

HRSA CLEARANCE OF EMPLOYEES FOR SEPARATION OR TRANSFER

PART A - IDENTIFICATION INFORMATION

1. EMPLOYEE NAME	3. SSN	4. TIMEKEEPER NUMBER
4. PRESENT HRSA ADDRESS		5. NEW ORGANIZATION AND WORK ADDRESS
5. CHECK ONE <input type="checkbox"/> Separating from Government <input type="checkbox"/> Transfer to Another HRSA Office		7. DATE OF SEPARATION/TRANSFER <input type="checkbox"/> Transfer to Another HRSA Component or Federal Agency (<i>Specify</i>)

PART B - CLEARANCES TO BE OBTAINED (N/A - NOT APPLICABLE)

CLEARANCE ITEMS	BLDG. & RM #	CLEARED	NOT CLEARED	N/A	INITIAL	CLEARANCE ITEMS	BLDG. & RM #	CLEARED	NOT CLEARED	N/A	INITIAL
8. IMMEDIATE SUPERVISOR/ ADMINISTRATIVE OFFICER a. Advanced Leave						12. PSC a. Debt Collection					
b. Keys / Combination						b. ID Card / Building Pass					
c. Official Files / Records						c. Training Obligation					
d. Mobile Phone						d. Parking Permit					
e. Locally Assigned Equipment						e. Transshare					
f. Travel Card						f. Library					
g. Employment Agreement						13. IT CUSTODIAL OFFICER a. HRSA Owned Equipment					
h. Required Notices / Forms						b. IT Security Officers					
9. DIVISION OF PROCUREMENT a. IMPAC Card						c. Mobile Computer Device					
10. FINANCE a. Accountable Forms						d. Help Desk					
b. Employee Emergency Payments						14. OTHER					
11. DIVISION OF MANAGEMENT SERVICES a. Metro Cards											
b. Calling Card											
c. G.E.T.S. Cards											
d. Mail Services											
e. Security Clearance											

15. I CERTIFY THAT I HAVE NO HRSA PROPERTY, RECORDS, OR CORRESPONDENCES AND I DO NOT HAVE ANY UNRESOLVED INDEBTEDNESS WITH THE DEPARTMENT	16. I CERTIFY THAT I HAVE REVIEWED THIS FORM AND THAT ALL REQUIRED CLEARANCES HAVE BEEN OBTAINED.
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SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF SUPERVISOR	DATE
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GUIDELINES FOR COMPLETING FORM HRSA-419

1. 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 HRSA-419 by filling in Part A, items 1-7, when informed about the pending separation or transfer of an employee. When physically possible, the Form HRSA-419 will be hand-carried to those officials from whom clearance is necessary. For locations which are distant from the clearance officers, 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.
2. The clearance officials who are responsible for the items listed in Part B, items 8-14, 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 HRSA-419.)
3. If the employee is indebted to the Department, the supervisor shall take the following:
 - a. Arrange for settlement/resolution of the employee's indebtedness to the Department prior to separation or transfer.
 - b. 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.
 - c. If the employee is transferred 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.
4. After all items in Part B have been cleared or resolved and the employee has signed and dated the certification block in item 15 (if the employee is unable or refuses to sign, the supervisor will note this in item 15) and the supervisor has signed and dated the certification block in item 16, a copy of the Form HRSA-419 will be provided to the employee.
5. The completed Form HRSA-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.