

Personnel Clearance Statement

Name (Last, First, M.I.)	Organization	Date of Separation
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Instruction to Employee:

Prior to separation from the rolls it is your responsibility to have this check list completed and turned in to the Human Resources Office. Failure to complete the clearance may delay issuance or delivery of your final pay check

Instruction to Field Activity Chiefs:

Masters of vessels assigned to Buffalo District will necessarily act for the headquarters office staff elements in completing clearance for employees stationed on their Floating Plant when the vessel is not located in Buffalo. The Chiefs, Cleveland Area Office, and Toledo Area Office, and the Dam Operating Foreman, Mt. Morris Dam will complete clearance for employees stationed at their activities. Supervisors of other activities with personnel temporarily or permanently assigned outside Buffalo will finalize clearances for their personnel. Field clearances may be secured by telephone when required.

Office to Contact	Signature for Clearance
<p>Supervisor</p> <p><input type="checkbox"/> All government owned property including supplies, tools, and CEFMS signature card</p>	
<p>Information Management</p> <p><input type="checkbox"/> Computer Access Clearance</p> <p><input type="checkbox"/> Library Material</p> <p><input type="checkbox"/> Visual Equipment</p> <p><input type="checkbox"/> Telecommunication</p>	
<p>Resource Management</p> <p><input type="checkbox"/> Leave Information</p> <p><input type="checkbox"/> Outstanding Advance of Funds</p> <p><input type="checkbox"/> Other Outstanding Debts</p> <p><input type="checkbox"/> Payroll Problems</p> <p><input type="checkbox"/> American Express Card</p>	
<p>Security Office</p> <p><input type="checkbox"/> ID Card (DA 1602)</p> <p><input type="checkbox"/> Security Debriefing Completed DA 2962</p> <p><input type="checkbox"/> Classified Material (if applicable)</p> <p><input type="checkbox"/> Regulatory ID (if applicable)</p> <p><input type="checkbox"/> Return Access Key</p>	
<p>Logistics</p> <p><input type="checkbox"/> Hand Receipt (Gov't Equipment)</p> <p><input type="checkbox"/> Credit Cards (Gov't Vehicles)</p> <p><input type="checkbox"/> Property Book HRH/RE</p>	
<p>Contracting</p> <p><input type="checkbox"/> Impact (Small Purchases) Credit Card</p>	
<p>Maintenance Department</p> <p><input type="checkbox"/> Keys</p>	
<p>Human Resources</p> <p><input type="checkbox"/> Instructions for delivery of Paychecks; Retirement Fund status, etc.</p>	
<p>Field Activities</p> <p><input type="checkbox"/> Clearance Accomplished as Noted</p>	

Exit Interview

Name	Date of Separation
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1. Health Insurance Is employee covered by health insurance? Yes _____ No _____
If so, did employee receive SF 2810? Yes _____ No _____
Explain conversion privilege

2. Life Insurance Is employee covered by life insurance? Yes _____ No _____
If so, did employee receive SF 2821 and SF 2819? Yes _____ No _____

3. Retirement Is employee covered by Civil Service Retirement? Yes _____ No _____
If so, did employee receive SF 2821? Yes _____ No _____

4. Annual Leave Explain how annual leave is paid in a lump sum based upon current salary.

5. Sick Leave Explain how sick leave remains to employee's credit for three years time, after which he/she loses sick leave balance.

6. Conversion to Career Status Does employee have career status? Yes _____ No _____

7. Reinstatement Rights Is employee leaving the competitive service? Yes _____ No _____

If so, explain that there is no time limitation on noncompetitive reemployment of: Preference eligible persons who have completed the service requirement for career tenure, or person's whose eligibility for reinstatement was established under PL85-847. Others may be reinstated only within 3 years following the date of separation. If employee is resigning and is close to completing the 3 year service requirement for tenure, he/she may wish to delay the resignation until after that date.

8. Reason for Leaving If you are leaving voluntarily, we are interested in knowing why. Please indicate below (use an additional sheet, if necessary) your reason(s) for leaving:

Check this box if you want your response to remain confidential.

9. Disposition of OPF Official Personnel Folders are transferred to the National Personnel Records Center, St. Louis, MO, 90-120 days after termination of Federal employment. After that date you should send requests for information regarding retirement benefits to:

U.S. Office of Personal Management, Retirement and Insurance Programs
1900 E. Street, N.W.
Washington DC 20415

for copies of specific documents or information to verify employment to:

National Personnel Records Center
111 Winnebago Street
St. Louis, MO 63118

Employee's Signature _____ Date _____

Interviewer's Signature _____ Date _____