

ON-BOARDING & RENEWAL
RESPONSIBILITY MATRIX

	Line Organization	Postdoc Office
Posting Job Ad	External	Internal
New Appointment & Renewal Paperwork	Completion and line management signatures	Final Approval and Offer
NASA/CCS Clearance	Submit in JPL On-Boarding System	Record approval dates
Badge Request & Renewal	Submit in JPL On-Boarding System	Record expiration date
Separation Clearance	Process separation to remove badge and computer access	Conduct Exit Interview