a DOE Order (see CG100.10.2).	<input type="checkbox"/>	<input type="checkbox"/>
Email Scientific Computing if you hold an account on any of the High-Performance Computing Clusters.	<input type="checkbox"/>	<input type="checkbox"/>
If you hold a Common Engineering Environment (CEE) account for hardware/software services, please visit Nile under "My Services" and delete your subscriptions.	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____ SNL ID: _____

SECTION A: COMPLETED BY THE EMPLOYEE PRIOR TO THE EXIT INTERVIEW		
6. Security (items marked with an * do not apply to student interns)	Complete	Not Applicable
<p>If you currently hold or are in the process of obtaining a DOE clearance, print and review the DOE F 5631.29, U.S. DOE Security Termination Statement and Security Termination Briefing (SEC225) with your manager during your exit interview. Submit the completed DOE F 5631.29 to the NM Clearance Office or CA Badge Office.</p> <p><i>Do not complete a DOE F 5631.29 if your Leave of Absence (LOA) is less than 90 calendar days or a request to maintain your clearance while on an LOA was approved by the Clearance Office.</i></p> <p>Leave of Absence: Do not complete this section if your LOA is less than 90 calendar days or a request to maintain your clearance while on an LOA was approved by the Clearance Office.</p> <p>NM: Submit Separation Checkout Sheet to HR Records. Call (505) 845-9400 for further instructions.</p> <p>CA: Submit Separation Checkout Sheet to HR. Call (925) 294-4747 for further instructions.</p> <p>Retirement or Termination:</p> <p>NM: Report to the Badge Office, located in the Innovation Parkway Office Center (IPOC), east of the Eubank Gate no later than 2:30 p.m.</p> <p>CA: Report to the Badge Office, Building 905 no later than 3:00 p.m.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Counterintelligence (CI) Separation Briefing: Please go to the Office of Counterintelligence website and watch the video. If you are unable to access the video at this link, call the CI Help Line at NM: 505-284-3878; CA: 925-294-6616 for assistance. After viewing, contact CI for questions only, otherwise you may mark as completed.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm you have relinquished custodianship of all WebCAT security areas. Custodianship can be verified via the WebCAT interface .	<input type="checkbox"/>	<input type="checkbox"/>
Contact the Security Connection helpline at (505) 845-1321 for questions on disposition of classified and unclassified material. Additional information may be found on the Security website .	<input type="checkbox"/>	<input type="checkbox"/>
Return all sensitive unclassified information to your manager for proper protection or disposition.	<input type="checkbox"/>	<input type="checkbox"/>
Work with CAS to reassign classified matter ownership.	<input type="checkbox"/>	<input type="checkbox"/>
View the Badges and Clearances for Which You Are Responsible webpage. If you are identified as a host (classified or unclassified), contact the Incoming Visit Specialist to assign a new host (505-284-3626). Note: A new Foreign National Request (FNR) Security Plan must be submitted at least 5 days in advance to transfer host for foreign nationals. Contact the Foreign Interactions Office for more information.	<input type="checkbox"/>	<input type="checkbox"/>
If you hold a SCI Clearance, contact the Systems Assessment & Research Center at (505) 845-8835 to schedule your debriefing. California Special Security Officer (925) 294-1358.	<input type="checkbox"/>	<input type="checkbox"/>
*If you hold NATO access, follow the Debriefing/Termination instructions on the web at NATO access .	<input type="checkbox"/>	<input type="checkbox"/>
If you are a Human Reliability Program (HRP) participant, send an email to the HRP Program Administrator HRP@sandia.gov .	<input type="checkbox"/>	<input type="checkbox"/>
*Contact the Special Access Programs Office (SAP) to schedule your debriefing if you hold SAP access. NM: (505) 845-8279 or CA: (925) 294-2050.	<input type="checkbox"/>	<input type="checkbox"/>
If you are going on a Military Leave of Absence greater than 90 calendar days, review the Military Leave of Absence Timeline/Checklist for clearance and badge instructions.	<input type="checkbox"/>	<input type="checkbox"/>
7. Telecommunications/Pagers (Includes fax, modem, and STE's)	Complete	Not Applicable
CA: For telephones and pager disconnects - submit a ticket from http://telecom.sandia.gov .	<input type="checkbox"/>	<input type="checkbox"/>
NM: For telephone disconnects go to http://telephone.sandia.gov and click on the 'Telephone Service Request' link or you may call CCHD (845-2243) and select the option for 'Telecommunications'.	<input type="checkbox"/>	<input type="checkbox"/>
NM: For wireless pagers visit their site at Telecommunications & Infrastructure .	<input type="checkbox"/>	<input type="checkbox"/>
NM & CA: For mobile devices visit http://mobility.sandia.gov and choose your device type then select deactivation link on the left side.	<input type="checkbox"/>	<input type="checkbox"/>
8. Computing Equipment/Software	Complete	Not Applicable
Review your DiGS account to verify your property and work with your Manager and Primary Property Coordinator (PPC) to return or reassign all computer equipment (laptop, desktop, PDA, etc.) to a new owner.	<input type="checkbox"/>	<input type="checkbox"/>
Crypto Cards and/or Secure IDs are deactivated through WebCARS and sent to Password Administration (MS-0809).	<input type="checkbox"/>	<input type="checkbox"/>
Software programs installed on personal devices that are supplied by Sandia's software license agreements must be uninstalled.	<input type="checkbox"/>	<input type="checkbox"/>
Register and transfer all Non-Common Operating Environment (COE) software (i.e. Microsoft Project, Visio, Adobe Acrobat, Dreamweaver, Hummingbird Exceed, etc.) to manager using the Software Asset Management System (SAMS) online store. Non-COE software includes products purchased by Sandia using P-Card, JIT, or Purchase Requisition. Direct questions to CCHD at 845-2243.	<input type="checkbox"/>	<input type="checkbox"/>
Cancel computer password by submitting a request to WebCARS . When deactivation request is submitted, all accounts requiring a Kerberos will no longer be available. NOTE: If you are a student intern returning the next day as a Staff Augmentation Contractor, do not cancel your Kerberos.	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____ SNL ID: _____

9. Hazardous Materials (items marked with an * do not apply to student interns)	Complete	Not Applicable
NOTE: IF materials are not able to be transferred prior to separation, the member of the workforce must transfer all hazardous material inventory to the department manager. The manager will work with the Center ES&H Coordinator and EIS and Chemical Administrator to ensure it is properly transferred.		
Are you responsible for any CHEMICAL or BIOLOGICAL materials? - If no, mark "N/A" and proceed to the next step - If yes, complete the following: • Pull an inventory listing from the CIS. • At least 2 days prior to your last day, contact the Chemical Information System office either via telephone at (505) 844-6737 or via email at cis@sandia.gov.	<input type="checkbox"/>	<input type="checkbox"/>
Are you responsible for any EXPLOSIVE materials? - If no, mark "N/A" and proceed to the next step - If yes, complete the following: o Pull an inventory listing from the EIS. o At least 2 days prior to your last day, change ownership in the Explosives Inventory System.	<input type="checkbox"/>	<input type="checkbox"/>
Are you responsible for any RADIOACTIVE AND ACCOUNTABLE NUCLEAR materials? - If no, mark "N/A" and proceed to the next step - If yes, complete the following: o Pull an inventory listing from the appropriate system. o At least 4 days prior to your last day, work with your Center ES&H Coordinator to determine ownership and applicable transfer process.	<input type="checkbox"/>	<input type="checkbox"/>
Are you responsible for any WASTE materials? - If no, mark "N/A" and proceed to the next step - If yes, complete the following: o Pull an inventory listing from the appropriate system. o At least 2 days prior to your last day, complete electronic Waste Description and Disposal Request (WDDR).	<input type="checkbox"/>	<input type="checkbox"/>
IF you are currently a Bioassay or Radiation Protection Dosimetry Program (RPDP) customer: Ensure all dosimeters are physically returned to the basement of building 869 or mailed to MS-0651 with an explanation for their return. Call (505) 845-3673 if you have further questions or have submitted a bioassay sample while at SNL.	<input type="checkbox"/>	<input type="checkbox"/>
10. Payroll & Financial (items marked with an * do not apply to student interns)	Complete	Not Applicable
Complete the Final Salary Payment and Forwarding Address form. If the employee has a negative vacation/holiday balance or has used vacation buy in excess of the amount paid year to date, then the balance owed will either be collected on your final check or in the form of a bill which will be distributed after receipt of the final paycheck. If you receive a bill, it will also include any balance of Sandia-paid benefits that have become the employee's responsibility due to separation, such as relocation, tuition reimbursement, etc.	<input type="checkbox"/>	<input type="checkbox"/>
If you are a Project Manager in the Oracle Financial System, transfer your duties by using Reportville .	<input type="checkbox"/>	<input type="checkbox"/>
If you are a Sandia Delegated Representative (SDR) on a Purchase Order (PO), transfer your responsibility to another individual by emailing the buyer for each PO you are the SDR (Sandia Designated Representative), with the name of the new SDR. Visit PO Query > SDR Query to view all PO's you are responsible for and their associated buyer.	<input type="checkbox"/>	<input type="checkbox"/>
*Contact Relocation Services (505) 284-5715 if you received relocation benefits as a permanent transfer, new employee, or university-based education program participant within one year of your separation.	<input type="checkbox"/>	<input type="checkbox"/>
*Contact Relocation Services at (505) 284-5715 if you have an outstanding security deposit related to a temporary, extended, or international duty assignment, or have returned home within one year of your separation.	<input type="checkbox"/>	<input type="checkbox"/>
11. Medical & Benefits (items marked with an * do not apply to student interns)	Complete	Not Applicable
Complete and forward the Notice of Conversion Privileges and Status of Benefits Form. Download the form for Retirees only or download the form for all others separating. Student interns : this item only applies if you have elected medical benefits through Sandia.	<input type="checkbox"/>	<input type="checkbox"/>
*Complete and forward the Employee Separation – Medical Form .	<input type="checkbox"/>	<input type="checkbox"/>
Participants in the Occupational Medicine programs: Arsenic, Asbestos, Hazardous Waste, Hearing Conservation, Lead, Methylenedianiline (MDA), Accident Response Group, or Reactor Operators (ROs) contact Occupational Medicine at (505) 844-1866, or OccupationalMedicine@sandia.gov, to schedule a mandatory exit exam.	<input type="checkbox"/>	<input type="checkbox"/>
If a bioassay was performed during your employment, contact Radiation Protection and Lab Services at (505) 845-DOSE (3673).	<input type="checkbox"/>	<input type="checkbox"/>
*If you are a participant in the Sandia Savings Plan with Fidelity and wish to make a transaction, wait at least two weeks from separation date; then call Fidelity at 1-800-240-4015 or www.401k.com	<input type="checkbox"/>	<input type="checkbox"/>
12. Legal	Complete	Not Applicable
If you have been the recipient of a legal hold memo in which you were informed of your legal obligation to preserve information, you must contact the Legal Division at (505) 284-3670 prior to your departure and prior to any changes being made to your computer(s). Arrangements will be made to ensure the information you have in your possession will continue to be preserved after your departure.	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____ SNL ID: _____

