EMPLOYEE CLEARANCE CHECKLIST

PRIVACY ACT STATEMENT: In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of this information is authorized by the Federal Property Administrative Service Act of 1949, as amended (63 Stat. 377); Part III, Title 5 USC, and EO 511652. Purpose is to ensure that you have satisfied all obligations to the Government prior to your transfer within or separation from GSA. This information may be transferred to appropriate Government agencies when relevant to Civil, criminal or regulatory investigations or prosecutions. Disclosure by you is mandatory. Failure to provide requested information will prevent processing of final check or retirement papers, or other appropriate actions.

This form is to be filed in the employing office for whatever time is deemed necessary by the supervisor. Blank spaces in checklist are for any additional items.

IMPORTANT: If the employee cannot account for any item assigned, the supervisor must notify the National Payroll Center (6BC) by electronic mail or by facsimile.

NAME OF EMPLOYEE			SOCIAL SECURITY NUMBER
LAST	FIRST	INITIAL	

FORWARDING ADDRESS			HOME TELEPHONE NUMBER	
STREET			AREA CODE	NUMBER
CITY	STATE	ZIP CODE	EFFECTIVE DATE OF SEPARATION	

The employee's supervisor is responsible for ensuring that the separating or reassigned employee returns all Government property to the issuing office and receives applicable forms or debriefings as checked below. Supervisors will check those listed items that are applicable to assist the employee in returning or accounting for the items.

CHECK	ITEM	SUPERVISOR OR ISSUING OFFICE INITIALS
	1. GOVERNMENT ID CARD *(Issuing Office or Supervisor)*	
	2. OFFICIAL PASSPORTS *(Issuing Office or Supervisor)*	
	3. PARKING PERMITS *(Issuing Office or Supervisor)*	
	4. GOVERNMENT PURCHASE CARD (IMPAC) *(The SUPERVISOR will clear employees' without a card. The APPROVING OFFICIAL will clear those employees' with a purchase card.)*	
	5. GOVERNMENT TRAVEL CARD *(Travel Card Coordinator or Supervisor)*	
	6. GOVERNMENT TELEPHONE CARD *(Issuing Office or Supervisor)*	
	7. CLASSIFIED MATERIALS *(Service or Staff Office Security Manager)*	
	8. SECURITY DEBRIEFING *(Service or Staff Office Security Manager)*	
	9. ADMINISTRATIVE EQUIPMENT *(Property Custodian)*	
	10. OPERATING EQUIPMENT *(Property Custodian)*	
	11. AUTOMATED INFORMATION EQUIPMENT *(Property Custodian)*	
	12. LOCAL AREA NETWORK (LAN) ADMINISTRATOR NOTIFIED	
	13. TELEPHONE VOICE MAIL ADMINISTRATOR NOTIFIED	
	14. UNIFORMS/UNEARNED UNIFORM ALLOWANCE *(Issuing Office or Supervisor)*	
	15. LIBRARY MATERIALS *(Issuing Office or Supervisor)*	
	16. OF 346, U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD *(Issuing Office or Supervisor)*	
	17. KEYS/KEY ACCESS CARD *(Issuing Office or Supervisor)*	
	18. OFFICE FILES/REFERENCE MATERIALS *(Issuing Office or Supervisor)*	
	19. HEALTH ROOM	
	20. SF 278, EXEC. BRANCH PERSONNEL - PUBLIC FINANCIAL DISCLOSURE RPRT. *(MANDATORY FOR SES AND SCHEDULE C*	
	21. VERIFICATION OF LEAVE BALANCES BY THE EMPLOYEE'S TIMEKEEPER	
	22. OBLIGATED GSA SERVICE FOR NON-GOVERNMENT TRAINING RECEIVED *(Service/Staff Office Training Officerl*	