



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
3370.5

Effective Date:
11/05/08

SUBJ: Employee Clearance Procedures

1. **Purpose of This Order.** This order provides FAA-wide policy and procedures for the employee clearance process. This policy governs such processes as the surrender of accountable items, termination of access to facilities and automated systems, cancellation of credentials, settlement of financial obligations, etc.
2. **Audience.** This order applies to all FAA employees, excluding contractor personnel.
3. **Where Can I Find This Order.** You can find this order on the MyFAA Web site:
https://employees.faa.gov/tools_resources/orders_notices/ and:
https://employees.faa.gov/org/staffoffices/ahr/exiting_employee/
4. **Cancellation.** This order cancels and supersedes any regional, center, or local orders on clearance procedures and all previous editions of clearance forms.
5. **Privacy Statement.** Solicitation of this information is authorized by Federal Law. The information you furnish will be used to verify compliance with the FAA employee exit and clearance process by identifying records properly associated with your period of employment in the FAA, to obtain additional information if necessary, and to maintain a unique identifiable file. The information may be shared with law enforcement agencies when they are investigating a violation or potential violation of civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number. The Government may use your number in collecting and reporting amounts that you owe the Government.
6. **Explanation of Changes.** This order updates and clarifies FAA-wide policy and procedures and identifies the Office of Human Resource Management (AHR) as the office of principal responsibility to review compliance with support from management officials, finance, security, contracting, logistics, and general counsel. This order defines roles and responsibilities for the employee clearance process and implements a standardized employee clearance process using a locally modifiable corporate form (Employee Clearance Form (Form 3370-5/Appendix 1). Questions about this process should be directed to your local servicing Human Resources office.
7. **Scope.** This order applies to employees who are:
 - a. Terminating/Resigning
 - b. Retiring
 - c. Transferring as an FAA employee from one FAA office to another FAA office or to another Government Agency
 - d. Entering on leave without pay (LWOP) in excess of 90 days

- e. Entering on Workers' Compensation
- f. Entering on LWOP pending disability retirement
- g. Deceased

8. Objectives. This order centralizes and standardizes a process of internal controls so that FAA can:

- a. Reclaim any government property issued to separating employees
- b. Collect any financial debts owed to the government
- c. Recover any liabilities for the additional expenses of training, employment and/or transportation agreements owed by separating employees
- d. Remove access privileges to facilities and information systems

9. Policy. This clearance process shall be used to clear the employee's record so that the employee's final salary check and lump sum payment (or check in their next employing jurisdiction in the case of a transferring employee) may be issued. Separations should only be initiated with proper completion of the Employee Clearance Form (Appendix 1) and process.

10. Exceptions and Waivers. None. In the event that an employee departs without completing the clearance process, it is the responsibility of the front line manager to complete the form on the employee's behalf and so indicate.

11. Roles and Responsibilities. Lines of Business and Staff Offices with responsibilities listed on the Employee Clearance Form shall assume final authority for items within their areas of responsibility. Individuals who sign the Employee Clearance Form must meet the appropriate level of access requirements for systems, accountable items or security credentials.

a. Employee's Organization (e.g., Line of Business/Staff Office--Headquarters, Regional, Field, etc.)

(1) **Front Line Manager of Record** is responsible for:

- (a) Acting as or identifying a Clearance Coordinator
- (b) Ensuring that the objectives of this order are met and that the Employee Clearance Form and process are formally completed. Even though someone else within the office may be tasked to help the employee complete the process, the final responsibility rests with the front line manager. This includes ensuring that all items on the form are completed.
- (c) Establishing internal office procedures to ensure proper Employee Clearance Form processing. In the case of transfer to another FAA office, both the losing and gaining offices will coordinate as to what items (badge, travel card, etc.) the employee may take to his new duty station.

(d) On handling of identification badges when the employee is not near a Servicing Security Element (SSE):

When the employee is not co-located or within local driving distance of their assigned SSE, then the employee's front line manager needs to collect the DOT/FAA ID Card and sign item 2 of Form FAA-3370-5 that they have received the card. The front line manager is then responsible for mailing the DOT/FAA Card to their assigned SSE within one business day of receiving the card from the employee.

(e) Approving and releasing the separation, transfer personnel action

(f) Ensuring that as the last step in the clearance process, the completed Employee Clearance Form is forwarded to Finance, AMZ-350 for central retention immediately upon completion.

(g) Making reasonable determinations on appropriate clearance actions for employees going on extended LWOP, e.g., lowering purchase and travel card limits, securing property, etc.

