

This process has been designed and implemented to ensure safety and security when a student goes on suspended (casual) status with intentions of returning to the Laboratory. Securing laboratory property, information, and proper material is critical to our ongoing national security. This responsibility rests with the line manager, but may be tasked to a mentor or UC employee. This process may not be delegated to the student.

Departure Checklist To Be Completed By The Group Leader

Student Name (Last, First, MI)	Z Number	Notification Date*
Checklist completed by (Last, First, MI)	Group & Division	Effective Date**

*The date the Group Leader or mentor is notified the student will be leaving

**The date this change will occur. It cannot be a holiday, Saturday, or Sunday.

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

- 1. **Personnel Action (#1071) has been generated by 4MYHR**
Contact your HR Generalist; they must complete and forward the PA to New Hires & Terminations Office at MS P280
- 2. **The student has taken the On-line Student Casual Status Presentation (course 22271)**
Some students have benefits and may require benefits processing. Students going on casual status are required to take the on-line presentation at the [Student Casual Presentation](#).
- 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 Student). 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 student 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 student has no personal inventions or software developments to disclose
 - Contact the Intellectual Property Management Team at 5-9091 to determine if student has already disclosed intellectual property
 - The student has already disclosed the invention (patent, patent application, or S # _____)
 - The student 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 Student Intellectual Property Obligations memo has been given to the student
 - Notebooks and documentation media have been collected
 - 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 student 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 last day of work

- 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, canceled (call the # on the card), and forwarded to the Travel Office
 - 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
- 6. Government Property has been collected, reported missing, or reassigned (select all that apply)**
- Contacted the property administrator for a list of assigned property
 - All property has been reassigned to the group leader until it is reported missing or reassigned
 - 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 and turned into the key custodian (select all that apply)**
- Contacted the organization Key Core Custodian for a listing of assigned keys
 - All keys have been collected and turned into the Key Core Custodian
 - 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 collect 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 student is the custodian of any RC records
 - Identify and locate the student'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. Library**
- Contact the library (library@lanl.gov or 7-4175) for a list of any outstanding material.
 - Materials have been collected and returned
 - 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

To be completed between the date of notification and the last day of work

- 11. 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
- 12. For students in Bioassay and In Vivo Program (select all that apply)**
- Not applicable
 - Contacted the Bioassay Office (7-6275) to notify them that the student is departing
 - Complete the [Health Physics Checklist](#) on the termination web site and fax to 7-3220
 - Bioassay samples were collected and delivered to the Bioassay Office
 - An in vivo scan was completed
- 13. All other Laboratory property has been secured (select all that apply)**
All non-bar coded property must be collected and reassigned 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 service discontinued as needed
 - Office equipment
 - Lab equipment and tools
 - Calling cards have been collected and destroyed
 - All other supplies, property, materials, chemicals, and other group specific items

To be completed on the last day of work (check off as completed)

- 14. 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: _____
- 15. Systems access has been secured (select all that apply)**
- Contact ICN Password Office (5-4444 ext. 854) to obtain crypto-card count (some students have multiple cards) and to notify that student is departing
 - Organization system access has been turned off and all computer files on their computers and shared drives have been secured
 - I have collected the student's crypto card(s) and will hold it until the student returns or terminates employment with the Laboratory
 - Authorities and Oracle Roles have been deleted

To be completed on the last day of work (check off as completed)

- 16. Q or L clearance being transferred to a LANL subcontracting company requires the student to go to S-6 Clearance Processing**
- 17. Q or L cleared badge has been secured and access has been eliminated (select all that apply)**
- Not applicable
 - Student's badge has been collected (student will be re-badged upon return to work) and the student has been escorted off the property
 - The magnetic strip has been hole punched or notched (on magnetic strip)
 - I have witnessed the L or Q cleared student complete the [Student Clearance Acknowledgement Form \(SCA\)](#), and discussed the student's continued obligations
 - SCA has been faxed to S-6 (5-2919) on the day of the SCA was signed
 - SCA has been mailed with the inoperable badge to **S-6 Clearance Processing** (MS B236)
 - SCA & Badge have been mailed on ___/___/___ by: _____
- 18. Uncleared badge has been secured and access has been eliminated (select all that apply)**
- Not applicable
 - Student's badge has been collected (student will be re-badged upon return to work) and the student has been escorted off the property
 - The magnetic strip has been hole punched or notched (on magnetic strip)
 - Notify the Badge Office that the student is departing and the badge has been collected
 - Mail the badge to the Badge Office (MS P134)
 - Missing badge requires the completion of the [Notification of Permanent Inactivation of Badge \(NPIB\) form \(#1672\)](#) and mail to the Badge Office (MS P134)
 - The Badge has been mailed on ___/___/___ by: _____
- 19. Final hours have been recorded and approved in the Time & Effort system**
Record the actual hours worked and/or any vacation hour's used. Use Unpaid Leave (LWOP) to complete remaining hours for the week.
- 20. Local Division/Group Specific Out-Processing has been completed**

Approval Signatures

I have read, understand, and complied with this departure 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 Student's Name (print)	Signature	Date
Forwarding Street Address	City & State	Zip
Off-site or personal email address	School phone number	Alternate phone number

I have completed or verified the departure processing for this student and have properly collected all pertinent information and material from the student. I understand it is my responsibility to ensure the proper processing of departures 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 student returns to work or terminates employment with the Laboratory.