

TSA MD 1100.30-10 Handbook

Employee Exit Clearance

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Approval

Signed

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Transportation
Security
Administration

This Handbook and all related Attachments and/or Appendices contain stipulations to implement the provisions of [TSA MD 1100.30-10, Employee Exit Clearance](#). Until such time as TSA MD 1100.30-10 is rescinded, the Management Directive, Handbook, and any Attachments or Appendices are considered TSA policy, and must be applied accordingly.

Summary of Changes:

Section 2, Exit Clearance Process: Section 2C(4) was added to include information regarding the proper handling of records management in the event the employee is removed from the agency suddenly.

Section 3, DCO Exit Clearance Tasks: Section C(3)(f) was revised to include additional information DCOs must convey to exiting employees regarding the handling of federal records, in accordance with The TSA Records Management Handbook to TSA MD 207.7, *Records Management Program*.

Section 4B(4) was revised to change the title of Sunflower Applications to Sunflower Assets and Mobile Applications.

Appendix A: Optional HQ Employee Checklist for Exit Clearance Requirements:

- Section B is now BMO Records Liaison/Custodian or Immediate Supervisor, and includes information on ensuring that all federal records in the employee's possession are addressed, and transferred off the employee's laptop, telephone, iPad, thumb drive, and/or external hard drive to an internal TSA shared drive accessible to the Records Liaison/Custodian or the immediate supervisor.
- Section E, Property Management Division (PMD) was revised to remove Field and Systems Support Branch from the title, and update the information therein; and
- Section G, Fleet and Transportation Services Branch, was revised to replace an incorrect telephone number with an email address.

Various administrative changes throughout the handbook.

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1. Definitions:

A. Automated Exit Clearance Tool: The Automated Exit Clearance Tool, hereinafter referred to as the automated tool, is located within the Request for Personnel Action (RPA) System. The automated tool is designed to capture and track exit clearance requirements such as the return of government property and other related obligations. The automated tool also provides notification to program offices so that employee access and accounts, etc., can be terminated in a timely manner. The format of the automated tool is as follows:

- (1) Section 1, Designated Clearance Official (DCO) Information;
- (2) Section 2, Exiting Employee Information;
- (3) Section 3, DCO Clearance Process Checklist (completed based on the location of the DCO: Headquarters (HQ), Field, or Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS));
- (4) Section 4, Program Office Checklist; and
- (5) Section 5, Finalization of the Exit Clearance Process.

NOTE: If the employee is on a detail when he/she separates from TSA, the DCO is that of the employee's official position/office of record.

B. Designated Clearance Official (DCO): An individual designated by management who is authorized and responsible for guiding employees through the exit clearance process for a specific HQ program office, OLE/FAMS office, or field location. This includes initiating and ensuring completion of the exit clearance in the automated tool. This could be a Human Resources (HR) Specialist, HR Liaison, Administrative Officer, or other employee designated by the appropriate management official.

NOTE: The exit clearance process for all Transportation Security Executive Service (TSES) and executive employees will be handled by the employee's HQ office DCO, regardless of the physical location of the employee.

C. Employee: An individual occupying a federal position in TSA.

D. Executive: An employee occupying an L or M band position; and any of the following positions (*not* at the TSES level): Federal Security Director (FSD); Supervisory Air Marshal in Charge; Deputy Assistant Administrator; Transportation Security Administration Representative (TSAR); and Office of Security Policy and Industry Engagement Liaison Officer.

E. Exit Clearance: The process, initiated in the automated tool prior to an employee's separation from TSA, of ensuring that the employee has cleared the agency and all

related obligations have been satisfied and documented in the automated tool.

