

**Office of Executive Resources Separation Packet Checklist**

Please submit completed items to the Office of Executive Resources, no later than **January 19 2021**.

	<b>FORMS/DOCUMENTS</b>	<b>Complete/ Attached</b>
<b>Human Resources</b>	<ul style="list-style-type: none"><li>1. SF-52 (Sign, date and include forwarding address under Part E on page 2)</li><li>2. Resignation Letter</li><li>3. Leave Audit (Obtain either WebTA report or CD-527 from your timekeeper)</li><li>4. Lump Sum Leave Form (CD-529) (Obtain from timekeeper)</li></ul>	<div style="text-align: center;"><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></div>
<b>Ethics</b>	<ul style="list-style-type: none"><li>5. SF-278 Financial Disclosure Memorandum (included in package)</li><li>6. Post-employment Restrictions Memorandum (if applicable, included in package)</li></ul>	<div style="text-align: center;"><input type="checkbox"/>  <input type="checkbox"/></div>
<b>Property and Assets</b>	<ul style="list-style-type: none"><li>7. Separation Clearance Certificate (CD-126) (complete using Bureau CD-126 Contact List, included in package)</li></ul>	<div style="text-align: center;"><input type="checkbox"/></div>
<b>Optional</b>	<p>If you are electing to continue health benefits or have retirement deductions refunded:</p> <ul style="list-style-type: none"><li>8. Health Benefits Temporary Continuation of Coverage Election Form (included in package)</li><li>9. Application for Refund of Retirement Deductions (included in package)</li></ul>	<div style="text-align: center;"><input type="checkbox"/>  <input type="checkbox"/></div>
<b>Employee Signature and Date</b>		<b>OER Representative Signature and Date</b>