



**U.S. FISH AND WILDLIFE SERVICE
EXIT CLEARANCE FORM FOR NON-SERVICE EMPLOYEES**

**SECTION 1: IDENTIFYING INFORMATION
TO BE COMPLETED BY THE NON-SERVICE EMPLOYEE**

| |
|--|
| Non-Service Employee Name (Last, First, MI): |
| Company/Affiliation: |
| FWS Supervisor/Contracting Officer Representative (COR) Name: |
| Office (Station, Org Code, City, State): |
| Separation Date: |
| Separation Type: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Extended Leave <input type="checkbox"/> End of Volunteer Service <input type="checkbox"/> End of Project <input type="checkbox"/> Resignation from Vendor Company or Parent Organization |
| New Duty Station (if transferring within the Service): |
| Date of Submission: |

INSTRUCTIONS FOR THE EMPLOYEE:

- Meet with your supervisor/COR as soon as possible to review this form and your exit clearance responsibilities.
- Please begin this form 10 business days prior to your anticipated separation date.
- See Appendix A to this form and Service Manual chapter 223 FW 14 for more detailed instructions on exit clearance.

**SECTION 2: EXIT CLEARANCE REQUIREMENTS FOR NON-SERVICE EMPLOYEES
TO BE COMPLETED BY THE AUTHORIZED OFFICIAL AS DESIGNATED IN THE TABLE BELOW**

By initialing below, Authorized Approving Officials are certifying that appropriate action has been taken to satisfy the requirement, or that the item is not applicable.

| Requirement | Authorized Approving Official's Initials | | Date |
|---|--|-----|----------|
| | Complete | N/A | |
| Example: Met with non-Service employee to review exit clearance responsibilities (no later than five business days prior to separation) | J.D. | | 11/10/08 |
| Supervisor/COR | | | |
| 1. Met with non-Service employee to review exit clearance responsibilities (no later than five business days prior to separation) | | | |
| 2. Augmented exit clearance form with any unique items to the Non-Service employee's position | | | |
| 3. Collected office records, files, library books, and periodicals | | | |



| Requirement | Authorized Approving Official's Initials | | Date |
|--|--|-----|------|
| | Complete | N/A | |
| 4. Collected non-accountable property (e.g., field equipment, uniforms/patches) | | | |
| 5. Reconciled any lost or damaged non-accountable property and/or records | | | |
| 6. Collected facility keys and access control cards | | | |
| 7. Sent email notifying Information Resources and Technology Management (IRTM) Authorized Official (Lotus Notes Manager) of the date of separation | | | |
| 8. Collected parking access cards and transit passes/subsidies | | | |
| 9. Collected government telephone calling card, notified Contracting and General Services (CGS) of card receipt, and properly destroyed card. | | | |
| 10. Collected non-Service employee's government-issued identification badge | | | |
| 11. Collected completed Quarters Inspection Form (DI-1879) and submitted form to Station Manager | | | |
| 12. Verified proof of medical physical exam | | | |
| 13. Completed "Termination of Agreement" section on the Volunteer Services Agreement for Natural Resources Agencies (OF-301A) | | | |
| 14. Other: _____ | | | |
| Information Resources and Technology Management (IRTM) Authorized Approving Official | | | |
| 15. Terminated non-Service employee's LN/AD access (or suspended access for Non-Service employee on extended leave) | | | |
| 16. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211) | | | |
| 17. Completed Section 3 of FWS Form 3-2370 and made required changes to non-Service employee's system access | | | |
| 18. Other: _____ | | | |
| Contracting and General Services (CGS) Authorized Approving Official | | | |
| 19. Terminated non-Service employee's access to CGS-owned information systems (or suspended access for non-Service employee on extended leave) | | | |
| 20. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211) | | | |
| 21. Other: _____ | | | |
| Budget and Finance (BF) Authorized Approving Official | | | |
| 22. Changed Collection Officer and/or Imprest Fund Cashier status | | | |
| 23. Terminated non-Service employee's access to BF-owned information systems (or suspended access for non-Service employee on extended leave) | | | |
| 24. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211) | | | |
| 25. Completed FFS and FWS Finance DataMart Security Access Request Form (FWS Form 3-2372) | | | |
| 26. Other: _____ | | | |



| Requirement | Authorized Approving Official's Initials | | Date |
|--|--|-----|------|
| | Complete | N/A | |
| Human Resources (HR)/Human Capital (HC) Authorized Approving Official | | | |
| 27. Terminated non-Service employee's access to HR/HC-owned information systems (or suspended access for non-Service employee on extended leave) | | | |
| 28. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211) | | | |
| 29. Other: _____ | | | |