- F. Program Office Points of Contact (POCS): Individuals who have been designated to take required action(s) in the exit clearance process for that program office and document the action taken in the automated tool (see [Section 4](#)). Actions will differ for each office and include terminating employee access to buildings and automated systems; determining if the employee has financial obligations; conducting security clearance debriefings; etc.
- G. Management Official: The Administrator, Deputy Administrator, Assistant Administrator (AA) or equivalent position, Regional Director (RD), Supervisory Air Marshal in Charge, FSD, or designee, responsible for designating a DCO within his/her office, or field location.
- H. Optional HQ Employee Checklist for Exit Clearance Requirements: An optional guide for the exiting HQ employee's required actions. The checklist may be provided to the employee by the DCO, but can also be found in [Appendix A](#) to this handbook.
- I. Request for Personnel Action (RPA) System: TSA's automated system utilized to initiate and approve personnel action requests and the exit clearance process.
- J. Transportation Security Executive Service (TSES): Senior executive level positions (equivalent to Senior Executive Service (SES) positions), established by TSA pursuant to Public Law 107-71, the Aviation and Transportation Security Act (ATSA).
- K. TSA National Exit Survey: Electronic survey provided to employees who voluntarily separate from the agency, on or before their separation date, in order to gather information regarding employment conditions and their reasons for leaving the agency.

2. The Exit Clearance Process:

- A. Employees separating from TSA must immediately contact the DCO for their office or field location to begin the exit clearance process. When a supervisor learns that an employee is leaving TSA, the employee should be reminded to contact the DCO because the exit clearance process must be initiated in advance of the employee's separation from TSA to ensure all required actions are completed.
- B. The DCO will explain the exit clearance requirements, answer questions, and initiate the exit clearance in the automated tool, as indicated in [Section 3A](#) below.
- C. If an employee is removed from the agency suddenly before the exit clearance process can occur, government property should be collected and the DCO should immediately contact the following program offices/individuals so that access to building(s), classified information, and Information Technology (IT) systems can be terminated without delay, and records management can be handled properly:

- (1) Security Branch - Physical Security Section (see [Appendix A](#) for contact information);
- (2) Security Branch – Personnel Security (PerSec) Section (see [Appendix A](#) for contact information);
- (3) The IT Point of Contact (POC) for the office or field location (who can contact the appropriate person in OIT);
- (4) The [BMO Records Custodian/Liaison](#) who can work with the employee's immediate supervisor to ensure the exiting employee's federal records are handled in accordance with the TSA Records Management Handbook to [TSA MD 200.7, Records Management Program](#).

NOTE: The DCO must then initiate the exit clearance in the automated tool as soon as possible, and annotate the reasons for incomplete actions in the Notes block for each required section.

- D. If an employee separates from the agency suddenly and the DCO is not told, e.g., the employee turns in his/her retirement paperwork directly to the HR Service Provider and is already off the rolls, it will not be possible for the DCO to initiate an exit clearance in the automated tool for that individual. The DCO should talk to the employee's supervisor with regard to property that was collected, contact the offices listed in [Section 2C](#) as soon as possible, and contact the HR Service Provider for additional guidance.
- E. If an employee is in a remote field location, which makes it impossible for the DCO to meet with him/her to collect badges, equipment, etc., alternate arrangements should be made to ensure the recovery of all government property. The DCO should annotate the completed activities in the automated tool.
- F. If a TSES or executive employee is in a field location, the HQ DCO who initiates the exit clearance will work with the field DCO, or other appropriate personnel for that organization, to coordinate the recovery of all government property in the possession of the employee, as necessary (See [Note, Section 1B](#)).
- G. If the effective date of an employee's separation action changes after the exit clearance is initiated, the DCO must go into the Exit Clearance Folder for that employee in the automated tool, select "Withdraw," and then reinitiate the exit clearance with the new date. The DCO must take immediate action to ensure the original separation RPA is withdrawn and an RPA with the correct date is initiated. Program offices will then be notified and the exit process will continue in a timely manner.
- H. If the exit clearance must be cancelled at any time during the exit clearance process, the DCO must go into the Exit Clearance Folder for that employee in the automated tool and select "Withdraw." This will cancel the exit clearance. The DCO must also take immediate action to ensure the program offices are so notified and the separation RPA is

withdrawn in this case.

3. **DCO Exit Clearance Tasks:**

A. DCOs will initiate the exit clearance in the automated tool following the instructions therein, and ensure the accuracy of auto populated information and completion of any of the following information not auto populated by the tool:

- (1) Section 1, DCO Contact Information; and
- (2) Section 2, Exiting Employee Information.

NOTE: In some spoke airports, the exit clearance will be initiated by the DCO at the hub airport. In this situation, the exit clearance process will be coordinated with the DCO at the spoke airport, who will ensure, to the extent possible, that any applicable procedures described herein are completed, i.e., in some cases the spoke DCO will collect property and the other tasks will be completed by the hub DCO.

B. Once the DCO completes Sections 1 and 2 in the automated tool, the following actions will occur:

- (1) An RPA (SF-52) will be automatically generated for the separation action. Once the RPA is completed (attachments are included if necessary, etc.), the DCO will select “Submit” and the RPA will be sent to the HR Service Provider. See [Section 2G](#) and [Section 2H](#), regarding situations requiring immediate action by the DCO in changing an RPA already initiated.

NOTE: If it is a death or retirement action, the HR Service Provider will initiate the RPA, but the DCO must still initiate the exit clearance. This will ensure there is no delay in processing benefits and any lump sum leave payments, if applicable, as well as the recovery of government property, account closures, etc.

- (2) The exit clearance will be added to the DCO’s To Do List in the Exit Clearance Folder and will be listed by the action number and the exiting employee’s name;
- (3) The DCO will select “Send to Program Offices” and the automated tool will populate the folder on the Program Office To Do List; and
- (4) The TSA National Exit Survey will be automatically sent via email to an employee voluntarily leaving the agency.

C. All DCOs will also complete Section 3, DCO Clearance Process Checklist, in the automated tool based on their location (HQ, Field, or OLE/FAMS). When completing Section 3, the following applies:

- (1) For each line item, the DCO will select one of the following options to indicate the action taken:
 - (a) Completed;
 - (b) N/A; or
 - (c) Not Completed/Collected (if this option is selected, the DCO must indicate the reason in the Notes block provided).
- (2) As an action is selected for each line item, the automated tool will auto populate the DCO's initials next to it. An action must be selected for each item listed on the checklist.
- (3) The following actions must be completed by all DCOs:
 - (a) Provide the employee with a copy of the *Memorandum for All TSA Employees on Ethics Guidance for Job-Seeking and Post-Employment*, which is required information for all exiting TSA employees on post-Government employment ethics rules. The memorandum is located on the [OCC – Ethics iShare page](#), under Post-Government Employment, and a link is provided in the automated tool;
 - (b) Ensure that any TSES employee (wherever located) contacts the HQ OCC Ethics Office as soon as their separation date is known for guidance on filing a termination of OGE 278, *Public Financial Disclosure Report*;
 - (c) Inform the employee that the HR Service Provider should be contacted for information regarding health benefits coverage, and unemployment benefits eligibility and procedures, if applicable;
 - (d) Ensure the RPA (SF-52) for the employee's separation was submitted to the HR Service Provider;
 - (e) Notify the IT POC if information on the employee's computer must be saved, and request the information be placed on a disc or other storage device;
 - (f) Inform the employee that all federal records in his/her possession must be accounted for, remain with TSA, and be handled in accordance with The TSA Records Management Handbook to [TSA MD 200.7, Records Management Program](#). An employee may not separate from TSA with information in his/her possession that is designated Sensitive Security Information (SSI), Controlled Unclassified Information (CUI), or protected under the Privacy Act (unless the Privacy Act records pertain

solely to the exiting employee and are in his/her possession at the time of separation);

