

OSD/WHs PERSONNEL OUT-PROCESSING CHECKLIST

PRIVACY ADVISORY

When completed, this form contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended, and DoD 5400.11-R, DoD Privacy Program.

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

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 (YYYYMMDD), OR DIGITALLY SIGN
1. Duty Activity Clearance	
a. Administrative Officer (respective employee's organization)	Location:
(1) Component Security Manager signature (when SD Form 820 is completed)	
(2) Parking Permit	
(3) NCR Mass Transit Subsidy (If transferring outside DoD, submit a withdrawal application. If transferring within DoD, submit a "change" application.)	
(4) Notification to Travel System Administrator	
(5) Government Cards (all Government travel cards to include travel, IMPAC, etc.)	
(6) Organizational Metro Card Program	
(7) Property pass/hand receipt (if needed for personal items)	
(8) Settlement of SecDef Mess Bills	
(9) Return of assigned self-propelled vehicles (if appropriate)	
(10) Other inventory-related/accountable items returned	
(11) OSD Civilian, Contractors and Service Members (GS15/O5 and below) - Complete Form SD 822 (https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/sd/sd0822.pdf) and submit to organizational records manager. Senior Officials (SES/O6 & above) - Complete Form SD 821 (https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/sd/sd0821.pdf) and submit to organizational records manager.	
(12) Complete Exit Survey (https://ice.disa.mil/svy.cfm?OSDExitSurvey)	
b. Emergency Preparedness and Continuity of Operations (EPC Administrator)	Location:
(1) Remove employee from the alert and notification system	
(2) If identified as an ERG member, remove employee (civ, mil) from any continuity and emergency preparedness lists	
(3) Retrieve GETS/WPS cards; request deactivation	
c. Supervisor	Location:
(1) Timekeeper notification	
(2) Telephone password and voice mail message resets	
(3) Ensure access accounts are deactivated (to include DCPDS access, DCPS access, 419 access, 474 access, FMD access, auto reply for email, access for supervisor to retrieve email, and notification to Joint Service Provider (JSP) for deactivation of network account)	
(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 (should be done well in advance of departure)	
d. Information Technology (Call WHS/JSP Service Desk at (703) 571-4577 for assistance)	Location:
(1) Return of computer laptop, BlackBerry, iPhone, MobiKey, etc.	
(2) Deactivate network account (to include user ID)	
(3) Data directory cleanup	
(4) Remove address from organizational lists and global address list	

CHECKLIST (Continued)	
A. ITEM	B. PRINT NAME/INITIAL/DATE (YYYYMMDD), OR DIGITALLY SIGN
1. Duty Activity Clearance (continued)	
(5) Mailbox cleanup	
(6) Cellular phone passcode: _____	
2. Office of General Counsel	
a. Standards of Conduct Out Processing: (call for appointment / information)	
(1) DoD GC - SOCO: (703) 695-3422 - Pentagon, Room 3E783 (OSD employees only)	
(2) WHS/PFPA General Counsel: (703) 693-7374, osd.pentagon.ogc.list.whs-pfpa-ethics-program-mbx@mail.mil - Pentagon, Room 2E1035 (WHS & PFPA only)	
3. Pentagon Library (Bldg PLC2 across Corridor 8 bridge, 703-695-1992)	
4. Human Resources Directorate	
a. Civilian Personnel Only	
(1) Individual & Organizational Development Division (continuing service agreements, college courses not completed, upcoming training already paid for, etc.) – contact your organization's training coordinator	
(2) Benefits and Work-life Division (for all other separations except transfer actions - retirements completed in advance of checkout) - contact Benefits and Work-life Division: (703) 695-6493, whs.benefits@mail.mil	
(a) Verify that either separation 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 DCPS	
5. Office of Equal Employment Opportunity and Programs: (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.	