



## 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](mailto:payhelp@state.gov)

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

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### 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** \_\_\_\_\_

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**EMPLOYEE SERVICES CENTER (1<sup>st</sup> 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** \_\_\_\_\_

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**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** \_\_\_\_\_

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**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** \_\_\_\_\_

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**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** \_\_\_\_\_

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**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** \_\_\_\_\_

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