

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 2700.11E
NM 2700.9E

4/22/03

EMPLOYEE CLEARANCE PROCEDURES

SUBJ:

1. PURPOSE. This order establishes procedures for the surrender of accountable items before separating employees will receive their final check.
2. DISTRIBUTION. This order is distributed to section level in the regional headquarters and standard distribution to all field offices and facilities in the Western-Pacific and Northwest Mountain Regions.
3. CANCELLATION. This order cancels and supersedes WP 2700.11D and NM 2700.9D dated January 20, 1989.
4. POLICY. FAA employees are issued certain items that must be surrendered or accounted for upon termination or transfer from their employing jurisdiction (Appendix 1). In the Western-Pacific and Northwest Mountain Regions, an Employee Clearance Record, WP Form 2700-84 (Appendix 2) and NM Form 2700-84 (Appendix 3) respectively, must be submitted by ALL employees (contractual and FAA) leaving the agency or transferring to another region, regardless of whether he/she has any accountable items to be surrendered. The Payroll Office, AMZ-440, will not issue a final check (salary or lump-sum leave) to anyone until the clearance record is received by them.
5. PROCEDURES.
 - a. For all employees leaving the Western-Pacific or Northwest Mountain Regions, supervisors shall notify payroll AMZ-440 (Appendix 4) immediately when it is known that the employee has possession of Government property or owes the Government money. Please note "employees" includes contractors and volunteers (this does not apply to the Northwest Mountain Region) as well as FAA employees.
 - b. Employee Clearance Record, WP Form 2700-84 and NM Form 2700-84 are available from the appropriate branch of the Logistics Division in each region. These forms are generally self-explanatory and contain instructions for preparation and distribution on the back of the copy.
 - c. Whenever possible, employees should turn in accountable property to his/her supervisor or office point of contact, as appropriate, at least one week prior to separation.
 - d. The clearance process by the employee's supervisor, the Accounting Division, AWP-20, and the Payroll Office, AMZ-440, must be completed before the close of business of the employee's last day of duty in order to minimize delay in issuance of the final check.

Distribution: WP: A-X-4; A-FOF-O (STD)
NM: A-X-4; A-FOF-O (STD)

Initiated By: AWP-20

e. The supervisor is responsible for the return of all accountable property to their respective control offices. This should be accomplished within a week of receipt by the supervisor.

f. Failure by the employee to turn in any accountable property (unknown by the supervisor and discovered after separation and receipt of final payment) does not relieve the employee of his/her responsibility to correct the situation either through his/her former supervisor, or the former employee should return the accountable property directly to the control office.

6. ADDITIONAL CONTROL ORGANIZATIONS. Accountable items are issued by the regional headquarters and by local organizations. In addition, some employees are issued items by local non-FAA authorities. Although official clearance procedures cover only those items affecting the issuance of the final check, employees and their supervisors are also responsible for the timely return of all items issued to an employee by non-FAA organizations for the conduct of his/her official duties.

7. RELATED DIRECTIVES. Orders that cover specific instructions for the surrender or retention of accountable items include:

a. Building Keys - WP Order 1600.6B, *Protection of Agency Property*.

b. Security Termination Statement (FAA Form 1600-25 or SF-312) - FAA Order 1600.1D, *Personnel Security Program*.

c. FAA Identification Media - FAA Order 1600.25D, *FAA Identification Media*.

d. Government Transportation Request (SF-1169) - FAA Travel Policy and FAA Order 1500.14A, *Travel Manual* (Flight Standards only).

e. Aviation Safety Inspector's Credential (FAA Form 110A) - FAA Order 8430.6C, *Air Carrier's Inspector Handbook*.

f. Personal Property - FAA Order 4650.21G, *Management and Control of In-Use Property*.

8. COORDINATION. This directive has been coordinated with officials of the Western-Pacific and Northwest Mountain Regions.



