

INDIAN AFFAIRS– EXIT CLEARANCE FORM

Thank you for your service to Indian Affairs (IA), U.S. Department of the Interior (DOI). We greatly appreciate your hard work and dedication to DOI's mission. As you prepare to depart, please review the directions and guidance provided below to ensure you follow proper off-boarding processes and procedures. We ask that you work with your administrative support staff and supervisor or Contracting Officer Representative (COR) throughout the process.

IMPORTANT: This form requires multiple digital signatures; therefore, do not lock the document after applying a digital signature.

Section 1: Employee Information

*required fields

| | | | |
|---|--|---|---------------------|
| 1. Full Name*: | | 2. Position Title*: | 3. Position Grade*: |
| 4. Supervisor's or COR's Full Name*: | | 5. Office*: | |
| 6. Duty Station (City, State)*: | | 7. Organizational Code*: | |
| 8. Departure Date (If different than separation date)*: | | 9. Separation Date (final date in pay status)*: | |
| 10. Departure Type*: (select one) | <input type="checkbox"/> 10a. Separation | <input type="checkbox"/> 10a1. Resignation <input type="checkbox"/> 10a2. Retirement <input type="checkbox"/> 10a3. Transfer to another Federal agency | |
| | <input type="checkbox"/> 10b. Change | 10b1. Reassignment (BIA/BIE/BTFA) 10b2. Reassignment (DOI bureau) 10b2. Employee to Contractor 10b3. Contractor to Employee 10b4. Absence ≥ 30 days | |
| <small>*NOTE: If you are going on military deployment, are a season volunteer or intern, or will be absent more than 30 days (including Leave Without Pay), please reach out to your supervisor to determine any steps you should take prior to your leave.</small> | | | |
| 11. Complete Forwarding Address*: | | 12. Complete Forwarding Telephone Number and Email Address*: | |
| 13. Date Employee Completed Checklist*: | | 14. Date Submitted Checklist to Supervisor/COR*: | |

Employee Statement:

I certify that all Government property and permits have been accounted for and, unless otherwise noted, I do not owe the Government any money. In addition, I acknowledge the authorization for my access, as applicable, to be terminated as of close of business of my separation date. Furthermore, I understand that any subsequent unauthorized access to systems, resources or property shall constitute theft of U.S., Government property, which could result in prosecution under existing Federal law and statutes.

15. Signature*:

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Section 2: Supervisor's or COR's Certification

*required fields

Supervisor's or COR's:

I certify that I am in receipt of the employee's Government Furnished Equipment (GFE) (i.e., DOI Access card, laptop, tablet, cellular phone, thumb drive, etc.). I will maintain the complete and signed Exit Clearance Form and checklist for my records.

16. Supervisor's or COR's Signature*:

Section 3: Employee's Exit Clearance Checklist

IMPORTANT: Employees must complete Sections 3a and 3b. Contractors only need to complete Section 3b.

Guidance and Recommendations:

- Meet with your supervisor at least 2 weeks prior to departure to discuss the exit clearance process.
- Begin this form at least 2 weeks prior to your anticipated separation date.
- Provide completed forms to your supervisor/COR or administrative contact prior to your departure.

Section 3a: Employee's Clearance/Sign-Off Sheet

| No. | Actions | Points of Contact | N/A | Sign-Off |
|-----|--|--|-------------------------------|----------|
| 17 | Turn in your resignation letter to your supervisor and servicing HR Office. | Supervisor and Servicing Human Resources Office | 17a. <input type="checkbox"/> | 17b. |
| 18 | Complete the DOI Exit Survey | Employee | 18a. <input type="checkbox"/> | 18b. |
| 19 | Complete final time and attendance in Quicktime | Administrative Support (validate) and Supervisor (certify) | 19a. <input type="checkbox"/> | 19b. |
| 20 | Complete the Exit benefit interview with the separating employee. | Servicing Human Resources Office | 20a. <input type="checkbox"/> | 20b. |
| 21 | Initiate outstanding travel vouchers | Supervisor or Administrative Support | 21a. <input type="checkbox"/> | 21b. |
| 22 | Destroy/shred Travel/Purchase card. | Supervisor or Administrative Support | 22a. <input type="checkbox"/> | 22b. |
| 23 | Return any government-owned artwork/artifacts in your office or workspace | IA DESC RM museum Program | 23a. <input type="checkbox"/> | 23b. |
| 24 | If you are a contracting officer representative, reach out to your contracting officer to notify of your departure | Contracting Officer | 24a. <input type="checkbox"/> | 24b. |

| | | | | |
|----|--|---|-------------------------------|------|
| 25 | Update Public Transportation Subsidy (bike, transit). | https://transitapp.ost.dot.gov/ | 25a. <input type="checkbox"/> | 25b. |
| 26 | Turn in DOI uniforms and other credentials (such as keys to non-DOI buildings, etc.) to your supervisor or appropriate administrative contact | Supervisor or Administrative Support | 26a. <input type="checkbox"/> | 26b. |
| 27 | Turn in your Parking Permit | Supervisor or Administrative Support | 27a. <input type="checkbox"/> | 27b. |
| 28 | Complete DI-4013 Records Management Exit Clearance | Office of the Secretary Records Office os_recordsmanagement@ios.doi.gov | 28a. <input type="checkbox"/> | 28b. |
| 29 | Ensure employee complies with DOI Records Management Policies by contacting their Records Office | Supervisor or Administrative Support or Records Management POC | 29a. <input type="checkbox"/> | 29b. |
| 30 | Turn-in any DOI Library books and pay any outstanding fines | Interior Library (202) 208-5815 | 30a. <input type="checkbox"/> | 30b. |
| 31 | Pay or clear any debts owed to the Federal Government. | Supervisor, COR, or Administrative Support | 31a. <input type="checkbox"/> | 31b. |
| 32 | Pay in full any balance on the government purchase, travel or fleet cards. | Supervisor, COR, or Administrative Support | 32a. <input type="checkbox"/> | 32b. |
| 33 | Turn on automatic replies on your Microsoft Office email account and include your last official day and POC to support with questions. Clear voicemail password. | Supervisor, COR, or Administrative Support | 33a. <input type="checkbox"/> | 33b. |
| 34 | Turn in IT equipment, including but not limited to laptop/desktop computer, cell phone, tablet, radio, phone, and transfer ownership of Microsoft Office One Drive/local desktop files to colleagues as needed | Supervisor, COR, or Administrative Support | 34a. <input type="checkbox"/> | 34b. |

