



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding employee exit clearance procedures issued under the FAA personnel management system. This directive is TSA policy and must be applied accordingly.

1. **PURPOSE:** This directive establishes TSA policy and procedures for clearing employees, including contract personnel, who cease employment with TSA and supersedes HRM Letter 000-2, *Employee Exit – Clearance Procedures*, dated November 14, 2004, including the procedures for ensuring the termination of access to automated systems and classified national security information, satisfaction of any financial obligations, return of Government property, and completion of employment related exit forms
2. **SCOPE:** This directive applies to all TSA employees and contractors.

NOTE: The scope includes employees who are reassigned to new official duty locations within TSA, those who are transferred to other Federal agencies, and those who leave Federal service through voluntary or involuntary processes. It also includes employees who enter a leave without pay status (LWOP) pending disability retirement and those who die while employed with TSA.

3. AUTHORITIES:

- A. Sections 101 and 111(d) of the Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA), November 19, 2001 (49 U.S.C. §§ 114(n), 40122, 44935, and 44935 note)
- B. Sections 403(2) and 423, of the Homeland Security Act of 2002
- C. Applicable TSA and U.S. Department of Homeland Security delegations of authority

4. DEFINITIONS:

- A. Designated Clearance Official (DCO): A person selected by management to assist departing employees, in a specific office, with the clearance process. This could be, but is not limited to, a Supervisor, Administrative Officer, Human Resource (HR) Specialist, or HR Liaison.
- B. Employee: For the purposes of this directive, an individual occupying a position as an employee of the Transportation Security Administration. The term employee also includes Private Industry Officials (also known as contract personnel) unless specifically stated otherwise.
- C. Employee Exit Clearance Form (EECF): The form used as proof that an employee has cleared the agency and all related obligations have been satisfied at the end of an employee's tenure

with TSA. All employees are required to complete the EECF before leaving employment with TSA.

- D. Exit Process (Also Clearance Process): The process, at the end of an employee's tenure with TSA, of absolving all responsibilities to the agency by turning in all government equipment, satisfying all debts and obligations, ensuring all Federal records have been accounted for, completing all required forms and documents, terminating all credentials, badges, permits, automation access, travel cards and purchase cards, and, if applicable, verifying a debrief from a security clearance.

5. RESPONSIBILITIES:

- A. Assistant Administrators, Office Directors, and Federal Security Directors (FSDs) are responsible for designating a DCO as the point of contact within their operation for the exit process.
- B. DCOs are responsible for coordinating the clearance process with the local, designated HR liaison, HR Specialist, or the Administrative Officer (AO) and to ensure that any applicable procedures described herein are completed:
- (1) Advising employees of their responsibilities as set forth in this directive;
 - (2) Initiating an interview with the employee to discuss the repayment of any outstanding loans, advances, and/or any other outstanding financial obligations;
 - (3) Ensuring retrieval of all locally accountable items as described in Part II of the EECF;
 - (4) Collecting or ensuring collection of all property, payments, and documents from the employee. Specific offices can be contacted for guidance regarding further disposition of collected items;
 - (5) Canceling the employee's Government Travel Card;
 - (6) Ensuring that combination(s) to secure container(s) are changed;
 - (7) Ensuring completion of transfer of property records when departing employee is a property custodian;
 - (8) Ensuring termination of the departing employee's access to all systems and accounts, to include Information Technology (IT) and financial systems;
 - (9) Ensuring that keys, MAG card, uniforms, weapons, manuals, monitoring devices, Government issued ID/Credentials, badges, access cards, and all other Government property are recovered and returned to the appropriate subject office;
 - (10) Verifying completion of the EECF;

- (11) Providing the designated HR Specialist, HR Liaison or Administrative Officer with a copy of the completed EECF; and
- (12) Ensuring the employee is provided with TSA Form 1113, *National Exit Survey*, (for a non-FAMS employee) or the FAMS Exit Survey (for an OLE/FAMS employee) if the employee is departing TSA voluntarily.

C. Servicing HR Specialists or HR Liaisons are responsible for:

- (1) Ensuring that a SF-52, *Request for Personnel Action*, is initiated and submitted for processing to properly reflect the employee's last date of service and reason for departure, i.e., resignation, retirement, removal, transfer, death.

