CIVILIAN EMPLOYEE CLEARANCE CHECKLIST

CLEARANCE IN ACCORDANCE WITH BASE ORDER 12715.1_, IS REQUIRED PRIOR TO SEPARATION FOR ANY REASON.

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice Employee Performance File System Records (June 19, 2006, 71 FR 35347). **AUTHORITY**: Sections 1104, 3321, 4305, and 5405 of title 5, U. S. Code, and Executive Order 12107. **PRINCIPLE**: Written recommendations for awards, removals, demotions, denials of within-grade increases, reassignments, training, pay increases, cash bonuses, or other performance-based actions (e. g., nominations of SES employees for Meritorious or Distinguished Executive), including supporting documentation. **PURPOSE**: These records are maintained to ensure that all appropriate records on an employee's performance are retained and are available (1) To agency officials having a need for the information; (2) to employees; (3) to support actions based on the records; (4) for use by the Office in connection with its personnel management evaluation role in the executive branch; and (5) to identify individuals for personnel research. **ROUTINE USE**: To consider and select employees for incentive awards, quality-step increases, merit increases and performance awards, or other pay bonuses, and other honors and to publicize those granted. This may include disclosure to public and private organizations, including news media, which grant or publicize employee awards or honors. **DISCLOSURE**: Mandatory for processing awards in the system.

NAME _____ SSN _____ DEPT _____

NOTE TO SEPARATING EMPLOYEE: COMPLETE CLEARANCE REQUIREMENTS AS INDICATED. FAILURE TO PROPERLY CLEAR THROUGH THE BELOW LISTED OFFICES MAY RESULT IN A DELAY IN RECEIVING YOUR FINAL PAY.

SUPERVISOR: I CERTIFY THAT GOVERNMENT PROPERTY CHARGED TO THE ABOVE EMPLOYEE HAS BEEN TURNED IN, RECOVERED, OR SHORTAGE REPORTED.

DATE: _____ SIGNATURE: _____

PURCHASE CARD PROGRAM ☐ CARD TURNED IN DATE _____ AO INITIALS _____

TRAVEL CARD PROGRAM ☐ CARD TURNED IN DATE _____ AO INITIALS _____

DEFENSE TRAVEL SYSTEM ☐ DELETED ☐ DETACHED DATE _____ ODTA INITIALS _____

I. SECURITY OFFICE (BLDG 59, Molly Pitcher Road) _____ (SIGNATURE OF SECURITY OFFICIAL) _____ (DATE)

II. DEPT SAFETY OFFICER (ESAMS): _____ (SIGNATURE OF SECURITY OFFICIAL) _____ (DATE)

III. CHECK OUT (**LAST DAY OF WORK)**

EMPLOYEE SHOULD ARRIVE AT THE CIVILIAN HUMAN RESOURCES OFFICE-EAST, BUILDING 33, BETWEEN 1430 AND 1500, WITH ALL ITEMS NOTED BELOW SIGNED OFF, TIME MAY VARY ACCORDING TO YOUR WORK SCHEDULE CHECK WITH YOUR SUPERVISOR FOR FURTHER GUIDANCE.

1. CIVILIAN PAYROLL (BLDG 8)
   A. LAST WORK DAY: _____ B. EFFECTIVE SEPARATION DATE: _____
2. ID CARD CENTER (BLDG 59 on Molly Pitcher Road) ID CENTER OFFICIAL'S SIGNATURE _____ DATE
   A. TURNED IN CIVILIAN ID CARD ☐
3. VEHICLE REGISTRATION UNIT (BLDG 60 on Molly Pitcher Road) PMO SIGNATURE & RANK _____
   A. TURNED IN AUTO DECAL ☐
   B. **NO** AUTO DECAL WAS ISSUED TO ME AS A CIVILIAN EMPLOYEE. (MILITARY/RETIRED/DEPENDENT) ☐ (SIGNATURE, IF APPROPRIATE) _____
4. ALL NETWORK SERVICES (Bldg 24- Help Desk)Disable network access, GAL, return temp-loaned equipment (Desktops/laptops/air cards/CAC readers) (SIGNATURE) _____
5. WIRELESS DEVICES (TURN IN TO DEPARTMENT CELL PHONE, BLACKBERRY, AIR CARD) (SIGNATURE) _____
6. STAFFING AND CLASSIFICATION ADVISORY SECTION (BUILDING 33) (SIGNATURE) _____

A. FEGLI CERT. & NOTICE OF CONVERSION PRIVILEGE (SF-2821 & 2819)	Provided by the HRSC-E via mail	E. HEALTH BENEFITS (SF-2810) TEMPORARY CONT OF COVERAGE	Provided by the HRSC-E via mail
B. RETIREMENT REFUND APPLICATION		F. OPERATOR'S PERMIT	
C. UNEMPLOYMENT COMP (SF-8)		G. TSP WITHDRAWAL FORMS	
D. NOTICE TO SEPARATED EMPLOYEES CONCERNING DISPOSITION OPF (SF-293)			

NATURE OF SEPARATION _____ TO EMPLOYMENT FOR FINAL ACTION (DATE) _____

FORWARDING ADDRESS _____

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