



223 FW 13

Exit Clearance for Fish and Wildlife Service Employees

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13.1 What is the purpose of this chapter? This chapter provides guidance and procedures for employees, supervisors, and other personnel to successfully complete the Service's Exit Clearance Process ("process") for Fish and Wildlife Service employees. The process for Non-Fish and Wildlife Service employees (e.g., contractors, volunteers) is in [223 FW 14](#).

13.2 What are the objectives of this policy? Our objectives are to:

A. Establish standard exit clearance procedures that employees, supervisors, and managers follow when employees separate from the Service, transfer, or begin an extended Leave Without Pay (LWOP) as [Table 13-1](#) defines;

B. Ensure that employees who separate from the Service, transfer, or begin an extended LWOP do not retain improper electronic and physical access to Service information and property; and

C. Ensure that employees who are moving to another duty station within the Service:

(1) Retain access to the information systems, property, and facilities they need;

(2) Return property to the facility they are leaving; and

(3) Do not retain access to information systems or facilities that are not related to their position at the new duty station.

13.3 What is the policy?

A. Our policy is that when an employee separates from the Service, transfers, or begins an extended LWOP, his/her supervisor must ensure successful completion of the following three steps:

(1) Begin the exit clearance process,

(2) Complete the exit clearance requirements in [FWS Form 3-2369](#) (e.g., collect credentials and badges, terminate access to information systems), and

(3) Verify [FWS Form 3-2369](#) is complete and file required documentation.

In sections 13.8 through 13.11 we assign separation tasks to the people responsible using the three steps at left as a framework.

B. The process begins when a supervisor is notified or is made aware that an employee intends to separate, transfer, or begin an extended LWOP. The process ends when the supervisor certifies that the employee and all accountable groups (i.e., Divisions and Offices within the Service) have met the exit clearance requirements.

C. The employee and the supervisor complete the process in the 10 business days between the employee's notification of intent to separate and the separation date. The following diagram illustrates the process and highlights some key milestones in each phase.



D. If an employee abruptly departs, the supervisor must immediately complete the tasks normally assigned to the employee. The supervisor also must obtain certifications from Authorized Approving Officials to document completion of the process. This may be necessary in the following situations:

- (1) Death,
- (2) Illness,
- (3) Personal emergency,
- (4) Termination, and
- (5) Resignation with little or no notice.

13.4 What is the scope of this policy?

A. The policy applies only to Service employees who separate from the Service, transfer, or begin an extended LWOP. Non-Service employees (e.g., contractors, volunteers) separating from the Service should refer to [223 FW 14](#) for guidance and procedures for exit clearance.

B. Table 13-1 shows the actions that require exit clearance.

Table 13 1: Actions that Require Exit Clearance	
Separation Type	Examples
Separation from Federal Service	Retirement Resignation Termination Abrupt/Immediate departure (without notice)
Transfer	Transfer to another Bureau within the Department Transfer to another Region within the Service Transfer between duty stations within a Region
Extended LWOP	Leave of absence (>90 days)

C. This policy does not apply to employees who transfer between Divisions within the Service. However,

there may be exit clearance items that apply to these types of transfers, including the following:

(1) Changes to information systems access, and

(2) Changes to facilities access.

13.5 Who is responsible for performing this process? Several groups share responsibility for completing the exit clearance process. An Authorized Approving Official from each accountable group certifies completion of the exit clearance requirements by initialing specific sections on [FWS Form 3-2369](#). For a list of the designated Authorized Approving Officials, see [section 13.7C](#). The following people must work together to complete the process:

A. Employees:

(1) Notify their immediate supervisor of intent to separate at least 10 business days before the effective separation date,

(2) Comply with the exit clearance policy and procedures, and

(3) Complete [FWS Form 3-2369](#) and submit the completed form to their supervisor.

B. Supervisors:

(1) Comply with the exit clearance policy and procedures, and

(2) Hold employees accountable for employee responsibilities. (The supervisor is ultimately responsible for ensuring the successful completion of the process.)

C. Division Chiefs, Deputies, Human Resources (HR)/Human Capital (HC) Officers, Budget and Finance Officers, and the Personnel Security Officer:

(1) Comply with the exit clearance policy and procedures, and

(2) Hold supervisors and employees accountable for responsibilities.

