CONTRACTOR EMPLOYEE CLEARANCE DOCUMENT
(See Instructions)

NAME OF INDIVIDUAL:	BADGE NUMBER:	EFFECTIVE DATE:	LAST DAY ON DUTY:

OTHER NAME USED:	REASON FOR LEAVING		
CONTRACTOR ORGANIZATION AND ADDRESS:	☐ Resignation	☐ Military	☐ Suspension
	☐ Retirement	☐ Separation	☐ LWOP
	☐ Transfer	☐ Termination	☐ S/L for Maternity

Company Representative will clear by phone and, if employee has no obligation, will sign form except items 2, 3, 5, 9 and 10.

	ITEM CLEARED	TO BE CLEARED WITH	SIGNATURE OR NAME OF RESP. CLEARING AUTHORITY	SIGNATURE OF COMPANY REPRESENTATIVE
1.	Disposition of Computer Files	Supervisor		
2.	Registered Documents and Classified Materials	Supervisor		Employee Must Clear
3.	☐ Telephone Listing Data (MSFC Form 2683) ☐ Computer Access	Office of the CIO, AD30 Rm 508A, Bldg 4200 544-2847 or 544-2823		Employee Must Clear
4.	RSIC Technical Documents	Redstone Scientific Information Center 3rd Floor, Bldg 4484 876-5181		
5.	Property Management/Government Property (Includes Government Passport)	Rm 410F, Bldg 4200 544-3161		Employee Must Clear
6.	Respiratory Equipment	MSFC Respirator Services Bldg 4646, 544-4483 or 544-4484		
7.	Small Tool Control System	Machining and Assembly Branch Bldg 4705		
8.	Disposition of Chemical	Supervisor		
9.	Keys	Organizational Lock and Key Coordinator		Employee Must Clear
10.	Security: Badge-Identification/Key Card, Car Decals, HOSC Access Cards	Protective Services Department, AD50 544-2090, Bldg 4312 (See Instructions)		Employee Must Clear
COMPANY USE				
11.				
12.				
13.				
14.				

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 thirty days.

Controlled items are: (1) keys, property, classified documents, and other items which must be signed for an individual; or (2) ADP programs, documentation, tapes, data in machine-readable form, magnetic disks or diskettes, proprietary software, tape cassettes, 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 non-authorized 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 all of the employee's computer files have been deleted and/or transferred to another user approved by the supervisor. It is understood that the ID(s) of the departing user will be deleted upon transfer or termination, in accordance with MPG 2810.1.

Item 2. Your supervisor must clear registered documents and classified materials.

Item 5. 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 8. Your supervisor must clear disposition of chemical.

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 badge identification card and car decals to the Security Identification Section, Guard Headquarters, Building 4312. Remove decals from all cars and have them with you when you check out. If you do not know how many decals have been charged to you, call the Identification Section, Guard Headquarters (544-2090).

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.