SECTION B: COMPLETED BY THE MANAGER DURING THE EXIT INTERVIEW	Complete	Not Applicable
Review the letter of resignation and/or termination document.	<input type="checkbox"/>	<input type="checkbox"/>
Recover all sensitive unclassified information and handle properly.	<input type="checkbox"/>	<input type="checkbox"/>
Conduct the Exit Interview and ensure all items within Section A have been completed.	<input type="checkbox"/>	<input type="checkbox"/>
Verify that all hazardous materials were transferred to another member of the workforce (transfers not completed will automatically transfer materials to the department manager).	<input type="checkbox"/>	<input type="checkbox"/>
Review the DOE F 5631.29 , U.S. DOE Security Termination Statement and Security Termination Briefing (SEC225) with the employee and ensure the "Reason for Security Termination" field is accurate.	<input type="checkbox"/>	<input type="checkbox"/>
Recover SNL equipment, manuals required in the daily performance of the job duties, and all keys (excluding CA employees) in the employee's possession.	<input type="checkbox"/>	<input type="checkbox"/>
Verify the employee's desk or workstation does not contain sensitive unclassified or classified information.	<input type="checkbox"/>	<input type="checkbox"/>
Advise employee to complete his/her separation process by completing all sections of this document as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
If the employee's DOE clearance is pending, complete and submit a DOE F 5631.29 , U.S. DOE Security Termination Statement and Security Termination Briefing (SEC225) to the NM Badge Office or CA Badge Office to stop further processing of the clearance.	<input type="checkbox"/>	<input type="checkbox"/>
If separation is for cause then complete the Badge Deactivation/Reactivation Request Form (SF 2730-DEA) . If separation is not for cause then check Not Applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that any foreign national hosting responsibilities of departing employee have been transferred before last day on roll.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm employee completion of Certification of No Pre-Arrangement	<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed the applicable documentation and certify that my employee has completed all requirements.		
_____ Separating Employee Manager (Print Name)	_____ Signature	_____ Date
SECTION C: COMPLETED BY PROPERTY MANAGEMENT	Complete	Not Applicable
All property MUST be reassigned to an active SNL employee prior to requesting Property Management signature below. NM: Property Management, Bldg. 957/Room 101; (505) 284-9326 CA: Property Management, Bldg. 960/120C; (925) 294-1568	<input type="checkbox"/>	<input type="checkbox"/>
_____ Signature of Property Management, Org. 10264		
_____ Date		
SECTION D: COMPLETED BY THE TREASURY AND TRAVEL DEPARTMENT	Complete	Not Applicable
NM: Treasury and Travel Services, Innovation Parkway Office Center (IPOC), East of Eubank Gate, Suite E2, (505) 844-8000; CA: Report to Human Resources, Building 911/Room 114, (925) 294-4747 Student Interns : If <u>all</u> items in Section D are "Not Applicable," then this signature is not required.		
All business receipts (separated by category) including non-travel, Procurement Card, and travel expense receipts for the past seven years prior to the separation date. If receipts are not provided, separating employee provide written and signed explanation.	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Procurement Card - For any pending un-reconciled transactions, I have notified my organization and given them the appropriate information to reconcile my account.	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Travel Card - I agree to remit to US Bank any Corporate Travel Card balances received before and after termination.	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Travel Card & Corporate Procurement Card surrendered to Treasury and Travel Services.	<input type="checkbox"/>	<input type="checkbox"/>
I certify that I have submitted all applicable items listed above to the Treasury & Travel Department and followed requirements listed for each item. I will remit to Sandia any outstanding balances which are discovered after termination and billed to me.		
_____ Separating Employee Signature		
_____ Date		
_____ Signature of Travel & Treasury-NM/Human Resources-CA (recipient of items surrendered)		
_____ Date		

