

## U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

### 1038.1: Employee Exit Clearance Process

**Issue Date:** 10/25/2013  
**Effective Date:** 10/25/2013  
**Superseded:** This Directive is the originating and establishing document regarding the U.S. Immigration and Customs Enforcement (ICE) exit clearance process. This Directive supersedes all previous issuances, guidance, and procedures that are inconsistent with the policy, guidance, and procedures contained in this Directive.

**Federal Enterprise Architecture Number:** 306-112-002b

1. **Purpose/Background.** To protect itself against security breaches and loss of property, government records, and monies it is owed, this Directive ensures that ICE has a unified exit clearance process for exiting employees. This Directive defines the responsibilities for ICE personnel and establishes the procedures that will guide ICE supervisors and employees when employees separate from ICE; it also covers situations when employees move to positions within ICE where return and accounting of some ICE-issued property may still be required. This Directive applies to all ICE employees, but does not apply to contract personnel.
2. **Policy.** When employees separate from ICE, they must return or account for all ICE-issued property, relinquish access to U.S. Government facilities and information systems, settle all financial liabilities, and relinquish all government records in their possession. Employees remaining with ICE but moving to another Directorate or Program Office, or to other facilities, or on detail, may be required to surrender certain office-issued property and government records, facility access cards, and relinquish access to office-specific data bases. Headquarters Responsible Officials and Field Office Responsible Officials must ensure that employees separating from, or moving within, ICE are cleared in accordance with the policy and procedures established by this Directive.
3. **Definitions.** The following definitions apply for purposes of this Directive only:
  - 3.1. **Alien Registration Files.** A series of records on an individual, regardless of medium, consisting of numbered files prefixed with an "A," (A-Files) that document an individual's history of interaction with U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection, and/or ICE (including legacy Immigration and Naturalization Service), as prescribed in the Immigration and Nationality Act and other regulations. Also included are temporary files (T-Files), and substitute files (S-Files), which are made to replace the A-File lost at USCIS or from its National File Tracking System (NFTS).

- 3.2. **Department of Homeland Security (DHS) Exit Survey.** A set of questions intended to collect information on employees' experience while working for ICE and the reason for their separation.
- 3.3. **Designated Clearance Official (DCO).** A person designated by a Headquarters Responsible Official or Field Office Responsible Official, or their designee, to assist separating employees, or employees moving to another position within ICE, with the employee exit clearance process. The DCO has authority to approve all clearance requirements specified in the Exit Clearance Form (ECF). While DCOs are primarily administrative officers or human resources liaisons, employees in other positions are permitted to be DCOs.
- 3.4. **Employee.** An individual, as defined in Title 5, United States Code (U.S.C.) § 2105, who is engaged in the performance of a function for the Federal Government under authority of law or an Executive Act, excluding contract personnel.
- 3.5. **Empty Jacket (EJ) Folder.** A preprinted folder, containing an alien's registration number that will become that alien's A-File.
- 3.6. **Exit.** Includes a permanent departure (see separation) from ICE, as well as internal movement within ICE (e.g., from one Directorate or Program Office to another, or duty location changes within the same Directorate or Program Office). Not included is activation for military duty, suspension, details, or periods of extended leave.
- 3.7. **Exit Clearance Form (ECF).** A form used by ICE to verify that separating employees have satisfied all property, security, financial, ethics, and transit subsidy/parking access obligations by returning all ICE-issued property to the appropriate property manager and surrendering all government records to their supervisor; that employees' facility access has been rescinded and their access to office-specific databases has been cancelled, and their financial liability to ICE has been settled. The ECF is also used when employees move to positions within ICE, or to other facilities, to verify, when necessary, that office-specific property or security obligations have been satisfied. Responsibilities of supervisors in the exit clearance process are not included on the ECF.
- 3.8. **Facility Access Card (FAC).** A card given to a contractor, detailee, or other person granting access to an ICE facility for no more than 90 days.
- 3.9. **Financial Liability.** An employee's debt that includes, but is not limited to, monies owed for travel expenses and advances, advanced leave, and service or training agreements.
- 3.10. **Form 141-02 Documentary Materials Removal/Nonremoval Certification.** A DHS form that must be completed by all employees, contractors, and detailees, including interns, separating from ICE to either certify that the employee is not removing copies of government records or to authorize the removal of copies of specified government

records. This form does not need to be completed for employees transferring within ICE.  
(b)(7)(E)

- 3.11. **Form G-570 Record Receipt-Property Issued to Employee.** A form used to record and track personal property assigned to ICE employees and contractors.
- 3.12. **Government Records.** All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of the data in them. *See* 44 U.S.C. § 3301 (definition of “federal record”).
- 3.13. **Headquarters Responsible Officials.** Executive Associate Directors (EADs) of Enforcement and Removal Operations (ERO), Homeland Security Investigations (HSI), and Management and Administration (M&A); and the Assistant Directors, Officers, or equivalent positions who report directly to the Director, Deputy Director, Chief of Staff, or EAD for M&A.
- 3.14. **ICE-Issued Property.** Property in use or controlled by ICE, except real property. Property includes, but is not limited to, use-of-force equipment, badges, credentials, ID cards, Personal Identity Verification (PIV)/Homeland Security Presidential Directive 12 (HSPD-12 cards or any other facility access cards, government records, cell phones/smart phones, tablet devices, credit cards, A-Files, T-files, S-Files, EJs, passports, laptop computers and related computer equipment, electronic access cards, phone cards, facility keys, government-owned vehicles/keys, tactical radio equipment, purchase, debit, and travel cards, parking permits, or any other ICE-issued property that appears on the employee’s *Form G-570 - Record Receipt-Property Issued to Employee*.
- 3.15. **Property Custodian.** The person to whom the exiting employee, or the employee’s supervisor or DCO, returns ICE-issued government property.
- 3.16. **Responsible Party Code (RPC).** An identifying number code assigned to an individual for the tracking of an A Registration File.
- 3.17. **Security Debriefing.** A debriefing administered by the Office of Professional Responsibility (OPR) Security Division informing separating employees with security clearances of their continuing security responsibilities.
- 3.18. **Separation.** A permanent departure from ICE by voluntary resignation, retirement, movement outside of ICE (including reassignment to another DHS component or other federal agency), involuntary separation, or death. Details, activation for military duty, suspension, or periods of extended leave are not considered separation.

**3.19. Supervisors.** An employee having authority to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove other employees, to address their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature, but requires the consistent exercise of independent judgment. (5 U.S.C. § 7103(a)(10).)

**3.20. Use-of-force Equipment.** ICE-owned firearms, ammunition, other ordnance and munitions, intermediate use-of-force devices, related use-of-force equipment, and other designated equipment or items (including all legacy agency firearms property that belong to ICE).

#### **4. Responsibilities.**

**4.1. The Director,** or his or her designee(s), is responsible for:

- 1) Issuing this policy, and any needed future policies, related to ICE employee separations with respect to returning or accounting for all Government records and ICE-issued property, relinquishing access to ICE facilities and government information systems, and protecting all ICE information entrusted to the separating employee.
- 2) Issuing policy related to pursuing debt collections against separating (or separated) employees resulting from their failure to account for all ICE-issued property or settle all liabilities.

