



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive, and all related Handbooks, Attachments, and Appendices establish Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.30-10, *Employee Exit Clearance*, dated September 14, 2016.

SUMMARY OF CHANGES: Section 1, Purpose, was revised to include the return of federal records. Section 5, Responsibilities, was revised to include reporting requirements for the Office of Human Capital (OHC) to the Office of Chief Counsel (OCC) when filers of financial disclosure reports leave the agency, and the responsibility for creating SF-52s, *Requests for Personnel Actions*, (RPAs) for death and retirement actions; and a new employee requirement that employees transfer federal records from their computers or other Information Technology (IT) equipment to an internal TSA shared drive so that it is accessible after their departure from TSA. Administrative changes were made throughout the directive.

1. **PURPOSE:** This directive provides exit clearance policy and procedures for employees who separate from TSA employment. This includes the process for ensuring the termination of access to automated systems and classified national security information; satisfaction of any federal financial obligations; the return of government property and federal records; security clearance and post-government employment ethics debriefings; the issuance of exit surveys; and the completion of the exit clearance process in the TSA Automated Exit Clearance Tool, hereinafter referred to as the automated tool.
2. **SCOPE:** This directive applies to all TSA employees.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook 1100.30-10, *Employee Exit Clearance*](#).
5. **RESPONSIBILITIES:**
 - A. The Assistant Administrator for Human Capital (AA/OHC) or his/her designee is responsible for developing an exit clearance process and updating it as necessary, to help ensure that exiting employees meet all related exit obligations, to the extent possible, when separating from TSA.
 - B. The Office of Human Capital is responsible for:

TSA MANAGEMENT DIRECTIVE No. 1100.30-10
EMPLOYEE EXIT CLEARANCE

- (1) Notifying OCC within 15 calendar days of the departure of an employee who filed, or should have filed, an Office of Government Ethics (OGE) 450, *Confidential Financial Disclosure Report*; or an OGE 278, *Public Financial Disclosure Report*; and
- (2) Initiating separation RPAs for retirements and deaths and providing guidance to employees (or the appropriate beneficiary in a death case). Designated Clearance Officials (DCOs) will still initiate the exit clearance in the automated tool for these actions.

C. Management Officials are responsible for:

- (1) Designating an employee to be the primary DCO as the point of contact within their program office, i.e., Business Management Office (BMO); or field location, as appropriate, for the exit clearance process;
- (2) Ensuring there is an employee designated as the alternate DCO in the event the primary DCO is on leave or no longer in the position, so that an employee is always assigned to that role; and
- (3) Designating one or more Points of Contact (POCs) within their Headquarters (HQ) program office if that office has required actions in the exit clearance process. A backup should be identified in the event of a POC's absence, to avoid delays in the exit clearance process.

NOTE: See Section 4 of the accompanying TSA handbook for additional information.

D. DCOs are responsible for:

- (1) Initiating the exit clearance in the automated tool, located in the RPA System, in advance of an employee's separation from TSA. This will initiate the issuance of a separation RPA (SF-52) unless it is a retirement or death action (see Section 5B (2)) and the exit survey for a voluntary separation, and will create an exit clearance folder for that employee;
- (2) Meeting or talking with the employee to discuss exit clearance requirements, answer questions, and obtain contact and other required information;
- (3) Collecting or facilitating the collection of all government property from the exiting employee;
- (4) Completing Section 1, DCO Contact Information; Section 2, Exiting Employee Information; Section 3, DCO Clearance Process Checklist; and Section 5, Finalization of the Exit Clearance Process; in the automated tool; and
- (5) Ensuring completion of the exit clearance in the automated tool.

E. Program Office POCs are responsible for:

- (1) Checking the POC To-Do List in the automated tool, for new folders requiring action; and

- (2) Completing Section 4, Program Office Checklist, in the automated tool, by taking action and indicating the action(s) taken in the automated tool checklist when an employee is leaving TSA.

F. Exiting employees are responsible for:

- (1) Informing their supervisor if they are separating from TSA, and contacting their DCO to begin the exit clearance process and receive guidance on required actions in advance of their separation (the employee should ask his/her supervisor who to contact if he/she does not know the name of the DCO for that program office or field location);
- (2) Returning all TSA/government property (e.g., travel cards, transit benefits, keys, IT equipment, Official Passport, badges, credentials, and weapons, etc.), for which accountable, and any federal records (e.g., supervisory file, etc.) in their possession;
- (3) Ensuring that all federal records have been transferred off their laptop, telephone, iPad, thumb drive and/or external hard drives to an internal TSA shared drive accessible to the Records Liaison/Custodian within their BMO, or their immediate supervisor. For additional records management requirements, see [TSA MD 200.7, Records Management Program](#);
- (4) Repaying all outstanding debts to the Federal Government. Debts may include advanced leave, unfulfilled employment or training agreements, travel advances, or any benefits or salary overpayments made to employees;
- (5) Advising the designated Classified Security Custodian of their separation if they had access to a secure container (safe) or classified materials;
- (6) Reading a provided copy of the Memorandum for all Departing TSA Employees on Ethics Guidance for Post-Government Employment (OCC iShare page: OCC-General Law-Ethics), and contacting the OCC Ethics Division or Field Counsel, as appropriate, if they have questions;
- (7) Contacting the OCC Ethics Division via email (TSAEthics@tsa.dhs.gov) as soon as a departure date is known if they are a Transportation Security Executive Service (TSES) or other employee who filed an OGE 278; or a non-TSES employee located at HQ who filed an OGE 450; to ensure removal from the appropriate database;
- (8) Filing an OGE 278 termination report using Integrity (www.integrity.gov) if they are a departing TSES or other employee who filed an OGE 278;
- (9) Contacting Field Counsel prior to their last day if they are a field employee who filed an OGE 450, to ensure removal from that database;
- (10) Ensuring they receive a security clearance debriefing, and sign the appropriate form, if they hold a security clearance; and

- (11) Completing the TSA National Exit Survey, or the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) Exit Survey, as appropriate, when received via email from OHCAccess, if voluntarily separating from TSA (completion is optional but employees are encouraged to submit it).

6. POLICY:

- A. Prior to leaving TSA employment, all employees shall follow the exit clearance process in accordance with the provisions of this directive and the accompanying TSA handbook.
- B. DCOs shall assist employees in the exit clearance process, initiate the exit clearance in the automated tool, and ensure that all property is returned and financial and other obligations are met before employees separate from TSA, to the extent possible.

NOTE: Outstanding debts may be deducted from any lump-sum payments owed to the employee. If the employee is indebted to the Federal Government, the Financial Management Division, Office of Finance and Administration, will issue a debt letter. However, with the exception of amounts lawfully offset by the Financial Management Division, TSA cannot withhold lump-sum payments owed to an employee.

- C. HQ Program offices shall take appropriate action for all exiting employees and document that action in the automated tool to ensure that employees no longer have access to automated systems, buildings, and/or classified information; financial obligations were met; and security clearance debriefings were conducted, etc., prior to or upon leaving TSA.
- D. If TSA property in the possession of an employee is not returned immediately upon separation, local management shall attempt to contact the employee via certified mail and request the return of the TSA property. If the employee has not responded to the TSA POC within a period of 30 calendar days, management may arrange to have a TSA law enforcement officer pick up the TSA property. In the case of an employee's death, the individual's family or the person listed as the emergency contact will be contacted.

7. PROCEDURES: See [TSA Handbook 1100.30-10, *Employee Exit Clearance*](#).

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature, unless otherwise specified.

APPROVAL

Signed

June 30, 2017

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

July 10, 2017

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

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