



*The name and telephone number has been changed to reflect the new Contact.

FEDERAL DEPOSIT INSURANCE CORPORATION

DIRECTIVE SYSTEM

TYPE AND NUMBER Circular 2150.1	
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DATE December 29, 2000	
DATE OF CANCELLATION <i>(Bulletins Only)</i>	

TO: All FDIC Employees

FROM: Arleas Upton Kea
Director, Division of Administration

SUBJECT: Pre-Exit Clearance Procedures for FDIC Employees

1. Purpose To issue revised guidelines, responsibilities, and procedures for employees who are either separating from the Federal Deposit Insurance Corporation (FDIC) or who are reassigned to another FDIC organizational entity, i.e., Division/Office or duty station. These guidelines were established to ensure that proper safeguards are taken for the protection of FDIC-owned property and interests.

2. Revision FDIC Circular 2150.1, dated February 23, 1996, is hereby revised and superseded.

3. Scope The provisions of this circular apply to all FDIC employees.

4. Background In carrying out the program and mission objectives of the FDIC, employees are periodically provided with FDIC-owned property, equipment, keys, identification cards, and other items to assist them in performing their work assignments.

All FDIC-owned property and equipment must be accounted for and returned at the time of separation (see Attachment A, form FDIC 2150/01, Pre-Exit Clearance Record for Employees). Employees separating from Federal government service must be counseled or advised of any post-government employment restrictions that may apply to them. Additionally, employees who are subject to public financial disclosure must be assisted in completing the required termination financial disclosure forms within 30 days of separation as required by law.

5. Responsibilities

To ensure that all separating/reassigned employees are properly cleared from their official positions with the FDIC, responsibilities have been identified as follows:

a. Employees should contact their Administrative Officer (AO) or his/her designee for the appropriate Pre-Exit Points of Contact (POC) and submit a completed form FDIC 2150/01 in advance of the separation/reassignment to ensure that the AO has sufficient time, normally three working days, to adequately review the record for completeness and/or discrepancies. Additionally, employees are responsible for:

(1) Obtaining clearances from the FDIC organizations listed on form FDIC 2150/01 and obtaining applicable post-employment counseling. Each clearance shall be confirmed via E-mail as indicated in paragraph 6. Procedures, below. Each separating/reassigned employee must sign form FDIC 2150/01 at item 15 before a separation/reassignment can be completed. Failure to complete form FDIC 2150/01 may result in the delay of the employee's final pay check and any lump sum payments.

(2) Returning all FDIC-owned property, including, but not limited to, computers, user manuals, equipment, records, and documents at the time of separation and, as appropriate, when reassigned. (See FDIC Circular 1380.3, Laptop Computer Assignments, Safeguards, and Asset Management, and FDIC Circular 1210.11, Official Records and Personal Papers.) Employees failing to properly account for or return FDIC-owned equipment will be required to reimburse the FDIC.

(3) Repaying any outstanding debts owed to the FDIC at the time of separation. Any outstanding debts that have not been satisfied at the time of separation will be collected by means of offsetting the amount owed against the employee's last salary payment, lump sum payment, retirement, and/or other funds the employee would otherwise receive. Any such offset will be made in accordance with applicable laws and FDIC policy. Separating employees must contact their Regional Personnel Services Branch in order to determine the amount of any such offset.

b. Administrative Officers (AOs) or their Designees are responsible for the following once notified that an employee is separating from the FDIC or being reassigned:

**Responsibilities
(cont'd)**

(1) Initiating and controlling the pre-exit clearance process and ensuring that an exiting employee is cleared by the appropriate FDIC organizations. This includes preparing all required notifications, facilitating completion of the process as necessary, and maintaining the documentation required to support the clearance process.

(2) Notifying each Division/Office identified pursuant to paragraph 9. Points of Contact, below, of an employee's separation/reassignment following the procedures established in paragraph 6. of this circular. Adequate notice should be given to the POCs to ensure the timely completion of form FDIC 2150/01 prior to separation/reassignment. A sample of the Standard E-mail Notification from Administrative Officer to Pre-Exit Points of Contact is provided at Attachment B. E-mails should be certified when sent to ensure that they are received by the POC. Copies of all E-mails (POC notices and responses) must be attached to form FDIC 2150/01.

(3) Taking necessary steps to familiarize employees in their respective organizations of their responsibilities under the provisions of this circular.

