

From: (b)(6) OGE staff
To: (b)(6) OGE supervisor
Subject: - [Message contains CUI]
Date: Thursday, January 23, 2025 5:37:00 PM
Attachments: [.OGE Exit ClearanceForm.pdf](#)

CONTROLLED

Dear (b)(6) OGE super,

I am writing to notify you of my resignation from my position as (b)(6). Please see the attached OGE Exit Clearance Form.

My last day will be (b)(6), 2025, though I'm not sure how that will work, as that is a Saturday.

Thank you for the opportunities I've been given under your leadership as chief of (b)(6). It's been my good fortune to have you as a supervisor.

I know you will let me know how I can be of the best service to you and OGE during this interim time.

I will notify (b)(6) OGE admin. staff, as well.

I wish you and OGE all the best.

Best,

(b)(6) OGE staff

Office of Government Ethics

Phone: 202-482-(b)(6)

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U.S. Office of Government Ethics EXIT CLEARANCE FORM

EMPLOYEE INFORMATION	
1. Employee Name (Last, First, MI): <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">(b)(6)</div>	2. Division/Branch <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">(b)(6)</div>
3. Mailing Address: <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">(b)(6)</div>	4. Last Day of Work: <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">(b)(6)</div>
5. Personal Email: <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">(b)(6)</div>	
6. Reason for leaving (Select one): <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="radio"/> Separation <input type="radio"/> Resignation <input type="radio"/> Other (Provide explanation): </div> <div style="width: 45%;"> <input checked="" type="radio"/> Retirement <input type="radio"/> Transfer to Another Agency </div> </div>	

The employee is responsible for obtaining the exit clearance below prior to departure. The employee is required to clear with the individuals listed below and return or account for all items issued during their employment. See the [Exit Clearance Policy](#) for detailed procedures. The employee should start the clearance process two weeks prior to departure date. Upon completion, this form must be returned to the Administrative Officer (AO). **SEPARATIONS WILL NOT BE PROCESSED BY THE AO UNTIL RECEIPT OF THIS FORM.**

7. Employee (Please check the appropriate box next to each item below and provide any explanatory notes.)			Notes
	Cleared	Not Cleared	
a) Notify supervisor of your decision to separate			
b) Meet with Administrative Officer (AO) to discuss the exit clearance process			
c) Ensure supervisor submits separation action in HR Connect			
d) Satisfy any financial obligations			
e) Submit AARF to alert ITD to disable network account			
f) Complete exit interviews with Records Officer, ADAEO, and Integrity Manager (if applicable)			
g) Complete the Records Management Checklist and ensure official records, whether paper or electronic, are appropriately archived and/or disposed			
h) Return all IT equipment			
i) Return all remaining property to the AO (e.g., Kastle Key, PIV Card, office/desk keys, purchase and travel cards)			

U.S. Office of Government Ethics EXIT CLEARANCE FORM

Employee should route this form to the individuals below for clearance

- 8. Administrative Officer (Please check the appropriate box next to each item below and provide any explanatory notes.)**
- a) Send separation email to the exit clearance group triggering exit clearance meetings with appropriate individuals
 - b) Ensure the employee's financial obligations are properly cleared
 - c) Ensure employee returns all property and IT equipment
 - d) Ensure employee has completed the exit clearance form
 - e) Remove employee from applicable systems (i.e., Kastle, Transit Subsidy, USAccess (PIV), WebTA, Staff Directory)
 - f) Submit BFS exit clearance form to initiate the release of employee's final salary check and lump sum annual leave payment

Cleared	Not Cleared	Notes

CERTIFICATION OF COMPLETION

9. I certify that all government property has been accounted for, and unless otherwise shown, no amount is due to the Federal Government from me. I understand that failure to satisfactorily complete this clearance process may delay the release of my final paycheck.

Employee's Signature

Date

10. I certify that the employee has completed the exit clearance process.

Administrative Officer Signature

Date

Supervisor's Signature

Date

This completed form should be submitted to the AO on the employee's last day of work before close of business.

PRIVACY ACT STATEMENT: The authority for requesting information hereon from an employee is as follows: Section 301.552a (d), 4108, 5501 et. seq., and 5705 of Title 5 of the U.S. Code; and sections 3301 et seq., 3501 et. seq., and 3701 et. seq. of Title 31 of the U.S. Code. The information will be used to determine if the employee, by virtue of or relative to his or her Federal Employment, is indebted to the U.S. government for money, property, documents, or otherwise or has any obligations to the Federal Government will release the employee's final pay check, retirement, or other amounts due to the employee. Information on the form may be provided to a federal agency for the purpose of collecting a debt owed to the Federal Government through administrative or salary offset. Furnishing the information on the form is voluntary but failure of an employee to complete the form maybe grounds to withhold the release of monies otherwise due to the employee from the Federal Government.