

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

HRM 7800.14  
11/16/2021

GSA ORDER

SUBJECT: Pre-Exit Clearance Guidance and Procedures for All Separations

1. Purpose. This Order issues and transmits the process for Federal employees who are separating from the General Services Administration (GSA) to ensure accountability of personal property, proper access to computer systems, and adjudication of any financial obligations to minimize the risk to the Agency.

2. Background. [GSA Order OAS 7800.13, Management of General Services Administration's Internal Personal Property](#) (2018), implements the statutory requirement that Federal agencies establish effective written procedures for the return of all personal property and computer systems issued to Federal employees separating or transferring from GSA. In accordance with Section 5(d), supervisors are responsible for ensuring the return of all Government equipment from separating or reassigned GSA employees and must utilize the [GSA Form 1655, Pre-Exit Clearance Checklist](#).

3. Scope and Applicability.

a. The provisions of this order apply to all GSA Federal employees, with the exclusion of the Office of the Inspector General.

b. The Office of Inspector General (OIG) has independent personnel authority. See Section 6 of the Inspector General Act of 1978, (5 U.S.C. App. 3), as amended (Inspector General is authorized "to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General") and GSA Order ADM P 5450.39D GSA Delegations of Authority Manual (Delegations Manual), Chapter 2, Part 1 ("the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG]" and GSA determinations/delegations do not limit that authority). Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management.

4. Cancellation. This order cancels HRM IL-18-01, Pre-Exit Clearance Procedures for Employees Voluntarily Separating from or Reassigned within GSA.

5. Implementation Actions. Implementation of this Order must be carried out in accordance with applicable laws, regulations, and bargaining obligations.

6. Signature.

/S/  
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TRACI DIMARTINI  
Chief Human Capital Officer  
Office of Human Resources Management

# HRM 7800.14 Pre-Exit Clearance Guidance and Procedures for All Separations

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## **HRM 7800.14 Pre-Exit Clearance Guidance and Procedures for All Separations**

1. Purpose. The primary purpose of this policy is to minimize the security and financial risk to GSA when an employee separates from the Agency through agency-wide guidance and procedures.

2. References. [GSA Order OAS 7800.13, Management of General Services Administration's Internal Personal Property](#)

3. Forms. This policy provides for the use of the [GSA Form 1655 Pre-Exit Employee Clearance Checklist](#)

4. Definitions.

a. Pre-Exit Clearance. The process of validating that a separating employee has no outstanding obligations upon departure from GSA.

b. Separating Employee. An employee of GSA who is in the process of terminating employment. Such termination may be voluntary (resignation or retirement) or involuntary (removal).

c. Transferring Employee. An employee of GSA who is in the process of transferring to another Federal agency.

d. Service Provider/Office. The GSA program office that is responsible for the issuance of certain employment privileges, accesses, and equipment that is provided to an employee during the course of his or her employment.

5. Roles and Responsibilities.

a. Employees will.

(1) Complete the required form(s).

(2) Identify, and return and/or account for, all items received from GSA during the course of employment. These items include, but are not limited to equipment, advanced funds, badges, access cards, purchase and/or travel charge cards, keys, documents, and payments received based on the expectation and requirement that the employee will continue employment with GSA for a prescribed period of time where that time requirement has not been met.

(3) Contact [GSA IT](#) for instructions on removing your associated ID (Apple ID for iPhones or Google for Androids) prior to you wiping (factory reset) your GSA cell phone and other mobile devices.

(4) Employees assigned to national security positions and who hold active clearances (Secret or Top Secret), must contact the Personnel Security Branch via email at [gsa.securityoffice@gsa.gov](mailto:gsa.securityoffice@gsa.gov) to schedule a security debrief. If an employee is not available the supervisor must notify the Personnel Security Branch of the employee's departure. If an employee has access to Sensitive Compartmented Information (SCI) they must contact the Security Programs Branch via email at [securityprograms@gsa.gov](mailto:securityprograms@gsa.gov) to schedule a debrief.

b. Supervisor or designee will.

(1) Ensure that the employee is made aware of the pre-exit clearance process requirements and completes the GSA Form 1655 Pre-Exit Clearance Checklist (GSA Form 1655) in a timely manner prior to departure. In the event the separating employee is unable to personally accomplish the required tasks due to physical or mental disability, abandonment of position, or other similar circumstances, the supervisor or designee must undertake the pre-exit clearance steps.

These pre-exit clearance steps include but are not limited to the following:

(a) Collect the onsite employee's GSA Access Card (GAC) and submit it to the HSPD-12 office at the address below. However, if the employee is offsite, then the employee should mail the GAC directly to the HSPD-12 office below:

HSPD-12 PMO  
1800 F St NW, Room G330  
Washington, DC 20405

If the supervisor or designee is unable to collect the GAC, it must be reported and identified as uncollectible by using the [Lost/Stolen/Uncollectible GSA Access Card form](#).

(b) Initiate the Personnel Action Request (PAR) for all resignations or transfers to another agency immediately within the Human Resources Information System to ensure that the employee is not paid beyond the separation date.

(c) Ensure the employee's timesheet is reviewed and approved before the separation date.

(d) Submit a [User Delete](#) ticket through the Enterprise IT Service Management tool (EITSM) to provide notification of separation to ensure that appropriate technology access is deactivated and property can be returned to the Agency.

(e) Notify Payroll Services Branch (PSB) of any potential indebtedness to GSA by the separating employee if all the required checklist items, such as personal property, have not been completed and accounted for by the employee and/or if the employee has an outstanding financial obligation to GSA.

(f) Certify that all property has been returned and the offboarding process has been completed.

c. The Office of Human Resources Management (OHRM) will.

(1) Initiate and process all retirement and removal PARs in a timely manner.

