
Pre-Exit Clearance Checklist

INSTRUCTIONS: *(This checklist applies to all permanent and temporary GSA Federal employees)*

Step 1: GSA employees departing the U.S. General Services Administration (GSA) due to resignation, retirement, or transfer to another agency, should begin the pre-exit clearance process at least ten (10) business days in advance of their separation date by first reviewing the [Offboarding](#) InSite page for notification instructions. **NOTE:** *Lack of advanced notification does not eliminate the employee's responsibility to complete all applicable checklist items and obtain the supervisor's certification prior to departure.*

Step 2: The supervisor and employee are responsible for ensuring the applicable checklist items are completed per [HRM 7800.14 - Pre-Exit Clearance Guidance and Procedures for all Separations](#). The supervisor and employee must certify with electronic signatures that all government property has been returned and all outstanding financial obligations have been resolved. If for any reason, an applicable checklist item is not complete before the employee departs, the supervisor must document the reason on this form.

Step 3: To comply with insider threat reporting policy and requirements, all offices must report pre-exit and separation anomalies like failure to return Government furnished equipment and personal property to the Insider Threat Program at Insider-Threat-Program@GSA.gov.

For questions send to OffBoarding@GSA.gov.

Employee's Name: <i>(Last, First, MI)</i>	Effective Date of Separation:	Last Active Date: <i>(if different from effective date)</i>	
Supervisor's Name: <i>(Last, First)</i>	Office/Division:	Organization Code: <i>(ex. PBS)</i>	
Reason for Departure: <i>(Resignation, Retirement, Transfer to Another Agency or GSA Region)</i>			

**Each item of this checklist must be marked as appropriate if applicable, complete on or before the last day of employment.
See instructions for each item for more guidance.**

<u>Process/Financial Obligation Items</u>	Completed <i>(Initial/Date)</i>	N/A
1. Were all outstanding Travel Vouchers , and/or Travel Advances resolved?		<input type="checkbox"/>
2. Was the Transit Subsidy Program benefit terminated? <i>(transit, parking, other)</i>		<input type="checkbox"/>
3. Was the GSA Child Care Subsidy Program benefit terminated?		<input type="checkbox"/>
4. Was the agency Fitness Center benefit terminated?		<input type="checkbox"/>
5. Was the government Contracting Officer's Warrant rescinded?		<input type="checkbox"/>
6. Was any outstanding Continuing Service Agreement (Tuition Reimbursement) owed?		<input type="checkbox"/>
7. Was any outstanding Continuing Service Agreement (Student Loan Repayment) owed?		<input type="checkbox"/>
8. Was any outstanding Continuing Service Agreement (Relocation Bonus) from GSA owed?		<input type="checkbox"/>
9. Was any outstanding Advance Leave balances owed?		<input type="checkbox"/>
10. Was the Voluntary Leave Transfer Program enrollment terminated?		<input type="checkbox"/>
11. If applicable, was the Health Unit notified of the employee's last day?		<input type="checkbox"/>
12. Was a Reserved Parking Pass/Permit <i>(e.g. parking space number)</i> returned?		<input type="checkbox"/>
13. Was a Service Now (User Delete) Request submitted to terminate all IT Systems Accounts ? Enter Ticket Number: <i>(email, shared drives, Virtual Private Network - VPN/ Remote Access Server - RAS, programs, systems, etc.)</i>		<input type="checkbox"/>
14. Was GSA IT notified of co-workers or managers need for access to any of the employee's electronic files ? <i>(Permitted for 30 days) (Include in ServiceNow Request)</i>		<input type="checkbox"/>
15. Was the voice mail password reset?		<input type="checkbox"/>
16. Was the government issued cell phone returned?		<input type="checkbox"/>

