

Contractor Employee's Name: \_\_\_\_\_

## Contractor Employee Off-Boarding Form

**Overview:** This Checklist provides procedures for the contractor employee off-boarding process. These procedures govern such processes as the surrender of Government property, termination of access to facilities and automated systems, and cancellation of credentials, etc.

These procedures centralize and standardize a process of internal controls. Contractor employees with either access to FAA Facilities and/or Information Technology (IT) Systems who are separating must use this Checklist. Contractor employees who have not been issued Personal Identity Verification (PIV) Cards do not need to use the Checklist as they do not have such access. Contractor employees who will be employed on the contract for less than six (6) months and were not issued a yellow ID card also do not need to submit one as they will not have PIV Cards and will be escorted when at a FAA Facility.

This off-boarding process must be used to clear the contractor employee's record so that the FAA may:

- a. Remove access privileges to facilities and IT systems
- b. Reclaim any Government property issued to separating contractor employees

This Checklist is required for contractor employees who are off-boarding for any of the following reasons:

- a. Terminating/Resigning/Death;
- b. Retiring;
- c. Change of employment status (e.g., transferring from a Contractor to an FAA employee);
- d. Transferring from one FAA contract to another; or
- e. Extended leave or absence (off-boarding for extended leave or absence is at the discretion of the Contracting Officer (CO)).

### ***Why is this important?***

An effective and consistent off-boarding process is a critical factor in protecting the interests of the FAA, the Contractor, and the exiting contractor employee. A streamlined off-boarding process assists to safeguard FAA physical property, information technology, information assets, and continuity of an operating knowledge base.

### ***Does the Off-Boarding Checklist need to be completed for all contractor employees?***

This Checklist applies to FAA contractor employees granted access to FAA Facilities and/or IT systems. The Checklist serves as a reminder to the Contractor, the contractor employee, and the FAA to account for all FAA assets and terminate access to physical and logical systems. Contractor employees have varied access to systems, office space, FAA assets, and sensitive information depending upon the business needs of the FAA line of Business or Support Office (LOB/SO) to which they provide services. Completing and signing the Checklist documents proper off-boarding of contractor employees for the FAA as well as the Contractor and exiting contractor employee.

### ***If a contractor employee changes duties, location, or transfers to another FAA contract, should the Checklist be completed?***

Yes- FAA assets and access levels can change with job responsibilities. The Checklist must be completed whenever a contractor employee no longer works on a FAA contract for which they have been granted access to FAA assets.

**Paperwork Reduction Act Public Burden Statement:**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0595. Public reporting for this collection of information is estimated to be approximately 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

**CONTRACTOR EMPLOYEE OFF-BOARDING FORM**

Contractor Employee's Name and Org Code: \_\_\_\_\_

Contractor's Program Manager's Name: \_\_\_\_\_

Contracting Officer's Name: \_\_\_\_\_

Contracting Officer Representative's Name: \_\_\_\_\_

Applicable Contract: \_\_\_\_\_

Date of Contractor Employee Separation: \_\_\_\_\_

Assigned Off-Boarding Coordinator's name (if applicable): \_\_\_\_\_

Forwarding address: \_\_\_\_\_

Reason for Off-Boarding:

Terminated/Resigning

Transferring to another contract

Retiring

Contractor employee Participation: Did the contractor employee participate in the Off-Boarding process? Yes      No	If no, Please Explain
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**Unrecovered Property:** If any chargeable item issued or funded by the FAA was not accounted for or returned, indicate the dollar value of the unrecovered item.

<b>Item</b>	<b>Amount</b>
<b>Item</b>	<b>Amount</b>
<b>Item</b>	<b>Amount</b>

## CONTRACTOR EMPLOYEE OFF-BOARDING FORM

**Instructions for Exiting Contractor Employees:** This Checklist must be completed and returned to the CO before your departure. Every item applicable must be completed and the employee certification must be signed by the departing individual.

Contractor Employee's Name: \_\_\_\_\_

### PHYSICAL ACCESS CONTROL DEVICES

Device Returned	Received by:			
	Date	Print Name and Org Code	Signature	N/A
DOT/FAA Identification Badge				
Keys: Lock Box, Desk, Office, Shed, Vehicles, etc.				
Access Cards				
Washington/Regional Operation Command Center Access Control Devices				
Parking Decal/Permit				
Restricted Areas: Remove access to restricted areas and all account access associated with the departing office.				
Other:				
Other:				

I have returned all physical control devices issued or funded by the FAA. \_\_\_\_\_  
Contractor Employee's Signature    Date