- (g) Ensure the employee's final time card is/was submitted, marked as final, and verified by the timekeeper;
 - (h) Submit the following information to TSAUCC@tsa.dhs.gov for separating employees if the employee may be eligible for unemployment compensation benefits: name of separating employee; reason for separation; and airport code or program office;
 - (i) Collect an Official Passport if one has been issued to the employee;
 - (j) Collect and shred the Courier Authorization Card, if applicable, and verify by email notification to CourierCard@tsa.dhs.gov;
 - (k) Collect and shred SCI Courier Authorization Cards, if applicable, and verify by email notification to tsa-ssso@tsa.dhs.gov.
 - (l) Verify with the BMO Budget Officer or designee that the employee's travel card account and access to the travel management center system was closed; and
 - (m) Verify with the Purchase Card Program Manager or designee that the employee's purchase card account and access to Payment Net was closed.
- (4) Additional Tasks for DCOs in HQ. DCOs located in HQ must also complete the following additional tasks in Section 3, Part A of the automated tool, and indicate the action taken for each task (see [Section 3C\(1\)](#)):
- (a) Collect any office keys, uniforms, radios, and other emergency response equipment belonging to DHS or TSA, as applicable;
 - (b) Notify the BMO IT POC of the employee's separation from TSA, and schedule the pickup of the employee's desktop computer, monitor(s), desktop telephone, charger(s), etc. (see [Section 3C\(3\)\(e\)](#)); and
 - (c) Offer the employee a copy of the *Optional HQ Employee Checklist for Exit Clearance Requirements* ([Appendix A](#)), which is also accessible via HCInsight, and inform him/her of the required actions, as applicable, in the checklist. Employees located in HQ must take the action(s) listed in the checklist before leaving TSA.
- (5) Additional Tasks for DCOs in the Field. DCOs located in the field must also complete the following additional tasks listed in Section 3, Part B of the automated tool, and indicate the action taken for each task (see [Section 3C\(1\)](#)):

- (a) Notify an employee with a Secret or Top Secret security clearance that he/she must be debriefed by the Administrative Officer, or designee, and sign the copy of the Debriefing Acknowledgement Section of the SF-312, *Classification Information Nondisclosure Agreement*, maintained by the field office. If a copy of the original SF-312 is not available, the DCO or supervisor should request a faxed or encrypted email copy of the original SF-312, which is maintained by PerSec. If PerSec is unable to provide a copy, have the employee sign the debriefing portion of a new SF-312. The DCO will then send the signed SF-312 to PerSec at the following address:

Transportation Security Administration
SSAD/Security Branch
Personnel Security Section TSA-18
601 S. 12th Street
Arlington, VA 20598-6018

- (b) An employee with a Sensitive Compartmented Information (SCI) security clearance must also be debriefed on the SCI portion of the clearance and sign the Form 4414, *SCI Nondisclosure Agreement*. If a copy of the Form 4414 is not available, the DCO or supervisor should request a faxed or encrypted email copy of the original Form 4414, which is maintained by PerSec. If PerSec is unable to provide a copy, have the employee sign the debriefing portion of a new Form 4414. The DCO will then forward the form to the Security Branch – Physical Security Section, at the following address:

Transportation Security Administration
SSAD/Security Branch
601 S. 12th Street Rm. E1-203N
Arlington, VA 20598-6018

- (c) Notify an employee who filed an OGE 450, *Confidential Financial Disclosure Report*, that he/she must contact Field Counsel to ensure they are removed from the appropriate database (the DCO will confirm database removal with Field Counsel);
- (d) Collect all government property and access badges (PIV card, SIDA badge, credentials, etc.) and return to the appropriate TSA office;
- (e) Ensure the completion and submission of the Screener Domain/Exchange Account Deletion Form;
- (f) Ensure the completion and submission of the TSA Form 2204, ID Badge/Credential Return Form; and
- (g) Contact the field IT POC and request collection of all IT equipment (in some cases the employee will still be in possession of the equipment and in some

cases the DCO will have already collected it) (See [Section 3C\(3\)\(e\)](#)).

- (6) Additional Tasks for DCOs in OLE/FAMS. DCOs located in OLE/FAMS must also complete the following additional tasks listed in Section 3, Part C of the automated tool, and indicate the action taken for each task (see [Section 3C\(1\)](#)):
- (a) Notify the Systems Operation Control Section/Mission Operations Center (SOCS/MOC) of the employee's separation and request the removal of the employee from the Secure Messaging System;
 - (b) Notify SOCS/Domestic of the employee's separation and request the removal of the employee from flight schedules at Domestic01@ole.tsa.dhs.gov;
 - (c) Discuss any financial obligations with the employee, make arrangements for debt collection, and ensure there are no outstanding travel vouchers. The DCO will work with the Administrative Officer or BMO Finance Officer and the employee to resolve such issues;
 - (d) Arrange for an exit interview with the Supervisory Air Marshal in Charge or equivalent, as appropriate, or help facilitate the scheduling of the exit interview, when an exit interview is requested by the employee;
 - (e) Notify OLE/FAMs HQ employee who filed an OGE 450, that he/she must contact the HQ OCC Ethics Office to ensure they are removed from the appropriate database;
 - (f) Notify OLE/FAMs Field Office employee who filed an OGE 450 to contact Field Counsel to ensure they are removed from the appropriate database (the DCO will confirm database removal with Field Counsel);
 - (g) Notify the employee of the following information pertaining to his/her security clearance, as applicable:
 - (i) An HQ employee with a Secret or Top Secret security clearance must contact PerSec to schedule a debriefing and sign the Debriefing Acknowledgement Section of the SF-312;
 - (ii) An HQ employee with an SCI security clearance must contact the Security Branch – Physical Security Section to schedule a debriefing and sign the Form 4414;
 - (iii) A field employee with a Secret or Top Secret security clearance must be debriefed by the Administrative Officer, or designee, and sign the Debriefing Acknowledgement Section of the SF-312 maintained by his/her field office. If a copy of the original SF-312 is not available, the DCO or supervisor should request a faxed copy of the original SF-312,

