

United States Coast Guard Employee Check-Out Sheet

This worksheet serves as a recordkeeping tool for actions and/or items you must take as a departing employee. Communicate with your immediate supervisor and CG Human Resources to ensure timely completion of all required actions and/or items on this worksheet.

Employee Name: _____ Departure Date: _____

Supervisor: Name/Phone: _____ CG Office: _____

HR Representative Name/Phone: _____

Date Completed	Items To Be Completed
Campus Security	
	Have you checked out with Base NCR CSS? Located at 1D19, Monday through Friday, 0700-1430. No appointment required. You will receive all your required security briefings (required for all employees), surrender your CAC, any SIPR tokens, courier cards, keys, etc.
Access/Records	
	Have you removed yourself from email distribution groups and shared mailboxes? Typically, your office handles your computer account setup. However, be proactive and work with your office to ensure these actions have been completed. If necessary, contact CGFIXIT at: 1-855-243-4948.
	Have your permissions been removed from CG Portal and any servers? Typically, your office handles this action. However, be proactive and work with your office to ensure this action has been completed. If necessary, contact CGFIXIT at 1-855-243-4948.
	Have you transferred your files and records to your Supervisor and/or replacement? Work with your office to ensure this action has been completed. If necessary, contact CGFIXIT at 1-855-243-4948.
	Have you surrendered your Government-Furnished Equipment (GFE)? Return all GFE, including keys, cell phones and external hard drives, to either your Supervisor or your department's property manager.
	Have you deactivated your computer account? Ensure that you or someone from your department deactivates your computer account. Contact CGFIXIT at 1-855-243-4948 or submit a help ticket to complete this task.
	Have you transferred (mailed) or retrieved your medical records? Contact the Base NCR Clinic for assistance at 202-372-4100.
Misc.	
	Have you returned your Parking Permit, if applicable? If you were given an approved campus Parking Permit, return it to either your Supervisor, the Base NCR Campus Safety and Security office (1D19), or the DHS Parking Program Office (upper campus).
	Have you cleared out your gym locker? Ensure you have cleared out any personal items from the gym locker room.
	Have you picked up any remaining dry cleaning? Don't forget to collect any clothing you may have dropped off at the dry cleaners before departing.

For additional Human Resources representatives, visit the "Contact Us" site: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Contact-CG-121/>

For up-to-date information on Human Resources topics, visit the Coast Guard Office of Civilian Personnel site: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/>