

Office of Executive Resources Separation Packet Checklist

Please email completed items to the Office of Executive Resources at
ExecutiveResources@doc.gov no later than 12:00pm **January 20, 2021.**

	FORMS/DOCUMENTS	Complete/ Attached
Human Resources	<ul style="list-style-type: none">1. SF-52 (Sign, date and include forwarding address under Part E on page 2)2. Resignation Letter3. Leave Audit (Obtain either WebTA report or CD-527 from your timekeeper)4. Lump Sum Leave Form (CD-529) (Obtain from timekeeper)	<div style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>
Ethics	<ul style="list-style-type: none">5. SF-278 Financial Disclosure Memorandum (included in package)6. Post-employment Restrictions Memorandum (if applicable, included in package)	<div style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></div>
Property and Assets	<ul style="list-style-type: none">7. Separation Clearance Certificate (CD-126) (complete using Bureau CD-126 Contact List, included in package. Include personal email address under Section III. Employee Certification.)	<div style="text-align: center;"><input type="checkbox"/></div>
Optional	<p>If you are electing to continue health benefits or have retirement deductions refunded:</p> <ul style="list-style-type: none">8. Health Benefits Temporary Continuation of Coverage Election Form (included in package)9. Application for Refund of Retirement Deductions (included in package)	<div style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></div>
Employee Signature and Date		OER Representative Signature and Date