

U.S. Fish and Wildlife Service
Exit Clearance Form for Service Employees
Section 1: Identifying Information
To be Completed by the Employee

Employee Name (Last, First, MI):
Position/Title/Grade:
Supervisor Name:
Office (Station, Org Code, City, State):
Separation Date:
Separation Type:
New Duty Station (if transferring within the Service):
Complete Forwarding Address, phone, and home e-mail address:
Date of Submission:

Instructions for the Employee:

- Meet with your supervisor as soon as possible to review this form and your exit clearance responsibilities.
- Please begin this form 10 business days prior to your anticipated separation date.
- See Appendix A to this form and Service Manual chapter 223 FW 13 for more detailed instructions on exit clearance.

Section 2: Exit Clearance Requirements for Service Employees
To be Completed by the Authorized Official as Designated in the Table Below

By initialing below, Authorized Approving Officials are certifying that appropriate action has been taken to satisfy the requirement, or that the item is not applicable.

Requirement	Authorized Approving Official's Initials		Date
	Complete	N/A	
Example: Met with employee to review exit clearance responsibilities (no later than five business days prior to separation)	J.D.		11/10/08
Supervisor			
1. Met with employee to review exit clearance responsibilities (no later than five business days prior to separation)			
2. Entered employee's Service email address into the Department of the Interior (DOI) web-based employee exit survey (http://blm.knowledgeadvisors.com/clients/doiregistration.asp)			
3. Augmented exit clearance form with any unique items to the employee's position			

Requirement	Authorized Approving Official's Initials		Date
	Complete	N/A	
4. Completed SF-52			
5. Entered SF-52 information into Federal personnel Payroll System (FPPS)			
6. Sent a hard copy of SF-52 to Human Resources/Human Capital (HR/HC)			
7. Sent employee's forwarding address to HR/HC			
8. Sent employee's written resignation to HR/HC			
9. Reviewed and certified employee's final electronic time and attendance (T&A) report.			
9a. Confirmed that the nature of action (e.g., termination, transfer, extended leave without pay (LWOP)) and effective date of separation were noted in the message area; confirmed that any negative leave (i.e., annual and/or sick) balance noted in the message area was correct			
10. Collected accountable personal property (e.g., computer, cell phone, PDA) assigned with Form DI-105			
11. Collected office records, files, library books, and periodicals			
12. Collected non-accountable property (e.g., field equipment, uniforms/patches)			
13. Reconciled any lost or damaged non-accountable property and/or records			
14. Collected facility keys and access control cards			
15. Sent email notifying Information Resources and Technology Management (IRTM) Authorized Official (Bison Connect Manager) of the date of separation			
16. Collected parking access cards and transit passes/subsidies			
17. Confirmed that interim performance appraisals for employee's subordinates were completed			
18. Collected government telephone calling card, notified Contracting and General Services (CGS) of card receipt, and properly destroyed card			
19. Collected government charge card and notified Budget and Finance (BF)			
20. Destroyed government charge card			
21. Collected employee's government-issued identification badge			
22. Obtained government passport			
23. Verified proof of medical physical exam			
24. Collected credentials and badges			
25. Collected completed Quarters Inspection Form (DI-1879) and submitted form to Station Manager			
26. Facilitated employee's receipt of counseling on Worker's Compensation Benefits			
27. Other: Reminded member to obtain pay statements from Employee Express			
27a: Provided Benefits-Ethics & Unemployment Sheets			

Requirement	Authorized Approving Official's Initials		Date
	Complete	N/A	
27b: Ensure the employee has placed all applicable receipts in their receipt file			
27c: Ensure subscriptions are cancelled, if applicable.			
Information Resources and Technology Management (IRTM) Authorized Approving Official			
28. Terminated employee's LN/AD access (or suspended access for employee on extended LWOP)			
29. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211)			
30. Completed Section 3 of Form 3-2369 and made required changes to employee's system access			
31. Other:			
Contracting and General Services (CGS) Authorized Approving Official			
32. Collected paperwork to change employee's accountability, if assigned as an Accountable Officer or Property Custodian			
33. Reconciled any lost or damaged accountable property			
34. Collected Contracting Officer's warrant and/or Procurement warrant certificate			
35. Collected Procurement Integrity Form (i.e., Procurement Certifications (<i>CGS tailors forms for individuals</i>))			
36. Terminated employee's access to CGS-owned information systems (or suspended access for employee on extended LWOP)			
37. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211)			
38. Other:			
Budget and Finance (BF) Authorized Approving Official			
39. Collected accountable financial documents (e.g., unused convenience checks, Government Bill Ladings, airline tickets)			
40. Collected travel advances (trip-by-trip and/or Change of Station)			
41. Collected outstanding travel vouchers			
42. Changed Collection Officer and/or Imprest Fund Cashier status			
43. Verified zero balance on government charge card			
44. SUSPEND government charge card – do NOT cancel – wait for e-mail from Marquette Biological Station			
45. Terminated employee's access to BF-owned information systems (or suspended access for employee on extended LWOP)			
46. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211)			
47. Completed FFS and FWS Finance DataMart Security Access Request Form (FWS Form 3-2372)			
48. Other:			
Personnel Security Officer			
49. Reviewed and updated security clearance classification			
50. Administered security clearance debrief			
51. Other:			
Human Resources (HR)/Human Capital (HC) Authorized Approving Official			

