

**SEPARATION CLEARANCE CERTIFICATE****Section I. General Separation Information****Instructions for Immediate Supervisor:**

1. Initiate this form no less than **1 (one) week** prior to the employee's separation date, according to Departmental and bureau instructions.
2. Complete Section I of this form.
3. Advise the employee of his/her responsibility regarding the clearance process and give the form to the employee.
4. Upon the employee's receipt of all clearance signatures AND his/her completion of Section III, you must complete Section IV of this form and hand carry to the Servicing HR Office.

**NAME OF SEPARATING EMPLOYEE****SEPARATION DATE****DATE CD-126 INITIATED****FULL NAME OF ORGANIZATION**

U.S. Department of Commerce

**TYPE OF SEPARATION**☐ Leaving Federal Service☐ Transfer to Another Agency☐ Reassignment within Commerce**REQUEST FOR PERSONNEL ACTION, SF-52**☐ Submitted☐ Attached☐ Not Required**INTERIM SUMMARY PERFORMANCE APPRAISAL, CD-430 (APS/APMS employees)****CD-541 (APS/APMS employees)****Executive Performance Agreement (SES employees)****CD-518 (ST/SL employees)**☐ Attached☐ Not Required

Required when employee is reassigned to another position in the Department or transfers to another Federal agency after serving in his/her position for 120 days or more during the appraisal cycle (90 days or more for SES and ST/SL).

**LEAVE AUDIT, CD-527**☐ Attached☐ Not Required**LUMP SUM LEAVE PAYMENT, CD-529**☐ Attached☐ Not Required**Section II. Clearance Required for All Employees****Instructions for Employees:**

1. Follow your supervisor's instructions and your organization's clearance procedures as soon as you receive this form from your supervisor.
2. To avoid delay in your final paycheck, this form must be completed and submitted to your servicing HR Office before your final paycheck, lump sum leave or any other monies due you can be released. You **MUST** clear each office/function that has been determined by your supervisor.
3. Upon receipt of all signatures return this form to your supervisor.
4. Your supervisor will complete Section IV of the form and submit to the Servicing HR Office.

**Instructions for Clearance Officials:**

1. Indicate clearance of chargeable items by printing in and signing the applicable block with your full name, date and phone number.
2. Note the reason any chargeable item was not accounted for or returned and if appropriate, indicate the dollar value of the unaccounted items to be collected from the employee.
3. Follow bureau/office clearance procedures to ensure designated authorizing official(s) has cleared.

OFFICE/FUNCTION	CLEARED BY: (Printed Name and Signature)	DATE	PHONE
<b>1. SECURITY</b>			
a. PTV /PIV or other official identification	-----		
b. Door Keys	-----		
c. Investigative Credential and Badge	-----		
d. Security Debriefing/Courier Authorization, CD-75	-----		
<b>2. INFORMATION TECHNOLOGY ACCESS</b>			
a. Financial – CBS, CRS	-----		
b. HRIT – NFC, EPIC, LMS, ACS, GSS systems, HRConnect, Hiring Management, Central Account(s), State Plan Portal Account ( <i>Notify AT&amp;T</i> )	-----		
c. Administrative – Phone listing, e-mail account	-----		
d. Phone card / GETS card, Subscriber Paid Access Remote Access Device (ex. RSA token) / PDA (ex. iphone)	-----		
<b>3. PERSONAL PROPERTY</b>			
a. Property Custodian	-----		
b. Property Accountability Officer	-----		
c. Bureau Property Management Officer	-----		
<b>4. PROGRAM OFFICE FINANCE</b>			
a. Travel Advance	-----		
b. Imprest Fund (where applicable)	-----		
<b>5. ACQUISITION MANAGEMENT</b>			
a. Purchase Card	-----		
b. Acquisition Systems	-----		
<b>6. ADMINISTRATIVE (Miscellaneous)</b>			
a. Passports / Visa	-----		
b. Travel Card	-----		
c. Metro Subsidy / Parking	-----		

OFFICE/FUNCTION	CLEARED BY: (Printed Name and Signature)	DATE	PHONE
<b>7. EMPLOYEE'S IMMEDIATE OFFICE</b>			
a. Travel Card (Employee is not delinquent on their Government issued travel card)	-----		
b. Continued Service Agreements (i.e. Student Loan Repayment, Recruitment Bonus, etc)	-----		
c. Timekeeper Certification – T&A coded final	-----		
d. T&A Access terminated	-----		
<b>8. HUMAN RESOURCES</b>			
a. Receipt of Lump Sum leave form	-----		
b. Receipt of Leave Audit form	-----		

**SECTION III. EMPLOYEE CERTIFICATION**

I certify that, except as otherwise indicated, I have no Government property, records or documents, including classified material issued or furnished by the Department of Commerce or reproduced by me, and I am not otherwise indebted to the United States Government.