Ed Herrera
Manager, Accounting Division

APPENDIX 1. DISTRIBUTION OF CLEARANCE ITEMS

<u>Accountable Property Item</u>	Return to Control Office	
	<u>Western-Pacific</u>	<u>Northwest Mountain</u>
Any Money Due to the Government (Check)	AWP-26	AWP-26
ARTCC Special Badges	Center Manager	Center Manager
Authorization to Flight Deck, FAA Form 7700-1	Facility Manager	Division Manager
Building/Facility Keys	AWP-51 or Facility Manager	ANM-751 or Building Manager
Certificate of Appointment, SF-1402	AWP-55	ANM-53
FAA Identification Card, DOT F 1600.1.3. 1/	AWP-700	ANM-752
Federal Emergency Assignee I.D. Card, SF-138	AWP-700	ANM-700
Government Purchase Card/Convenience Checks	AWP-55	ANM-53
Government Telephone Calling Card	AWP-474	ANM-474
Government Transportation Request, SF-1169	AWP-26	AWP-26
Government Travel Charge Card 2/	Organizational Program Coordinator	Organizational Program Coordinator
Loan Pool Equipment	AWP-51	ANM-52*
Parking Permits/Stickers (R.O.)	AWP-51	Building Manager
Personal Property (Field)	Appropriate Field	Property Custodians
Personal Property (R.O.)	AWP-54	ANM-52*
Return/Transfer Classified Documents	Security Control Point	Security Control Point
Security Termination Statement, FAA Form 1600-25 or SF-189	AWP-700	ANM-752
Training Agreement	AWP-26	AWP-26
Travel Advance Refund (Check)	AWP-26	AWP-26

* Retain on transfer within the FAA; turn in upon separation or transfer to another agency. Regional office personnel turn in to AWP-54 and ANM-52; other field office personnel should turn in to their respective issuing office.

1/ Retain by employee on all transfers within FAA; **must** be surrendered on leaving FAA for any reason, including ICAO assignments.

2/ Retain on transfers within the same region or FAA; all other cards must be submitted to the organizational program coordinator, with the clearance form.

APPENDIX 2. SAMPLE OF WP FORM 2700-84

EMPLOYEE CLEARANCE RECORD

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information of this form is authorized by Title 5 U.S.C. 552a. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of your SSN is voluntary; however, failure to provide the SSN may result in delay of your final check.

PART 1 - (Completion Mandatory)

A - EMPLOYEE DATA

Name: _____ (Last) _____ (First) _____ (Initial) SSN: _____ - _____ - _____ Region: _____
Originating Office: _____ Office Telephone #: _____ Last Day of Duty: _____
Final Payment: Direct Deposit or Mailing Address: _____

B - TYPE OF ACTION - (Check one)

Facility to Facility w/in Region Transfer: _____ Region to Region Transfer w/in FAA: _____
 Resignation Retirement Termination/Removal Extended LWOP Death Contractor/Volunteer Empl.

PART 2 - CLEARANCE ITEMS: (Obtain certification from other issuing Divisions for accountable property return.)

<u>ROUTING SYM.</u>	<u>INITIAL</u>	<u>DATE</u>	<u>ITEMS CLEARED</u>
Originating Office	_____	_____	<input type="checkbox"/> Government Travel Charge Card <input type="checkbox"/> Computer Equipment (Desk Top, Lap Tops) <input type="checkbox"/> Office Door and Furniture Keys, EOF Facility Keys <input type="checkbox"/> Personal Property (Pagers, Cell Phones) <input type="checkbox"/> Return /Transfer Classified Documents <input type="checkbox"/> Credentials <input type="checkbox"/> Other Items: _____
AWP - 700	_____	_____	<input type="checkbox"/> Security Termination Statement - FAA Form 1600-25 or SF-312 <input type="checkbox"/> FAA ID Card - DOT Form 1681.1.3 or Auto Badge/Proximity Card <input type="checkbox"/> Government Visa and Passports <input type="checkbox"/> Other Items: _____
AWP - 40	_____	_____	<input type="checkbox"/> Automation - System Access Codes/Equipment <input type="checkbox"/> Computer Facility Access Key Card <input type="checkbox"/> AWP ARC IRM, Remote Access/LAN/E-mail <input type="checkbox"/> Other Items: _____
AWP - 50	_____	_____	<input type="checkbox"/> Building/Facility Keys, Building Access Key Card <input type="checkbox"/> Loan Pool Equipment (Personal Property) <input type="checkbox"/> Parking Permits/Stickers (R.O.) <input type="checkbox"/> Personal Property (R.O./Field) <input type="checkbox"/> Government Purchase Card /Convenience Checks <input type="checkbox"/> Small Purchasing Authority, WP Form 4402-11 <input type="checkbox"/> Property Custodian Memorandum/Joint Inventory <input type="checkbox"/> Other Items: _____
AWP - 400	_____	_____	<input type="checkbox"/> Telephone Credit Card <input type="checkbox"/> AWP ATS IRM, Remote Access/LAN/E-mail <input type="checkbox"/> Other Items: _____
AWP - 26	_____	_____	<input type="checkbox"/> All Other Payments: _____

PART 3 - CERTIFICATION

A. Employee - I certify that all government property, credential correspondence, funds and records, including classified materials issued to me or used by me, have been accounted for and surrendered to my supervisor.

