

U.S. DEPARTMENT OF ENERGY EMPLOYEE FINAL SEPARATION CLEARANCE

Originating office completes items 1 - 6. Employee hand-carries form to organizations listed in Items 7-11. Form should reach the Office of Security and the Headquarters Servicing Human Resources (Personnel) office 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 RECORDS TRANSFERRED GC LAW LIBRARY (6-4848) KEYS TURNED IN (Collect) AMERICAN EXPRESS AND VISA CREDIT CARD 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)	
6B.	SEET PROGRAM MANAGER (Room 4E-084) RECORDS LIAISON OFFICER (RLO)	
CLEARANCE:	Cleared by _____ Date _____	Cleared by _____ Date _____
INFORM:	ENERGY INFORMATION ADMINISTRATION HC - EMPLOYEE WORKLIFE CENTER HC - OCCUPATIONAL HEALTH UNIT IM - DIRECTORY/TELEPHONE CREDIT CARD IM - USER-ID/ACCESS CONTROL IM - SECURE VOICE TELEPHONE MA - PARKING OFFICE	
	WHEN NECESSARY	_____ ADMINISTRATIVE OFFICER DATE
		_____ HEADQUARTERS' SECURITY OFFICER 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"	6A-211/FORS or call x6-1522	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	1F-039/FORS R-006/GTN	PROPERTY/EQUIPMENT TURNED IN OR TRANSFERRED			
9. PASSPORT OFFICE	GB-172/FORS E-072/GTN	TURN IN PASSPORT			
10. SAFEGUARDS and SECURITY:	1G-033, FORS B-106/GTN	DEBRIEFING DOE F 5631.19 "IDENTIFICATION BADGE"			
11. HEADQUARTERS SERVICING PERSONNEL OFFICE	4E-084, FORS F-133/GTN	EXIT INTERVIEW NNSA, SC, OIG -- see instructions			

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

PRIVACY ACT STATEMENT ON REVERSE

Instructions

HQ F 3293.1
(09-99) (rev.07-07)
All Other Editions Are Obsolete

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

Transfer of Records - Transfer Federal Records to Person assuming responsibility or a Records Liaison Officer (RLO)

GC Law Library - Call 6-4848 to obtain clearance

American Express/Visa Credit Card - Cut card in half and return to Administrative Officer

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)

Administrative Officer - If the employee has a financial or property obligation a copy of this form should be submitted to the PAYroll and Budget Execution Team by the separation date for salary offset. The Payroll team is located at CF-11 Room C-248 GTN or FAX (301) 903-3916

Item 6B - For employee action (as applicable)
Parking Permits - Return to CG-031 Forrestal or E-078 Germantown

Records Management - notify the Records Liaison Officer that custodianship of the Federal records has been transferred and identify the new custodian by name, telephone number, and physical location. For information/ assistance contact 301-903-0593 or <http://cio.energy.gov/records-management.htm>

Subsidy for Energy Employee Transit (SEET) - Return fare media to SEET Program Manager Room 4E-084/FORS. Call 6-2452 to obtain financial obligation balance information

Items 7-10 - Employees hand carry this form to the offices listed. Note that Item 7 applies only to employees required to file Financial Disclosures (see below). Enter N/A in the "Cleared" box if Item 7 does not apply.

Item 11 should be the LAST clearance. Final clearance for NNSA, SC, and OIG employees granted by their respective Human Resource office. (NNSA - GB-157/FORS; F-125/GTN ; SC -G-Wing/2nd floor/ GTN; OIG-5D-031/FORS)

UPON COMPLETION RETURN THIS FORM TO THE ADMINISTRATIVE OFFICER

FINANCIAL DISCLOSURE FORMS REQUIRED BY SEPARATING DOE EMPLOYEE

SF-278 is required for all separating employees that are paid at a rate of SES (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.