**4.2. The Human Capital Officer,** or his or her designee(s), is responsible for ensuring all human resources services related to employee separations are appropriately handled, including, but not limited to:

- 1) Developing, in coordination with the Office of Policy, revisions to this Directive or related guidance on employee separations.
- 2) Analyzing data from the DHS Exit Survey as a means to improve employee retention and work-life programs by identifying the reasons that employees are voluntarily leaving ICE and determining the elements of the ICE work environment that may have an impact on employees' decisions to separate.
- 3) Periodically evaluating the exit clearance process, identifying deficiencies, and developing recommendations for corrective actions.
- 4) Removing or transferring separating employees from ICE's personnel and payroll systems.
- 5) Providing benefits information at the request of the employee and preparing all necessary information and paperwork for separating employees regarding medical and life insurance coverage and Thrift Savings Plan account changes.



- 6) Ensuring final payment of all compensation, including unused leave.
  - 7) Providing information on unemployment compensation, if applicable, to the employee.
  - 8) Submitting retirement packages and other documents, as appropriate, to the Office of Personnel Management.
  - 9) Transferring or otherwise appropriately disposing of separating employees' personnel and related records in accordance with current records retention schedules, regulations, and procedures.
  - 10) Providing follow-up notification to the ICE OPR Security Division, Office of the Chief Financial Officer (OCFO), and Office of the Chief Information Officer (OCIO), of employee separations via e-mail upon receipt of the ECF.
  - 11) Uploading employee separation data on a periodic basis in the SharePoint database, or a successor system, and providing access to designated officials in OPR Security, OCFO, and OCIO.
  - 12) Providing the applicable personnel data/records to the gaining federal agency for employees transferring from ICE to another federal agency.
- 4.3. The Assistant Director, National Firearms and Tactical Training Unit, or his or her designee(s), is responsible for managing the Firearms Armor and Credential Tracking System (FACTS) used to document the return of all sensitive property, to include ICE use-of-force equipment, issued to employees.**
- 4.4. The Assistant Director, HSI Office of International Affairs, or his or her designee(s), is responsible for accepting and processing returned diplomatic passports, as applicable, and acting as the DCO to complete the exit process for all Foreign Service National personnel outside the United States.**
- 4.5. The Assistant Director, OPR, or his or her designee(s), is responsible for:**
- 1) Ensuring separating employees are notified where to return their badges and credentials.
  - 2) Receiving and processing the return of items issued by OPR Security Division such as PIV/HSPD-12 cards (or any other facility access cards or building passes) law enforcement badges and credentials, mission support credentials and DHS Seal, facility access cards or building passes, and any other items related to physical security.

- 3) Cancelling clearances and facility access of separating employees on their final day of employment.
  - 4) Deactivating personnel security files of separating employees.
  - 5) Terminating all ongoing investigations for clearances of separating employees.
  - 6) Conducting a security termination debriefing for those who have security clearance access and/or ensuring debriefing by other agencies holding an access or clearance for the employee; and providing separating individuals with copies of forms and documents associated with their security termination debriefings.
  - 7) Advising retired law enforcement personnel of their rights and privileges under the Law Enforcement Officers Safety Act (LEOSA) and DHS and ICE LEOSA policies.
- 4.6. The Ethics Officer, Office of the Principal Legal Advisor (OPLA), or his or her designee(s), is responsible for:**
- 1) Providing legal counsel and advice to those separating federal employees who request guidance on their post-employment rights and restrictions.
  - 2) Ensuring that those separating Senior Executive Service (SES) employees leaving the SES complete a Financial Disclosure Report.
- 4.7. The Chief Financial Officer (CFO), or his or her designee(s), is responsible for:**
- 1) Verifying that a separating employee has settled all existing and potential financial liabilities.
  - 2) Notifying separating employees, if there are any unresolved financial liabilities, of ICE's right to initiate appropriate debt collection procedures. Such financial liabilities may include, but are not limited to:
    - a) Travel advances and travel voucher reconciliation.
    - b) Collection and reconciliation of government debit, travel, and purchase cards.
    - c) Collection and reconciliation of transportation subsidies and commercial parking permits.
- 4.8. The Chief Information Officer (CIO), or his or her designee(s), is responsible for terminating separating employees' access to government information systems, networks, and applications, and recovering information technology (IT) assets under employees' control. This includes, but is not limited to:**
- 1) Terminating access to Systems and Network Assets, such as:

- a) Unclassified and classified DHS/ICE Local Area Network (LAN), Wide Area Network, and e-mail accounts.
  - b) DHS/ICE information systems.
  - c) Secure ID tokens and accesses.
  - d) All unclassified and classified non-DHS government applications and systems, including those of non-U.S. Government applications and systems (e.g., INTERPOL), or other federal, state, local, and tribal entities.
  - e) Commercial and other online reference and subscription services.
- 2) Ensuring the electronic data on the IT assets, such as desktop computers, printers, and other non-portable assets; as well as portable assets, such as laptop computers, smart phones, tablet devices, secure thumb drives, removable hard drives, cameras, Personal Digital Assistants (PDAs), and any other portable storage media, are handled in accordance with DHS Sensitive Systems Policy Directive 4300A or 4300B, as applicable.
- 4.9. The Assistant Director, Privacy and Records Office, or his or her designee, is responsible for reviewing and approving the *Documentary Materials Removal/Nonremoval Certifications (DHS Form 141-02)*, received from supervisors or DCOs who have authorized the removal of government records from ICE for a separating (but not a transferring) employee. Where the separating employee is an executive level or political appointee departing DHS, the approval of the DHS Senior Records Officer or Reviewing Official is also required.**
- 4.10. Headquarters Responsible Officials are responsible for:**
- 1) Ensuring that employees within their Directorate or Program Office are separated in accordance with the provisions of this Directive.
  - 2) At their discretion, designating an individual to serve as a DCO to oversee the employee exit clearance process, in lieu of supervisors.
  - 3) If designating an individual to serve as a DCO, informing other ICE offices within the Directorate or Program Office involved with the separation process of this designation.
- 4.11. Supervisors, or DCOs, when applicable, are responsible for:**
- 1) Providing notification of separations to:
    - a) The separating employee's timekeeper or payroll coordinator;

- b) OPR Security;
  - c) OCIO; and
  - d) OCFO.
- 2) Ensuring that separating employees receive the Employee Exit Clearance Procedures Directive and ECF as soon as their separation date is confirmed.
  - 3) Ensuring that separating employees complete the ECF and adhere to all other exit clearance requirements, or, if employees are unable to complete the form, ensure that the procedures of Section 5.2(7) are met.
  - 4) Ensuring that the appropriate separation paperwork, e.g., Standard Form 52 (SF52) – Request for Personnel Action, needed for the related separation personnel action and supporting documentation are completed.
  - 5) Informing employees that they can request benefits information from the Office of Human Capital (OHC), e.g., medical and life insurance coverage and Thrift Savings Plan.
  - 6) Ensuring that separating federal employees have a close-out performance evaluation completed for the current period.
  - 7) Ensuring the retrieval of all ICE-issued property as described in Part II of the ECF, either by the appropriate property custodian, or by collecting it themselves. Property left in their possession must be returned to the appropriate ICE or DHS office as soon as possible after employee's final day.
  - 8) Ensuring that separating employees' names are removed from all the Directorate's or Program Office's directories, databases, and organizational charts.
  - 9) Coordinating with OPR Security Division, to ensure that a separating employee with a security clearance is properly debriefed prior to separation from ICE.
  - 10) Ensuring that all classified and non-classified government records, files, including A-Files, T-Files, S-Files, and EJs, in paper or electronic form, under the control of separating employees are accounted for and correctly transferred as required pursuant to established protocol, and appropriately stored in accordance with the office file plan and records schedule.
  - 11) Ensuring that all government records, whether in paper, electronic, or e-mail form, that relate or may relate to a litigation matter are secured and the records are appropriately preserved or produced and provided to OPLA.



