



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Policy

**ORDER
3370.5B**

Effective Date:
06/29/17

SUBJ: Employee Close Out and Clearance Procedures

1. Purpose of This Order. This order provides FAA-wide policy and procedures for the employee close out and clearance process also known as exiting, out-processing, separation or off-boarding. This policy governs processes such as the surrender of Federal Government property and accountable items, terminating access to facilities and automated systems, canceling credentials, settling financial obligations, the securing of government records and information, exit/final occupational medical surveillance activities, etc. The procedures outlined in the Order must be applied to the employees leaving their position of record and undergoing clearance as identified in paragraph 7.

2. Audience. This order applies to all FAA employees.

3. Where Can I Find This Order? You can find this order on the MyFAA Web site at: https://employees.faa.gov/tools_resources/orders_notices/ and https://my.faa.gov/content/myfaa/en/employee_services/employee_exit_information.html.html

4. Cancellation. This order cancels and supersedes FAA Order 3370.5A dated June 23, 2010, as well as any regional, center, or local orders on clearance procedures for FAA employees and all previous versions of clearance forms.

5. Privacy Statement. Solicitation of the information identified in Employee Closeout and Clearance Forms FAA 3370-5 and 3370-5A is authorized by the Federal Claims Collection Act of 1966, 31 U.S.C. 3701 *et seq.*, Claims of the United States Government; 5 U.S.C. 5514, Installment Deduction for Indebtedness to the United States (salary offset); Executive Order 12731, Section 101 (I), Principles of Ethical Conduct for Government Officers and Employees; 49 C.F.R. Part 92, Recovering Debts to the United States by Salary Offset; FAA Order 4600.27C, Personal Property Management; and FAA Order 1370.121, Information Systems Security and Privacy Program and Policy. The information a clearing employee furnishes will be used to verify compliance with the FAA employee close out and clearance process by identifying records properly associated with the employee's period of employment in the FAA and to obtain additional information, if necessary. The information may be shared with law enforcement agencies when they are investigating a violation or potential violation of civil or criminal law. Failure to provide the requested information may result in FAA's inability to complete the employee's exit process. Routine use of the information identified in this form is outlined in System of Records Notices DOT/ALL 10 and OPM/GOVT-1 located here: <https://www.transportation.gov/individuals/privacy/privacy-act-system-records-notices>.

6. Explanation of Changes. This revision updates and clarifies FAA-wide policy and procedures. The title had been changed to clarify the purpose of the Order. The Privacy Statement has been revised. The changes further define the roles and responsibilities for the employee close out and clearance process, adds the requirement to address records management and preservation of

information subject to preservation notices or litigation hold notices prior to departure and adds the requirement to address exit/final occupational medical surveillance activities. The number of days that a manager has to submit the completed form after an employee has left has been reduced from 30 calendar days to 10 business days. Questions about this process should be directed to your local servicing Human Resource Management office.

7. Scope. This order applies to employees who will be moving out of/or away from their present position of record due to the following:

- a. Termination/Resignation.
- b. Retirement.
- c. Transferring as an FAA employee from one FAA office/organization to another FAA office/organization.
- d. Transferring to another government agency.
- e. An extended leave or absence. The definition of an extended leave or absence varies, depending upon the circumstances.
- f. Death.

8. Objectives. This order centralizes and standardizes a process of internal controls to allow the FAA to:

- 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, information systems and communication systems.
- e. Capture and maintain official government records in accordance with applicable disposition instructions.
- f. Capture and preserve information beyond normal retention periods in accordance with a preservation notice or a litigation hold notice, to the extent applicable.
- g. Permit exit/final occupational medical surveillance activities to occur.
- h. Gather information from departing employees concerning their reason for leaving.

9. **Policy.** This clearance process must be used to clear an employee's record of government property, systems access, facility access, official government records in their possession, information subject to preservation notice or litigation hold notice (if applicable), exit/final occupational medical surveillance activities and any outstanding debt to avoid incurring any liabilities that will then need to be repaid. The Office of Human Resource Management will only process final separation actions with proper completion of the Employee Close Out and Clearance form.

