

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

This E-DPM instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s): 4

District Personnel Manual Issuance System

E-DPM Instruction No. 4-17

SUBJECT: Procedures for the Return of District Government Property upon Separation from District Government Service

Date: May 3, 2011

1. Purpose/Background

- a. The purpose of this Electronic-District Personnel Manual (E-DPM) instruction is to establish uniform District government-wide procedures for subordinate agencies to follow to account for District government property issued to employees and contractors providing services to subordinate agencies, and reclaim such property when agency employees and contractors separate from District government service.
- b. The procedures herein were drafted in response to the Office of the Inspector General (OIG) Management Alert Report (MAR) (MAR-1-ID-2010) "*concerning the need for uniform, District-wide procedures for agencies to account for District government property issued to employees and reclaim such property when employees separate from District government service.*" [MAR-1-ID-2010 is dated March 29, 2010, and may be accessed electronically at OIG's website, at www.oig.dc.gov.]

The procedures were drafted in collaboration with the Office of Contracting and Procurement, and are being disseminated via the D.C. Department of Human Resources (DCHR) "*DPM Issuance System*" to ensure that subordinate agencies are aware of and follow these procedures.

2. Definitions

The following terms, used interchangeably throughout this E-DPM Instruction for the most part, shall have the meaning ascribed:

The terms "**District government property**," "**government property**," or "**accountable item**" mean equipment, advanced funds, passes, charge cards, permits, building keys, office keys, security badges, pass cards, cell phones and chargers, laptop computers, District

Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Inquiries: Policy and Planning Administration, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers

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government paper-based or computer-based documents contained on computer disks, hard drives, storage drives, and on any other type of electronic media containing such documents, government-owned vehicles, firearms, ammunition, pagers, unused transit subsidies, parking permits, and uniforms and apparel, any other government property issued to an agency employee or agency contractor.

3. General

- a. Subordinate agency heads are responsible for the proper use, care, maintenance, and security of District government property within the custody of their agency; and for assuring that such property is properly utilized and managed in the best interests of the District government.
- b. Supervisors shall take administrative action against agency employees when District government property is misused, appropriated for personal use, stolen, destroyed or damaged through the neglect or dereliction of the employee entrusted with custody of such property.
- c. Subordinate agencies shall establish agency procedures in accordance with this E-DPM instruction to ensure that:
 - (1) District government assets do not leave the possession of the District government, except under proper authorization;
 - (2) All outstanding obligations and financial indebtedness to the District government are reimbursed; and
 - (3) Appropriate government property separation clearances are conducted.

4. Agency Responsibilities

a. Agency Heads

Each subordinate agency head (or designee) shall be responsible for:

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|--|---|
| (1) Designating an agency <i>Accountable Property Officer (APO)</i> and alternate agency <i>Accountable Property Officers</i> as appropriate. | → The agency <i>Accountable Property Officer</i> shall be a senior level agency employee. |
| (2) Providing the name of the individual designated as agency <i>Accountable Property Officer</i> to the <i>Chief Property Disposal Officer</i> ¹ within the Office of Contracting and Procurement (OCP). | |

¹ The *Chief Property Disposal Officer* within the OCP is responsible for maintaining current records of all staff in subordinate agencies designated as *Accountable Property Officers*.

b. Agency Accountable Property Officer

Each agency *Accountable Property Officer* shall be responsible for:

- | | |
|------|---|
| (1) | Designating an agency employee or employees to serve as agency <i>Clearance Officer(s)</i> . |
| (2) | Overseeing the utilization and care of District government property assigned to his or her agency. |
| (3) | Maintaining records to reflect accountability of District government property assigned to the agency. |
| (4) | Ensuring the proper utilization and care of all District government property assigned to the agency. |
| (5) | Reconciling physical inventories with property records and inventory databases. |
| (6) | Approving the transfer, accounting, and reporting disposition of agency excess District government property to the <u>Surplus Property Division</u> within the OCP. |
| (7) | Maintaining control of and keeping a complete and current set of records for all District government property and/or funds within his or her area of responsibility. This includes all property and funds issued to employees and contractors while employed with the agency. The records must be kept in an electronic database. |
| (8) | Providing clearance on all <i>Pre-Exit Clearance Forms</i> , which includes completing the form with the employee; and collecting property. |
| (9) | Reviewing records to determine whether a separating employee or contractor has any District government property or is indebted to the District government. |
| (10) | Withholding clearance of a separating employee or contractor when: <ul style="list-style-type: none"> (a) The property or equipment is damaged as a result of employee negligence; (b) The property or equipment is not returned; or (c) An indebtedness has not been resolved. |

In cases where the clearance is denied, the agency *Accountable Property Officer* will promptly notify the agency *Clearance Officer* of the nature and/or dollar amount of the unsatisfied liability.