- 12) Ensuring that employees' access to any ICE databases is terminated.
- 13) Ensuring that employees' access to any financial and related administrative systems, such as property or travel, or any successor systems, is terminated.
- 14) For separating employees only, ensuring that the employee completes DHS Form 141-02, *Documentary Materials Removal/Nonremoval Certification*, and, in the event the supervisor is authorizing the employee's request to remove copies of government records, forwarding the form to the ICE Privacy and Records Office, Records Branch, at (b)(7)(E)@ice.dhs.gov for review and signature 5 business days before the employee's separation date. Where the separating employee is an executive level or political appointee departing ICE, the DHS Form 141-02 should be forwarded to the ICE Privacy and Records Office, Records Branch, for review and approval processing 10 business days prior to the employee's separation date, in order to coordinate necessary approval signoff with the DHS Senior Records Officer or his or her designee.
- 15) Recovering and ensuring the deactivation and destruction of government debit and travel cards by returning debit cards to their local Debit Card Agency/Organization Program Coordinator (AOPC) and travel cards to their local Travel AOPC.
- 16) Recovering, destroying, and ensuring deactivation of government purchase cards by having the cardholder bank designated Approving Official notify the ICE Purchase Card Program Organizational Program Coordinator (OPC /AOPC's) at (b)(7)(E)@ice.dhs.gov.
- 17) Reporting any financial liabilities of the employee of which they are aware to the OCFO/Office of Financial Operations (FinOps) - Burlington, Branch Chief, Debt Management and Collection.
- 18) Certifying that the ECF and other exit clearance requirements are completed and forwarding a copy of the ECF via e-mail to OHC at (b)(7)(E)e@ice.dhs.gov.
- 19) Notifying OPR Security Division via e-mail at (b)(7)(E)@ice.dhs.gov if separating employees fail to complete the exit clearance process before separating from ICE.
- 20) Signing the G-570 when all property is returned.

**4.12. Employees are responsible for:**

- 1) Notifying their supervisor as soon as possible of their decision to separate from ICE (e.g., transfer to another DHS component, resign, or retire), or to accept a position in a different Directorate or Program Office.

- 2) Complying with the employee exit clearance policy and procedures prescribed in this Directive.
- 3) Contacting all appropriate ICE clearance offices specified by their supervisor or DCO to return ICE-issued property, resolve financial liabilities, complete debriefings, and surrender badges, credentials, and security access cards.
- 4) Submitting the completed ECF to their supervisor or DCO, along with any property, government records, or credentials that were not able to be surrendered to an appropriate custodian.
- 5) Giving their supervisors access to all of their records, e-mails, and government documents.
- 6) Ensuring that all classified and non-classified government records, e-mails, files, including A-Files, T-Files, S-Files, and EJs in paper or electronic form under their control are accounted for and correctly transferred as required pursuant to established protocol and appropriately stored in accordance with the office file plan and records schedule.
- 7) Removing any personal records from ICE-issued computer equipment (e.g., desktop computer, laptop computer, thumb drives) and on the relevant network drives where the employee had the ability to store electronic records (e.g., shared drives, "H" drives). Any such records that are not removed prior to separation or transfer will be reviewed by the employee's supervisor to determine whether the records are government records that must be maintained by the agency, and if they are not deleting them.
- 8) Ensuring their supervisor is aware of any litigation issues with which they are involved, or issues that might become a part of future litigation, where the litigation pertains to the official business of the agency.
- 9) For separating employees only, completing DHS Form 141-02, *Documentary Materials Removal/Nonremoval Certifications*, in consultation with their supervisor or DCO, to either (a) certify that they are not removing government records or (b) submit a request to remove copies of specified government records. Separating employees are not authorized to remove copies of government records unless they have received a fully executed and approved DHS Form 141-02 signed by the ICE Records Officer or designee. For executive level employees and political appointees who are separating from DHS, the DHS Senior Records Officer or Reviewing Official must also approve and sign the DHS Form 141-02 to authorize removal of copies of the specified government records.
- 10) Completing the DHS Exit Survey if desired.

- 11) Not disclosing sensitive or national security information to any unauthorized person or organization after their separation.
- 12) Providing a full list of systems to which he or she has access, including DHS and non-DHS government systems.

## **5. Procedures/Requirements.**

### **5.1. Exit Clearance Requirements.**

- 1) All separating employees, barring extraordinary circumstances as described in Section 5.2(7), must complete the ECF and comply with all requirements of the exit clearance procedures contained in this Directive, including:
  - a) Returning all ICE-issued property in their possession, as catalogued on the employee's *Form G-570-Record Receipt-Property Issued to Employee*, to an appropriate property custodian, either in the Directorate or Program Office to which the property belongs, or to their supervisor or DCO.
  - b) Repaying all outstanding financial liabilities.
  - c) Cancelling government-issued purchase, debit, and travel cards, transit benefits, and parking passes.
  - d) Transferring all government records under their control as directed by their supervisor or DCO.
- 2) In instances when employees cannot complete the ECF, refer to Section 5.2(7).

