



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NC 28542-0004

BO 12715.1D
CHRO-E

AUG 11 2009

BASE ORDER 12715.1D

From: Commanding Officer
To: Distribution List

Subj: CLEARANCE PROCEDURES

Ref: (a) BO 12630.1J
(b) U.S. Office of Personnel Management, Guide to
Processing Personnel Actions
(c) MCO P4400.150E
(d) BO 12771.1A
(e) Master Labor Agreement between the United States
Marine Corps and the American Federation of
Government Employees

Encl: (1) Clearance Procedures
(2) Civilian Employee Clearance Checklist
(MCIEAST/G-1/CHRO-E/12715.1/12 Form)

1. Situation. This Order revises the policy, establishes procedures and assigns responsibilities regarding the clearance process for civil service employees being separated for any reason, in accordance with references (a) through (e).

2. Cancellation. BO 12715.1C.

3. Mission

a. To establish procedures regarding the clearance process for separating civil service employees of Marine Corps Base (MCB), Camp Lejeune (CamLej).

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Civilian Human Resources Office East (CHRO-E). Advise management officials regarding the clearance procedures

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

AUG 11 2009

contained in enclosure (1). Advise and assist management officials in accomplishing their responsibilities.

b. Managers/Supervisors

(1) Become familiar with provisions of this Order and the references, and ensure employees are advised of their responsibilities when separating for any reason.

(2) Provide appropriate guidance to employees who are separating for any reason.

(3) Ensure enclosure (2) is completed and returned to CHRO-E.

c. Employees

(1) Familiarize yourself with the provisions of this Order and the references, and ensure adherence to these procedures.

(2) Ensure enclosure (2) is completed and returned to CHRO-E.

5. Administration and Logistics. The form on this Order is available electronically under Forms Management on the MCB Adjutants site at <https://intranet.mcieast.usmc.mil/C18/C7/MCB%20Forms%20Management/default.aspx>. Local reproduction of this form through the Document Automation and Production Service is authorized; however, a copy of all DD Forms 844 requesting such reproduction shall be submitted to this headquarters (Attn: Forms Manager).

6. Command and Signal

a. Command. This Order is applicable to MCB CamLej.

b. Signal. This Order is effective on the date signed.


D. J. LECCE

DISTRIBUTION: A

AUG 11 2009

CLEARANCE PROCEDURES

1. Leave at Time of Separation. In accordance with reference (a), normally, extended periods of annual leave and leave without pay (LWOP) will not be granted when it is known in advance that an employee is to be separated. Exceptions may be made for employees under notice of reduction in force; to provide time for settling personal affairs to employees entering military service; to permit career or career-conditional employees to seek and/or continue Federal employment; and pending approval of disability retirement or compensation.

2. Check-out date. In accordance with reference (b), the check-out date for all types of separations shall be the last day of work. The last day of work will normally be the effective date of separation except where leave has been granted under one of the exceptions in paragraph 1. The Human Resources Office or the employee will advise the activity concerned of the day an employee is to retire.

3. Responsibility for Clearance when Employee is Available

a. In accordance with reference (b), the organizational commander, head of staff section, or department head (or designated representative) is responsible for initiating a civilian employee clearance checklist (MCIEAST/G-1/CHRO-E/12715.1/12 Form) to permit a separating employee to clear all property and check out with civilian payroll, the Camp Lejeune Reception Center and the local CHRO.

b. Employees should arrange to arrive at the local CHRO between 1430 and 1600 on the employee's last day of work. The employee's supervisor will provide the employee with the checklist and certify that all government property charged to the employee has been turned in, recovered or the shortage reported to the 'Responsible Officer' in accordance with reference (c).

c. Prior to separation, the employee's supervisor will ensure that an electronic SF-52, Request for Personnel Action (RPA), is created in accordance with reference (b), if applicable. The employee will sign a hard copy of the RPA. The electronic version and hard copy RPA will be routed to the local

Enclosure (1)

AUG 11 2009

CHRO for processing. An RPA is not necessary for an employee who is moving to another Federal agency.

4. Responsibility for Clearance when Employee is not Available

a. When an employee being separated for any reason is not available for clearance, the organizational commander, head of staff section, or department head, as appropriate, of the section to which the employee is assigned will recover all government property signed to the employee, reporting any shortages to the 'Responsible Officer', in accordance with reference (c).

b. The Civilian Payroll Office will be notified of the employee's separation and the supervisor will ensure that the time card is appropriately annotated to avoid overpayment to the employee. Prior to separation, the employee's supervisor should ensure that an RPA is created in accordance with reference (b), if applicable. The employee will sign a hard copy of the RPA or an attempt will be made to obtain a resignation letter from the employee. The electronic version and hard copy RPA will be routed to the local CHRO for processing. An RPA is not necessary for an employee who is moving to another Federal agency.

5. Resignation. In accordance with reference (b), resignations will normally be submitted in the space provided on the RPA but may be accepted in letter form and attached to the RPA when routed or forwarded in hard copy to the Supervisory Human Resources Specialist, Staffing and Classification Advisory Division, CHRO. Reasons for an employee's resignation and a forwarding address will be obtained whenever possible. The employee's supervisor will ensure completion of the RPA.

a. Agency's Reason(s). The submitting office or supervisor will not enter additional or modified reasons regarding the employee's resignation on the hard copy RPA or other document which the employee signs and submits as the resignation. If there are known additional or modified reasons for the resignation, the operating office will prepare a separate statement covering these reasons and submit it to the local CHRO with the RPA or in hard copy to the Supervisory Human Resources Specialist, Staffing and Classification Advisory Division, CHRO-E. If the reasons

Enclosure (1)

