

## U.S. DEPARTMENT OF ENERGY HEADQUARTERS EMPLOYEE FINAL SEPARATION CLEARANCE

Form should reach the Office of Security and the HQ Servicing Human Resources office on the last day of active duty.

PART I – TO BE COMPLETED BY EMPLOYEE OR OFFICE TO WHICH THE EMPLOYEE IS ASSIGNED		
1. EMPLOYEE NAME	2. Employee Phone	3. Last Day of Active Duty
4. Position Title Series-Grade Division or Office	5. Forwarding Address	

PART II – TO BE COMPLETED BY THE EMPLOYEE AND ATTACHED TO THIS DOCUMENT
6. Please complete and attach the <i>DOE Form 3250.1 (10-07) – U.S. Department of Energy Exit Interview</i>

PART III – TO BE COMPLETED BY THE ADMINISTRATIVE OFFICER; HQ SECURITY OFFICER; AND RECORDS LIAISON OFFICER						
Initial	7a. AO Action	Initial	7b. HSO Action	Initial	7c. RLO Action	
	Transfer or Turn in Property/Equipment		Verify ID Badge Turn in		Records Transferred/Access Granted to: _____ & Personal Materials Removed	
	Collect Keys		Terminate Building Access			
	Collect RSA Token		Change Safe Combinations			
	Terminate LAN and Email Accounts		Contact TS Document Control Officer	Yes	No	Request Record Copies. If "Yes" must provide written request with a records inventory/listing.
	Collect Purchase and/or Travel Credit Card(s)		Collect Secure Voice Telephone			
	Collect GETS or other Phone Calling Card(s)		Terminate Special Access (call 6-7130)			
	Inform Occupational Health Unit					Supervisor's Clearance Initials Name: _____ Date: _____
<b>7a. Signature</b>		<b>7b. Signature</b>		<b>7c. Signature</b>		
_____		_____		_____		
ADMINISTRATIVE OFFICER                      DATE		HQ SECURITY OFFICER                      DATE		RECORDS LIAISON OFFICER                      DATE		

PART IV – TO BE ROUTED BY EMPLOYEE ON/OR PRIOR TO LAST DAY OF ACTIVE DUTY FOR COMPLETION BY THE ORGANIZATIONS LISTED					
<i>When clearance cannot be granted; list items to be returned and/or financial obligations in REMARKS column.</i>					
ORGANIZATION	ROOM	ITEM OR ACTION	CLEARED	NOT CLEARED	SIGNATURE AND DATE OR REMARKS
8. ASSISTANT GENERAL COUNSEL FOR STANDARDS OF CONDUCT	6A-211 (6-1522)	FOR PERSONS REQUIRED TO FILE ONLY SF-278 – Report of Financial Interests and/or OGE-450 – Financial Disclosure Report			
9. PROPERTY OFFICE	R-006 GTN GG-087 FORS (6-5201)	Accountable Property Turned in or Transferred			
10. DOE HQ HUMAN RESOURCES	GM-169 FORS (6-1234)	Termination of Transit Subsidy (SEET)			
11. PARKING OFFICE	GE-140 (6-4271)	Parking Permits – Removal from program.			
12. PASSPORT OFFICE	GE-180 FORS (6-3601)	Turn in Passport			
<i>Items 13 and 14 below should be the last items completed in this section; typically on the last day of active duty</i>					
13. SAFEGUARDS and SECURITY	B-106 GTN 1E-190 FORS	SECURITY DEBRIEFING and TURN IN ID BADGE			
14. HEADQUARTERS SERVICING PERSONNEL OFFICE	SEE INSTRUCTIONS FOR ROOM NUMBER	EXIT INTERVIEW and BENEFITS DEBRIEFING			

RETURN TO ADMINISTRATIVE OFFICER. ADMINISTRATIVE OFFICER SEND COPY TO PAYROLL IF FINANCIAL OBLIGATIONS EXIST.

## INSTRUCTIONS

### PART I - Items 1-5 (Employee or Employee Organization)

Completed by the employee and/or the office to which the employee is assigned

### PART II - Item 6 (Employee)

Complete the *DOE Form 3250.1 (10-07) – U.S. Department of Energy Exit Interview* and attach to this form.

### PART III - Item 7 (Administrative Officer, HQ Security Officer and Records Liaison Officer)

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| <p>7a. Administrative Officer (AO) signs upon completing:</p> <ul style="list-style-type: none"><li>- Collection and transfer sensitive property items to another person or office, as appropriate</li><li>- Collection of RSA Token, office keys, purchase and travel charge cards, calling cards, etc.</li><li>- Cancellation of LAN and Email accounts</li><li>- Notifying the Occupational Health Units</li></ul> | <p>7b. HQ Security Officer (HSO) signs upon completing:</p> <ul style="list-style-type: none"><li>- Verify ID Badge submission</li><li>- Terminate area, building and special access</li><li>- Change safe combinations</li><li>- Follow security procedures for TS Documents</li><li>- Collection of Secure Telephone(s)</li></ul> |
|---|---|
- 7c. Records Liaison Officer (RLO) signs upon transfer of Federal records to person assuming responsibility or to RLO.

### PART IV - Items 8-12 (Employee)

Hand-carry this form, on or prior to the last day of active duty, to the offices listed.

- Item 8 applies only to employees required to file Financial Disclosures
  - o SF-278 is required for all separating employees that are paid at an SES (or equivalent) rate or above and worked 60 days or more in the preceding year
  - o OGE-450 is required for all separating employees who have filed a financial statement and are not required to file an SF-278
- Item 9 applies to all employees
- Item 10 applies to all employee enrolled in the Transit Subsidy Program (SEET)
- Item 10 applies to all employees with (or listed on) a parking permit for the DOE HQ garage
- Item 12 applies only to employees issued a passport by DOE (or other agency) for work-related travel

### PART IV - Item 13 (Employee)

Hand-carry this form, on the last day of active duty, to the Badge Office. Security will issue temporary access credentials for the remainder of the work day. Turn in Security Badge and receive Security Debriefing.

### PART IV - Item 14 (Employee)

This should be the last clearance. Employee meets with his/her servicing personnel office (i.e., DOE, NNSA, SC, OIG) for Exit Interview and Benefits Debriefing.

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|---|--|
| <ul style="list-style-type: none"><li>- DOE (including Retiring Employees) -<br/>Room GM-169, Forrestal</li><li>- NNSA – Room GB-157, Forrestal</li></ul> | <ul style="list-style-type: none"><li>- NNSA – Room F-125, Germantown</li><li>- SC – G-Wing, 2<sup>nd</sup> Floor, Germantown</li><li>- OIG – Room 5D-031, Forrestal</li></ul> |
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<b>UPON COMPLETION, RETURN THIS FORM TO THE ADMINISTRATIVE OFFICER</b>
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**Administrative Officer – if the employee has a financial or property obligation, submit a copy of this form to the Payroll and Budget Execution Team (CF-11; Room C-248, Germantown; or FAX to (301) 903-3916) by the separation date for salary offset.**

#### 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/her final paycheck may be delayed.