Employee Clearance Checklist

To be completed by employee's supervisor.

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance beginning on Page 4. For each question answered **NO**, no further action required except for questions 3, 13 and 35.

3. Please have the employee submit all travel vouchers and miscellaneous vouchers and return all outstanding vouchers before supervisor's signature.

13. Please have the employee return all office materials before supervisor's signature.

35. Please notify Health Unit of departure for supervisor's signature.

Employee's Name:	**Supervisor's Name:**	**Office/Division Code:**

Supervisor Responsibilities *(Check off the two steps below as they are completed)*				*Supervisors should advise all clearance contacts, via e-mail, at least 10 days in advance of a separating or reassigned employee to allow time to collect items to be returned and to allow time to resolve problems.*
☐	Debrief Employee. Include privacy, disclosure, and confidentiality responsibilities.	☐	Complete the following questionnaire.	Separation Date:

1.	Was the employee issued a **Government Purchase Card**?	☐ YES	☐ NO
2.	Was the employee issued a **Travel Charge Card and/or a Fleet Card**?	☐ YES	☐ NO
3.	Has the employee submitted all **travel vouchers, miscellaneous vouchers** and returned any outstanding **travel advances**?	☐ YES	☐ NO
4.	Was the employee issued **Calling/Phone Cards** to be used at home, while traveling, or in an emergency?	☐ YES	☐ NO
5.	Was the employee issued **GETS** to be used during COOP or a national emergency?	☐ YES	☐ NO
6.	Was the employee issued **Air Cards** to be used during COOP or a national emergency?	☐ YES	☐ NO
7.	Was the employee issued anything in support of **COOP** (e.g. COOP systems, COOP materials maintained offsite to include policy, practice and procedural manuals)?	☐ YES	☐ NO
8.	Was the employee issued a **cell phone and/or Blackberry**?	☐ YES	☐ NO

9.	Was the employee issued any other equipment or tools that should be returned to the issuing division?	☐ YES	☐ NO
10.	Was the employee issued **IT equipment** (i.e., laptop, computer systems, work at home/telework systems, USB thumb drives, external hard drives, cameras, cables, power cords, phone headsets, printers, accessories,)?	☐ YES	☐ NO
11.	Was the employee issued **non-IT office equipment, software,** or adaptive equipment provided by the government under an arrangement or reasonable accommodation for use at home or other work arrangement, e.g. Telework?	☐ YES	☐ NO
12.	Was the employee issued **property passes** allowing them to remove government property from the facility?	☐ YES	☐ NO
13.	Did the employee return all **office files, office supplies provided for telework and reference materials**?	☐ YES	☐ NO
14.	Did the employee have **voice mail?**	☐ YES	☐ NO
15.	Was the employee granted **RAS/VPN access**?	☐ YES	☐ NO
16.	Was the employee issued a **Government ID/PIV card and/or a Regional Access Badge/GSA Access Card**?	☐ YES	☐ NO
17.	Was the employee issued a **building access card other than a PIV card**?	☐ YES	☐ NO
18.	Was the employee granted **access to the Fitness Center**?	☐ YES	☐ NO
19.	Was the employee issued access via key or controlled code **to controlled areas** (e.g., locked file cabinets, storage rooms, key(s) to private office doors, etc)?	☐ YES	☐ NO
20.	Was the employee issued Office Keys (**desk keys, file cabinet keys, possibly keys for storage)**?	☐ YES	☐ NO
21.	Did the employee have a **reserved parking space or parking pass/permit (e.g. Parking Space Number)**?	☐ YES	☐ NO
22.	Was the employee enrolled in the **transit pass program** and has unused subsidy funds (transit, parking, other) to return?	☐ YES	☐ NO
23.	Do co-workers or managers need access to any of the employee's **electronic files**? (Permitted for 30 days)	☐ YES	☐ NO
24.	Was the employee currently receiving any benefits under the GSA Child Care Subsidy Program?	☐ YES	☐ NO
25.	Did the employee receive any benefits under the Student Loan Repayment Program?	☐ YES	☐ NO
26.	Did the employee receive any relocation benefits from GSA?	☐ YES	☐ NO
27.	Do co-workers or managers need access to any of the employee's **e-mails or e-mail archives**?	☐ YES	☐ NO

