

NAF PERSONNEL - SEPARATION CLEARANCE WORKSHEET

USAF NAF Human Resources Office, Nellis AFB, Nevada

NAME:	SSN:
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ACTIVITY:	DATE OF SEPARATION:	REASON FOR SEPARATION:
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INSTRUCTIONS

1. On the final work day, employee must obtain clearance from each activity listed. The employee must turn in their Civilian Identification Card. It is the supervisor's responsibility to clear for an employee who fails to do so.
2. The responsible operating official will sign in the appropriate spaces as evidence that the employee has discharged the obligation and responsibilities to the federal government.

ASSIGNED SECTION	SIGNATURE	DATE
SUPERVISOR OR ACTIVITY MANAGER (All uniforms and other government property turned in)		
NAF CONTRACTING, Bldg. 11, Room 207		
NAF FUNDS CONTROL, Bldg. 11, Room 207		
NAF PAYROLL OFFICE, Bldg 11, Room 207		
NAF HUMAN RESOURCES OFFICE, Bldg. 20, Rm. 141 CAC: ___Yes ___No Regular Employee Benefits (If applicable): ___ Health Ins. ___ 401(k) ___ NAF Retirement ___ Life Insurance		
NAF HUMAN RESOURCES OFFICE, Bldg., 20, Rm. 141 Remove from JPAS		

FORWARDING ADDRESS:

DEPARTURE BRIEFING

FINAL PAYCHECK: Under normal circumstances, final paychecks will be issued on the regular payday for your pay period in which you are separated. Lump sum payments for accumulated annual leave will be issued the pay period following separation. A form TDW2, Wage and Tax Statement will automatically be issued without formal request to the address on file.

SECURITY: Never discuss government business outside your office. An experienced intelligence agent can gain important information from idle conversation.

UNEMPLOYMENT COMPENSATION: Upon separation, you may be entitled to unemployment compensation providing you left Federal Employment for a good cause and you are available for work. Information is contained in SF 8, Notice to Federal Employee about Unemployment Insurance, which will be given to you with your separation documents.

HEALTH BENEFITS PROGRAM: When a participating employee terminates or when eligibility status otherwise changes, coverage under the Group Insurance Program ceases the date of resignation/separation. You may be eligible to continue coverage under the COBRA program. See the Human Resources Office for details.

RETIREMENT DEDUCTION REFUND: If an employee has completed less than 5 years credited service in the plan, all employee contributions will be refunded with interest. (AF Form 2391, Notice of Termination of Eligibility) should be used to effect this action. If an employee has completed 5 or more years credited to service in this plan, the employee may select either a refund of employee's contributions (plus interest after 5 years participation in this alone, or inclusive of a prior plan), or leave the contributions on deposit with AFCRF and receive a deferred retirement annuity payable at age 62.

FEDERAL EMPLOYMENT DOCUMENT: It is of the utmost importance that you retain copies of all official documents issued to you during federal employment, i.e. AF Form 2545 (NAF Notification of Personnel Action, Certificates of Training, Letters of Commendation or Awards, Job Descriptions. Future federal employment and retirement eligibility may depend on proof of prior Federal Service. Always take your documents with you when you are applying for Federal Employment.

I CERTIFY that I have discharged or adjusted all indebtedness to the government and know of no benefits or privileges granted me as an employee of this base that I have not terminated. I further CERTIFY that I have turned over to the proper authority all classified matter which I had in my possession and that no classified materials are being retained under my custody or control.

Date

Employee Signature