



DEPARTMENT OF THE MILITARY (DOTM)

HR Termination Packet Checklist

The purpose of this form is to structurally exit an employee from the agency. Complete all fields below and attach to their exit documents. **Schedule an interview time with the employee prior to their departure to complete this packet, then forward all documents to the Human Resource office for processing.**

Date _____

Position Number: _____ AASIS Personnel Number: _____

Position Title: _____

Unit: _____

Termed Employee Name: _____

Supervisor Name: _____ AASIS Personnel Number _____

Hire Date: _____

Effective Termination Date _____ Circle: Voluntary or Involuntary or Retired

Please check off all applicable forms, ensuring they are included in the termination packet for the above position:

_____ Signed Termination Letter

_____ Resignation/Retirement Letter (if applicable)

_____ Inventory Property Checklist (AMD Form 1001)

_____ Exit Survey (optional) (AMD Form 1005)

_____ All Property Returned, ID, Badge, Phone, Laptop, Keys, FOB, CAC Card etc.

_____ Exit Interview Completed

Notes/Comments: _____

Hiring Supervisor _____

Date _____

HR Analyst _____

Date _____

DOTM HR Administrator: _____

Date _____

DOTM HR Director: _____

Date _____