



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
**NextGen Organization**  
**William J. Hughes Technical Center**

**ORDER**  
**NG 3370.1**

Effective Date:

8/2/2013

**SUBJ:** Technical Center Contract Employee Clearance Procedures

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**1. Purpose of This Order.** FAA Order 3370.5, Employee Clearance Procedures does not apply to contract personnel; therefore, this order provides the Federal Aviation Administration (FAA) William J. Hughes Technical Center with policy and procedures for the clearing process for contract employees. This order governs such processes as termination of access to facilities, automated and telecommunications systems, surrender and cancellation of credentials and parking decals and surrender of accountable property and records. This order defines roles and responsibilities for the contract employee in a separation/transfer process and implements a standardized separation/transfer process using the local form entitled Contract Employee Clearance Record, form NG 3370-1 (Appendix A). Direct questions to the Security & Operations Section, ANG-E333.

**2. Audience.** This order applies to all contract employees working at the Technical Center, Technical Center contract employees with remote access, not physically located on-site, all Contract Project/Program Managers, Contracting Officers (CO), Contracting Officer Representatives (COR), and all clearing officials specified on form NG 3370-1, Technical Center Contract Employee Clearance Record.

**3. Where to Find This Order.** This order is available electronically at My FAA Web Site: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**4. Information Statement.** 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.

**5. Scope.** This order applies to contract employees who are:

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

**5. Objective.** This Order centralizes and standardizes a process of internal controls so the Technical Center can:

- a. Ensure cancelation and surrender of credentials and parking decals.
- b. Ensure cancelation and removal of all access privileges to telecommunication and automated information systems.
- c. Reclaim any Government property issued to or in use by the contract employee.
- d. Reclaim any electronic and paper Federal records and FAA owned non-record materials (including drafts, duplications, and copies) the contract employee received, used or created on behalf of the FAA unless otherwise specified in the contract employee's Contract.

**7. Policy.** This clearing process shall be used to clear the contract employee's record and to document it through the proper completion of form NG 3370-1.

**8. Exceptions and Waivers.** None. In the event that a contract employee departs without completing the clearance process, it is the responsibility of the employing Contractor Project/Program Manager to return all Government property including credentials, parking decals, keys, etc. as indicated on the form, to the COR.

**9. Roles and Responsibilities.**

a. The Contract Project/Program Manager is accountable and is ultimately responsible for ensuring that the contract employee follows the separation/transfer process by having the employee fill out the respective portions of form NG 3370-1 and obtaining the appropriate signatures and/or verification 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/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 Technical Center.

b. Upon notification of an employee leaving, the Contract Project/Program Manager shall ensure the COR is provided with form NG 3370-1 to document completion of the contract employees employment. The COR will coordinate with the CO to ensure that all requirements of the contract have been met.

c. A copy of the contract employee clearance records shall be retained in the CORs contract file. The Security & Ops Section, ANG-E333, will be the Office of Primary Responsibility for providing form NG 3370-1 and will ensure that it is available to CORs. Copies will be available on-line and at the Security Operations Center (SOC), Building 320.

d. The Contracting Officer (CO) is responsible to include in each contract (new or existing), performed at the Technical Center, the appropriate Security Clause and Personnel Suitability requirement. The CO is responsible to ensure this new procedure is incorporated into all COR delegation letters and that the COR's are trained in this new requirement.

e. The Division and Staff Offices with the responsibilities listed on form NG 3370-1 must assume final authority within their area of responsibility. Individuals who sign the form or confirm clearance must meet the appropriate level of access requirements for systems, security credentials and accountable property.

f. The contract employee and the Contract Project/Program Manager are responsible to surrender all Government issued keys to the SOC or the Technical Center Key Control Official, ANG-E333.

g. Upon employee separation, the Contract Project/Program Manager is responsible for submitting a removal a Vendor Application Procedure (VAP) action is submitted to Security and Investigations (ACT-700). Upon receipt, ACT-700, will update the employees status. .

h. The Contract Project/Program Manager is responsible to ensure that all Government issued accountable property, issued or used by the contract employee is surrendered and provided to the COR.

i. The Contract Project/Program Manager is responsible to ensure that all electronic and paper Federal records and FAA owned non-record materials (including drafts, duplications, and copies) the contract employee received, used or created on behalf of the FAA unless otherwise specified in the contract employee's Contract are surrendered and their location provided to the COR.

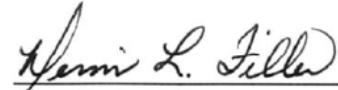
j. The contract employee and the Contract Project/Program Manager are responsible to surrender all forms of local ID media including electronic key(s), ID cards, parking decals and reserved handicap parking placards to the COR.

k. The contract employee and the Contract Project/Program Manager are responsible to surrender Personal Identity Verification (PIV) cards to the COR.

l. The COR is responsible for contacting the National Service Center (NCS), 405-954-4002 or nsc@faa.gov, for cancelation and removal of all access to FAA systems (DELPHI, PRISM, GOVTRIP, LOTUS NOTES, etc.). The COR issues a ticket, via phone or email, requesting the removal of the contract employee's access and the reason. A ticket number is assigned, and when complete, an email confirmation is sent to the requestor. Attach the confirmation email to form NG 3370-1.

m. The COR is responsible for cancelation of assigned phone number and 411 information by contacting the Telecommunications group.

**10. Distribution.** This order is distributed electronically to all William J. Hughes Technical Center Federal, tenant, and contractor employees.



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Dennis L. Filler

Director, William J. Hughes Technical Center