



DCMA Manual 4201-12

Out-Processing and Transfers

**Office of Primary
Responsibility**

Talent Management Capability

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," identifies processes and assigns responsibility for Out-Processing and Transfers.

SUMMARY OF CHANGES

The Manual has substantive changes. The following identifies the most notable:

- Updated Paragraph 2.4
- Updated Paragraph 2.5
- Updated Paragraph 2.14., by adding reference to number of days supervisors have to enter an Internal Web Access Management Delete Action for separated personnel
- Updated Paragraph 2.14., by adding reference to number of working days for uploading completed Out-Processing Checklists to the DCMA 360 site
- Updated paragraph 3.a.(7)
- Updated paragraph 3.a.(28)
- Updated Paragraph 3.a.(29)
- Changed Army Servicing Team references to servicing Human Resources Office
- Changed Human Capital references to Total Force

TABLE OF CONTENTS

SUMMARY OF CHANGES	2
SECTION 1: GENERALISSUANCE INFORMATION	4
1.1. Applicability	4
1.2. Policy	4
SECTION 2: RESPONSIBILITIES	5
2.1. Director, DCMA.	5
2.2. Components Heads and Contract Management Office Commanders/Directors	5
2.3. Executive Director, Finance andBusiness Operations.....	5
2.4. Executive Director, Total Force.....	5
2.5. Executive Director, Information Technology and Chief Information Officer	6
2.6. Office of General Counsel.....	6
2.7. Executive Director, Technical Directorate	6
2.8. Director, Security	7
2.9. Director, Total Force Military Personnel Division	7
2.10. Executive Director, Contracts	7
2.11. Human Resources Office	7
2.12. Commander, DCMA International.....	7
2.13. Mission Support Office Chief or Administrative Designee for Offices without a Mission Support Office Chief.....	8
2.14. Managers and Supervisors	8
2.15. Employees.....	9
SECTION 3: OUT-PROCESSING AND TRANSFERS	10
3.1. Purpose.....	10
3.2. Delegation of Authority	10
3.3. Procedures	10
3.4. Maintenance and Uploading of Checklist	20
GLOSSARY	21
G.1. Definitions.....	21
G.2. Acronyms	22
REFERENCES	24

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA employees, mission partners, and contractors.

1.2. POLICY. It is DCMA policy to:

- a. Ensure out-processing and transferring coordination is completed, certify the return of government property and the tracking of any indebtedness to the government.
- b. Ensure proper management of the separation and transition of employees is conducted.
- c. Follow DoD and DCMA security guidance to safeguard against unauthorized access to government information systems, information facilities, and operations.
- d. Execute this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The DCMA Director will:

- a. Ensure out-processing, transferring, and separation procedures are in place through this issuance.
- b. Assign processes and procedures to implement out-processing, transferring, and separation programs to appropriate Component Heads.
- c. Mandate accountability to management and workforce in execution of Manual procedures.

2.2. COMPONENT HEADS AND CONTRACT MANAGEMENT OFFICE

COMMANDERS/DIRECTORS. The Component Heads and Contract Management Office (CMO) Commanders/Directors will:

- a. Ensure that all activities required for orderly out-processing and transferring of employees are performed in accordance with (IAW) this Manual.
- b. Support the out-processing and transferring process through management emphasis, and by ensuring adequate primary and alternate personnel are identified to accomplish the tasks identified in this Manual.

2.3. EXECUTIVE DIRECTOR, FINANCE AND BUSINESS OPERATIONS. The Finance and Business Operations Executive Director will:

- a. Ensure payroll operations processes are established and executed to support out-processing and transferring of employees.
- b. Ensure Defense Agencies Initiative (DAI) processes are established and executed to support out-processing and transferring employees. Procedures are documented in DCMA Manual (DCMA-MAN) 4301-05, Volume 9, "Financial Systems and Interfaces: DAI User Management."
- c. Ensure Government Travel Charge Card (GTCC) and Funds Certifier Appointments Program are managed to support Manual procedures.

