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| NASA Goddard Space Flight Center  Procurement Operations Division  Code 170  **Checklist for Departures** | | | | | | | | | | | | |
| *Please make use of this tool to ensure a smooth departure for your employee.* | | | | | | | | | | | | |
| **GENERAL INFORMATION**  Procurement Manager must submit this form, completed and signed, to the Associate Chief and Cindy Cherrix within **10 days** of employee’s departure date. | | | | | | | | | | | | |
| Employee’s First Name | | | | | | |  | | Employee’s Last Name | | | |
|  | | | | | | | | | | | | |
| Office Code | | | | |  | Telephone Number |  | | Procurement Manager | | | |
|  | | | | | | |  | | | | | |
| Building # | | | | |  | Fax Number |  | | Office’s Informal Mentor’s Name | | | |
|  | | | | | | |  | | | | | |
| Room # | | | | |  | Departure Date |  |  | | |  | |
|  | | | | | | |  | | | | | |
|  | | | | | | |  | | | | | |
|  | Select Date | | | |  |
| Employee’s Signature | | | | | | |  | Signature Date | | | | |
|  | | | | | | | | | | | | |
| **CHECKLIST FOR DEPARTURES** | | | | | | | | | | | | |
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| **procurement manager:** | | | | | | | | | | | | |
|  | | Ensures departing employee’s active workload is reassigned to a new specialist(s) per the [Workload Checklist\*.](https://code200-external.gsfc.nasa.gov/210/sites/code210/files/inline-files/170%20Contract%20Transfer%20Template.docx) | | | | | | | | | |
|  | | * Updates SAP CS PGrp, as well CS and CO GS IDs located on the NASA Data Tab, for SAP Legacy and ECC awards accordingly. * Completes PPS Change Version (not an official mod) reassigning CS, CO and Invoice Approver as applicable on current assigned awards.   \*Workload that is not reassigned to another Specialist prior to employee’s departure should be reassigned to the current Manager to ensure accountability is not lost.  Failure to reassign awards will result in erroneous invoice routing. | | | | | | | | | |
|  | | If applicable, coordinates to deliver blue Official Personnel file to OHCM. | | | | | | | | | |
|  | | Upon notification of Release Date of employee leaving NASA, contact the following individuals: | | | | | | | | | |
|  | | * Contact Business Manager, [Rhonda McGrath](mailto:rhonda.f.mcgrath@nasa.gov) to inform of departure date and type (retirement, resignation, transfer out, etc) as this may require a personnel action. * Contact Program Support Specialist, [Jill Sharp](mailto:jill.e.sharp@nasa.gov), to have computer de-subscribed. If employee also has other tagged NASA equipment, Rhonda can have that equipment reassigned. Manager needs to identify who the NASA equipment will be reassigned to. | | | | | | | | | |
|  | | Notifies the following individuals via email with the date of departure and where they are going (ex: retired, DOD): | | | | | | | | | |
|  | * [Cindy Cherrix](mailto:cynthia.cherrix@nasa.gov)/170 * SOS\_[Systems](mailto:GSFC-DL-Code%20170%20SOS%20Team) Team/170 * [Rhonda McGrath](mailto:rhonda.f.mcgrath@nasa.gov)/201 | | | | | | | * [Jill Sharp](mailto:jill.e.sharp@nasa.gov)/201 * [Suzanne Sierra](mailto:suzanne.k.sierra@nasa.gov)/170 | | |
|  | | If the employee is retiring, a Retirement Letter must be completed. The Retirement Letter process takes several weeks/months to complete. Procurement Managers should begin gathering the employee’s personal achievement information upon learning of employee’s plan to retire. Please contact the Business Manager for assistance. | | | | | | | | | |
|  | | * Business Manager, [Rhonda McGrath](mailto:rhonda.f.mcgrath@nasa.gov), sends draft Retirement Letter template to Procurement Manager with a copy to Cindy Cherrix and 170 Division Admin Support for correspondence tracking. * Procurement Manager obtains specific personal achievement and career information from OHCM to personalize letter. * Business Manager sends finalized Retirement Letter to Cindy Cherrix and 170 Division Admin Support requesting final print and routing with copy to the Procurement Manager. | | | | | | | | | |
|  | |  | | | | | | | | |
| **EMPLOYEE:** | | | | | | | | | | | | |
|  | | Completes the [GSFC 17-26 GSFC Exit Clearance Record](https://forms.nasa.gov/rest/services/Internal/Processes/RenderXDP:1.0?AppName=GSFC_Code_110&FormNumber=GSFC17-26&Version=1.0) within 1 to 2 weeks prior to departure. | | | | | | | | | |