



DEPARTMENT OF HEALTH AND HUMAN SERVICES
PROGRAM SUPPORT CENTER
CLEARANCE OF EMPLOYEES FOR SEPARATION OR TRANSFER

EMPLOYEE NAME		SOCIAL SECURITY NUMBER	DATE OF SEPARATION/TRANSFER
SUPERVISOR	TIMEKEEPER	ITAS COORDINATOR	BUILDING/LOCATION
REASON FOR CLEARANCE <i>(Check One)</i>		NEW AGENCY/SERVICE/DIVISION/BRANCH <i>(If transferring to another Federal agency)</i>	
<input type="checkbox"/> Separating from the Federal Government <input type="checkbox"/> Transferring to another Federal component		FORWARDING ADDRESS <i>(Home)</i>	
EMPLOYEE'S CURRENT SERVICE/DIVISION/BRANCH			

CLEARANCE ITEMS		CLEARANCE OFFICIALS	Initial to clear*
PERSONNEL OPERATIONS			
1	Debts <i>(LWOP, advanced leave, benefits)</i>	Pat Sullivan, Ernestine Smith	
2	Employment Agreement <i>(outside training, relocation expenses, Physician contract, etc.)</i>	Pat Sullivan, Ernestine Smith	
3	Separation Forms	Pat Sullivan, Ernestine Smith	
4	Separation SF-52 initiated in EHRP	Pat Sullivan, Ernestine Smith	
FINANCIAL MANAGEMENT OPERATIONS			
5	Travel Advance	Mary Lanham, Gretchen Bailey	
6	PSC Travel Charge Card	Natalie Gravette, Tom Roach	
7	Employee Emergency Payments	Mike Peckham, June Hacker	
ADMINISTRATIVE OPERATIONS			
8	Security Clearance	Dan Clutch, Diana Carter-Stafford	
9	Financial Disclosure	Dan Clutch, Rebecca Donnelly	
10	PSC Purchase (IMPAC) Card	Sheri Kretschmaier, Ruth Crown	
11	Calling Card	Jeff De Santo, Roxanne Sowell	
12	Parklawn Health Library	Karen Stakes, Angela Sirrocco	
13	Keys (office)	Supervisor (FOH, see TAB 1)	
14	Building passes/IDs	See TAB 1	
15	Parking Permit	See TAB 1	
16	Transhare	Charlene Lewis, Kimberly Tran (FOH, see TAB 1)	
EMPLOYEE'S OFFICE			
17	Time and Attendance	ITAS Coordinator	
18	Official Files, Records, Accountable forms	Supervisor	
19	HHS owned equip., hardware, software	Supervisor	
20	Voice Mail	Supervisor	
21	Cell phone, blackberry, pager, PDA	Supervisor	
IT SECURITY			
22	AOS Systems	Don Ditullo, Debbie Orfe	
23	Commissioned Corps Systems	Jerry Weisskohl, Bill Knight	
24	FMS Systems	Anthony Ditoto, Natalie Gravette	
25	FOH Systems	James D. Hall, Eric Shih	
26	HRS Systems	Jane Allen, Joyce Brincefield-Sanders	
27	LAN, Remote Access, and E-Mail	IT Service Center	

SIGNATURE OF EMPLOYEE	DATE	I certify that I have reviewed this form and that all required clearances have been obtained.
		SIGNATURE OF SUPERVISOR
		DATE

SIGNATURE OF SENIOR PSC INFORMATION SYSTEMS SECURITY OFFICER (ISSO)	DATE	* or attach an e-mail or fax copy with clearance information
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PRIVACY ACT STATEMENT:

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of this information is authorized by the Federal Property and Administrative Service Act of 1949, as amended (63 Stat. 377); Part III, Title 5 USC. The purpose is to ensure that you have satisfied all obligations to the Government prior to your transfer within or separation from the PSC.

Information in these records may be disclosed to:

(1) The Office of Personnel Management, Merit Systems Protection Board, Equal Employment Opportunity Commission, and the Federal Labor Relations Authority in carrying out their functions;

(2) An agency handling an appeal made outside the Department to which the records are relevant;

(3) An enforcement agency if a record indicates a violation or potential violation of law;

(4) The Department of Justice to receive advice as to whether a particular record must be disclosed under the Freedom of Information Act

(5) Federal, state, or local agency maintaining relevant enforcement records or other pertinent records if necessary to obtain a record relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit;

(6) A federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the record is relevant and necessary to the requesting agency's decision on the matter;

(7) Federal agencies having the power to subpoena other federal agencies' records;

(8) A labor organization pursuant to contract;

(9) An agency contractor for the purpose of collating, analyzing, aggregating or otherwise refining records;

(10) A congressional office in response to an inquiry from the congressional office made at the request of the subject of the record;

(11) The Department of Justice for defense of litigation; and

(12) Individuals performing functions for the Department but technically not having the status of agency employees, if they need access to the records in order to perform their assigned agency functions.

To the Employee:

Disclosure by you is mandatory. Failure to provide requested information will prevent processing of final check or retirement papers, or other appropriate actions.