2.4. EXECUTIVE DIRECTOR, TOTAL FORCE. The Executive Director, Total Force (TF) will:

- a. Provide human resource (HR) advisory support to departing employees and supervisors.
- b. Publish the Accessions and Separations report on a bi-weekly basis on DCMA-360, and allow appropriate access to the data to all out-processing points of contact (POC).
- c. Facilitate the HR systems and automated tools clearing process.

d. Provide program policy guidance and periodically evaluate program for compliance and effectiveness.

e. Ensure departing Agency senior officials have confirmed completion of DCMA Form 4501-04-06, "Component RM Checklist for Processing the Departure of Senior Officials," as part of the Agency's out-processing procedures outlined in this Manual.

f. Promptly notify DCMA's Deputy Designated Agency Ethics Official (DDAEO) or designee of terminations of employees in positions that require incumbents to file public financial disclosure reports, with the notification occurring prior to termination whenever practicable but in no case occurring more than 15 days after termination.

2.5. EXECUTIVE DIRECTOR, INFORMATION TECHNOLOGY AND CHIEF INFORMATION OFFICER. The Information Technology (IT) Executive Director and Chief Information Officer is responsible for establishing policies and procedures that:

a. Ensure IT equipment has been received and accounted for by following internal IT guidelines.

b. Issue hand receipts to the employee or supervisor for returned equipment.

c. Maintain employee's work records, if properly requested by General Counsel (GC) for a litigation hold requirement, or other authorized purpose, which include personal storage tables and digital assets. Ensure records management duties are performed for the maintenance of necessary records per DCMA records retention policy.

d. Process systems access terminations for out-processing requests based on Agency System of Record for Internal Web Access Management (IWAM) requests in a timely manner.

e. Update or terminate systems access for transferring upon the appropriate IWAM request or DoD Form (DD Form) 2875, "Systems Access Authorization Request (SAAR)."

f. Ensure returned IT assets are accessible.

g. Once a supervisor deletes an account in IWAM, IT removes application level access within 3 business days of the IWAM delete action.

2.6. OFFICE OF GENERAL COUNSEL. The GC will:

a. Provide counseling to military personnel and civilian employees departing federal service.

b. Determine whether the departing employee possesses records that are subject to litigation hold and notify IT.

c. The local GC attorney will sign off on the Out-Processing Checklist.

2.7. EXECUTIVE DIRECTOR, TECHNICAL DIRECTORATE. The Technical Executive Director will ensure the Safety and Occupational Health Division clears employees in a Civilian

Readiness Force (CRF) position or in a Medical Surveillance Program (MSP).

2.8. DIRECTOR, SECURITY. The Security Director (or designated representative) will:

- a. Publish policies, processes and procedures necessary to support DCMA operations in the effective and efficient accomplishment of security program out-processing requirements.
- b. Provide advice, assistance, and guidance to Commanders/Directors, managers, supervisors, and employees in security out-processing requirements.
- c. Ensure security-related out-processing actions are annotated in the various security systems of record, as appropriate.

2.9. DIRECTOR, TOTAL FORCE MILITARY PERSONNEL DIVISION. The Director, Total Force Military Personnel Division (TFM) will:

- a. Maintain Service-specific guidance that will ensure all military out-processing and transferring requirements are met.
- b. Provide appropriate guidance on out-processing/transferring so military members are aware of the requirements for appropriate separation from DCMA that meets both general and Service-specific requirements.
- c. Distribute the report of departing military members to the Liaison Officers (LNOs) monthly to provide notification of departures and facilitate workload planning. Maintain data appropriately in the 4th Estate Manpower Tracking System.
- d. The Military Personnel LNO for military Active and Reserve personnel will monitor reports of departing military members, and will notify TFM of out-processing personnel.

2.10. EXECUTIVE DIRECTOR, CONTRACTS. The Contracts Executive Director will:

- a. Manage the Warrant Program out-processing procedures and controls.
- b. Manage the Government Purchase Card (GPC) Program out-processing procedures and controls.
- c. Provide guidance to Contracting Officers' Representatives (CORs) for proper out-processing of contractors assigned to DCMA support contracts.

2.11. The servicing Human Resources Office (HRO) will process Defense Civilian Personnel Data System (DCPDS) personnel actions as employees depart, transfer or retire. Monitor error transactions to ensure data flow to Defense Civilian Payroll System (DCPS) and DAI.

2.12. COMMANDER, DCMA INTERNATIONAL. The Commander, DCMA International (DCMAI) will:

- a. Ensure that CMOs properly clear their civilian, military, contractor, and local national

employees per host nation, local duty station/installation requirements, State Department, and other guidance.

b. Ensure the CMO maintains checklists to assist United States civil servants with international moves or returns to the United States.

c. Support local CMOs in completing out-processing of all personnel to ensure the proper termination of physical and systems access, return of U.S. Government property, and other DCMA or military base checklist requirements.

d. Retrieve official passports issued by DCMA.

