



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

MCIEAST-MCB CAMLEJO 12715.1 CH 1
CHRO-E

FEB 02 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
12715.1 CH 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) Consolidated Master Labor Agreement between U.S.
Marine Corps and American Federation of Government
Employees
(d) SECNAVINST 12771.2

Encl: (1) Check-out/Clearance Procedures
(2) Civilian Employee Clearance Checklist
(3) Voluntary Exit Survey

1. Situation. This Order revises the policy, establishes procedures and assigns responsibilities regarding the check-out/clearance process for employees being separated from civil service.

2. Cancellation. MCIEASTO 12715.1.

3. Mission

a. To ensure adherence to procedures regarding the check-out/clearance process for separating civil service employees in accordance with references (a) through (d).

b. Summary of Revision. This Order has been updated from a MCIEASTO to a MCIEAST-MCB CAMLEJO. It has been revised to update policies and procedures and should be reviewed in its entirety.

4. 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.

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(2) Concept of Operations. Commanders may establish local procedures to ensure all civil service employees check-out of their organization prior to separating.

b. Tasks

(1) Civilian Human Resources Office-East (CHRO-E) shall:

(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) Installation Commanders/Managers/Supervisors shall:

(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 separating employees complete enclosure (2) and are provided enclosure (3) prior to being cleared to separate.

(e) Coordinate with CHRO-E 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.

5. Administration and Logistics. Recommendations concerning the contents of this Order should be forwarded to CHRO-E for consideration.

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6. Command and Signal

a. Command

(1) This Order is applicable to MCB CAMLEJ, its subordinate commands and to Marine Corps Air Station (MCAS) New River and MCAS Cherry Point. Installation Commanders/Commanding Officers may adapt guidance contained in this Order. Such guidance and policy must be consistent with the provisions of this Order, but commands may adopt more detailed rules to meet specific needs.

(2) Tenant Commands. Tenant commands supported by CHRO-E may elect to comply with this Order in its entirety or may describe more detailed rules to meet specific needs are required.

b. Signal. This Order is effective date signed.



M. L. SCALISE
Deputy Commander

DISTRIBUTION: A/C (plus MCAS NR, MCAS CHERPT, H&S Bn, and WTBn)



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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 12715.1
Ch 1

From: Commander
To: Distribution List

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

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 12715.1

1. Situation. To transmit new page inserts to the basic Order.
2. Mission
 - a. To transmit new page inserts and issue a change transmittal to the basic Order.
 - b. Summary of Change. Removed page 2 and enclosure (2) and replaced it with an updated page 2 and Civilian Employee Clearance Checklist.
3. Execution. Remove page 2 and enclosure (2) of the basic Order and replace it with the corresponding page contained in the enclosure.
4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic Order.


S. A. BALDWIN
Acting

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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-E 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)) to permit a separating employee to clear all property and check-out with civilian payroll and CHRO-E. Commands may utilize a variation of enclosure (2), provided that they include checkout with the specific offices and functions that are outlined in enclosure (2). Commands shall route all check-out forms to CHRO-E upon completion. Commands within the Camp Lejeune/New River commuting area should require employees to visit CHRO-E as a last stop in order to obtain required forms (i.e., unemployment information, etc.) prior to their departure.

b. Employees should arrange to arrive at CHRO-E on the employee's last day of work "after" checking out with "all" programs annotated in enclosure (2). 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). The exit survey provided in enclosure (2) is voluntary, but highly encouraged.

c. Prior to separation, the employee's supervisor will ensure that a Request for Personnel Action (RPA), is created in accordance with reference (a), if applicable. The employee will sign a hard copy of the RPA and ensure their forwarding address is properly documented.

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The electronic version and hard copy RPA will be routed to CHRO-E for processing, as required. An RPA is not necessary for an employee who is moving to another Federal agency.

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 assigned 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 in the Standard Labor Data Collection And Distribution Application 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 CHRO-E for processing, as required. 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 CHRO-E, as required. 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 submitting office will prepare a separate statement covering these reasons and submit it with the RPA. If the reasons furnished by the submitting 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 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 (c) and (d) as

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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 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 conditions, 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. Resignation RPAs will be forwarded promptly when received, and the employee will complete the check-out process on the last day of work.