EMPLOYEE SEPARATION/TRANSFER PROCEDURES:

- The employee's supervisor is responsible for providing the clearance form PSC-82 to the employee at least one week prior to his/her last day on duty, and for ensuring its completion before the employee leaves. For further information, the General Administration Manual (GAM), Chapter 1-90, provides detailed procedures and instructions for completing the clearance form.

- Employees are responsible for hand-carrying the clearance form to officials located in their building. When an official is not located in the same building, the supervisor or employee should receive and attach an e-mail or fax clearance to the form. Telephone clearances may only be obtained by the supervisor. If a telephone clearance is obtained, the supervisor should annotate the form with the name of the official contacted, status, and date contacted.

- Clearance officials must initial each line item to indicate clearance and/or access removal even if an item is not applicable to the employee (e.g., if employee does not have parking, he/she must still be cleared by the clearance official listed for parking). The reason for not clearing an item must be explained on the item line or on a separate continuation sheet. If an uncleared item is later cleared, the clearance official should sign and date the item (or send e-mail or fax notification of clearance). For any item lost by the employee, a signed statement from the employee explaining the loss must be attached to the form.

- If an employee has an outstanding debt that is unresolved at the time of separation, the supervisor is responsible for sending an explanatory memorandum to payroll through the payroll liaison. Payroll will withhold the amount of the debt from the final salary payment and/or lump-sum annual leave payment. Additional information on employee indebtedness can be found in the GAM, Chapter 1-90, page 4, "Separating from the Government."

- The GAM, Chapter 1-90, page 7, paragraph 7, states that for all departing employees "ADP related identification codes, computer passwords and account numbers will be changed or deleted on all systems, networks, etc., prior to or simultaneous with the transfer or separation of the employee."

- Following the completion of the clearance processing and satisfactory resolution of any issues (all items initialed except those that cannot be completed until the employee actually separates, such as e-mail and systems that the employee is using until separation), the supervisor will obtain the employee's signature and date on the form. If the employee is unable or unwilling to sign, the supervisor will note this and initial in the employee's signature box. The supervisor will sign and date in the appropriate box certifying that all required clearances have been obtained.

- The supervisor or his/her administrative contact will make a copy of the clearance form for the employee and give the original to the Service Director's office within two days of the employee's last day on duty. The Service Director's office will make sure that the information is complete, and send the original to the Senior PSC Information Systems Security Officer (ISSO). The ISSO will sign the form last, verifying and certifying that all necessary signatures and clearances have been obtained. Completed forms will be maintained in the Service Director's office for one year or for one year after any indebtedness is recovered, whichever is longer.

TAB 1. PSC AUTHORIZED CLEARANCE OFFICIALS BY BUILDING LOCATION AND/OR SERVICE FOR THE ON-LINE CLEARANCE FORM

CLEARANCE ITEMS (dependent upon Building location and/or Service)

LOCATIONS	13. Keys (office)	14. Building passes/IDs	15. Parking Permit	16. Transhare
Parklawn & Gaithersburg Warehouse	Supervisor	Kimberly Tran, Shannon Egan	Kimberly Tran, Howard Sprague	Charlene Lewis, Kimberly Tran
Perry Point	Supervisor	Irene Grubb	Trisha Miller	Charlene Lewis, Kimberly Tran
Silver Spring	Supervisor	Kimberly Tran, Shannon Egan	Supervisor	Charlene Lewis, Kimberly Tran
SW Complexes	Supervisor	Kimberly Tran, Shannon Egan	Supervisor	Charlene Lewis, Kimberly Tran
Rockwall	Supervisor	Supervisor /Kimberly Tran, Shannon Egan	Supervisor	Charlene Lewis, Kimberly Tran

FOH EMPLOYEES

Bethesda, MD	Linda Barnes, Alice Spurgeon	Linda Barnes, Alice Spurgeon	Linda Barnes, Alice Spurgeon	Charlene Lewis, Kimberly Tran
Boston, MA	No PSC Employees			
New York, NY	Monica Pinzon	Danielle Theodore	Monica Pinzon	Monica Pinzon, Kathryn Hallahan
Philadelphia, PA	Lisa Castellante, Mark Delowery	Lisa Castellante	N/A	Lisa Castellante
Atlanta, GA	N/A	Bobbie Andrews	N/A	Bobbie Andrews
Chicago, IL	Cathy Joseph, LaDonna Coleman	Cathy Joseph, LaDonna Coleman	Cathy Joseph, LaDonna Coleman	Robert Brown
Dallas, TX	Xrevette Dabney	Xrevette Dabney	Xrevette Dabney	Xrevette Dabney
Kansas City, MO	Patti Hawblitzel	Patti Hawblitzel	Jeannie LaJoie	Michale McQuitty
Denver, CO	Sally L. Butler, Bruce Hills	Denver.Megacenter@GSA.gov	Denver.Megacenter@GSA.gov	N/A
San Francisco, CA	Amanda Cole	Kathy Lee	N/A	Amanda Cole
Seattle, WA-(AO)	Regina B. Davis, Arlene Engelstad	Regina B. Davis, Arlene Engelstad	N/A	Jennifer Eisner
Seattle, WA (SEA)	Molly Satterfield, James D. Hall	Molly Satterfield, James D. Hall	N/A	Jennifer Eisner