NOTE: This form should not be used for contract personnel.

- (2) Completing and immediately submitting a TALX UC eXpress Employee Separation Form upon an employee's departure. Employee Separation Forms can be found on the [TSA HR Services](#) website in the HR Policy, Forms & Tools section. OLE/FAMS employees should contact their Administrative Officer to obtain a copy of the TALX UC eXpress Employee Separation Form. This form alerts TALX that an employee has ceased employment with TSA and enables TALX to determine eligibility for unemployment benefits. This form must provide accurate information relating to the reasons for the employee's departure. The information on the form will be used to support or contest the approval of any unemployment benefits.

NOTE: A copy of the form must be maintained in the departing employee's Employee Performance File (EPF) by the submitting office as proof of submission. This form should not be used for contract personnel.

- (3) Submitting a copy of Part III of the EECF to the National Finance Center (NFC) Pay Tech Operations through the Table 063 Point-of-Contact (POC) or FAMS Payroll and HR Transactions Program Office POC to ensure that employees' leave transfers with them, or that they receive any lump sum payments for which they are eligible as quickly as possible.

NOTE: Servicing HR Specialists or HR Liaisons are **not** responsible for submitting paperwork for contract personnel. Documents referenced in 5C(1) and (2) should not be used for contract personnel. EECFs for contract personnel should not be sent to NFC.

D. The Chief Security Officer (CSO), Office of Security, within the Office of Law Enforcement/Federal Air Marshals Service, is responsible for ensuring that employees separating from TSA service comply with all national security information requirements and applicable TSA personnel security policies. Both the Security Policy and Awareness Division and the Personnel Security Division are within the Office of Security.

E. The departing employee is responsible for any applicable procedures described herein:

- (1) Returning all Government property, forms, badges and credentials for which he/she is accountable;
- (2) Repaying all outstanding debts to the Government. Debts may include advanced leave, unfulfilled employment or training agreements, travel advances, or any benefits or salary overpayments made to the employee;
- (3) Canceling transit benefits/parking passes. If receiving transit benefits, completing [TSA Form 205, Transit Benefit Application](#), and submitting it to the local transit benefit coordinator along with any remaining balance. Balances may be returned by either surrendering the transit media or providing a check made payable to TSA for the amount due. All monthly parking permits shall be returned to the local Transit Coordinator;
- (4) Contacting the new organization's Travel Card Coordinator upon arrival to have his/her account transferred to the new organization, if transferring within TSA. The TSA government travel card account will be terminated upon departure from TSA;
- (5) Hand-carrying the completed EECF, along with all property, documents, and credentials to the DCO;
- (6) Advising the designated Classified Security Custodian of his/her departure if the individual had access to a secure container (safe) or classified material;
- (7) Notifying the TSA Headquarters (HQ) Office of Security, Security Policy and Awareness Division, that a Courier Authorization Card for hand carrying classified information has been properly destroyed;
- (8) Contacting the TSA HQ Office of Security, Personnel Security Division, for a debriefing and signing the SF-312, *Classified Information Nondisclosure Agreement*; and
- (9) Completing TSA Form 1113, National Exit Survey or OLE/FAMS Exit Survey (see Section 7J for more information) if voluntarily departing TSA (optional).

6. POLICY:

- A. Prior to leaving employment with TSA, or reporting to a new TSA duty location, all departing employees must follow the clearance procedures in accordance with the provisions of this directive.
- B. If TSA property (e.g. badges, uniforms, keys, government credit cards, transit benefits, etc.) in the possession of the employee is not returned immediately after separation, local management should attempt to contact the employee via certified mail, and request that the employee return the appropriate TSA property. If the employee has not responded to the TSA point of contact (POC) within a 30-day period, management may arrange to have a TSA law enforcement officer pick up the TSA property.

7. PROCEDURES: DCOs shall ensure that any applicable procedures described herein are completed as follows:

A. *SF-52, Request for Personnel Action:*

- (1) The issuance of the SF-52 initiates the employee's departure from TSA.
- (2) The servicing HR Specialist or HR Liaison should complete and submit the SF-52 for processing prior to the employee's departure, if possible.

