



RECORDS MANAGEMENT PROGRAM

Employee Separation: Completing HQ F 3293.1, Section 7c

This guidance is provided for use with completing [HQ F 3293.1, *Headquarters Employee Final Separation Clearance*](#)¹, Section 7c. RLO Action. For guidance relative to other aspects of the form or selected sections, contact the Office of Human Capital or a Human Resources (HR) official directly.

It should be noted that while Section 7C. is titled “RLO Action,” which refers to a specific records management collateral duty role identified in DOE O 243.1B, *Records Management Program*, the “action” required is not limited to clearance by a Records Liaison Officer (RLO). A Program Records Official (PRO) or Records Management Field Officer (RMFO) may sign. A Contractor Records Custodian should refer the document to a PRO or RMFO for signing.

The primary responsibility for initiating and completing Section 7c rests with the separating employee or, in their absence, their supervisor. For the purposes of this guidance, the records accountability addressed herein related to Section 7c may also be applied to those leaving details, reassigning or the like, whether final or interim/temporary. The objective is proper maintenance and use of the DOE/program records to help ensure appropriate access, custody and oversight controls consistent with the Federal Records Act and supporting Federal regulations and DOE policy.

This guidance, while the form is titled specific to “Headquarters,” may be similarly applied in terms of Section 7c as it pertains to field employees and contractors across DOE as well.

For additional questions related to this guidance, contact your local records contact. Alternatively, when there is no records contact identified, contact the Records Management Division at doerm@hq.doe.gov or (301) 903-3455.

¹ HQ F 3293.1 (12-13) is the December 2013 edition. All other editions are obsolete.

**U.S. DEPARTMENT OF ENERGY
HEADQUARTERS EMPLOYEE FINAL SEPARATION CLEARANCE**

The employee will complete Section 7c prior to the supervisor clearing to the RLO for completion. In the absence of the employee, the supervisor will complete Section 7c and note "N/A" – i.e., not available – in lieu of employee initials.

Resources office on the last day of active duty.

PERSONNEL OFFICER ASSIGNED	
Phone	3. Last Day of Active Duty
Address	
AGENT	
of Energy Exit Interview	
ADMINISTRATIVE OFFICER; AND	RECORDS LIAISON OFFICER
Initial	7c. RLO Action
	Records Transferred/Access Granted to: _____ & Personal Materials Removed
Yes	Request Record Copies. If "Yes" must provide written request with a records inventory/listing.
No	Supervisor's Clearance Initials Name: _____ Date: _____

7a. Signature	7b. Signature	7c. Signature
_____	_____	_____
ADMINISTRATIVE OFFICER	HQ SECURITY OFFICER	RECORDS LIAISON OFFICER
DATE	DATE	DATE

PART IV – TO BE ROUTED BY EMPLOYEE ON/OR PRIOR TO LAST DAY OF ACTIVE DUTY FOR COMPLETION.

When clearance cannot be granted; list items to be returned and/or financial obligations in REMARKS column.

ORGANIZATION	ROOM	ITEM OR ACTION	CLEARED	NOT CLEARED	SIGNATURE AND DATE OR REMARKS
8. ASSISTANT GENERAL COUNSEL FOR STANDARDS OF CONDUCT	6A-211 (6-1522)	FOR PERSONS REQUIRED TO FILE ONLY SF-278 – Report of Financial Interests and/or OGE-450 – Financial Disclosure Report			
9. PROPERTY OFFICE	R-006 GTN GG-087 FORS (6-5201)	Accountable Property Turned in or Transferred			
10. DOE HQ HUMAN RESOURCES	GM-169 FORS (6-1234)	Termination of Transit Subsidy (SEET)			
11. PARKING OFFICE	GE-140 (6-4271)	Parking Permits – Removal from program.			
12. PASSPORT OFFICE	GE-180 FORS (6-3601)	Turn in Passport			
<i>Items 13 and 14 below should be the last items completed in this section; typically on the last day of active duty</i>					
13. SAFEGUARDS and SECURITY	B-106 GTN 1E-190 FORS	SECURITY DEBRIEFING and TURN IN ID BADGE			
14. HEADQUARTERS SERVICING PERSONNEL OFFICE	SEE INSTRUCTIONS FOR ROOM NUMBER	EXIT INTERVIEW and BENEFITS DEBRIEFING			

RETURN TO ADMINISTRATIVE OFFICER. ADMINISTRATIVE OFFICER SEND COPY TO PAYROLL IF FINANCIAL OBLIGATIONS EXIST.

SEE INSTRUCTIONS AND PRIVACY ACT STATEMENT ON REVERSE

Employee initials and prints name of Program official to whom records have been transferred and/or records access has been granted. If the employee is not available, supervisor marks "N/A" and enters name of Program official. The employee is expected to have had a direct communication with the noted Program official to confirm awareness of actions.