2.13. MISSION SUPPORT OFFICE CHIEF OR ADMINISTRATIVE DESIGNEE FOR ORGANIZATIONS WITHOUT A MISSION SUPPORT OFFICE. The Mission Support Office (MSO) Chief or administrative staff will:

a. Ensure that out-processing and transfers begin upon notification. Monitor the bi-weekly Accessions and Separations Report to identify departing personnel, and notify their local out-processing action officers.

b. Confirm the departing employee and supervisor received the out-processing guidance, Headquarters (HQ) Out-Processing Checklist, and component supplement Out-Processing Checklist.

c. Collect checklists from the supervisors, review checklists for completeness and accuracy, and follow up with the supervisor on discrepancies. Follow guidance for uploading completed DCMA Out-Processing Checklist.

d. Maintain local checklists and instructions as applicable for unique local requirements. These would include returning of local parking passes, contractor facility access badges, canceling pre-payments for gym memberships, etc. These checklists will only contain matters of local concern and may augment the Agency checklist. These checklists will be maintained IAW DCMA document retention guidelines.

2.14. MANAGERS AND SUPERVISORS. Managers and Supervisors will:

a. Ensure all out-processing and transfer tasks are completed before the employee leaves by:

(1) Explaining the process to the employee in an understanding way.

(2) Providing adequate time for an orderly transition.

(3) Establishing a completion date.

(4) Monitoring completion of task throughout the transitioning period.

(5) Performing completion of tasks if the employee fails to properly out-process.

(6) Following Paragraph 3.3., Procedures.

b. Conduct out-processing and transfers IAW DoD and DCMA security guidance to safeguard against unauthorized access to government information systems.

c. Ensure completed Out-Processing and Transfers Checklists are uploaded to the designated DCMA 360 site no later than 10 working days following the employee's separation date. Refer to the Resource Page.

d. Enter an IWAM Delete Action for separated personnel on their day of separation, or no later than two business days after separation.

2.15. EMPLOYEES. Employees will:

a. Ensure all out-processing and transfer actions and tasks are completed prior to departure or transfer IAW Paragraph 3.3.

b. Communicate checklist progress to the supervisor and request assistance if needed.

SECTION 3: OUT-PROCESSING AND TRANSFERS

3.1. PURPOSE. To provide a seamless out-processing, transferring, and accountability for the employee, supervisor, and the Agency.

3.2. DELEGATION OF AUTHORITY. CMOs may supplement the DCMA out-processing checklist with their organization's specific out-processing requirements.

3.3. PROCEDURES.

a. Once notified of a civilian employee's departure, the supervisor or the organization's designated POC will:

(1) Contact the employee and schedule out-processing briefing with supervisor within 30 to 45 calendar days before departure and provide the employee with an Out-Processing Checklist from the Resource Page.

(2) Schedule out-processing time for the employee to conduct out-processing tasks with appropriate offices.

(3) Submit a Request for Personnel Action through normal channels for employees who are resigning and transferring outside of DoD. If the employee is transferring to a Federal Agency outside of DoD, request the servicing HRO contact the gaining organization for a pick-up Standard Form (SF) 50, "Notification of Personnel Action."

(4) Monitor Defense Travel System (DTS) and GTCC clearing completion with the employee, and assume responsibility if the employee fails to complete the process.

(5) Ensure employee clears security related out-processing. Under no circumstances will supervisors sign the Out-Processing Checklist indicating security-related out-processing is complete or mark security related out-processing requirements as "Not Applicable."

(6) Ensure all issued equipment is returned to proper Agency POC or gain positive custody of equipment when time does not allow for proper transition.

(a) Non-IT Equipment must be returned IAW DCMA-MAN 4101-04, "Accountable Property and General Equipment."

(b) IT assets designated for litigation hold must be stored securely until retrieved by IT. It is strongly recommended that an Evidence Custody Form be obtained and completed when the asset is turned over from the employee to the supervisor to establish a proper change of custody for legal purposes.

(c) Any IT equipment must be turned in to IT representatives by either the employee or the supervisor; the supervisor should receive a copy of the employee's equipment pulled from

the Enterprise Integrated Toolset (EITS) by either the employee or IT representative in order to verify what the employee is accountable for.

(7) Deactivate or transfer employees in IWAM on their last workday, after they no longer need systems or email access. Delay deactivation if document hold is not yet completed. For transferring employees, coordinate with the gaining supervisor or MSO the next work week to ensure the employee transfers properly in IWAM. Supervisor signs off on the checklist when IWAM deactivation or transfer is completed. Network accounts for separated personnel (employees who have left the Agency) must be disabled within 2 business days of their termination date. **This action is completed by the supervisor using the IWAM eTool.**

(8) Review position specific access. Revoke or transfer access such as DCMA-360 permissions, DTS, GTCC and other systems not linked to IWAM or electronic System Authorization Access Request (eSAAR).

(9) If transferring within DCMA, supervisor ensures employee evaluates their DAI roles with the new supervisor, and updates their DD Form 2875 in DCMA eSAAR to accomplish any changes IAW DAI guidance. Supervisor ensures the employee reviews any other DD Form 2875 for validating continuing access.

(10) Ensure all physical and electronic documents are available for review, audit, and preservation, as necessary. Examples may include work files, contracting, supervisor panel documents, Out-Processing Checklist, etc. If these include electronic files from any IT equipment, the Local IT Specialist should be advised, as soon as possible, that the supervisor intends to request data, as they do not hold the equipment aside for an extended period of time. This also applies to files from the employee's personal storage table, as the personal storage table will be deleted as part of the actions taken when an employee is removed from IWAM. A supervisor may request electronic employee files or records from IT. See the Resource Page for IT knowledge-based article. Ensure all official records are maintained or disposed of IAW DCMA's Records Management procedures.

(11) Ensure DCMA employees with records subject to an existing litigation hold, or where litigation is likely to occur, must identify those records and return them to the supervisor. Supervisor must contact their local IT in these cases when an employee's data needs to be held to support the litigation request.

(12) Collect the privilege tokens (Secret Internet Protocol Router Network (SIPRNET), Rivest, Shamir, and Adleman (RSA), etc.)" and return to IT if employee does not. Obtain signature on Out-Processing Checklist.

(13) Organizational security representatives, the supervisor, and/or the responsible COR will collect security-related credentials (badges, passes, keys, Common Access Cards (CAC), etc.) from employees that are resigning, retiring, or otherwise leaving the DoD. Civilian employees and military personnel transferring to another DoD component will retain the CAC. Contractor personnel will relinquish their CAC to the appropriate COR who will in turn provide the CAC to the responsible trusted agent. When the credentials of civilian employees and military personnel are retrieved by the manager or supervisor, the credential will be promptly relinquished to the responsible organizational security representative for proper disposition.

(14) For any individual with a role in the GPC Program (Billing Official (BO)), Alternate BO, Cardholder, BO or Cardholder Supervisor), notify the Purchase Card Agency/Organization Program Coordinator (A/OPC), DCMA HQ, of the employee's departure or movement to a new position. Ensure the GPC is surrendered to the BO; if not possible, the card must be surrendered to the cardholder's supervisor.

(15) Ensure employees surrender their warrant certificate, which should be destroyed. A Request for Termination form should be completed and submitted to DCMA-AQA drop box within 30 days of termination. Transferring employees may maintain their warrant at the discretion of the gaining supervisor/activity. Refer to DCMA-MAN 4201-01, "Acquisition Warrants Appointments," for additional guidance.

(16) Discuss employee's open workload and ensure tasks are reassigned internally.

(17) Ensure employee sets up email "out of office" and telephone "voicemail" notifications to alert internal and external customers of the new POC for projects. Ensure that the departing employee's email account is shared with tasked employee(s), if warranted.

(18) Ensure employee submits accurate timecard prior to last workday. Certify timecard prior to the employee's departure. Once an employee is separated in DAI, any timecard certification or amendment after the last day is a manual process. Contact the local timekeeper for guidance. Verify timecards for the last 26 pay periods are in "Approved" status.

(19) Ensure that the Training Coordinator is notified of the employee's departure date in a timely manner so classes are canceled and alternates selected.

(20) Refer to appropriate DCMA Instructions (Civilian Acquisition Workforce Personnel Demonstration Project or general schedule) to ensure the employees receives an annual or closeout performance rating. Raters of Military Personnel will follow DCMA-MAN 4202-01, "Assignments."

(21) If an out-processing employee departs before their 12 month commitment, ensure that any DoD Transportation Agreement requirements are met and take appropriate action per Joint Travel Regulation.

