

EMPLOYEE SEPARATION CLEARANCE INSTRUCTIONS

The attached employee separation clearance form should be taken to the organizations in the order shown below. This form must be returned to the Federal Human Resources Branch (FHRB) on your last workday after all signatures have been obtained. FHRB will complete the checkout process and submit the clearance form to HQ payroll 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.

Contact Amanda Cornett at (865) 241-2699 at least two weeks prior to your last day of employment if you desire an exit physical.

Send the following e-mail message to Information Resources Management Division at IRMD@oro.doe.gov and to the Assessment and Emergency Management Team at Robinsonms@oro.doe.gov to assure employee databases remain current by stating: a) “This is notification that I plan to leave DOE employment on (mm/dd/yy). Please discontinue computer access (ORO employees only) and telephone voice messaging in my name.” b) Attach or include to the e-mail, a list of all tagged DOE computer equipment (e.g., printers, scanners, CPU’s monitors, laptops, PDA’s cameras, etc.) along with the associated “DOE Property” bar code number (e.g., EA12345). A printed copy of the e-mail message (to include the equipment) must be attached to your Employee Separation Clearance form when processing out.

The following Oak Ridge Office employees/contractor personnel will assist you in completing the sections identified below:

Section of Form	Assisting Employee(s)	Organization	Location
Part I	Yvonne Dias-Bowie, RN	Federal Human Resources Branch	FOB Room 1207
Part II	Departing employee’s supervisor (Branch level or above)	Departing employee’s organization	Varies
Part III A. and A-1	Emily Guffey (See Note Below <u>1</u> /)	Oak Ridge Financial Service Center	FOB Room 2054-1
Part III B.	Kathy Braden Rosa Trivette (Alternate)	Oak Ridge Financial Service Center	FOB Room 2033-4 FOB Room 2057-5
Part IIIC.	Carol Jennings (Government Purchase Credit Card)	Procurement & Contracts	FOB Room 1040
Part IV	Training Center	Human Capital Assessment Group (contractor support)	FOB Room G-110
Part V.A	Cathy Fallon – ORO employees only Scott McGill (Alternate) Jim Thompson (Alternate)	Information Resources Management Division	FOB Room B-3
Part V.B.	Richard Dotson – ORO employees only Gwen Senviel (Alternate)	Information Resources Management Division	FOB Room 2124-3
Part V.C.	Deanna Lowery Lori Hamby (Alternate)	Information Resources Management Division (Contractor support)	FOB Room 2124-3
Part VI	Emily Parham 576-10140– ORO employees only /Debbie Ledbetter (Alternate) 241-6389	Office of Assistant Manager for Security and Emergency Management (contractor support)	FOB Room B-031
Part VII	ORO employees only – Kim Dodson at 576-0921 or Donna Daugherty at 576-6042, Appointment Required	Office of Assistant Manager for Security and Emergency Management (contractor support)	FOB – Ground Floor
Part VIII	ORO employees only – Wendy Bryant (or designee), 576-1210, Appointment Required	Office of Chief Counsel, Contracts and General Law	FOB – 3051-C
Part IX	Cathy Clifton (865) 576-0680 Sherry Stotemyer (865) 576-0669	Federal Human Resources Branch	FOB 1221

1/ 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.

Name (Last, First, MI) Forwarding Address:	Organization:	Last Day of Work (or Last Day on Employment Rolls):	Type of Separation: Retirement Resignation LWOP Transferring to: Other:
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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 medial 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 Government Travel Credit Card Not Issued Vouchers Cleared Advances Cleared Last 120 Days Travel Documents Obtained Service Agreement(s) (specify purpose): _____ Satisfied Not Satisfied
 Indebtedness (specify): _____

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

PART III A-1. ACCOUNTS PAYABLE – APPROVING, PROGRAM, SPECIALIST OFFICIAL IN STARS (If Applicable)

Date: _____ Signature of ORFSC Official: _____

PART III.B. ACCOUNTS PAYABLE - PAYROLL

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

Date: _____ Signature of Payroll Official: _____

PART III.C. ACCOUNTS PAYABLE – GOVERNMENT PURCHASE CARD (If Applicable)

Government Purchase Credit Card Returned Government Purchase Credit Card 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 (IRMD) FACILITY MANAGEMENT (Room B03)

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 (IRMD) - INFORMATION TECHNOLOGY MANAGEMENT (Room 2124)

Computer Equipment and Remote Devices

Laptop Computer	Obtained from employee	Not Issued
PDA	Obtained from employee	Not Issued
Blackberry	Obtained from employee	Not Issued
Flash Drives	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 (i.e., CPU, monitor, printer, scanner, facsimile) Misc. Hardware/Software (i.e., zip drive, non-supported software)	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) - INFORMATION TECHNOLOGY MANAGEMENT (Room 2124)

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. SECURITY BRIEFING - APPOINTMENT IS REQUIRED

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

Date: _____ Signature of Security Official: _____

PART VIII 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 is required of all separating employees who have filed a financial statement and are not required to file a SF-278
 Have been Have not been involved in any DOE litigation and have any records concerning such

Date: _____ Signature of Legal Official: _____

PART IX. ACTION OF PERSONNEL OFFICE

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)
 Retiring and must provide medical coverage for children by court order. Employee has provided copy of court order to HR office
 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: _____