13.6 What are the authorities for this policy?

A. Office of Management and Budget (OMB) [Circular A-123](#), Management Responsibility for Internal Controls.

B. [375 DM 19](#), Information Technology Security Program.

13.7 What is FWS Form 3-2369?

A. [FWS Form 3-2369](#) is the standard form that Service employees and their supervisors use to document completion of the exit clearance process. Authorized Approving Officials sign the form to indicate that employees have complied with exit clearance requirements. If employees do not comply with the process and complete FWS Form 3-2369, they may be subject to action by the Service.

B. Table 13-2 summarizes the four sections on FWS Form 3-2369.

Table 13 2: Summary of FWS Form 3 2369	
Section	Components
Section 1: Identifying Information	This section requires the employee to provide identifying information.
Section 2: Exit Clearance Requirements for Service Employees	This section is the official record of completion of separation tasks. The supervisor and Authorized Approving Officials must: <ul style="list-style-type: none"> • Certify completion of each exit clearance requirement applicable to the employee, given his/her separation type • Record the date each requirement was satisfied • Identify which exit clearance requirements are "Not Applicable"
Section 3: Employee Access to Service Information Systems	This section is the official record of changes the Information Resources and Technology Management (IRTM) staff makes to the employee's access to Service information systems. The section includes: <ul style="list-style-type: none"> • A list of information systems to which the employee has access, as indicated by the supervisor • IRTM Authorized Approving Official's certification of termination or transfer of employee's access to systems, as appropriate
Section 4: Certification of Completed Exit Clearance Form	In this section, the employee, supervisor, and Authorized Approving Officials certify successful completion of the exit clearance requirements in Sections 2 and 3.

C. Capturing formal certification that employees have satisfied exit clearance requirements is a key element of the process. Table 13-3 lists the Authorized Approving Officials who may verify completion of separation tasks for their accountable group (i.e., each official/backup listed below is the only person who may sign on behalf of his/her respective group). Click on the links within the table to view detailed information about an accountable group's exit clearance responsibilities.

Table 13 3: Authorized Approving Officials			
Accountable Group	Work Location of the Separating Employee		
	Headquarters	Regional Office	Field Station
Information Technology	Information Resources and Technology Management Chief, Deputy or Regional IT Security Manager	Regional Information Resources and Technology Management Chief, Deputy or Regional IT Security Manager	Regional Information Resources and Technology Management Chief, Deputy or Regional IT Security Manager
Contracting and General Services	Division of Contracting and Facilities Management Chief or Deputy	Contracting and General Services Chief or Deputy	Accountable Officer
Budget and Finance	Division of Financial Management Chief or Deputy	Budget and Finance Officer or Deputy	Regional Budget and Finance Officer or Deputy
Personnel Security Officer (For employees with adjudicated security clearances)	Personnel Security Officer	Personnel Security Officer	Personnel Security Officer
Human Resources	Division of Human Capital Chief or Deputy	Human Resources/Human Capital Officer or Deputy	Regional Human Resources/Human Capital Officer or Deputy

13.8 What must employees do when they separate from the Service, transfer, or begin an extended LWOP?

A. Step 1 - Begin the exit clearance process. The separating employee must:

(1) As soon as he/she is aware of a pending separation, inform his/her supervisor of the intent to separate, the separation date, and the reason for separation.

(2) Provide written notification using an [SF-52 Part E](#), a letter, or electronic mail. The employee must give this notification to his/her supervisor no later than 10 business days before the anticipated separation date. For resignations, the employee must provide the effective date and reason for the resignation. The effective date for all terminations of Federal service is the last day the employee is in a pay and duty status. The employee must also provide a forwarding address.

(3) Request a meeting with his/her supervisor to review [FWS Form 3-2369](#) and identify applicable exit clearance requirements. The employee and supervisor should schedule this meeting to take place no later than 5 business days before the anticipated separation date to ensure that there is time to complete the applicable separation tasks.

B. Step 2 - Complete the exit clearance requirements in FWS Form 3-2369. The separating employee must:

(1) Print and review [FWS Form 3-2369](#) before meeting with his/her supervisor to discuss applicable exit clearance requirements, and

(2) Obtain signatures from the authorized officials (see [Table 13-3](#)) who are accountable for exit clearance requirements.