10. **Exceptions and Waivers.** None. In the event that an employee departs without completing the clearance process or is deceased, it is the responsibility of the employee's manager of record to complete the form on the employee's behalf within 10 business days after the employee's departure.

11. **Roles and Responsibilities.** Lines of Business and Staff Offices with responsibilities listed on the Employee Close Out and Clearance Form will assume final authority for items within their areas of responsibility. They will provide clear guidance to departing employees and prompt processing of the checkout requests. Individuals who sign the Employee Close Out and Clearance Form must meet the appropriate level of access requirements for systems, accountable items and security credentials.

a. Employee's Organization (e.g., Line of Business/Staff Offices in Headquarters, regions, field facilities, etc.)

(1) *Manager of Record* is responsible for: (Note: this responsibility is assigned to the Air Traffic Manager at Air Traffic Facilities and may be re-delegated as deemed appropriate.)

(a) Acting as or identifying a Clearance Coordinator. Clearance Coordinator responsibilities are outlined in section (a) (3).

(b) Ensuring that the objectives of this order are met and that the Employee Close Out and Clearance Form, FAA 3370.5 (for use at facilities outside of the Mike Monroney Aeronautical Center) or FAA 3370.5A (for use exclusively at the Mike Monroney Aeronautical Center) are formally completed prior to the employee's departure and that documentation is faxed to the Financial Services Division, General Accounting Branch, FAA General Accounting Section (AMK-322) no later than 10 business days after the employee's departure. Even though someone else within the office may be tasked to help the employee complete the process, the final responsibility rests with the manager of record. This includes ensuring that all items on the form are completed.

(c) Following established policy to ensure proper Employee Close Out and 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, equipment, etc.) the employee may take to his/her new duty station. If the transferring employee is required to preserve information pursuant to a preservation notice or litigation hold notice, the losing office manager of record must coordinate with the Office of the Chief Counsel to ensure the proper location for preservation.

(d) When the employee is not co-located or within local driving distance of their assigned Security Servicing Element (SSE) or their manager of record, the employee's manager of record is required to coordinate with the closest SSE or FAA facility/office to ensure that a Clearance Official is on hand to retrieve the DOT/FAA ID card and sign the applicable item on Form FAA

3370-5 or FAA 3370-5A acknowledging that they have received the card. The manager of record is responsible for ensuring that the DOT/FAA ID card has been mailed to their assigned SSE within one business day of receiving the card from the employee. DOT/FAA ID Cards shall be sent via registered mail, FedEx, or courier. Couriers may be other FAA employees. When the courier option is used, the ID card shall be placed in a sealed package.

(e) Approving and releasing the separation action if the employee is leaving the agency. (Note: if transferring within the agency, the gaining office initiates the personnel action).

(f) Ensuring that the completed Employee Close Out and Clearance Form is faxed to AMK-322 immediately upon completion. AMK-322 will review the employee record for any outstanding debts and initiate collection procedures. The original must be kept in the originating office for a period of one year.

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

(h) Ensuring proper disposition of Travel Cards:

i. The Travel Card Agency Program Coordinator (APC) must be advised of all known transfers, separations, and retirements. Cardholders co-located with the Travel Card APC will present the Employee Close Out and Clearance Form in person and obtain the Travel Card APC's signature in the appropriate block. Cardholders not co-located with the Travel Card APC will either email or fax the form to the Travel Card APC for signature. The Travel Card APC will furnish a copy of the signed page to the Cardholder by email or fax.

ii. A list of Travel Card APCs is available at:
https://my.faa.gov/tools_resources/travel.html

iii. Cardholders transferring within the FAA - The Manager or Cardholder should advise the Travel Card APC no later than two weeks before the effective transfer date. The Travel Card APC of the transferring office will advise the gaining office Travel Card APC of the change. Employees must check-in with their new Travel Card APC to have their card transferred to the new Travel Card APC's hierarchy.

iv. Separations and Retirements - The Manager or Cardholder should immediately advise the Travel Card APC of known separation or retirement dates, but no later than two weeks before the effective date. Travel during the employee's last two weeks should be minimal. This allows enough time for all charges to post to the travel card account and travel vouchers to be processed and paid, before separation or retirement. The Cardholder must surrender the travel card to the Travel Card APC during checkout. The Travel Card APC should sign the appropriate line on the Employee Close Out and Clearance Form for the travel card and the travel card must be shredded or otherwise destroyed. The Travel Card 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.

