

UUPIC LOOKUP

CONTRACTOR EMPLOYEE CLEARANCE DOCUMENT
(See Instructions)

OITM/ITM LOOKUP

NAME OF INDIVIDUAL:	BADGE NUMBER:	UUPIC NUMBER:	EFFECTIVE DATE:	LAST DAY ON DUTY:
OTHER NAME USED:	REASON FOR LEAVING			
CONTRACTOR ORGANIZATION AND ADDRESS:	<input type="checkbox"/> Resignation	<input type="checkbox"/> Reduction in Force	<input type="checkbox"/> Sick Leave/Long-Term Disability	
	<input type="checkbox"/> Retirement	<input type="checkbox"/> Termination	<input type="checkbox"/> Term/Contract Expired	
	<input type="checkbox"/> Transfer	<input type="checkbox"/> Suspension	<input type="checkbox"/> Deceased	
	<input type="checkbox"/> Military	<input type="checkbox"/> LWOP		

	ITEM CLEARED	TO BE CLEARED WITH	SIGNATURE OR NAME OF RESP. CLEARING AUTHORITY	SIGNATURE OF COMPANY REPRESENTATIVE
1.	<input type="checkbox"/> Disposition of Electronic and Hardcopy Files <input type="checkbox"/> Disposition of Registered Documents and Classified Materials <input type="checkbox"/> Disposition of Official Records <input type="checkbox"/> Disposition of Chemicals	Supervisor		Employee Must Clear
2.	RSIC Technical Documents	Redstone Scientific Information Center Bldg 4484, 3rd Floor 256-876-5181		
3.	Respiratory Equipment	MSFC Respirator Services Bldg 4646, 256-544-4483 or 256-544-4484		
4.	Small Tool Control System	Machining and Assembly Branch Bldg 4705		
5.	<input type="checkbox"/> Disposition of ODIN Seats (MAMs) <input type="checkbox"/> Disposition of Non-ODIN Property <input type="checkbox"/> ODIN Cell Phones, Pagers, PDAs	ITM/OITM (Use button at top right for list)		Employee Must Clear
6.	Computer Access Devices to be turned in here <input type="checkbox"/> Secure ID Token <input type="checkbox"/> Long Distance Calling Cards <input type="checkbox"/> Telephone Listing Data (MSFC Form 2683)	Office of the CIO, IS01 Bldg 4200, Rm 522A or Rm 526 256-544-2847 or 256-544-5532		Employee Must Clear
7.	Property Management/Government Property	Bldg 4200, Rm 410 256-544-2293		Employee Must Clear
8.	MSFC Medical Center	MSFC Medical Center Bldg 4249, 256-544-2390		Employee Must Clear
9.	Security Keys	Organizational Lock and Key Coordinator		Employee Must Clear
10.	Security <input type="checkbox"/> Badge <input type="checkbox"/> KeyCard <input type="checkbox"/> Vehicle Decal <input type="checkbox"/> PKI/Entrust	Protective Services Department, AS50 256-544-2090, Bldg 4312 (See Instructions)		Employee Must Clear

COMPANY USE

12.				
13.				
14.				
15.				

I certify that all Government property issued to me has been turned in, accounted for, or adjustment made; that all funds advanced to me have been returned, repaid, or adjustment made; that obligated service agreements have been completed or a waiver has been approved; that all computer materials and programs or copies have been turned in; and that I have no Government property or materials in my possession.

SIGNATURE OF EMPLOYEE:

**INSTRUCTIONS FOR COMPLETING
MSFC FORM 383-1
CONTRACTOR EMPLOYEE CLEARANCE DOCUMENT**

The Contractor Employee Clearance Document (MSFC Form 383-1) must be completed for contractor employees who leave the employment of their company for more than 30 days.

Controlled items are: (1) keys, property, classified documents, and other items that must be signed for by an individual; or (2) ADP programs, documentation, tapes, data in machine-readable form, magnetic disks or diskettes, proprietary software, tape cassettes, CDs, DVDs, flash drives, hard drives, or any other medium containing classified, sensitive, or proprietary data and other ADP hardware and software used by specified individuals and (3) those items which if lost, allowed to be used by or made available to nonauthorized personnel could cause embarrassment to or create a compromising situation with a Government function or operation.

Item 1. Your supervisor must sign as clearing official. By signing this block, the supervisor and administrative officer are certifying that any records the employee had (or was responsible for, etc.) were properly transferred to another appointed employee, or to their supervisor to reassign, retire, etc. This includes records that may be in hardcopy (files) or electronic (on electronic equipment such as PDAs, laptops/desktops, servers, etc., or offline storage such as CDs/DVDs, thumb drives, hard drives, etc.). It is understood that the ID(s) of the departing user will be deleted upon transfer or termination, in accordance with MPR 2810.1. Your supervisor must clear Disposition of all Registered Documents, Classified Materials, Official Records, and Chemicals.

Item 5. You are responsible to ensure all property assigned to you in N-PROP and MAMs has been dispositioned. Your Organizational IT Manager (OITM) must sign as the clearing official. By signing this block, the OITM and your Supervisor (in ITEM 1) are certifying that any records the employee had (or was responsible for, etc.) were properly transferred to another appointed employee or to their supervisor and all data that remains can be removed from the assigned equipment. All ODIN and non-ODIN property has been transferred to another appointed employee or an excess request has been submitted. This includes PDAs, pagers, laptops/desktops, peripherals, servers, network drops, etc.

Item 7. If charged with property, you are responsible that it is turned in, transferred to another person, or appropriate adjustments are made with the Logistics Services Department and with your organizational property manager when changed to a position no longer requiring the property or prior to leaving the Center. Employees must provide their badge number when clearing in Building 4200.

Item 9. Each laboratory/program/project office has a Lock and Key Coordinator. Contractors must clear with the Lock and Key Coordinator for the organization they support.

Item 10. When leaving the Center, you must personally turn in your NASA identification badge and car decal(s) to the Protective Services Identification and Registration Office (I&R), Building 4312. Remove decals from all of your vehicles and have them with you when you check out. If you do not know how many decals have been charged to you, call the I&R office at 256-544-2090. If you have Entrust/PKI, submit request through IDMAX <<https://idmax.nasa.gov/>> to modify PKI application and request revocation.

**WHEN INFORMATION ENTERED
SUBJECT TO PRIVACY ACT OF 1974**

When not under the continuing control and supervision of a person authorized access to this material, it must be as a minimum, maintained under locked conditions.