

### SCO EMPLOYEE/CONTRACT EMPLOYEE EXIT CLEARANCE CHECKLIST

Name: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Contract Employee	Separation Date:
<i>Peter Strzdek</i>	<i>8/11/17</i>

The following list is not intended to be all inclusive but is to serve as a reminder of actions that may need to be taken when an employee or contract employee separates. All items may not apply to every situation. This checklist shall remain attached to the SCO Employee/Contract Employee Exit Clearance Certification.

#### LIST OF ACCOUNTABLE ITEMS AND ACTIONS

##### PART 1: SUPERVISOR

DUTIES/ASSIGNMENTS	Date / Initials	Notes
Review and reassign pending or open work	<i>✓</i>	
Review official designations and reassign – e.g., Records Custodian, Directives Manager, Training Coordinator, OEP team member, Continuity Programs Manager, OSHA, T&A Coordinator, purchase card holder, etc.	<i>N/A</i>	

HUMAN RESOURCES	Date / Initials	Notes
Prepare PWP/Appraisal – Interim/Close-out Rating of Record		
Issue Exit Survey/Conduct Exit Interview		Link to OARM survey for attorneys <a href="https://www.surveymonkey.com/r/OARMExitSurvey">https://www.surveymonkey.com/r/OARMExitSurvey</a> (Call 202-514-8196)
Confirm ethics briefing (DOJ employees, only)		
Outstanding Training or Service Agreements (attach)		
Request for Personnel Action (SF-52)	<i>8/11</i>	<i>Advised JMS-HR</i>
Request resignation letter, if applicable		
Employee Separation Package/Benefits Counseling		
T&A Audit/Leave balances/notification to timekeeper (attach print screen from final webTA summary)	<i>N/A</i>	
Final T&A validated/certified (print and attach to checklist)		

SYSTEM ACCESS (Computers, IDs, Passwords)	Date / Initials	Notes
Determine whether continued component access to JCON H: drive and/or email is necessary.		
Process JCON Delete/Transfer Request form		
JCON-S/TS system access terminated	<i>N/A</i>	
RSA key fob token returned		
Cancel or reassign desk top phone & voice mailbox		<i>VM #215987</i>
Terminate financial and procurement systems access – FMIS, NFC, UFMS, E2, PRISM, PaymentNet, WMATA, etc.	<i>N/A</i>	<i>phone justice #2</i>
Terminate research access – Lexis/Nexis, Westlaw, ChoicePoint (CLEAR), Pacer, etc.	<i>N/A</i>	<i>W</i>
Terminate Human Resources and Security systems access – USAStaffing, WebTA, JSTARS, etc.	<i>N/A</i>	<i>W</i>
Terminate all other systems access – (e.g., FOIA, IQ, ARCIS, JRCS, etc.)	<i>N/A</i>	<i>W</i>

FINANCIAL	Date / Initials	Notes
Cancel accountable Officer Signature Form (OBD-234)		
Settle travel obligations (e.g., travel card balances, travel advances, relocation payments)		
Travel vouchers submitted for processing		
Government Financial Obligations (e.g., student loan, recruitment, relocation bonus incentives, late filing fees)	<i>N/A</i>	<i>8/11/17</i>
Procurement Services Notification (warrant holders)		
Ethics Office Notification (financial disclosure filers)		
Subscriptions (name change or cancellation)		

**SCO EMPLOYEE/CONTRACT EMPLOYEE EXIT CLEARANCE CHECKLIST**

Name:  Employee  Contract Employee Separation Date: 8/11/17  
*P Strzdek*

PROPERTY	Date / Initials	Notes
Keys – building, office, desk, file cabinets, etc.	8/11/17	
Official passport	N/A	
Government phone card	N/A	
GETS phone card	N/A	
Purchase card		
Travel card		
Parking permits, pucks, hang tags, garage access card	8/11/17	
Unused Metro fare cards/Smart Card balance	N/A	
Government paid residential phone line disconnected	N/A	
Audio/visual equipment	N/A	
Access card, AEGIS, Card Key	8/11/17	
Credentials, PIV badge	N/A	
Other Government issued ID (e.g., FBI, IC, Press)	N/A	

**PART 2: RECORDS CUSTODIAN/MANAGER/OFFICER**

When Government property and information cannot be located or retrieved, an explanation must be attached to the Exit Clearance Checklist.

DOJ RECORDS	Date / Initials	Notes
All non-record material removed from electronic and paper files	8-11-17	accts not closed
Location of official paper and electronic records identified	8-11-17	paper records not turned in
Reference material returned	8-11-17	paper records not turned in
Library materials, training manuals, handbooks returned	N/A	
Advised regarding removal of and access to Departmental information (DOJ Order 0801.02)	8-11-17	
Litigation hold notices	N/A	

**PART 3: SECURITY PROGRAMS MANAGER**

SECURITY	Date / Initials	Notes
Confirm NSI/SCI Security Debriefing		(Call [redacted])
Access cards – PIV and AEGIS – return to SEPS		
Government Credentials – turn in to SEPS		
Prepare and submit 232.1 to remove access and void credentials		
Secure Telephone Unit /Equipment (STU/STE) key – return to Comsec custodian		
Inventory/Disposition of Classified Material		
Obtain and reset safe container/locker combination(s)		
Reset SCIF combination(s)		
Miscellaneous emergency/security equipment		
NSI courier credentials		
COOP/OEP	Date / Initials	Notes
Reassign emergency radio		
Designate new OEP team member		
Review/revise delegations of authority		
Review/revise orders of succession		
Collect COOP materials		

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**PART 4.A: PROPERTY CUSTODIAN OFFICER**

ACCOUNTABLE PROPERTY	Date / Initials	Notes
Smart phone / mobile phone	8/11/17	
Satellite phone	N/A	
iPad/tablet	N/A	
Laptop/computer/printer/scanner	8/11/17	
Audio/visual equipment		
Emergency Radio		
Weapon(s)		
Other accountable property, e.g., television, digital recorder, etc.	N/A	
Prepare inventory adjustment forms		
Notification of indebtedness processed and attached		

**PART 4.B: ACCOUNTABLE PROPERTY OFFICER**

ACCOUNTABLE PROPERTY	Date / Initials	Notes
Process SF-120/OBD-216 Forms	N/A	
Update UAPM per inventory adjustment forms	N/A	
Notification of indebtedness processed and attached	N/A	

cc: Employee or Contract Employee  
Supervisor or Contracting Officer's Representative