(4) Providing the following information to the Employees Services Section (ESS), DOF:

- (a) Separating Employee's Name;
- (b) Social Security Number;
- (c) Date of Separation;
- (d) Organization Code;
- (e) Location Code;
- (f) Fund Code; and
- (g) Current Address.

(5) Obtaining the employee's FDIC-sponsored Travel Charge Card before the last day of official duty. The travel charge card should be cut in half and discarded. An E-mail should be forwarded to the Chief, ESS, DOF confirming the action.

**Responsibilities
(cont'd)**

- * (6) Obtaining the employee's FDIC Procurement Credit Card, any remaining convenience checks, and cardholder file, including receipts for outstanding charges before the last day of official duty. In the event the AO is in possession of an FDIC Procurement Credit Card and is separating from the FDIC or is reassigned to another FDIC organizational entity, he/she must return the FDIC Procurement Credit Card to his/her supervisor who shall perform the responsibilities outlined in subparagraphs (8) and (9), below. *
- * (7) Notifying the Agency Procurement Credit Card Program Coordinator (APC), Acquisition Services Branch (*previously referred to as Acquisition and Corporate Services Branch*), Division of Administration, or his/her designee, in writing of the cardholder's effective date of departure. *
- * (8) Destroying and disposing of the cardholder's Procurement Credit Card and convenience checks upon receipt of cancellation information from the APC. *
- * (9) Returning the cardholder file with any outstanding receipts, and the written confirmation of account cancellation to the Procurement Credit Card Approving Official. *
- * (10) Sending notification to the Division of Information Resource Management (DIRM) Access Control Mailbox or Distribution List of the employee's departure in order to ensure removal of access to automated information systems. *
- * (11) Annually, providing employees with a list of any incomplete FDIC-provided training and contacting the appropriate Division/Office training personnel to determine whether the departing employee has any outstanding forms FDIC 2610/12, Training Approval and Evaluation. Employees must reimburse the FDIC for the total cost of any training **NOT** successfully completed (Refer to Circular 2600.1, FDIC Training and Development Policy, for additional information). Certain employees may be bound by the continued service agreement of form FDIC 2600/25, Employee's Agreement to Continue in Service - Type II Training (ONLY). Accordingly, separating employees must be notified if they owe any outstanding tuition or other related training fees. *
- * (12) Reporting any losses or discrepancies noted during the clearance process to the appropriate FDIC organization(s) and confirming the action with an E-mail. *

**Responsibilities
(cont'd)**

(13) Ensuring that proper steps are taken to clear a deceased employee, incapacitated employee, or an employee who otherwise leaves the FDIC without following his/her responsibility under the provisions of this circular and confirming the action with an E-mail.

(14) Certifying form FDIC 2150/01 in item 14, upon completion.

(15) Sending the completed form FDIC 2150/01 (including attachments) to the Security Management Section, Corporate Services Branch (*previously referred to as Acquisition and Corporate Services Branch*). A copy of the documents should be provided to the exiting employee.

*** c. Agency Procurement Credit Card Program Coordinator ***

is responsible for:

- (1) Contacting the card issuer and ensuring that the employee's account is properly cancelled; and
- (2) Submitting written confirmation of the cancellation to the AO.

d. Immediate Supervisor or his/her Designee is responsible for obtaining all FDIC-issued property from the employee, in conjunction with the appropriate AO or his/her designee. This includes, but is not limited to: calculators, typewriters, software, diskettes, manuals, publications, etc. The immediate supervisor or his/her designee shall electronically certify completion of form FDIC 2150/01 at item 11B. Any publications and/or manuals collected by the supervisor or his/her designee may be reissued to another employee. In the event all FDIC-owned property is not returned, the supervisor or his/her designee shall withhold certification and notify the appropriate AO or his/her designee in order to coordinate salary offset with the Regional Personnel Services Branch.

e. Timekeeper is responsible for verifying leave balances and providing necessary leave information as required by item 11D of form FDIC 2150/01. This includes coding the employee's Time & Attendance as final.

f. Deputy Ethics Counselors (DECs) are responsible for:

- (1) Meeting with and counseling a separating employee regarding post-employment responsibilities, including applicable criminal statutes.

**Responsibilities
(cont'd)**

(2) Certifying that the separating employee has been informed of post-employment activities, and has made appropriate disclosures pursuant to item 11E of form FDIC 2150/01.

(3) Providing the departing employee with answers to any ethics-related questions.

