

Clearance of Personnel for Separation or Transfer

Please see instruction on the reverse of this form.

1. Employee Name	2. Forwarding Address:		
3. Release Date	4. Action	<input type="checkbox"/> Reassign to other NIH component <input type="checkbox"/> Reassign to other HHS component <input type="checkbox"/> Transfer to other Govt. Agency <input type="checkbox"/> Transfer to another NIAID org	<input type="checkbox"/> Termination of Appointment <input type="checkbox"/> Termination of Award <input type="checkbox"/> Resigned / Retired <input type="checkbox"/> Death-in-service
5. Organization	6. Category	<input type="checkbox"/> FTE <input type="checkbox"/> Contractor <input type="checkbox"/> Guest Researcher <input type="checkbox"/> IRTA	<input type="checkbox"/> Scientist Emeritus <input type="checkbox"/> Special Volunteer <input type="checkbox"/> Visiting Fellow <input type="checkbox"/> Other
7. Items to be Completed/Cleared	Check if Applicable	Check Point <i>(title or name; building and room)</i>	Signature <i>(completed/cleared)</i>
Continuing Obligation Form (Procurement)			
Contract Project Officer Authority Rescinded			
Domestic/International Phone Cards			
Electronic Records/Files/E-mails			
Employee Performance Review/Rating			
Grant Program Coordinator Authority Rescinded			
Metro Fare Cards			
NIH 2604, Del of Acquisition Authority			
NIH 2604-1, Request for Ordering Official Authority			
NIH Government Purchase Card			
NIH Self Service Charge Card			
Notice of Post-Employment Ethics Info for Sr. Employees			
Official Records			
PHS 1373, Separation of Commissioned Officer			
PHS 6364, Employee Invention Report			
SF 52, Request for Personnel Action			
Transhare Commuter Cards/Fare Media			
Timekeeper			
Flexible Workplace Equipment			
NIH 1767-1, CIT Account Authorization			
Systems Access (LANS, e-mail, database, phone line)			
Accountable Property (all Govt Property)			
Cellular Telephones/Pagers/Blackberries			
Select Agents			
Radiation Badge			
Radioactive Materials and Equipment			
NIH and NLM Library Material			
Administration Systems (NED/EDie/CapHR)			
Government Issued Passports			
NIH 829-5, Termination of Visiting Program Participation			
NIH Exit Survey			
NIH Identification Card (PIV Card) (LAST DAY)			
Office/Building Keys/Cardkeys (LAST DAY)			
Parking Permit/Hangers (LAST DAY)			
Outstanding Travel Advance/Voucher/Travel Credit Card			
Process Fellowship Terms. Thru Fellowship Payment Sys.			
Resolution of Indebtedness			
SSA 476, Record of Home Address (FTE)			
Security Clearance (LAST DAY)			
Other/Notes:			
Other/Notes:			
Other/Notes:			
Other/Notes:			
8. I certify that I have no NIH property, records, or correspondence and I do not have any unresolved indebtedness with the Dept. Employee's Signature _____ Date _____	9. I certify that I have reviewed this form and that all required clearances have been obtained. Clearance Official's Signature (Immediate Supervisor/ Project Officer) _____ Date _____		
10. Administrative Officer's Signature _____ Date _____	11. Concurring Official (optional) _____	Date _____	

Instructions

Employees must use this form to obtain proper clearance from their position. Appropriate sections must be completed before separating/transferring.

The employee's Clearance Official (immediate supervisor), in consultation with the Administrative Officer (AO) will mark the appropriate checkpoints.

All areas indicated as checkpoints must be cleared and signed by each respective organization. The clearance points listed on this form must designate an authorized approving official who is authorized to certify that the employee has or has not been released from obligations for items under the control of that office.

Failure to complete this form could result in the delay of the employee's final pay check and any lump-sum payments.

Specific Instructions

Items 1-6, Employee Information:

Upon notification that the employee is transferring/separating, the Clearance Official (immediate supervisor) notifies the AO who in turn initiates this form, completing items 1-6, and provides the form to the Clearance Official. The employee is responsible for reviewing these items for accuracy.

Item 7, Items to be Cleared:

The Clearance Official coordinates with the AO to note which clearance points are applicable by checking them under "Check if Applicable." The Clearance Official should work with the AO to identify the name and location of appropriate checkpoints within the IC and NIH. All clearance points must be cleared prior to separation or transfer.

The employee is responsible for reviewing these items for accuracy, allowing sufficient time to obtain all required clearances, calling ahead to schedule an appointment at each checkpoint (if necessary), traveling to each checkpoint and acquiring the signature of the appropriate official at the checkpoint.

Items 8-11, Final Approval:

Once the employee has cleared each designated checkpoint and prior to separation on the final day of official duty, the employee must sign and date the form and obtain the final approval signatures from the Clearance Official, AO, and any concurring signatures as required by the IC.

Records Retention:

The IC AO is responsible for retaining the original of this form for one year or for one year after any indebtedness is recovered, whichever occurs later.