

U.S. DEPARTMENT OF ENERGY EMPLOYEE FINAL SEPARATION CLEARANCE

Originating office completes items 1 - 5. Form will be forwarded to the organization units shown in items 6 - 11. Form should reach the Office of Safeguards and Security on or before the last day of active duty.

PART 1 - To be completed by Division or Office to which employee is assigned		
1. DATE FORM INITIATED:		
2. NAME OF PERSON SEPARATING:	TELEPHONE EXTENSION:	3. LAST DAY OF ACTIVE DUTY:
4. TITLE OF POSITION: SERIES OR GRADE: DIVISION OR OFFICE:	5. FORWARDING ADDRESS OF PERSON SEPARATING:	

ORGANIZATIONAL UNITS	TO BE COMPLETED BY ADMINISTRATIVE OFFICER		
6A.	PROPERTY/EQUIPMENT/COMPUTER TERMINAL TURNED IN OR TRANSFERRED LIBRARY BOOKS TURNED IN (6-9534 or 3-4166) GC LAW LIBRARY (6-4846) KEYS TURNED IN (Collect) AMERICAN EXPRESS and VISA CREDIT CARDS TURNED IN (Collect) SAFE COMBINATIONS (Change as necessary) SPECIAL ACCESS TERMINATION CONTACT 6-5085 TO VERIFY IF DEBRIEFING IS REQUIRED TS DOCUMENTS CONTACT APPROPRIATE TOP SECRET CONTROL OFFICER OR (HSO) STU 111 SECURE VOICE TELEPHONE (TURNED IN TO HEADQUARTERS SECURITY OFFICER (HSO))		
6B.	INFORM:	PARKING OFFICE ENERGY INFORMATION ADMINISTRATION FORRESTAL COMPUTER FACILITY LIBRARY CAREER RESOURCE CENTER HEALTH UNIT SEET PROGRAM OFFICE IM - DIRECTORY/TELEPHONE CREDIT CARD IM - USER-ID/ACCESS CONTROL IM - SECURE VOICE TELEPHONE	
		_____	DATE
		WHEN NECESSARY _____	DATE

PART II - TO BE COMPLETED BY ORGANIZATIONS BELOW. WHERE CLEARANCE CANNOT BE GRANTED UNTIL ITEMS ARE TURNED IN OR COVERAGE BY REIMBURSEMENT. IDENTIFY ITEMS AND/OR AMOUNT IN "REMARKS" BOX.

	ROOM #	ITEM OR ACTION	CLEARED	NOT CLEARED	SIGNATURE AND DATE/REMARKS
7. ASSISTANT GENERAL COUNSEL FOR STANDARDS OF CONDUCT "FOR PERSONS REQUIRED TO FILE ONLY"	6B-235, FORS OR CALL 6-1522	SF-278 "REPORT OF FINANCIAL INTERESTS" AND/OR SF-450, "FINANCIAL DISCLOSURE REPORT" AND ENVELOPE TO GO (See reverse side) CONDUCT OF EMPLOYEES SF-450, PROVIDED (POST-EMPLOYMENT RESTRICTIONS)			
8. PROPERTY OFFICE	R-006, GTN GB-138, FORS	PROPERTY/EQUIPMENT TURNED IN OR TRANSFERRED			
9. PASSPORT OFFICE	E-072, GTN call 6-3601, FORS	TURN IN PASSPORT			
10. SAFEGUARDS and SECURITY:	A-139, GTN 1G-033, FORS	DEBRIEFING DOE F 5631.19 "IDENTIFICATION BADGE"			
11. HEADQUARTERS SERVICING PERSONNEL OFFICE	F-138, GTN 4H-090, FORS	EXIT INTERVIEW			

RETURN TO ADMINISTRATIVE OFFICER FOR FILING. SEND COPY TO PAYROLL, CR-55, E-276, GTN, IF FINANCIAL OBLIGATION EXISTS.

PRIVACY ACT STATEMENT ON REVERSE



Printed with soy ink on recycled paper

Instructions

Items 1 - 4 is to be completed by the originating office to which the person is assigned, in most cases the Administrative Officer

Items 6A - Originating office is required to clear departing employee for each of these items

Property/Computer equipment - Transfer to another person or office, as appropriate

GC Law Library - Call 6-4848 to obtain clearance

American Express/Visa Credit Card - Cut card in half and return to Headquarters Accounting Operations Attn: Customer Service

Safe combinations - Change if departing employee knows combination

Special Access Termination - Must terminate access (only if appropriate)

Top Secret (TS) Documents - Follow security procedures

Secure Voice Telephone (STU111) - Keys turned in to Headquarters Security Officer (HSO)

Item 6B - Parking Permits - Return to E078 in Germantown/4A-181 in Forrestal

Forward by cc:mail, inter-office mail, or FAX to the office listed. Administrative Officer and Headquarters Security Officer (if appropriate) signs after items 6A and 6B have been completed

Item 7 - Must hand carry this form to the offices listed in Item 7 through 11. Note that Item 7 applies only to employees required to file (see Financial Disclosures Below). Item 9 applies if the employee has a U.S. Department of Energy (DOE) issued passport. Enter N/A in the "cleared" box if Item 7 or 9 do not apply

This form will be returned to Administrative Officer to be kept in employees folder. If the employee has a financial or property obligation a copy of this form should be submitted to the Payroll Office by the employees separation date for salary offset. The Payroll Office is located at CR-55 Room E-276 GTN or FAX (301) 903-3916

FINANCIAL DISCLOSURE FORMS REQUIRED BY SEPARATING DOE EMPLOYEE

SF-278 is required for all separating employees that are paid at a rate of GS-16 (or equivalent) or above and worked 60 days or more in the preceding year.

SF-450 is required for all separating employees who have filed a financial statement and are not required to file a SF-278.

PRIVACY ACT STATEMENT

Public Law 95-91 (The Department of Energy Organization Act) authorizes the collection of this information. The information requested in this form is intended for the use of agency officials and managers to release obligations which might have been incurred by the employee during employment. Completion of this form is voluntary. However, if the employee fails to complete the form, his or her final paycheck may be delayed.