



Reemployed Annuitant (WAE) Program Out-Processing Checklist

Checkout List for Departing Reemployed Annuitants (WAE)

PURPOSE: *The purpose of this checklist is to provide procedures to facilitate the timely notification of departure and removal of logical access to DoS information systems from personnel employed under the Reemployed Annuitant (WAE) Program. The checklist must be completed and submitted to your Bureau Coordinator prior to your last day. Failure to submit a completed out-processing checklist may preclude you from future consideration as a Reemployed Annuitant (WAE).*

NAME: _____

OFFICE: _____

BUILDING PASS NUMBER (BADGE NUMBER): _____

EFFECTIVE DATE OF SEPARATION: _____

Last Day in Office: _____

Forwarding Address: _____

Email: _____

NOTIFY (VIA EMAIL) THE FOLLOWING OFFICES/INDIVIDUALS OF INTENDED SEPARATION:

- Bureau Coordinator
- Retirement Accounts Division (RAD) at payhelp@state.gov

PRIOR TO DEPARTURE: Obtain signatures after the completion of each section.
Return completed form with all signatures to your Bureau Coordinator.

IMMEDIATE SUPERVISOR

_____ Return all government files, documents, reports to appropriate officials and inventoried personal and non-record materials with supervisor.

_____ Notify timekeeper of leave plans prior to departure and actual departure date.

_____ SCI and/or Crypto Debrief, if applicable.

_____ ***Submit Transit Subsidy changes through eTransit prior to check-out, if applicable.***

Supervisor's Signature _____

EMPLOYEE SERVICES CENTER (1st floor, Room 1252 HST or 202-647-3432)

_____ Contact (or visit in-person) the Employee Service Center to check-out prior to separation.

Employee Services Center Signature _____

ADMINISTRATIVE SERVICES DIVISION

- _____ Return all materials/equipment loaned (e.g., pager, cell phone, calling card, recorder, etc.).
- _____ Return individual parking permit, if applicable.
- _____ Return Chemical Mask.
- _____ Return official or diplomatic passport, if applicable.
- _____ Submit current Audix password on your phone. **AUDIX PASSWORD** _____
- _____ Notify Principal Security Officer of departure (if serving as Unit Security Officer or alternate).
- _____ Take appropriate action to remove access from Offices.

Administrative Representative Signature _____

BUDGET DIVISION

- _____ File all pending travel vouchers, if applicable.
- _____ Satisfy all outstanding debts or make them a matter of official record.
- _____ Return U.S. government-issued credit card, if applicable.

Budget Representative Signature _____

INFORMATION SERVICES DIVISION

- _____ Return all materials/equipment loaned (e.g., laptop, fob, flash drives, etc.).
- _____ Clear all unclassified/classified e-mail.
- _____ Notify IT Service Center of departure and request that they clear transfer accounts, clear passwords, remove your name from the GAL, and/or deactivate account.
- _____ Notify the Principal Property Security Officer of departure (if serving as Area Custodial Officer or alternate).

ISO Representative Signature _____

HUMAN RESOURCES DIVISION

- _____ File financial disclosure Forms (if senior officer permanently leaving agency).
- _____ Complete Employee Separation Statement (OF-109), if applicable.
- _____ Complete Fiscal Clearance for Final Salary Payment (DS-8), if applicable.
- _____ Provide separation information (TCC, TSP Withdrawal, etc.), if applicable.
- _____ Health coverage (if going to an overseas post).
- _____ Return Department of State identification badge.
- _____ Confirm changes have been made through eTransit.

HR Representative Signature _____

UPON COMPLETION ----- Employees MUST hand-carry or email completed form with all signatures to their Bureau Coordinator