(22) Ensure any incentive or student loan agreement requirements have been met, and take appropriate action per DCMA-MAN 4201-06, "Compensation and Incentives," or the DCMA-MAN 4201-17, "Training, Certifications, and Tuition Assistance."

(23) Advise employee to review leave and earning statements to understand the disposition of leave and premium balances when they depart or transfer.

(24) Ensure departing employees are scheduled for Exit Interviews with Component Heads or CMO Commanders/Directors. The interviews are optional.

(25) If an employee is a certifying official with a DD Form 577, "Appointment/Termination Record – Authorized Signature," the supervisor will ensure the DD Form 577 is revoked. For direction, see example on the Resource Page of this Manual, and/or contact your Organization Defense Travel Administrator (ODTA).

(26) Initiate change to any on-line subscriptions received by employee and funded by DCMA.

(27) If employee is a supervisor, close subordinate employees' performance evaluations.

(28) In the event of the death of an employee, the supervisor will begin notification of death procedures (reference Business Practice #32), and not begin out-processing without consultation with TF Labor Relations Division.

(29) Ensure checklist is completed by:

- Reviewing and signing the checklist when it is returned from the employee
- Complete out-processing if the employee is unable to complete it due to resignation, termination, incapacitation, death, or similar circumstances
- Ensuring the original checklist is retained on file for 2 years and made available for audit purposes
- Audit retention is 6 years 7 months for payroll substantiating documents
- Submitting a scanned copy to the MSO or administrative designee
- Using the naming convention (last working day and the employee's name) "YYYYMMDD_LastName_FirstName" to save the document in .pdf format
- Ensure completed Out-Processing and Transfers Checklists are uploaded to the designated DCMA 360 site no later than 10 working days following the employee's separation date. Refer to the Resource Page

b. Civilian employees, military personnel and contractors will:

(1) Notify immediate supervisor as soon as possible in advance of intent to retire, transfer or separate and obtain a copy of Out-processing/Transferring Checklist from supervisor or Resource Page. Schedule Out-processing appointment with supervisor to review checklist to verify all items on HQ Out-Processing Checklist and local Supplemental Out-processing Checklist are completed prior to last working day and retain a copy for their own records.

(2) Contact Out-processing POCs to establish scheduled time to complete DCMA Out-processing Checklist and/or local Supplemental Out-processing Checklist (if applicable). Mandatory offices include Security, GPC, IT, GC, DTS, GTCC, and Safety (if under medical surveillance). Clear each facility listed on checklist.

(3) Notify GTCC Agency Program Coordinators (APC) of departure four weeks in advance or as early possible. Log into DTS and validate that all vouchers are filed and paid. Coordinate with supervisory chain and ODTA/Defense Travel Administrator (DTA) to ensure that all documents are filed and paid prior to checkout. Open authorizations should be canceled. When DTS travel actions are completed, the employee will obtain the DTA's signature on the checklist.

(4) Clear GTCC by obtaining positive confirmation that all debts are paid, and obtaining APC signature.

(5) Review leave balances and credit hour/compensatory time/travel time balances and discuss with supervisor to understand the disposition of leave or premium time balance.

(6) Out-process with the DAI team.

(7) Email the DCMA Financial Planning and Budgeting Center (DCMA-FBA) (see Resource Page) to notify of their impending departure if appointed as a Defense Accountable Officials (DAOs) (DD Form 577). If no further certification actions are required, the Contracting Officer or DAO submits a revised DD Form 577 requesting revocation of the access to their supervisor.

(8) If out-processing, deactivate all DD Form 2875s in the eSAAR tools. Exceptions are DAI and Mechanization of Contract Administration Services (MOCAS) for which the eSAAR gets deactivated upon an IWAM delete transaction. If transferring, review existing DD 2875 in the eSAAR tools and validate need for continuing access. If access is not needed, deactivate the DD Form 2875 for that system.

(9) Contact the local IT POC (see Resource Page) to notify them of last work day and schedule time to turn in equipment. Verify equipment listing, to include serial numbers, in EITS, to ensure all equipment can be located and returned. Contact the local IT POC if there are any discrepancies, and ensure discrepancies are resolved. Provide the equipment list from EITS to the supervisor. Return all equipment to the IT POC and receive hand receipt. If the local IT POC cannot collect the equipment, the employee will turn it over with the EITS equipment list to the supervisor. The supervisor will validate, sign the listing, and use that to release the employee. For remote employees that are geographically separated or virtual from IT office or supervisor, the employee should contact the closest supporting local IT office to confirm what equipment they have and where it will be left upon the employee's departure. Ensure IT assets are accessible to IT (provide any passwords needed to unlock devices).

