

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
ALASKAN REGION

AL 3370.3I CH 1

January 12, 2004

SUBJ: EMPLOYEE CLEARANCE PROCEDURES

1. **PURPOSE.** This order updates regional procedures for the termination of access to automated systems and the surrender of Government personal property or accountable forms and credentials entrusted to employees. This includes employees who are:
 - a. Terminating.
 - b. Retiring.
 - c. Transferring from FAA employment in the Alaskan Region.
 - d. Transferring within the Alaskan Region from one city or town to another.
 - e. Transferring from one facility to another within the same city or town (in Anchorage, includes transfers between the regional office and the field facilities).
 - f. Transferring to another region within the FAA.
 - g. Entering on leave without pay (LWOP) in excess of 90 days.
 - h. Entering on LWOP pending disability retirement.
 - i. Employees who are deceased.
2. **DISTRIBUTION.** This order is distributed to all supervisors in the regional office and at all field offices and facilities.
3. **CANCELLATION.**
 - a. AL 3370.3H, Employee Clearance Procedures, dated September 30, 1998, is cancelled.
 - b. All previous editions of AL Form 3370-2, Employee Clearance Record, are obsolete. **ONLY THE EDITION DATED 1/04 IS TO BE USED.**
4. **EXPLANATION OF CHANGES.** This order is updated to add new responsibilities to supervisors and employees. It sites administrative word changes and references new and revised forms and procedures concerning these forms.
5. **SCOPE.** The employee clearance procedure applies to employees changing locations (city or town) within the Alaskan Region, transferring outside the Alaskan Region, leaving FAA employment, retiring, entering on LWOP in excess of 90 days or more, entering LWOP pending disability retirement, or who are deceased.
6. **SUPERVISOR RESPONSIBILITY.** Supervisors are responsible for:

- a. Advising employees of their responsibilities as set forth in this order.
- b. Ensuring that all clearance actions are complete and that every item of the Employee Clearance Record has been accounted for prior to signing the certification. Failure to do so may result in non-collection of property or monies owed to the Government.
- c. Notifying Alaskan Payroll Section, AMZ-440, as soon as possible when employees are changing locations (city or town) within the Alaskan Region, transferring outside the Alaskan Region to another FAA region, leaving FAA employment, retiring, entering LWOP pending disability retirement, entering LWOP pending disability, entering LWOP in excess of 90 days or more, or who are deceased. In the field, notification may be accomplished via telephone or e-mail message. The message telephone number for AMZ-440 is (405) 954-6181.
- d. Employee Clearance Record, pertaining to deceased employees, must be completed and sent to AMZ-440 as soon as possible. This ensures there is no delay in processing survivor benefits and lump sum leave payments.
- e. Ensuring that the timekeeper notes in the "Remarks" section of the employee's final time and attendance record that the employee is retiring, terminating, transferring, or entering on LWOP, or is deceased, and the date of such action or occurrence.
- f. Initiating Employee Clearance Record prior to employee's departure.
 - (1) At locations outside the Anchorage area, the supervisor shall review the "Need Clearance?" column on pages 2 and 3 and indicate, by a check mark in the "No" or "Yes" column, whether or not the employee has been issued those items. The supervisor shall then retrieve all locally accountable items and indicate clearance. Supervisor shall then coordinate with issuing offices by phone to determine property and credentials to be retrieved, showing in the signature column the name of the person contacted, that person's routing symbol, and the date contact was made. The supervisor shall then collect all property, payments, and documents and forward them by CERTIFIED MAIL - RETURN RECEIPT REQUESTED to each of the ISSUING OFFICES. (Do NOT forward to Resource Management Division, AAL-40.)
 - (2) At locations within the Anchorage area, the supervisor shall review the "Need Clearance?" column on pages 2 and 3 and indicate, by a check mark in the "No" or "Yes" column, whether or not the employee has been issued those items. The employee shall then hand carry this clearance form to all applicable offices.
- g. Forwarding IPPS Standard Form (SF) 52, Request for Personnel Action, from the field to the parent division, which sends it to the Human Resource Management Division. (Regional headquarters supervisors and field supervisors, whose IPPS SF-52s originate in the parent division office, shall notify their appropriate division contact as soon as possible so an automated SF-52 can be initiated.)
- h. Ensuring completion of transfer of property records when departing employee is a property custodian. Property custodians are appointed by the Property Manager in the Property & Support Branch, AAL-54.
- i. Ensuring that a housing clearance is received for those employees occupying Government furnished living quarters.
- j. Ensuring the supervisor calls AAL-6 when the employee is transferring and relaying when and to where the employee is transferring. This is for forwarding the original ID card application form to the receiving region.
- k. Ensuring that combinations to safes, etc., are changed, if the individual had access, and a new SF-700, Security Container Information, is completed and submitted to AAL-700 PRIOR to the individual reporting to AAL-700 for out-processing.
- l. Ensuring that those employees who have access to financial systems (DAFIS) have filled out AL Form 1600-37, Automated Information Systems Access Request, signed the form, and return it to AAL-43 so the employee's access to the system can be deleted.
- m. If employee is a designated Property Custodian, an inventory must be completed not less than 15 days prior to departure. In the event Reports of Surveys is required, the custodian should have to complete, sign, and provide details on the lost, damaged equipment/property prior to departure.

n. All contract employees having access to computers, building access cards, keys, badges, and identification cards must be cleared. The FAA supervisor/contracting officer or COTR must sign off on contract employee's clearance form prior to their departure.

