ATTACHMENT 18

Civilian Personnel Clearance Certificate for RAOs

CIVILIAN PERSONNEL CLEARANCE CERTIFICATE FOR RAOs

NAME (Last, First, Initial)	SEPARATION DATE	TYPE OF SEPARATION	ORGANIZATION CECW-HS-RAO

SOCIAL SECURITY NUMBER	FORWARDING ADDRESS

NOTE: When RAOs separate from the program for any reason, clearance must be obtained from the offices listed below. Normally, the RAO employee is not in the same location as the supervisor, and is not available to sign this form. In that case the RAO Program Manager or staff will coordinate with appropriate offices for clearance and will document this form The RAO PM will maintain a copy of the completed form.

ISSUE STATION	LOCATION	INITIALS	DATE	RAO CLEARANCE ACTION	LOCATION	INITIALS	DATE
(1) DIRECTORATE/OFFICE UPASS	OFFICE REP			(1) Final Voucher			
(2) CUSTOMER SERVICE REPRESENTATIVE				(2) Final Timesheet			
(3) NETWORK AND EMAIL ACCOUNTS	HELP DESK 3M36			(3) CAC retrieved and forward to Security			
(4) CEHEC-RM-F (FAX TO)	703-428-8643			(12) Building Badge retrieved for (HQ only)			
(5) TELECOMMUNICATION OFFICE (TELEPHONE)	HELP DESK			(13) Credit Card cancelled			
(6) WORKMANS COMP – NO OUTSTANDING ISSUES.	CPAC			(14)			
(7)				(15)			
(8)				(16) SECURITY OFFICE* (LAST STOP)	RM 6P73		

*** PLEASE STOP BY 6P73 PRIOR TO LAST DAY FOR ADDITIONAL CLEARING FORM- ALL AREAS MUST BE CLEARED BEFORE LAST STOP***

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE I HAVE COMPLETELY PROCESSED OUT THROUGH EACH ISSUE STATION LISTED ON THIS FORM

SIGNATURE OF EMPLOYEE (CERTIFICATION OF COMPLETION) **DATE:**

SIGNATURE OF EMPLOYEE'S SUPERVISOR **DATE:**

UPON COMPLETION, PLEASE TURN IN TO YOUR SUPERVISOR OR ADMINISTRATIVE OFFICER

PRIVACY ACT STATEMENT: The disclosure of personal information is voluntary, covered by the privacy act of 1978. You are requested to furnish your social security number (SSN) under the authority of Executive Order 9397 dated 11-22-43. That order requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. The furnishing of your SSN is voluntary and failure to furnish it will have no effect on you; failure to provide it, however may result in it being obtained from other agency sources.