(2) Process all separation PARs initiated by the losing organization in a timely manner.

(3) Verify and/or cancel employee enrollment for such programs as the transit subsidy, child care subsidy, student loan repayment, recruitment incentive, or a continuing service agreement for training.

(4) Collect the results of the [GSA's Exit Survey](#).

d. The Office of GSA IT (GSA IT) will.

(1) Respond timely to Service Ticket requests to deactivate all technology access, including computer systems, email, and mobile devices.

(2) Collect all IT equipment, including assistive technology and equipment.

e. The Office of Administrative Services (OAS) will.

(1) Monitor GSA's personal property and if needed, assess the value of non-returned items that have been determined to be missing, lost, damaged, or destroyed due to negligence.

(2) Cancel such items as the Government-issued travel card, purchase card, parking permit, reserved parking space, and verify outstanding travel vouchers, or any outstanding purchase card obligations.

f. The Office of Mission Assurance (OMA) will.

(1) Deactivate access to Continuity of Operations Plan (COOP) information, the GAC, GETS Card, and GCIMS account, if applicable.

(2) Schedule an employee's exit security briefing, if applicable.

g. The Office of the Chief Financial Officer, Payroll Services Branch (PSB) will.

(1) Issue the employee's final pay and process a request to offset or withhold the final pay due to indebtedness to the Government for any non-returned personal property item as determined by the separating employee's supervisor and OAS.

(2) Process any claims or payroll offsets due to unreturned, lost, or damaged personal property as determined by separating employee's supervisor and OAS or for outstanding financial obligations to GSA due to unmet work obligations as determined by OPM.

6. General Provisions.

a. The employee and supervisor should begin completing and certifying the GSA Form 1655 at least ten business days prior to the last active employment date. This form must be signed with wet or electronic signatures as supported by GSA systems, by both the employee and the supervisor.

b. Each service provider and/or staff office will also send a confirmation email to both the employee and supervisor indicating the action taken or which will be taken for the purposes of certifying the GSA Form 1655 as complete. Personal property will still need to be physically accounted for before certifying the form, if applicable.

c. Each losing organization must retain an electronic copy of the certified GSA Form 1655 for their separating employee, and any supporting information as part of their recordkeeping procedures until the information is no longer needed, but not less than one-year from the date of certification.

7. Other Systems/Equipment.

a. GSA IT provides agency records management guidance and assistance to agency employees for ensuring records management policy is effectively implemented. Both supervisors and employees are responsible for the proper transfer and/or designation of access rights to documents maintained within a GSA system of records has been accounted for, captured, or transferred to the appropriate GSA official prior to departure.

b. Submitting the User Delete Request. The supervisor should submit the final [User Delete Request](#) in the Enterprise IT Service Management tool at least ten days prior to the employee's last date of employment to complete the process of deactivating all applicable GSA IT systems and accounts including determination of what electronic files to maintain.

c. Other Devices and GSA IT Systems. All mobile devices should have the password reset. Contact IT support for assistance. All equipment and personal property

should be returned to the supervisor, their designee, or GSA IT before the GSA Form 1655 can be certified by the supervisor.

d. Failure to return all personal property may result in the offsetting or withholding of the final paycheck. See Section 9.

8. Release of Final Pay. If there are any non-returned items or pending financial obligations due from the employee, PSB will follow the procedures stated in 41 CFR 105-56, Salary Offset of GSA Employees, and 41 CFR 105-57, Administrative Wage Garnishment, to establish and collect a debt by payroll offset.

9. Requesting a Debt Collection/Salary Offset.

a. The supervisor should obtain a written explanation from the employee regarding the missing, lost, damaged, or destroyed property. The GSA Form 1655 can be used for this purpose. If collection of the equipment or receipt of a written justification is not received by GSA within five business days after the employee's separation date, the supervisor must send an email prior to disbursement of the lump sum payment to request a debt collection in accordance with 41 CFR 105-56, Salary Offset of GSA Employees and 41 CFR 105-57, Administrative Wage Garnishment by notifying PSB at [KC-Payroll.Finance@GSA.gov](mailto:KC-Payroll.Finance@GSA.gov), Attn: Payroll Supervisor, Subject: "Debt Collection/Salary Offset".

The withhold request email must contain the following information:

- Employee name
- Effective date of separation/transfer
- Type of equipment (non-return) or financial obligation (see Sec.10)
- Amount of debt

b. The PSB will notify the supervisor within two business days of the action taken, if any.

10. Determining the Value of Personal Property. To determine the value of GSA personal property assigned to the employee that has been lost, damaged, missing or destroyed:

a. The supervisor shall contact the OAS Internal Personal Property representative at [GSApersonalproperty@gsa.gov](mailto:GSApersonalproperty@gsa.gov). The OAS representative will assist the supervisor in determining the value of the property, including IT equipment, and advise the supervisor of the appropriate amount to be withheld. Refer to [GSA Order OAS 7800.13, Management of General Services Administration's Internal Personal Property](#), for more information.



b. Upon receipt of a request from the supervisor, the OAS representative will coordinate the request with the appropriate offices, if necessary to obtain the information needed to assess the value of the property, and provide a response to the supervisor within two (2) business days following receipt of the request, or a status as to when the information will be available.

11. Additional Information and Resources.

- a. To ensure that all offices comply with insider threat reporting requirements, including those requirements described in [Security Executive Agent Directive 3 \(SEAD 3\)](#), [ADM P 2400.1A](#) and subsequent policy revisions, all offices must report pre-exit and separation anomalies like failure to return Government-furnished equipment and personal property to the Insider Threat Program at [insider-threat-program@gsa.gov](mailto:insider-threat-program@gsa.gov).
- b. For more information, see the Offboarding InSite [page](#).