(4) Ensuring that, when appropriate, a copy of the SF-278, Public Financial Disclosure Report (Termination Filing), is provided to employees with instructions to file the form with the Office of the Executive Secretary (OES) within 30 days of separation from Federal government employment.

(5) Providing a copy of "Seeking Employment and Post Employment Brochure" to each separating employee.

(6) Transferring separating employees' ethics files to the Ethics Section, OES.

(7) Certifying clearance pursuant to item 11E of form FDIC 2150/01, upon completion.

g. Division of Information Resources Management (DIRM).

The Site Manager in each of the Regional Offices or the designated DIRM Headquarters' representative is responsible for:

(1) Notifying AOs or their designees of the Microsoft Outlook procedures to be followed when informing DIRM of an employee's separation/reassignment.

(2) Certifying that all software, equipment, and related manuals (e.g., personal computers, laptops, monitors, Personal Digital Assistant's, mouses, etc.) have been returned.

(3) Revoking User ID's (system access/administration privileges); Access Control.

(4) Terminating telephone service connections and long-distance access and ensuring that related equipment (e.g., credit calling cards, cellular phones, and pagers) have been returned.

(5) Reminding employees that FDIC-issued software must be erased from their computer at home, if applicable.

**Responsibilities
(cont'd)**

(6) Providing an annual notice to employees listing all portable FDIC-owned property (e.g., laptop, cell phone, pager, and hand-held computer) that is in the employee's possession. This notice will indicate the date the employee received the property, and, if available, the cost of reimbursement.

(7) Certifying clearance in item 11F of form FDIC 2150/01, upon completion.

h. Division of Finance (DOF)

(1) The **Receipts and Disbursement Operations Section** is responsible for notifying employees of any outstanding accounts receivable and or/credit memorandum items that are due to the FDIC.

(2) The **Employee Services Section** is responsible for:

(a) Providing employees with an annual listing of travel and/or relocation payments subject to reimbursement if the employee were to leave the FDIC.

(b) Reviewing all travel voucher reports to verify that all vouchers have been approved by the immediate supervisor or his/her designee.

(c) Notifying the employee if there are any outstanding audit findings or relocation indebtedness that have not cleared. If there is any indebtedness, a separating employee should settle the debt prior to separation. Subject to applicable law and FDIC policy, the Regional Personnel Services Branch will notify the National Finance Center (NFC) to offset any unpaid travel indebtedness against any final travel, salary, and/or lump sum annual leave checks due to the employee.

(d) Certifying clearance pursuant to item 11G of form FDIC 2150/01, upon completion.

i. Personnel Services Branch (PSB), DOA (and, where applicable, Office of the Inspector General, Human Resources Branch). Each Regional PSB shall ensure that:

(1) Arrangements with the NFC for offset of any monies due to the FDIC have been made.

(2) Release or retention of final payment is appropriate.

**Responsibilities
(cont'd)**

- (3) The following information is verified:
 - (a) Annual and sick leave balances;
 - (b) SF-52 (or CHRIS action) has been received;
 - (c) Payroll deductions are correct (for reassigned employees);
 - (d) Employee's forwarding address has been provided;
 - (e) Life/health insurance coverage is correct (for reassigned employees); and
 - (f) Unemployment compensation information has been provided to the employee.

- (4) Each separating employee is counseled on the following:
 - (a) Retirement eligibility;
 - (b) Discontinued service retirement, if applicable;
 - (c) Deferred annuity, if applicable;
 - (d) Continuation of health benefits, Temporary Continuation of Coverage (TCC), and associated costs;
 - (e) Life insurance coverage and options to convert coverage;
 - (f) Refund of retirement deductions and impact on future benefits;
 - (g) Lump sum annual leave payments; and
 - (h) Reinstatement eligibility.

- (5) SF-8, Notice to Federal Employee about Unemployment Insurance, which identifies the FDIC as the employing agency, is given to all separating employees upon final clearance. This provides the separating employee with information about unemployment compensation for Federal employees.

- (6) Certification clearance has been provided in item 11H of form FDIC 2150/01.

**Responsibilities
(cont'd)**

j. Corporate Support Section, CSB, DOA

(1) The Library and Information Services Unit Librarian or his/her designee is responsible for certifying that all borrowed library materials have been returned pursuant to item 11I on form FDIC 2150/01.

