

SWDO EXIT CHECKLIST

NAME	Last	First	MI
ORGANIZATION			
DATE			

Initials

	<p>SWD-IM, Information Management: Remove from computer systems; Cancel user IDs and passwords; Return phone calling card; Remove from telephone directory; Return library books; Return STU III keys; Clear cell phone/clear charges; Turn in CEFMS card; Turn in CAC card; Turn in laptop or other government-owned computer equipment; Turn in BlackBerry/PDA.</p>
	<p>SWD-RM, Resource Management Office: Turn in Government travel card. Clear with Customer Service Representative. Turn in Mass Transit Yearly Pass.</p>
	<p>SWD-SL, Security: DA Form 2962, Debriefing certificate signed (if employee has a security clearance).</p>
	<p>SWD-ZX: Turn in door keys and building entry card.</p>
	<p>SWD-PA, Public Affairs Office: Mandatory for retirees, others optional. Provide contact information (address, email, etc.) for news, notices, etc.</p>
	<p>SWD-LO, Logistics Office (Property Accountability): All hand receipt holders must transfer property accountability to another person before departure. Contact the Fort Worth District Property Book Officer at (817) 886-1004/1007 and arrange transfer of property at least 5 work days before departure; cancel parking privileges at (817) 886-1009.</p>
	<p>SWD-OC, Office of Counsel: Ethics/Conflict of interest counseling.</p>
	<p>Supervisor: Assure accountability of all property and assure door keys and ID card are turned in. Turn in any other government-issued credit cards. Ensure employee cleared through IM and turned in CAC card. For resignations and retirements assure that a 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. Send completed checklist and ID card to CESWD-HR.</p>

Please complete the DA Exit Survey at the following website:

<http://cpol.army.mil/survey/exitsurvey/survey.html>.

Employee's Signature

Supervisor's Signature

HUMAN RESOURCES INFORMATION

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 reccredited 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