(h) On handling of Travel Cards:

(i) The Agency Program Coordinator (APC) must be advised of all known transfers, separations, and retirements. Cardholders co-located with the APC will present the Employee Clearance Form in person and obtain the APC's signature in the appropriate block. Cardholders not co-located with the APC will either email or fax the form to the APC for signature. Once signed the APC will furnish a copy of the signed page to the Cardholder by email or fax. A list of APCs is available on the Employee Web site at:

https://employees.faa.gov/tools_resources/travel/charge_card/

(ii) Transferring within the FAA – The Manager or Cardholder should advise the APC 30 days before the effective transfer date. The APC of the transferring office will advise the APC of the gaining office of the change. Employees must check-in with their new APC to have their card transferred to the new APC's hierarchy.

(iii) Separations and Retirements - The Manager or Cardholder should immediately advise the APC of known separation or retirement dates, but no later than 30 days before the effective date. Travel during the 30 days before separation or retirement should be minimal. This allows enough time for all charges to post to the travel card account, travel vouchers to liquidate, and payment of the full balance before separation or retirement. The Cardholder must surrender the travel card to the APC during checkout. The APC should sign for the travel card and destroy the travel card in the Cardholder's presence, if possible. The APC must close the account in the contract bank database. The Cardholder is responsible for payment of all undisputed charges made to the travel card.

(2) **Employee** is responsible for:

(a) Notifying the front line manager at least two weeks prior to planned separation

(b) Completing the Employee Clearance Form and process, by any means necessary, to include walking form to pertinent offices, if needed. Note: failure to complete this process may delay the prompt payment by the government of any funds due to employee, to include a pension

(c) Employees who work offsite must contact their front line manager or clearance coordinator for instructions on how to complete the process.

(3) **Clearance Coordinator (e.g., Administrative Officer)** is responsible for:

(a) Issuing the Employee Clearance Form to the employee

(b) Working with the front line manager and employee to identify the offices responsible for completing the Employee Clearance Form

(c) Assisting in the preparation and review of the Employee Clearance Form for the front line manager's signature

(d) Initiating the releasing personnel action

(4) **Timekeeper** is responsible for:

(a) Identifying any leave discrepancies that must be resolved

(b) Ensuring that proper leave or leave without pay is recorded on the timecard if the employee has not completed the Employee Clearance Form and, or process

b. Financial (The Office of the Assistant Administrator for Financial Services) is responsible for: Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to internal controls, safeguarding assets and collecting of outstanding debts or advances.

c. Security (The Office of the Assistant Administrator for Security and Hazardous Materials) is responsible for:

(1) Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to internal (facility, classified/sensitive unclassified information, communications security, identification media, and credentials) and;

(2) Personnel security (security clearances)

d. Region and Center Operations (The Office of the Assistant Administrator for Regions and Center Operations) is responsible for:

(1) Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to facilities management, mobile devices, and Telecommunications for Headquarters and regions.

(2) Retaining completed clearance forms for a period of 6 years, 3 months

e. The Air Traffic Organization is responsible for: Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to contracting, property and equipment, and telecommunications.

f. General Counsel (The Office of the Chief Counsel) is responsible for: Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to post employment ethics.

g. Human Resources (The Office of the Assistant Administrator for Human Resource Management) is responsible for:

(1) Providing agency-wide policies and procedures for the standardized, centralized clearance process as well as those aspects of the FAA clearance process that relate to processing of the personnel actions.

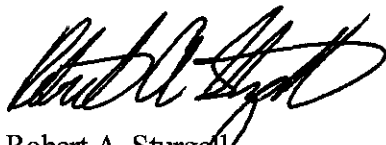
(2) Following FAA FPPS Business Processes for separations and retirements.

(3) Monitoring and evaluating the effectiveness of the FAA clearance process

(4) Implementing the FAA Separation Questionnaire that collects data on reasons why employees leave the FAA, as well as analysis and the preparation of reports.

h. Information Technology (The Office of the Assistant Administrator for Information Services) is responsible for: Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to information security, access to systems, and protection of personally identifiable information, in accordance with Order 1370.82A, Information Systems Security Program.

12. Distribution. This order is distributed to all FAA employees, excluding contractor personnel.



Robert A. Sturgell
Acting Administrator

Appendix A. Employee Clearance Form 3370-5

Employee Clearance Form

FAA
Human Resources**Part I Request for Clearance:**

Frontline Manager bears the responsibility for ensuring that employees complete the clearance process.

Instructions for Clearance Coordinator or Equivalent:

Working as an agent for the employee's Frontline Manager, initiate this form at least 10 business days prior to an employee's separation. Advise the separating employee on local procedures for the clearance process. Ensure that the employee signs this form in Part II and that the form is faxed to AMZ-350 (405-954-5938) before the employee separates.