(i) Ensuring proper closeout of Purchase Card bank access:

i. The Purchase Card Agency Program Coordinator (APC) must be advised of all known transfers, separations, and retirements. Employees co-located with the Purchase Card APC will present the Employee Close Out and Clearance Form in person and obtain the Purchase Card APC's signature in the appropriate block. Employees not co-located with the Purchase Card APC will either email or fax the form to the Purchase Card APC for signature. The Purchase Card APC will furnish a signed copy to the employee by email or fax.

ii. A list of Purchase Card APCs is available at:

https://my.faa.gov/org/staffoffices/arc/programs/purchase_card/points_of_contact.html

iii. Cardholders transferring within the FAA - Before transferring, cardholders must coordinate with their new manager who will assess the need for a purchase card. If the need to retain the purchase card exists, coordination with the Purchase Card APC assigned to the new organization is required. The Purchase Card APC will notify the contracted financial institution to make appropriate changes for the card transfer.

iv. If a purchase card is not required in their new position, the purchase card must be shredded or otherwise destroyed. The approving official must notify the Purchase Card APC confirming that all purchase card check out requirements have been met. All open transactions in the bank database must have both cardholder and approving official approvals completed before the Purchase Card APC will sign the Employee Close Out and Clearance form.

v. Any remaining unused purchase card checks for closed/canceled accounts must have the check numbers recorded and the checks shredded. All valid written, unused, and lost/stolen check numbers must be reported to the Purchase Card APC. The Purchase Card APC must close the cardholder account in the contract bank database. Purchase card files are to be retained in the approving official's office for a period of six years.

vi. Approving Officials, Reviewers and Other Users with Bank Access-The Purchase Card APC will remove or transfer bank access as necessary.

vii. Separations and Retirements-The Manager or Cardholder must immediately advise the Purchase Card APC of known separation or retirement dates, but no later than two weeks before the effective date. Card purchases made during the employee's last two weeks should be minimal. No checks may be written during the employee's last two weeks prior to separation or retirement, in order to allow sufficient time for all charges to post and be approved.

(j) Ensuring that if the employee leaving is the designated Property Custodian, property responsibilities are reassigned accordingly, and property clearance is signed by appropriate level manager.

(k) Ensuring that the employee's performance summary and appraisal closeout is completed.

(l) Ensuring that records created, received or maintained in the course of business are properly identified, organized and transferred prior to departure. Additionally, the manager must ensure that government records are secured and properly handled according to the records retention schedules. The schedules can be found at <http://www.faa.gov/about/initiatives/records/>. A listing of the RMOs can be found at <http://www.faa.gov/about/initiatives/records/contact/>.

(m) Ensuring that information subject to preservation beyond normal retention periods due to a preservative notice or a litigation hold notice is properly identified and retained. The manager must coordinate with the Office of the Chief Counsel to preserve any information subject to a preservation notice or litigation hold notice.

(n) Ensuring that final exit/final occupational medical surveillance activities will occur prior to departure and all occupational medical records (such as any exposure records, etc. created, received or maintained in the course of business are identified and transferred to the Occupational Med Records Repository for inclusion in the employee's specific employee Medical folder (EMF) prior to departure. This will then allow proper handling of employee medically confidential information (which is PII) in accordance with OPM requirements.

(o) Ensuring that timecards through the final pay period are completed properly to include:

i. That all leave used is documented and approved.

ii. That any overtime worked is documented and approved.

iii. That all days in the pay period after the employee's separation are properly coded.

iv. That the final timecard is filed in a timely manner.

v. That any necessary subsequent timecards are coded to show the employee has separated and are filed in a timely manner.