B. Supervisor - I certify that to the best of my belief and knowledge, this employee has accounted for and surrendered all government property, credentials, correspondence and records, including classified documents, entrusted to him/her.

Signature _____ Date _____ Signature _____ Date _____

PART 4 - PAYROLL OFFICE

Paid \$ _____ Amount Due _____ Service Agreement _____ Date _____ Signature _____ Routing Symbol _____
Payroll Indebtedness _____ AMZ-440
AMZ-440

APPENDIX 2. REVERSE SIDE OF WP FORM 2700-84

**INSTRUCTIONS FOR USE AND COMPLETION
OF EMPLOYEE CLEARANCE RECORD**

EMPLOYEE:

(FAA support contractors and volunteers should coordinate completion of Employee Clearance Record with the designated point of contact within their line of business.)

1. Discuss the Employee Clearance Record (ECR) form and submit appropriate clearance items to your supervisor as far in advance of your final day of duty as possible (this is mandatory).
2. Complete Part 1, Sections A and B of the ECR form.
3. Obtain designated point of contact initials from each division issuing accountable property items (Part 2, Clearance Items).
4. Sign Part 3, Section A.
5. Submit original ECR form to your supervisor for certification and further processing.

SUPERVISOR:

1. Review and confirm clearance items in Part 2 of the ECR form to ensure certification from divisions issuing accountable property items.
2. Sign the certification in Part 3B (Supervisor Certification) of the ECR form, after certifications are confirmed in Part 2 and Part 3A.
3. Provide the employee with a courtesy copy.
4. Forward the completed copy of the Employee Clearance Record to the Security and Investigations Division, AWP-700, for further processing.

ACTION(S) TAKEN BY Accounting and Payroll Office, AMZ-440:

1. The Travel Team, AWP-26, of the Accounting Division, AWP-20, will verify authorizing signatures have been obtained. Employee should receive formal confirmation of receipt from AWP-26 via the reproduced copy of the ECR form.
2. The Payroll Office, AMZ-440, will verify employee indebtedness to the Government.

APPENDIX 4. PAYROLL OFFICE (AMZ-440) BLOCK ASSIGNMENTS**Payroll Office (AMZ-440) Block Assignments**

Northwest Mountain/Western-Pacific Region Payroll Specialists		
Title	Telephone Number	Area of Responsibility
Manager	(405) 954-7144	Specialists handle union dues, child support and garnishments and OWCP on a rotation basis.
Specialist	(405) 954-6180	
Specialist	(405) 954-6195	
Specialist	(405) 954-6181	
Northwest Mountain Region Payroll Technicians		
BLOCK #	Telephone Number	SSN Range
NM-71	(405) 954-6187	000-00-0000 / 522-99-9999
NM-72	(405) 954-6194	523-00-0000 / 999-99-9999
Western-Pacific Region Payroll Technicians		
BLOCK #	Telephone Number	SSN Range
WP-80	(405) 954-6188	000-00-0000 / 299-99-9999
WP-81	(405) 954-6192	300-00-0000 / 500-99-9999
WP-82	(405) 954-6193	501-00-0000 / 549-99-9999
WP-83	(405) 954-6184	550-00-0000 / 565-99-9999
WP-84	(405) 954-6186	566-00-0000 / 999-99-9999

APPENDIX 3. SAMPLE OF NM FORM 2700-84

NORTHWEST MOUNTAIN REGION EMPLOYEE CLEARANCE RECORD

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information of this form is authorized by Title 5 U.S.C. 552a. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of your SSN is voluntary; however, failure to provide the SSN may result in delay of your final pay check.

