



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**
Mike Monroney Aeronautical Center

**ORDER
AC 3370.6**

Effective Date:
11/09/10

SUBJ: Contract Employee Clearing Procedures

1. Purpose of This Order. This Order provides Mike Monroney Aeronautical Center policy and procedures for the clearing process for contract employees performing work at the Aeronautical Center. This Order governs such processes as surrender of accountable property, termination of access to facilities and automated systems, and cancellation of credentials. This Order defines roles and responsibilities for the contract employee separation/transfer process and implements a standardized separation/transfer process using the local form entitled Contract Employee Clearance Record, AC Form 3370-2, (Appendix A). Questions about this process should be directed to Acquisition Policy and Purchase Card Division (AMQ-400).

2. Audience. This Order applies to all contract employees working at the Aeronautical Center, Aeronautical Center contract employees with remote access not physically located on site, all Contracting Officers (CO), Contracting Officer Technical Representatives (COTR), and all clearing officials at the Aeronautical Center specified on the AC Form 3370-2.

3. Where Can I Find This Order. This Order is located in the FAA Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices/

4. Cancellation. This Order cancels AC-N-3370.1, Aeronautical Center Employee Clearance, dated February 28, 2010.

5. Privacy Statement. The information required to be submitted as part of the clearing process is in accordance with the Privacy Act of 1974 and is authorized by 5 USC 552a. The information furnished will be used to verify compliance with the FAA Contract Employee exit and clearing process by identifying records properly associated with contract performance at the FAA, to obtain additional information if necessary, and to maintain complete contract file records.

6. Scope. This Order applies to contract employees who are:

- a. Terminated by the contract or resigning from employment with the contractor
- b. Retiring
- c. Transferring employment from one FAA contractor to another or to Federal employment
- d. Exiting as a result of the contract being concluded
- e. Deceased

7. Objectives. This Order centralizes and standardizes a process of internal controls so the Aeronautical Center can:

- a. Ensure cancellation of credentials
- b. Remove access privileges to automated information systems
- c. Reclaim any Government property that might have been in use by or issued to the contract employee

8. Policy. This clearing process shall be used to clear the contract employee's record and to document it through proper completion of the AC Form 3370-2.

9. Exceptions and Waivers. None. In the event that a contract employee departs without completing the clearing process, it is the responsibility of the Employing Contractor to complete the AC Form 3370-2 and return all Government property including credentials, decals, keys, badges, equipment, etc. and indicate on the form that it was accomplished on the contract employee's behalf.

10. Roles and Responsibilities. The Division and Staff Offices with responsibilities listed on the AC Form 3370-2 must assume final authority within their areas of responsibility. Individuals who sign the AC Form 3370-2 must meet the appropriate level of access requirements for systems, accountable items and/or Security credentials.

a. Contractor.

(1) The Contract Project Manager/Program Manager is responsible for ensuring that contract employees follow the separation/transfer process by having the contract employee fill out the AC Form 3370-2 and by obtaining the appropriate coordinations on the form in accordance with the specific contract under which they are performing. Even though someone else employed by the contractor may assist the contract employee in completing the process, the final responsibility rests with the Contract Project Manager/Program Manager. This process is in accordance with the Security Clause and Personnel Suitability Requirements incorporated in each FAA contract requiring services to be performed at the Aeronautical Center.

(2) The Contract Project Manager/Program Manager shall ensure the COTR and Personnel Security (AMC-750) are provided with the completed AC Form 3370-2 to document completion of the clearing process. The contractor may submit a Vendor Application Procedure (VAP) action to notify Personnel Security (AMC-750) of the employee separation in lieu of submitting the AC Form 3370-2.

(3) Contract employees with a Security Clearance must complete a Security Termination Statement, FAA Form 1600.25 as their security debriefing upon termination of employment or transfer to a position that does not require a Security Clearance. The form may be obtained from Personnel Security (AMC-750) and must be submitted to Personnel Security at the time the contract employee completes the clearing process.

b. FAA Organizational Responsibilities.

(1) The Office of Acquisition Services (AMQ) is the official repository for contractor employee clearance records, which are maintained in the individual contract files. The Office of Acquisition Services (AMQ-400) will be the Office of Primary Responsibility for maintaining the AC Form 3370-2 and will ensure that it is available to the COTR and Personnel Security (AMC-750).

