

**REGION 6
U.S. FISH AND WILDLIFE SERVICE
EXIT CLEARANCE FORM**

This form is to be completed jointly by the Project Leader (or Supervisor) and the employee upon the employee's separation or transfer from the U.S. Fish and Wildlife Service, Region 6. All accountable items which have been issued to the exiting employee must be returned and accounted for. Transfers within Region 6 programs or offices may result in the retention of some items and so noted on the form. Officials receiving returned items or otherwise clearing the employee will sign and date each item as clearance is approved or completed. Indicate N/A if an item is not applicable. The completed form must be sent to the Division of Human Resources (HR). Completion of this form is mandatory.

Employee's Name: _____

Title/Grade: _____

Office and Location: _____

Reason for leaving (note transfer, resignation, retirement, etc., and name of new organization if applicable): _____

The following items have been returned, accounted for, or completed, and other appropriate action has been taken. Indicate N/A if item is not applicable.	Authorized Official and Office	Date
Employee's Organizational Unit		
1. SF-52 Request for Personnel Action Part IV completed by employee if resignation or written resignation prepared. Enter in FPPS and if resignation, forward hard copy to Program Office.		
2. Final electronic Time and Attendance (T&A) report prepared. (Note nature of action, i.e., resignation, transfer, etc., and effective date in message area. Note also any negative leave balance in the message area and report to HR)		
3. Office records, files, library books, and periodicals.		
Contracting and General Services		
4. Personal Property Items accounted for; i.e., computer, cell phone, PDA, etc. (Form DI-105)		
5. Keys for local offices (in R.O., return CARDKEYS and office keys to CGS).		
6. FTS 2001 telephone authority code card. Card may be transferred within FWS, please contact CGS for guidance (for those leaving the Service, Project Leaders should destroy card and notify CGS by email).		
7. Contracting Officer's warrant or Procurement warrant certificate: return to CGS including changes of station.		
8. Quarters occupants: complete Quarters Inspection Form (DI-1879), mail to RO- Mailstop 60181, and notify RO Quarters Officer in advance of vacating.		

Budget and Finance		
9. Accountable documents, i.e., unused convenience checks, etc.: destroy.		
10. Travel advances (trip-by-trip and/or PCS): notify Budget and Finance (BF) immediately		
11. New travel vouchers not yet submitted: Submit to National Business Center.		
12. Collection Officers and/or Imprest Fund Cashiers: notify BF immediately for accountability change.		
13. Master Cards: MC's may be transferred between Regions. Notify BF of new organization code. For employees leaving the Service, surrender the TVL/Purchase MC to the AO who will notify BF to cancel the card.		
Information/Technology Systems		
14. Federal Financial System (FFS) access: contact BF to terminate.		
15. Email, Local Area Network (LAN), and ADP software: contact RO-IT.		
16. Federal Personnel/Payroll System (FPPS) access: contact HR to terminate.		
17. IDEAS user/access: contact CGS to terminate.		
Miscellaneous		
18. Law enforcement credentials and badges: contact RO LE Coordinator for instructions and security debriefing, as necessary.		
19. Employee I.D. card (Form DI-238A or DI-238): attach to exit clearance form or return to HR. I.D. cards do not transfer to other Regions or Agencies.		
20. Exit Physical: for employees on a Medical Surveillance Program i.e., hearing, pesticides, asbestos, etc.		
21. Exit Survey Form: completion is optional for the employee.		
22. Benefits Information Fact Sheet provided to separating employee.		

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, unless 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

Date

Benefits Information for Separating Employees

1. **Sick Leave:** If you have any sick leave to your credit at the time of your separation, the amount will be re-credited to you if you re-enter Government service on or after December 2, 1994.

2. **Annual Leave:** You will be paid a lump sum for any unused annual leave you have accrued. Checks for lump sum annual leave normally are issued two pay periods after separation.

3. **Retirement:** Retirement annuities or refunds under the Civil Service Retirement System (CSRS) or the Federal Employee's Retirement System (FERS) are not automatically paid either to you or to your estate; an application must be filed with the Office of Personnel Management (OPM) before any payment can be made. You can apply for an annuity, if you meet the appropriate eligibility requirements, or you can apply for a refund. Carefully review the options available to you for the retirement plan under which you are covered (CSRS or FERS).

A. If you have less than 5 years of civilian service and do not contemplate returning to Federal employment, there is no advantage in leaving your contributions in the retirement fund. Therefore, you may wish to make application for refund. If you are covered under CSRS, you must complete OPM Form 1425, Application for Refund of Retirement Deductions, or Standard Form (SF) 3106, Application for Refund of Retirement Deductions, if you are covered under FERS.

B. If you have more than 5 years of civilian service, you are eligible to receive a deferred annuity commencing at age 62. For many employees - particularly those with long periods of service or near retirement age - it is better to wait for a deferred annuity instead of taking an immediate refund of retirement deductions. For employees with less than 5 years of civilian service, and employees who aren't near retirement age, it may be financially advantageous to take the refund. Careful consideration should be given before a refund is requested. However, if you prefer a refund, you can withdraw your contributions by completing OPM Form 1425, Application for Refund of Retirement Deductions, if you are covered under CSRS, or SF 3106, Application for Refund of Retirement Deductions, if you are covered under FERS.

C. If you do not request a refund of retirement deductions and later reenter Federal Government Service, your retirement credit will remain intact and you will avoid having to make a redeposit to receive credit for the service. For individuals under CSRS, if you make a withdrawal and later return to the Federal Government, a redeposit of the amount you receive, plus interest compounded annually to date of repayment, must be made or you will receive no credit for that period of service in computing your annuity. For individuals under FERS, the law does not provide for making a redeposit; therefore, those years of service are lost.

D. You have several options available to you under your Thrift Savings Plan (TSP) account when you separate. You can request a TSP Withdrawal Package be sent to you by calling the Regional Personnel Office at (303) 236- 4498. The Withdrawal Package describes your TSP withdrawal options and the procedures for withdrawing your account. Included in the package is a copy of the notice "Important Tax Information About Payments From Your TSP Account."

4. Reinstatement Eligibility: All career employees and veterans employed under a career or career-conditional appointment, have lifetime reinstatement eligibility to any position for which they qualify. Non-veteran career-conditional employees have reinstatement eligibility for 3 years from the date of separation.

5. Life Insurance: If you are presently covered by Federal Employee's Group Life Insurance, you can convert to an individual policy. Use SF-2819 Notice of Conversion Privilege within 31 days after separation to apply for conversion to a private policy. This form will be given to you at the time of your separation.

6. Health Benefits: If you are presently enrolled under the Federal Employees' Health Benefits Program, you may temporarily continue your health benefits coverage by converting to a non-group contract with your carrier or any other federal health plan. You must apply within 60 days of your separation to convert to a non-group contract. Form SF-28 10, Notice of Change in Health Benefits will be sent to you, if applicable—from the Personnel Office. Contact the Regional Personnel Office at (303) 236-4498 for complete details on the application process.

7. Notification of Personnel Action (SF-50): The SF-50 will be mailed to you after your separation. You should retain it in case you apply for Federal employment in the future.

8. Notice To Employee about Unemployment Compensation (SF-8): The SF-8 must be presented to your State Unemployment Office along with a copy of your SF-50. The State Office determines your eligibility to receive unemployment benefits.