

U.S. Fish and Wildlife Service Employee Exit Clearance Form

Employee Name (Last, First, MI):	
Position/Title/Grade:	
Separation/Transfer Date:	Office (station, org code, city, state):
Reason for Leaving: (note transfer, resignation, retirement, etc):	
New Duty Station (if transferring within the Service):	
Complete Forwarding Address and Phone Number:	

This form (including Part 2) must be completed jointly by the supervisor and the employee (permanent and temporary) whenever an employee is separating from the Service or changing duty stations.

- Mail or fax this form to the Human Resources Office in your Region/CNO within 3 business days from the employee’s separation or transfer date.
- All accountable items that the Service issued to the exiting employee must be accounted for and/or returned.
- Officials receiving the returned items, or otherwise clearing the employee, must sign and date each item to approve clearance (check “N/A” if the item is not applicable).
- Be sure to complete all sections.

Part 1

<i>The following items have been returned, accounted for, or completed, and other appropriate action has been taken. (Indicate “N/A” if the item is not applicable.)</i>	Authorized Official Initials		Date
Employee’s Immediate Office/Organizational Unit	OK	N/A	
1. SF-52 Request for Personnel Action Part IV completed by employee, if written resignation is prepared. Enter in FPPS and send a hard copy to the Program Office and Human Resources (HR).			
2. Final Electronic Time and Attendance (T&A) report prepared. (Note the nature of the action, for example, resignation, transfer, etc., and the effective date in the message area. Also note any negative leave balance in the message area and report to HR (verify annual/sick leave balances)).			
3. Office records, files, library books, and periodicals.			
4. If assigned as Accountable Officer/Property Custodian of the station/office, submit paperwork to change accountability.			
5. Complete interim performance appraisals for subordinates (370 DM 430 1.6G(5)).			

Office Services			
<i>The following items have been returned, accounted for, or completed, and other appropriate action has been taken. (Indicate "N/A" if the item is not applicable.)</i>	Authorized Official Initials		Date
	OK	N/A	
6. Personal property items accounted for; e.g., computer, cell phone, PDA, printer, etc. (Form DI-105)			
7. Lost or damaged property reconciled (Supervisor should contact CFM/CGS/BF if there are any issues).			
8. Keys for building/offices, including access control cards. Return CARDKEYS and office keys to issuing office. Change access codes on keyless entry systems.			
9. Return parking access cards, transit passes/subsidies, etc.			
10. Telephone authority code card. Card may be transferred within the Service. Please contact CFM/CGS for guidance (for those leaving the Service, Project Leaders must destroy the card and notify CFM/CGS by e-mail).			
11. Contracting Officer's warrant or Procurement warrant certificate: return to CFM/CGS including changes of station.			
12. Procurement Integrity Forms (certification).			
Budget and Finance			
13. Destroy accountable documents, i.e., unused convenience checks, Government Bill Ladings, airline tickets, etc.			
14. Travel advances (trip-by-trip and/or PCS): notify Budget and Finance (BF) immediately.			
15. Outstanding travel vouchers not yet submitted: submit to National Business Center in Denver.			
16. Collection Officers and/or Imprest Fund Cashiers: notify BF immediately for accountability change.			
17. Government Charge Card: May be transferred between Regions/CNO. For employees leaving the Service, surrender the Travel/Purchase charge card to the supervisor. The supervisor must cut the card into pieces and notify BF to cancel the card. Employee must pay any balance due on charge card bills.			
Human Resources			
18. Employee I.D. card (Form DI-238A or DI-238): attach to exit clearance form or return to HR. ID cards may not be used in other Regions/CNO or Agencies.			
19. Exit Interview Questionnaire: Optional for the employee.			
20. Benefits/Ethics Information Fact Sheet provided to separating employee.			
21. Terminate access to Federal Personnel Payroll System (FPPS)			
Information/Technology Systems			
22. Access to all Service systems (user names and passwords) disclosed. Complete Part 2 of this form and send it to the Information Technology representative who is responsible for removing system access for your organization.			

