

	Orientation Checklist) at <a href="http://www-i.nist.gov/pdfprntfrms/n1197po.pdf">http://www-i.nist.gov/pdfprntfrms/n1197po.pdf</a> then submit a copy to the NIST Safety Office.				
18	Meet and discuss: <ul style="list-style-type: none"> <li>• Personal safety glasses, protective clothing.</li> <li>• Proper chemical labeling, storage, and disposal.</li> <li>• Procurement process (esp. chemicals).</li> </ul>	Day 2	NIST Associate and Division Safety Representative		
19	Schedule NIST Associate Orientation through <a href="https://doc.learn.com/nist">https://doc.learn.com/nist</a> (under Training and Development click on Associate's Orientation - need user name and password) or call Training Office on X3032.	Day 2	NIST Associate and Group Leader, NAIS Host or COTR		
20	Meet and explain: <ul style="list-style-type: none"> <li>• NIST and Division Policies</li> <li>• Travel</li> <li>• Procurement</li> <li>• WERB</li> </ul>	Day 2	NIST Associate and Group Leader, NAIS Host or COTR		
21	Meet the OU or Division level IT Security Officer, Information Coordinator and Division Property Officer to discuss their role and the NIST Associate's responsibilities.	Day 2	NIST Associate, IT Security Officer and Property Officer		
22	PIV Badge Enrollment (if receiving a PIV badge). The NIST Associate will receive an email at their NIST.GOV or personal email address entered into NAIS-Web from GSA Online Scheduling System ( <a href="mailto:HSPD12Admin@eds.com">HSPD12Admin@eds.com</a> ) instructing them to schedule an appointment for enrollment. Associate must bring their identification documents to the enrollment meeting.	Week 1	NIST Associate and ESD		
23	PIV Badge Issuance (if receiving a PIV badge). The NIST Associate will receive an email at their NIST.GOV or personal email address entered into NAIS-Web from the GSA Online Scheduling System ( <a href="mailto:HSPD12Admin@eds.com">HSPD12Admin@eds.com</a> ) instructing them to schedule an appointment for badge activation. Associate must bring their identification documents to the enrollment meeting.	Week 2 – 3	NIST Associate and ESD		
24	Certification of completion of worksheet, and transmittal of completed worksheet to Division AO for filing and retention.	Upon completion, but no later than 30 calendar days after arrival date	Worksheet Owner		

## NIST Associate Separation Clearance Worksheet

OU: \_\_\_\_\_

Division: \_\_\_\_\_

Name of NIST Associate: \_\_\_\_\_

Group: \_\_\_\_\_

Entrance on Duty Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

	Action Required	Completion Relative to Departure	Recommended Responsible Individual(s)	Initials	Date
1	Notify the NAIS Initiator, Division Chief, Division or Group Secretary, and Administrative Officer of the Associate's departure.	1 month prior or ASAP	NAIS Host, Group Leader or COTR		
2	Print and complete Hazardous Materials Clearance for Non-employees, form NIST-1251, if applicable, at <a href="http://www-i.nist.gov/pdfprntfrms/n1251po.pdf">http://www-i.nist.gov/pdfprntfrms/n1251po.pdf</a> Provide to the Group Leader after reviewing all of the non-employee's work areas.	1 month prior	NAIS Initiator, NAIS Host or COTR, NIST Associate with Group Leader		
3	Schedule, if necessary, a departure interview with Division Chief.	2 weeks prior	NAIS Initiator, Division or Group Secretary		
4	For Foreign National Associates: Call OIAA (X3072, X3474, or X3079) for a departure briefing.	At least 1 week prior to departure	NIST Associate or NAIS Initiator		
5	<ul style="list-style-type: none"> <li>• Return any safety equipment/PPE (shoes, glasses, etc.) to the OU or Division Safety Officer.</li> <li>• Return any NIST-owned IT and telecommunications equipment (e.g., desktop/laptop computer, RSA 2 factor authentication token, BlackBerry, storage devices, cell phone, etc.)</li> <li>• Return any borrowed library books</li> <li>• Provide forwarding address to NAIS Initiator, Group Leader or COTR for tax purposes.</li> </ul>	2 days prior	NAIS Host and NIST Associate		
6	Return any keys that were issued along with the NIST site badge, PIV badge, if applicable, to the NAIS Initiator, Group Leader, NAIS Host or COTR. Collect the NCNR building access badge, if applicable, and return to the NCNR User Office. When applicable, call the NCNR User Office at X8200 immediately when an associate holding an NCNR badge is terminated.	Last day	NIST Associate, NAIS Initiator, Group Leader, NAIS Host or COTR		
7	Enter actual departure date in NAIS-Web. Update agreement data including forwarding address. Print and file if necessary.	Last day	NAIS Initiator		
8	Close accounts (e.g., Commerce Business System (CBS), Commerce Learning Center (CLC) and any other OU specific applications.	Last day	NAIS Initiator, Group Leader, NAIS Host or COTR		
9	Return long distance phone card (if applicable) to NAIS Initiator, Division or Group Secretary	Last day	NAIS Host and NIST Associate		
10	Remove, disconnect or reassign telephone number from NIST directory, complete and submit on-line:  Telecommunications Service Request and Directory Information, form NIST-1221, at <a href="http://www-i.nist.gov/cgi-bin/directory/nist1221.cgi">http://www-i.nist.gov/cgi-bin/directory/nist1221.cgi</a>	Last day	NAIS Initiator, Group Leader, NAIS Host or COTR		
11	Close IT Accounts: <ul style="list-style-type: none"> <li>• Contact the OCIO with the Associate's separation information. Send an email message to <a href="mailto:itac@nist.gov">itac@nist.gov</a> or call the iTAC Account Hotline at (301) 975-2883. Provide departure date (if possible), Associate and Sponsor name.</li> </ul>	Last day	NAIS Initiator, Group Leader, NAIS Host or COTR		
12	Update property system, as necessary. <ul style="list-style-type: none"> <li>• Transfer NIST property.</li> </ul>	2 weeks after	Property Officer		
13	Certification of completion of worksheet, and transmittal of completed worksheet to Division AO for filing and retention.	Upon completion, but no later than 30 calendar days after departure date	Worksheet Owner		