### **5.2. Voluntary Separation.** The following procedures will be observed for separations from ICE:

- 1) **Initiating Exit Clearance.** If voluntarily departing, separating employees should notify their supervisor as soon as possible of their decision to leave ICE so that the employee exit clearance process can be initiated. In instances where an employee's separation will be handled by a DCO rather than by his or her supervisor, the supervisor will inform the DCO of the separating employee and direct that employee to work with the DCO throughout the exit clearance process. The supervisor or DCO must provide the employee with the Employee Exit Clearance Process Directive and the ECF, and *DHS Form 141-02, Documentary Materials Removal/Nonremoval Certification*. Supervisors or DCOs must also inform separating employees that they can receive benefits information from OHC, if they request.
- 2) **Supervisor or DCO Notifications.** Upon learning that an employee is separating, the supervisor or DCO must notify the following within two business days:

- a) The employee's timekeeper or payroll coordinator to prepare the final timecard.
  - b) OPR Security Division at [(b)(7)(E)]@ice.dhs.gov to initiate the security clearance aspects of the exit clearance process.
  - c) OCIO at [(b)(7)(E)] to open a service catalogue ticket to close out all user accounts (LAN access and all related system/application user access accounts).
  - d) [(b)(7)(E)]@ice.dhs.gov if there are any questions regarding a separating employee's outstanding debt due to ICE (e.g., advance payment, payroll or travel overpayment, and transit subsidies or parking permit).
  - e) Federal Financial Management System (FFMS) POC to initiate deactivation of user access, where applicable.
  - f) Fed Traveler, or successor system, Local System Administrator to facilitate deactivation of user access.
  - g) OAQ at [(b)(7)(E)]@ice.dhs.gov.
  - h) The program's property custodian to ensure the departing employee's name and/or user access is removed from the Property Management System (Sunflower).
- 3) **OPR Security Division Notification.** Upon receiving e-mail notification of the separation (at [(b)(7)(E)]@ice.dhs.gov), OPR Security Division will notify the separating employee via return e-mail where to return his or her law enforcement badge and credential, PIV/HSPD-12 cards, or building access control badge.
- 4) **Completing the Exit Clearance.** The exit clearance process is broken down into the following areas of accountability: administrative, ICE-issued property (general property and law enforcement property) security, government records, financial, ethics, and transit subsidies/parking. Only when all ICE-issued property has been satisfactorily accounted for, access to government facilities and information systems has been terminated, necessary debriefings completed, and any financial liabilities owed by the employee have been liquidated, will clearance be given to the employee. The employee will use the ECF to verify that he or she has satisfied all areas of accountability for which he or she is responsible. Upon successful clearance of each exit requirement, the ECF shall be appropriately signed off, denoted by a legible, printed name of the authorized approver for each area of accountability.

The supervisor or DCO is responsible for ensuring the Administrative requirements of Section 5.2(4) are fulfilled and will direct the employee to return the ICE-issued property in his or her possession to either 1) the property custodian in the Directorate or Program Office to which the property is being returned, or, 2) himself or herself,



i.e., that employee's supervisor or DCO. Similarly, the supervisor or DCO will direct the employee to the person(s) with whom they need to settle any outstanding financial obligations to ICE.

a) Administrative.

- i) **Submission of Separation Paperwork.** The supervisor or DCO must ensure the appropriate separation paperwork and supporting documentation (e.g., SF52, resignation letter, or termination letter) are prepared and submitted to the employee's corresponding servicing center, either OHC Dallas or OHC Laguna.
- ii) **Internal Close-out.** Once the exit clearance process has been initiated on behalf of the employee, the supervisor must conduct a final performance evaluation. Additionally, since the employee will no longer be a part of the office, the supervisor or DCO must ensure that the employee's name is removed from all organization charts, directories, and as users for any online databases, as appropriate.

- b) **ICE-issued Property.** The supervisor or DCO must ensure that the separating employee returns all ICE-issued property, which includes 1) general property (including, but not limited to IT equipment, access devices, and passports); 2) law enforcement property (including, but not limited to firearms, ammunition, body armor, and any other use-of-force equipment and devices, vehicles, and uniforms); 3) physical security-related property (i.e., badges and credentials, and PIV, HSPD-12, or other facility access cards; 4) property related to financial transactions (i.e., purchase, debit, and travel cards); and 5) parking permits or cards.

c) Government Records.

- i) **General Requirements.** Prior to separation, the employee and his or her supervisor or DCO will ensure that all government records, including A-Files, T-Files, S-Files, and EJs in the employee's possession or control have been accounted for. Supervisors must ensure that these records are appropriately and correctly transferred pursuant to current established protocol to other personnel or recordkeeping systems, and maintained in accordance with the office's file plan and records schedule. Separating employees must complete DHS Form 141-02, *Documentary Materials Removal/Nonremoval Certification*, in consultation with their supervisor or DCO, to either (a) certify that they are not removing government records or (b) submit a request to remove copies of specified government records. If the separating employee is requesting to take copies of government records, follow the procedures in Section 5.2(4)(c)(iv), Records Removal Request, below.

- ii) Alien Files. If the separating employee was responsible for creating or handling A-Files, the DCO or supervisor will:
  - A. Inventory the A-Files, S-Files, T-Files, and/or EJs in the separating employee's custody;
  - B. If the employee was assigned an RPC in USCIS's National File Tracking System (NFTS) database, query NFTS to determine what A-Files are charged to that employee and compare against the list of A-Files of which the employee has custody;
  - C. Transfer custody of the A-Files, S-Files, T-Files, and/or EJs (e.g., to another employee who is taking over that employee's work, to the supervisor, back to USCIS for filing) and update NFTS with the new custodian;
  - D. Notify USCIS that the employee is separating and advise of the associated RPC to allow the RPC status to be changed from active to inactive or reassigned;
  - E. Ensure that any missing A-Files, S-Files, T-Files, or EJs which are charged to the separating employee are handled according to the USCIS *Records Operation Handbook (ROH)*, which sets forth DHS policy governing A-Files;
  - F. Contact the ICE Privacy and Records Office via e-mail at (b)(7)(E) [redacted]@ice.dhs.gov, or by telephone at (202) 732-(b)(7)(E) [redacted] or pursuant to the USCIS ROH, contact the USCIS Records Headquarters, Planning Branch via the current contact information provided at (b)(7)(E) [redacted] with any questions or for further guidance.
- iii) Electronic Records and E-mail. Supervisors will ensure that government records in electronic form and e-mail have been accounted for and are available for reference and use after the employee departs. This includes electronic government records maintained on the employee's ICE-issued computer equipment (e.g., desktop computer, laptop computer, thumb drives), and on relevant SharePoint sites and network drives (e.g., shared drives, "H" drives).
  - A) Government records will be transferred to other employees who are assuming the separating employee's duties or assignments, or into recordkeeping systems for the office (whether paper or electronic) and maintained in accordance with the office's file plan and records schedule.

- B) Supervisors will ensure any sensitive government records (e.g., containing Sensitive PII or law enforcement sensitive information) are maintained in a manner appropriate to their security sensitivity and in accordance with DHS policies and directives, including the *DHS Handbook for Safeguarding Sensitive PII* (e.g., ensure that only personnel with a need to know have access).
  - C) Supervisors will ensure that the separating employee's network drive storage (sometimes referred to as the employee's "H" drive) has been cleared of all government records before separation, to allow OCIO staff to wipe and repurpose that drive for use by other personnel.
  - D) Supervisors will ensure that the separating employee provides any passwords necessary to access electronic government records that require a password to open.
- iv) Records Removal Request. While separating employees generally are not authorized to remove any government records, in paper or electronic form, except for copies of their own personnel records, a supervisor may authorize an employee to take copies of a limited number of government records in appropriate circumstances, at the employee's request. Separating employees are not authorized to remove copies of government records unless they have received a fully executed and approved DHS Form 141-02 signed by their supervisor and the ICE Records Officer (or designee). For executive level employees and political appointees who are separating from DHS, the DHS Senior Records Officer or Reviewing Official must also approve and sign the DHS Form 141-02 to authorize removal.
- A) Separating employees must complete DHS Form 141-02, *Documentary Materials Removal/Nonremoval Certification*, in consultation with their supervisor or DCO, to either (a) certify that they are not removing government records or (b) submit a request to remove copies of specified government records.
  - B) If the separating employee asks to remove copies of government records, supervisors must comply with the DHS policy on removal of documentary materials (found on the back of the DHS Form 141-02) and consider factors such as whether the records are relevant to the employee's next position, whether that position is in the Federal Government, and whether the records contain sensitive information (e.g., law enforcement sensitive, Sensitive Security Information, classified, or Sensitive PII).
  - C) Records that contain law enforcement sensitive, Sensitive Security Information, classified, or Sensitive PII may never be copied and removed from ICE. Examples of these prohibited documents include, but are not

limited to: Reports of Investigation, database printouts, or any other investigative or database file.