which is maintained by PerSec. The DCO will then send the signed SF-312 to PerSec, to the address listed in [Section 3C\(5\)\(a\)](#); and

- (iv) A field employee with an SCI security clearance must also be debriefed on the SCI portion of the clearance and sign the Form 4414. The DCO will then forward the form to the Security Branch – Physical Security Section, to the address listed in [Section 3C\(5\)\(b\)](#).
- (h) Collect all government property and access badges (PIV card, SIDA badge, credentials, etc.); return the property to the appropriate TSA or OLE/FAMS office; and give required notification;
- (i) Collect and return DHS ID cards and William J. Hughes Technical Center IDs to the Physical Security Branch at the following address:

Transportation Security Administration
SSAD/Security Branch
601 South 12th Street
Mail Stop TSA 18
Room E1-203N
Arlington, VA 20598-6018

- (j) Ensure the Supervisory Air Marshal in Charge, or equivalent, informs the separating employee that classified information and SSI accessed during his/her employment with the OLE/FAMS, shall not be disclosed. This information includes any and all information related to Federal Air Marshals (FAMs). Please see TSA MD 1100.73-5, *Employee Responsibilities and Code of Conduct*; and TSA MD 2810.1, *SSI Program*. Unauthorized release of SSI may result in civil penalty or other action.

4. Program Office Exit Clearance Tasks:

- A. Each program office POC To Do List, within the automated tool, will be updated with new folders once the DCO selects ‘Send to Program Offices.’
- B. The following program offices have required actions in Section 4 of the automated tool:
 - (1) The Office of Chief Counsel (OCC) – Ethics and General Legal Services will remove the following separating employees from the appropriate databases:
 - (a) Public Financial Disclosure Filers (TSES members); and
 - (b) Non-TSES employees at HQ who are Confidential Financial Disclosure filers.
 - (2) The Office of Financial Administration (OFA)/Office of Financial Management (OFM) – Financial Systems Branch will disable employee access to the following

systems, as appropriate:

- (a) Finance Procurement Desktop;
 - (b) Oracle Federal Financials; and
 - (c) Markview systems.
- (3) The OFA/OFM – Financial Policy & Travel Branch will ensure employees have no outstanding financial obligations to the Federal Government.
- (4) The OFA – Property Management Division (PMD) will disable employee access to the Sunflower Assets and Mobile applications, as appropriate.
- (5) The Office of Acquisition will disable employee access to the following, as appropriate:
- (a) The Contract Management System; and
 - (b) Government Purchase cards.
- (6) The Security Branch – Physical Security Section will verify the following, as appropriate:
- (a) Destruction of Courier Authorization Cards by DCOs (upon receipt of email notification from the DCOs);
 - (b) Completion of TSA Form 2204, *ID Badge/Credential Return Form*;
 - (c) Debriefings of employees with SCI security clearances and required signatures on the appropriate form(s);
 - (d) Access to Personal Identity Verification (PIV) Cards disabled; and
 - (e) The recovery, as appropriate, of:
 - (i) PIV Cards;
 - (ii) Credentials and Badges; and
 - (iii) Law Enforcement equipment.
- (7) The Security Branch – Personnel Security (PerSec) Section will debrief employees with Secret or Top Secret security clearances and secure the employees' signatures on the appropriate forms.
- (8) The Office of Information Technology will ensure the following, as appropriate:

- (a) Deactivation of a Government Emergency Telecommunications Service (GETS) Cards and any Personal Data Assistant (PDA) equipment;
 - (b) Removal of employees names from telephone directories;
 - (c) Termination of access and accounts for distribution lists; text message lists; network user accounts, and other applicable accounts; and
 - (d) The collection and return of Personal Computers; monitors; desktop telephones; and any other applicable work accessories.
- (9) The Office of Human Capital (OHC) – Operational Services Division will disable the following employee access, as appropriate:
- (a) EmpowHR;
 - (b) National Finance Center (NFC) Mainframe;
 - (c) NFC Reporting Center;
 - (d) Super user access to WebTA; and
 - (e) Super user access to electronic Official Personnel File (eOPF).
- (10) OFA/Property Management Division – Fleet and Transportation Services Branch will:
- (a) Ensure stoppage of Transit and Parking Benefits, as applicable; and
 - (b) Coordinate recovery of unused transit or parking benefits, as applicable.
- C. When the program office POC logs in to the automated tool within the RPA System, they will see the following information regarding each exit clearance action to be taken:
- (1) The DCO contact information;
 - (2) The exiting employee information; and
 - (3) The list of line item tasks for that program office. The POC will take action for each exiting employee, as required (see [Section 4B](#)).
- D. When program office POCs are completing Section 4 in the automated tool, the following applies:
- (1) For each line item, the program office POC will select one of the following options to indicate the action taken:
 - (a) Completed;

- (b) N/A; or
 - (c) Not Completed/Collected (if this option is selected, the program office POC must indicate the reason in the Notes space provided in that section).
- (2) As an action is selected for each line item, the automated tool will auto populate the POC's initials next to it;
 - (3) An action must be selected for each item listed for each office;
 - (4) Once the exit clearance actions are completed for an employee, the POC will select "Submit" and it will automatically move from the POC's RPA To Do List to the initiating DCO's To Do List; and
 - (5) If an exit clearance is cancelled by a DCO, the program office POC will receive notification from the DCO and immediate action will be taken if necessary (see [Section 2H](#)).

5. Closing Out the Exit Clearance Process:

- A. When a program office POC indicates that all tasks are either completed, N/A, or Not Completed/Collected, the exit clearance required action(s) will be complete for that office (see [Section 4D\(4\)](#)).
- B. DCOs may access the automated tool at any time in the process to see how many program offices have completed their tasks for an exiting employee. If all tasks are completed with the exception of one or more program offices, and the employee's separation date is approaching or has passed, the DCO should contact those program office POCs and remind them to complete their taskings so the exit clearance process may be completed.
- C. When DCOs receive acknowledgement from the automated tool that all program office tasks have been completed, the DCO will indicate that the exit clearance is completed in Section 5 of the tool.
- D. Once the DCO finalizes the exit clearance in Section 5 of the automated tool, the exit clearance will be automatically removed from the DCO's To Do List and placed in the Archived folder.
- E. The exit clearance is then archived in the automated tool, and data on exiting employees will be stored and available for reporting purposes.

6. Exit Interviews

An employee who is voluntarily leaving the agency may request a face-to-face exit interview in addition to completing the TSA National Exit Survey received via email (see Section 3B(4)). The exit interview is a good way to obtain candid information about the individual's employment experience, but these interviews are always voluntary. In addition, the interviewer should not be an immediate supervisor, but rather a higher level supervisor or an HR Representative, etc., i.e., someone who will not intimidate or influence the employee's responses. If the DCO is not the person identified to conduct exit interviews for the office, BMO, or field location, he/she should direct the employee to the appropriate person.