Access includes exchange of passwords and keys to records storage locations – electronic and nonelectronic – including electronic information systems and encrypted files. Consideration for access must ensure only appropriate persons gain access to privacy-protected information, Controlled Unclassified Information (CUI) and National security information.

Employees are responsible to ensure all personal materials are removed, particularly copies of personnel actions and performance-related records.

Initial		7c. RLO Action
<i>EMP</i>		Records Transferred/Access Granted to: <u>John Q. Public</u> & Personal Materials Removed
Yes	No	Request Record Copies. If "Yes" must provide written request with a records inventory/listing.
		Supervisor's Clearance Initials Name: _____ Date: _____
<p>7c. Signature</p> <p>_____</p> <p>RECORDS LIAISON OFFICER DATE</p>		

Employees are responsible to acknowledge that they are (check "Yes") or are not (check "No") requesting to remove copies of records. Both the supervisor and the RLO should confirm, before they clear, that the employee's selection as either Yes or No is accurate and that the employee understands the selection.

Employees are accountable to ensure they acknowledge and comply with their election and subsequent decision – whether approved or disapproved. Employees requesting Yes to remove copies of records must provide a separate supporting written request to the supervisor that lists the records requested. Proper identification of a record includes, at a minimum, the title, a description if not self-explanatory, the volume and media format, program owners, and intended uses.

Written approval is required from the General Counsel or Departmental Records Officer prior to any removals. Submitting a request does not constitute authorization for the Employee to remove the copies.

Initial	7c. RLO Action
	Records Transferred/Access Granted to: _____ & Personal Materials Removed
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request Record Copies. If "Yes" must provide written request with a records inventory/listing.
<i>EMP</i>	Supervisor's Clearance Initials Name: _____ Date: _____
7c. Signature _____ RECORDS LIAISON OFFICER DATE	

Supervisors are responsible to ensure employees properly mark Section 7c to acknowledge awareness and appropriate actions. Such action includes verifying that the employee has transferred and/or granted access to program records to an appropriately identified Program official, by verifying the same with that Program official.

Prior to clearing, the supervisor should also verify the employee has removed personal materials, particularly those that might contain privacy-protected information to minimize risks for compromise. The supervisor should also refer the employee back to the RLO for additional records management guidance.

Initial		7c. RLO Action
		Records Transferred/Access Granted to: _____ & Personal Materials Removed
Yes	No	Request Record Copies. If "Yes" must provide written request with a records inventory/listing.
JD		Supervisor's Clearance Initials Name: Jane Doe Date: 1/1/14
7c. Signature		

RECORDS LIAISON OFFICER		DATE

Example 1

Employee Available – No Copies Requested

Initial	7c. RLO Action
<i>EMP</i>	Records Transferred/Access Granted to: <u>John Q. Public</u> & Personal Materials Removed
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Request Record Copies. If "Yes" must provide written request with a records inventory/listing.
<i>EMP</i>	
<i>JD</i>	Supervisor's Clearance Initials Name: <u>Jane Doe</u> Date: <u>1/1/14</u>
7c. Signature <u><i>R.E. Cords</i></u> <u><i>1/1/14</i></u>	
RECORDS LIAISON OFFICER DATE	

Example 2

Employee Not Available to Initial

Initial	7c. RLO Action		
N/A	Records Transferred/Access Granted to: <u>John Q. Public</u> & Personal Materials Removed		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px;">Yes</td> <td style="width: 50px; text-align: center;">✓ No</td> </tr> </table>	Yes	✓ No	Request Record Copies. If "Yes" must provide written request with a records inventory/listing.
Yes	✓ No		
N/A			
JD	Supervisor's Clearance Initials Name: <u>Jane Doe</u> Date: <u>1/1/14</u>		
7c. Signature <u>R.E. Cords</u> <u>1/1/14</u>			
RECORDS LIAISON OFFICER DATE			

Example 3

Employee Available – Copies Requested (see insert below)

Initial	7c. RLO Action	
<i>EMP</i>	Records Transferred/Access Granted to: <u>John Q. Public</u> & Personal Materials Removed	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Request Record Copies. If "Yes" must provide with a record
<i>EMP</i>		
<i>JD</i>	Supervisor Name: <i>Ja</i>	
7c. Signature <u><i>R.E. Cords</i></u> RECORDS LIAISON		

SAMPLE 12/31/13

TO: General Counsel or Departmental Records Officer

THRU: Jane Doe, Director *JD*
XYZ Division

FR: E.M. Ployee *EMP*

SUBJ: Request for Record Copies

I request a copy of the noted record created in my capacity as an employee with the XYZ Division. I would like to use the copies in my new position as references and in my graduate program studies.

- Memo X & SOP, 2/2/13, policy statement request and supporting manual, 32 pages, unclassified/non-sensitive.

GC/DRO Approval or Disapproval

Name _____ Signature _____ Date _____

Sample record copies request memo. Local format may vary.