

TECHNICAL CENTER CONTRACT EMPLOYEE CLEARANCE RECORD

1. Contract Employee's Full Name	2. Badge No.	3. COR Name	4. COR Routing Symbol
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5. Contract Number	6. Contract Company's Name	7. Contract Local Phone Number
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8. Action Resignation Retirement Transfer To: Other:

9. Cubicle/Office Location **Building:** **Floor:** **Cubicle/Office ID #:**

10. Instructions: Each item subject to clearance must be signed by the clearing official. If an item is not required in an employee's position, the cognizant Contracting Officer's Technical Representative may indicate "not applicable" and sign in the "Signature of Clearing Official" block.

Bldg/Rm	Action	Items Subject To Clearance	Date	Printed Name, Routing Symbol and Signature of Clearing Official
301 Hangar 1 st Flr / Ops Area - 56984	Contract Employee	Government Issued Keys		
	Contractor Project/Program Manager	VAP Action Submitted FAA Form 1600.25, Security Termination Statement (if applicable)		
	Contractor Project/Program Manager	Government Issued Accountable Property (property card)		
	Contractor Project/Program Manager	Electronic & Paper Federal Records and FAA Owned Non-record Materials (Including drafts, duplications, and copies)		
	Contractor Project/Program Manager	<p align="center">Government Emails</p> <input type="checkbox"/> Delete all Personal and Non-record Emails from Government Email Systems <input type="checkbox"/> Print and file remaining emails <small>Note: Recommend print emails to PDF or for MS Outlook users create a PST folder and save on shared drive per office file plan. Guidance on creating PST folders is available at http://dotnet.dot.gov/technology/OClO_rma_toolkit.html</small>		
320 Security Operations Center	Contractor Project/Program Manager deliver to COR	Electronic key (Tech Center badge), Parking Decal(s), Handicap Parking Placard or Designated Parking space (if applicable)		
300/1 st Flr/K23 Servicing Security Element - 59865	Contractor Project/Program Manager deliver to COR	PIV Card		
National Svc Center 405-954-4002 nsc@faa.gov	COR	Network Access (Print copy of confirmation email of cancelation/deletion from NSC)		Attach email for NSC
Telecommunications Group - 54085/59206	COR	Phone number 411 information		

<p>11. Certification Of Employee: <i>I certify that I have returned all government property entrusted to me.</i></p> <p>_____</p> <p align="center">Signature Date</p>	<p>12. Certification Of Contract Project Manager: <i>I certify that to the best of my knowledge and belief, all government property, records, and indebtedness entrusted and/or issued to the above employee have been accounted for, except as noted.</i></p> <p>_____</p> <p align="center">Signature Date</p>
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<p>13. Certification of Contracting Officer Representative: <i>I certify to the best of my knowledge and belief, all Government property, records, and indebtedness entrusted and/or issued to the above employee have been accounted for and computer access and passwords have been deleted, except as noted.</i></p> <p>_____</p> <p align="center">Signature Date</p>	<p>Notes:</p> <ol style="list-style-type: none"> Sign in the appropriate certification space if all items are cleared. If any accountable item is not cleared, note in space provided or provide details as an attachment to this form. Completed form shall be given to the Contracting Officer's Representative by the Contractor Project/Program Manager. This form shall be maintained in the Contracting Officer Representative's official contract file.
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Additional Information: