Approved for Release
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Date

DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES (HR) BULLETIN #051, FY07

SUBJECT: Separation Clearance Certification

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

PURPOSE: The purpose of this HR Bulletin is to provide guidance to servicing HR offices (SHRO) on clearance procedures when an employee is reassigned to another operating unit within the Department, transfers to another agency outside of the Department, or separates from Federal service.

RESPONSIBILITIES:

Employee: Employees are responsible for following supervisory instructions and their organization's clearance procedures. Every office function listed on Form CD-126, Separation Clearance Certificate (REV. 9-06) and any other supplemental clearance points must be completed and cleared prior to supervisory certification of the form. Once the form is complete, the employee must return the form to their supervisor, who will complete Section IV and submit it to the SHRO. The employee's final salary payment, lump-sum payment or any other payments will not be processed and issued until this form is completed and cleared.

Clearance Officials: Clearance officials are responsible for approving the clearance of chargeable items by printing in and signing the applicable block with his/her full name, date and telephone number. If applicable, clearance officials must note the reason any chargeable item is not accounted for or returned, and if appropriate, indicate the dollar value of the unaccounted item(s) to be collected from the employee. Clearance officials must follow the clearance procedures to ensure designated authorizing official(s) have cleared.

Supervisor: In accordance with Departmental and operating unit guidance the immediate supervisor is responsible for:

(1) Initiating Form CD-126, Separation Clearance Certificate, 1 week prior to an employee's separation date;
(2) Completing Section I of the form and advising the employee of his/her responsibility regarding the clearance process;
(3) Upon the employee's receipt of all clearance signatures and his/her completion of Section III, Employee Certification, completing Section IV, Supervisor Certification, and submitting the form to the SHRO for processing; and
(4) Certifying the final time and attendance (T&A) record (if applicable) only if the employee has properly cleared, in accordance with Form CD-126. If the employee has **not** properly cleared, the Supervisor can withhold the final salary payment by **not** certifying the "final" T&A.

Servicing HR Office: The appropriate SHRO is responsible for acknowledging receipt of the CD-126 and indicating whether or not the form was completed in its entirety. If the form is not complete, the SHRO office will take the necessary steps to collect the debt. Final salary payment, lump sum payment, or any other payments may not be released until the debt is resolved.

REFERENCES: Department Administrative Order 202-299, Clearance of Employee Accountability, Form CD-126, Separation Clearance Certificate, Memorandum for Secretarial Officers, Heads of Operating Units dated November 15, 2006

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