

This process has been designed and implemented to ensure safety and security when an employee goes on Leave of Absence (LOA) from the Laboratory. Securing laboratory property, information, and proper LOA material is critical to our ongoing national security. This responsibility rests with the line manager, but may be tasked to a UC employee. This process may not be tasked to the employee going on LOA.

Departure Checklist To Be Completed By The Group Leader

Employee Name (Last, First, MI)	Z Number	Notification Date*
Checklist completed by (Last, First, MI)	Group	Division
Reason for change in status**		Effective Date***

*The date the Group Leader is notified the employee will be going on LOA

**Reason for LOA (ex: personal, medical, entrepreneurial, etc.)

***The date this LOA will begin

To be completed on the date of notification (check off as completed)

1. **Personnel Action (#1071) has been generated by the HR Generalist**
Contact your HR Generalist; they must complete and forward the PA
2. **Employee's LOA benefits have been processed (select one)**
Prior to leaving the Laboratory, employees are required to meet with a Benefits Representative (7-1806)
3. **All intellectual property has been identified and disclosed (referenced materials attached) (select all that apply).** All intellectual property developed while employed at LANL has been assigned to LANL as required by the UC agreement (Inventions Made by an Employee). This excludes intellectual property that was developed entirely on his or her own time without using the employer's equipment, supplies, facilities, trade secrets, or resulted from work associated with the LANL. If an employee has developed intellectual property that he or she feels is not assignable to LANL, they must disclose it at this time. A separate disclosure is required for each invention or software product. Forward all disclosures to Technology Transfer (TT) at MS C334.
- The employee has no personal inventions or software developments to disclose
 - Contact the Intellectual Property Management Team at 5-9091 to determine if employee has already disclosed intellectual property
 - The employee has already disclosed the invention (patent, patent application, or S # _____)
 - The employee has already copyrighted the software (C or LACC # _____)
 - Complete and sign an [Invention Disclosure form \(#1712\)](#) for each invention
 - Complete and sign a [Copyright Disclosure form \(#1713\)](#) for each software
 - The attached Employee Intellectual Property Obligations memo has been given to the employee
 - Notebooks and documentation media have been secured
 - Notified the Division Office, TT, Legal, and Security for unaccountable notebooks and/or documentation media as needed
4. **Nevada Test Site (NTS) Departure Processing has been cleared (check the option that applies)**
- This employee has never worked at the Nevada Test Site
 - Contact NTS at 702-295-3400 for any out-standing NTS departure processing requirements

To be completed between the date of notification and the date the LOA begins

- 5. Travel Office (MS P234) has been closed out (select all that apply)**
Contact the Travel Office (7-4314) to identify outstanding travel authorizations, balances, and travel card information.
- Not applicable
 - Travel card has been collected and will be held in the group office until the employee returns
 - Outstanding travel authorization/reimbursement forms have been completed and sent to Travel Office
 - Balance collected (make check payable to Regents of UC) and forwarded to the Travel Office
 - Relocated employees have been notified that: Terminating employees that have received relocation benefits in the last 12 months may be required to pay back LANL reimbursed relocation expenses
- 6. Government Property has been collected or reported missing (select all that apply)**
- Contacted the property administrator for a list of assigned property
 - All property has been identified and secured
 - Phones have been reassigned in the re-charge system, and CCN-4 (5-8800) has been contacted to delete the VM account
 - Notified the Division Office, Security, Legal, and Property Administrator of any missing property
- 7. Keys have been collected (select all that apply)**
- Contacted the organization Key Core Custodian for a listing of assigned keys
 - All keys have been collected and will be held in the group office until the employee returns
 - Security (4-0407) has been notified of any missing keys and the area is being re-cored
- 8. Classified Material has been identified, collected and/or reassigned (select all that apply)**
- Not applicable
 - Contacted Classified Material Custodian (CMC or CML) for a list of outstanding accountable classified material (including CREM)
 - Identify and secure additional classified material
 - Collect and return or reassign (with the CMC or CML) all accountable classified material and CREM
 - Notified the Division Office, Security, and CMC or CML of any missing classified material
- 9. Records**
- Contact the Laboratory Records Center (RC) (7-5079) to determine if the employee is the custodian of any RC records
 - Identify and locate the employee's records, with assistance from the Records Management Point of Contact (POC)
 - Contact the RC for a records review to determine if records will be reassigned, transferred to RC, or eligible for destruction (only after approval is received through a [Certificate of Records Destruction form \[#1704\]](#))
 - All outstanding documents will be reassigned to the Group Leader until they are reported missing or reassigned by the Group Leader with an email to records@lanl.gov
- 10. HSR-2 Exit Medical Evaluation has been completed (select all that apply)**
- Employee must complete Part I of the [Termination Interview form](#) and fax to HSR-2 (7-0535)
 - Group leader has received notification from HSR-2 that an exam is not needed
 - Group leader has received notification from HSR-2 that an exam is needed and scheduled

