Revision Date: 7/12/04

NWS Network User Account Clearance Form
Required for any employee leaving NWS

Name of Separating Employee: _____

☐ Contractor and/or Temporary Visitors
☐ Government Employee*****

(* Government employee leaving NOAA <u>must</u> attach this form to the CD-126 for Computer Clearance. The CD-126 will not be processed without this form)

Effective Date of Separation:

NETWORK USER ID - to be deleted upon employee's departure. Data stored by the departing employee on the enterprise file server will be treated as follows:

☐ Employee has removed all official government data from home directory and authorizes the directory to be removed**.**

☐ Employee understands and requests that the home directory and any remaining data be DELETED.

☐ Data is to be retained.
- ☐ Leave the Directory Name intact
- ☐ Directory is to be renamed to: _____

ELECTRONIC MAIL ID - to be deleted upon employee's departure - Data must be archived and/or disseminated PRIOR to the employees departure.

☐ Employee has cleaned out mailbox and authorizes DELETION.
☐ Employee waives the right to clean out mailbox and authorizes DELETION of mailbox and any existing data
☐ Employee is transferring within NOAA and mail will be migrated by new organization
Transferring to* Organization:_____
Duty Station: _____

****REQUIRED FOR ALL TRANSFERS***

_____ _____
Employee Signature/Date Supervisor Signature/Date

CIO USE ONLY

Network User ID deleted by _____ on_____
(Signature) (Date)
Mail Account deleted by _____ on_____
(Signature) (Date)