



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEASTO 12715.1  
CHRO  
9 Feb 11

MARINE CORPS INSTALLATIONS EAST ORDER 12715.1

From: Commanding General  
To: Distribution List

Subj: CHECK-OUT CLEARANCE PROCEDURES FOR CIVIL SERVICE  
EMPLOYEES SEPARATING FROM CIVIL SERVICE EMPLOYMENT

Ref: (a) U.S. OPM, Guide to Processing Personnel Actions  
(b) MCO P4400.150E  
(c) Master Labor Agreement between U.S. Marine Corps and  
American Federation of Government Employees

Encl: (1) Check-out/Clearance Procedures  
(2) Civilian Employee Clearance Checklist

1. Situation. Currently within Marine Corps Installations East (MCIEAST) Area of Responsibility (AOR) there are no standardized policies and procedures, which assigns responsibilities regarding the check-out/clearance process for civil service employees who are being separated from civil service.

2. Mission. To establish procedures regarding the check-out/clearance process for separating civil service employees serviced by Civilian Human Resources Office (CHRO) within MCIEAST AOR, in accordance with references (a) through (c).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure employees separating from civil service check-out from all required areas and all government-owned property has been accounted for.

(2) Concept of Operations. Commanders shall establish local procedures to ensure all civil service employees within

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distribution is unlimited.

MCIEAST CHRO AOR check-out of their organization prior to separating.

b. Subordinate Element Missions

(1) Local Civilian Human Resources Offices (CHROs)

(a) Advise management officials, installation commanders, department heads, and supervisors regarding the check-out/clearance procedures contained in enclosure (1).

(b) Advise and assist all management officials in accomplishing their duties.

(c) Coordinate with commanders at all levels, to include tenant organizations, to ensure local check-out/clearance procedures are established.

(2) MCIEAST Commanders

(a) Familiarize yourself with the provisions of this Order, and establish local installation policy as necessary.

(b) Advise employees of their duties when separating for any reason.

(c) Provide appropriate guidance regarding minimum separation requirements to employees.

(d) Ensure each employee completes a local command level check-out/clearance checklist prior to being cleared to separate. Enclosure (2) is provided as a sample that may be used when creating command level check-out/clearance checklists.

(e) Coordinate with the local CHRO to ensure check-out/clearance procedures are established at the local level, to include tenant organizations on the installation.

(3) Employees. Familiarize yourself with the provisions of this Order.

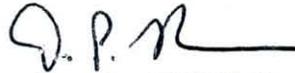
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4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the MCIEAST G-1 CHRO.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST CHRO AOR. Headquarters MCIEAST personnel will abide by Marine Corps Base Camp Lejeune policies.

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



D. P. THOMAS  
Chief of Staff

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## CHECK-OUT/CLEARANCE PROCEDURES

1. Leave at Time of Separation. 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 (a), 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 per one of the exceptions in paragraph 1. The CHRO 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 (a), the organizational commander (or designated representative) is responsible for initiating a command level check-out/clearance checklist (see enclosure (2) as a sample checklist) to permit a separating employee to clear all property and check out with civilian payroll and the local CHRO.

b. Employees should arrange to arrive at the local CHRO 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 (b).

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

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4. Responsibility for Check-out/Clearance when Employee is not available

a. When an employee being separated for any reason is not available for check-out/clearance, the organizational commander (or designated representative) of which the employee is assigned will recover all government property signed to the employee and report any shortages to the Responsible Officer, in accordance with reference (b).

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 (a), 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. Per reference (a), 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 a hard copy to the Supervisory Human Resources Specialist, Staffing and Classification Advisory Division. If the reasons 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 will be entered under the remarks section on the

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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 reference (c) 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 (OPF) unless it becomes the agency's finding of fact.

b. Leave Requests. In accordance with reference (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 or other serious health condition, 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 LWOP, 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.

## MCIEAST CIVILIAN EMPLOYEE CLEARANCE CHECKLIST

CLEARANCE IN ACCORDANCE WITH MCIEAST 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 XXX) \_\_\_\_\_  
(SIGNATURE OF SECURITY OFFICIAL) (DATE)

### II. CHECK OUT (LAST DAY OF WORK)

EMPLOYEE SHOULD ARRIVE AT THE CIVILIAN HUMAN RESOURCES OFFICE-EAST, BUILDING XXX, 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 XXX)  
A. LAST WORK DAY: \_\_\_\_\_ B. EFFECTIVE SEPARATION DATE: \_\_\_\_\_

2. ID CARD CENTER (BLDG XXX)  
A. TURNED IN CIVILIAN ID CARD  \_\_\_\_\_ ID CENTER OFFICIAL'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

3. VEHICLE REGISTRATION UNIT (BLDG XXX)  
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 \_\_\_\_\_