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| **EMPLOYEE INFORMATION** | | | | | | | | | | | |
| 1. **Employee Name (Last, First, MI):** | | | | 1. **Social Security Number:** | | | | | | | 1. **Organization:** |
| Last, First, MI | | | | SSN | | | | | | | Organization |
| 1. **Last Day of Work:** Last Day of Work | | | | 1. **Forwarding Address:** Forwarding Address | | | | | | | |
| 1. **Reason for leaving (Select one):** | | | | | | | | | | | |
|  | Separation |  | Retirement | | |  | | | Reassignment to another Office within IA | | |
|  | Resignation |  | Other (Provide explanation): | | |  | | | Transfer to another Agency outside AS-IA/BIA/BIE | | |
|  |  |  |  | | | | | | | | |
| Employing offices will prepare this form for each employee upon separation, resignation, transfer, retirement, reassignment or transfer to another Agency. Each employee is required to clear with the offices listed below and return or account for all items issued during his/her employment; upon completion, this form will be returned to the appropriate Servicing Personnel Office (SPO). **SEPARATIONS WILL NOT BE PROCESSED BY THE SPO UNTIL RECEIPT OF THIS FORM.** | | | | | | | | | | | |
| **ACCOUNTABLE COMPONENT OFFICES** | | | | | | | | | | | | |
| 1. **Supervisor/Manager/COTR** | | | | | **Clearance Official’s**  **Initials** | | | | | Clearance Official’s Notes | | |
| Cleared | | Not Cleared | | |
| * + 1. SF-52 (Initiated in FPPS) | | | | |  | |  | | | Notes | | |
| * + 1. Email sent to “Exit Clearance Process” group or [exit\_clearance\_process@bia.gov](mailto:exit_clearance_process@bia.gov) | | | | |  | |  | | | Notes | | |
| * + 1. Instruct employee on exit clearance process | | | | |  | |  | | | Notes | | |
| * + 1. Request/ensure employee’s access to all IT/HR Systems is terminated | | | | |  | |  | | | Notes | | |
| * + 1. Government credentials, DOI Access ID Card, passports, and uniform patches, have been collected/destroyed | | | | |  | |  | | | Notes | | |
| * + 1. Government Charge Card returned | | | | |  | |  | | | Notes | | |
| * + 1. Cell Phone and accessories returned | | | | |  | |  | | | Notes | | |
| * + 1. Voicemail password cleared | | | | |  | |  | | | Notes | | |
| * + 1. Telephone Calling Card returned | | | | |  | |  | | | Notes | | |
| * + 1. Government Vehicle secured | | | | |  | |  | | | Notes | | |
| * + 1. Building, desk, file cabinet keys | | | | |  | |  | | | Notes | | |
| * + 1. Parking Permits returned | | | | |  | |  | | | Notes | | |
| * + 1. Computer and IT Equipment at Home returned | | | | |  | |  | | | Notes | | |
| * + 1. Other issued office equipment (describe, such as USB flash drives, wireless air card, etc) | | | | |  | |  | | | Notes | | |
| * + 1. Artwork / Artifacts returned | | | | |  | |  | | | Notes | | |
| * + 1. Agency records maintained by employee secured | | | | |  | |  | | | Notes | | |
| * + 1. Final Timesheet Certified in Quicktime | | | | |  | |  | | | Notes | | |
|  | | | | |  | | |  | |  | | |
| 1. **Employees in the Washington, D.C. Metropolitan Area must clear with the following offices** | | | | | Cleared | | | Not Cleared | | Clearance Official’s Notes | | |
| 1. Departmental Library | | | | |  | | |  | | Notes | | |
| 1. Departmental Museum Artwork | | | | |  | | |  | | Notes | | |
| 1. Records Management Office | | | | |  | | |  | | Notes | | |
| 1. Parking Permit Office | | | | |  | | |  | | Notes | | |
| 1. Public Transportation Benefit Program | | | | |  | | |  | | Notes | | |
| 1. Room keys for the Main Interior and South Buildings | | | | |  | | |  | | Notes | | |

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|  | **Clearance Official’s**  **Initials** | |  |
| 1. **Finance & Accounting** | Cleared | Not Cleared | Clearance Official’s Notes |
| 1. Travel advances/vouchers |  |  | Notes |
| 1. PCS/RITA |  |  | Notes |
| 1. Accounts receivable |  |  | Notes |
| 1. No outstanding debts |  |  | Notes |
| 1. Government Charge Card terminated |  |  | Notes |
|  |  |  |  |
| 1. **Office of the Chief Information Officer** | Cleared | Not Cleared | Clearance Official’s Notes |
| 1. IT System access has been terminated |  |  |  |
| 1. Proximity key cards received |  |  | Notes |
|  |  |  |  |
| 1. **Property Management** | Cleared | Not Cleared | Clearance Official’s Notes |
| 1. Gov’t owned accountable property returned/cleared |  |  |  |
|  |  |  |  |
| 1. **Office of Human Resources Systems (OHRS)** | Cleared | Not Cleared | Clearance Official’s Notes |
| 1. FPPS/ QT access terminated |  |  |  |
| 1. Status terminated in DOI Access |  |  |  |
|  |  |  |  |
| 1. **SPO/Human Resources** | Cleared | Not Cleared | Clearance Official’s Notes |
| 1. PCS Employment Agreement met |  |  |  |
| 1. Student Loan Payoff Service Agreement met |  |  | Notes |
| 1. Relocation Bonus Service Agreement met |  |  | Notes |
| 1. Recruitment Bonus Service Agreement met |  |  | Notes |
| 1. Ethics and post-employment info. provided, if applicable |  |  | Notes |
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| **CERTIFICATION OF COMPLETION** | |
| 1. I certify that all government property and permits have been accounted for, and unless otherwise shown, no amount is due to the Federal Government from me. I understand that failure to satisfactorily complete this clearance process may delay the release of my final paycheck. | 1. I certify that the employee has completed the exit clearance process. |
| Employee’s Signature Date | Supervisor/Manager/COR/COTR Signature Date |

***This form should be submitted to the SPO, either before or within 3 days after the employee’s last day of work. PLEASE DO NOT SEND THIS FORM TO THE SPO UNTIL SECTIONS 7 THROUGH 12 ARE COMPLETED.***

PRIVACY ACT STATEMENT: The authority for requesting information hereon from an employee is as follows: Section 301.552a (d), 4108, 5501 et. seq., and 5705 of Title 5 of the U.S. Code; and sections 3301 et seq., 3501 et. seq., and 3701 et. seq. of Title 31 of the U.S. Code. The information will be used to determine if the employee, by virtue of or relative to his or her Federal Employment, is indebted to the U.S. government for money, property, documents, or otherwise or has any obligations to the Federal Government will release the employee’s final pay check, retirement, or other amounts due to the employee. Information on the form may be provided to a federal agency for the purpose of collecting a debt owed to the Federal Government through administrative or salary offset. Furnishing the information on the form is voluntary but failure of an employee to complete the form maybe grounds to withhold the release of monies otherwise due to the employee from the Federal Government.