U.S. FISH AND WILDLIFE SERVICE
EMPLOYEE EXIT CLEARANCE FORM

Revised 12/14/04 Instructions

Employees located in the Washington metropolitan area are required to clear with each listed office upon resignation, retirement or transfer. All accountable items which have been issued to them must be returned or accounted for. Authorized officials receiving returned items, or otherwise clearing the employee, will sign and date each line item as clearance is approved (note N/A if item is not applicable). To expedite the clearance process, items need not be checked in the order shown. However, all other clearances must be received prior to final clearance through the FWS Division of Financial Management. FINAL PAYROLL ACTION WILL NOT BE TAKEN UNTIL THE CLEARANCE FORM HAS BEEN COMPLETED.

Employee's Name:_____ SSN:_____
Last, First M.I.
Office and Location:_____ Separation Date:_____
Office Phone Number:_____
Reason for Leaving (note transfer, resignation, etc., and new organization if applicable):_____
_____

	Authorized Official	Date
I. Departmental Clearance 1. Departmental Library, MI-Room 1150, Tel: (202)208-5815		
2. Official Passport and/or Visa: Room 1731, Tel: (202)208-5292		
3. Parking Services, MI-Room 1210, Tel: 208-7182		
4. Security Office, MI-Room 1229, Tel: (202)208-5111 a. Room keys for Main Interior and Interior South Bldgs. b. Employee ID card (Form DI-238A)		
II. Fish and Wildlife Service Clearance **A. Employee's Organizational Unit** 1. Letter of resignation (if applicable), and automated SF-52, Request for Personnel Action, forwarded to HQHR.		
2. Property items accounted for (including open property passes). Accountable or Custodial Officer Signature only		
3. Office keys (Arlington, Virginia)		
4. Building keys (Arlington, Virginia)		
5. Completion of travel vouchers-outstanding or advanced		
6. Final Time and Attendance (T&A) prepared (note nature of action, i.e., resignation, transfer, etc., and effective date in remarks column) a. Annual/Sick Leave balance verification (ensure that the employee does not have negative leave balance in either category)		
B. Administrative Offices: **1. Division of Human Resources** - 4501 N. Fairfax Drive, Suite 2000, Tel: (703)358-1743 a. Ethics (individuals who are required to file an OGE-450 or SF-278 Financial Disclosure Report, or who are retiring or resigning from the Government)		
b. Security (individuals with national security clearance or in positions designated as critical-sensitive, call 703-358-2117 for an appointment, otherwise supervisor may sign N/A)		

c. Transportation Subsidy (employees who participate in the Transportation Subsidy program must return unused fare media to the agency. If you have used up more than the prorated amount, you will be required to reimburse the agency the difference during exit clearance)		
d. Servicing HR Specialist		
e. Employee Benefits Counselor		
f. FPPS Security (Timekeepers, Alternate Timekeepers, and Certifying Officials)		
g. Workers Compensation Coordinator (if employee has any past or current cases).		
2. Division of Safety and Health, 4301 N. Fairfax Drive, Suite 7096-43, Tel: (703)358-2254/2255 [Only those individuals who have designated responsibilities or are deemed as an impaired employee (hearing impaired, blind, wheelchair bound) in the Occupant Emergency Plans)]		
3. Division of Contracting & Facilities Management, 4301 N. Fairfax Drive, Suite 7118-43, Tel: (703)358-1901 a. Accountable Officer Property Clearance b. Procurement Integrity Forms (Certification) c. Warrants d. Parking Permit - Arlington Square/4501 e. Building/Parking DataWatch Card f. IDEAS-PD User Clearance		
4. Information & Technology Management, Room 340, ArlSq, Tel: (703)358-1729 or (703)358-2200 a. Network / E-mail User Profile b. Telephone Directory Change/Telephone (FTS 2000) Card c. SWAN Account		
5. Division of Financial Management, 4301 N. Fairfax Drive, Suite 7029-43, Tel: (703)358-1742 or (703)358-2354 a. Government Travel Card b. Outstanding Debts (Bill of Collection)		

Certification of Completion of 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.

I certify that the employee has completed the exit clearance process, unless noted below.

Employee Signature Date

Fiscal Signature Date

EMPLOYEE'S FORWARDING ADDRESS:

*Please return original to: HQHR, MS-2000 ArlSq