

EMPLOYEE EXIT CLEARANCE RECORD
(Instructions on Reverse)

Notice to Existing Employee:

- Employees separating from Federal service require a Certification for Separating Employees – FDA Form 2097. The form is found at: <http://www.fda.gov/opacom/morechoices/fdaforms/default.html> and is turned in at the Ethics point of exit below.
- The HHS Exit Survey helps the Department attract and maintain a high-quality workforce. It is voluntary, anonymous and found at: http://career.psc.gov/exit_survey.taf. Employees separating from HHS should consider completing the survey.

1. NAME (Last, First MI)	2. LAST 4 DIGITS OF SOCIAL SECURITY NUMBER	3. ORGANIZATION
4. PROJECTED EXIT DATE (mm/dd/yyyy)	5. SEPARATION DATE (mm/dd/yyyy)	6. ACTUAL EXIT DATE (mm/dd/yyyy)
7. REASON FOR LEAVING (Select one)		
<input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> Transfer to another Federal agency (Inside HHS) <input type="checkbox"/> Transfer to another Federal agency (Outside HHS) <input type="checkbox"/> Death		

Note: Exit points do not need to be visited in order.	Cleared	Not Cleared	N/A	Official Signature	Date (mm/dd/yyyy)
8. FINANCIAL SERVICES* (301) 443-0446 (12345 Parklawn Drive, 2nd Floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. PASSPORT/VISA* (301) 827-4480 (PKLN 15A-55)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. LIBRARY SERVICES* (301) 796-2039 (any branch – see instructions for locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. ROCKVILLE HR CENTER (301) 827-4140 (PKLN 9C-15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. ETHICS (301) 827-5511 (PKLN 6B-17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. PSC PARKING PERMIT & TRANSHARE* (PKLN 5B-07) (301) 827-2414	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. PSC CHILD CARE* (301) 443-2516 (PKLN 17A-29)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15. RECORDS (301) 827-1476					
a. Center/ORR Document Room*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. Supervisor (see instructions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16. SYSTEM APPLICATIONS (Center/OC/ORR ISSO – see instructions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17. OFFICE ADMINISTRATIVE OFFICER					
a. Accountable Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. IT/Telecom & other Office Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
c. Travel Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
d. PCard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
e. Access Key/Pass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18. PERSONNEL SECURITY (301) 827-5521					
a. (PKLN 15A-22) Clearance Check/Debriefing*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. (PKLN 15A-22) FDA Credentials* (301) 827-5521	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
c. (PKLN 12A-43 or WO22 1344) FDA Badge (301) 827-5913	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

19. EMPLOYEE SIGNATURE	DATE (mm/dd/yyyy)	20. SUPERVISOR SIGNATURE	DATE (mm/dd/yyyy)
*Administrative Officers may contact the exit point to determine the status then check and sign on behalf of the exit point. For a list of contact information, see this Form listing at the FDA Forms site: http://intranet.fda.gov/omp/forms/oc_list.htm .		21. ADMINISTRATIVE OFFICER'S SIGNATURE	DATE (mm/dd/yyyy)

Submit completed form to the Employee Resource and Information Center, Mailcode HFA-705

INSTRUCTIONS FOR COMPLETING FORM FDA 2277

This form, Employee Exit Clearance Record, is to be completed for all employees leaving the Food and Drug Administration. For the exit points marked with an asterisk, the employee's Administrative Officer may contact the exit point by phone or email to determine the status then check and sign and date on behalf of the exit point. For all other exit points, the exiting employee should hand-carry Form FDA 2277 Employee Exit Clearance Record to the location listed on the front of the form. The exit point representative will determine if the exit requirements are met, check the appropriate box then sign and date in the space provided. The exit points do not need to be visited in the order they appear. When all of the exit points are checked, the employee, Administrative Officer, and Supervisor sign and date the form. Submit completed forms to the Employee Resource & Information Center, 12345 Parklawn, Mailcode HFA-705.

Item	Explanation	Item	Explanation
1-3	Self-explanatory.	17a	The employee must return any accountable property to the Administrative Contact. This includes FDA personal computers borrowed for at home use.
4	The projected exit date is last date that the employee expects to be physically in the office.	17b	The employee returns any government issued telecommunication or IT equipment such as a Blackberry device, mobile phone, or remote access token. The Administrative Officer must notify the ISSO of the status of remote access tokens.
5	The separation date is the last day that the employee is paid by the agency.	17c	Travel cardholders must destroy their government issued travel credit card and coordinate the closure of the credit card account with the office Administrative Contact and the Center Travel Card coordinator.
6	The actual exit date is the last day that the employee is physically in the office.	17d	Purchase Card (PCard) holders should destroy the PCard and coordinate the closure the credit card account with the office Administrative Contact and the FDA PCard Coordinator.
7	Self-explanatory.	17e	The employee must return any specialized access keys or passes. (This does not refer to the employee's FDA Badge.)
<i>For items 8 through 21, the explanation indicates the requirement of each exit point.</i>		18a	The personnel security staff conducts a clearance debriefing in person for employees with a secret and/or top secret clearance.
8	The employee must satisfy any outstanding salary or travel advances.	18b	Credentials are associated with secret and top secret security clearances. The employee must return their FDA credentials.
9	The employee must return any government issued passports or visas.	18c	The employee must return their FDA identification badge. White Oak employees may turn badges in to Shaniece Gathers (WO22 1344) or Kim Bibbs (WO22 1340).
10	The employee must return any outstanding library materials. Locations are: White Oak building 2 room 3051, PKLN 11B40, CDRH CORP room 030, CFSAN CPK1 room 1C-100, and NCTR Bldg 10 room 115.	19	The employee's signature certifies that the employee has met all the exit responsibilities.
11	The employee receives information regarding the continuation or termination of benefits upon separation from FDA.	20	The Administrative Officer's signature signifies that either the employee or the Administrative Officer has obtained all the necessary signatures from all the clearance points.
12	An employee leaving Federal service completes and submits FDA Form 2097 to the Ethics and Integrity Staff in PKLN 6B-17.	21	The supervisor reviews the Exit Clearance Record and identifies and ensures the resolution of any potential security lapses or financial liabilities.
13	The employee must return any parking permits and passes, and PSC official schedules the termination of any Transit Subsidy benefits.		
14	PSC official schedules the termination of any Child Care Subsidy benefits.		
15a	The employee must return any records that were borrowed from the Center/ORR Document Room.		
15b	The employee must turn over official agency records maintained by the employee to the supervisor, including the records maintained in a home office or on the employee's person computing devices such as a Blackberry, hard drive, CD-ROM, or on other media.		
16	The Information System Security Officer schedules the termination of the employee's network and application accounts such as but not limited to email, EASE, and AIMS. The ISSOs are listed at the following website: http://intranet.fda.gov/ocio/SITP/ITsecurity/issos.htm		