(p) Ensuring that the employee clears local facility requirements such as returning keys, removing electronic access codes and returning parking security passes.

(q) Retaining original completed close out and clearance forms for a period of 1 year. (DAA-GRS-2014-0004-0003, GRS 2.5, Item 20).

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

(a) Notifying their manager of record at least two weeks prior to planned separation, including transfers to another FAA office or government agency.

(b) Completing the Employee Close Out and Clearance Form and process, by any means necessary, to include the hardcopy, signatures and/or electronic signatures. (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) Contacting their manager of record or Clearance Coordinator for instruction on how to complete the process if they have any questions.

(d) Separating personal papers from official government records. Personal papers are defined as documentary materials belonging to an individual that are not used to conduct Agency business, are related solely to an individual's own affairs or used exclusively for that individual's convenience.

(e) To the extent applicable, notifying the manager of record and the Office of the Chief Counsel that they are required to preserve information in accordance with a preservation notice or litigation hold notice. Coordinate with the manager of record and/or clearing official, and the Office of the Chief Counsel to have information subject to a preservation notice or litigation notice preserved in its original format.

(f) If a clearing employee is uncertain whether a preservation notice or litigation hold notice is still pending or if they are subject to a preservation effort, the clearing employee must coordinate with the Office of the Chief Counsel to determine if the employee was subject to a preservation effort. If they are, follow the steps outlined in the preceding paragraph to preserve information.

(g) Notifying the Occupational Medical Surveillance Program & Recordkeeping, point of contact at 9-FAA-OccMed-Rec-Submit@faa.gov at least two weeks prior to planned separation. Provide your full legal name, contact phone number, FAA email address, the clearance date, and if transferring to another Agency, the specific Agency and department. The Occupational Medical Surveillance Program & Recordkeeping point of contact may contact you for coordination of exit Occupational Medical Surveillance.

(3) *Clearance Coordinator (e.g., Administrative Officer or Air Traffic Manager if the responsibility has been delegated)* is responsible for:

(a) Issuing the Employee Close Out and Clearance Form to the employee.

(b) Working with the employee to identify the offices responsible for completing the Employee Clearance Form.

(c) Assisting in the preparation and review of the Employee Close Out and Clearance Form prior to final signature.

(d) Coordinating the releasing personnel action if the employee is leaving the agency.

(Note: if transferring within the agency, gaining office initiates the personnel action).

b. Financial (The Office of Finance and Management) is responsible for:

(1) 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.

(2) Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to facilities management, mobile devices, property, and telecommunications.

(3) The General Accounting Section (AMK-322) will retain completed clearance forms for a period of 1 year. (DAA-GRS-2014-0004-0003, GRS 2.5, Item 20)

c. Security (The Office of Security and Hazardous Materials Safety) is responsible for:

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

(2) Personnel security (security clearances) by ensuring that employees with active security clearances are debriefed in accordance with FAA Order 1600.1E, Revised Chapters 9 and 10.

d. Counsel (The Office of the Chief Counsel) is responsible for:

(1) Providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to post-employment ethics. (*Not required for employees who are transferring to another FAA organization, federal agency, on extended leave/absence, or deceased.*)

(2) Providing advice to the manager of record, clearing official, and/or the clearing employee on the steps to be taken to preserve information under a preservation notice or litigation hold notice.

e. Human Resources (The Office of Human Resource Management) is responsible for:

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

(2) Following FAA Federal Personnel/Payroll System 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. (Item number 9 on the Employee Close Out and Clearance Form provides link to survey.)

(5) Assisting in the completion of the form by answering any questions, if needed.

f. Occupational Medical Surveillance Program and Recordkeeping (Air Traffic Organization) as assigned by the Designated Agency Safety and Health Official (DASHO) is responsible for providing agency-wide policies and procedures for those aspects of the FAA clearance process that relate to occupational medical surveillance and recordkeeping activities, protection of occupational medical surveillance confidentiality information (which is personally identifiable information per Order 1370.121 Information Systems Security Program), and follow the Occupational Safety and Health Administration (OSHA) and the Office of Personnel Management (OPM) requirements for occupational medical records and surveillance and Employee Medical Folders (EMFs).

g. Information Technology (The Office of Information and Technology 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 1370.121, Information Systems Security and Privacy Program and Policy.