1 Name of Employee 		3 Date of Separation 	
4 Frontline Manager's Name and Org Code / Routing Symbol / Region 		5 Address to Send Final Check / Correspondence 	
6 Reason for Separation			
<input type="checkbox"/> Leaving Federal Service	<input type="checkbox"/> Transferring to Another Agency	<input type="checkbox"/> Retiring	<input type="checkbox"/> Leave Without Pay (LWOP)
<input type="checkbox"/> Receiving Long Term OWCP Benefits	<input type="checkbox"/> Deceased	<input type="checkbox"/> Move to Another FAA Location	
7 Employee Participation Did the Employee Participate in the Clearance Process? (Explain No)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8 Withhold final salary payment pending resolution of outstanding debts or unresolved property		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Frontline Manager's Certification I certify that the clearance process for the separating employee has been completed		Date	Telephone Number
Signature		Print Name	

Part II Instructions for Employees:

To avoid delays in final salary payments, this form must be completed and returned to your Clearance Coordinator or equivalent before you separate. You must clear every item applicable to you and then sign the employee certification below.

Employee Certification:

I certify that I have no Government property, computer software/hardware, keys, records or official documents, including classified material issued or furnished by the Federal Aviation Administration. I understand that the depreciated value of Government property charged to me may be withheld from monies due me if the loss of theft of or damage to such property is determined by a Board of Survey and the Reviewing Official to be due to negligence or intent on my part.

Signature of Employee	Date
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Part III Unrecovered Property:**Instructions for the Clearance Official:**

If any chargeable item listed in Part IV was not accounted for or returned, indicate the dollar value of the unaccounted item to be collected from the employee's final salary payments.

Item	Amount	Signature of Clearance Official	Print Name
Remarks			
Item	Amount	Signature of Clearance Official	Print Name
Remarks			
Item	Amount	Signature of Clearance Official	Print Name
Remarks			

Appendix A. Employee Clearance Form 3370-5, Page 2

Part IV Instructions for the Clearance Official:

Indicate clearance of chargeable items by signing your name, organization code and date in the appropriate blocks. Note in Part III the reason why any chargeable item was not accounted for or returned and indicate the dollar value of the unaccounted item that will be collected from the employee's final salary payments.

NOTE: All items must be cleared by checking the appropriate box.

Name of Employee _____

Clearance Item	Room	Cleared By: Signature and Organizational Code	Date	Cleared		
1. Physical Access Control Devices (keys, access cards, etc.)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2. DOT / FAA Identification Badge	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3. DOT / FAA Credentials / Passport / Airport Badge	<input type="checkbox"/>			<input type="checkbox"/> Yes	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
4. DOT / FAA Parking / Vehicle Decal	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
5. Washington / Regional Operation Command Center Access Control Devices	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
6. Security Debriefing (For Secret / Top Secret contact your SSE. For TS / SCI contact AEO-300 5 days in advance of departure.)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
7. Property Inventoried and Transferred (If Property Custodian)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
8. Voice Mail (Messages Cleared / Password reset)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
9. Transit Benefits (If applicable, mostly in Headquarters)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
10. Government Purchase Card Contact AMQ-140 for clearance, (405) 954-7350	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
11. Government Travel Card / Travel Advances (see link in paragraph 11.A.1 (H) of Order)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
12. Unfulfilled Service Agreement Training-Verified by Employee's Organization. Recruiting, Retention, Relocation can be Verified by HR Servicing Personnel Office.	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
13. National Workers Compensation Office (202) 267-7204 (verify no unauthorized monetary benefit)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
14. Notify Local Helpdesks to Clear Access to Systems.	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
15. Personally Charged Property (laptops, blackberries, cell phones, library items, tools, ste/crypto cards, GETS card, etc.)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
16. Research Subscriptions terminated (Gartner, Forester, Jeppesen, etc)—if paid by the FAA for the employee.	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
17. Contracting (COTR) Responsibilities transferred, (if employee is a COTR)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
18. Post Employment Ethics Information (check with your AGC Office)	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
19. Employee Notified of On Line Separation Questionnaire at https://employees.faa.gov/org/staff/offices/ahr/exiting_employee/	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
20. Timekeeper - Ensure compliance with 11 a (4) of Order	<input type="checkbox"/>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
21. Outstanding Debts (travel advances, PCS, overpayments, other debts. Fax Completed Form to AMZ-350 Fax # 405-954-5938. (Keep original for office records)	<input type="checkbox"/>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A