NOTE: This form should not be used for contract personnel.

B. Initiate [TSA Form 1163, Employee Exit Clearance Form](#) (EECF) prior to the employee's departure date, if possible.

- (1) Unless all accountable items are critical to the employee's job functions, DCOs should make arrangements to recover accountable items prior to the employee's last day of duty. This includes the issuance of identification (ID) cards/access control badges that allow the employee access to facilities pending their departure. The prior recovery of any item(s) must be annotated on the EECF as noted herein. This "prior departure recovery process" will expedite the employee's checkout and allow for the timely deactivation of applicable programs to which the employee has access.
- (2) For an employee who becomes deceased while employed by TSA, the DCO at the employee's office/location should complete the EECF. The SF-52 must be completed and sent for processing as soon as possible. This will ensure that there is no delay in processing survivor benefits and any lump sum leave payments, and it will establish a record relating to the recovery of any Government property in possession of the deceased individual.

C. Final Time and Attendance (T&A) Pay Report:

- (1) If the employee is departing TSA, ensure that the employee's timekeeper annotates in the timekeeping system that the last time period the employee worked is the "Final Report" in order to inactivate the employee in the system.
- (2) If the employee is being reassigned to a new office within TSA, the timekeeper will not mark the T&A as the "Final Report." The timekeeper in the receiving office will assume responsibility of the employee's timekeeping.

NOTE: Section 7C does not apply to contract personnel and T&A pay reports should not be completed for contract personnel.

D. Outstanding Debts:

- (1) Any outstanding debts may be deducted from any lump sum payments owed to the employee. If the employee is indebted to the Government, the Office of Financial Management will issue a debt letter.

NOTE: Except for amounts lawfully offset by the Office of Financial Management, TSA cannot withhold lump sum payments due an employee.

- (2) Payroll notification will be done through the processing of the SF-52 and through the submittance of Part III of the EECF to NFC Pay Tech Operations.

E. Property and Access Codes and Information Technology (IT)/Telecommunications:

- (1) Terminating IT access for:

(a) Separating Non-Transportation Security Officers (TSOs) and Contractors

- (i) The departing employee or the DCO shall call the TSA Help Desk at 1 (800) 253-8571, and request that the departing employee's access to all systems and accounts be terminated.
- (ii) The requestor will receive a ticket number and should request [TSA Form 1402, Separating Non-Screener Employee and Contractor IT Certificate](#), which will be provided by the TSA Help Desk.
- (iii) The form should be completed by the separating employee and signed by the employee and the DCO or supervisor.
- (iv) The DCO will send the completed TSA Form 1402 to ITServices@tsa.dhs.gov.
- (v) IT Services will forward the form to TSA-Accounts. TSA-Accounts will then disable the account and send a confirmation email to the requestor.
- (vi) The DCO shall send an email to the IT POC for their organization requesting collection of all computer equipment, desk telephone, cell phone, pager, and GETS (Government Emergency Telecommunications Service) card.

(b) TSOs

- (i) An authorized requester shall call the TSA Help Desk at 1 (800) 253-8571, and request that the departing TSO's access to all systems and accounts be terminated. Authorized requesters are:
 - FSD
 - Deputy FSD (DFSD)
 - Assistant FSD (AFSD)
 - Training Coordinator
 - Assistant Training Coordinator

- IT Specialist
 - Administrative Officer (AO)
 - Screener Manager
 - Human Resource Manager
 - Scheduling Operations Officer
 - FSD Administrative Assistant
- (ii) The requestor will receive a ticket number and should request the Screener Account Deletion Form, which will be provided via email by the TSA Help Desk.
- (iii) The form should be completed by an authorized requestor and returned via email identifying the ticket number to TSA-ScreenerAccts@tsa.dot.gov.
- (iv) The TSA Unisys Deployment Center (TUDC) will then disable the account.
- (2) The DCO shall revoke access to financial systems for the departing employee. Revocation can be accomplished by sending an email containing the departing employee's full name and work location to the Office of Finance and Administration at OFMsysaccess@dhs.gov. Additionally, the DCO should require initials on the EECF for any financial and related administrative system access removal, including CIMS (acquisition), Sunflower (property) and TEServ (travel).
- (3) The DCO shall send an email to tsa-accounts@tsa.dot.gov, requesting termination of the departing employee's or contractor's access to all systems and accounts; including, but not limited to, the Online Learning Center, TIP, Kronos, Sabre, WebTA, etc.