- D) Supervisors may authorize the removal of records (in redacted form where appropriate), as in the case of writing samples, research folders, and written briefs in which all identifying data has been redacted.
- E) Supervisors or DCOs must send an electronic copy of DHS Form 141-02 to the Privacy and Records Office at (b)(7)(E)@ice.dhs.gov five business days prior to the employee's planned date of separation, and 10 business days prior to the date of separation for executive and political appointee employees to ensure timely processing and approval. In cases where the supervisor has given approval for the removal of copies of government records, the ICE Records Officer will review and approve the requests and send the signed DHS Form 141-02 back to the supervisor/DCO at least one business day before the date of separation.

Note: At no time will any separating employee be allowed to take an A-File, T-File, S-File, or EJ with him or her.

- F) Supervisors and DCOs should consult with the Privacy and Records Office with questions about this process. These functions may be performed by or in coordination with the office's A-File Accountability Officer (AAO), if the office has designated such a position.

d) Security.

- i) Security clearances. The supervisor or DCO of an employee with a security clearance must coordinate with OPR Security Division, a minimum of 36 business hours before the employee's separation, to ensure that all steps are taken to cancel the ICE-issued clearance or transfer the clearance to another agency as appropriate. This includes ensuring the required security debriefing is conducted. The supervisor or DCO may begin the coordination process by notifying OPR Security Division of the impending separation via email address (b)(7)(E)@ice.dhs.gov.
- ii) Building Access/Physical Security Property. A separating employee must surrender his or her property related to physical security, PIV/HSPD-12 cards, any other facility access cards or building passes, law enforcement badge and credential, mission support credential and DHS Seal, and any other items related to physical security to the PCN ID Unit office, if the duty station is at Headquarters, or to his or her supervisor or DCO, on the final day of employment.



- iii) Supervisors must ensure that those items related to physical security in their possession after an employee's exiting are delivered to the appropriate OPR Physical Security office.
- iv) Supervisors must ensure those employees with a security clearance signed a *Standard Form 312, Classified Information Nondisclosure Agreement*. The original is sent to the ICE Personnel Security Unit and a copy may be kept by the Directorate or Program Office of the departing employee.
- e) Finance. The supervisor or DCO must ensure that the employee has fulfilled any outstanding financial liabilities and has reconciled all monies owed to the Federal Government by collecting any outstanding debt. This process includes contacting the OCFO/ Office of Financial Operations (FinOps) – Burlington, Miscellaneous Receivables to confirm that office has no outstanding debt for the exiting employee. For debt owed to a government credit card issuer, the supervisor or DCO must ensure that the employee has submitted payment to the card provider for any outstanding debt. If an employee has an outstanding credit card debt, the employee must contact the credit card provider to confirm the full amount due and submit payment online or by telephone. The supervisor or DCO should confirm with the local AOPC that the employee has made the final payment. Other financial liabilities may include unfulfilled employment or training agreements, recruitment incentives, travel advances, advanced leave, or any benefits or salary overpayments made to the employee.
  - i) In accordance with applicable laws and regulations, ICE will initiate action to collect all financial liabilities owed to the government by the employee, including withholding payments from the employee's final salary payment, annual leave payment, and retirement. ICE will also initiate action to offset debts owed to the credit card issuer by the employee.
  - ii) The supervisor or DCO must ensure that the employee's access to any financial and related administrative system, including FFMS (financial), Sunflower (property), and FedTraveler (travel), or any successor systems, is terminated.
  - iii) The supervisor or DCO must recover any government travel or debit card that has been issued to the employee and return cards to their local Travel Card AOPC or their local Debit Card AOPC.
  - iv) The supervisor or DCO must contact (b)(7)(E)@ice.dhs.gov to close any account.
  - v) The supervisor or DCO is responsible for ensuring employees prepare any unprocessed travel vouchers and reconcile any debts to include, but not limited to, advance payments for travel, overpayments on travel vouchers, or travel card debt. Employees must provide payment for all amounts owed to

their supervisor or DCO. Checks must be made payable to the U.S. Treasury. The supervisor or DCO should contact FinOps – Burlington, Miscellaneous Receivables for information on the existence of employee debts, as well as send debt payment to this office. The supervisor or DCO should contact the ICE Travel Card Manager at FINOps – Dallas for information regarding outstanding travel advance payments.

- f) **Ethics.** Separating SES employees must complete a Financial Disclosure Report if they are leaving the SES. Any separating federal employee may request guidance from the Ethics Officer on their post-employment rights and restrictions.

g) **Transit Subsidies / Parking Permits.**

- i) **Transit Subsidies.** A separating employee must deactivate his or her transit subsidy and reconcile any related debts by contacting the Transit Subsidy Coordinator, or, if they do not work at ICE Headquarters, contacting their local Transit Subsidy Coordinator, no later than one day before his or her final day of employment. Employees must complete the "Commuter Transit Subsidy Benefit Program Application Form" and submit it to the Transit Subsidy Coordinator or to (b)(7)(E)@ice.dhs.gov.

- ii) **Parking Permits.** A separating employee must surrender any parking permits he or she has to the Program Parking Coordinator no later than one day before his or her final day of employment.

- h) **DHS Exit Survey.** Supervisors must inform separating employees that they may voluntarily complete the DHS Exit Survey, provide them the link to the survey:

(b)(7)(E)

and inform them that taking the survey is strictly voluntary and confidential.

5) **Finalizing the Exit Clearance Process.**

- a) OHC will provide benefits information, if requested by separating employees, and prepare all necessary information and paperwork for employees regarding medical and life insurance coverage and Thrift Savings Plan account changes.
- b) Once all responsibilities on the ECF have been fulfilled, the employee must sign the ECF and submit the completed ECF to his or her supervisor or DCO.
- c) Upon receipt of the completed ECF from the employee, the supervisor or DCO will review the form and certify that the employee has properly cleared the agency and has accounted for all ICE-issued property and government records. The supervisor or DCO will sign the ECF and submit it to OHC via e-mail at (b)(7)(E)@ice.dhs.gov.