c. Agency Clearance Officer

(1) Each agency **Clearance Officer** shall be responsible for all of the following:

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|-----|--|
| (a) | Ensuring that separating employees and contractors complete the pre-exit clearance process in a timely manner. |
| (b) | Advising separating employees and contractors of the required pre-exit clearance process, and providing instructions on: 1. How to complete the Pre-Exit Clearance Form ; 2. The order in which the form should be completed, and 3. The return of the form before final clearance is given. |
| (c) | Informing separating employees or contractors that failure to complete the Pre-Exit Clearance Form shall result in a delay in the release of their final salary and lump sum leave/separation pay checks. |
| (d) | Advising any reassigned, separating, or transferred employee or contractor who has access to the District government's Information Technology (IT) systems that their access will be terminated immediately upon separation or transfer outside of the agency. |
| (e) | Resolving issues, when notified by the agency Accountable Property Officer , pertaining to District government property that has not been returned, or when notified that there is an employee or contractor indebted to the agency. This includes, as applicable, taking steps for the recovery of the indebtedness (including the depreciated value of missing or damaged District government property) through the offset of amounts still owed to the employee; |
| (f) | Securing the completed Pre-Exit Clearance Form and providing a copy of the completed form to the separating employee and maintaining the original; |
| (g) | Informing the agency Accountable Property Officer of any failure on the part of a separating employee or contractor to surrender District government property for referral to the appropriate investigative agency in accordance with Title 27, Contracts and Procurement, of the District of Columbia Municipal Regulations ("DCMR"). |

(2) The clearance process consists of:

- (a) The surrender of all District government-owned property or equipment;
- (b) The return of all library loan materials including books, projectors, screens, records, tapes, and audio visual equipment, etc;

- (c) The surrender of all passes, special identification badges and credentials, passwords, combinations, etc., issued in connection with employment in the component;
- (d) The return of all official files, sensitive materials, file and office and/or desk keys, manuals and handbooks, etc;
- (e) The liquidation of all debts owed to the District government for outstanding advances for travel, salary overpayments, leave, imprest fund, and other purposes, including the failure to fulfill written service agreements such as training or allowance/bonus agreements, or relocation expenses agreements; and the return of all District government-issued travel vouchers, purchase or fleet charge cards, etc; and
- (f) The submission of a detailed written explanation of the circumstances surrounding the failure to account for and clear any *accountable items*.

d. Agency Supervisors/Contracting Officials

- (1) An immediate supervisor shall refer his or her subordinate separating employee to the agency *Clearance Officer* as soon as it is known that the employee has separated or will be separating from the agency. In the case of a separating contractor, the referral to the agency *Clearance Officer* is made by the appropriate official in the contracting agency.
- (2) If the separating employee or contractor is unable to personally complete the required pre-exit clearance process due to death, physical or mental disability, abandonment of position, or other similar circumstances, the immediate supervisor; or, in the case of a contractor, the contracting agency conducting business with the District government agency must complete the clearance process as outlined in Paragraph 4c(2) above, with the following modifications:
 - (a) Secure from the employee or contractor or his/her survivor(s), when possible, all District government property, materials, and funds (except appropriate wages) in the employee's, contractor's, or survivor's possession. When the District government property cannot be located or retrieved, an explanation must be submitted with the *Pre-Exit Clearance Form*;
 - (b) Annotate the *Pre-Exit Clearance Form* for the employee or contractor with a statement describing the reasons the individual cannot complete the clearance process in person, and obtain the necessary clearance signatures for the employee or contractor;
 - (c) Upon completion, return the form to the appropriate agency Clearance Officer.

5. Responsibilities of Separating Employees and Contractors

Employees and contractors separating from District government service are responsible for:

- a. Identifying, returning and/or accounting for all items received from the agency during the course of their employment; and
- b. Availing themselves to the instructions of the agency *Clearance Officer* relating to the return of and account for all items received during their employment with the agency before the last day of effective date of separation.

6. Documentation and Reporting Requirements

- a. Agencies must create a *Pre-Exit Clearance Form* that, at a minimum, includes an accountable item checklist and indicates that all required clearances must be obtained by the separating employee or contractor for outstanding debts and custodial obligations to the agency. The form must also provide that all District government property has been cleared with the appropriate agency official(s) prior to the employee's separation, transfer, or reassignment. A sample Pre-Exit Clearance Form is attached.
- b. The agency *Clearance Officer* must maintain each *Pre-Exit Clearance Form* for a period of two (2) years after the employee's separation.
- c. Agency's pre-exit clearance procedures and completed *Pre-Exit Clearance Forms* must be maintained in accordance with this E-DPM Instruction and be made available for audit and/or review.

