DEPARTMENT OF HEALTH AND HUMAN SERVICES

CLEARANCE OF EMPLOYEES FOR SEPARATION OR TRANSFER

PRIVACY ACT STATEMENT: In compliance with the Privacy Act of 1974, as amended, the following information is provided: Solicitation of this information is authorized by the Debt Collection Improvement Act of 1996, 31 U.S.C. § 7701; Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377); Part III, Title 5 USC; and Executive Order (E.O.) 13,526. Purpose is to ensure that you have satisfied all obligations to the Government prior to your transfer within or separation from HHS. This information may be disclosed to appropriate Government agencies when relevant for civil, criminal or regulatory investigations or prosecutions. Disclosure by you is mandatory. Social Security Numbers may be used for purposes of collecting and reporting on any delinquent amounts arising out of the individual's relationship with the Government. Failure to provide requested information will prevent processing of final check or retirement papers, or other appropriate actions."

This form is to be filed in the employing office. Blank spaces at bottom of checklist are for any additional items. Employees in OGE Form 278 filing positions must submit their termination OGE Form 278 within 30 days of their last day of employment.

NAME OF EMPLOYEE			SOCIAL SECURITY NUMBER
Last	First	Middle Initial	

NAME OF ORGANIZATION AND WORK LOCATION	FORWARDING ADDRESS		
	Street		
	City	State	ZIP Code
EFFECTIVE DATE OF SEPARATION/TRANSFER	HOME TELEPHONE NUMBER *(Include Area Code)*		

The employee's supervisor is responsible for ensuring that the separating or reassigned employee returns all Government property to the issuing office and receives applicable forms or debriefings as checked below. Supervisors will check those listed items that are applicable to assist the employee in returning or accounting for the items.

CHECK	ITEM
	1. GOVERNMENT ID CARD (Issuing Office or Supervisor)
	2. OFFICIAL PASSPORTS (Issuing Office or Supervisor)
	3. PARKING PERMITS (Issuing Office or Supervisor)
	4. GOVERNMENT PURCHASE CARD (IMPAC) (The SUPERVISOR will clear employees without a card. The APPROVING OFFICIAL will clear those employees with a purchase card.)
	5. GOVERNMENT TRAVEL CARD (Travel Card Coordinator or Supervisor)
	6. GOVERNMENT TELEPHONE CARD (Issuing Office or Supervisor)
	7. CLASSIFIED MATERIALS (Service or Staff Office Security Manager)
	8. SECURITY DEBRIEFING (Service or Staff Office Security Manager)
	9. ADMINISTRATIVE EQUIPMENT (Property Custodian)
	10. OPERATING EQUIPMENT (Property Custodian)
	11. AUTOMATED INFORMATION EQUIPMENT (Property Custodian)
	12. LOCAL AREA NETWORK (LAN) ADMINISTRATOR NOTIFIED
	13. TELEPHONE VOICE MAIL ADMINISTRATOR NOTIFIED
	14. UNIFORMS / UNEARNED UNIFORM ALLOWANCE (Issuing Office or Supervisor)
	15. LIBRARY MATERIALS (Issuing Office or Supervisor)
	16. OF 346, U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD (Issuing Office or Supervisor)
	17. KEYS / KEY ACCESS CARD (Issuing Office or Supervisor)
	18. OFFICE FILES / REFERENCE MATERIALS (Issuing Office or Supervisor)
	19. HEALTH ROOM
	20. OGE Form 278, EXECUTIVE BRANCH PERSONNEL - PUBLIC FINANCIAL DISCLOSURE REPORT (MANDATORY) (Deputy Ethics Counselor)
	21. VERIFICATION OF LEAVE BALANCES BY THE EMPLOYEE'S TIMEKEEPER
	22. OBLIGATED HHS SERVICE FOR NON-GOVERNMENT TRAINING RECEIVED (Service / Staff Office Training Officer)
	23. POST-EMPLOYMENT ETHICS INFORMATION (Deputy Ethics Counselor or Supervisor) http://intranet.hhs.gov/ethics/ethics_topics/post-employrestrictions.html

I certify that I have no HHS property, records, or correspondence and I do not have any unresolved indebtedness with the Department.		I certify that I have reviewed this form and that all required clearances have been obtained.	
SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF SUPERVISOR	DATE

PSC Publishing Services (301) 443-6740 EF

GUIDELINES FOR COMPLETING FORM HHS-419

The employee's supervisor (assisted by the administrative officer) is responsible for obtaining appropriate clearances for employees separating or transferring from their units, and will initiate Form HHS-419 by filling in all items when informed about the pending separation or transfer of an employee. When physically possible, the Form HHS-419 will be hand-carried to those officials from whom clearance is necessary. For locations which are distant from the clearance offices, the supervisor may obtain telephone clearances when deemed appropriate. Telephone clearances must be annotated with the name of the official contacted, status of each item, and date of clearance.

The clearance officials who are responsible for certain items shall secure, when applicable, the return of issued items and forms, check and initial the clearance action they take. They will describe on a separate continuation sheet items for which clearance is not granted along with recommendations for immediate actions. (Continuation sheet(s) must be attached to Form HHS-419).

If the employee is indebted to the Department, the supervisor shall take the following actions as applicable:

> Arrange for settlement/resolution of the employee's indebtedness to the Department prior to separation or transfer.
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> If the employee is separating from the Department and has not repaid his/her indebtedness prior to separation, see GAM 1-90-30A.3a for required procedures.
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> If the employee is transferring within HHS or to another Federal Agency and has not resolved his/her indebtedness prior to transfer, see GAM 1-90-30A.3b and 3c for required procedures.

After all items have been cleared or resolved and the employee has signed and dated the certification block (if the employee is unable or refuses to sign, the supervisor will note this in the Signature of Employee block) and the supervisor has signed and dated the certification, a copy of the Form HHS-419 will be provided to the employee.

The completed Form HHS-419 and all continuation sheets shall be retained in the administrative officer's files for one year or for one year after any indebtedness is recovered, whichever is longer. An information copy will be forwarded to the Servicing Personnel Office.