



## Departing Employee/Contractor Checklist



There are a number of activities that an SSO must perform when an employee or a contractor leaves the Department of Education. This document is a guide and a checklist for SSOs to use of security related activities that must be completed for departing employees/contractors.

Activity	Initial when completed
<b>Turn in badges/building access cards.</b> Collect all badges/building access cards/ anything related to physical entry and turn in to FSA Personnel Security Officer, Monica Glee; her desk is located at UCP 22B1, phone number (202) 377-3085.	
<b><u>Discontinue system access on the same day the person leaves.</u></b> Discontinue access to the system by deactivating the user id and password to the system or contacting the appropriate system administrator to do so. If the user has an account with another system, fill out the system access form (located at the FSA security website) and send to the appropriate SSO.	
<b>Collect any property passes.</b> Return to Dee Goldsmith; her desk is located at UCP 102B4, phone number (202) 377-3511.	
<b>Notify FSA Personnel Security Officer, Monica Glee of a person's departure.</b> Send an email to Monica at monica.glee@ed.gov.	
<b>Notify Department of Education Security Services, Personnel Security Office of a person's departure.</b> Send an email to: OM Personnel Security (look for OM Personnel Security in the Microsoft Outlook Address book.)	
<b>Conduct an outgoing security debriefing.</b> Employees/contractors who are terminating through resignation, retirement, or who are laid-off or entering into a leave of absence expected to exceed 120 days, must read and execute the Security Debriefing document and the Security Debriefing Acknowledgement portion of the <a href="#">SF312</a> . The SF312 should be in the system security binder.  If the terminating employee/contractor has had access to any Sensitive But Unclassified or other information requiring Special Access, an oral	



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debriefing is required in conjunction with the execution of the Security Debriefing document and Acknowledgement portion of the SF312. The debriefing shall include a statement of:

- purpose of the debriefing,
- serious nature of the subject matter which requires protection in the national interest,
- need for caution and discretion, and
- advice concerning any travel restrictions that are appropriate.