12. **Distribution.** This order is distributed to all FAA employees.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled '1' at the end of the signature.

Michael P. Huerta
Administrator

Employee Close Out and Clearance Form (FAA 3370-5)

Privacy Statement. Solicitation of the information identified in Employee Clearance/Exit Forms FAA 3370-5 and 3370-5A is authorized by the Federal Claims Collection Act of 1966, 31 U.S.C. 3701 et seq., Claims of the United States Government; 5 U.S.C. 5514, Installment Deduction for Indebtedness to the United States (salary offset); Executive Order 12731, Section 101 (f), Principles of Ethical Conduct for Government Officers and Employees; 49 C.F.R. Part 9.2, Recovering Debts to the United States by Salary Offset; FAA Order 4800.27C, Personal Property Management; and FAA Order 1370.121, Information Systems Security and Privacy Program and Policy. The information a clearing employee furnishes will be used to verify compliance with the FAA employee exit and clearance process by identifying records properly associated with the employee's period of employment in the FAA and to obtain additional information, if necessary. The information may be shared with law enforcement agencies when they are investigating a violation or potential violation of civil or criminal law. Failure to provide the requested information may result in FAA's inability to complete the employee's exit process. Routine use of the information identified in this form is outlined in System of Records Notices DOT/ALL 10 and OPM/GOV-1 located here: <https://www.transpiration.gov/individuals/privacy/privacy-acts/system-records-notices>.

Preparation: Per FAA Order 3370.5B, completion of this form is required prior to separation. Type or print all required information in the appropriate block/space. Complete all items in Part I. The Manager of Record/Clearance Coordinator and the employee should work together to complete all applicable items in Part II. Part III should be completed by the Manager of Record/Clearance Official. Both the Manager of Record and employee are required to sign on the last page.

Part I Employee Information and Reason for Clearance

1. Fill in name of employee.
2. Fill in Organization Code and Region.
3. Fill in date of separation.
4. Fill in Manager of Record's name.
5. Fill in Manager of Record's Contact number.
6. Select the reason for clearance.
7. Fill in gaining agency/office (if transferring).
8. Fill in address to send final check/correspondence.

Part II Clearance Checklist

The Manager of Record/Clearance Coordinator or equivalent and the employee must work together to ensure that all applicable items are addressed. The designated or organizational official for each item must sign and date in the appropriate space.

Enter room number, signature of person authorized to validate clearance and date of clearance for the applicable items. Items 1-5 are mandatory for all employees.

1. Return physical access control devices.
2. Return DOT/FAA identification badge.
3. Notify help desk to clear access to systems (DELPHI, ESC PREM, Markview, FPFS etc).
4. Notify employee of on-line separation questionnaire.
5. Verify that National Workers Compensation Office has been contacted to determine any unauthorized monetary benefit.
6. Return personally charged/accountable property (laptops, cell phones, library items, tools, ste/crpto cards, GETS cards, etc).
7. Segregate personal papers from government records and handle government records according to proper retention schedules.
8. Ensure that information in employee's possession subject to litigation hold, either paper or electronic, has been identified and preserved in coordination with the Office of the Chief Counsel.
9. Ensure Exit/Final occupational medical surveillance activities occur and verify proper disposition and status of occupational medical records and employee's Employee Medical Folder.
10. Return DOT/FAA Credentials/Passport/Airport Badge.
11. Terminate or transfer phone service.
12. Clear voice mail, reset password, inform telecommunications of employee departure.
13. Submit final transit benefit reimbursement claim. Inform transit benefit office of employee departure.
14. Return DOT/FAA Parking/Vehicle Decal.
15. Return government Travel Card and ensure that all vouchers have been properly submitted and payment received.