52. Provided Benefits/Ethics Information Sheet			
Requirement	Authorized Approving Official's Initials		Date
	Complete	N/A	
53. Completed SF-50			
54. Reviewed and communicated to employee any post-employment Worker's Compensation Benefits			
55. Terminated employee's access to HR/HC-owned information systems (or suspended access for employee on LWOP)			
56. Completed "Termination of Access" section of the Password Control Document (FWS Form 3-2211)			
57. Other:			

**Section 3: Employee Access to Service Information Systems
To be Completed by the Employee, Supervisor, and IRTM Representative**

Employee Name (Last, First, MI):
Position/Title/Grade:
Supervisor Name:
Office (Station, Org Code, City, State): Marquette Biological Station , 32145, Marquette, MI
Separation Date:
Separation Type:
New Duty Station (if transferring within the Service):

Separating Service employees and their supervisors must use this list to identify all Service information systems where changes must be made to the employee’s access. If a system is not included on the list, the employee or supervisor must list it as “Other.”

Employees and supervisors must complete the “Action Required” section as follows:

- Mark the “N/A” column when the employee does not have access to the system.
- Mark the “Terminate” column when the employee has access to the system and is either separating from the Service or transferring to a position/duty station that does not require continued access to the system.
- Mark the “Transfer/Retain” column when the employee has access to the system and is transferring to a position/duty station that requires continued access to the system.

This form must be submitted to the employee’s servicing IRTM representative immediately. The servicing IRTM representative will complete any required terminations/transfers, initial the “Complete” column to certify completion, and record the date of completion prior to returning the form to the separating employee.

System	Employee/Supervisor Completes this section			IRTM Representative completes this section	
	Action Required			Action Taken	
	N/A	Terminate	Transfer/ Retain	Complete	Date Complete
Example System		X		S.Q.	11/13/08
Accomplishments Reporting system (ARS)					
Active Directory Elevated User Account					
Active Directory Elevated User Account					
Budget Allocation System (BAS)					
Corporate Master Table					
Cost and Performance Management System					
Data Tracking System (DTS)					
DOI Learn – Do not terminate – may work next year					

System	Action Required			Action Taken	
	N/A	Terminate	Transfer/ Retain	Complete	Date Complete
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)					
FWS Email System					
Government charge Card Services					
GSA Interagency Fleet Management System					
Hyperion System					
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)					
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					

System	Action Required			Action Taken	
	N/A	Terminate	Transfer/ Retain	Complete	Date Complete
Other 1: CGE					
Other 2:					
Other 3:					
Other 4:					
Other 5:					

Section 4: Certification of Completed Exit Clearance Form

I certify that all Government property and permits have been accounted for an, 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.

IRTM Authorized Approving Official Signature

Date

CGS Authorized Approving Official Signature

Date

BF Authorized Approving Official Signature

Date

Personnel Security Officer Signature (if applicable)

Date

HR/HC Authorized Approving Official Signature

Date

Supervisor Signature

Date

Remarks:

Appendix A: Instructions to Complete FWS Form 3-2369

This 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.

FWS Form 3-2369 should be used only by Service employees and their supervisors. Non-Service employees (e.g., contractors, volunteers) separating from the Service, transferring, or beginning an extended leave should use FWS Form 3-2370 to document completion of the exit clearance process.

The table below 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).

Accountable Group	Work Location of the Separating Employee		
	Washington Office	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	Division of 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

Employees and their supervisors are responsible for completing FWS Form 3-2369 prior to the employee's separation date. If employees do not comply with the process and complete the form, they may be subject to action by the Service.

For additional information on the exit clearance process or FWS Form 3-2369, please consult Service Manual chapter 223 FW 13 or contact your servicing Human Resources office.