

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

AC-N-3370.1

Mike Monroney Aeronautical Center Policy

Effective Date:
Feb 28, 2010

Cancellation Date:
Feb 28, 2011

SUBJ: Aeronautical Center Contractor Employee Clearance Form

1. Purpose Of This Notice. The purpose of this notice is to announce the availability of a revised form used for contractor employee exit clearance upon their departure from serving at the Aeronautical Center.

2. Audience. This notice is distributed to the Strategic Management Team, supervisors (including tenant organizations) located at the Aeronautical Center, and contracting officers of the Office of Acquisition Services (AMQ) for dissemination to contractors' program managers.

3. Why Is The Aeronautical Center Issuing This Notice? It is imperative that contractors' program managers and contracting officers are aware of the newly revised edition of AC Form 3370-2, Contract Employee Clearance Record, attached hereto, so that proper and complete exit clearances are accomplished. Contractor Program Managers must ensure that each contractor employee leaving service at the Aeronautical Center, completes this clearance form, obtains coordination from each of the clearing offices identified on the form, and provides a copy of the form to the Contracting Officer and the Contracting Officer Technical Representative prior to the employee's departure. Each time this form is revised, the old version becomes obsolete and cannot be used for the exit clearance process.

4. Where Can I Find This Notice? The FAA Orders and Notices website: https://employees.faa.gov/tools_resources/orders_notices/. The revised version of this form is available in the FAA Electronic Document System at <http://feds.faa.gov>. Always go to the FEDS site to download this form to ensure you are using the most current version available.

5. Questions Concerning This Notice. Any questions concerning the content of this notice or the attached form should be directed to the Division Manager, AMQ-400, at 4-5091.



Lindy Ritz

Director, Aeronautical Center, AMC-1

Distribution: Electronic: A-Y-5 (including tenants); all contracting officers (AMQ) (80 copies)

Initiated By: AMQ-1