C. Step 3 - Verify FWS Form 3-2369 is complete and file required documentation. The separating employee must:

(1) Certify [FWS Form 3-2369](#) and give the completed form to his/her supervisor, and

(2) Keep a copy of the completed FWS Form 3-2369.

D. Employees should contact their servicing Human Resources office with any questions or issues related to this process.

13.9 What are the supervisor's responsibilities when an employee separates from the Service, transfers, or goes on extended LWOP?

A. Step 1 - Begin the exit clearance process. The supervisor must:

(1) After the employee provides notice of the separation/transfer/extended LWOP, have a meeting with the employee to review the exit clearance process and [FWS Form 3-2369](#). The employee should schedule this meeting, but if he/she does not, the supervisor must request a meeting.

(2) If applicable, complete the necessary Federal Personnel Payroll System (FPPS) action and provide the employee's written notification of separation (see [section 13.8A](#)) to the servicing Human Resources office.

(3) Identify the Service-owned property and systems to which the employee has access. This information is required to ensure the successful completion of [FWS Form 3-2369](#), Sections 2 and 3. Send Section 3 of FWS Form 3-2369 immediately to the servicing IRTM representative.

(4) Request that the employee complete the voluntary [Web-based Department of the Interior employee](#)

[exit survey](#). If the employee consents, enter the employee's Service email address into the survey tool. A link is automatically sent to the employee. Do not enter an employee's personal email address into the survey tool.

B. Step 2 - Complete the exit clearance requirements in FWS Form 3-2369. After meeting with the employee, the supervisor must:

- (1) Complete all exit clearance tasks for which he/she is responsible, and
- (2) Record the completion of tasks on [FWS Form 3-2369](#).

C. Step 3 - Verify FWS Form 3-2369 is complete and file required documentation. After the employee obtains certification for all required exit clearance tasks, the supervisor must:

- (1) Certify and collect the completed [FWS Form 3-2369](#). If the employee fails to successfully complete the form, the supervisor must ensure completion of any outstanding tasks and explain incomplete items.
- (2) Give the employee a copy of the completed FWS Form 3-2369.
- (3) Retain a copy of the completed form and any supporting exit clearance documentation for his/her records.
- (4) Send the original form and any supporting documentation to the servicing Human Resources office.

D. Supervisors should contact their servicing Human Resources office with any questions or issues related to this process.

13.10 What responsibilities do the Authorized Approving Officials in IRTM, Contracting and General Services, Budget and Finance, and the Personnel Security Officer have when an employee separates from the Service, transfers, or goes on extended LWOP?

A. Step 1 - Complete the exit clearance requirements in FWS Form 3-2369. After receiving notification of the employee's pending separation, the Authorized Approving Official must:

- (1) Complete all exit clearance tasks for which he/she is responsible, and
- (2) Record the completion of tasks on [FWS Form 3-2369](#).

B. Step 2 - Verify FWS Form 3-2369 is complete and file required documentation. Following the completion of all required exit clearance tasks, the Authorized Approving Official must certify [FWS Form 3-2369](#).

C. Authorized Approving Officials should contact their servicing Human Resources office with any questions or issues related to this process.

13.11 What responsibilities does the servicing Human Resources/Human Capital office have when an employee separates from the Service?

A. Step 1 - Complete the exit clearance requirements in FWS Form 3-2369. After receiving notification of the employee's pending separation, the Human Resources/Human Capital Authorized Approving Official must:

- (1) Complete all exit clearance tasks for which he/she is responsible, and

(2) Record the completion of tasks on [FWS Form 3-2369](#).

B. Step 2 - Verify FWS Form 3-2369 is complete and file required documentation. After completing all required exit clearance tasks, the Human Resources/Human Capital Authorized Approving Official must:

(1) Certify [FWS Form 3-2369](#), and

(2) After receiving the completed form from the supervisor, file it with any supporting exit clearance documentation by date of separation and retain it for at least 5 years after that date (see [283 FW 2, Records Disposition Schedule, Appendix 1: PERS-520](#)).

13.12 Who should you contact with questions or issues related to this process? Contact your servicing Human Resources office with any questions about this process.

For information on the content of this chapter, contact the Division of Human Capital. For more information about this Web site, contact [Krista Holloway](#) in the Division of Policy and Directives Management.

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