NHGRI Clearance of Personnel for Separation or Transfer

Please see instructions on the last page of this form

Employee Name	Branch/Section	Building	Release Date

Employee Forwarding Address	Other Contact Phone Number	Employee Personal E-mail

PERSON PROCESSING THIS CLEARANCE	Employee Type	Action
Name:	☐ FTE ☐ Contractor ☐ Fellow ☐ Volunteer ☐ Other:	☐ Reassigned to other NHGRI position ☐ Terminated or New Appointment ☐ Reassigned to other NIH component ☐ Resigned ☐ Transfered to other Gov't Agency ☐ Retired
Phone Number:		

I certify that to the best of my knowledge, all accountable property has been returned and I do not have any indebtness to the government.

Employee's Signature	Date

ITEMS TO BE COMPLETED/CLEARED

WEEK PRIOR TO DEPARTURE

Program Support Staff:

*Process Fellowship Termination thru Fellowship Payment System	Program Support Staff's Signature	Date
NIH and NLM Library Materials	Program Support Staff's Signature	Date

Administrative Officer:

*Resolution of Indebtedness – All others (SLAs, PCAs, etc.)	Administrative Officer's Signature	Date
*Outstanding Travel Advance/Vouchers	Administrative Officer's Signature	Date
*Approve termination in Fellowship Payment System	Administrative Officer's Signature	Date
Gift Funds	Administrative Officer's Signature	Date
Employee Performance Review/Rating (If leaving the NIH file PMAPs in employee's personnel file. If the employee is transferring to another IC, give PMAPS to new AO)	Administrative Officer's Signature	Date
Depart/Deactive FTE from ITAS and telework system	Administrative Officer's Signature	Date
NIH Exit Survey (http://exitsurvey.nih.gov)	FTE's Administrative Officer's Signature	Date

Week Prior to Departure *(continued)*

Other Clearances Required (e.g. TTO, ITB, Acquisition, Ethics, etc.)

*Resolution of Indebtedness - SLRP	Jeanette Smith Signature	Date
*NBS Roles Deactivation	NBS IC/OD Advocate's Signature	Date
Official Records	Records Liaison	Date:
*Re-Assign NBS Actions to a Current Buyer	Chief, Acquisition's Signature	Date:
Employee Inventions, Royalties, and Patents	Tech Transfer Office's Signature	Date:
Transfer of Research Reagents and Materials	Tech Transfer Office's Signature	Date:
Conditional Gift Funds	Tech Transfer Office's Signature	Date:
*Ethics Clearance	Ethics Coordinator's Signature	Date:
*Credentials	Credentialing Coordinator's Signature	Date:
*NIH 1767-1: CIT Account Authorization	Information Technology Branch Signature	Date:
Alternate Logon Token (ALT) Cards	Information Technology Branch Signature	Date:
GETS Cards and Send Word Now	Crisis Management Coordinator Signature	Date:
Transfer Institutional Biosafety Committee (IBC) Registration	Safety Coordinator's Signature	Date:

DAY OF DEPARTURE

Program Support Staff:

*NIH Identification Card (PIV Card)	Program Support Staff's Signature	Date:
*Office/Building Keys/Cardkeys	Program Support Staff's Signature	Date:
*Parking Permits, Key Fobs	Program Support Staff's Signature	Date:
Gov't Issued Passports	Program Support Staff's Signature	Date:

Administrative Officer/Administrative Technician:

Domestic/International Phone Cards	Administrative Officer's Signature	Date:
*Update NIH Enterprise Directory (NED)	Administrative Officer/Administrative Tech's Signature	Date:

Day of Departure *(continued)*

Others:

*Travel Credit Card	Travel Card Coordinator's Signature	Date:
*Computer systems Access (LANS, e-mail, databases)	Information Technology Branch Signature	Date:
Electronic Records/Files/Emails	Information Technology Branch Signature	Date:
*Cellular Telephones/ Pagers/ BlackBerrys	Property and ITB's Signature	Date:
*Accountable Property (all Gov't Property)	Property and ITB's Signature	Date:
*NIH Gov't Purchase Card	Chief, Acquisition's Signature	Date:
I certify that all tasks labeled with an asterisk (*) have been completed. Administrative Officer's Signature		Date

INSTRUCTIONS and NOTES

Employees must use this form to obtain proper clearance for their position. Appropriate sections must be completed BEFORE separating/transferring. Both the supervisor of the employee/trainee/contractor and the Administrative Officer are responsible for ensuring that staff member are appropriately cleared and that all responsible parties complete their portion of the clearance process.

Upon notification that the employee is transferring/separating, the Clearance Official (immediate supervisor) notifies the AO and PSS.

All areas indicated as checkpoints must be cleared and signed by each respective responsible party. The clearance points listed on this form must designate an authorized approving official who can certify that the employee has or has not been released from obligations as appropriate.

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

***The Administrative Officer needs to verify these items have been cleared.**