

EOTA – Business Form



Document Title:

Departing Employee Checklist

Document Number:

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Parent Document:
MGTP-002, Skill Set / Training Process

Approver(s):

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Notify of Changes:
EOTA Managers

Referenced Document(s):
N/A

Revision History:

Rev.	Description of Change
A	Initial Release
08_0411	Added MIS Gateway profile removal/edit
09_0210	Added DOE Form 5631.29 (Clearance Termination)
09_0330	Added Access Authorization Termination Briefing (copyright 2004) video to checklist.
10_0415	Modified to include additional checklist items and to clarify specific items.
10_0608	Added cancellation of Entrust account (if issued).
10_0716	Added COOP POC contact and return of DBIDS Card for deactivation.
11_0215	Added location of DOE Form 5631.29
11_0620	Added turn over / reassign courses / projects

Departing Employee Checklist

Employee Name:	Date of Hire:
	Date of Termination:

√	Activity	Person Responsible	Date Completed
	Administrative		
	Organizational Chart Revision		
	Update Phone Lists/Charts/Distribution Lists		
	Collect all Assigned Keys (Office/Building/Desk/etc.)		
	Employee Signed Termination Papers or Resignation letter		
	Collect all EOTA assigned Equipment		
	Update EOTA Equipment assignment in Property Database		
	Check Admin Files for Temporarily Assigned Equipment		
	Check Server Room Sign Out for Temporarily Assigned Equipment		
	Contact the Public Key Infrastructure Support Services (PKISS) authorities to deactivate departing employee's Entrust account (if applicable)		
	Security		
	DOE Badge Return		
	DBIDS Card Return (if issued) – Route to KAFB for deactivation		
	EOTA Suite Door Lock code deactivated		
	IT		
	Coordinate moving EOTA items from C: drive (if applicable)		
	Cancel E-mail & Password Accounts		
	Q-Pulse Account De-activation		
	Cancel Voice Mail Account		
	Manager		
	Accept/Process Resignation Letter		
	Skill Set Model - Update		
	Process Ownership Transfers		
	Identify courses/projects; review files/records and document solid turnover		
	Terminate Clearance; complete DOE Form 5631.29 only with departing employees possessing an active Q or L Security Clearance. (Form located at J://New or Departing Employee Files//Forms)		
	Employee must view Access Authorization Termination Briefing video (at EOTA or Service Center)		
	Contractor checkout sheet (if applicable)		
	Notify the COOP accountability POC to remove from contact list. Current POC - Yvonne.Jackson@nnsa.doe.gov		
	Federal Management Team (FMT)		
	Update Federal Sponsorship in DOE Identity Management Database		
	Contractor Human Resources Dept		
	COBRA		
	Expense Reports – Confirm Completion/Disbursement		
	Paycheck – Final Check/Leave Calculation		