

Headquarters, U.S. Marine Corps (HQMC)

Civilian Employee Checkout Process

What Is It?

The HQMC Civilian Employee Checkout Process was designed to assist employees, supervisors, staff agency officials, and the Administration and Resource Management (AR) Division to properly and efficiently out-process departing employees.

What Is The Benefit?

The process is meant to augment current staff agency policy by increasing – and easing – communication flow, validating action items as complete, and decreasing the need for an employee to go office to office to checkout, all with minimal impact to stakeholders.

How Does It Work?

- The Employee will notify their supervisor of their decision to leave the organization.
- The Supervisor will ensure their Staff Agency Checkout Representative is made aware of the departure.
- The Staff Agency Checkout Representative will create an electronic record in the new HQMC Checkout Application (via SharePoint).
- The HQMC Checkout Application will generate emails to all applicable parties notifying them of the planned departure.
- While the Staff Agency follows its internal checkout procedures, AR Division will take necessary action to prepare the employee and employee record for checkout, communicating with the employee and/or supervisor as needed.
- After all AR Division Branches have taken necessary action, the employee and supervisor will be informed the employee is cleared for departure from the agency.
- On the last day of work, the employee will relinquish all badges, keys, etc. to their Security Coordinator and the record will be closed out.

When Will This Take Affect?

The new HQMC Civilian Employee Checkout Process will be implemented effective **01 AUGUST 2011**.

Questions?

If you have further questions regarding the HQMC Civilian Employee Checkout Process, please contact the Organizational and Workforce Management Section (ARHM) at 703-614-4111, or by e-mail at SMB.HQMC.ARHB.TRNG@usmc.mil.