(2) The Librarian or his/her designee is also responsible for revoking all commercial on-line database passwords. If items are not returned or accounted for, notification should be made to the appropriate AO or his/her designee for coordination with the servicing Personnel Services Branch (DOA) to ensure that the separating employee's final check and lump sum check(s) will be withheld or adjusted pending repayment to the FDIC.

(3) The Corporate Records Officer or his/her designee at Headquarters, or the Records Manager or Facilities Manager at a Field location shall be responsible for certifying in item 11I of form FDIC 2150/01 the return of all official Corporation records to the central file room or other appropriate facility.

k. Security Management Section, CSB, DOA. The Security Officer or Facilities Manager in each location is responsible for:

(1) Coordinating with the appropriate AO or his/her designee in order to obtain the following FDIC-owned property from all separating and, to the extent applicable, reassigned employees: parking permits, unused transit subsidies, identification badges, building passes, office keys, property passes, and special access cards. Employees who fail to properly account for or return all tangible FDIC-owned property will have their final salary payment, lump sum payment, retirement, or other funds withheld pending repayment to the FDIC.

(2) Ensuring that if a background investigation has been initiated on a separating employee, the proper action is taken to terminate the investigation.

(3) Certifying clearance in item 11J on form FDIC 2150/01, upon completion.

(4) Retaining form FDIC 2150/01, and checking the form to ensure that all required steps have been followed, prior to filing the form.

6. Procedures

To facilitate the pre-exit clearance process, the E-mail system shall be used to document each required step of the process. An E-mail response from each POC will constitute sign-off on form FDIC 2150/01. Where meetings are required with the exiting employee, an E-mail response will document the occurrence of the meeting. All separating/reassigned employees, their Immediate Supervisors, and other personnel involved in the pre-exit clearance process must complete form FDIC 2150/01.

7. Final Clearance Policies

The completed form FDIC 2150/01 shall be sent to the Security Management Section, CSB, DOA for retention in accordance with applicable record-keeping requirements.

8. Recoupment After Final Salary Issued

When an FDIC representative identifies an employee that has departed without making proper repayment arrangements with PSB, he/she shall provide any necessary documentation to the appropriate servicing PSB or OIG Human Resources Representative for the purpose of remedial action(s). PSB shall initiate action to offset the employee's retirement refund/annuity or other Federal funds that may be payable to the employee, e.g., tax refund, in order to recoup monies due to the FDIC.

9. Points of Contact

In conjunction with AOs and those Divisions/Offices with Pre-Exit Clearance program responsibility, each PSB office shall establish a list of Pre-Exit POCs for locations within its servicing area. Once established, the Divisions/Offices with Pre-Exit Clearance responsibility must notify the respective office of any alterations. Each PSB office shall post the list of Pre-Exit POCs on its respective web sites.

10. Forms

An initial supply of form FDIC 2150/01, Pre-Exit Clearance Record for Employees, will be distributed to all Headquarters
* and Field AOs. Additional forms may be obtained from the *
* FDICnet, under "FDIC Business Tools, Policy, FILs, *
* Directives, FDIC Standardized Forms." *

11. Effective Date

The provisions of this circular are effective immediately.

Attachments

Federal Deposit Insurance Corporation
PRE-EXIT CLEARANCE RECORD FOR EMPLOYEES

INSTRUCTIONS: This form must be completed and submitted at least one week prior to the last day of duty status. It is the responsibility of the employee to take the necessary steps to ensure that proper clearance is secured. In the Washington Offices, the employee will obtain clearance from each appropriate office listed below. In Field Offices, the Administrative Officer or his/her designee will assist the separating employee by obtaining clearance from each appropriate office. **Failure to complete this form may delay your final salary and/or lump sum annual leave.**

1. Employee's Name (<i>Please print</i>)	2. Social Security Number	3. Position Title	4. Grade
5. Current Duty Station (<i>City, State, Division, Office</i>)		6. Home Telephone No. ()	7. Work Telephone No. ()
8. Forwarding Address (<i>Street, City, State, and ZIP Code</i>)		9. Mailing Address (<i>If different from No. 8</i>)	