**ELECTRONIC DEVICES**

Device Returned	Received by:			
	Date	Print Name and Org Code	Signature	N/A
<input type="checkbox"/> Laptop				
<input type="checkbox"/> Cell Phone				
<input type="checkbox"/> Desk Phone: Record a new voicemail message notifying callers that you are no longer with the FAA. Provide callers with the name and phone number of another person who can assist. Reset the password and email it to your Manager or Clearance coordinator.				
<input type="checkbox"/> MIFI device				
<input type="checkbox"/> Tablet				
<input type="checkbox"/> Thumbdrive/External Hard Drive/Iron Key				
<input type="checkbox"/> STE/Viper/CRYPTO Card				
<input type="checkbox"/> GETS Card				
<input type="checkbox"/> Camera:				
<input type="checkbox"/> Recorder:				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

I have returned all electronic devices issued or funded by the FAA. \_\_\_\_\_  
 Contractor Employee's Signature      Date

Contractor Employee's Name: \_\_\_\_\_

**IDENTIFICATION**

ID Returned	Received by:			
	Date	Print Name and Org Code	Signature	N/A
<input type="checkbox"/> DOT/FAA Passport				
<input type="checkbox"/> Airport Badge				
<input type="checkbox"/> DOT/FAA Credentials				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

I have returned all Identification Cards issued by the FAA. \_\_\_\_\_  
 Contractor Employee's Signature      Date

**SECURITY**

Debriefing	Debriefed by: (Office of Security and Hazardous Materials Safety (ASH))			
	Date	Print Name and Org Code	Signature	N/A
Security Debriefing Secret/Top Secret (SSE will provide a Security Termination Statement to be signed at departure.)				
TS/SCI & SAP debrief: (contact ASH/AEO-300 10 days before departure.)				

I do not have any outstanding security matters. \_\_\_\_\_  
 Contractor Employee's Signature      Date

IT Services	Cleared by:			
	Date	Print Name and Org Code	Signature	N/A
MYIT Departing User Form completed and sent to helpdesk@FAA.Gov				
<input type="checkbox"/> Emergency Operations Network (EON) account access removed.				
<input type="checkbox"/> Out of Office Email Response: Notify customers of your departure and include contact info for their new POC by setting up an out of office email no later than 3 days before your departure.				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

**ENTERPRISE SERVICES/NETWORK ACCESS**

Access to services that utilize PIV or other electronic authentication credentials are automatically removed on the first day following the termination date at the FAA. This deactivation takes place within 24 hours of the termination date. If continued access to network services is required for a departed employee, the Shared services helpdesk may be utilized.

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**OTHER SYSTEMS**

The PM is responsible to ensure that technology access to applications, systems, and services not utilizing PIV credentials are disabled. It is advised that individual access to these systems is documented via a new hire checklist or other consistent method within the LOB/SO.

I have notified the proper authorities of my departure from the FAA contract identified above and requested termination of IT Services. \_\_\_\_\_

Contractor Employee's Signature      Date

**FAA PROPERTY**

Tools and Supplies	Received by:			
	Date	Print Name and Org Code	Signature	N/A
<input type="checkbox"/> Property Inventoried and Transferred (if Property Custodian)				
<input type="checkbox"/> Tools/Power Tools: Drills, Screwdrivers, etc.				
<input type="checkbox"/> Office Supplies: Stationary, folders, etc.				
<input type="checkbox"/> Coffee Makers, Fans, etc.				
<input type="checkbox"/> Uniforms				
<input type="checkbox"/> Books				
<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

I have returned all FAA funded/issued tools and supplies. \_\_\_\_\_

Contractor Employee's Signature      Date

**ADMINISTRATIVE**

Administrative Actions	Cleared by:			
	Date	Print Name and Org Code	Signature	N/A
<input type="checkbox"/> Remove employee from telephone list				
<input type="checkbox"/> Remove employee group email list				
<input type="checkbox"/> Remove employee mailbox (If applicable)				
<input type="checkbox"/> Remove employee from organizational charts				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

I have cleared admin and have no outstanding admin issues. \_\_\_\_\_  
 Contractor Employee's Signature      Date

**Certifications:**

**Contractor Employee's Certification:** I certify that I have no Government property, computer software/hardware, keys, records or official documents, including classified material issued or by the Federal Aviation Administration. I understand that the FAA may request my company to withhold the depreciated value of Government property hand-receipted to me that I have not returned, lost,

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or damaged due to negligence or intent on my part.	
<b>Signature</b>	<b>Print Name</b>
<b>Date:</b>	<b>Telephone Number:</b>

<b>Contractor Program Manager's Certification:</b> I certify that the off-boarding process for the separating contractor employee is complete.	
<b>Signature</b>	<b>Print Name</b>
<b>Date:</b>	<b>Telephone Number:</b>

<b>FAA Sponsor Certification:</b> I certify that the off-boarding process for the separating contractor employee is complete.	
<b>Signature</b>	<b>Print Name</b>
<b>Date:</b>	<b>Telephone Number:</b>