

Debriefing Checklist

NAME: _____ CLEARANCE: _____ DATE: _____

		YES	NO	N/A
DOCUMENTS	Have all documents released to you been checked in and are accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have any classified material in your possession?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Badges / and Access	Do/did you have a Courier ID Card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do/did you have any special access badges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do/did you have any government badges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Whom did you return them to? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do/did you have PKI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee	Do you understand that we will terminate your clearance on your last day? Security will cancel all of your Visit Authorization Letters. This means you will no longer be allowed access to any government office or military installation previously accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are you going to a company that will require a clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you understand that you are still responsible to protect any and all classified information? If you divulge any information, you can be prosecuted to the fullest extent of the law, as you agreed when you signed the Nondisclosure form (SF-312).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you understand that if you feel you are being recruited for espionage, you are to contact the nearest FBI office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	Are all combinations/ access controls changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all visit authorization letters canceled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has associate been separated from JPAS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Terminating Employee	Date	Facility Security Officer or Representative	Date