

## SWF EXIT CHECKLIST

Name			Organization	Date
Last	First	MI		

Note: The Resident/Project Office Engineer or Chief Clerk will conduct the exit interview for all Field Office personnel and forward the form to the SWD CPAC (CESWD-HR, Room 2A14)

Initials	Office	Room
	SWF-IM-LSWF-IM-L, Library - Return library materials.	2C02
	SWF-LO, Transportation, Maintenance & Facilities Br. - Turn in controlled Keys (security & floor master). Cancel parking garage privileges.	2A03
	SWF-LG-S, Supply Br. - All property accounted for, designated hand receipt holders must transfer property to another employee.	2A03
	SWF-CT, Service & Supply Contracts Br.	2A19
	SWF-IM-SS, Calling cards, remove from telephone directory, return STU-III keys.	2C16
	SWF-OC, Office of Counsel - Ethics/conflict of interest counseling (If leaving Federal service).	2A08
	ACE-IT, Information Planning Group - Remove from computer systems	2C19
	SWF-SO, Safety and Occupational Health Office.	3A24
	SWF-EE, Equal Employment Opportunity Office - Complete EEO exit interview.	3A24
	SWF-PA, Public Affairs - Mandatory for retirees, otherwise optional.	3A24
	SWF-RM, Turn in government credit cards.	3A37
	SWF-RM-F, Receivables, Note: All travel settlement vouchers must be provided to supervisor. Clear outstanding debts, travel advances, and reports of survey. Mass Transit Benefit Program. Process Withdrawal Form and return any unused Fare Media.	3A37
	SWF-RM-F, Customer Service Representative - Payroll debts.	3A37
	SWF-RM-F, Revolving fund - Leave account transfers, within COE.	3A37
	SWF-RM-F, Turn in CEFMS card. Turn in CAC card.	3A37
	SWF-EM, Security- Sign DA Form 2962, Debriefing Certificate (If employee has a security clearance). Turn in building/garage access card.	3C08a
	Supervisor -Assure accountability of all property and room keys, and assure ID card is turned in. Obtain travel settlement vouchers for past 3 years. 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. Send completed checklist and ID card to CESWD-HR.	

\_\_\_\_\_  
 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 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

Beginning 1 April 2005, separated Army serviced employees will be able to contact the ABC-C by telephone and speak with a benefits counselor for a period of six months following their separation. Employees, who resign, retire, or transfer, may continue to contact the ABC-C telephonically using 1-877-276-9287. For the hearing impaired, the contact number is 1-877-276-9833. Assistance will be provided on benefits related issues pertaining to their separation and/or retirement transition.

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

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