(10) If a GPC program participant (BO, Alternate BO, BO supervisor, Cardholder, Cardholder supervisor), notify supervisor two weeks before departure and perform the following:

(a) All roles. Obtain signature of GPC A/OPC on form.

(b) Cardholder. Obtain signature of GPC A/OPC and surrender the credit card to the BO and obtain BO signature on checklist.

(c) If no GPC role, contact GPC A/OPC for signature on the checklist (can be waived by supervisor or BO).

(11) Surrender official copy of warrant to supervisor if departing DCMA.

(12) Discuss and provide status of open projects and workload and follow supervisory direction to ensure an orderly turnover of open items to the work unit. Provide open or historical/archive project files (hard-copy and electronic) to supervisor.

(13) Withdraw from the Transportation Incentive Program (TIP) benefits by contacting the TIP POC (see Resource Page), copying their supervisor on the email, and follow all instructions provided.

(14) Return any Quality Assurance stamps to the supervisor, if applicable.

(15) Turn in all safety or security sensitive/accountable equipment or property, if applicable.

(16) Turn in privileged tokens (SIPRNET or RSA) to trusted agent (see Resource Page).

(17) Submit final DAI timecard to supervisor for approval prior to departure. Follow up with supervisor to ensure timecard is approved before departure. If needed, submit a DCMA- 360 FB inquiry for payroll questions on timecard issues. Review last Leave and Earnings Statement to ensure accuracy before departure.

(18) Delete DAI proxies (if military or civilian supervisor) prior to departure. Refer to Resource Page (DCMA-MAN 4301-05, Volume 1, “Financial Systems and Interfaces: Oracle Time and Labor). If transferring, evaluate DAI roles in conjunction with new supervisor and update DD Form 2875 in DCMA eSAAR to accomplish any changes.

(19) Clear servicing postal service center or unit mailroom and provide a change of address. Spouses remaining overseas may continue to maintain a mailbox IAW local mailroom guidance.

(20) Complete security-related out-processing requirements. All personnel, regardless of status (military, civilian, or contractor) are required to complete applicable security out-processing requirements as outlined in this paragraph and on the Out-processing Checklist.

(a) Personnel Security.

1. All personnel planning to depart the Agency or the current DCMA organization will contact the organizational security representative to complete the debriefing requirements documented on the SF 312, “Classified Information Nondisclosure Agreement,” and the DCMA Form 12.13.2-6, “Security Termination Statement.” Find examples and links for both forms on the Resource Page of this Manual. Once completed, the organization security representative will promptly forward both documents to the DCMA Security Division, Personnel Team, for further processing.

2. Personnel with Special Access Program or Sensitive Compartmented Information access will contact the DCMA Special Programs Directorate for the requisite debriefing(s) and other out-processing requirements.

(b) Antiterrorism/Physical Security.

1. All personnel will complete antiterrorism/physical security related out-processing requirements through their local security representative. Such activities will include but are not limited to the turn in of any access control credentials and any other security-related equipment, combinations codes, cyphers, etc.

2. Personnel being reassigned to an organization outside the continental United States (OCONUS) will contact the servicing Antiterrorism Officer to completed mandated OCONUS travel requirements.

(c) Communication Security (COMSEC) Equipment and Materials. Personnel issued COMSEC equipment or materials, classified keying materials, secure telephone equipment, KSV-21 Cards, or other associated equipment and/or materials will contact the DCMA COMSEC Account holder to complete out-processing requirements.

(d) Information Security. In addition to the requirements outlined in paragraph (20) (a), personnel issued a courier card for the transport of classified information and/or materials will contact the DCMA Security Division Information Team to complete the requisite out- processing requirements.

(e) Personnel Accountability. During out-processing, the supervisors or the current MSO of civilian employees will ensure personnel are removed or transferred (as appropriate) from the 4th Estate Personnel Accountability and Assessment System. Assistance in this effort can be obtained from the regional Personnel Accountability POC or from the Agency's Personnel Accountability Program Manager.

(f) Employees and contractors that leave the Agency without out-processing are subject to callback to properly turn in equipment and credentials.