Name: _____ SNL ID: _____

SECTION E: COMPLETED BY CENTER ES&H COORDINATOR		Complete	Not Applicable
All Hazardous Materials (Chemical, Explosive, Biological, Accountable Nuclear, Radioactive) must be reassigned to an appropriate member of the workforce prior to requesting Center ES&H Coordinator signature below. Note: By approving, Center ES&H Coordinator is confirming all transfers were made, including those that are transferred to department manager.		<input type="checkbox"/>	<input type="checkbox"/>
<div> <div>_____</div> <div>Signature of ES&H Coordinator</div> </div> <div> <div>_____</div> <div>Date</div> </div>			
Section F: COMPLETED BY EMPLOYEE ON LAST DAY		Complete	Not Applicable
Report to the applicable Personnel Security Office to complete the actions listed below: NM: Badge Office IPOC, 1st Floor, no later than 2:30 p.m. CA: Badge Office , Building 905 no later than 3:00 p.m.			
Return SNL issued badge.	<input type="checkbox"/>	<input type="checkbox"/>	
Return Kirtland Air Force Base Defense Biometric Identification System (DBIDS) Pass.	<input type="checkbox"/>	<input type="checkbox"/>	
Submit a completed DOE F 5631.29 , U.S. DOE Security Termination Statement and Security Termination Briefing (SEC225).	<input type="checkbox"/>	<input type="checkbox"/>	
<div> <div>_____</div> <div>Signature of Personnel Security Representative</div> </div> <div> <div>_____</div> <div>Date</div> </div> <p>Personnel Security is not responsible for collecting or returning items issued to personnel (e.g. crypto cards, dosimeter).</p>			

I certify that I have submitted all applicable items listed in this form, and have followed all requirements listed in each section.

Separating Employee Signature

Date