

TRAINEE CLEARANCE FORM CHECKLIST

NAME OF EMPLOYEE		SOCIAL SECURITY NO.	MAIL FORWARDING ADDRESS		DATE
TITLE OF POSITION		STATION NO. 538	SERVICE, DIVISION AND SECTION		
THE TRAINEE IS (Check one) <input type="checkbox"/> BEING SEPARATED FROM VA			THE EMPLOYEE IS (Check one) <input type="checkbox"/> VETERAN <input type="checkbox"/> NON VETERAN		EFFECTIVE DATE
<i>This certifies that the above-named employee is not indebted to the Government except as noted.</i>					
DEPARTMENTS/STAFF OFFICES	CLEARANCE OFFICIAL	ARTICLES	QTY.	UNIT COST	TOTAL COST
Training Program Director Bldg/Rm is based on each service/care line		Clearing sheet and instructions Check for any unsigned notes Turn in Vocera Return and check off all checked out materials Exit Interview			
Timekeeping Bldg/Rm is based on each service/care line		For stipend trainees			
Health Information Management Services Bldg 212, Rm 126 or 207		I hereby certify that federal records, whether paper or electronic, in my custody have been transferred to an appropriate Service Line folder, successor or supervisor, as appropriate, to ensure the records are maintained per VHA Records Control Schedule 10-1 or General Records Schedule (GRS) and National Archives & Records Administration guidelines. I certify that I am aware of the criminal penalties for the unlawful removal of Federal records (Title 18, U.S. Code 2071), and that I do not have any Government Records or property other than that which I am properly authorized to possess.			
Chief Information Office (CIO) Bldg. 18		Computers, laptops, pagers, cell phones, etc. Terminate computer access, network account removal (must be done in person).			
Protective Service Bldg. 18, Basement		Turn in vehicle ID #			
Library Bldg. 211		Library books & materials EXT. 7622/7623			
Learning Resources Bldg. 211		Remove from TMS (email or call EXT. 7249)			
Human Resources		Turn in PIV and facility badge			
Canteen Service Bldg 28, Rm 9		Status of account(s)			
Lock Shop Bldg. 22		Turn in keys to be broken, including locker keys			
Uniform Distribution Room Bldg. 7, Rm. 108K		Return VA issued uniforms (if applicable)			
Academic Affairs Bldg 1 Rm 203		Turn in Housing keys and Meal Cards			
Fiscal – Payroll Bldg 1, Rm 119		Final Clearance for stipend trainees			
Training Program Director Bldg/Rm is based on each service/care line		Turn in clearing paperwork for final clearance (without compensation trainees).			
REMARKS					
<i>INSTRUCTIONS: This form must be completed and presented to the Agent Cashier, Finance Division, before final payment will be released.</i>					
CERTIFICATION: I certify that I am aware of the criminal penalties for the unlawful removal of Federal records (Title 18, U.S. Code 2071), and that I do not have any Government Records or property other than that which I am properly authorized to possess.					
SIGNATURE OF APPROVING OFFICIAL	DATE	INITIALS OF AGENT CASHIER	DATE	INDEBTEDNESS COLLECTED	
				SCHEDULE NO.	DATE