

# SEPARATION CLEARANCE

This form will be used to obtain necessary clearances for individuals who are separating from the NRC or are being reassigned between Regions or between Headquarters and a Region. See instructions on the reverse. Shaded items must be completed for employees who are reassigned between Regions or between Headquarters and a Region.

## EMPLOYEE DATA

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

TITLE \_\_\_\_\_ TELEPHONE NUMBER (Include Area Code) \_\_\_\_\_

DIVISION OR OFFICE \_\_\_\_\_ NAME OF LAST SUPERVISOR \_\_\_\_\_ LAST DAY OF ACTIVE DUTY \_\_\_\_\_

FORWARDING ADDRESS - STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TYPE OF SEPARATION:  SEPARATION FROM EMPLOYMENT  REASSIGNMENT BETWEEN REGIONS OR BETWEEN HEADQUARTERS AND A REGION  OTHER -- SPECIFY (LWOP, FURLOUGH, etc.) \_\_\_\_\_

| CLEARING ORGANIZATIONAL UNIT                    | ACTION / ITEM                                                                                                     | CLEARED | SIGNATURE, CLEARING OFFICIAL | DATE |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------|------------------------------|------|
| 1. Office to Which Person is Assigned           | a. T&A Clerk Notified; SF 52 Initiated (Office Adm. Contact)                                                      |         |                              |      |
|                                                 | b. Security Debriefing Arranged (Employee)                                                                        |         |                              |      |
|                                                 | c. Class/Sensitive Unclass. Info. Recovered/Reassigned (Supervisor)                                               |         |                              |      |
|                                                 | d. Separation Interview with Human Resources Scheduled (Employee)                                                 |         |                              |      |
|                                                 | e. Mail Room Notified of Forwarding Address (e-mail to TRS)                                                       |         |                              |      |
|                                                 | f. Prop. Cust.; All Assigned Prop. Ret'd/Trans'f'd (Office Adm. Contact)                                          |         |                              |      |
|                                                 | g. Office IT Coordinator - Access to Automated Info. Systems Cancelled                                            |         |                              |      |
| 2. Law Library, OGC                             | Books and Regulations                                                                                             |         |                              |      |
| 3. Travel Management Branch, OCFO               | Travel Advances, Passports, Charge Cards, Recent Travel Authorizations                                            |         |                              |      |
| 4. Health Unit                                  | Employee may copy health file; file will be retired. EMF <input type="checkbox"/> Yes <input type="checkbox"/> No |         |                              |      |
| 5. Telecommunications Service Center, OCIO      | Telecommunications Property, Charges, and Telephone Credit Cards                                                  |         |                              |      |
| 6. Property & Acquisition Oversight Branch, ADM | NRC Purchase Card                                                                                                 |         |                              |      |
| 7. Technical Library Services Section, OCIO     | Books and Library Materials                                                                                       |         |                              |      |
| 8. Lic. Fee and Accounts Receivable Br., OCFO   | Accounts Receivable                                                                                               |         |                              |      |
| 9. General Accounting Branch, OCFO              | Accounting Systems                                                                                                |         |                              |      |
| 10. Records Management Branch, OCIO             | Record/Nonrecord Holdings and Chargeouts                                                                          |         |                              |      |
| 11. IT Customer Service Branch, OCIO            | Terminate Access to Network/ADP Equipment/Software                                                                |         |                              |      |
|                                                 | Termination Effective Date - COB:                                                                                 |         |                              |      |
| 12. Division of Facilities and Security, ADM    | a. Received Security Debriefing? (if separating from the agency)                                                  | YES     | NO                           |      |
|                                                 | b. NRC Form 136 Completed? (if separating from the agency)                                                        |         |                              |      |
|                                                 | c. Badge Submitted?                                                                                               |         |                              |      |
| 13. Office of Human Resources                   | a. Exit Interview and Obligated Service Agreement *                                                               |         |                              |      |
|                                                 | b. Pending Training and Service Agreement                                                                         |         |                              |      |
|                                                 | c. Signature Certification                                                                                        |         |                              |      |
| 14. Payroll Operations Team, OCFO               | Review of Pay Records                                                                                             |         |                              |      |