(g) Follow guidance to properly out-process/transfer personnel, and sign the checklist upon completion. Only an authorized Security Representative may sign a Checklist.

(21) Clear GC by:

(a) Receiving a post government employment ethics briefing (by appointment only) if departing federal service. Due to the need to complete a full assessment and opinion tailored to the employee's unique circumstances, employees who are retiring, planning on retiring, or transferring to private industry must initiate contact immediately with the servicing local Counsel to begin the post-government employee opinion.

(b) Identifying and turning in those records to the supervisor that are subject to an existing litigation hold, or where litigation is likely to occur.

(c) Identifying and turning in documentation on Technical Evaluation Boards or Hiring Panel to the supervisor to maintain through the required retention period.

(d) Obtain the GC attorney signature on Out-processing Checklist.

(22) Clear Safety by:

(a) Emailing their Out-processing Checklist to Medical Readiness inbox (see Resource Page) so pending testing can be cancelled and they can be removed from the tracking database. This is applicable for employees in a CRF position.

(b) Emailing their Out-processing Checklist to the MSP inbox (see Resource Page), so pending testing can be cancelled, exit testing can be scheduled and removal from the tracking database.

(23) Return the completed Out-processing Checklist to the supervisor before departing.

c. The Financial and Business Operations Finance Liaison Center, Payroll Division will:

(1) Monitor DCPS, DCMA-360 Payroll Inquiry site, and other reports for departing or transferring employees.

(2) Provide customer service to departing employees and their supervisors to ensure that all issues are resolved.

(3) Follow up on discrepancies and elevate any issues through the chain of command.

d. The FBS DAI Support Center will:

(1) Ensure transferring employee's personnel data is updated in DAI. This will include appropriation, supervisor, and default projects and tasks as applicable.

(2) Ensure all systems access/roles have been properly removed and Fund Control Officer approved documents have been transferred to the new POC for historical monitoring for employees who are leaving DCMA (retirements, another DoD/Federal Agency).

(3) Manage employee access and provide customer service for both out-processing and transferring employees throughout the process. Procedures are documented in DCMA-MAN 4301-05, Volume 9.

e. DCMA-FBA will:

(1) Examine the Accessions and Separations report to identify employees who are out-processing or transferring who have a DD Form 577 on file.

(2) Revoke DD Form 577s for out-processing employees and provide copies of the revocation to the appropriate Defense Finance and Accounting Services (DFAS) offices.

(3) Out-processing/transferring DD Form 577 Appointed Employee. Notify DD Form 577 Administration POCs of upcoming departure or organizational change via the DD Form 577 Inbox (see Resource Page).

(4) DD Form 577 Administration POCs (DCMA-FBA). Prompt the termination of DD Form 577 in DCMA-360 once notified by out-processing/transferring employee that action is required; follow the DCMA DD Form 577 Business Practice to ensure new DD Form 577s for transferring employees receive full coordination; provide the appropriate DFAS offices with terminated or new DD Form 577; monitor the accessions and separations report on a monthly basis to identify any departed employees that did not provide notification in order to prompt DD Form 577 termination.

DD Form 577 Appointing Authority. Digitally sign the Termination section of the DD Form 577 for out-processing/transferring employees when prompted by the DD Form 577 Administration POCs.

(5) The DTS Program Coordinator (DTA and APC) will provide assistance to the employee, Authorizing Officials, and Certifying Officers in completing an orderly checkout. The DTA and APC will sign off on completed checklists; provide guidance on disposition of the GTCC; work to collect any outstanding debts owed to the Government; work to reimburse the employee amounts owed; remove/detach employees from DTS; and update any routing lists.

g. The Budget Division (DCMA-FBB) will:

(1) DCMA-FBB will examine the Accessions and Separations report to identify employees who are out-processing or transferring who have access to restricted execution tools and any controlled key member roles in DAI.

(2) Terminate the access of employees who are out-processing. Update or terminate the access of employees who are transferring, as appropriate.

h. The DTS/GTCC Program.

(1) Regional/CMO APC/DTA.

(a) Coordinate with DTA to ensure all travel is vouchered.

(b) Coordinate with management to ensure amounts owed to the GTCC are paid.

(c) Ensure any employee who is transferring to another Agency is detached in DTS.

(d) Advise the employee to check in with their gaining APC so the employee can use the card for travel at their new Agency.

(e) Sign the Out-processing/Transferring Checklist when all actions are completed.

