

Manager

- Ensure an exit interview is scheduled and completed by the next higher level of management or Human Resources.
- Provide final performance appraisal feedback.
- Collect final timesheets.
- Determine where to mail the final paycheck.

IT Security or Information Systems Security Officer (ISSO)

- Notify systems administrators that the workforce member's account is suspended. The system or network administrator should do the following:
 - Terminate all accounts (e.g., virtual private network [VPN], email, network logins, cloud services, specialized applications, organization-owned social media site accounts, backup accounts).
 - For departing privileged users, change all shared account passwords, service accounts, network devices (e.g., routers, switches), test accounts, jump boxes, etc.
- Request appropriate data retention (e.g., archive and retain the last one hundred days of the workforce member's email messages).
- Collect remote access tokens (i.e., two-factor authentication devices).
- Update access lists to sensitive areas (e.g., server rooms, data centers, backup media access).
- Remove the workforce member from all distribution lists and automated alerts.

Records

- Ensure the workforce member returns any organization-owned or controlled documents.

Human Resources

- Obtain a forwarding mailing address from the workforce member.
- Complete separation paperwork.
- Notify appropriate personnel in the organization of the workforce member's separation.
- Reaffirm any intellectual property (IP) and nondisclosure agreements.

Finance

- Ensure the workforce member returns organizational credit cards, calling cards, purchasing cards, etc.
- Close the workforce member's accounts.

Configuration Manager

- Ensure the workforce member returns all equipment (e.g., software, laptop, tablet, netbook, smartphone).
- Verify returned equipment against inventory records.

Physical Security

- Collect identification badges, keys, access cards, parking passes, etc.
- Conduct a security debriefing.

Facilities

- Collect the workforce member's desk phone.
- Clear the workforce member's work area.

