



## DEPARTMENT OF MILITARY (DOM) HR Termination 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 with the employee prior to their departure to complete their exit packet, then forward all completed documents to the Human Resource office for processing.

Date \_\_\_\_\_

### Exiting Employee

First Name \_\_\_\_\_ Employee Last Name \_\_\_\_\_ AASIS Personnel # \_\_\_\_\_

Position Title \_\_\_\_\_ Unit \_\_\_\_\_ Full-time Position? Yes  No

Hire Date \_\_\_\_\_ Effective AASIS Termination Date \_\_\_\_\_

### Supervisor

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Federal Employee? Yes  No

AASIS # \_\_\_\_\_

Type of Termination

**Voluntary**

**Involuntary**

**Retired**

**Check off all applicable boxes, ensuring they are included in the termination packet for the above employee:**

- Signed Termination Letter [Termination Letter Involuntary or Retirement \(only\)](#)
- Resignation/Retirement Letter Date Received \_\_\_\_\_.
- Inventory Property Checklist [INVENTORY PROPERTY CHECKLIST](#)
- All Property Returned, ID, Phone, Laptop, Keys, Key Fob Exit
- Survey (optional) [Exit Survey](#)
- Exit Interview Completed Date \_\_\_\_\_ Time \_\_\_\_\_.

**Notes/Comments:**

Supervisor Printed Name \_\_\_\_\_ Date \_\_\_\_\_

HR Analyst: Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Military Asst. HR Administrator \_\_\_\_\_ Date \_\_\_\_\_

DOTM Chief of HR \_\_\_\_\_ Date \_\_\_\_\_