

EMPLOYEE SEPARATION CLEARANCE

INSTRUCTIONS:

1. The attached employee separation clearance form should be taken to the organizations listed. You should begin this process at least 2 weeks in advance of the date you intend to separate. This form must be returned to the Federal Human Resources Branch (FHRB) on your last workday after all signatures have been obtained. FHRB staff will complete the checkout process and submit the clearance form to the Headquarters payroll office to assure that your final salary check and lump sum annual leave payment may be issued. You cannot receive your final pay check until FHRB receives the completed separation clearance form from you and submits it to HQ Payroll.
2. Contact Amanda Hill in the Employee Health Station at (865) 241-2699 at least two weeks prior to your last day of employment if you desire an exit physical examination.
3. You should attempt to schedule your exit briefing with the security organization as close to your last workday as possible, since you will be relinquishing your badge at the time of your briefing.
4. If you are an ORO employee, send the following e-mail message within 2 weeks of your separation date:

To: IRMD@oro.doe.gov
dyerdg@oro.doe.gov

Text of Message:

This is to notify you that I plan to leave DOE employment on [*insert date*].

Please discontinue computer access and telephone voice messaging in my name.

The following tagged DOE computer equipment should be reassigned: [*insert a list of bar-coded items in your name, including printers, scanners, CPU's, monitors, laptops, PDA's, cameras, etc. with the associated DOE property bar code number*].

Add the following if applicable:

My access privileges to ORNL and/or BJC computing resources are no longer required.

5. Print a copy of the e-mail message described above, including your equipment list, and attach it to your Employee Separation Clearance form. This email must be submitted to Human Resources on your last day of employment.

The following individuals will assist you in completing their respective portions of the check-out process:

Section of Form	Assisting Employee(s)	Organization	Location
Part I	Yvonne Dias-Bowie, RN	Federal Human Resources Branch (contractor support)	FOB Room 1207
Part II	Departing employee's supervisor (Branch level or above)	Departing employee's organization	Varies
Part III A.	Claudia Simpson You must bring: All travel documents and receipts for the last 120 days prior to separation must be submitted to ORFSC in order to receive clearance from ORFSC under this Part.	Oak Ridge Financial Service Center	FOB Room 2057-3
Part III B.	Kathy Braden Claudia Simpson (Alternate)	Oak Ridge Financial Service Center	FOB Room 2033-4 FOB Room 2057-3
Part IIIC.	Judy Spillman (Government Purchase Credit Card)	Procurement & Contracts	FOB Room 1034-2
Part IV	Keri Tarwater or Peggy Gibson	Training Center, Human Capital Assessment Group (contractor support)	FOB Room G-110
Part V.A (for ORO employees only)	Cathy Fallon Scott McGill (Alternate) Jim Thompson (Alternate)	Information Resources Management Division	FOB Room B-03
Part V.B. (for ORO employees only)	Gwen Senviel Emma Thompson (Alternate) Charlene Battison (Alternate)	Information Resources Management Division	FOB Room 2130-5
Part V.C.	Deanna Lowery Lori Hamby (Alternate)	Information Resources Management Division (contractor support)	FOB Room 2124-3
Part VI (for ORO employees only)	Debbie Ledbetter 241-6389	Office of Assistant Manager for Security and Emergency Management (contractor support)	FOB Room B-031
Part VII.A. (for ORO employees only)	Appointment Required Kim Dodson (576-0921) or Donna Daugherty (576-6042)	Office of Assistant Manager for Security and Emergency Management (contractor support)	FOB Room G-019
Part VII.B. (for ORO employees who hold ORNL PROX Cards only)	Jan Webb (576-0934)	Office of Assistant Manager for Security and Emergency Management (contractor support)	FOB Room G-036
Part VIII (for ORO employees only)	Appointment Required Mary Copeland (or designee) (576-1210)	Office of Chief Counsel, Contracts and General Law	FOB Room 3051-C
Part IX	Cathy Clifton (576-0680)	Federal Human Resources Branch	FOB Room 1221

Rev. 04/14/2010

Previous versions obsolete

	Alternate: Sherry Stotelmyer (576-0669)		
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**DEPARTMENT OF ENERGY
 EMPLOYEE SEPARATION CLEARANCE**

Name:	Organization:	Last Date of Employment:	Type of Separation:
Forwarding Address:			Retirement Resignation LWOP Transferring to: Other:

PART I. EMPLOYEE HEALTH STATION

I want my medical records copied, mailed to me, and I have completed the necessary form for this transaction.
 I do not want my medical records copied and mailed to me.

Date: _____ Signature of Health Station Official: _____

PART II. CERTIFICATION OF EMPLOYING OFFICE

After examination of appropriate records, I certify that the employee is not charged with any Research and Development reports or other classified or non-classified documents, books, periodicals, equipment, or supplies. No federal records may be removed from DOE by a departing employee.

I also certify the employee is is not currently involved in the conduct of procurement expected to result in a contract or modification in excess of \$100,000, as defined by the Procurement Integrity requirements of Public Law 100-679.