CIVILIAN EMPLOYEE CLEARANCE CHECKLIST

CLEARANCE, IN ACCORDANCE WITH MCIEAST-MCB CAMLEJ MANUAL 12000.1, 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, including supporting documentation. **PURPOSE:** These records are maintained to ensure that all appropriate records on an employee's performance are retained and are available to agency officials having a need for the information; to employees; to support actions based on the records; for use by the Office in connection with its personnel management evaluation role in the executive branch; and to identify individuals for personnel research. **ROUTINE USE:** Disclosure to public and private organizations, including news media, which grant or publicize employee awards or honors. **DISCLOSURE:** Mandatory for clearance of all debts to the government.

EMPLOYEE'S NAME: _____ ORG/DEPT: _____

I hereby acknowledge the following:

I have read and understand the Disclosure of Information and Privacy Act Statement above.

I have received the Unemployment Compensation Form SF-8 (if applicable)

☐
☐

The following forms will be provided by Office of Civilian Human Resources-San Diego by mail to the address I have provided:

FEGLI Certificate and Notice of Conversion Privilege (SF-2821 & 2819); Retirement Refund Application; Notice to Separated Employees

Concerning Disposition OPF (SF-293); Health Benefits (SF-2810) Temporary Continuity of Coverage; Operator's Permit; TSP Withdrawal Forms ☐

Employee's Signature: _____ Date: _____

INSTRUCTIONS TO EMPLOYEE: Complete clearance requirements as indicated. Failure to properly clear the below listed offices may result in a delay in receiving your final pay.

INSTRUCTIONS TO SUPERVISOR: 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 the work schedule.

I certify that all government property charged to the above employee has been accounted for – turned in, recovered, or shortage reported.

☐

Supervisor's Signature: _____ Date: _____

OFFICE / PROGRAM			OFFICIAL'S SIGNATURE	DATE
Purchase Card Program - Administrative Officer (CL-1116) (ONLY IF YOU HAVE A PURCHASE CARD)	Card Turned In			
Travel Card Program - Administrative Officer (CL-8)	Card Turned In			
Defense Travel System - Official Defense Travel Administrator (CL-6)	Deleted	Detached		
Security Office – Security Official (CL-60; IIMEF-H; NR-AS211; SB-RR440; CJ-M130)				
Department Safety Officer (ESams) (CL-1)				
Civilian Payroll – Payroll Technician (CL-8; IIMEF-H1; NR-AS211; SB-RR400)	Last Work Day			
	Effective Separation Date			
ID Card Center (CL-59; NR-AS187; SB-RR4; CHB-BB12)	Turned in ID Card			
Vehicle Registration – PMO (CL-58; NR-AS187)				
Supply/Consolidated Issue Facility (CL-24; SB-RR440)				
Network Services (CL-24; NR-AS212; SB-RR440)	Desktops/Laptops/Air Cards/CAC Readers			
Wireless Devices – Department Official	Cell Phone, Blackberry, Air Card			
MCCS EMPLOYEES ONLY	Employee deactivated in PeopleSoft			
MCCS - Human Resources (1401 West Road) (CL-1401)	All MCCS systems and equipment cleared			
CHRO-E - Staffing/Classification Advisory Section (CL-33)				

Camp Lejeune (CL); IIMEF (IIMEF); MCAS New River (NR); Stone Bay (SB); Camp Johnson (CJ); Court House Bay (CHB)

For Official Use Only:

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

FORWARDING ADDRESS _____

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**VOLUNTARY EXIT SURVEY
CIVILIAN HUMAN RESOURCES OFFICE-EAST
BLDG 33 HOLCOMB BOULEVARD
CAMP LEJEUNE NC 28547**

The Voluntary Exit Survey serves as a means to gather information about your experience working for this Command and will allow us to analyze trends, identify common themes and improve our organization.

Your responses will not become part of your personnel file and completion of this survey is voluntary. We appreciate and value your feedback! This survey may be submitted to CHRO-E during your final check out.

Thank you!

Please rate the following:

	Always	Sometimes	Never	Comments
My supervisor demonstrated fair treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My supervisor provided recognition for work well done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My supervisor encouraged collaboration within the work team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My supervisor valued suggestions that I made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My supervisor effectively helped to resolve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My supervisor provided me with timely feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please rate the following as they relate to your role:

	Very Satisfied	Satisfied	Dissatisfied	Comments
Collaboration within my department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaboration between departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication within my department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication within my agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication with my supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training I have received to perform my role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resources needed to effectively perform my role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Opportunity for career progression.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please answer the following:

What suggestions do you have for improvement?	
Would you consider working for this organization in the future?	

Employee Signature (Optional)

Date