

**NCIRE Employee's Clearance
Return of NCIRE & SFVAMC Property**

| Name of Employee | Title | PI/Department | Effective Date of Separation |
|------------------|-------|---------------|------------------------------|
|------------------|-------|---------------|------------------------------|

Please return articles and take the following actions listed below before your scheduled exit interview with the NCIRE HR department.

| Departments/Staff Offices | Data, Intellectual Property Articles/Action | Clearance Official | Official Print Name/ Date of Return |
|---|--|--------------------------------|-------------------------------------|
| Police & Security Service Bldg 203, Rm GA 13 | Turn in Station ID badge | _____ Signature | Print Name and Date |
| IRMS - Bldg. 207, Rm. 107 Or R&D - Bldg. 210 | Terminate VHA 21 Domain, Exchange, Vista, Forum, Austin Accounts. Turn in laptops, other equipment. | _____ Signature | Print Name and Date |
| Engineering Service, Bldg 3 | Turn in Keys | _____ Signature | Print Name and Date |
| Research Service Department | Any and all data, research, and intellectual property | _____ PI Signature Required | Print Name and Date |
| PIV Badge Bldg. 2, Room 288 | Turn in PIV ID badge or sign that no badge was ever issued. | _____ Signature | Print Name and Date |
| Mission Bay Employees only | Turn in metal keys to Dr. Yoshikazu Uchida | _____ Signature | Print Name and Date |
| Mission Bay Security desk at 1700 Owens | Turn in Card Key | _____ Signature | Print Name and Date |

| FORWARDING ADDRESS (For year-end earnings statements) | | | |
|---|-------------------------|-------|----------|
| Street | City | State | Zip Code |
| Phone Number | Personal Email Address: | | |

Please return the original to the NCIRE HR department and retain a copy for your records.