F. Security:

- (1) Ensure that any Courier Authorization Card for classified material is destroyed by shredding or cutting for and the TSA HQ Office of Security, Security Policy and Awareness Division, is advised of the employee's name and courier card control number at INFOSEC.tsa@dhs.gov.
- (2) Access control ID Card(s) have been returned;
- (3) Building keys have been returned;
- (4) Radios and other related Emergency Response Team (ERT) equipment are returned;
- (5) Employees and Private Industry Officials who were granted a security clearance at the Confidential, Secret, or Top Secret level must complete a SF-312, *Classified Nondisclosure Agreement* and receive a debriefing from the TSA HQ Office of Security, Personnel Security Division's Customer Service Unit (CSU), which can be conducted at ps.csu@dhs.gov. (Contract personnel are exempt from this process.)

- (a) Headquarters employees must notify the Personnel Security CSU to schedule an in-person debriefing at least 48 hours prior to their last day of employment and must complete the debriefing section on their original SF-312, which will be provided by the appropriate personnel security specialist at the time of their debriefing.
- (b) Headquarters employees detailed to a field office may contact the Personnel Security CSU by telephone or e-mail to receive guidance on debriefing procedures.
- (c) FSD Staff employees must receive a debriefing conducted by their supervisor or DCO prior to their departure from TSA. FSD Staff employees will complete the debriefing section on the copy of their SF-312 that is retained by their local office. If a copy of the original SF-312 is not available, the supervisor or DCO should request a faxed copy of the original SF-312 which is maintained by the TSA HQ Office of Security, Personnel Security Division. The completed SF-312, must be sent to:

Transportation Security Administration
Office of Law Enforcement/FAMS
Office of Security, Personnel Security Division
601 S. 12th Street (TSA-18)
Arlington, VA 22202

- (d) TSA Private Industry sponsors are expected to coordinate the debriefing procedures for Private Industry Officials by contacting the Personnel Security CSU prior to the departure date of the Private Industry Official.
 - (6) Employees who were granted a Sensitive Compartmented Information (SCI) clearance must contact the TSA Headquarters Office of Security, Special Security Officer (SSO), for details on debriefing.
 - (7) Headquarters employees working in the field and FSD staff employees shall return all DHS/TSA property in the form of identification cards, credentials, or badges via certified mail to the Office of Law Enforcement/FAMS Office of Security address listed above.
- G. Purchase Cards: Purchase cards must be collected and destroyed. A cancellation request should be sent to the applicable Purchase Card Program point of contact (shown below). The cancellation request should contain the employee's name (as it appears on the card) and the card number.
- (1) Send cancellation requests to the Purchase Card Program at P-Cardholder@tsa.dhs.gov.
 - (2) Cancellation requests should be sent to the appropriate area point of contact for Security Operations Purchase Cards.

H. Government-Issued Travel Cards:

- (1) Government Travel Cards must be collected and destroyed unless the employee is being reassigned to another TSA office. If so, the reassigned employee must contact the new

office's Travel Card Coordinator upon arrival to have his/her account transferred to that office.

- (2) DCOs should send an email requesting cancellation of the departing employee's Government Travel Card to travelcard@dhs.gov. The email should contain the employee's name as it appears on the card, and the last six numbers of the travel account.

I. Transit Subsidies:

(1) Transit Benefits:

(a) The DCO shall send an employee to the local transit benefits coordinator at the airport/facility to return any unused transit passes, and, to process TSA Form 205, *Transit Benefit Application* to cancel transit benefits, if applicable.

(b) The DCO shall refer a HQ employee to the Transit Benefits Office.

(c) Additional information can be obtained by contacting TSAProperty@dhs.gov.

