DAU – SOUTH REGION
OUT-PROCESSING CHECKLIST

EMPLOYEE FULL NAME _____ SSN# _____

DEPARTMENT: _____ EFFECTIVE DATE: _____

REASON FOR ACTION: _____

A performance rating has been completed for the departing employee.

Annual Rating: _____ Special outside 120 day: _____

Reason: _____ **DEPARTMENT CHAIR SIGNATURE**: _____

1. **COMMUNICATIONS & INFO SECURITY (Don Clark, 722-1035**) _____ _____
   a. Phone Card: _____
   b. Desk Phone Cleared: _____ (Password = Current 7 digit telephone number)
   c. Email: _____
   d. Network Access (Local & DAU): _____

2. **BADGE CARD (Don Clark, 722-1035)** _____ _____

3. **CAC CARD** _____ _____

4. **BUDGET / DSPS / PAYROLL** _____ _____

5. **PERSONNEL ADMIN** _____ _____
   a. Supplies _____
   b. Key Control _____

6. **PROPERTY ITEMS (Don Clark, 722-1035)** _____ _____

7. **TRAVEL / DTC/ Org Chart (Allen Lawson, 722-1075)** _____ _____
   Inactive Date for Travel Card _____

8. **AUTOMOBILE DECAL (Provost Marshall, Gray Road)** _____ _____
   (Leaving the government permanently)

9. **TIMECARD / eMTS** _____ _____

10. **EXIT INTERVIEW (optional – see Bennie)** _____ _____

FORWARDING ADDRESS:

TELEPHONE: