ACCOUNT **DEACTIVATION** FORM

National Marine Fisheries Service - Headquarters

INSTRUCTIONS FOR Office of Information Technology Coordinators (OITCs):

Initiate this form normally one week before the employee is scheduled for separation or immediately after the employee has left.

In Section I, please check the box of what type of account is being deactivated - an employee's account or a Function/Service account. Please then provide all of the separating employee's account information. Complete Section II, for what type of employee is separating and whether they are staying within NOAA, NMFS, or leaving permanently. In Section III, please note what accounts will need to be deleted and if any EDMS ownership permissions need to be reassigned. Complete Section IV if you are requesting the files of the separating employee to be backed up. Make sure that you note who you wish to have the data delivered to. **TO AVOID DELAYS IN ACCOUNT DEACTIVATION**, this form must be completed and signed by the OITC for your Office and submitted to the NMFS HQ Help Desk before the system accounts can be removed.

EFFECTIVE END DATE:

SECTION I . ACCOUNT INFORMATION

☐ EMPLOYEE ACCOUNT DEACTIVATION ☐ FUNCTION / SERVICE ACCOUNT DEACTIVATION

NAME OF ACCOUNT: FIRST NAME: LAST NAME: MIDDLE INITIAL:

ACCOUNT NAME: SUPERVISOR:

SECTION II. TYPE OF EMPLOYEE

☐ FTE (Full Time Employee - Includes Sea Grant and Students)

☐ CONTRACTOR

CONTRACTOR COMPANY: _____

☐ Other: _____

Separating Employee is:

☐ Leaving NOAA permanently? (Email Account will be deleted)

☐ Transferring to another NOAA Line Office? (Keep Email Active)

☐ Transferring within NMFS? (Keep Email Active)

SECTION III . TYPE OF ACCOUNTS.

☐ NETWORK
(Service Account)

☐ EMAIL and CALENDAR
*(Only if user is **NO LONGER** with **NOAA**)*
(Functional / Mailing List)

☐ VPN

☐ EDMS / DOCUSHARE

Reassign EDMS Data Ownership To:

_____

☐ OTHER: _____

☐ OTHER: _____

NOTES/
COMMENTS:

SECTION IV . EMPLOYEE FILES TO BE BACKED UP:

☐ BACK UP THE SEPERATING EMPLOYEE'S USER PROFILE (PC) TO CD/DVD AND DELIVER TO: _____

☐ BACK UP NETWORK FILES (H: Home Directory) TO CD/DVD AND DELIVER TO: _____

SECTION V . AUTHORIZATION AND APPROVAL (Form Must Be Signed For Account Processing)

OITC'S NAME: OITC'S SIGNATURE: _____ DATE: