

EXIT CLEARANCE CHECKLIST

Name:	Position/Title/Grade:
Organization:	Forwarding Address:
Phone: Email:	Separation Date:

*To be initiated and completed by **Supervisor, Executive Officer, or equivalent exit official and employee no less than five (5) business days prior to separation.** Within 30 days of separation: submit Original **EMPLOYEE** Checklist to the servicing Human Resources Office.*

PART I: EXIT OFFICIAL CERTIFICATION

Supervisor, Administrative Officer, or equivalent exit official ensures adherence to DOJ Order 1200.1, Chapter 12-2, coordinates the clearance of separating employee, and provides advice for resolving matters related to accounting for items and DOJ records upon separation from service. See Page 2 for list of items, records, and other related separation information/action. When Government property and information cannot be located or retrieved, an explanation must be attached to the exit clearance checklist.

I certify that I have instructed the above-named individual (or his/her survivor) that failure to surrender accountable Government items and records, liquidate all debts owed to the Government, and/or fulfill written service agreements may result in a delay in the release of final salary and lump sum leave payments, if applicable. I have notified the servicing human resources office of the employee's departure.

I certify that the separating employee has identified all DOJ records and non-records within his/her possession and control, including the location of those records; and further, that the employee has removed personal information, reference materials and convenience copies, and other non-record materials and information from all DOJ records.

Supervisor / Executive Officer Signature	Date

PART II: SEPARATING EMPLOYEE CERTIFICATION

In accordance with DOJ Order 1200.1, Chapter 12-2, I certify that I have no outstanding obligations or Government property (including, but not limited to the items listed on Page 2), or records or official documents, including classified material issued or furnished by the Department of Justice. I understand that the depreciated value of Government property charged to me may be withheld from monies due me if the loss, theft or damage to such property is determined to be due to negligence or intent on my part.

In accordance with paragraph 7.a. of DOJ Order 2710.8C, I certify that I am not removing or destroying any records, official documents, and/or documentary materials from the Department of Justice that are expressly prohibited from removal and that I have obtained and have submitted to the Division's Records Management Officer the written approval of the Assistant Attorney General for the removal of any other non-public documentation, as described in Paragraphs 7. and 8. of that Order.

Employee Signature	Date

PART III: ACCOUNTABLE PROPERTY OFFICER CERTIFICATION

I certify that accountable items have been processed in compliance with DOJ Order 1200.1, Chapter 12-2 and the Department's Order on Property Management, DOJ 2400.3.

Accountable Property Officer Signature	Date

cc: Employee/Supervisor

The following list is not intended to be all inclusive but is to serve as a reminder of actions that may need to be taken when an employee separates. All items may not apply to every situation.

LIST OF ACCOUNTABLE ITEMS AND ACTIONS

	Exit Official/Coordinator Initials
PROPERTY	
Keys (e.g., office, file cabinet)	
Official passport (burgundy cover)	
Government phone card	
GETS phone card	
Cell phone	
WPS (T-Mobile) cell phone	
WPS (Satellite) cell phone	
Government paid residential phone line disconnected	
Blackberry/PDA	
Computer/printer	
Laptop, Take Home PC, Fax machine	
Vehicles	
Government issued weapon	
FINANCIAL	
Purchase card	
Travel card (cancel card, ensure zero balance)	
Travel Obligations, travel card balances	
Government Financial Obligations (e.g., student loan, recruitment, or relocation bonus incentives)	
Imprest Funds, reimbursement requests for local travel	
Procurement Services Notification (warrant holders)	
Subscriptions (name change or cancellation)	
Unused transit subsidy and metro fare cards	
Accountable Officer Signature Form Issue/Cancel	
Notify Timekeeper of your EXACT departure date	
INFORMATION SYSTEM ACCESS (Computers, IDs, Passwords)	
JCON/JSRA key fob token	
Archive Outlook, DOJ Net, DOJ Locator, and JCON Directory	
Desk Top Phone & Voice Mailbox	
FMIS/NFC	
Lexis/Nexis/Westlaw, ChoicePoint, Pacer	
Other system access (e.g., FOIA, Avue, IQ, STAR Web, PathwayNet, PRISM, ARGIS)	
RECORDS MANAGEMENT	
All non-record material removed from electronic and paper files	
Location of official paper and electronic records identified	
Pending or open work turned over to immediate supervisor	
Request approval to remove information, if applicable	
ETHICS/POST EMPLOYMENT RESTRICTIONS	
Ethics Briefing/Debriefing	
Review post employment restrictions with component's ethic office	
Public Financial Disclosure Report (SF-278)	
SECURITY	
NSI/SCI Security Briefing/Debriefing	
Secure Telephone Unit /Equipment (STU/STE)	
Parking permits, pucks, hang tags, garage access card	
Credentials, badge	
Other Government issued ID (e.g., FBI, Press)	
HUMAN RESOURCES	
T&A Audit/Leave balances/notification to timekeeper (attach final leave record to checklist or correction memo, if applicable)	
Training or Service Agreements (attach to checklist)	
Exit Survey	
PWP/Appraisal (Interim/Rating of Record)	
Request for Personnel Action (SF-52)	
Employee Separation Package/Benefits Counseling	