\* If one-year service agreement is not satisfied, EOD of last duty station:

COMMENTS

**CERTIFICATION OF SEPARATING EMPLOYEE** -- I certify that all appropriate clearances have been obtained.

SIGNATURE -- SEPARATING EMPLOYEE

DATE

## INSTRUCTIONS FOR COMPLETING NRC FORM 270

### A. SEPARATIONS FROM HEADQUARTERS

1. For all separations, the employing office will initiate the form, complete all items in the "Employee Data" section, and certify item 1.a. through g.
2. Forward the form through the applicable clearing organizational units listed on the form. In order to expedite this process, the employee may hand carry the form through the respective organizations.  
*(Law Library: All attorneys who separate from NRC rolls must obtain Law Library clearance [Item 2.]. Other employees need obtain this clearance only if they have checked out Law Library materials.)*
3. Schedule clearances so that the separating employee visits the Division of Facilities and Security (Item 11) during the last week of employment.
4. On the last day of employment, employees should report to the Office of Human Resources (HR) for an exit interview after all other items except the Payroll Operations Section (Item 13) are completed. HR will forward the exit form to Payroll Operations with the final SF 50.
5. Each clearing organizational unit listed on the form will check its records to determine if property, classified matter, etc., has been accounted for and will record appropriate notations on the form. In the event that the individual named as clearing official is not available, the supervisor of the work unit will be the authorized clearing official.
6. If item(s) cannot be located:
  - a. Items of Non-Monetary Value. Separating employees are expected to make every effort to locate and return items of non-monetary value. These include such items as security identification badges, unexecuted transportation requests, government charge cards, and classified matter.
  - b. Items of Monetary Value. Separating employees are expected to make every effort to locate and return items of monetary value to the office accountable for the items. When an item cannot be located, the clearing organizational unit will determine the value of the item and whether the separating individual's explanation for the loss is adequate. If it is necessary to seek reimbursement from the separating individual, the clearing organizational unit will coordinate with the Payroll Operations Section, OCFO, which is responsible for securing reimbursements.
7. After completion, NRC Form 270 remains in the Payroll Operations Section, OCFO, for appropriate disposition.

### B. SEPARATIONS FROM REGIONS

1. Regional employees should contact the Regional Personnel Office for specific instructions.
2. Regional employees separating from employment should obtain local Regional Office Clearances for all applicable items except the fiscal matters covered under Items 3, 7, and 12. To initiate and expedite clearances for these items, Regional Personnel Offices should telefax a copy of a separating employee's NRC Form 270 to the Chief, Payroll Operations Section, OC, when the employee begins the clearance process.

### C. REASSIGNMENTS BETWEEN REGIONS AND BETWEEN HEADQUARTERS AND REGIONS

1. Only those clearance items that are shaded need to be completed for employees who are reassigned between Regions or between Headquarters and a Region. (The shaded items are as follows: Numbers 1.a. through g., and 11.a. and c.)
2. Upon completion of the appropriate clearances, the Separation Clearance form should be mailed or carried to the Office of Human Resources or to the releasing Regional Personnel Office, as appropriate.

## PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 270. This information is maintained in a system of records designated as NRC-21 and described at 65 *Federal Register* 56429 (September 18, 2000); or the most recent *Federal Register* publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, 11555 Rockville Pike, Rockville, MD, or located in the NRC's Agencywide Document Access and Management System (ADAMS).

1. **AUTHORITY:** 5 U.S.C. 6334 (1996); 31 U.S.C. 716, 1104, 1108, 1114, 3325, 3511, 3512, 3701, 3711, 3717, 3718 (1996-2000); Pub. L. 104-193, Personal Responsibility and Work Opportunity Reconciliation Act of 1996; Executive Order 9397, November 22, 1943.
2. **PRINCIPAL PURPOSE(S) AND ROUTINE USE(S):** To obtain necessary clearances for individuals who are separating from NRC employment, being reassigned to another geographical region of the NRC, or going on leave without pay or furlough in excess of 90 days.
3. **ROUTINE USE(S):** In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this record without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected. Information may also be disclosed to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate Federal, State, local and Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you. Information from this form may also be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
3. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** It is mandatory that you provide the requested information. If the requested clearance information is not provided, your last paycheck will be withheld until the required clearances are obtained.
4. **SYSTEM MANAGER AND ADDRESSES:** Chief, Payroll and Labor Reporting Branch, Division of Accounting and Finance, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

