

**MEMORANDUM OF UNDERSTANDING
BETWEEN
NATIONAL TREASURY EMPLOYEES UNION (UNION)
And
FEDERAL DEPOSIT INSURANCE CORPORATION (EMPLOYER)**

Pre-Exit Clearance

1. Each employee shall be provided with an annual notice reminding employees of their obligations under this Circular, which shall also include:
 - a. A list of all FDIC-owned property which management's records show are in the employee's possession (laptop, cell phone, pager, hand-held computer), the date the property was provided to the employee and, if available, the cost of reimbursement for each item;
 - b. A list of any travel and/or relocation payments to the employee which would be subject to reimbursement if the employee were to leave the FDIC;
 - c. A list of any FDIC-provided training not yet completed by the employee, and the cost that would be required for reimbursement; and
 - d. A statement that, upon request, the employee will be provided with all relevant documentation regarding any or all items, debts or costs shown, and that the employee has the right to challenge the validity of any item, debt or cost under the Fair Debt collection Act or other applicable grievance procedures.
2. An employee may request a waiver of repayment under Federal law for any item, debt or cost including those not listed on the annual notice provided under #1. When considering a request for waiver, the FDIC agrees to give due consideration to the fact that any item, debt or cost was not listed on the annual notice.
3. When an employee is separating due to physical or emotional problems, the FDIC shall seek to avoid collection of these items, debts or costs for a period of at least thirty (30) days.
4. When separation is caused by the death of the employee, the FDIC shall not require the decedent's family to provide these items, and will seek to avoid collection of these debts or costs, for a period of at least sixty (60) days, unless otherwise required by law.
5. Employees shall be provided with copies of all documents (including attachments) completed in connection with the Pre-Exit Clearance Record.