NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

Employee Departure Form

The purpose of this form is to detail the departure of employees. This should be filled out by the supervisor of a departing employee and sent to the helpdesk. NSDesk@noaa.gov

Employee Name: First: _____ Last: _____ MI: ____

Supervisor's Name: Date of Departure: _____

NOAA Transfer: Yes: ☐ No: ☐ If Yes, new office: _____

Is Departing Employee a Supervisor? Yes: ☐ No: ☐

If yes, then who is the new supervisor? _____

Is Departing Employee in Litigation Hold? Yes: ☐ No: ☐

Archive Old Network Files: Yes: ☐ No: ☐

Transfer Google Doc Files: Yes: ☐ No: ☐

If yes, then what is the new owner's email? _____

Supervisor's Signature: _____

Notes for the Manager:

** Deleted email accounts can be restored during the first 30 days after deletion. After that, email information will have to be retrieved from the NOAA UMS archive.

** The NOAA Staff Directory will remove the employee's information 30 days after the email account is deleted. The manager should verify this happens.

Notes for System Support:

** For Litigation Hold users, use the Safe Copy Software or retain the hard drive.

Additional notes: