



SEPARATION STATEMENT

I, _____ make the following statement in connection with my
(Please Type or Print)

separation from employment in the U.S. Department of State. As used herein, the term "employment" includes all periods of assignment or detail, as well as any periods of temporary, part-time or intermittent employment therein, and the term "separation" includes suspension for any period in excess of 30 days, retirement from active duty, transfer to another agency, resignation, furlough to enter military service, etc.

1. I have surrendered to responsible officials all classified or administratively controlled documents and material with which I was charged or which I had in my possession. I am not retaining in my possession, custody, or control, documents or material containing classified or administratively controlled information furnished to me during the course of such employment or developed as a consequence thereof, including any diaries, memorandums of conversation, or other documents of a personal nature that contain classified or administratively controlled information.
2. I incorporated all federal records within my custody into the Department's official record keeping system(s), such as my state.gov email account. This includes all federal records that reside within personal devices, non-official accounts, and electronic messaging applications.
3. I transferred all federal records from my home drive(s) located on my work computer(s) to my office-level shared electronic drives.
4. I completed all file searches for which I have been tasked (e.g. FOIA requests, litigation requests, or Congressional document productions).
5. If applicable, I submitted form DS-1904, "Request for Authorization to Remove Personal Papers and Non-Record Materials" to the appropriate officer for review/approval.
6. I shall not publish, nor reveal to any person, any classified or administratively controlled information of which I have knowledge, or any other information transmitted to me in confidence in the course of my official duties, unless authorized by officials of the employing Department empowered to grant permission for such disclosure.
7. I have been advised by the interviewing officer whose name appears below, and understand the criminal penalties relating to U.S. Government records and information and the use thereof.

Title 18, U.S. Code

- Section 641 - Public Money, Property or Records
- 793 - Gathering, Transmitting or Losing Defense Information
- 794 - Gathering or Delivering Defense Information to Aid Foreign Govt.
- 798 - Disclosure of Classified Information
- 952 - Diplomatic Codes and Correspondence
- 1905 - Disclosure of Confidential Information
- 2071 - Concealment, Removal, or Mutilation of Records

Title 50, U.S. Code

- Section 783(b) - Communication of Classified Information by Government Officer or Employee
- 783(d) - Penalties for Violation

Title 42, U.S. Code

- Section 2272 - Violation of Specific Sections
- 2273 - Violation of General Sections
- 2274 - Communication of Restricted Data
- 2275 - Receipt of Restricted Data
- 2276 - Tampering With Restricted Data
- 2277 - Disclosure of Restricted Data

These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

8. I reaffirm that the provisions of the espionage laws, other federal criminal laws and executive orders applicable to the safeguarding of classified information have been made available to me; that I have returned all classified information in my custody; that I will not communicate or transmit classified information to any unauthorized person or organization; that I will promptly report to the Federal Bureau of Investigation any attempt by an unauthorized person to solicit classified information, and that I have have not received a security debriefing.
9. I have been advised by the interviewing officer whose signature appears below and fully understand that Section 1001 of Title 18, United States Code, provides criminal penalties for knowingly and willfully falsifying or concealing material fact in a statement or document submitted to any department or agency of the United States Government concerning a matter under its jurisdiction.

Signature of Interviewing Officer

Signature in Presence of Interviewing Officer

Date (mm-dd-yyyy)

Date Signed (mm-dd-yyyy)

Typed Name of Interviewing Officer

Typed Name of Employee

Post/Department

Other Names Used During this Period of Employment