

GUIDELINES FOR COMPLETING FORM HHS-419

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 HHS-419 by filling in all items when informed about the pending separation or transfer of an employee. When physically possible, the Form HHS-419 will be hand-carried to those officials from whom clearance is necessary. For locations which are distant from the clearance offices, 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.

The clearance officials who are responsible for certain items 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 HHS-419).

If the employee is indebted to the Department, the supervisor shall take the following actions as applicable:

Arrange for settlement/resolution of the employee's indebtedness to the Department prior to separation or transfer.

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.

If the employee is **transferring** 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.

After all items have been cleared or resolved and the employee has signed and dated the certification block (if the employee is unable or refuses to sign, the supervisor will note this in the Signature of Employee block) and the supervisor has signed and dated the certification, a copy of the Form HHS-419 will be provided to the employee.

The completed Form HHS-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.