



How Do I "Clear" the OIG?

If you are planning to leave the OIG (due to resignation, termination, retirement, or transfer), you will need to "clear" properly before you can receive your final paycheck. "Clearing," means returning or accounting for OIG property and signing out of several offices. Please give the OIG at least 2 weeks notice of your leaving so we can properly clear you.

What do you need to do?

Please complete the Clearance Form (following page). It has places for signatures that will show you have returned your travel card, purchase credit card, telephone credit card, building/elevator access card, office and car keys, weapon, badges, credential/identification card, and travel receipts for the last 6 months. The form also has a place for approving the removal of files and documents, and telling the IG about your work experience here.

Where do I go?

The Clearance Form tells you where to go:

- **Headquarters:** Visit your supervisor, the OIG Office of Management, and Treasury Departmental Offices. Please go to each as soon as possible because it can be hard to track officials down at times. When your form is completed, please return it to the Office of Management, Human Resources Division, in Suite 510. For your last clearance step, this office will cover a few administrative items and ask you to complete the exit interview on the Clearance Form.
- **Field Employees:** Ask your supervisor to sign and collect the exit clearance form and your travel card, purchase credit card, building/elevator access card, office key(s), weapon, badges, credential/identification card, and travel receipts for the last 6 months. For your last step, phone the OIG Office of Management, at (202) 927-5200, and ask for the Human Resources Division, to cover a few administrative items and complete the exit interview on the Clearance Form.

What if I want to take files or Government documents with me?

You can take copies (no originals), after your supervisor reviews a list of them and gets approval from OIG Counsel (202-927-0650).

Where do Special Agents return their badges, weapon, and law enforcement equipment?

All agents give their badges (belt/credential), badge holders and credentials to their supervisor for return to the Office of Investigations (OI). Agents will give their weapon and other law enforcement equipment to the Firearms Coordinator or designee. The law enforcement equipment/property is accounted for on a separate OI document.

What do Supervisors of departing employees do?

- **All Supervisors:** The same day you learn about an employee's plan to leave, turn in an SF-52 (Request for Personnel Action) to the Office of Management, Human Resources Division.
- **Field supervisors:** The same day the employee completes the Exit Clearance Form, send it with the employee's travel card, purchase credit card, telephone credit card, and credential/identification card by FedEx to the OIG, Office of Management, Human Resources Division, 740 15th Street, NW, Suite 510, Washington, DC, 20005. Please cut all cards in half. Please keep field cell phones and pagers in the field.

If I have a question about this policy, whom can I contact?

Please contact the Office of Management at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov.

OFFICE OF INSPECTOR GENERAL CLEARANCE FORM

EMPLOYEE DATA

| | | | |
|------------------|-------------------|-------------|-----------------------------------|
| LAST NAME | FIRST NAME | M.I. | TITLE, SERIES, GRADE, STEP |
| | | | |

| | |
|--|------------------------|
| REASON FOR LEAVING: <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> Transfer | SEPARATION DATE |
|--|------------------------|

FORWARDING ADDRESS:

| Items | Cleared/Signature | Date | Items | Cleared/Signature | Date |
|--|---------------------------------|------|---|-------------------|------|
| 1. Supervisor | | | 3. Asset Management Division, Suite 510 (or Field Supervisor) | | |
| a. Projects/reports in process and related data | | | a. Credential (Note: See 1f at left) | | |
| b. Is the employee removing paper or electronic files or Government documents--ones <u>not</u> available to the public? | | | b. Building/Elevator Key Cards | | |
| <input type="checkbox"/> No | | | c. Keys (office/car/fitness room, etc.) | | |
| <input type="checkbox"/> Yes: (Employee & supervisor must both sign →) We have consulted with the OIG Counsel and certify that the documents on the attached list (copies only; no originals) have been reviewed and approved for removal from Treasury. They do not include any material relating to any pending or contemplated civil, criminal, or administrative proceeding or other program information, which if released, would impair or prejudice the outcome of the proceeding or Government policy determinations, decisions, or other actions. | _____ Employee's Signature | | d. Passport | | |
| | _____ Supervisor's Signature | | e. Parking Permit/Garage Keys | | |
| | _____ Supervisor's Title | | f. Purchase Card | | |
| | | | g. Travel Card | | |
| | | | h. Final Travel Card Balance | | |
| c. Time and attendance | | | i. Records Management | | |
| Required leave slips submitted | | | | | |
| Timekeeper will complete leave audit within one pay period of the employee's separation | | | 4. Treasury Departmental Offices (HQ/WFO Only) | | |
| d. Travel | | | Uniformed Division Pass & ID Section, 1330 MT | | |
| All outstanding travel vouchers have been submitted | | | Office of Security (SCI) | | |
| Travel receipts for the last 6 months | | | 5. Human Resources Division, Suite 510 (Field: phone HRD) | | |
| e. Special Agents: Copy of signed LE Sheet (required) | | | a. Information security agreement | | |
| | | | b. Exit briefing/interview: | | |
| f. Your AIG's policy determines if OM can return canceled credentials to you for presentation. If you check 'yes' and sign, OM will assume you have AIG approval. Do you want us to send the employee's credential back to you? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | How long have you worked for the OIG? | | |
| | | | At what grade/step did you start? | | |
| | | | What grade/step are you now? | | |
| | | | How many training courses per year did you have? | | |
| | | | <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 10 or more | | |
| 2. Information Technology Division, Suite 720 (or Field Supervisor) | | | Why are you leaving? | | |
| a. Notebook PCs, equipment | | | <input type="checkbox"/> Retirement <input type="checkbox"/> Promotion in another Bureau or Agency? | | |
| b. Network account ready for closure | | | <input type="checkbox"/> Promotion in private industry? <input type="checkbox"/> Other: _____ | | |
| c. Telephone credit card | | | Did you understand what was expected of you in your job? | | |
| d. Blackberry, Pager, cell phone (N/A for investigators) | | | How could we have used your skills/abilities better? | | |
| e. Voice mail (changed password) | | | Was your pay commensurate with your job? | | |
| f. Software | | | Did you participate in any of the following programs: | | |
| | | | <input type="checkbox"/> Health and fitness <input type="checkbox"/> Leave Donation Recipient | | |
| | | | <input type="checkbox"/> Telecommuting <input type="checkbox"/> Alternate Work Schedule | | |
| | | | <input type="checkbox"/> Transportation subsidy <input type="checkbox"/> Business casual clothing | | |
| | | | <input type="checkbox"/> Professional liability insurance reimbursement | | |

EMPLOYEE CERTIFICATION

I certify that I have no other OIG property, correspondence/records/classified material, and I have received clearance signatures for all of the above items.

Employee Signature

Date