- d) OHC will notify the Security Office, OCFO, OCIO, and the appropriate OHC servicing center, either OHC Dallas or OHC Laguna, of the employee separation via e-mail immediately upon receipt of the signed ECF.
  - e) OHC will ensure final payment of all compensation, including unused leave; provide information on unemployment compensation, if applicable; and submit retirement packages and other documents, as appropriate, to the Office of Personnel Management.
  - f) The supervisor or DCO must also notify (b)(7)(E)@ice.dhs.gov on the day of separation so that the employee's access account can be deactivated once the employee leaves the premises.
  - g) The employee's OHC servicing center, either OHC Dallas or OHC Laguna, will provide the applicable personnel data/records to the gaining federal agency for employees transferring from ICE to another federal agency.
  - h) The employee's servicing center, either OHC Dallas or OHC Laguna, will remove separating employees from ICE's personnel and payroll systems.
- 6) **Return of Recovered Property.** All of the ICE-issued property not returned by the employee directly to a property custodian but instead surrendered to the supervisor or DCO must be returned to the appropriate ICE or DHS office by the supervisor or DCO as soon as possible after the employee's final separation date.
- 7) **Employee Unable to Complete ECF.** There may be certain circumstances, e.g., sudden termination, serious illness, or death, when an employee cannot complete an ECF. If ICE-issued property in the possession of the employee is not returned immediately after separation, the supervisor or DCO must attempt to contact the individual, or next of kin if appropriate, and request that the individual return the appropriate ICE-issued property. After the supervisor or DCO has exhausted all reasonable means of communication available (e.g., telephonic, certified mail, e-mail) for contacting the individual, he or she should e-mail immediate notification to OPR/SMU/Physical Security Section at (b)(7)(E)@ice.dhs.gov and to the CIO at (b)(7)(E). Similarly, if any outstanding debts owed to ICE are not settled, and the supervisor or DCO has exhausted all reasonable means of communication, then he or she must submit the case to the CFO to initiate a formal collection action. If the separating employee is unable to enter ICE facilities to complete the ECF, the supervisor or DCO will be responsible for completing and submitting the form.
- 5.3. Employees Moving to Positions Within ICE.** When employees move to positions within ICE, the Exit Clearance Process requirements and responsibilities are still in force, although more limited in scope.

- 1) ICE-issued office property that belongs to a Directorate or Program Office (laptop computers, smart phones, purchase cards, keys to vehicles and offices, etc.) is retained by the office or unit from which the employee departs.
- 2) Physical security or law enforcement related property such as badges, use-of-force equipment, PIV/HSPD cards, building passes, mission support credentials and DHS Seal, and Official Passports are not necessarily surrendered when an employee moves within ICE.
  - a) If the employee moves to a new building, his or her existing building access will be rescinded; otherwise, employees retain their existing facility access cards.
  - b) If the employee moves to another law enforcement position within ICE, the employee retains his or her use-of-force equipment.
- 3) Transfers of IT equipment and change of account requests should be submitted by the Supervisor through the ICE service catalog at: (b)(7)(E)  
(b)(7)(E)
- 4) Security clearances may be inactivated if an employee's new position does not require access to classified information. (A security clearance may be reinstated/reactivated with 24 months of separation, transfer, or movement to a non-cleared or non-sensitive position, provided the investigation is not outdated.)
- 5) Government Records.
  - a) General Requirements. A transferring employee and his or her supervisor or DCO will certify that all government records, including A-Files, T-Files, S-Files, in the employee's possession or control have been accounted for prior to the employee's move to a new position within ICE. Supervisors must ensure that these records are appropriately maintained in accordance with the office's file plan and records schedule. The transferring employee does not need to complete the DHS Form 141-02.
  - b) Electronic Records and E-mail. Supervisors will ensure that government records maintained on the employee's ICE-issued computer equipment (e.g., desktop computer, laptop computer, thumb drives) and on the relevant network drives where the employee had the ability to store electronic records (e.g., shared drives, "H" drives) have been accounted for and are available for reference and use after the employee departs.
    - i) Government records will be transferred to other employees who are assuming the separating employee's duties or assignments, or into recordkeeping systems for the office (whether paper, electronic, or e-mail) and maintained in accordance with the office's file plan and records schedule.



- ii) Supervisors will ensure any sensitive government records (e.g., containing Sensitive PII, or LES information) formerly maintained by the transferring employee are not placed on general access shared drives but are stored and maintained so that only personnel with a need to know have access.
  - iii) Supervisors will ensure that the transferring employee's network drive storage (sometimes referred to as the employee's "H" drive) has been cleared of all government records before separation, so OCIO staff can wipe and repurpose that drive for use by other personnel.
  - iv) Supervisors will ensure that the transferring employee provides any passwords necessary to access electronic government records that require a password to open.
- c) Alien Files. If the transferring employee was responsible for creating or handling A-Files, the DCO or supervisor will:
- i) Inventory the A-Files, S-Files, T-Files, and/or EJs in the transferring employee's custody;
  - ii) If the employee was assigned an RPC in USCIS's National File Tracking System (NFTS) database, query NFTS to determine what A-Files are charged to that employee and compare against the list of A-Files of which the employee has custody;
  - iii) Transfer custody of the A-Files, S-Files, T-Files, and/or EJs (e.g., to another employee who is taking over that employee's work, to the supervisor, back to USCIS for filing) and update NFTS with the new custodian;
  - iv) Notify USCIS that the employee is transferring to a different ICE office or unit, and advise of the associated RPC to allow the RPC status to be changed from active to inactive, transferred or reassigned as appropriate;
  - v) Ensure that any missing A-Files, T-Files, S-Files, or EJs which are charged to the separating employee are handled according to the USCIS *Records Operation Handbook*, which sets forth DHS policy governing A-Files;
  - vi) Contact the ICE Privacy and Records Office or the local USCIS office with any questions or concerns. These functions may be performed by or in coordination with the office's A-File Accountability Officer (AAO), if the office has designated such a position.
- d) Records Removal Request. While transferring employees generally do not need to take any government records to their next position, except for copies of their own personnel records, a supervisor may authorize an employee to take copies of a limited number of government records in appropriate circumstances, at the

employee's request. To determine if the request should be approved, supervisors must review the records and consider factors such as relevance of the records to the employee's next position. The transferring employee does not need to complete the DHS Form 141-02.

- 6) The ECF is used to verify that those items that must be returned during intra-ICE moves have been surrendered.
  - a) The supervisor checks the boxes by the items, and fills in specific items, on the ECF which the employee needs to return. The supervisor also checks what, if any, security access needs to be surrendered, and if any financial liabilities need to be settled.
  - b) The employee is required to fulfill all the obligations that the supervisor or DCO has indicated on the ECF.
  - c) The responsibilities noted in Section 5.1 remain for those actions that pertain to the employee.

**5.4. Involuntary Separation.** Any Directorate or Program Office initiating an involuntary separation of an employee must contact the separating employee's supervisor or the DCO to initiate the employee exit clearance procedures as established in Section 5.1. Notification of all involuntary separations must be provided to the OPR/SMU/Physical Security Section at (b)(7)(E) @ice.dhs.gov and to the ICE OCIO Service Catalog at (b)(7)(E) as soon as the Directorate or Program Office is aware of the action.

