



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 _____