

## **SOP 26**

### **Without Compensation (WOC) Appointee Clearance**

#### **1.0 PURPOSE**

*This SOP specifies the responsibilities and requirements for clearing the medical center upon termination of employment of Without Compensation (WOC) appointment status pending resignation or termination.*

#### **2.0 SCOPE**

*This policy applies to Research Service within the Ralph H. Johnson VAMC.*

#### **3.0 POLICY**

*a) All WOC appointees will be required to clear the station upon termination of employment, transfer, or resignation.*

*b) WOC employees will be billed for any government property assigned to them and not turned in at the time of clearance.*

*c) It is the responsibility of the Principal Investigator for which the WOC employee is aligned, and the WOC employee to ensure that the clearance procedures have been followed at the end of employment.*

#### **4.0 PROCEDURES**

*a) The Administrative Officer for Research and Development, or other designated person, will prepare the VA Form 3248 Employee Clearance From Indebtedness found as an attachment in CPM 04-10-03 on the last day of duty for the WOC employee. The location of the clearance points are found on the clearance form.*

*b) Employees should return property charged to them to the issuing department in advance of their clearance date, so that they will be free from indebtedness on their last day of duty.*

*c) The Research Administrative Offices will be the final stop for clearing Research WOC appointees. All other points must be signed prior to submitting the clearance form to the appropriate office.*

#### **5.0 RESPONSIBILITIES**

*Italicized requirements applicable to VA Research Service only*

a) *The Research Primary Investigator will inform WOC employees of the requirements which must be met and recorded on VA Form 3248 Employee Clearance From Indebtedness.*

b) *The Research Primary Investigator will be present on the last day of the WOC employee's appointment.*



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