

## NRCS EMPLOYEE SEPARATION CHECKLIST

Employee Name: \_\_\_\_\_

Signature Verifying Completion: \_\_\_\_\_

Supervisor /POC Name and Phone: \_\_\_\_\_

Duty Location: \_\_\_\_\_

Date of Separation: \_\_\_\_\_

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**SEPARATION COORDINATORS:** Mark all applications that apply and sign off in the appropriate category to ensure that the separating employee has returned equipment, programs and accounts have been disabled or that indebtedness has been addressed.

### (ISSPOC)

**ITS Access:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Workstation

\_\_\_ Special

\_\_\_ Domain

\_\_\_ Laptop

\_\_\_ Hardware/Software

\_\_\_ Local User

\_\_\_ Printer

\_\_\_ Documentation

\_\_\_ Outlook UGs Updated

\_\_\_ E-mail

**ITS (Elevated Access):** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Secure Remote/Firewall Certificate

\_\_\_ Super User/Admin/Root

\_\_\_ Database

### (DCCACC-HR)

**Departmental Computer Center Access:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ NITC

\_\_\_ NFC

### (State GIS/Coordinator)

**NRCS Application Access:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ WebTrends

\_\_\_ Customer Service Toolkit

\_\_\_ WebMaster/Web Author

\_\_\_ CodeBeamer

\_\_\_ Affiliates Application

\_\_\_ Sharepoint

\_\_\_ SCIMS

Name of Site: \_\_\_\_\_

\_\_\_ ProTracks/Fund Manager

\_\_\_ Other: \_\_\_\_\_

### (DCCACC-HR)

**Other Access:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ eAuthentication  
(Non-Federal Only)

\_\_\_ FFIS ID/password

### (HR)

**Telecommuting/Work at home :** \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_ DSL/Network Service

\_\_\_ Government Furniture

\_\_\_ Remote Laptop

\_\_\_ Special Software

\_\_\_ Remote Phone Line

\_\_\_ Remote Printer

\_\_\_ Special Hardware

\_\_\_ Remote Fax Line

\_\_\_ Remote Fax

\_\_\_ Other

**Telecom Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

___ Disable Phone	___ Blackberry/Accessories	___ Calling card
___ Disable Voice Mail	___ PDA/Accessories	___ Instant Meeting(Conf Call)
___ Cell Phone/Accessories	___ Broad Band Card	___ GETS Card

**Financial Mgmt Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

___ Fleet Credit Card	___ CPAIS	___ Outstanding Travel Balance
___ Central Supply Card	___ Purchase Card (PCMS)	___ Relocation Outstanding
___ GSAXcess	___ Travel Card	___ Last Timesheet Submitted

**Human Resources Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

___ Transit Benefits Return	___ Other Indebtedness	___ Performance File Close out
___ SLR Service Agreement	___ Post Employment Restriction	___ SF-52 Initiated
___ Recruit Service Agreement	___ Civil Rights Exit Interview	
___ Other Service Agreement	___ National Security Debrief	

**(Supervisor, collect applicable items and return highlighted items to HR)**

**Facility:** \_\_\_\_\_ **Date:** \_\_\_\_\_

___ <b>Badge/ HS-PD12 Card</b>	___ Parking Permit	
___ Key (Room & Shelf/Drawer)	___ <b>Purchase Card (PCMS)</b>	___ <b>Other</b> _____
	___ <b>Travel Card</b>	

**Records Management:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Security Clearance Exit interview was signed:** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**Employees Only: (Not contractors, partners or volunteers)**

Complete web based exit survey (<https://www.surveymonkey.com/s/MCW6WKD>)

Initial when complete \_\_\_\_\_

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Completed form is to be returned to the supervisor or contract officer

- **Supervisor** to route employees forms to Human Resources
- **Contract Officer** to route non-employee forms to Information Systems Security Point of Contract

**FAILURE TO COMPLETE THIS FORM PRIOR TO SEPARATION MAY DELAY FINAL SALARY PAYMENT.**