

# Clearance for Separation of Employee

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

For Field Office 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 (mm/dd/yyyy)
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
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8. Relocation Services Agreement <input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Not Applicable
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Note: 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?       Yes       No

Note: For unresolved discrepancies requiring a change to the NFC database, the Leave Correction Memorandum must also be attached.

10. Completed Student Loan Repayment Service Agreement No <input type="checkbox"/> Yes <input type="checkbox"/> if yes date completed _____	Telephone Number	Date (mm/dd/yyyy)
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Signature of Administrative Officer or Equivalent

## 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.

<b>As a HUD employee have you received any Student Loan Repayment Benefits?</b> No <input type="checkbox"/> Yes <input type="checkbox"/> , if yes date completed _____ <b>NOTE: If yes, you completed a Service Agreement to remain in the service of the Department for a minimum period of three years under the initial agreement and for 1 year for each calendar year that an additional benefit was issued. If you have not completed the time under your Service Agreement, you are obligated to repay the Department the full amount of any Student Loan benefits that were paid.</b>	Date (mm/dd/yyyy)
Signature of Employee	

## 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, date, and telephone number in the appropriate blocks. 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) Office of Ethics				
2. Procurement Official's Certification Office of Ethics				
3. Post-employment Memorandum Office of Ethics				
4. Security Termination Statement HUD 70029				
5. Library Books and Periodicals				
6. US 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. Building Pass				
16. Investigators Badge (Fair Hsg. only) return to Admin. Officer				
17. Salary Overpayment/leave indebtedness				
18. Student loan Repayment Benefit				
19. Litigation Holds (i.e., memo notifying employee that information in electronic and paper form at related to a specific court case must be kept due to potential litigation) Regional Counsel or Chief Counsel in the Same Geographic Region as Employee				