

**OSD/WHS SECURITY MANAGEMENT
OUT-PROCESSING CHECKLIST**

1. NAME OF EMPLOYEE: a. LAST		b. FIRST	
2. ORGANIZATION/OFFICE	3. (X one)		4. DEPARTURE DATE (YYYYMMDD)
	<input type="checkbox"/> CIVILIAN	<input type="checkbox"/> MILITARY	
	<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> OTHER	
5. ORGANIZATIONAL SECURITY MANAGER COMPLETING THIS CHECKLIST			
a. NAME (Last, First, Middle Initial)		b. TELEPHONE NUMBER	

CHECKLIST

(Do not list classified information on this checklist.)

(1) Requirement	(2) Initials/Date Completed
1. PERSONNEL SECURITY	
a. Employee debriefed - SF 312.	
b. Employee debriefed - SD 416 (forward to WHS Security Operations Division).	
c. Employee debriefed - SSO DIA	
d. Employee debriefed: <input type="checkbox"/> NATO <input type="checkbox"/> ATOMAL <input type="checkbox"/> CNWDI <input type="checkbox"/> SIOP	
e. Clearance (access) removed from appropriate database (e.g., JPAS).	
f. Visit Requests cancelled (collateral, SCI).	
2. CLASSIFIED MATERIAL	
a. Classified documents (material): <input type="checkbox"/> Inventory conducted <input type="checkbox"/> 100% of material accounted for	
b. COMSEC equipment (material): <input type="checkbox"/> Inventory conducted <input type="checkbox"/> 100% of material accounted for	
3. BADGING (Notify appropriate badge office if badge is not recovered.)	
a. Pentagon badge.	
b. Common Access Card (CAC).	
c. Other (describe):	
4. FACILITY ACCESS	
a. SCIF access removed.	
b. SAP facility access removed.	
c. Open Storage facility access removed.	
d. Combinations and/or access codes changed.	

CHECKLIST (Continued)

(1) Requirement	(2) Initials/Date Completed
5. PROPERTY RETURNED	
a. Controlled Unclassified Information (material).	
b. DD Form 2501 (Courier Card).	
c. SCI Courier Authorization Card.	
d. Kastle Security cards/fob/other.	

USE THIS SPACE FOR ADDITIONAL REMARKS, IF NEEDED.