(2) HQ Parking: The DCO shall refer the employee to the local transit benefits coordinator to return the monthly parking permit.

(3) Field Parking: The DCO shall refer the employee to the local transit benefits coordinator to return monthly parking permits, as applicable.

J. Exit Survey: The purpose of the survey is to identify the reasons that employees are voluntarily leaving TSA, and, to determine the elements of TSA work life that have the greatest impact on his/her decision to leave. Completion of the survey is voluntary and individual responses will be anonymous and confidential. The data collected will be used to provide information to address turnover at TSA.

(1) TSA National Exit Survey (for non-FAMS employees only): Distribution is limited to voluntarily departing TSA employees. The National Exit Survey (TSA Form 1113) can be obtained from the local HR Specialist or Administrative Officer, or by contacting the TSA Human Capital Organizational Assessment & Development team at TSAWorkforceSurveys@dhs.gov.

(2) FAMS Exit Survey (for all OLE/FAMS employees only): Every OLE/FAMS employee will have the opportunity to complete this voluntary survey. An Exit Survey can be obtained from the Administrative Officer.

NOTE: The Exit Survey should not be used for contract personnel.

K. Records:

(1) An employee may not depart TSA with information in their possession that is classified, Sensitive Security Information (SSI), Controlled Unclassified Information (CUI), or

protected under the Privacy Act. However, an employee may keep the copies of any Privacy Act records that pertain solely to the employee and that the employee has in his or her possession at the time of clearing. Privacy Act records are records about a person that are maintained and retrieved by that individual's name or other individual identifier.

- (2) Both the DCO and the employee will sign Section 8 of Part II on the EECF to certify that all Federal records in the departing employee's possession or control have been accounted for and will remain with TSA once the employee departs the agency. (See [TSA MD 200.7, Records Management](#), for more information.)

NOTE: Personal papers are not Federal records, and may be taken with the individual upon leaving TSA. Personal papers are of a private and non-public nature and do not relate to or have an impact on the conduct of agency business.

L. Employee Exit Clearance Form:

- (1) Each item retrieved should be reflected on Part II of TSA Form 1163, and indicated by either signing the EECF in the designated signature box associated with the item or verifying that the appropriate component office point of contact has signed the EECF. The accountable items to be retrieved will be determined by interviewing the departing employee using the EECF and coordinating with the issuing component offices to determine if non-local property (i.e., any item issued by an office other than the clearing office) and credentials are to be retrieved by the DCO.
- (2) Both the departing employee and the DCO or the employee's Supervisor will sign the statement in Part III of the EECF certifying that any and all financial obligations have been satisfied, or other authorized arrangements have been made, and that all government property, credentials, badges, firearms, sensitive information, airport property (if applicable), and any other non-personal property/equipment have been surrendered to the designated TSA official.
- (3) A copy of Part III of the EECF must be submitted to the NFC Pay Tech Operations through the Table 063 Point-of-Contact (POC) or FAMS Payroll and HR Transactions Program Office POC to ensure that the employee's leave transfers with him/her, or that he/she receives any lump sum payments for which he/she is eligible as quickly as possible. For non-OLE/FAMS employees, EECFs should be scanned and sent via the Payroll Program Office (PPO) Online Tracking System. For OLE/FAMS employees, EECFs should be submitted to NFC via the FAMS Payroll and HR Transactions Program Office.

NOTE: Leave transfers and lump sum payments do not apply to contract personnel and the EECF for contract personnel should **not** be sent to NFC.

- (4) Completed EECFs must be retained at local airports or HQ component offices in the EPF until the EPF can be destroyed. This ensures TSA has enough time to verify the employee's departure, recover all government property, and respond to any inquiries related to the employee's departure. Completed forms should not be forwarded to the Office of Human Capital.

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL



04/11/2007

Richard A. Whitford
Assistant Administrator for Human Capital

Date

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Distribution: Assistant Secretary, Deputy Administrator, Associate Administrator, Assistant Administrators, Office Directors, Area Directors, Special Agents in Charge, and Federal Security Directors, and all TSA employees

Point-of-Contact: Office of Human Capital