16. Return government Purchase Card and any convenience checks. Close out account.
17. Terminate subscriptions paid for by the agency.
18. Complete final time card.
19. Transfer Contracting Officer responsibilities (if departing employee is a COR).
20. Transfer property inventories (if departing employee is a Property Custodian).
21. Complete employee performance summary and appraisal closeout.
22. Obtain post employment ethics information.
- 23a/23b. Attend security debriefing. Note that the process varies based on security/clearance level.
24. Return Washington/Regional Operation Command Center access credentials.
25. Verify no unfulfilled Service or Training Agreements.
26. Verify no unfulfilled Recruiting, Retention or Relocation Agreements.
27. Verify no outstanding debts such as travel advances, PCS, over payment or other debts.

Items unique to an organization or facility may be added to the blank lines below item number 27.

Part III Unrecovered Property

To be completed by the Manager of Record/Clearance Coordinator

Enter information concerning any unrecovered property and its purchase cost in the blocks provided. The Manager of Record/Clearance Coordinator is required to sign and date next to any listed items.

Part IV Employee and Management Certification

SIGNATURE REQUIREMENTS

Both the employee and the Manager of Record must certify that they have completed the form and there is no missing Government property or official documents.

Fax completed form to 405-954-5938 or 405-954-8969, AMK322. Manager of Record should retain the original, in a secure location, for a period of 1 year after date of separation or transfer.

FOR EMPLOYEES WHO ARE USING THIS FORM TO TRANSFER WITHIN THE AGENCY:

1. Complete all sections.
2. Sign the Employee Certification and make a note if equipment will be moving with you to your new location.

Employee Close Out and Clearance Form

To ensure you have the current version of this form, go to: https://employees.faa.gov/org/staffoffice/sahr/program_policies/exiting_employee/

Part I Employee Information and Reason for Clearance

Manager of Record is responsible for ensuring that this form is completed.

(Note: This responsibility is assigned to the Air Traffic Manager at Air Traffic Facilities, and may be re-delegated as they see fit.)

Instructions for Manager of Record, Clearance Coordinator or Equivalent:

Initiate this form at least 10 business days prior to employee's separation. Advise separating employee on local procedures for clearance process. Ensure employee signs this form and that the form is faxed to AMK-322 (405) 954-5938 or (405) 954-8969 before employee separates.

1. Name of Employee <input type="text"/>	2. Organization Code/Region <input type="text"/>	3. Date of Separation <input type="text"/>
4. Manager of Record's Name <input type="text"/>	5. Manager of Record's Contact# <input type="text"/>	
6. Reason for Clearance		
<input type="checkbox"/> Terminated/Resigning	<input type="checkbox"/> Retiring	<input type="checkbox"/> Transferring to another agency
<input type="checkbox"/> Extended Leave or Absence	<input type="checkbox"/> Deceased	<input type="checkbox"/> Internal FAA Transfer
7. Gaining agency/office (as applicable): <input type="text"/>	8. Address to Send Final Check/Correspondence: <input type="text"/>	

A current version of the form can be found on the FAA Forms website.

Part II Clearance Checklist

Instructions for Employees This form must be completed and returned to your Manager of Record, Clearance Coordinator or equivalent before you separate. Working with your Manager of Record, Clearance Coordinator or equivalent, select items that are applicable to your position. **All items must be cleared by obtaining an authorized signature. You must clear every item applicable to you and then sign the employee certification below.**

Instructions for the organizational Clearance Official Indicate clearance by signing your name and entering organization code and date in the appropriate blocks.

Items #1 - #5 are Required for All Employees

	Room	Cleared by:	
		Signature and Organizational Code	Date
1. Physical Access Control Devices (keys, access cards, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. DOT/FAA Identification Badge	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Notify local help desk to clear access to systems (DELPHI, ESC PRISM, MARKVIEW, FPPS etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Employee notified of On-Line Separation Questionnaire: https://employees.faa.gov/org/staffoffice/sahr/program_policies/exiting_employee/	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. National Workers Compensation Office (202)267-9922 (Verify no unauthorized monetary benefit. Not applicable to internal transfers)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional Items (Check box for items that are applicable)

