



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

**ORDER  
AC 3370.6B**

Effective Date:  
11/06/19

**SUBJECT:** Contractor Employee Clearing Procedures

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1. **Purpose of This Order.** This Order provides Mike Monroney Aeronautical Center (MMAC) policy and procedures for the clearing process for contractor employees performing work at the Aeronautical Center by supplementing AMS Guidance T 3.14.1 A 3.g and the FAA Contractor Employee Off-Boarding Checklist. The AMS Guidance, FAA Checklist, and this Order govern such processes as surrender of accountable property, termination of access to facilities and automated systems, and cancellation of credentials. They further define roles and responsibilities for the contractor employee separation/transfer process and implement a standardized separation/transfer process using the FAA Contractor Employee Off-Boarding Checklist and AC Form 3370-2, Contractor Employee Clearance Record (Appendix A). Questions about this process should be directed to the Aeronautical Center Acquisition Support Branch, AAQ-710.
2. **Audience.** This Order applies to all contractor employees working at the Aeronautical Center, Aeronautical Center contractor employees with remote access not physically located on site, all Contracting Officers (CO), Contracting Officer Representatives (COR), and all clearing officials at the Aeronautical Center specified on AC Form 3370-2.
3. **Where Can I Find This Order.** This Order is located in the FAA Directives Management System (DMS) website.
4. **Cancellation.** This Order cancels AC 3370.6A dated April 21, 2015.
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 Contractor 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.** The Order applies to contractor employees who are:
  - a. Terminated by the contractor 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 was used by or assigned to the contractor employee

8. **Policy.** This clearing process will be used to clear the contractor employee's record and to document it through proper completion of the FAA Contractor Employee Off-Boarding Checklist and AC Form 3370-2.

9. **Exceptions and Waivers.** None. In the event that a contractor employee departs without completing the clearing process, it is the responsibility of the Employing Contractor to complete the checklist and 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 contractor employee's behalf.

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

a. Contractor

(1) The Contractor's Project Manager/Program Manager is responsible for ensuring contractor employees follow the separation/transfer process by having the contractor employee fill out the checklist and AC Form 3370-2 and by obtaining the appropriate coordination on each in accordance with the specific contract under which they are performing. If someone other than the contractor employee completes the process for the contractor employee, the final responsibility rests with the Contractor 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 Contractor's Project Manager/Program Manager shall ensure the CO, COR and Personnel Security are provided with the completed checklist and AC Form 3370-2 to document completion of the clearing process. The contractor must submit a Vendor Application Procedures (VAP) action to notify Personnel Security of the employee separation or transfer; however, the checklist and AC Form 3370-2 must still be filled out. Contractors and vendors must submit a copy of the checklist and AC Form 3370-2 for all out-processing or transferring employees.

(3) Contractor employees with a Security Clearance must complete FAA Form 1600-25, Security Termination Statement as their security debriefing upon termination of employment or transfer to a position that does not require a Security Clearance. The form can be obtained from [https://employees.faa.gov/tools\\_resources/forms/](https://employees.faa.gov/tools_resources/forms/), Homeland Security Presidential Directive 12 (HSPD-12) Staff, or Personnel Security and must be submitted at the same time the contractor employee completes the clearing process.

b. FAA Organizational Responsibilities

(1) The Aeronautical Center Acquisitions Division (AAQ-700) is the official repository for contractor employee clearance records, which are maintained in the individual contract files. The Acquisition Support Branch, (AAQ-710) will be the Office of Primary Responsibility for maintaining checklists and AC Form 3370-2s and will ensure they are available to the COR and Personnel Security.

(2) Duty organizations not under the Air Traffic Organization (ATO) and Enterprise Services Center (ESC) LOB are responsible to sign clearance for equipment and remove access as needed.

(3) APS-322 will provide clearance for ATO Line of Business Contractors and remove all IT-related equipment and accesses.

(4) ESC Clearance Officers are responsible, upon receipt of the checklist and AC Form 3370-2, to delete access to Remedy, Network/Active Directory, Outlook, Voicemail (Messages Cleared / Passwords Reset), ESC Data Center, EASE Mainframe, user IDs for financial systems (i.e.: Delphi, ESC PRISM, Markview, GOVTRIP, etc.). The ESC Clearance Officer must sign and date in the applicable blocks.

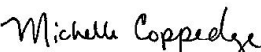
(5) Acquisition Automation Team (AAQ-2) will delete PRISM login rights and user IDs and sign and date AC Form 3370-2 in the applicable blocks.

(6) The Pass and ID office is located across from the HSPD-12 counter 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 hard and electronic keys. They must collect Personal Identity Verification (PIV) cards, Yellow or Orange ID cards on behalf of HSPD-12 staff and Personnel Security and sign and date the checklist and AC Form 3370-2 in the applicable blocks.

(7) The COR is responsible for providing the checklist and AC Form 3370-2 to the contractor. Additionally, the COR is responsible for ensuring accountable Government keys are returned to those issued to contractor employees.

(8) The CO will receive the checklist and AC Form 3370-2 from the Contractor's Project Manager/Program Manager, review it to determine 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.

  
Michelle Coppedge  
Director, Aeronautical Center