## SEPARATION CLEARANCE INSTRUCTIONS

(4-2002)

### Headquarters Employees Who Separate from the NRC

- Hand carry the NRC Form 270 to the contacts listed in the chart below for signature after you have called each contact to make arrangements to conduct the clearance process and before reporting to HR for the exit interview. In the event that the individual named as clearing official is not available, the supervisor of the work unit will be the authorized clearing official.
- Leave your NRC Form 270 with your assigned Human Resources representative after your exit interview, so that should be the last office you visit. Final pay action will be processed by payroll after all clearances have been obtained.
- **Please Note:** The Division of Facilities and Security normally conducts the security exit briefing on Thursday and Friday mornings at 10:00 a.m.
- Your Division Property Custodian should clear you of any property that has been assigned to you (he/she can attach any NRC Form 119s to the separation clearance form, NRC Form 270). This individual must also receive approval from PAOB/ADM before signing item 1.f. of NRC Form 270.
- The Office IT Coordinator will remove your access to office-specific computer/ADP applications and complete item 1.g. on NRC Form 270, while access to the network (LAN) will be terminated by the OCIO and recorded at item 10.

### Employees Who Are Reassigned Between Regions or Between Regions and Headquarters

- Only those clearance items that are shaded on NRC Form 270 (items 1 and 11) need to be completed for employees who are reassigned between regions or between headquarters and a region.
- Upon completion of the appropriate clearances, the NRC Form 270 must be mailed or hand carried to the Office of Human Resources or to the releasing Regional Human Resources Office, as appropriate, and filed in the employee's OPF.

| Clearing Organizational Unit                                                     | Clearing Official                                | Location | Telephone |
|----------------------------------------------------------------------------------|--------------------------------------------------|----------|-----------|
| 1. Home Office of Employee<br>(See Individuals Shown in Block 1 of NRC Form 270) | Employing Office Staff/<br>Employee's Supervisor |          |           |
| 2. Law Library / OGC*                                                            | Charlotte Carnahan                               | O-15 B13 | 415-1526  |
| 3. Travel Management Branch / OCFO                                               | Mary Matheson                                    | T-9 E31  | 415-8748  |
| 4. Health Unit                                                                   | Val Jackson                                      | O-2 E13  | 415-8400  |
| 5. Telecommunications Service Center / OCIO                                      | Ben Randall/TSC Staff                            | T-6 K4   | 415-7568  |
| 6. Property & Acquisitions Oversight Branch / ADM                                | Vicki Gladhill                                   | T-7 E8   | 415-6519  |
| 7. Library Services / OCIO                                                       | Circulation Staff                                | T-2 B9   | 415-5610  |
| 8. License Fee & Accounts Rec'v. Banch / OCFO                                    | Lynda Venson                                     | T-9 E22  | 415-6063  |
| 9. General Accounting Branch / OCFO                                              | Frank Johnson                                    | T-9 F12B | 415-6049  |
| 10. Records Management Branch / OCIO                                             | Latravetta Lee                                   | T-5 E37  | 415-5879  |
| 11. IT Customer Service Branch / OCIO                                            | Karen McElyea                                    | T-4 F32  | 415-5696  |
| 12. Div. of Facilities & Security / ADM                                          | Bertinia Smith                                   | T-6 E24  | 415-7407  |
| 13. Office of Human Resources                                                    |                                                  |          |           |
| Training                                                                         | Carolyn Bassin                                   | T-3 D31  | 415-7532  |
| Exit Interview (See your HR representative at date/time previously scheduled)    | HR Representative                                |          |           |
| 14. Payroll Operations Team / OCFO                                               | Tomie Barham                                     | T-9 E13  | 415-7355  |

\*Separating attorneys must obtain a law library clearance. All other employees should obtain this clearance only if they have checked out law library materials.