PART I. COMPLETE EMPLOYEE INFORMATION		ROUTING PRIORITY: <input type="checkbox"/> NORMAL (3-5 DAYS) <input type="checkbox"/> EXPEDITE (1-2 DAYS Turnaround)	
1. Employee Name		2. Social Security Number	
3. Separating Office (Division/Routing Symbol/Tele #)		4. Effective Date/Date of Separation	
5. Final Check Mailed to Street Address: City: State: Zip Code:		6. Type of Action <input type="checkbox"/> Resignation/or Termination <input type="checkbox"/> Voluntary Retirement <input type="checkbox"/> Disability Retirement <input type="checkbox"/> FAA Out-of-Region Transfer to: <input type="checkbox"/> FAA Intra-regional Transfer (new routing symbol): <input type="checkbox"/> Extended LWOP <input type="checkbox"/> Separation - Other (indicate reason):	
<p>INSTRUCTIONS: FOR ALL EMPLOYEES: *SUPERVISOR will review "NEED CLEARANCE" column and indicate by "Y"-Yes or "N"-No whether those items require clearance by the employee. EMPLOYEE AND SUPERVISOR will sign and date Part V after Employee Clearance Form is complete, then distribute as follows: 1-Employee, 1-AWP-26, 1-Originating Office, 1-ANM-700</p> <p>FOR RENTON AREA EMPLOYEES: EMPLOYEE will hand carry this clearance form to all applicable offices.</p> <p>FOR EMPLOYEES OUTSIDE THE RENTON AREA: SUPERVISOR will coordinate by phone with other "clearing offices" to determine property and credentials to be retrieved. Indicate in the "Routing Symbol, Signature, and Date" columns the name of the person contacted, that person's routing symbol, and the date the contact was made. Supervisor will collect all property and documents, and send them via Certified/Return Receipt Request mail to the Office of Primary Interest (OPI). **Depending on duty station location, may need clearance locally.</p>			

PART II. ORIGINATING OFFICE					
Description	*Need Clearance (Y/N)	Cleared (circle)	OPI Routing Symbol	OPI Signature	Date Cleared OPI
Office Issued Property (cellular phone, calculator, lap top, etc)		YES / NO			
Office/Bldg Locks/Keys		YES / NO			
Computer/Automation Access		YES / NO			
CitiBank (Travel Card)		YES / NO			
Voice Mail Code		YES / NO			
Division/Facility Access Badges		YES / NO			
Phone Calling Card (ANM-474)		YES / NO			
		YES / NO			

APPENDIX 3. CONTINUATION OF NM FORM 2700-84

NM FORM 2700-84 CONTINUATION FOR: _____

PART III. ANM LOGISTICS DIVISION (ANM-50)					
Description	*Need Clearance (Y/N)	Cleared (circle)	OPI Routing Symbol	OPI Signature	Date Cleared OPI
Nations Bank (Purchase Card)		YES / NO	ANM-53		
Fingerprint Access**		YES / NO	Bldg Management		
Transit Benefits		YES / NO	ANM-52		
Parking Permits**		YES / NO	Bldg Guards		
Systems Furniture Keys**		YES / NO	Bldg Management		
Acquire/Prism		YES / NO	ANM-50		
LIS Access		YES / NO	ANM-52		
PPIMS		YES / NO	ANM-52		
RPMMS		YES / NO	ANM-52		
		YES / NO			
		YES / NO			
		YES / NO			

PART IV. ANM CIVIL AVIATION SECURITY DIVISION					
Description	*Need Clearance (Y/N)	Cleared (circle)	OPI Routing Symbol	OPI Signature	Date Cleared OPI
US DOT (FAA) ID Card		YES / NO	ANM-752F		
Security Termination Statement		YES / NO	ANM-752F		

PART V. CERTIFICATION FROM EMPLOYEE AND SUPERVISOR	
Employee: I certify that all government property, credentials, correspondence, funds, and records, including classified material issued to me or used by me, have been accounted for and surrendered.	Supervisor: I certify that to the best of my belief and knowledge, this employee has accounted for and surrendered all government property, credentials, correspondence, funds, and records, including documents entrusted to this employee.
Signature/Date	Signature/Date

PART VI. ACCOUNTING OFFICE ONLY (AWP-26)			OPI Date	OPI Routing Symbol	OPI Signature
Paid	Amt Due: \$	Outstanding GTRs		AWP-26	
Paid	Amt Due: \$	Service Agreement		AMZ-440	
Paid	Amt Due: \$	Outstanding Travel Advance		AWP-26	
Paid	Amt Due: \$	Accounts Receivable		AWP-26	
Paid	Amt Due: \$	Payroll Indebtedness		AMZ-440	