(2) The DTA and the APC will coordinate with supervisor for those employees who depart DCMA without completing out-processing for travel. An employee's DTS profile will not be detached from DCMA's DTS organization without the employee out-processing with their DTS/APC representative. The supervisor will support by providing all requested information, such as the employee's contact information, the contact information for the employee, the gaining Agency, and otherwise locating the employee.

i. The Contracts Directorate will:

(1) Ensure all out-processing employee warrants are managed IAW DCMA-MAN 4201-01.

(2) Advise employee on warrant requirements if transferring.

j. GPC A/OPC will remove system and purchase card access per Agency guidance.

k. The local or HQ Security will clear employees, military personnel and contractors from security programs.

l. The IT Directorate will:

(1) Establish an appointment with the employee upon being contacted.

(2) Receive equipment, verify serial numbers, verify access to all devices turn in, and provide a hand receipt to the employee. Ensure any discrepancies are resolved, and guidance given to the employee and supervisor if any equipment is unaccounted for.

(3) Sign the Out-Processing Checklist upon receiving all equipment, or resolution of the discrepant item. Need signature block for IT on checklist. No one can sign in place of IT.

(4) Perform backup of requested records, and turn over to the supervisor or requester.

(5) Remove system access to network, eTools, MOCAS, and Shared Data Warehouse upon IWAM delete transaction request.

m. The MSO or Administrative designee will:

(1) Conduct quality checks on Out-processing Checklist and follow up on discrepancies.

(2) Submit the completed Out-processing Checklist to HQ per instructions on the Resource Page.

(3) Maintain a copy for tracking purposes.

3.4. MAINTENANCE AND UPLOADING OF CHECKLIST.

Maintenance and uploading instructions for the Out-processing/Transfer Checklist are located on the Resource Page.

GLOSSARY

G.1. DEFINITIONS.

GTCC. Provides travelers with a safe, effective, convenient, and commercially available method to pay for expenses associated with official travel.

HRO. An office providing personnel servicing to a DoD activity. This includes civilian personnel offices, regional or consolidated service centers, on-site customer support units, etc.

Out-processing. The process of an employee who is terminating employment with DCMA through retirement, acceptance of another job, resignation, death, or any other reason.

Privileged Tokens. These are certificates that are given to employees for security purposes.

Request for Personnel Action. Automates the processing of personnel actions.

Same Organization. A position in the same Headquarters, Component, Region, or CMO, and in the same geographical location in which the retiring employee is currently employed.

Transferring. The process of an employee who is changing positions or locations within or outside of DCMA.

TIP. Provides valuable program incentives for ride sharing to and from work.

GLOSSARY

G.2. ACRONYMS.

APC	Agencies Program Coordinators
BO	Billing Official
CAC	Common Access Card
CMO	Contract Management Office
COMSEC	Communication Security
COR	Contracting Officers' Representatives
CRF	Civilian Readiness Force
DAI	Defense Agency Initiative
DAO	Defense Accountable Official
DCMA-FBA	DCMA Financial Planning and Budgeting Center
DCMA-FBB	DCMA Budget Division
DCMA Form 4501-04-06	Component RM Checklist for Processing the Departure of Senior Officials
DCPS	Defense Civilian Payroll System
DDAEO	Deputy Designated Agency Ethics Official
DD Form 2875	Systems Access Authorization Request
DD Form 577	Appointment/Termination Record - Authorized
DFAS	Defense Finance and Accounting Services offices
DTA	Defense Travel Administrator
DTS	Defense Travel System
EITS	Enterprise Integrated Toolset
eSAAR	Electronic System Authorization Access Request
GC	General Counsel
GPC	Government Purchase Card
GTCC	Government Travel Charge Card
HQ	Headquarters
HR	Human Resources
HRO	Human Resources Office
IAW	in accordance with
IT	Information Technology
IWAM	Internal Web Access Management
LNO	Liaison Officer
MOCAS	Mechanization of Contract Administration Services
MSO	Mission Support Office
MSP	Medical Surveillance Program

OCONUS	Outside the Continental United States
ODTA	Organization Defense Travel Administrator
OPC	Organization Program Coordinator
POC	point of contact
RSA	Rivest, Shamir, and Adlean
SIPERNET	Secret Internet Protocol Router Network
TF	Total Force
TFM	Total Force Military Personnel Division
TIP	Transportation Incentive Program

REFERENCES

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