

NIDDK – Clearance of Personnel for Separation or Transfer

1. Employee Name	2. Organization	3. Building and Room	4. Release Date
5. Forwarding Address	6. Circle one. Reassign to other NIH component. Reassign to other HHS component. Transfer to other Govt. Agency. Termination of Appointment. Resigned. Retired.		
7. Items to be Completed/Cleared Check if Applicable	Check Point (title or name; building and room)	Signature (When completed/cleared)	
Accountable Property (all Government Property)			
Cellular Telephones/Pagers /BlackBerry			
Computer Systems Equipment (laptops, PC, printer)			
CIT/TITAN Account			
Computer Systems Access (LANs, e-mail, databases)			
Continuing Obligation Form (Procurement)			
Contract Project Officer Authority Rescinded			
Domestic/International Phone Cards			
Electronic Records/Files/E-Mails			
Employee Performance Review/Rating			
Ethics Office			
Flexible Workplace Equipment/Phone or Internet Lines			
Government Emergency Telecom Service (GETS Card)			
Government Purchase Card			
Grant Award Signature Authority Rescinded			
Metro Fare Cards			
NED – NIH Enterprise Directory			
NIH 829-5, Termination of Visiting Program Participation			
NIH 2144, Fellowship Termination Notification			
NIH and NLM Library Material			
NIH Identification Card			
NIH Self Service Charge Card			
NIHITS Access			
Occupational Medical Services			
Office/Building Keys/Cardkeys			
Official Records			
Outstanding Travel Advance/Voucher			
Parking Hanger			
PHS 31, Commissioned Officers' Leave Record			
PHS 1373, Separation of Commissioned Officer			
PHS 6364, Employee Invention Report			
Radiation Badge			
Radioactive Materials and Equipment			
Resolution of Indebtedness			
Security Clearance			
Transshare Commuter Cards/Fare Media			
Travel Credit Card			
Web Page Owner? ____ Y ____ N (if yes, see instructions below)			
8. I certify that I have no NIH property, records, or correspondence and I do not have any unresolved indebtedness with the Department. 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) 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.
- Failure to complete this form could result in the delay of the employee's final pay check and any lump-sum payments.
- Web page owner question: If employee enters Yes, indicating that he or she is a Web page owner, the employee must provide the Administrative Technician with the URL for each owned Web page. **The Administrative Technician must send the URL(s) and the employee's name to the Institute's Web Liaison (Computer Technology Branch, NIDDK, Democracy II, Room 941)**, so that he or she can transfer the Web pages to another owner.

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.