SECTION 3: EMPLOYEE ACCESS TO SERVICE INFORMATION SYSTEMS
TO BE COMPLETED BY THE NON-SERVICE EMPLOYEE, SUPERVISOR/COR, AND IRTM REPRESENTATIVE

| | | |
|---|---|---|
| Non-Service Employee Name (Last, First, MI): | | |
| Company/Affiliation: | | |
| FWS Supervisor/COR Name: | | |
| Office (Station, Org Code, City, State): | | |
| Separation Date: | | |
| Separation Type: | <input type="checkbox"/> Termination | <input type="checkbox"/> Transfer |
| | <input type="checkbox"/> End of Volunteer Service | <input type="checkbox"/> End of Project |
| | <input type="checkbox"/> Resignation from Vendor Company or Parent Organization | |
| Extended Leave <input type="checkbox"/> | | |
| New Duty Station (if transferring within the Service): | | |

Separating non-Service employees and their supervisors/CORs must use this list to identify all Service information systems where changes must be made to the non-Service employee's access. If a system is not included on the list, the employee or supervisor/COR must list it as "Other."

Non-Service employees and supervisors/CORs must complete the "Action Required" section as follows:

- Mark the "N/A" column when the non-Service employee does not have access to the system.
- Mark the "Terminate" column when the non-Service employee has access to the system and is either separating from the Service or transferring to a position/duty station that does not require continued access to the system.
- Mark the "Transfer/Retain" column when the non-Service employee has access to the system and is transferring to a position/duty station that requires continued access to the system.

This form must be submitted to the non-Service employee's servicing IRTM representative immediately. The servicing IRTM representative will complete any required terminations/transfers, initial the "Complete" column to certify completion, and record the date of completion prior to returning the form to the separating non-Service employee.

| System | Non-Service Employee/Supervisor/COR completes this section | | | IRTM Representative completes this section | |
|--|---|-----------|---------------------|---|---------------|
| | N/A | Terminate | Transfer/ Retain | Complete | Date Complete |
| <i>Example System</i> | | X | | S.Q. | 11/13/08 |
| Accomplishments Reporting System (ARS) | | | | | |
| Active Directory User Account | | | | | |
| Active Directory Elevated User Account | | | | | |
| Budget Allocation System (BAS) | | | | | |
| Corporate Master Table | | | | | |
| Cost and Performance Management System | | | | | |
| Data Tracking System (DTS) | | | | | |



| System | Action Required | | | Action Taken | |
|--|-----------------|-----------|---------------------|--------------|---------------|
| | N/A | Terminate | Transfer/ Retain | Complete | Date Complete |
| DOI Learn | | | | | |
| DOI Safety Management Information System | | | | | |
| Engineering Facilities Management Information System (EFMIS) | | | | | |
| Environmental Conservation Online System (ECOS) | | | | | |
| Environmental Systems Research Institute (ESRI) License Information System | | | | | |
| Federal Aid Information Management System (FAIMS) | | | | | |
| Federal Financial System (FFS) and Datamart | | | | | |
| Federal Personnel Payroll System (FPPS) | | | | | |
| Financial Assistance Award Data System (FAADS) | | | | | |
| Financial and Business Management System (FBMS) | | | | | |
| Fire Management Information System (FMIS) | | | | | |
| Fisheries Information System (FIS) | | | | | |
| FWS Email System | | | | | |
| Government Charge Card Services | | | | | |
| GSA Interagency Fleet Management System | | | | | |
| Hyperion System | | | | | |
| Incident Management Analysis Reporting System (IMARS) | | | | | |
| Interactive Map and Data Server (IMADS) | | | | | |
| Interior Department Electronic Acquisition System (IDEAS) | | | | | |
| Land Records System (LRS) | | | | | |
| Land Acquisition Priority System (LAPS) | | | | | |
| Law Enforcement Management Information System (LEMIS) | | | | | |
| Personal Property Management System (PPMS) | | | | | |
| Pesticide User Permit System (PUPS) | | | | | |
| QuickTime | | | | | |
| Refuge Management Information System (RMIS) | | | | | |
| Remote Access - Analog (Modem) (FWS Service Modem Pool / DOI iPass) | | | | | |
| Science Exchange Program (SEP) | | | | | |
| Service Asset and Maintenance Management System (SAMMS) | | | | | |
| Service Permits Issuance and Tracking System (SPITS) | | | | | |
| Servicewide National Messaging | | | | | |
| Servicewide Active Directory Account | | | | | |
| Web-posting on the Service Intranet | | | | | |



