



WITHOUT COMPENSATION (WOC) EMPLOYEE'S CLEARANCE FROM INDEBTEDNESS

NAME OF WOC EMPLOYEE	LAST FOUR SSN	MAIL FORWARDING ADDRESS	TODAY'S DATE
POSITION TITLE	STATION NO. 515	SERVICE, DIVISION, SECTION AND DUTY STATION	
THE EMPLOYEE IS <i>(Check one)</i> <input type="checkbox"/> BEING SEPARATED FROM VA <input type="checkbox"/> BEING TRANSFERRED TO <i>(Specify)</i>		THE EMPLOYEE IS <i>(Check one)</i> <input type="checkbox"/> VETERAN <input type="checkbox"/> NON VETERAN	
		EFFECTIVE DATE	

INSTRUCTIONS

Without Compensation (WOC) employees must clear the Medical Center at the end of their rotation. Clear in the order shown and allow sufficient time for clearing. The name of each clearance official and the date must be entered in the Clearance Official Name, Date field. All information is subject to verification.

- **Stop 1:** To be completed by Service Chief, supervisor, or designee.
- **Stop 2:** To be completed by Service ADPAC.
- **Stops 3-4:** To be completed by Service Chief, supervisor, or designee.
- **Stop 5:** To be completed by Service Level Records Liaison Officer (RLO).
- **Stops 6-8:** To be completed by the WOC employee.

Wyoming Healthcare Center and Community Based Outpatient Clinic Employees: All clearance stops will be completed by phone. The Service Chief, Supervisor or designee will make arrangements for returning the employee's keys, equipment, pagers, etc. as directed by the clearance official for each stop.

NO.	ADMINISTRATIVE/STAFF OFFICE	CLEARANCE OFFICIAL	INSTRUCTION AND/OR ARTICLE	CLEARANCE OFFICIAL NAME, DATE	ARTICLES TURNED IN/COMMENTS
1.	WOC Employee's Service	Service Chief, supervisor, or designee	Service Chief, supervisor, or designee must send an e-mail to vhabacclearance@va.gov to provide notification of clearance. Include employee's name, VA e-mail address and date of last day on station. Send on day of clearance, not in advance.		
2.	WOC Employee's Service	Service ADPAC	Submit ePAS request to terminate access.		
3.	WOC Employee's Service	Service Chief, supervisor, or designee.	Have student take the anonymous (smart phone accessible) Learner's Perception Survey at www.va.gov/oa/surveys		
4.	WOC Employee's Service	Service Chief, supervisor, or designee	Turn in items you were issued by your VA preceptor (keys, lab coats, etc.)		
5.	WOC Employee's Service	Service Level Records Liaison Officers (RLO)	Verify that a review of agency records accessible to or possessed by the employee, including his/her electronic U: drive has been completed and that the agency records have been appropriately secured or transferred.		

WOC Employee 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 which I am properly authorized to possess.

SIGNATURE OF EMPLOYEE			DATE		
6.	Police Service (In Person)	Building 27, Ext. 33645	Parking tags/decal, if issued. If not issued, write N/A in Clearance Official Name, Date.		
7.	Information Technology Operations and Services (ITOPS) (In Person)	Becky Bedford-Osborn or Greg Baiocchi, Building 11, Room 207 or 215, Ext. 36599 or 35494.	Digital pagers, laptops, cell phone, etc. Computer access will be terminated.		
Note: Clearance Official, Date field must be complete on all stops prior to clearing with Human Resources.					
8.	LAST STOP: Human Resources PIV Office (In Person)	Security Assistants, Building 24, Room 121 or 120, Ext. 36780 or 35243.	Turn in your PIV card and this completed clearance form.		
SIGNATURE OF APPROVING OFFICIAL (HRMS)			DATE		