- 1) The employee is responsible for surrendering, and the supervisor is responsible for collecting, all ICE-issued property in the employee's possession and returning it to the appropriate property custodians named in this Directive.
- 2) The employee is responsible for reconciling any outstanding debts owed to ICE by providing the supervisor with a check, made out to the U.S. Treasury, that settles all outstanding balances. Collection should be made no later than the date of separation.
- 3) If the employee refuses to fulfill his or her obligations named in this Directive, refer to Section 5.2(7) for the procedures by which ICE should obtain any ICE-issued property in the possession of the employee.
- 4) Supervisors must inform separating employees that they may voluntarily complete the DHS Exit Survey, provide them the link to the survey:

(b)(7)(E) and inform them that taking the survey is strictly voluntary and confidential.

**5.5. Employee Separation Report.** OHC will periodically upload employee separation data in the SharePoint system and provide access to designated officials in the Security Office,

OCFO, OCIO, and the Privacy and Records Office. The data is an internal control to ensure notification of separations has been received by the offices. Files of the reports will be maintained by OHC and the receiving offices.

6. **Recordkeeping.** Original completed ECFs and DHS Form 141-02 (where applicable) of ICE employees will be retained by the separating or transferring employee's Directorate or Program Office for the length of period specified for Supervisors' Personnel Files in the General Records Schedule (GRS 1, Item 18a), which is currently one year after an employee's separation or transfer to another agency. OHC will maintain electronic copies of ECFs it receives from supervisors in an OHC e-mail folder. Per the GRS 1, Item 17c, these forms are destroyed when 6 months old.

The Privacy and Records Office will also maintain copies of the DHS Form 141-02, but only for separating employees who have requested or received authorization to remove copies of government records. The Privacy and Records Office will maintain these records for six years in accordance with GRS 16, Item 7, Records Management Files.

OHC will also appropriately dispose of separating employees' personnel and related records in accordance with current recordkeeping policies, schedules, regulations, and procedures, as described in OPM's *Guide to Personnel Recordkeeping* and in the General Records Schedule 1, *Civilian Personnel Records* (see [www.archives.gov](http://www.archives.gov)).

## 7. **Authorities/References.**

- 7.1. 44 United States Code (U.S.C.) Chapter 31, Records Management by Federal Agencies.
- 7.2. 44 U.S.C. Chapter 33, Disposals of Records.
- 7.3. 31 Code of Federal Regulations (C.F.R.) Parts 900-904, "Federal Claims Collection Standards."
- 7.4. 5 C.F.R. Part 179, "Claims Collection Standards."
- 7.5. 36 C.F.R. Chapter 12, National Archives and Records Administration.
- 7.6. 36 C.F.R. Chapter 12, Subchapter B, Records Management.
- 7.7. DHS Management Directive 141-01 (MD), "Records Management," dated March 18, 2010, or as updated.
- 7.8. DHS MD 0560, "Real Property Management Program," dated March 25, 2003, or as updated.
- 7.9. DHS MD 0565, "Personal Property Management," dated December 10, 2004, or as updated.

- 7.10. DHS MD 1120, "Capitalization and Inventory of Personal Property," dated June 1, 2003, or as updated.
- 7.11. DHS MD 11053, "Security Education, Training, and Awareness Program Directive," dated October 12, 2004, or as updated.
- 7.12. DHS MD 4300B, "National Security Systems Policy," dated January 27, 2010, or as updated.
- 7.13. DHS MD 4300B, "National Security Systems Handbook," dated January 6, 2009, or as updated.
- 7.14. ICE Directive 4003.1 (formerly ICE Directive 5-2.0), "Safeguarding Law Enforcement Sensitive Information," dated March 23, 2007, or as updated.
- 7.15. ICE Directive 19001.1 (formerly ICE Directive 5-1.0), "ICE Body Armor Policy," dated February 4, 2005, or as updated.
- 7.16. ICE Directive 3002.1, "ICE Badge and Credential Program," dated January 12, 2010, or as updated.
- 7.17. ICE Directive 19002.1, "Interim ICE Firearms Policy," dated July 7, 2004, or as updated.
- 7.18. DHS "Handbook for Safeguarding Sensitive Personally Identifiable Information," dated October 6, 2011, or as updated.
- 7.19. Homeland Security Act of 2002, Pub. L. No. 107-296, (2002).
- 7.20. Executive Order 12968, as amended, "Access to Classified Information," August 2, 1995
- 7.21. Executive Order 13526, "Classified National Security Information," December 29, 2009
- 7.22. "Adjudicative Guidelines for Determining Eligibility for Access to Classified Information," December 29, 2005
- 7.23. Intelligence Community Directive (ICD) Number 704, "Personnel Security Standards and Procedures Governing Eligibility For Access To Sensitive Compartmented Information And Other Controlled Access Program Information," October 1, 2008
- 7.24. Homeland Security Presidential Directive-12 (HSPD-12) "Policy for a Common Identification Standard for Federal Employees and Contractors," August 27, 2004
- 7.25. Federal Information Processing Standards Publication (FIPS) Pub 201-1, "Personal Identity Verification (PIV) of Access to Federal Employees and Contractors," March, 2006




- 7.26. General Records Schedule 18, Security and Protective Services Records
- 7.27. DHS Instruction Manual 121-01-0007
- 7.28. Debt Collection and Improvement Act of 1996, Public Law (Pub. L.) 104-134.
- 7.29. Debt Collection Act of 1982, § 31001, Pub. L. 97-365, as amended.
- 7.30. Privacy Act of 1974, as amended, 5 U.S.C. § 552a,
- 7.31. National Archives and Records Administration, "General Records Schedules," current edition.
- 7.32. Law Enforcement Officers Safety Act (LEOSA), Pub. L. 108-277, dated July 22, 2004, as amended.
- 7.33. ICE Directive 1-32.0, "Alien Registration File (A-File) Creation, Maintenance, Organization, and Disclosure of Information," dated October 2, 2009, or as updated
- 7.34. USCIS "Records Operations Handbook (ROH)," dated January 13, 2012, or as updated

**8. Attachment.**

Exit Clearance Form, ICE Form

- 9. **No Private Rights.** These guidelines and priorities are not intended to, do not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.



**John Sandweg**  
**Acting Director**  
**U.S. Immigration and Customs Enforcement**

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement

**EXIT CLEARANCE FORM**

**INSTRUCTIONS:** The Exit Clearance Form (ECF) is used to document the requirements an exiting employee must fulfill when leaving U.S. Immigration and Customs Enforcement (ICE), or when moving to another position within the Agency. Employees must contact applicable offices to return property, resolve financial obligations, and complete debriefings as appropriate. The Property Custodian to whom the property is returned must sign on the signature line of his or her section of responsibility attesting to receipt. Both the separating employee and the supervisor or Designated Clearance Official (DCO) are required to sign the "Exit Clearance Certification" of Part III. A copy of this form must be provided to the exiting employee. *(If the individual is deceased, the supervisor should mark the appropriate signature lines with the word "Deceased.")* The supervisor or DCO should forward the completed ECF to the ICE Office of Human Capital via e-mail to [ICEExitClearance@ice.dhs.gov](mailto:ICEExitClearance@ice.dhs.gov) and retain the original.

