

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.