| | | | | |
|----|---|--|-------------------------------|------|
| 35 | Turn in desk/file cabinet keys to your supervisor or appropriate administrative contact | Supervisor, COR, or Administrative Support | 35a. <input type="checkbox"/> | 35b. |
| 36 | Turn in your office/building keys to Personnel Security | Supervisor, COR, or Administrative Support | 36a. <input type="checkbox"/> | 36b. |
| 37 | Turn in your DOI Access Card to Personnel Security (or <i>your COR if you are a Contractor</i>), only if you are separating from DOI | Supervisor, COR, or Administrative Support | 37a. <input type="checkbox"/> | 37b. |

Comments:

PRIVACY ACT STATEMENT: Authority: 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. Purpose: 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 paycheck, retirement, or other amounts due to the employee. Routine Use: 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. Disclosure: 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. Indian Affairs cannot deny a legal right, benefit, or privilege if individuals refuse to provide their SSN unless the law requires disclosure or, for systems operated before 1 January 1975, a law or regulation adopted prior to that date required disclosure to verify the identity of the individual.

SUPERVISOR'S AND ADMINISTRATIVE CONTACT'S CHECKLIST

1. Email sent to exit_clearance_process@bia.gov to notify clearance officials of the employee's separation. The notification should contain the following:
 - a. Employee Name (Last, First and Middle Initial);
 - b. Last 4 Digits of Social Security Number;
 - c. Organization Code; and
 - d. Last day of work.
2. Send employee's resignation letter to your Human Resources representative.
3. Encourage employees to complete the [DOI Exit Survey](#)
4. Enter SF-52 into [FPPS](#) - if you do not have access, contact your Human Resources representative
5. Initiate a deprovisioning request in DOI Access on the employee's last day to ensure the employee is taken out of the DOI Access database. Note: Employees transferring within DOI will keep their DOI Access Card.
6. Destroy PIV Card and send a notification to DOI Access Sponsor informing them that the card has been destroyed; or turn the PIV over to a credentialing center for destruction.
7. Review and validate final time and attendance in [Quicktime](#), confirm type of separation, effective date, and leave balance
8. Work with your Human Resources representative to resolve any issues with employee's leave balance, student loans, relocation payments, etc.
9. Collect employee's government furnished IT equipment (desktop/laptop, cellphone, tablet, secure thumb drive, telephone, etc.), ensure all property assigned to the employee has been returned, and return it to the Office of the Chief Information Officer (OCIO).
10. Collect any DOI uniforms and credentials and return to appropriate office
11. If the employee holds a contract warrant, notify the Bureau Procurement Chief and Bureau Acquisition Career Coordinator, through the OCFO, to ensure that the warrant is fully terminated in writing and in all systems before the last day of the employee's departure
12. Collect any applicable Accountable Property Officer (APO) or Custodial Property Officer (CPO) files and provide Office of Facilities, Property and Safety Management (OFPSM).

13. Complete employee performance appraisal and provide a copy to the employee and to your Human Resources representative
14. Collect government credit card and contact Office of the Chief Financial Officer (OCFO).
15. Collect workspace keys (desk, file cabinet, locker, etc.) and follow standard processes at your location
16. Account for official government records and proprietary documents
17. Ensure electronic files and other files are transferred to necessary colleagues prior to their departure

Clearance Official(s) in each Accountable Component Office is responsible for completing their internal clearance process once you receive the notification email from the exit clearance (exit_clearance_process@bia.gov). Any discrepancies will be sent to the separating employee's immediate Supervisor, Manager, COR, or designee.

| Office of the Chief Financial Officer (OCFO) | |
|---|-----------|
| <p>Travel advances, including RITA and PCS, accounts receivable, and outstanding debts and travel subsidies, are settled.</p> <p>Concur travel authorizations and vouchers are cleared.</p> <p>Accesses to financial systems are terminated.</p> | Comments: |
| Office of Information Technology (OIT) | |
| <p>Ensure that all IT systems accesses are terminated.</p> | Comments: |
| Office of Facilities, Property and Safety Management (OFPSM) | |
| <p>Ensure that property entrusted to the departing employee is accounted for, completing a physical inventory of all property in the employee's custody.</p> <p>Close the employee debt and issue a bill to the customer (separated employee) for any items not returned or for damaged items that were returned, which provides due process and starts the "timer clock" for delinquency aging.</p> | Comments: |
| Human Resources Information Systems (HRIS) | |
| <p>Remove access to all HR information systems, to include but not limited to, FPPS and QuickTime.</p> | Comments: |
| Personnel Security Office | |
| <p>Receive and properly dispose of building access/key cards as well as DOI PIV cards and verify and terminate pending background investigations for the separating employee or conduct a security de-briefing for those holding Top Secret or Secret clearances.</p> <p>*If there is no Personnel Security Specialist in the office or located in that region, the employee's immediate Supervisor, Manager, COR, or designee will be responsible for securing these items.</p> | Comments: |