28. Did the employee have any **official paper records/agency files** in their possession that should be filed in accordance with the GSA Records Retention Schedule (e.g. required receipts supporting travel vouchers)?	☐ YES	☐ NO
29. Did the preceding "clearance process" result in any **indebtedness to the government** (e.g., the employee failed to turn in property or materials issued to them)?	☐ YES	☐ NO
30. Did the employee have a Continued Service Agreement (CSA)?	☐ YES	☐ NO
31. Is the employee in possession of a government Contracting Officer's Warrant?	☐ YES	☐ NO
32. Does the employee owe for any outstanding tuition related to a training agreement?	☐ YES	☐ NO
33. Does the employee have an **Official Passport?**	☐ YES	☐ NO
34. **Does the employee have a Confidential, Secret, or Top Secret Clearance, which requires a security debriefing?**	☐ YES	☐ NO
35. Was the **Health Unit** notified of the employee's last day?	☐ YES	☐ NO
36. Was the employee informed of the option to complete an exit interview or exit survey?	☐ YES	☐ NO

Additional Notifications

EMPLOYEE SIGNATURE	**DATE**
SUPERVISOR'S SIGNATURE	**DATE**

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance.

Question Answered YES for number	Employee is Leaving GSA	Employee is Transferring to Another GSA Region	Employee is Transferring to Another Service/Staff Office	Employee has a Change in Duties Due to Promotion/ Demotion/Reassignment
1	Collect/Destroy Card. Notify Charge Card Coordinator to Cancel Account	Collect/Destroy Card. Notify Charge Card Coordinator to Cancel Account	Determine if purchase card is still required and if not, collect/destroy. Notify Charge Card Coordinator of need to cancel account. If needed, notify Charge Card Coordinator of Employee's Transfer.	Determine if purchase card is still required and if not, collect/destroy. Notify Charge Card Coordinator or need to cancel account. If needed, no action.
2	Collect/Destroy Card. Notify Charge Card Coordinator to Cancel Account	Collect/Destroy Card. Notify Charge Card Coordinator to Cancel Account	Notify Charge Card Coordinator of Employee's Transfer.	No action.
3	Check Outstanding travel orders and advances by contacting Financial and Payroll Services Division (816) 926-5497.	Check Outstanding travel orders and advances by contacting Financial and Payroll Services Division (816) 926-5497.	Check Outstanding travel orders and advances by contacting Financial and Payroll Services Division (816) 926-5497.	No action.
4	Notify local CIO Voice & Video Services to Cancel the Card.	Notify local CIO Voice & Video Services to Cancel the Card.	Notify local CIO Voice & Video Services to Cancel the Card.	Determine continued requirement for card. If unneeded in new position, notify local CIO Voice & Video Services to cancel the card.
5	Collect Card and return to GETS Administration. If card is uncollectible, please contact GETS Administration at 866-NCS-CALL (627-2255)	Collect Card and return to GETS Administration. Call at 866-NCS-CALL (627-2255)	Collect Card and return to GETS Administration. Call at 866-NCS-CALL (627-2255)	Determine continued requirement for card. If unneeded in new position, Collect Card and return to GETS Administration. Call at 866-NCS-CALL (627-2255).

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance.

Question Answered YES for number	Employee is Leaving GSA	Employee is Transferring to Another GSA Region	Employee is Transferring to Another Service/Staff Office	Employee has a Change in Duties Due to Promotion/ Demotion/Reassignment
6	Collect Air Cards and return to local IT support. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-7548 Attn: Pay Ops Supervisor to put a hold on final paycheck.	Collect Air Cards and return to local IT support.	Collect Air Cards and return to local IT support.	Determine continued requirement for Air Cards. If unneeded in new position, collect Air Cards and return to local IT support.
7	Collect all COOP-related supplies, equipment, and materials. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-7548 Attn: Pay Ops Supervisor to put a hold on final paycheck.	Collect all COOP-related supplies, equipment, and materials.	Collect all COOP-related supplies, equipment, and materials.	Determine continued requirement in new position. If unneeded, collect.
8	Collect cell phone and/or Blackberry and all accessories/passwords and return to local IT support. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-7548 Attn: Pay Ops Supervisor to put a hold on final paycheck.	Collect cell phone and/or Blackberry and all accessories/passwords and return to local IT support.	Collect cell phone and/or Blackberry and all accessories/passwords and return to local IT support.	Determine continued requirement for cell phone and/or Blackberry. If unneeded in new position, collect cell phone and/or Blackberry and all accessories/passwords and return to local IT support.
9	Collect equipment and return to division stock. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-5066 to put a hold on final paycheck.	Collect equipment and return to division stock.	Collect equipment and return to division stock.	Determine continued need for equipment. If unneeded in new position, collect equipment and return to division stock.