I certify that I have reviewed all the non-record documents (defined in Department Administrative Order (DAO) 205-3) that I plan to remove from the Department. None of these documents contain national security information or other information afforded protection under various statutes or regulations, such as privacy act information or trade secrets; related to any pending or contemplated civil, criminal, or administrative proceeding or other program activity where their release could prejudice the matter, if removed, would hinder the efficient continued functioning of an office or my successor; if removed, would diminish the records or other documentary information needed for the official business of the Department; if removed, would violate the confidentiality of any interest protected by law, such as national security, privacy, trade secrets; if removed, would exceed normal administrative economies (i.e., impose an unreasonable cost or burden created by copying or removing the materials from the building); or if removed, would unnecessarily expose, or risk exposing, to the public any internal deliberations, opinions, legal or policy advice, law enforcement materials, or other professional work-product of any office or employee of the Department. In addition, I understand that I must obtain clearance from the appropriate official possessing authority under Section 4 of DAO 205-12 before I will be permitted to remove any documents that would not normally be released to a third party under the Freedom of Information Act.

**Departing /Exiting Employee's Responsibilities:**

*All agency/bureau records may not be removed from the agency/bureau to repurpose the records without a proper and explicit approval in writing.*

1. No departing employee or contractor shall remove any materials which contain classified security information or other information of a confidential nature.
2. No departing employee or contractor shall remove records relating to any pending or contemplated civil, criminal, or administrative proceeding or other program activity when the information, if released, would impair or prejudice the outcome of the proceeding or Government policy determinations, decisions, or other actions.
3. Prior to separation, the departing employee or contractors must make a request in writing for records removal to Agency Records Officer /Bureau Records Management Officer (ARO/BRMO) or their designee at least ten days before the last working day.
4. Agency Records Officer/Bureau Records Management Officer (ARO/BRMO) must review the nature of requested records in consultation with the Office of General Council and the applicable program manager and make a formal determination in writing. Only upon the removal approval, the requesting staff may remove a duplicate of the records.
5. If the request or the decision is not made in a timely manner, the requestor must not have a copy, but the person has the full rights to make a FOIA request for the document after separation.

*Departing officers or employees may not remove non-record materials (including collected reference publications, extra copies, working papers, drafts, and the like maintained in connection with the official business of the Department) or personal papers of an unofficial nature (such as office diaries, logs, or personal correspondence), if their removal would:*

1. Impose substantial handicaps on the efficient, continued functioning of an office or of the successors of an officer or employee,
2. Diminish the records or other documentary information needed for the official business of the Department,
3. Violate the confidentiality required by national security, privacy, or other interests protected by law, of
4. Exceed normal administrative economies.

**Note:** Supervisor maintains a copy of departing employees signed /approved Appendix A Records Management Entrance/ In-processing Checklist and Appendix B Records Management Exit Out-processing Checklists.

SIGNATURE

DATE

**SECTION IV. SUPERVISOR CERTIFICATION**

**The supervisor's failure to comply with the requirements of CD-126, Separation Clearance Certificate and/or the policies as stated in DAO 202-299, Clearance of Employee Accountability, may result in disciplinary action.**

- ☐ I certify that the employee has personally cleared each office as indicated in Section II of this form as well as any other office identified in the supplemental clearance procedures.
- ☐ Employee has not cleared as indicated above and I have not certified the employee's time and attendance record.  
(Note: Supervisor must notify the HR Servicing HR office to initiate debt collection).

SIGNATURE (Print Name and Sign)

DATE

**SECTION V. SERVICING HR OFFICE (Check appropriate response)**

I acknowledged receipt of the CD-126. This form ☐ was ☐ was not completed in its entirety. Action will be taken to collect the debt.

SIGNATURE (Print Name and Sign)

DATE