7. Release of Employees' Final Salary Check and Terminal Leave Lump Sum Check

- a. The release of the final salary check, separation pay lump sum check if applicable, and terminal leave lump sum check of a separating employee will be delayed until the *Pre-Exit Clearance Form* showing that all required clearances (initialed/signed appropriately) has been completed and processed. The agency *Clearance Officer* will authorize such release in accordance with the pre-exit clearance process (i.e., when the *Pre-Exit Clearance Form* is signed by all appropriate officials, and signed by the separating employee).
- b. The agency *Clearance Officer* shall inform the agency Human Resources Advisor when to notify the Office of Pay and Retirement Services regarding the release of the separating employee's final salary check, terminal leave lump sum check, etc.

7. Effective Date

The provisions of this E-DPM Instruction shall become effective immediately.



Shawn Y. Stokes
Acting Director

Attachment: Sample Pre-Exit Clearance Form

GOVERNMENT OF THE DISTRICT OF COLUMBIA
[INSERT AGENCY NAME]
PRE-EXIT CLEARANCE FORM

SECTION I

A. EMPLOYEE INFORMATION

Name: _____ Administration/Division: _____
Position Title: _____ Separation Date: _____
Series/Grade/Step or Pay Level: _____ Salary: _____

B. REASON FOR SEPARATION

- Resignation Termination – Involuntary Termination – Reduction In Force Retirement
 Termination due to Expiration of Appointment Other (Specify): _____

C. EQUIPMENT AND/OR DISTRICT GOVERNMENT PROPERTY (Print "N/A" if never issued)

Check the Appropriate Box(es):

- | | | |
|--|---|---|
| <input type="checkbox"/> Employee ID | <input type="checkbox"/> Desk Phone Number _____ Password _____ | <input type="checkbox"/> Computer Password _____ |
| <input type="checkbox"/> Fascard/Office Keys (Keycard/ Swipe Security Card) | <input type="checkbox"/> District government paper-based or computer based documents | <input type="checkbox"/> Unused Metro SmarTrip Card/Farecard |
| <input type="checkbox"/> File Keys/desk Keys | <input type="checkbox"/> Transfer of computer files on personal drive in to the office shared/ group drive on the computer | <input type="checkbox"/> Books/Manuals |
| <input type="checkbox"/> Other (Specify): _____ | | |

SEPARATING EMPLOYEE AFFIRMATION

I, _____, affirm that the items check above were returned to the
Name – Print
_____. I fully understand that my last paycheck, terminal leave
Employing Agency
check, and any other terminal payment (i.e., separation pay) will be withheld until I satisfy any outstanding government obligations (debts, properties, etc.).

Employee Signature

Date

SECTION 2

I, _____, _____, certify that the items checked in
Name of Supervisor/Manager – Print Position Title
Section IC above have been returned; or an acceptable explanation has been submitted and is attached for
items(s) not returned. The above information has been properly completed to the best of my ability. A copy
of this document will be provided to the employee and/or contractor.

Supervisor/Manager Signature

Date

AGENCY CERTIFICATION (To be Completed by Agency Accountable Property Officer)

- Lap Top Computer** **Cell Phone(s) Number and** **Computer Software**
[Password: _____] [Charger(s) _____] [Password _____]
- Vehicle/Key [Fleet Share** **Pager** **VPN Token**
Program]
- Camera/Video Camera** **External (Portable) Hard Drive** **Others (Specify):**

- Parking Permit** **Uniforms and apparel**
[Number _____]

I, _____, _____, certify that all equipment has been
Name Position Title
returned, and any computer/telephone access has been terminated. The above information has been properly
completed to the best of my ability. A copy of this document will be provided to the employee and/or
contractor.

Accountable Property Officer Signature

Date

AGENCY CERTIFICATION (To be Completed by Agency Chief Financial Officer)

I, _____, _____, certify that the employee/
Name Position Title
contractor has no outstanding debts owed to the District government (e.g., Agreement to Continue in Service,
etc.), advances, travel, salary overpayments, leave, etc.). The information provided has been properly
completed to the best of my ability.

Chief Financial Officer Signature

Date

SECTION 3

FINANCIAL DISCLOSURE

Required Notification to Separating District Government Employees:

Pursuant to D.C. Official Code § 1-1106.02, you are hereby advised that if you are leaving a position for which you were required to file an annual Financial Disclosure Statement (FDS), you must file a final FDS with the Office of Campaign Finance (OCF) within 90 days of separation, but not later than the filing deadline of May 15th of each year. For additional information, please contact the OCF at (202) 671-0550.

Employee Signature

Date

SECTION 4

COMMENTS/REMARKS (i.e., experiences, concerning training, working conditions, etc.)

SECTION 5 (To be Completed by the Agency Clearance Officer)

- Pre-Exit Clearance Form* has been completed to the employing agency's satisfaction.
- Pre-Exit Clearance Form* has not been completed to the agency's satisfaction, and appropriate action is being taken.

Clearance Officer Signature

Date