DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 12715.2
24/HRD
23 MAR 1995

USNA INSTRUCTION 12715.2

From: Superintendent

Subj: SEPARATION CLEARANCE

Encl: (1) Separation Clearance (USNA ENF 12715/1 (1-95))

1. Purpose. To establish separation clearance procedures and responsibilities for civilian employees at the U.S. Naval Academy (USNA). This instruction supports the USNA Strategic Plan by ensuring proper stewardship of resources.

2. Cancellation. USNAINST 12352.1E.

3. Information

a. Completion of the Separation Clearance form (USNA ENF 12715/1 (enclosure (1)) is required of all employees who are terminating employment at the Naval Academy for any reason.

b. As the Separation Clearance form illustrates, the clearance procedures cover many areas. A major area of concern is that employees do not leave owing any money or property.

c. To properly clear employees, many organizations such as Payroll, Travel, and the Safety Department must search their files prior to the employee's last day of employment. To give these offices lead time the supervisor, when obtaining advance notice of an employee's termination, will instruct the employee to notify these organizations as soon as possible of his/her projected date of separation. Those organizations requiring advance notice of separation are indicated by an asterisk (*) in enclosure (1).

d. If an employee's position required a pre-employment physical, the employee is required to have a termination physical. This physical must be scheduled by the supervisor with the Occupational Health Clinic before the employee's last day of duty. If an employee refuses the termination physical, he/she must sign the waiver statement on the Separation Clearance form.

4. Responsibilities and Procedures

a. Supervisors will:

(1) Notify the cognizant servicing personnel specialist as soon as an employee gives notice of future separation (with a definite date established).

(2) Instruct the employee to notify those check-out points on the Separation Clearance form which need advance notice to review their files for

any money or property which may be in the possession of the employee.

(3) Give the employee the Separation Clearance form 3 work days before the actual date of separation. The supervisor will go over the form in detail, explaining that the entire form must be completed and answer any questions the employee may have. As the directions on the form indicate, if the supervisor does not require the employee to clear through certain organizations, the supervisor will initial in the space for that area. The supervisor will not excuse clearance through those mandatory points marked with an asterisk on the Separation Clearance form.

(4) Complete the close-out Department of the Navy Performance Appraisal Review (NDW-USNA-DMF-12430/07)for the portion of the current rating period for which he/she supervised the employee. Discuss the rating with the departing employee. Both the immediate supervisor and the employee should sign the rating section of item 7 on the appraisal form. Attach the original of the close-out rating to the Separation Clearance form when it is completed. Both forms will be given to the servicing personnel specialist by the employee on the last day of employment.

(5) Carefully examine the clearance form to ensure that all signatures of the contact area personnel are present, as well as the personal certification of the employee that he/she returned all USNA property to the appropriate organizations.

(6) If the departing employee is a supervisor, ensure that the departing supervisor completes close-out performance appraisals on all of his/her subordinates.

b. Employee will:

(1) Go through all the check-out points on the last days of his/her employment, returning any money, materials, books, documents, keys, or property which belong to the Naval Academy.

(2) On the final day of his/her employment, report to his/her immediate supervisor with the completed form.

c. Payroll, Travel Office, and Supervisor will immediately take the necessary steps to recover debts and property and not wait until the final check-out on the day of separation.

d. The Servicing Personnel Specialist, Human Resources Department, will review the Separation Clearance form turned in by the employee, including the attached performance appraisal form, for completeness. An incomplete form will be returned to the employee for further processing.

5. Forms. The Separation Clearance form (enclosure (1)) is available in the Human Resources Department. Local reproduction is authorized.

C. R. LARSON

Distribution:
AA (Plus 50 to HRD)
Enclosure (1) only - HRD 500

SEPARATION CLEARANCE

Name of Separating Employee:

Department: Date separated:

Instructions

Employees: It is the responsibility of the employee to contact the following areas and obtain the signature of the responsible official for the area. This is to assure that any material, equipment, documents, etc., are returned or accounted for prior to leaving the Naval Academy. Those areas marked with an asterisk (*) require advance notice of your departure and are mandatory clearance points.

Supervisors: If you excuse an employee from checking out in any particular area, please initial the space for that area. In doing so you assume full responsibility for any missing or unaccounted for items which have been assigned to that individual. This option should be exercised very judiciously and only when there is personal knowledge as to what the employee has been assigned and is accountable for. You may not excuse employees from clearing those areas marked with an asterisk (*).

A close-out performance appraisal must be completed per USNAINST 12715.2

REQUIRED CHECK OUT POINTS PRIOR TO LEAVING THE NAVAL ACADEMY

(Continued on reverse side of form)

Clearance Required (Y/N) Supervisory Designation	Area	Purpose/Type of Material	Signature of Area Contact
	Personnel Support Activity Detachment Bldg 252	Outstanding travel claims	
	Naval Medical Clinic Bldg 252	Termination physical for those whose positions required pre-employment physical. Employee must sign waiver on reverse of form if physical refused.	
Yes	* Safety Department Bldg 257 Bldg 81 (NAVSTA employees)	Safety equipment, training materials, removal from special programs; i.e., respiratory, safety shoes, sight & hearing conservation.	
Yes	* Pass & Tag Office Bldg 257	ID card, Navy driver's license, vehicle sticker	
Yes	* Travel Office Halligan Hall, 2nd floor	Travel cards and claims	

Clearance Required (Y/N)	Area	Purpose/Type of Material	Signature of Area Contact
Yes	* Payroll Liaison Office Halligan Hall, 2nd floor	Instructions for final paycheck and lump-sum leave checks	
Yes	* Nimitz Library Circulation desk, 1st floor	Library materials	
	Educational Resources Center, Nimitz Library, ground floor	Videos and films	
Yes	* Security Office Luce Hall, Room 319	Classified material debriefing	
Yes	* Physical Education Department, Lejeune Hall, Room 201	PE button	
Yes	* Brigade Services Accounting Office Bancroft Hall, 3rd wing, next to USNA Store	Close out laundry and/or USNA Store account	
	Computer Services Department, Ward Hall, User Services, ground floor	Close out computer accounts, return telephone credit cards, and computer equipment.	
Yes	* Immediate Supervisor Own Department	Keys, tools, special clothing, plant account property, close-out performance appraisal.	
Yes	* Personnel Services (Team A or B), Human Resources Department Halligan Hall, 2nd floor	Turn in completed clearance form, defense related employment	

WAIVER OF TERMINATION PHYSICAL EXAMINATION FOR MEDICAL SURVEILLANCE PROGRAMS

I, _____, choose not to participate in any termination physical examination under the medical surveillance program (s) I was placed in while a Civil Service employee for the United States Government.

_____
Employee's Signature and Date