

Headquarters Clearance Checklist

Instructions: Complete all items in Sections A, C, and D before obtaining clearance signatures. You must obtain clearance signatures within three working days of your separation date.

A — Information About You

1. Name (Last, first, MI)	2. Date	3. Room Number	4. Extension
5. Title	6. EIN	7. Effective Date of Action	
8. Office/Department	9. Type of Separation Action <input type="checkbox"/> Retirement/Resignation <input type="checkbox"/> Transfer (To another agency) <input type="checkbox"/> Reassignment <input type="checkbox"/> Other _____		

B — Your final check may be delayed until you obtain clearance signatures from custodians of the following items:

1. Items	2. Room No. or Location	3. Clearance Signature	4. Date
a. Phone Card	Your Department		
b. Security Control Officer (Keys)	Your Department		
c. Property Control Officer	Your Department		
d. VISA Card/Organization Coordinator	Your Department or Room 8801		
e. Input to TACS/Timekeeping System (Code 60 or 76)	Your Department Timekeeper		
f. Building Keys (Special issue)	Rm. 1P-100		
g. Parking Permit	Rm. 1P-131		
h. Facility Accountable Property (Projectors, televisions, etc.)	Rm. 1P-205		
i. National Medical Director	Rm. 2641		
j. Form 128, Photo ID/Travel Badge	Rm. 3100		
k. GETS Card	Rm. 3141		
l. Smart Pay Purchase Card — Supply Management	Rm. 4130		
m. Overdrawn Leave, Travel Advances/Salary	Rm. 8801		
n. Library	11th Floor North		
o. Photo ID/Access Badge/PPO Control Center (You may return your access badge at any of the listed locations.)	i. Room 1320 24 hours a day		
	ii. Room 1P-331 9 – 11AM, MWF		
	iii. Room 3800 9AM – 4PM, M – F		
p. HCIS/IT Manager (IT, HCIS equipment verification)	Rm 2800		
q. PCES Manager (Sign only after all required clearance signatures above have been obtained)	Your Department		
r. Remarks			

s. Final Clearance (Corporate Personnel Management)	Rm. 1831	t. Date Cleared
---	----------	-----------------