<i>The following items have been returned, accounted for, or completed, and other appropriate action has been taken. (Indicate "N/A" if the item is not applicable.)</i>	Authorized Official Initials		Date
	OK	N/A	
Miscellaneous			
23. Currently receiving Workman's Compensation Benefits? Contact the appropriate office for information.			
23. Law Enforcement credentials and badges: contact Assistant Regional Director or Deputy Chief, LE for instructions and security debriefing, as necessary.			
24. Security clearances verified and terminated			
25. Exit Physical: for employees on a Medical Surveillance Program, i.e., hearing, pesticides, asbestos, etc. (Required by Service policy for employees under a medical surveillance program such as asbestos abatement personnel, ES contaminant specialists, hearing conservation participants, pesticide users, underwater divers, etc.)			
26. Uniforms - All Service uniforms/patches must be returned.			
27. Quarters occupants: Complete Quarter's Inspection form (DI-1879), mail to CGS and notify the RO Quarters Officer in advance of vacating.			
28. Other (to be used by the Duty Station/Region/CNO for items unique to the employee's position):			

CERTIFICATION OF COMPLETED 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.

Employee Signature Date

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

Project Leader/Supervisor Date

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

Budget and Finance Officer/Representative Date

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

Human Resources Officer/Representative Date

Remarks:

PART 2

CHECKLIST OF FISH AND WILDLIFE SERVICE SYSTEMS

Separating/transferring employees and their supervisors should use this list to 1) identify all Service information systems to which they have access and 2) add any systems the employee can access that are not on the list. For employees transferring to another duty station or to another position with different access requirements, identify those systems to which you must retain access.

Send a copy of Part 2 to your servicing Information Technology representative.

Employee Name: _____

Location: _____

Separation Date: _____

System	Auth. Official Initials	N/A	Transfer/ Retain Access?	Date
Accomplishments Reporting System (ARS)				
Budget Allocation System (BAS)				
Corporate Master Table				
Cost and Performance Management System				
Data Tracking System (DTS)				
DOI Learn				
DOI Safety Management Information System				
Engineering Facilities Management Information System (EFMIS)				
Environmental Conservation Online System (ECOS)				
Environmental Systems Research Institute (ESRI) License Information System				
Federal Aid Information Management System (FAIMS)				
Federal Financial System (FFS) and Datamart*				
Federal Personnel Payroll System (FPPS)				
Financial Assistance Award Data System (FAADS)				
Financial and Business Management System (FBMS)				
Fire Management Information System (FMIS)				
Fisheries Information System (FIS)				
Government Charge Card Services (currently EAGLS)				
GSA Interagency Fleet Management System				
Hyperion System				

System	Auth. Official Initials	N/A	Transfer/ Retain Access?	Date
Incident Management Analysis Reporting System (IMARS)				
Interactive Map and Data Server (IMADS)				
Interior Department Electronic Acquisition System (IDEAS)				
Land Records System (LRS)				
Land Acquisition Priority System (LAPS)				
Law Enforcement Management Information System (LEMIS)				
Lotus Notes				
Personal Property Management System (PPMS)				
Pesticide User Permit System (PUPS)				
QuickTime				
Refuge Management Information System (RMIS)				
Remote Access - Analog (Modem) (FWS Service Modem Pool / DOI iPass)				
Science Exchange Program (SEP)				
Service Asset and Maintenance Management System (SAMMS)				
Service Permits Issuance and Tracking System (SPITS)				
Servicewide National Messaging				
Servicewide Active Directory Account				
Web-posting on the Service Intranet				
Other (List Separately):				

*The FFS and FWS Finance DataMart Security Access Request Form is required as an important step in our security administration process. The form is used to request access in the financial systems and is also used to request deletion from financial systems access. Signatures are required on these forms, and the Division of Financial Management must maintain the forms as proof of proper documentation. This process is audited by KPMG. A checklist (such as Part 2), or an email or verbal instruction are not acceptable to delete access from these systems.