7. SUPERVISOR OR DIVISION/FACILITY ADMINISTRATIVE OFFICE. Sending by "CERTIFIED MAIL - RETURN RECEIPT REQUESTED" official passports that are no longer needed by the employee to:

U.S. Department of Transportation
Passport Services, M-70
400 7th Street
Washington, DC 20590

8. EMPLOYEE RESPONSIBILITY. Departing employees are responsible for:

a. Returning all Government personal property, forms, and credentials for which they are accountable. Employees at locations in the Anchorage area shall hand carry the clearance record, along with all property, documents, and credentials, to the requisite office(s).

b. Repay and indebtedness to the Government. Indebtedness may include advanced leave balances, unfulfilled employment or training agreements, travel advances, and housing cost.

c. If transferring, and if applicable, contacting the Government travel credit card coordinator upon arrival in their new region to transfer the Government travel credit card account.

d. Failure of the employee to surrender any Government property, or to repay any indebtedness discovered after issuance of the final paycheck does not relieve the employee of responsibility for such property or indebtedness and, unless restitution is voluntarily made, collection action may be taken.

e. If designated as a Property Custodian, you must perform an inventory and be relieved of any responsibility for accountable property prior to departing. It is highly recommended that this be completed no later than 15 days prior to departure.

9. THE INFORMATION TECHNOLOGY BRANCH, AAL-43, is responsible for notifying project coordinators when USER IDs are terminated.

10. TIMEKEEPERS' RESPONSIBILITY.

a. The time and attendance clerk shall note in the "Remarks" section of the employee's final time and attendance report that the employee is retiring, terminating, transferring to, or beginning a period of LWOP, and the date of such action. If the employee is deceased, that fact and the date of death shall be noted in the "Remarks" section of the employee's final time and attendance report.

b. For supervisors of employees entitled to cost of living allowance (COLA), the effective date to stop or change COLA payments as a result of the transfer/reassignment, etc., must also be provided to payroll to avoid erroneous payments.

c. Sending by "CERTIFIED MAIL - RETURN RECEIPT REQUESTED" completed Employee Clearance Record to AMZ-440 at the following address:

TO SEND CERTIFIED:

FAA Aeronautical Center
Alaskan/Great Lakes Payroll
P.O. Box 25790
Oklahoma City, OK 73169

TO SEND VIA FEDEX

FAA Aeronautical Center
Alaskan/Great Lakes Payroll
AMZ-440
MPB Room 245
6500 South MacArthur Blvd.
Oklahoma City, OK 73125

11. **CLEARANCE PROCESS.** To facilitate the clearance process, it is recommended that supervisors use Part II of the Employee Clearance Record to log accountable property issued to each employee now under their supervision.

12. **AL FORM 3370-2**, Employee Clearance Record, is included as appendix I to this order. **ONLY THE 1/04 EDITION OF THE FORM IS TO BE USED.** Instructions for completion are contained on the form. Initial distribution of four copies each is being made to each branch in the regional office and to each field office and facility. This form is available from the regional Stock Room, AAL-54B or online at feds.faa.gov.

Patrick N. Poe
Regional Administrator

APPENDIX 1, The most recent version of AL FORM 3370-2 (1/2004) CAN BE FOUND ON FEDS WEBSITE AT feds.faa.gov.

CHANGE

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FEDERAL AVIATION ADMINISTRATION
ALASKAN REGION

AL 3370.3I CHG1

January 12, 2004

SUBJ: EMPLOYEE CLEARANCE PROCEDURES

- PURPOSE.** This change provides the revised AL Form 3370-2, Employee Clearance Record.
- DISTRIBUTION.** This change is distributed to all supervisors in the regional office and at all field offices and facilities.
- EXPLANATION OF CHANGES.** This change revises paragraph 3b and paragraph 12 to show the current Appendix 1 edition dates and to provide a copy of the revised AL Form 3370-2, Appendix 1.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Date
Page 1	2/5/03	Page 1	1/12/04
Page 4	2/5/03	Page 4	1/12/04
Appendix 1 Pages 1 thru 4	2/5/03	Appendix 1 Pages 1 thru 4	1/12/04

Patrick N. Poe
Regional Administrator