(2) The Enterprise Services Center (ESC) Clearance Officers, Systems Management Branch, (AMI-320) are responsible, upon receipt of the AC Form 3370-2, to delete network access, FAA mainframe logons, telecommunication services, i.e. telephone access for the contract employee and sign and date the AC Form 3370-2 in the applicable blocks.

(3) Acquisition Automation Team (AMQ-130) will delete PRISM login rights and user IDs and sign and date the AC Form 3370-2 in the applicable blocks.

(4) ESC (AMZ-10) will delete user IDs for financial tools i.e. Delphi, MIR, Markview, and DocMan, within 24 hours after receipt of the AC Form 3370-2 and sign and date the form in the applicable blocks.

(5) The Pass & ID office is located across from AMC-750 in the Security Command Center and is responsible for collecting all forms of ID media including legacy ID Cards, parking decals, reserve handicap parking passes, and electronic keys. They may collect Personal Identity Verification (PIV) cards as applicable on behalf of AMC-750, and sign and date the AC Form 3370-2 in the applicable blocks.

(6) The COTR is responsible for providing the AC Form 3370-2 to the contractor and forwarding the completed form to the CO. Also, the COTR is responsible for collecting accountable Government keys issued to Contract Employees.

(7) The CO will receive the AC Form 3370-2 from the COTR, review it to determine that all requirements have been met, and file the document in the Contract Administration File.

11. Distribution. This Order is distributed to all FAA Employees at the Aeronautical Center.


Lindy Ritz
Director, Aeronautical Center

Appendix A - Contract Employee Clearance Record

CONTRACT EMPLOYEE CLEARANCE RECORD					
<i>Privacy Act: In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 USC 552a. Your social security number (SSN) and date of birth (DOB) are solicited for use as employee identification.</i>					
1. Employee's Full Name		2. DOB	3. SSN	4. Routing Symbol (Duty Org.)	
5. Contract Number		6. Contract Company's Name and Local Telephone Number			
7. ACTION <input type="checkbox"/> RESIGNATION <input type="checkbox"/> OTHER <input type="checkbox"/> TRANSFER TO					
8. Instructions: Each item subject to clearance must be signed by the clearing official. If an item is not required in an employee's position, the cognizant Contracting Officer's Technical Representative may indicate "not applicable" and sign in the "Signature of Clearing Official" block.					
BLDG/RM	OFFICE	ITEMS SUBJECT TO CLEARANCE	DATE	Printed Name, Routing Symbol and SIGNATURE OF CLEARING OFFICIAL	
-----	Duty Organization	ADP - network access/User-ID's for ATO-A (ARB room 124) & AVR LOB's.			
-----	Duty Organization	Issued personal property (uniforms, laptops, etc.)			
MPB 101	AMI Clearance Officer, Production Control Branch, AMI-320	Mainframe Services Access list (User-ID's for Mainframe Systems, Software, USS, z/LINUX, z/VM)			
		Telecommunications calling card; Gov't Emergency Telecommunication System (GETS); telephone cleanup (PDN's)			
		Systems Management Facility (SMF) Physical and Logical Access			
		ADP - e-mail; network access/User-ID's for all other LOB's.			
MPB 304	Acquisition Automation Team, AMQ-130	PRISM-login rights and user-ID's.			
HQ 377	Management & Systems Support Staff, AMZ-10	User-ID's for financial systems. (i.e.: Delphi, Markview, etc.) If not required in employee's position, supervisor may sign.			
Bldg 230 Rm 112	Security Command Center	ID cards, access cards, accountable keys, reserved handicap parking, and vehicle decals.			
9. CERTIFICATION OF EMPLOYEE: <i>I certify that I have returned all government property entrusted to me.</i>		10. CERTIFICATION OF CONTRACT PROJECT MANAGER: <i>I certify that to the best of my knowledge and belief, all government property, records, and indebtedness entrusted and/or issued to the above employee have been accounted for, and computer access and passwords have been deleted, except as noted.</i>			
_____ Signature		_____ Date		_____ Signature	
_____ Date		_____ Date		_____ Date	
Notes:					
1. Sign in the appropriate certification space if all items are cleared. If any accountable item is not cleared, note in the space provided or provide details on an attachment to this form.					
2. This form shall be maintained in the official contract file. The Contract Project Manager is responsible for distributing completed copies of the form to the Contracting Officer (CO), COTR, AMC-700, and the clearing contract employee.					
THE FOLLOWING IS FOR USE BY THE CONTRACTING OFFICER					
Date Withholding Action Initiated:			Date Action Completed:		
Amount Withheld: \$					