

# Clearance for Separation of Employee

U.S. Department of Housing and Urban Development  
Office of Human Resources

For Non-Headquarters Use Only. See page 2 for Administrative Clearances

## Part I. Request for Clearance (To be completed by Administrative Officer or equivalent)

### Instructions for Administrative Officer or Equivalent:

Initiate this form 5 days prior to an employee's separation. Advise the separating employee on local procedures for the clearance process. Ensure that the employee signs this form in Part II and that the form is forwarded to the Servicing Human Resources Office before the employee separates.

1. Name of Employee	2. Social Security Number	3. Date of Separation
4. Organization	5. Forwarding Address	
6. Type of Separation <input type="checkbox"/> Leaving Federal Service <input type="checkbox"/> Transferring to Another Agency		7. Office Door Keys <input type="checkbox"/> Returned <input type="checkbox"/> None Issued
8. Relocation Services Agreement <input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Not Applicable		
<b>Note:</b> If an agreement is not completed and the employee is not transferring to another agency, funds must be recovered unless the employee has obtained a waiver by the Assistant Secretary for Administration. If funds should be recovered, explain in Part III and indicate the dollar amount to be collected.		
9. Leave Record (HUD-260) must be attached to this form.		
Are there any discrepancies between PC-TARE and the NFC database? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Note:</b> For unresolved discrepancies requiring a change to the NFC database, the Leave Correction Memorandum must also be attached.		

Signature of Administrative Officer or Equivalent	Date	Telephone Number
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## Part II. Employee Certification

### Instructions for Employees:

To avoid delays in final salary payments, this form must be completed and returned to your Administrative Officer or equivalent before you separate.

You must clear every item applicable to you and then sign the employee certification below.

If you want your final salary payments sent to an address other than where your salary payments are currently being sent, complete and attach an AD-349, Declaration Sheet, to this form.

**Employee Certification:** I certify that I have no Government property, computer software/hardware, keys, records or official documents, including classified material issued or furnished by the Department of Housing and Urban Development. I understand that the depreciated value of Government property charged to me may be withheld from monies due me if the loss or theft of or damage to such property is determined by a Board of Survey and the Reviewing Official to be due to negligence or intent on my part.

Signature of Employee	Date
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## Part III. Uncollected Indebtedness

**Instructions for the Clearance Official:** If any chargeable item listed in Part I or Part IV was not accounted for or returned, indicate the dollar value of the unaccounted item to be collected from the employee's final salary payments.

Item	Amount \$	Signature of Clearance Official
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Remarks

Item	Amount \$	Signature of Clearance Official
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Remarks

Item	Amount \$	Signature of Clearance Official
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Remarks

**Part IV. Administrative Clearances**

**Instructions for the Clearance Official:** Indicate clearance of chargeable items by signing your name and giving your correspondence code in the appropriate blocks. Include the date and your telephone number. Note in Part III the reasons why any chargeable item was not accounted for or returned and indicate the dollar value of the unaccounted item to be collected from the employee's final salary payments.

Item	Room	Cleared by: (Signature & Correspondence Code)	Date	Telephone
1. Financial Disclosure Statement (SF-278)				
2. Procurement Official's Certification				
3. Post-employment Memorandum				
4. Security Termination Statement (HUD-70029)				
5. Library Books and Periodicals				
6. U.S. Government Bank Card				
7. Telephone Credit Card				
8. Personally Charged Property				
9. Parking				
10. Records				
11. Computer Access (ID's, Passwords, etc.)				
12. Travel Advance				
13. Travel Charge Card				
14. Training Obligations				
15. Salary Overpayment/Leave Indebtedness				
16. Employee Exit Survey - HUD-58-B		Mail: U.S. HUD Employee Assistance Program 451 7th Street SW, Rm 5250 Washington, DC 20410		
17. Building Pass				
18. Assistive Technology Hardware/Software				(202) 401-4951, x7507