AUG 11 2009

furnished by the operating office become the agency's finding of fact on why the employee resigned (determined by the Human Resources Director), the information is entered under remarks on the RPA covering the resignation. If the finding of fact contradicts or relates to the validity of an employee's work connected reasons, a statement on whether the separating employee was informed of the opportunity to file a grievance under references (d) or (e) as appropriate will also be entered under the remarks on the RPA. The separate statement of reasons furnished by the operating office will not be filed in the employee's Official Personnel File unless it becomes the agency's finding of fact.

b. Leave Requests. In accordance with ref (a), career or career-conditional employees may apply for annual leave and/or LWOP, combined leave not to exceed 90 days, to seek continued Federal employment. Such employees shall submit a resignation to be effective at the end of the leave period. The RPA or letter containing the resignation shall include the request for leave. Employees resigning due to pregnancy and who submit a statement by a physician may use accrued sick leave prior to separation consistent with current law and regulations governing such leave. Except in those cases where there are specific provisions for granting leave or leave without pay, the last day of work is the effective date of resignation.

c. Resignations will be forwarded to the CHRO promptly when received and the employee will complete the check-out process on the last day of work.

Enclosure (1)

AUG 11 2009

CIVILIAN EMPLOYEE CLEARANCE CHECKLIST

CLEARANCE IN ACCORDANCE WITH BASE ORDER 12715.1_ IS REQUIRED PRIOR TO SEPARATION FOR ANY REASON.

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice Employee Performance File System Records (June 19, 2006, 71 FR 35347). **AUTHORITY:** Sections 1104, 3321, 4305, and 5405 of title 5, U. S. Code, and Executive Order 12107. **PRINCIPLE:** Written recommendations for awards, removals, demotions, denials of within-grade increases, reassignments, training, pay increases, cash bonuses, or other performance-based actions (e. g., nominations of SES employees for Meritorious or Distinguished Executive), including supporting documentation. **PURPOSE:** These records are maintained to ensure that all appropriate records on an employee's performance are retained and are available (1) To agency officials having a need for the information; (2) to employees; (3) to support actions based on the records; (4) for use by the Office in connection with its personnel management evaluation role in the executive branch; and (5) to identify individuals for personnel research. **ROUTINE USE:** To consider and select employees for incentive awards, quality-step increases, merit increases and performance awards, or other pay bonuses, and other honors and to publicize those granted. This may include disclosure to public and private organizations, including news media, which grant or publicize employee awards or honors. **DISCLOSURE:** Mandatory for processing awards in the system.

NAME _____ SSN _____ DEPT _____

NOTE TO SEPARATING EMPLOYEE: COMPLETE CLEARANCE REQUIREMENTS AS INDICATED. FAILURE TO PROPERLY CLEAR THROUGH THE BELOW LISTED OFFICES MAY RESULT IN A DELAY IN RECEIVING YOUR FINAL PAY.

SUPERVISOR: I CERTIFY THAT GOVERNMENT PROPERTY CHARGED TO THE ABOVE EMPLOYEE HAS BEEN TURNED IN, RECOVERED, OR SHORTAGE REPORTED.

DATE: _____ SIGNATURE: _____

PURCHASE CARD PROGRAM CARD TURNED IN DATE _____ AO INITIALS _____
 TRAVEL CARD PROGRAM CARD TURNED IN DATE _____ AO INITIALS _____
 DEFENSE TRAVEL SYSTEM DELETED DETACHED DATE _____ ODTA INITIALS _____

I. SECURITY OFFICE (BLDG 59 on Molly Pitcher Road) _____
 (SIGNATURE OF SECURITY OFFICIAL) (DATE)

II. CHECK OUT (LAST DAY OF WORK)
 EMPLOYEE SHOULD ARRIVE AT THE CIVILIAN HUMAN RESOURCES OFFICE-EAST, BUILDING 33, BETWEEN 1430 AND 1500, WITH ALL ITEMS NOTED BELOW SIGNED OFF, TIME MAY VARY ACCORDING TO YOUR WORK SCHEDULE CHECK WITH YOUR SUPERVISOR FOR FURTHER GUIDANCE.

1. CIVILIAN PAYROLL (BLDG 8)
 A. LAST WORK DAY: _____ B. EFFECTIVE SEPARATION DATE: _____

2. ID CARD CENTER (BLDG 59 on Molly Pitcher Road)
 A. TURNED IN CIVILIAN ID CARD _____
 ID CENTER OFFICIAL'S SIGNATURE DATE

3. VEHICLE REGISTRATION UNIT (BLDG 60 on Molly Pitcher Road)
 A. TURNED IN AUTO DECAL _____
 PMO SIGNATURE & RANK
 B. NO AUTO DECAL WAS ISSUED TO ME AS A CIVILIAN EMPLOYEE. (MILITARY/RETIRED/DEPENDENT) _____
 (SIGNATURE, IF APPROPRIATE)

4. STAFFING AND CLASSIFICATION ADVISORY SECTION (BUILDING 33)

A. FEGLI CERT. & NOTICE OF CONVERSION PRIVILEGE (SF-2821 & 2819)	Provided by the HRSC-E via mail	E. HEALTH BENEFITS (SF-2810) TEMPORARY CONT OF COVERAGE	Provided by the HRSC-E via mail
B. RETIREMENT REFUND APPLICATION		F. OPERATOR'S PERMIT	
C. UNEMPLOYMENT COMP (SF-8)		G. TSP WITHDRAWAL FORMS	
D. NOTICE TO SEPARATED EMPLOYEES CONCERNING DISPOSITION OPF (SF-293)			

NATURE OF SEPARATION _____ TO EMPLOYMENT FOR FINAL ACTION (DATE) _____

FORWARDING ADDRESS _____