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance.

Question Answered YES for number	Employee is Leaving GSA	Employee is Transferring to Another GSA Region	Employee is Transferring to Another Service/Staff Office	Employee has a Change in Duties Due to Promotion/ Demotion/Reassignment
10	Collect equipment and notify IT Service Desk at 866-450-5250 to pick up and return to inventory. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-7548 Attn: Pay Ops Supervisor to put a hold on final paycheck.	Collect equipment and notify CIO Desktop support at 866-450-5250 to pick up and return to inventory.	Collect equipment and notify CIO Desktop support at 866-450-5250 to pick up and return to inventory.	Determine continued need for equipment. If unneeded in new position, collect equipment and notify CIO Desktop support at 866-450-5250 to pick up and return to inventory.
11	Collect and return to appropriate office. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-5066 to put a hold on final paycheck.	Collect and return to appropriate office.	Collect and return to appropriate office.	No action.
12	Collect and Destroy pass.	Collect and Destroy pass.	Collect and Destroy pass.	Determine continued need for pass in new position. If unneeded, collect and destroy.
13	Collect and return to appropriate office. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-5066 to put a hold on final paycheck.	Collect and return to appropriate office.	Collect and return to appropriate office.	No action.
14	Verify PIN Number to access account. If successful, change PIN immediately. If unsuccessful, contact the IT Service Desk and request PIN be reset immediately. Notify organizational Points of Contact as to whether phone number should remain active or be disconnected.	Verify PIN Number to access account. Notify organizational Points of Contact as to whether phone number should remain active or be disconnected.	Verify PIN Number to access account. Notify organizational Points of Contact as to whether phone number should remain active or be disconnected.	No action.

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance.

Question Answered YES for number	Employee is Leaving GSA	Employee is Transferring to Another GSA Region	Employee is Transferring to Another Service/Staff Office	Employee has a Change in Duties Due to Promotion/ Demotion/Reassignment
15	Contact IT Service Desk and close Account.	Contact IT Service Desk and close Account.	Contact IT Service Desk and close Account.	Determine need for continued access. If unneeded in new position, contact IT Service Desk and close Account.
16	Attempt collection of card. If successful, return to Security Office to the Regional Credentialing Officer. If unsuccessful, notify Security that attempts to collect the card failed and notify the National Payroll Branch (BCEC) at (816) 926-5066 to put a hold on final paycheck.	No action.	No action.	No action.
17	Collect both cards and return to local Security. If unsuccessful, call Security and request that the employee's accesses be cancelled immediately and notify the National Payroll Branch (BCEC) at (816) 926-5066 to put a hold on final paycheck.	Collect both cards and return to local Security.	Collect both cards and return to local Security.	No action.
18	Notify Fitness Center of employee's departure.	Notify Fitness Center of employee's departure.	No action.	No action.
19	Collect keys and return to office inventory. If uncollectible, contact management regarding having locks changed.	Collect keys and return to office inventory.	Collect keys and return to office inventory.	Determine continued need. If unneeded in new position, collect keys and return to office inventory.

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance.