| System | Action Required | | | Action Taken | |
|----------------|-----------------|-----------|---------------------|--------------|------------------|
| | N/A | Terminate | Transfer/ Retain | Complete | Date Complete |
| Other 1: _____ | | | | | |
| Other 2: _____ | | | | | |
| Other 3: _____ | | | | | |
| Other 4: _____ | | | | | |
| Other 5: _____ | | | | | |



SECTION 4: CERTIFICATION OF COMPLETED EXIT CLEARANCE FORM

I certify that all Government property and permits have been accounted for and, unless otherwise shown, no amount is due the Government from me.

Non-Service Employee Signature

Date

I certify that the non-Service employee has completed the exit clearance process, except as noted below.

IRTM Authorized Approving Official Signature

Date

CGS Authorized Approving Official Signature

Date

BF Authorized Approving Official Signature

Date

HR/HC Authorized Approving Official Signature

Date

Supervisor/COR Signature

Date

| |
|-----------------|
| Remarks: |
| |
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APPENDIX A: INSTRUCTIONS TO COMPLETE FWS FORM 3-2370

This is the standard form that non-Service employees and their supervisors/CORs use to document completion of the exit clearance process. Authorized Approving Officials sign the form to indicate that employees have complied with exit clearance requirements.

FWS Form 3-2370 should be used only by non-Service employees and their supervisors/CORs. Service employees separating from the Service, transferring, or beginning an extended Leave Without Pay should use FWS Form 3-2369 to document completion of the exit clearance process.

The table below lists the Authorized Approving Officials who may verify completion of separation tasks for their accountable group (i.e., each official/backup listed below is the only person who may sign on behalf of his/her respective group).

| Accountable Group | Work Location of the Separating Non-Service Employee | | |
|----------------------------------|---|--|--|
| | Washington Office | Regional Office | Field Station |
| Information Technology | Information Resources and Technology Management Chief, Deputy or Regional IT Security Manager | Regional Information Resources and Technology Management Chief, Deputy or Regional IT Security Manager | Regional Information Resources and Technology Management Chief, Deputy or Regional IT Security Manager |
| Contracting and General Services | Division of Contracting and Facilities Management Chief or Deputy | Division of Contracting and General Services Chief or Deputy | Accountable Officer |
| Budget and Finance | Division of Financial Management Chief or Deputy | Budget and Finance Officer or Deputy | Regional Budget and Finance Officer or Deputy |
| Human Resources | Division of Human Capital Chief or Deputy | Human Resources/Human Capital Officer or Deputy | Regional Human Resources/Human Capital Officer or Deputy |

Non-Service employees and their supervisors/CORs are responsible for completing FWS Form 3-2370 prior to the employee's separation date. If non-Service employees do not comply with the process and complete the form, they or the vendor or organization they represent may be subject to action by the Service.

For additional information on the exit clearance process or FWS Form 3-2370, non-Service employees should consult Service Manual chapter 223 FW 14 or contact their supervisor/COR. Other responsible parties should consult Service Manual chapter 223 FW 14 or contact their servicing Human Resources office.