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## EXIT INTERVIEW

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Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Effective Exit Date: \_\_\_\_\_

- ( ) SF Form 52B submitted
- ( ) Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ( ) Employee was given opportunity to ask questions.
- ( ) Employee was given opportunity to make suggestions or suggest improvements on: personnel policies, regulations, supervisory activities, management employee relations, etc.
- ( ) **On-line Exit Interview Survey was completed by the employee**  
**<<http://cpol.army.mil/library/survey/exitsurvey>**

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### CLEARANCE

--- Activities - Circle Not Applicable" (NA) as appropriate ---

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	<u>Room No.</u>
<b>CESWT-RM</b>	<b>330</b>
( ) US Government Nat. Credit Card (Travel) ( Yes . No . NA ) Civil Works Acct.	
<b>CESWT-DD-SL (Mandatory)</b>	<b>340</b>
( ) Debriefing - required ( Yes . No )	
( ) Common Access Card returned ( Yes . No )	
( ) Civilian ID Card (DA Form 1602) returned ( Yes . No . NA )	
<b>CESWT-LO (Mandatory)</b>	<b>178</b>
( ) Hand receipt holder - All property accounted for.	
( ) Card Key returned ( Yes . No . NA )	
<b>CESWT-SO</b>	<b>184</b>
( ) Review and Copy Medical Files ( Yes . No . NA )	
<b>CESWT-IM (Mandatory)</b>	<b>110</b>
( ) Telephone Credit card returned ( Yes . No . NA )	
( ) LAN User ID removed ( Yes . No . NA )	
( ) Oracle User ID removed ( Yes . No . NA )	
( ) CEFMS SmartCard returned ( Yes . No . NA )	
<b>CESWT-DD-SA (Mandatory)</b>	<b>326</b>
( ) Visual Equipment returned ( Yes . No . NA )	
( ) Books & Library Materials returned ( Yes . No . NA )	
<b>CESWT-CT</b>	<b>350</b>
( ) Purchase Credit Card Returned ( Yes . No . NA )	
<b>CESWT-OC (Mandatory)</b>	<b>410</b>
( ) Debriefing - Post-Employment Restrictions (Interview Only Required When Leaving the Federal Government)	
( ) Procurement Integrity debriefing ( Yes . No . NA )	
<b>CESWT-PA</b>	<b>324</b>
( ) Retirement Register (TDR)	
<b>SUPERVISOR (Mandatory)</b>	
( ) Cell phone, pager, notebook, palm device, Exit Survey (Page 2)	

**Completed form will be forwarded to Admin. Officer      See Page 2 for more information**

Employee's Signature: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Name and Title: (Typed) \_\_\_\_\_

## HUMAN RESOURCES INFORMATION

The Supervisor must assure that a Request for Personnel Action (RPA) has been submitted for retirements, resignations and transfers outside Army. A forwarding address must be included on the RPA.

Please contact the SWD CPAC at 1-800-453-8907 if you have questions concerning Human Resources matters, including the following:

Reinstatement/reemployment eligibility.

Lump sum payment of retirement deductions/deferred annuity.

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

Sick leave (can be recredited upon reemployment, no lump sum payment).

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 Employee 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

Department of the Army, Office of the Assistant Secretary, Manpower and Reserve Affairs, has developed an exit survey to be completed by departing employees. Go to the website, fill in your responses and click on the "Submit Survey" button.

**<http://cpol.army.mil/library/survey/exitsurvey>**