<u>Property Return Items</u>	Completed <i>(Initial/Date)</i>	N/A
17. Was all government issued IT equipment (<i>i.e., laptop, tablet, work at home/telework systems, USB thumb drives, external hard drives, cameras, cables, power cords, phone headsets, printers, accessories</i>) returned?		<input type="checkbox"/>
18. Was the Official Passport returned?		<input type="checkbox"/>
19. Was the Government Purchase Card destroyed after account termination?		<input type="checkbox"/>
20. Was the Government Travel Charge Card destroyed after account termination?		<input type="checkbox"/>
21. Was the Government Emergency Telecommunications Service - GETS/Air Card/Equipment (<i>Continuity of Operations - COOP, national emergency, evacuation</i>) returned?		<input type="checkbox"/>
22. Was the employee issued anything in support of COOP (e.g., COOP systems, COOP materials maintained off-site to include policy, practice, and procedural manuals)?		<input type="checkbox"/>
23. Was all other equipment or tools issued by the division returned?		<input type="checkbox"/>
24. Was non-IT office equipment, software, or adaptive equipment provided by the government under an arrangement or reasonable accommodation for use at home or other work arrangement (<i>e.g., Telework</i>) returned?		<input type="checkbox"/>
25. Were all office files, office supplies provided for telework and reference materials returned?		<input type="checkbox"/>
26. Was all access via key or controlled code to controlled areas (<i>e.g., locked file cabinets, storage rooms, key(s) to private office doors, etc.</i>) returned?		<input type="checkbox"/>
27. Were Office Keys (desk keys, file cabinet keys, possibly keys for storage) returned?		<input type="checkbox"/>
28. Was the Secret or Top Secret Security Clearance debriefing scheduled?		<input type="checkbox"/>
29. Was the Government ID/Personal Identity Verification - PIV card, Regional Access Badge, GSA Access Card returned/mailed? Date Returned/Mailed:		<input type="checkbox"/>
30. Was any of the preceding "pre-exit clearance process" incomplete resulting in Indebtedness to the Government (<i>e.g., the employee failed to turn in property or materials issued to them</i>)? If so, give a brief explanation in the additional information section and notify the Payroll Services Branch and Insider Threat Program.		<input type="checkbox"/>

Additional Information *(Please provide a justification for items that were not resolved)*

I certify that I do not have any GSA issued property, records, or correspondence and I understand that I could be subject to a claim of Indebtedness to the Government for failure to return all property including the withholding of my final paycheck.

SIGNATURE OF EMPLOYEE:

DATE:

GSA has developed a confidential exit survey to study the reasons why people voluntarily leave GSA. It is requested that you take 5 minutes to complete this survey, which is available at [GSA Exit Survey](#). Your feedback is appreciated.

I certify that I have reviewed this form and that all required clearances have been obtained.

SIGNATURE OF SUPERVISOR (or designee):

DATE:

INSTRUCTIONS: Please follow the instructions for each question listed above.

1. Check and reconcile any outstanding travel vouchers and advances or contact the [Travel Card Coordinator](#).
2. Log in to your transit benefit account in the [Transit Benefit Program Application System](#) and withdraw from the program. If you have a SmarTrip Card, you may retain the card for your personal use. If you have a TRANServe Debit Card, you must destroy it.
3. The employee must notify the [Child Care Subsidy Coordinator](#) (ChildCare@GSA.gov) of separation from GSA and to cancel the account to ensure that benefits do not continue.
4. The employee must contact the [Fitness Center](#) to cancel membership, if applicable.
5. Supervisor should collect the [Contracting Officer's Warrant](#) from the employee.
6. If the employee has failed to meet the conditions of their Tuition Reimbursement Agreement, the supervisor must immediately notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.
7. If the employee has failed to meet the conditions of their [Student Loan Repayment Service Agreement](#), the supervisor must immediately notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.
8. If the employee has failed to meet the conditions of their [Relocation Bonus Agreement](#), the supervisor must immediately notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.
9. The employee and supervisor should review time and attendance records in [HR Links](#) for any outstanding leave advances to ensure awareness of any potential debt.
10. The employee must notify the [Leave Contact](#) to terminate enrollment in the [Voluntary Leave Transfer Program](#).
11. The employee should contact the [Health Unit](#) to close all medical records for their own privacy protection.
12. The employee must contact the [GSA Office of Administrative Services](#) to terminate the parking permit.
13. The supervisor must submit a ServiceNow (User Delete) ticket to the [IT Service Desk](#) to schedule deactivation of the employee's account and enter the ticket number on the checklist.
14. The supervisor should submit the names and locations of files and the names of those individuals requiring access in the ServiceNow (User Delete) ticket submitted in item number 13.
15. The supervisor must request the IT Service Desk at ITServiceDesk@GSA.gov to reset the voice mail PIN immediately. Also notify organizational [Points of Contact](#) to determine if the phone number should remain active or be disconnected.

