

1 Jun 06

COMPUTER SCIENCE DEPARTMENT INSTRUCTION 12715.1

From: Chair, Computer Science Department

Subj: DEPARTMENT CHECKOUT POINTS

Ref: (a) USNAINST 12715.2

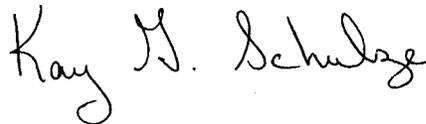
Encl: (1) USNA Computer Science Department Employee Checkout Sheet  
(2) USNA Computer Science Department Exit Interview Questionnaire

1. Purpose. Reference (a) provides an itemized list of checkout points for departing employees. This instruction provides further Computer Science department level guidance and includes an additional checklist for Computer Science Department-specific check-out items.

2. Action

a. All departing faculty and staff assigned to the Computer Science Department are required to review this instruction and complete Enclosures (1 and 2) and either USNAINST12715.2 or USNA Officer Check-out sheet prior to officially detaching from service at the United States Naval Academy.

b. The Chair of the Computer Science Department will receive, review, and approve the completed and signed checklist from each departing faculty or staff member.



K. G. SCHULZE

Distribution:

Director, Division of Mathematics and Science

Computer Science Department Faculty

# USNA Computer Science Department Employee Checkout Sheet

Complete and submit to CS Department Chair prior to **LAST WORKDAY**:

NAME: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

Plan your schedule on your last day of employment to include sufficient time to complete the following checklist. Please ensure that the Department Chairperson has verified clearance of any obligation(s) you may have, and initial or have the listed individual initial in the spaces provided.

## **Supervisor:**

\_\_\_\_\_  
(Supervisor Initial)

Forward SF52 to Human Resources, if applicable.

\_\_\_\_\_  
(Supervisor Initial)

Obtain Office and Building Keys.

\_\_\_\_\_  
(Supervisor Initial)

Take custody of all books/equipment purchased with Professional Development Funds

\_\_\_\_\_  
(Supervisor Initial)

Obtain an electronic copy of all grade books (or pink copy) for the last two semesters taught.

\_\_\_\_\_  
(Supervisor Initial)

Obtain a completed USNAINST 12715.2 for civilians or USNA Officer Check-out Sheet from military officers.

## **Online Accounts and Passwords:**

\_\_\_\_\_  
(PC Tech Initial)

Provide PC existing username and password to PC technician; disable system password(s).

\_\_\_\_\_  
(UNIX Tech Initial)

Provide UNIX account existing username and password to UNIX technician; disable password(s).

\_\_\_\_\_  
(PC Tech Initial)

Provide MIDS username and password to PC technician; contact ITSD to disable accounts.

\_\_\_\_\_  
(PC Tech Initial)

Provide USNA e-mail username and password to PC technician; contact ITSD to disable.

\_\_\_\_\_  
(PC Tech Initial)

Provide Blackboard name and password to PC technician; contact MSC to delete account(s).

## **Telephone:**

\_\_\_\_\_  
(Employee)

Change your voicemail message, return your voicemail password to last four digits of your telephone number.

## **Controlled Equipment:**

\_\_\_\_\_  
(PC Technician Initial)

Return all other Personal Computer (laptops, desktops, tablet PCs, etc.) inventoried equipment.

\_\_\_\_\_  
(UNIX Technician Initial)

Return all other UNIX equipment.

\_\_\_\_\_  
(Systems Committee Chair)

Return all other inventoried equipment.

## **Forwarding Information:**

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Signature (Employee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**USNS CS DEPT EXIT INTERVIEW QUESTIONNAIRE**

**NAME:** \_\_\_\_\_ **EMPLOYMENT DATES:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_ **EMPLOYMENT STATUS:** \_\_\_\_\_  
**GRADE:** \_\_\_\_\_ **INTERVIEWER:** \_\_\_\_\_  
**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. Why are you leaving the USNA Computer Science Department?

- Retirement
- Military Rotation
- Working Conditions
- Salary
- Benefits
- Lack of opportunity for advancement
- Moving from area
- Other : \_\_\_\_\_

2. What did you enjoy most about working at USNA Computer Science Department?

3. What did you enjoy least?

4. Do you have any suggestions for improving employment conditions?

5. Would you consider returning to employment with the USNA Computer Science Department?

6. Would you like to make any further comments?

**NOTE: The Exit Interview Process is voluntary and confidential.**