**Note:** (1) Completion of this form does not supersede any requirement to complete other documents related to an employee's separation, nor does it exempt the employee from any outstanding financial obligations to the Department of Homeland Security (DHS) and/or ICE. (2) Although participation is voluntary, separating employees are encouraged to complete the DHS Exit Survey at <http://datacollection.dhs.gov/mrlWeb/mrlWeb.dll?Project=DHSEXITSURVEY>. For Senior Executive Service employees, please also complete the Office of Personnel Management Exit Survey at <https://feedback.opm.gov/Community/se.aspx?e=076F44105AC230DB>. Individual responses are confidential and results will only be reported in aggregate form to maintain confidentiality.

**SUPERVISOR / DCO CONTACT INFORMATION:**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Title: \_\_\_\_\_

**PART I. GENERAL INFORMATION** (To be completed by the employee and reviewed by the supervisor or DCO)

Name (Last, First, Middle Initial)	Social Security Number (last 4)
Effective Date of Personnel Action	Last Date On Duty
Directorate or Program Office/Location	Office Telephone Number
Pay Plan/Grade/Series	Gaining Jurisdiction/Agency (where applicable)

**EMPLOYEE'S CONTACT INFORMATION:**

Mailing Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Personal Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Please check the appropriate box for exiting:**

☐ Transfer to another ICE Directorate or Program Office or Duty Station    ☐ Retirement    ☐ Resignation  
☐ Involuntary Termination    ☐ Individual is Deceased    ☐ End of Internship    ☐ Transfer to other Federal Agency  
☐ Other \_\_\_\_\_

## PART II. CLEARANCE PROCESS CHECKLIST

The supervisor or DCO will check the boxes of those items that are applicable to the individual who is separating from ICE, or moving to another position within ICE. The property custodian to whom the exiting employee has returned property, or the person who has taken action related to the exit clearance process, i.e., received documents, deactivated access, given a debriefing, reconciled payment of outstanding financial liabilities, will print his or her name under the section of responsibility, confirming receipt or action taken. Both employee and supervisor or DCO will sign Part III, Exit Clearance Certification, affirming that the requirements of the ECF have been fulfilled.

### 1. GENERAL PROPERTY

- ☐ Desktops, laptops, PEDs (includes pagers, cell phones, phone chargers, tablet devices, etc.), air cards, mobile computing devices (thumb drives, external hard drives, etc.), PDAs, voice mailboxes, Secure ID tokens, and Government Emergency Telecommunications Service (GETS) Cards recovered or accounted for

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

- ☐ Official or Diplomatic Passport recovered

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

### 2. LAW ENFORCEMENT PROPERTY

- ☐ All law enforcement equipment recovered (e.g., firearms, ammunition, other ordnance and munitions, body armor, intermediate use-of-force devices, tactical radio equipment, etc.)

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

- ☐ Uniforms returned

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

- ☐ Vehicles and keys returned

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

### 3. SECURITY

- ☐ ICE Badge/Credentials/Seal recovered
- ☐ PIV/HSPD-12 cards recovered
- ☐ Employee has cleared the necessary sections of the Security Office (Special Security, Communication Security, Physical Security, Personnel Security, Administrative Security)
- ☐ SF-312 Classified Information Nondisclosure Agreement signed

\_\_\_\_\_  
Name of Person Receiving Property / Security Clearing Official (Printed)

\_\_\_\_\_  
Name of Person Receiving Property / Security Clearing Official (Printed)

### 4. GOVERNMENT RECORDS

- ☐ Government records returned/transferred
- ☐ DHS Form 141-02 completed (separating employees only)
- ☐ A-File, T-Tiles, S-Files, and Empty Jackets inventoried and transferred; NFTS updated.
- ☐ Electronic network storage cleared of data

\_\_\_\_\_  
Name of Person Receiving Records (Printed)

**5. FINANCIAL**

- ☐ Government Purchase Card recovered and account closed
- ☐ Government Travel Credit Card recovered and account closed
- ☐ Debit Card recovered and account closed

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

- ☐ Outstanding Employee Debts due ICE reconciled
- ☐ Travel Voucher reconciled
- ☐ Advanced Payments reconciled

\_\_\_\_\_  
Name of Person Receiving Payment(s) (Printed)

**6. ETHICS**

- ☐ Financial Disclosure Termination Report completed,  
(OGE 278 Filers Only)

\_\_\_\_\_  
Name of Ethics Attorney (Printed)

**7. TRANSIT SUBSIDIES / PARKING PERMITS**

- ☐ Transit Subsidies deactivated
- ☐ Parking Permits recovered

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

**8. SYSTEMS ACCESS DEACTIVATION**

- ☐ List of systems accounts provided to supervisor

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

**9. PROPERTY RETURNED / ACCESS CANCELLED FOR  
EMPLOYEE MOVEMENT WITHIN ICE**

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

\_\_\_\_\_  
Name of Person Receiving Property (Printed)

\_\_\_\_\_  
Name of Person Receiving Property (Printed)



### PART III. EXIT CLEARANCE CERTIFICATION

Both the employee and the supervisor or DCO must certify that the employee has properly cleared ICE and all government equipment has been accounted for. In those cases where the individual did not properly clear prior to their separation, the supervisor or DCO must annotate this information on the ECF.

Signature on this form indicates that the undersigned parties certify that any and all financial obligations have been satisfied or other authorized arrangements have been made. Signature certifies that an ICE Service Desk ticket has been submitted to the Office of the Chief Information Officer to terminate employee access to all information technology systems. Signature also certifies that any and all government property and equipment, credentials, access cards such as PIV / FAC, law enforcement equipment, and government records have been surrendered to the designated ICE official or that other arrangements have been made for the return of applicable items (please specify in comments below).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee (Print name)

\_\_\_\_\_  
DCO's/Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCO/Supervisor (Print Name)

Comments:

#### Privacy Statement

**Authority:** 5 U.S.C. §301, 5 U.S.C. §4108, and Executive Order 9397 authorize ICE to collect this information. **Purpose:** The information will be used to document your completion of the exit clearance process as well as ensure government records (in either paper or electronic form) and property issued to you have been returned prior to separation. The last four numbers of your Social Security Number (SSN) will be used to verify your identity, and ensure your personnel records are updated appropriately. **Routine Uses:** This information may be shared with the appropriate Federal, State or local agency responsible for investigating, prosecuting, enforcing or implementing a statute, rule, regulation or order, when ICE becomes aware of an indication of a violation or potential violation of civil or criminal law. This information may also be shared as generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended pursuant to the routine uses published in the Office of Personnel Management's (OPM) system of records notice, OPM/GOVT-1 General Personnel Records. **Disclosure:** The disclosure of information captured on this form (including the last four numbers of your SSN) is voluntary. Failure to furnish the requested information may result in the inability to certify your completion of the exit clearance process, and may result in indebtedness to the government (e.g., withholding of your final paycheck).