

CESWG Employee Exit Checklist

NAME: (last, first, mi)	Organization Code	Date
-------------------------	-------------------	------

Field Office Personnel - The Resident/Project Office Engineer, or Chief Clerk, will conduct the exit interview for all Field Office personnel, and will forward the completed form to CESWD-HR for permanent retention.

Initials	Office
	CT - Procurement Integrity Certification
	CT - VISA IMPAC CARD
	EM - Remove Name from Emergency Team
	IM - Library
	IM - Records Holding
	IM - Audio Visual - Loaned Equipment
	IM - Automation & Communication - Cancel UPASS and Deactivate SMART Card
	IM - Automation & Communication - Equipment
	IM - Automation & Communication - Phone Card
	IM - Automation & Communication - Cancel LAN Password
	IM - Automation & Communication - Cell Phone
	IM - Automation & Communication - Pager
	LO - Keys & Garage Entry Card
	LO - Property Hand Receipts
	LO - CE ID Card
	OC - Ethics/Conflict of Interest Counseling (If leaving Federal Service)
	OC - Government Claims
	RM - Remove CEFMS Permissions
	RM - Travel Card
	RM - Leave Balance
	SL - Security Debriefing
	Employee has completed the Army Exit Survey (required) located at: http://www.cpol.army.mil/survey/exitsurvey/survey.html

Supervisor - Assure accountability of all property and room keys. For resignations and retirements, assure that RPA/SF-52 has been initiated and a forwarding address is included. A hard copy of any resignation RPA/SF-52 must be signed by the employee and forwarded to CESWD-HR.

Employee's Signature	Supervisor's Signature
----------------------	------------------------

Division/Office Chief's exit interview comments:

Division/Office Chief - Forward original to CESWD-HR for 2 year retention. Forward copy to CESWG-EO.

CESWG Employee Exit Checklist (reverse side)

HUMAN RESOURCES INFORMATION

Please contact the CESWD CPAC at 1-800-453-8907 if you have questions concerning Human Resources

Reinstatement/reemployment eligibility.

Lump sum payment of retirement deductions/deferred annuity.

Lump sum payment of annual leave (normally included with last regular pay).

The following forms will be mailed by the Civilian Personnel Operations Center (CPOC) to the address as given by you on the RPA/SF-52.

SF 50, Notification of Personnel Action

Unemployment Compensation

SF 8, Notice to Federal Employees about Unemployment Compensation

Conversion of Health Benefits

SF 2810, Notice of Change in Health Benefits Enrollment

Conversion of Life Insurance Coverage

SF 2819, Notice of Conversion Privilege or SF 2821, Agency Certification of Insurance Status