INSTRUCTIONS: Please follow the instructions for each question listed above.

16. The employee must contact GSA IT Mobile Device Support at Mobile-Device-Support@GSA.gov for instructions on removing their associated ID (Apple ID for iPhones or Google for Android devices) prior to wiping (factory reset) their GSA issued cell phone.

If the employee is onsite, the supervisor should then collect the cell phone along with all accessories/passwords and return it to local IT support. If the employee is offsite, clarify in the ServiceNow (User Delete) ticket submitted in item number 13 for GSA IT to send the employee boxes for mailing.

If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.

17. If the employee is onsite, the supervisor should then collect the equipment and call the IT Service Desk on (866) 450-5250 to pick up and return to inventory. If the employee is offsite, clarify in the ServiceNow (User Delete) ticket submitted in item number 13 for GSA IT to send the employee boxes for mailing.

If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.

18. The employee must return the official passport to the GSA Office of Administrative Services, Office of Travel and Charge Card Services (H1CT) via UPS or in person. For more information, contact [GSA Passport Services](#) at PassportServices@GSA.gov.

If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.

19. The employee is to notify the [Purchase Card Manager](#) to cancel the account, then destroy the purchase card.

20. The employee is to notify the Travel Card program via email at gsa-oas-travelteam@gsa.gov to cancel the account, then destroy the travel card.

21. The supervisor must collect the card, provide it to the GSA Office of Mission Assurance for disposal and notify the GSA GETS/Wireless Priority Service (WPS) Administrator/Primary [Point of Contact](#) to cancel the services.

22. The supervisor must collect all COOP related supplies, equipment, and materials and provide them to the [GSA Office of Mission Assurance](#).

If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.

23. The supervisor must collect equipment and return items to division stock. If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.

24. The supervisor must collect and return all non-IT property to the appropriate office. If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.

INSTRUCTIONS: Please follow the instructions for each question listed above.

25. The supervisor must collect all office files, supplies, equipment, and materials. If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.
26. The supervisor must collect keys, change codes, and return to office inventory. If collection is unsuccessful, contact [Building Management](#) to have locks/access changed.
27. The supervisor must collect keys and return to office inventory. If collection is unsuccessful, contact [Building Management](#) to have locks changed.
28. The employee must notify their local [Security Office](#) prior to departure to schedule a debrief, if applicable.
29. Follow the [Procedures for Returning a Former GSA employee's Access Card](#). If the employee is onsite, the supervisor must collect the card(s) and return to the GSA Office of Mission Assurance, HSPD-12 Branch (DBAB), Room G330.

If the employee is offsite, the employee can enter the date of mailing after mailing the card(s) to:

U.S. General Services Administration
GSA Office of Mission Assurance
ATTN: HSPD-12 Branch (DBAB)
1800 F Street, NW, Room G330
Washington, DC 20405

If collection is unsuccessful, the supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov, ATTN: Payroll Supervisor to put a hold on the final paycheck.

30. The supervisor must notify the [Payroll Services Branch \(BGC\)](#) at KC-Payroll.Finance@GSA.gov and the [Insider Threat Program](#) at Insider-Threat-Program@GSA.gov that the employee did not complete the pre-exit clearance process and there is potential for outstanding indebtedness.