Appendix A

Optional HQ Employee Checklist for Exit Clearance Requirements:

A. BMO Budget Officer or Designee: Contact to arrange the return of the following items in your possession and/or discuss any outstanding financial debt(s) to the Federal Government (your Designated Clearance Official (DCO) will be able to provide you with contact information below):

_____ Govt. Travel Card _____ Outstanding Debts Discussed
_____ Govt. Purchase Card (should be returned to your Approving Official)

B. BMO Records Liaison/Custodian or Immediate Supervisor: Contact to ensure all of your federal records are turned over.

_____ Emails, electronic documents, and paper files
_____ Ensure that all federal records have been transferred off your laptop, telephone, iPad, thumb drive, and/or external hard drive to an internal TSA shared drive accessible to the Records Liaison/Custodian or your immediate supervisor.

C. BMO Information Technology (IT) POC or Designee: Contact to arrange the return of the following items in your possession (your DCO will be able to provide you with contact information below):

_____ Laptop and Laptop Case _____ Printer _____ Cell Phone _____ Wireless Air Card
_____ iPad _____ Chargers _____ Govt. Emergency Telecom. Service (GETS) Card
_____ Calling Card _____ Wireless Air Card

D. Security Branch – Personnel Security Section (PerSec): If you have a security clearance (Secret or Top Secret), contact PerSec to schedule a debriefing and sign the Security Debriefing Acknowledgment Section of the SF-312, *Classified Information Nondisclosure Agreement*. (PerSec has the form on file - you do not need to bring one.)

NOTE: Please contact PerSec one week prior to your separation, if possible.

_____ Security Clearance (Secret or Top Secret) Debriefing

PerSec is located on E8-North. For appointments, call 1(866) 385-5074 or email ps.csu@tsa.dhs.gov.

E. Security Branch – Security Management Section: Return Courier Authorization Cards to the TSA HQ Security Control Point (SCP).

_____ TSA Form 2824, *Courier Authorization Card*

The TSA HQ SCP is located in the East Building, E11-411N. These courier cards may also be shredded, but the SCP must be notified of this action via email at CourierCard@tsa.dhs.gov.

F. Property Management Division (PMD): Contact this office if you have access to the Sunflower Assets or Mobile applications; a handheld barcode scanner in your possession; and/or you are designated as an Accountable Property Officer, Property Custodian, and/or

Vehicle Custodian.

_____ Handheld Barcode Scanner and Peripherals

This office is located in W11-South. Please contact the Sunflower Support Help Desk at Sunflowersupport@tsa.dhs.gov or call (571) 227-4040 to make arrangements to return the items.

G. Security Branch – Special Security Office (SSO): Return SCI Courier Authorization Cards to the TSA HQ SSO.

_____ TSA Form 2824, *Courier Authorization Card*

TSA HQ SSO is located in the East Building, E6-Customer Service Window. These cards may be shredded, but the SSO must be notified of this action via email at tsa-ssso@tsa.dhs.gov.

H. Fleet and Transportation Services Branch: Return the following items in your possession to this office:

_____ TSA Form 205, *SmartBenefits Application and Adjustment Request*

_____ Transit Benefits Balance _____ Parking Permit

This office is located in the East Building on P1, next to the mail room and is open Monday through Friday, 8am – 4:30pm. No appointment is necessary. For questions, contact the office at Fleet.Transportation@tsa.dhs.gov.

I. Office of Chief Counsel – Ethics and General Legal Services: Contact this office if you meet the following criteria:

_____ TSES employee (filer of the OGE 278, *Public Financial Disclosure Report*)

_____ Non- TSES employee who filed an OGE 450, *Confidential Financial Disclosure Report*

The Ethics group is located in the East Building, 12E-124S and 222S. For questions, or to make an appointment, contact the office at TSAEthics@tsa.dhs.gov.

J. Security Branch – Physical Security Section: Return the following items in your possession to this office (**NOTE:** *This should be your last exit clearance task because once you turn in your PIV card you will no longer have building access. If you are parked in the HQ garage, ask for a temporary Badge, which should be turned in to the Security Officer at the top of the ramp upon your departure from the building.*):

_____ PIV Card _____ SIDA Badge _____ Credentials/Badges

In addition, if you have an SCI security clearance, you must be debriefed and sign the following forms, which are on file with the Physical Security Section:

_____ Form 4414, *SCI Nondisclosure Agreement* _____ SF 312

The Physical Security Section is located in E1-223N (directly behind the Visitor's Center). For questions call (571) 227-3061. No appointment is necessary.