Question Answered YES for number	Employee is Leaving GSA	Employee is Transferring to Another GSA Region	Employee is Transferring to Another Service/Staff Office	Employee has a Change in Duties Due to Promotion/ Demotion/Reassignment
20	Collect keys and return to office inventory. If uncollectible, contact management regarding having locks changed.	Collect keys and return to office inventory.	Collect keys and return to office inventory.	Determine continued need. If unneeded in changed position, collect keys and return to office inventory.
21	Notify issuing office/South Field Office of retirement/employee's departure.	Notify issuing office/South Field Office of retirement/employee's departure.	No action.	If employee still qualifies, do nothing. If not, Notify issuing office/ South Field Office of retirement/ employee's departure.
22	Attempt collection of unused benefits and return to Transit Benefit Coordinator. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-5066 to put a hold on final paycheck.	Collect unused benefits and return to Transit Benefit Coordinator.	No action.	No action.
23	If YES, send e-mail to ITServiceDesk@gsa.gov The message should include the names and locations of files and the names of those individuals requiring access.	If YES, send e-mail to ITServiceDesk@gsa.gov The message should include the names and locations of files and the names of those individuals requiring access.	If YES, send e-mail to ITServiceDesk@gsa.gov The message should include the names and locations of files and the names of those individuals requiring access.	Not Applicable.
24	If YES, Contact the Financial and Payroll Services Division at (816) 926-7063 to ensure that benefits do not continue after employee separates from GSA.	No action	No action	No action
25	If YES, did the employee fail to meet the conditions of their Student Loan Repayment Service Agreement? If YES Collect repayment for benefits received from the employee. Repayment should be sent to the Financial and Payroll Services Division, Financial Operations Disbursement Branch (BCEB)	No action	No action	No action

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance.

Question Answered YES for number	Employee is Leaving GSA	Employee is Transferring to Another GSA Region	Employee is Transferring to Another Service/Staff Office	Employee has a Change in Duties Due to Promotion/ Demotion/Reassignment
26	If YES, Did the employee fail to meet the conditions of their Service and Reimbursement Agreement - Moving Expense Allowances? If YES, Check with the Financial and Payroll Services Division at (816) 926-7012 to determine the amount the employee is required to pay back to GSA. Collect repayment from the employee. Repayment should be sent to the Financial and Payroll Services Division, Financial Operations and Disbursement Branch (BCEB).	No action	No action	No action
27	If YES, send e-mail to ITServiceDesk@gsa.gov to request access.	Access to an active employee's mail file is not permitted. Have employee provide copies of work related e-mails prior to departure.	Access to an active employee's mail file is not permitted. Have employee provide copies of work related e-mails prior to departure.	Access to an active employee's mail file is not permitted. Have employee provide copies of work related e-mails as needed.
28	Collect records and file appropriately.	Collect records and file appropriately.	Collect records and file appropriately.	Collect records and file appropriately.
29	Notify the National Payroll Branch (BCEC) at (816) 926-5066 of indebtedness.	Notify the National Payroll Branch (BCEC) at (816) 926-5066 of indebtedness.	Notify the National Payroll Branch (BCEC) at (816) 926-5066 of indebtedness.	Notify the National Payroll Branch (BCEC) at (816) 926-5066 of indebtedness.

INSTRUCTIONS: For each question answered **YES**, select the appropriate column and follow related guidance.

Question Answered YES for number	Employee is Leaving GSA	Employee is Transferring to Another GSA Region	Employee is Transferring to Another Service/Staff Office	Employee has a Change in Duties Due to Promotion/ Demotion/Reassignment
30	Notify the Continued Service Agreement (CSA) Clearance Officer	Notify the Continued Service Agreement (CSA) Clearance Officer	Notify the Continued Service Agreement (CSA) Clearance Officer	Notify the Continued Service Agreement (CSA) Clearance Officer
31	Supervisor should collect the Contracting Officer's Warrant from the Employee	No action.	No action.	No action.
32	If YES, did the employee fail to meet the conditions of their training agreement? If YES Collect repayment for training received from the employee. Repayment should be sent to the Financial and Payroll Services Division, Financial Operations Disbursement Branch (BCEB)	No action.	No action.	No action.
33	Collect and return to appropriate office. If collection is unsuccessful, notify the National Payroll Branch (BCEC) at (816) 926-5066 to put a hold on final paycheck.	Collect and return to appropriate office.	Collect and return to appropriate office.	No action.
34	Notify Security Office of employee's departure	No action.	No action.	No action.
35	Notify Health Unit of employee's departure.	Notify Health Unit of employee's departure.	No action.	No action.
36	No action.	No action.	No action.	No action.
Other Office Instructions				