

**Army Guard  
HRO  
TECHNICIAN "OUT" PROCESSING**

Name \_\_\_\_\_ Date \_\_\_\_\_

SSAN \_\_\_\_\_ Hm Phone \_\_\_\_\_ Duty Phone \_\_\_\_\_

Initials required by office indicated. Return completed checklist to HRO.

**USP&FO**

	Turn-in your government travel card to Travel Card Coordinator.
	Clear with DTS Coordinator-outstanding travel vouchers.

**G6**

	Clear Hand Receipt with resource manager.
	Remove from telephone directory.
	Request deactivation of network account and removal from Email system.
	Request deletion of voicemail account.
	Request cancellation of long distance access code.
	Turn in Admin CAC if you possess one.

**G3/5/7**

	De-activate electronic building access from CAC.
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**Employees Supervisor**

	Turn keys in to your supervisor.
	Close out Performance Appraisal completed.
	Clear Hand Receipts with unit supply.

**Occupational Health**

	Medical Screening – You are required to have an out processing medical health screening. Contact Occupational Health Nurse, (801) 432-4456.
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**HRO – (Employee to initial each block).**

	<b>LEAVE</b> – You will receive an automatic cash payment for unused annual leave. The lump sum should be included in your final paycheck, however failure to complete a successful out briefing could seriously impact payment of this unused leave. No payment is made for unused sick leave. However, it will be re-instated if you go to work for another federal agency.
	<b>FEHB</b> – Health Insurance – Your health insurance terminates the last day of the pay period, with a 31-day temporary extension of coverage (J TQ'y km'eqo r rvg" the SF 2810 to terminate FEHB). Conversion privilege remains during the 31-day period. If you choose to take Temporary Continuation Coverage (TCC) the

	employee must pay his share, plus the government share, plus 2% administrative fee. Total premium is 102%
	<b>FEGLI</b> – Life Insurance – Life insurance terminates the last day of the pay period in which you are separated with a 31-day extension of coverage. There is a conversion privilege during the 31-day extension (SF 2819 available through ABC-C, 1-877-276-9287). You pay the total premium.

**HRO – (Employee to initial each block).**

	<b>RETIREMENT – FERS</b> – You may withdraw your FERS retirement in a cash refund, but once it is refunded to you it can never be repaid to your retirement fund, even if you are reemployed in a civil service position at a later date. If you return to government service, you must start your retirement fund over again. Service credit begins at day one and no credit is give for past employment. If you leave your retirement funds in the FERS account, you can still receive a deferred annuity when you reach retirement age. (SF 3106 available through OPM.GOV).
	<b>Flexible Spending Account</b> – Any unused funds will be forfeited.
	<b>RETIREMENT – CSRS</b> - You may request a refund of your CSRS retirement funds, or you can wait to receive an annuity at age 62 if you have 5 or more years of service.
	<b>SOCIAL SECURITY</b> – Social security (7.65%) is a continuous, on-going deduction. It is not refundable and will be deducted from your wages for any position you hold, either in civil service or private sector. It will be available to you when you reach retirement age.
	<b>IF ACCEPTING AN AGR/ADOS POSITION</b> – You must resign from your Federal Technician position. USERRA provisions apply in this situation (5 years to return to the technician workforce).

**THRIFT SAVINGS PLAN (TSP) – there are 3 options available to you.**

	1. Leave the funds in your account where they will gain interest until you reach retirement age.
	2. Transfer funds into an IRA, 401K or similar retirement account. In this case there will be no taxes or penalties. Your financial institution (bank, credit union, etc.) must complete the appropriate TSP form to transfer these funds.
	3. Withdraw the funds and pay appropriate taxes and penalties. Please read all enclosed information regarding early withdrawal of your account.

If you have any questions please call HRO at (801) 432-4219.