To be completed between the date of notification and the date the LOA begins

- 11. Purchase card and records have been secured and processed (select one)**
- Contact the Purchase Card Office at 5-4523 or pcard@lanl.gov to confirm the employee does not have an outstanding purchase card
 - The Purchase Card Office has collected records, and reconciled with the employee
 - Purchase cards have been secured and will be held in the group office until the employee returns
 - Not applicable
- 12. Library**
- Contact the library (library@lanl.gov or 7-4175) for a list of any outstanding material.
 - Materials have been collected and returned or secured
 - All material must be physically checked in at the library or reassigned by the Group Leader
 - Notified the library of any material that is missing
 - Not applicable
- 13. Accountable classified United Kingdom (UK) matter**
- Contact Information and Records Management, IM-9 at 7-7318, for a list of outstanding UK holdings
 - Collect, [Classified Document Receipt form \(#853A, ST5483\)](#), and return the matter to IM-9 at classified MS A150; hand carry to IM-9 at TA-3, SM43, Room D424A; or reassign matter and provide a copy of receipt to IM-9 at MS A150
 - Immediately notified the Division Office, S-2 Security Inquiry Team, and IM-9 of any missing UK matter
 - After all accountable UK matter has been reconciled, call 7-7318 for a checkout/release number (#_____)
 - Not applicable
- 14. For employees in Bioassay and In Vivo Program (select all that apply)**
- Not applicable
 - Contacted the Bioassay Office (7-6275) to notify them that the employee is departing
 - Complete the [Health Physics Checklist](#) on the departure processing web site and fax to 7-3220
 - Bioassay samples were collected and delivered to the Bioassay Office
 - An in vivo scan was completed
- 15. All other Laboratory property has been secured (select all that apply)**
All non-bar coded property must be collected and secured or given to the Property Administrator.
- Laboratory owned books, journals, and records (notebooks, project notes, etc.)
 - Cell phones and/or pagers have been collected and secured
 - Office equipment
 - Lab equipment and tools
 - Calling cards have been collected and secured
 - All other supplies, property, materials, chemicals, and other group specific items

To be completed on the last working day before LOA begins (check off as completed)

- 16. Dosimeter has been collected, cleared, and forwarded to the Dosimetry Office (select all that apply)**
- Not applicable
 - Contact the Dosimetry Office (7-4854) for a list of outstanding dosimeters
 - Collected all outstanding dosimeters and mailed in a "Do Not X-Ray" labeled envelope to MS G759
 - A [Lost Dosimetry Badge form \(#1325\)](#) must be completed and mailed to MS G759 for the investigation of each dosimeter that is not returned
 - Dosimeters have been mailed on ___/___/___ by: _____
- 17. Systems access has been secured (select all that apply)**
- Contact ICN Password Office (5-4444 ext. 854) to obtain cryptocard count (some employees have multiple cards) and to notify that employee is going on LOA
 - Organization system access has been blocked as needed and all computer files on their computers and shared drives have been secured
 - Crypto card(s) have been collected as needed and will be held in the group office until the employee has returned from LOA
 - Authorities and Oracle Roles have been deleted
- 18. Q or L clearance being transferred requires the employee to go to S-6 Clearance Processing**
- 19. Q or L cleared badge has been secured and access has been eliminated (select all that apply)**
- Not applicable
 - Employee's badge has been collected (employee will be re-badged upon return to work) and the employee has been escorted off property
 - The magnetic strip has been hole punched or notched (on magnetic strip)
 - If the employee wants to keep their clearance active while on LOA, they have completed the [LOA Clearance Retention Request Form \(LOACRR\)](#), and I have discussed the employee's continued obligations
 - LOACRR has been faxed to S-6 (5-2919) on the day of the LOACRR was signed
 - LOACRR has been mailed with the inoperable badge to **S-6 Clearance Processing** (MS B236), for workers that will not regularly be on lab property during their LOA
 - Workers that will regularly be on lab property during their LOA should NOT MAIL the badge. It should be held by the worker and brought to S-6 Clearance Processing (see number 18 above)
 - LOACRR & Badge have been mailed on ___/___/___ by: _____
- 20. Uncleared badge has been secured and access has been eliminated (select all that apply)**
- Not applicable
 - Employee's badge has been collected (employee will be re-badged upon return to work) and the worker has been escorted off property
 - The magnetic strip has been hole punched or notched (on magnetic strip)
 - Notify the Badge Office that the employee is departing and the badge has been collected
 - Mail the badge to the Badge Office (MS P134), for workers that will not regularly be on lab property during their LOA
 - Workers that will regularly be on lab property during their LOA should NOT MAIL the badge. It should be held by the worker and brought to the Badge Office
 - Missing badge requires the completion of the [Notification of Permanent Inactivation of Badge \(NPIB\) form \(#1672\)](#) and mail to the Badge Office (MS P134)
 - Badge has been mailed on ___/___/___ by: _____

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- 21. Final hours have been recorded and approved in the Time & Effort system**
Record the actual hours worked and/or any vacation and/or any sick leave hours used. Use Unpaid Leave (LWOP) to complete remaining hours. Unpaid leave remains in effect until the employee returns to work.
- 22. Local Division/Group Specific Out-Processing has been completed as needed**

Approval Signatures

I have read, understand, and complied with this LOA checklist. I have properly turned over all laboratory property, material, and information. I understand my clearance obligations and have made all appropriate intellectual property disclosures.

Departing Employee's Name (print)	Signature	Date
Forwarding Street Address	City & State	Zip

I have completed or verified the LOA processing for this employee and have properly collected all pertinent information and material from the employee. I understand it is my responsibility to ensure the proper processing of LOA to protect the security and assets of the Los Alamos National Laboratory.

Group Leader Name (print)	Signature	Date
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Make a copy of this form and forward the original to the Personnel Records Office at MS P235 (or fax at 667-6446). The copy of this form must be maintained in the group office for six months after the employee returns to work or terminates employment with the Laboratory.