

**OSD/WHS
PERSONNEL OUT-PROCESSING CHECKLIST**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; DoDD 5105.53, Director of Administration and Management (DA&M); DoDD 5110.04, Washington Headquarters Services (WHS).

PRINCIPAL PURPOSE(S): Used for out-processing of civilian employees, experts, consultants, detailed IPA's, and military personnel, of Office of the Secretary of Defense and all other activities deriving Human Resources Directorate support from Washington Headquarters Services. Out-processing coordination on this form is required for certification of the return of government property and absence of any indebtedness to the government. Additionally, exit briefing coordinations are requested at the separating individual's duty station, Dept. of Defense General Counsel, Defense Facilities Directorate, Financial Management Directorate, and Human Resources Directorate are included as necessary and appropriate.

ROUTINE USE(S): The DoD Blanket Routine Uses found at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may also apply to these records.

DISCLOSURE: Voluntary. However, certifications, as provided on this form, that the individual has returned DoD property and satisfied obligations owed to the U.S. Government may expedite payment or payments to the individual.

1. EMPLOYEE NAME (<i>Last, First, Middle Initial</i>)		2. SERIES/GRADE/PAY BAND
3. ORGANIZATION	4. CHECKOUT DATE (YYYYMMDD)	5. REASON FOR DEPARTURE
6. NEW EMPLOYER/AGENCY/ACTIVITY	7. FORWARDING ADDRESS (<i>Include Zip Code</i>) (<i>Optional</i>)	
8. TELEPHONE NUMBER (<i>Include Area Code</i>) (<i>Optional</i>)		

CHECKLIST

Please use this checklist for the items below, for certification of the return of property, the absence of indebtedness, and for exit briefings.

A. ITEM	B. PRINT NAME/INITIAL/DATE
1. Duty Activity Clearance	
a. Administrative Officer (<i>respective employee's organization</i>)	Room:
(1) Security	
(2) Parking Permit (<i>if Pentagon</i>)	
(3) NCR Mass Transit Subsidy (<i>If transferring outside DoD, submit a withdrawal application. If transferring within DoD, submit a "change" application.</i>)	
(4) Notification to Defense Travel System (DTS) Administrator	
(5) Government Cards (<i>all Government travel cards to include travel, IMPAC, etc.</i>)	
(6) Organizational Metro Card Program	
(7) Property pass/hand receipt (<i>if needed for personal items</i>)	
(8) Settlement of SecDef Mess Bills	
(9) Return of assigned self-propelled vehicles (<i>if appropriate</i>)	
(10) Other inventory-related/accountable items returned	
(11) Complete Exit Survey (http://ice.disa.mil/whs/index.cfm?fa=card&sp=130579&i_type=i)	
b. Emergency Preparedness and Continuity of Operations (<i>EPC Administrator</i>)	Room:
(1) Remove employee from the alert and notification system	
(2) If identified as an ERG member, remove employee (civ, mil, ctr) from any continuity and emergency preparedness lists	
(3) Retrieve GETS/WPS cards; request deactivation	
c. Supervisor	Room:
(1) Timekeeper notification	
(2) Telephone password and voice mail message resets	
(3) Ensure access accounts are deactivated (<i>to include DCPDS access, DCIPS access, 419 access, 474 access, FMD access, auto reply for email, access for supervisor to retrieve email, and notification to Joint Information Technology Service Provider of the Pentagon (JITSPP) for deactivation of network account</i>)	
(4) Initiate change to any on-line subscriptions received by employee and funded by WHS	
(5) Personal equipment/property audit	
(6) Close-out of performance plan (<i>should be done well in advance of departure</i>)	
d. Information Technology (<i>Call WHS/JITSPP Service Desk at (703) 693-9600 for assistance</i>)	Room:
(1) Return of computer laptop, BlackBerry, iPhone, MobiKey, etc.	
(2) Deactivate network account (<i>to include user ID</i>)	
(3) Data directory cleanup	
(4) Remove address from organizational lists and global address list	
(5) Mailbox cleanup	

CHECKLIST (Continued)

A. ITEM	B. PRINT NAME/INITIAL/DATE
2. Office of General Counsel	
a. Standards of Conduct exit briefing <i>(call for appointment)</i>	
(1) DoD General Counsel: (703) 695-3422 - Pentagon, Room 3E783 (OSD employees only)	
(2) WHS/PFPA General Counsel: (703) 693-7374 - Pentagon, Room 2E1035 (WHS & PFPA only)	
3. Pentagon Library <i>(Bldg PLC2 across Corridor 8 bridge) (if materials checked out)</i>	
4. Human Resources Directorate	
a. Military Personnel Only - Pentagon: (703) 697-1886, Room 5E564	
(1) Field Military 201 File and Allied Records	
(2) Evaluations	
(3) Army Finance	
From (YYYYMMDD): _____ To (YYYYMMDD): _____	
b. Civilian Personnel Only	
(1) Learning & Development Division <i>(training agreements, college courses, etc.)</i> - contact the LDD Training Request Team	
(2) Benefits Branch <i>(for resignations only - retirements completed in advance of checkout)</i> - contact Benefits Branch	
(a) Verify that either resignation or retirement paperwork has been submitted	
(b) Refer to Benefits Branch regarding entitlements, if not already done	
(3) Component Customer Service Representative (CSR) - request separation code (P) in DCPCS	
(4) Office of Equal Employment Opportunity and Diversity (call for an appointment) (571) 372-0832	

VERIFICATION

1.a. EMPLOYEE SIGNATURE	b. DATE (YYYYMMDD)
2.a. ADMINISTRATIVE OFFICER SIGNATURE	b. DATE (YYYYMMDD)

USE THIS SPACE FOR ADDITIONAL REMARKS, IF NECESSARY.