



## OUT-PROCESSING FOR INDIVIDUALS: SUPERVISOR PROCEDURES

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### Procedures for the Supervisor

When an individual separates from the Military Authority, there are certain procedures that must be completed by both the supervisor and the individual. Please follow these guidelines to ensure compliance with policies.

In addition to using this checklist for separations from the Military Authority, supervisors are encouraged to use this Out-Processing Checklist for items that also apply to internal transfers from one Military Authority department to another. See items indicated with *Internal Transfer*.

### Upon Notification of Upcoming Separation:

1. In cases of resignation, please obtain a letter of resignation from the individual. This letter must state the individual's last day of employment and the reason for the resignation. If retiring, letter must include how unused leave will be used.
2. Ensure that the Office of Human Resources is notified immediately (via phone call or email – contact 304-561-6314 or [deborah.s.taylor28.nfg@mail.mil](mailto:deborah.s.taylor28.nfg@mail.mil)) upon receipt of the resignation letter. The letter of resignation must be forwarded to the Office of Human Resources. (Form 11 from supervisor not required)
3. Give the individual a copy of the Out-processing of Individuals: Individual Separation Checklist (Checklist).
4. Prior to the date of the individual's departure from the Military Authority, the supervisor will meet with the individual to discuss and complete the Checklist, outlining the individual's obligations before leaving the Military Authority.

Please consult with the Office of Human Resources before separating an individual for cause. All involuntary separations must be authorized by the Adjutant General.

5. Take some time to meet with the individual and get feedback about his/her work experience at Military Authority. This may provide you with useful information for future individuals.
6. Ask the individual to contact the Office of Human Resources to schedule an opportunity to complete an exit interview.
7. Once all obligations have been satisfied, both the supervisor and the individual must sign the Out-processing of Individuals: Individual Separation Checklist. The supervisor must send the original document to the Office of Human Resources within 24 hours of the individual's departure from the Military Authority; the supervisor must keep a copy of this document.



## OUT-PROCESSING OF INDIVIDUALS: INDIVIDUAL SEPARATION CHECKLIST

**Send the completed checklist to the Office of Human Resources within 24 hours after the individual's last day of employment.**

### I. Individual Information

Individual's Name: \_\_\_\_\_ OASIS ID: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
 Last Date at Work Location: \_\_\_\_\_ Category: Pick one...  
 Mail.mil Email: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

### II. Out-processing Checklist

Item to collect, discuss, or remove access: Assess all items for individuals who are separating from the Military Authority; assess only items marked Internal Transfer for individuals who are transferring from one Military Authority department to another.			Supervisor's initials: (Initials or N/A required for each item)	Date:	Contact for more information:
Resignation Letter:		In cases of resignation, please obtain a letter of resignation from the individual. This letter must state the individual's last day of employment and the reason for the resignation. If retiring, letter must include how unused leave will be used.			HR/Payroll – x6314
Resignation Letter:		Resignation letter sent to HR/Payroll.			HR/Payroll – x6314
Final Timesheet Approval:	Internal Transfer	Individual's final timesheet (if appropriate) is approved in Kronos; contact Payroll if there are questions.			HR/Payroll – x6747
Benefits:		An Individual with State benefits has been instructed to contact the Benefits' Coordinator.			Benefits Coordinator (Travis Stone)– x6304
P Card:	Internal Transfer	Turn in a P Card to Finance. (If applicable).			Finance- x6303
Voice Mail Password:	Internal Transfer	Have the individual share his / her Voice Mail Password with the Supervisor.			Supervisor
Equipment/ Cell Phone/ Computer/iPad/ Radio/etc.:	Internal Transfer	Return any Military Authority property to the appropriate office.			Supervisor
Manuals/Books:		Any Military Authority owned manuals or books must be returned.			Supervisor
Keys/ Proximity Cards:	Internal Transfer	The Individual must turn in all Military Authority keys/proximity card to supervisor or Construction & Facilities Management Office representative.			Supervisor or x6453
ID Card:		The Supervisor must collect the individual's CAC card and send it to the ID Card Section. Notify J-2 of employment status.			Supervisor J-2- x6610
Address:		The individual must provide a forwarding address to the Payroll/ HR.			HR/Payroll x6313
Uniforms:	Internal Transfer	Uniforms that were issued to the individual must be returned.			Supervisor

Please contact the Human Resources if you have any questions (304-561-6313).

Exit Interview:		The Office of Human Resources will contact the individual to schedule an Exit Interview.			HR/Payroll – x6313
Interview with Supervisor:	Internal Transfer	The individual is encouraged to take some time to give feedback to his / her supervisor about the work experiences at the Military Authority. This provides useful information for the supervisor and the Military Authority on what improvements can be made in the future.			Supervisor
System / Email Accounts:	Internal Transfer for specific system access	Access to electronic accounts is terminated within 24 hours of the individual's departure.			Help Desk – x6600 HR- x6313
Base Access:		Notify security of employment status.			304-341-6227

**III. Individual / Supervisor Signatures**

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***Signatures above certify completion of all out-processing procedures/notifications required by the Office of Human Resources. Return this form to the Office of Human Resources no later than 24 hours after the individual's last day at the Military Authority.***