10. Type of Action (*Check applicable box*)

- Reassignment within FDIC to (*Specify*) _____
- Separation (*Specify*) _____

11. Division/Office	Clearance			12. Date	13. Remarks	
	YES	NO	NA			
A. ADMINISTRATIVE OFFICER OR DESIGNEE						
Outstanding Form FDIC 2610/12						
Blanket Travel Orders						
Credit Card (<i>Travel</i>)						
Credit Card (<i>Procurement</i>) - RECEIVED						
Convenience Checks (<i>Procurement</i>) - RECEIVED						
Notify Procurement Credit Card Agency Program Coordinator						
Procurement Credit Card File - RECEIVED (<i>with outstanding receipts and invoices</i>)						
Other (<i>Specify</i>) _____						
B. IMMEDIATE SUPERVISOR						
Publications/Manuals						
Office Equipment						
C. TIMEKEEPER						
Advance Leave Information						
Leave Balance SL ____ AL ____ Other ____						
Other (<i>List</i>) _____						
D. DEPUTY ETHICS COUNSELOR /OFFICE OF EXECUTIVE SECRETARY (E-LEVEL EMPLOYEES)						
Post Employment Briefing						
Termination Reporting Packet (<i>"E" level employees only</i>)						
Other (<i>List</i>) _____						
E. DIRM						
Network/Software/Manuals						
User IDs						
Telephone Calling Card(s) (<i>FTS, GETS</i>)						
Equipment (<i>Pagers, cellular phones, etc.</i>)						
Laptop Computers, PDA's, etc.						
Portable Facsimile Machines						
Long Distance Authorization Telephone Code						
Access Control						
User ID's ACF2/NT						
System access						
Other (<i>List</i>) _____						
F. DIVISION OF FINANCE						
Credit Card (Travel) Received from AO						
Travel and Relocation Services Unit						
Receipts, Receivables & Vendor Maintenance Unit						
Other (<i>List</i>) _____						

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11. Office/Division	Clearance			12. Date	13. Remarks
	Yes	No	NA		
G. PERSONNEL SERVICES BRANCH	If no, explain under remarks.				
Employee Benefits					
Payroll/Personnel					
Release for Salary					
Other (List) _____					
H. CORPORATE SUPPORT SECTION, CSB					
On-line Passwords					
Library Material					
Corporation/Official Records					
Other (List) _____					
I. SECURITY MANAGEMENT SECTION, CSB OR FIELD FACILITIES MANAGER					
Parking Permits					
Transit Subsidy					
ID Badges					
Office Keys					
Access Cards					
Building Passes/Keys					
Other (List) _____					

14. Administrative Officer/Designee Certification

I certify that all required levels of clearance have been/have not been obtained for the below-named employee.

Signature of Administrative Officer

Date

15. Employee Certification

I certify that all Corporation-owned property, equipment, and documents, which were in my possession have been returned to the proper division/office or have been accounted for. I certify that all debts owed by me to the Corporation have been settled. I further certify that I have removed all software loaned to me by the Corporation from my personal computer.

Employee Signature

Date

REMARKS:

PRIVACY ACT STATEMENT

Collection of this information is authorized by section 9 of the Federal Deposit Insurance Act (12 U.S.C. § 1819) and Executive Order 9397. The requested information will be used by FDIC personnel for clearing employees leaving the Corporation, to certify the return of FDIC property previously issued to the departing employee, and to ensure that all outstanding financial indebtedness to the FDIC has been settled. Disclosures of information on this form may be made to appropriate Federal or state agencies for enforcement if a violation or possible violation of civil or criminal law is discovered; the U.S. Office of Personnel Management, and other appropriate agencies or offices to the extent disclosure is necessary to carry out government-wide personnel management, investigatory, and adjudicatory functions; to the General Accounting Office for inspection by auditors; and, to a Congressional office in response to an inquiry made at the request of the individual. This information may also be disclosed in accordance with the other "routine uses of records" listed in the U.S. OPM's Official Personnel Files System, OPM Gov-1. Your Social Security Number (SSN) is requested to ensure record accuracy. Completion of this form is voluntary, but failure to provide the requested information, including your SSN, may result in the delay of releasing your final salary and/or lump sum check(s).

Standard E-Mail Notification from Administrative Officer to Pre-Exit Points of Contact

Date

MEMORANDUM TO: Pre-Exit Points of Contact
FROM: Administrative Officer/Designee
SUBJECT: Departure/Reassignment of Jane Doe

This will serve as notice that (name of employee) will be leaving the FDIC (or reassigned from xxx Division/Office, location to yyy Division/Office, location) on _____. Please advise me once you have taken the steps necessary for clearance on the portion of the Pre-Exit Clearance Record for Employees (form FDIC 2150/01) concerning your area of responsibility.

Should you have any questions or concerns please contact me on ext. xxxxx.

Thank you for your assistance.

cc: (name of employee)