Date: _____ Signature of Supervisor: _____

PART III.A. ACCOUNTS PAYABLE - TRAVEL

Government Travel Credit Card Returned Not Issued
 Vouchers Cleared
 Advances Cleared
 Last 120 Days Travel Documents Obtained
 Relocation Service Agreement Satisfied Not Satisfied
 Indebtedness (specify): _____
 Employee's access as a STARS Approving Official, Program Official, or Specialist has been discontinued N/A

Date: _____ Signature of Accts. Payable Travel Official: _____

PART III.B. ACCOUNTS PAYABLE - PAYROLL

Clearance Granted
 Deductions made in final check for following items:
 Leave Indebtedness
 Service Agreement Satisfied Not Satisfied
 Indebtedness (specify): _____

Date: _____ Signature of Payroll Official: _____

PART III.C. ACCOUNTS PAYABLE - GOVERNMENT PURCHASE CARD

Government Purchase Credit Card Returned Not Issued

Date: _____ Signature of Accounts Payable Official: _____

PART IV. ACTION OF HUMAN CAPITAL ASSESSMENT GROUP

Proper documentation for training complete.
 Proper documentation for training incomplete.*

Date: _____ Signature of Training Official: _____

* I understand that if proper documentation for training courses is incomplete, those training courses will not be recorded in my Official Personnel File.

Date: _____ Signature of Employee: _____

PART V.A. ACTION OF INFORMATION RESOURCES MANAGEMENT DIVISION - FACILITY MANAGEMENT

Calculator	Not Issued	Motor Vehicle	Not Issued	Building Key	Not Issued
Briefcase	Not Issued	Property Pass	Not Issued	Keyless Access Code	Not Issued
Dictating/Transcriber	Not Issued	Desk Lamps	Not Issued	Safe Combinations	Not Issued
Ergonomic Chair	Not Issued	Mobile Phone	Not Issued	Heaters/Fan	Not Issued
Recorder	Not Issued				

Date: _____ Signature of IRMD Official: _____

PART V.B. INFORMATION RESOURCES MANAGEMENT DIVISION - INFORMATION TECHNOLOGY

Laptop Computer	Obtained from employee	Not Issued
PDA	Obtained from employee	Not Issued
Blackberry	Obtained from employee	Not Issued
Flash Drive(s)	Obtained from employee	Not Issued
RSA SecurID Token	Obtained from employee	Not Issued
ADP Equipment on Loan	Obtained from employee	Not Issued
ADP Equipment used for Work At Home	Obtained from employee	Not Issued
E-mail notification requesting closure of Computer Accounts	Obtained from employee	Not Received
Printed copy of transfer of any sensitive equipment	Obtained from employee	Not Received

Date: _____ Signature of IRMD Official: _____

I have reviewed all computer equipment and devices that I was assigned while employed by the Department of Energy. No equipment or device contains Personally Identifiable Information (PII). I certify that I have not collected or retained PII obtained from the Department of Energy at alternate locations for any purpose.

Date: _____ Signature of Employee: _____

PART V.C. INFORMATION RESOURCES MANAGEMENT DIVISION (IRMD) - TELECOMMUNICATIONS

Telephone credit cards:	Obtained from employee	Not issued
Cellular Phone:	Obtained from employee	Not Issued
Pager:	Obtained from employee	Not Issued
Mobile Phone:	Obtained from employee	Not Issued
Radio:	Obtained from employee	Not Issued
E-mail notification	Received from employee	Not Received

Date: _____ Signature of IRMD Official: _____

PART VI. CLASSIFIED DOCUMENT CONTROL

Classified document inventory completed and all secret documents returned to the Central Library.

Date: _____ Signature of Central Library Official: _____

PART VII.A. SECURITY BRIEFING - APPOINTMENT IS REQUIRED

Security termination briefing conducted and Termination Statement (DOE F 5631.29) signed. Not required
 Other special briefings (cryptographic, NATO, FII, etc.) conducted and briefing forms signed. Not required
 Specify Special Briefing: _____
 All security badges, passes, and/or identification cards returned.

Date: _____ Signature of Security Official: _____

PART VII.B. PROX CARD RETURN - APPOINTMENT IS REQUIRED

Employee has returned an ORNL PROX Card
 Email has been forwarded to ORNL Site Office as notification of the return of the separating employee's PROX card.
 Not Applicable

Date: _____ Signature of Security Official: _____

PART VIII. OFFICE OF CHIEF COUNSEL - APPOINTMENT IS REQUIRED

SF-278 Report of Financial Interest (required for all employees paid at a rate of GS-14 (or equivalent) or above.
 OGE-450, Financial Disclosure required for employees who have filed a financial statement and are not required to file an SF-278
 Employee has been involved in DOE litigation and has submitted any records concerning such to the Office of Chief Counsel
 Employee has not been involved in any DOE litigation and does not have any records concerning such

Date: _____ Signature of Legal Official: _____

PART IX. ACTION OF FEDERAL HUMAN RESOURCES BRANCH

Verbal Exit Interview Conducted by Primary HR Contact
Exit Survey Provided to Employee
SF-8, Unemployment Compensation Notice Issued
Retirement SF-2810, Health Benefits Issued
SF-2821, Life Insurance Status Issued
SF-2819, Conversion Privilege Issued
Memo Issued Regarding, Restrictions Relating to Future Employment (upon retirement or buyout)
Employee has provided copy of court order to FHRB if they are retiring and must provide medical coverage for children by court order
Service Agreement(s) (specify purpose) _____ Satisfied Not Satisfied Not Applicable
Email from Chief, FHRB, to Chief, Access Authorization Branch, requesting termination of clearance due to separation

Date: _____ Signature of Human Resources Official: _____

Date: _____ Signature of Employee: _____

Date: _____ Signature of Chief, Federal Human Resources Branch: _____