6. Personally charged/accountable property (laptops, cell phones, library items, tools, ste/cyptocards, GETS cards, etc.)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7. Official records in your possession, either paper or electronic, have been identified for transfer to records liaison, and approval by manager	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
8. Information subject to litigation hold has been identified and coordinated with the Office of the Chief Counsel @ 202-267-7561	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
9. Occupational Medical Surveillance Program & Record keeping. Contact records Center @ 9-FAA-Occ Med-Rec-Submit@faa.gov : (Ensure Exit/Final occupational medical surveillance activities occur and verify proper disposition and status of occupational medical records and employee's Employee Medical Folder. Records Center will coordinate with CAMI Clinic.)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Name of Employee

Organization Code/Region

		Cleared by:		
		Room	Signature and Organizational Code	Date
10. DOT/FAA Credentials/Passport/Airport Badge	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Terminate or transfer phone service	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Clear voice mail and reset password	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Transit benefits (if applicable)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. DOT/FAA Parking/Vehicle Decal	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. Government Travel Card/AMK-340 (Travel Advances/PCS) Fax Clearance Form and Separation Notice to 202-267-5407	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Government Purchase Card For Clearance Contact: AA-P-420 (405) 954-2350	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17. Research subscriptions terminated (Gartner, Forrester, CyberFeds, etc.) if paid for by the FAA for the employee	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. Timekeeper - Ensure compliance with 11 a 1)(n) of Order	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. Contracting Officer Representative (COR) responsibilities transferred (if employee is a COR)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. Property inventoried and transferred (if Property Custodian, ACU-710)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
21. Employee performance summary and appraisal closeout completed	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22. Post-employment ethics information (check with your AGC office) Not required to transfer to another FAA Org, Federal office, extended leave of absence or deceased.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23a. Security Debriefing: For Secret/Top Secret SSE will provide a Security Termination Statement to be signed at departure.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23b. Security Debriefing: For TS//SCI and SAP contact AEO-300 10 days before departure to schedule de-briefing.)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24. Washington/Regional Operation Command Center Access Control Devices	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25. Unfulfilled Service Agreement or Training - Verified by employee's organization. Recruiting, Retention, Relocation can be verified by HR servicing Personnel Office	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26. Outstanding recruiting, Retention, Relocation payments can be verified by HR servicing personnel office	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27. Outstanding debts (travel advances, PCS, over payment, other debts) Fax completed form to 405-954-5938 or 405-954-8969, AMK-322	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A current version of the form can be found on the FAA Forms website.

Miscellaneous:

<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Employee

Organization Code/Region

Part III Unrecovered Property

Instructions for the Manager of Record/Clearance Coordinator or equivalent: If any chargeable item in section II was not accounted for or returned, indicate the dollar value of the accounted item to be collected from the employee's final salary payment(s).

Item	Amount	Clearance Official Signature	Printed Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Item	Amount	Clearance Official Signature	Printed Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks

Part IV Employee and Management Certification

BOTH THE EMPLOYEE AND THE MANAGER OF RECORD MUST CERTIFY THAT THEY HAVE COMPLETED THE FORM AND CLEARANCE PROCESS

A current version of the form can be found on the FAA Forms website.

Do you have any known unresolved debt? Yes No

If yes, explain.

If there is any known unresolved debt, this form must be faxed to AMK-322 (405-954-5938 or 405-954-8969) prior to employee departure.

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, theft 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.

Employee Signature	Date
<input type="text"/>	<input type="text"/>

Are you aware of any unresolved debt for this employee? Yes No

If yes, explain.

If there is any known unresolved debt, this form must be faxed to AMK-322 (405-954-5938 or 405-954-8969) prior to employee's departure.

Manager of Record's Certification: I certify the clearance process for separating employee has been completed.

Note: Manager of Record should retain original in a secure location, for a period of 1 year after date of separation or transfer. NARA General Records Schedule Disposition Authority [DAA-GBS-2014-00040003 \(GBS 2.5, item 020\)](#).

Date	Telephone
<input type="text"/>	<input type="text"/>

Signature	Printed Name
<input type="text"/>	<input type="text"/>

Print Form

Reset Form