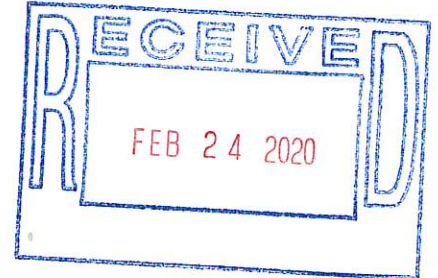




February 20, 2020

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753



Dear Brian:

As a matter of general interest, the Postal Service is revising PS Form 337, *Clearance Record for Separated Employee*.

The main purpose for the revisions is to update terminology and clearance processes related to information technology resources. The revisions also establish an employee's supervisor or manager as the signatory of the form.

We have enclosed a final draft version of the revised PS Form 337, with highlighting indicating sections that have changed. Also enclosed is the current version of PS Form 337.

Please contact Bruce Nicholson at 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills  
A/Manager  
Labor Relations Policies and Programs

Enclosures



# Clearance Record for Separated Employee

Employee's Name (Last, first, MI)	EIN
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Separation Date	Date Clearance Initiated	Last Day on Duty
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Employing Office \_\_\_\_\_

Type of Separation (Select one)

<input type="checkbox"/> Transfer/Reassignment	<input type="checkbox"/> Retirement	<input type="checkbox"/> Resignation	<input type="checkbox"/> Removal
<input type="checkbox"/> Disability Separation	<input type="checkbox"/> Termination	<input type="checkbox"/> Death	

Item	N/A	Yes	Date Cleared	Initials	Item	N/A	Yes	Date Cleared	Initials
Personal Identity Verification Card and Access Card					Key Ring and Chain				
Building Pass or Permit					Keys - Building				
Delete Computer Access					Locker Key				
Laptop					Overdrawn Leave				
Blackberry/Personal Digital Assistant Device					Parking Permit				
Home Computer Equipment Disconnected and Collected					Phone Card				
Cell Phone					Salary Advance				
Fixed Credit					Uniform Allowance Purchase Card				
Government Credit Card(s)					Timekeeper - FLSA Exempt Only (Enter Code 60 or 76)				
Key Check					Other _____ _____ _____				

<input type="checkbox"/> Accountable Items Were Not Charged to the Above Named Individual at the Time of Separation.	<input type="checkbox"/> The Above Named Individual Has Accounted for All Government Property Entrusted by This Office.	<input type="checkbox"/> The Government Property Noted Above Has Not Been Returned: Estimated Value \$ _____
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Signature of Property Officer	Final Clearance Date
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1. Use this list as guide and add other items in blank spaces.
2. Route this form to all custodians of Postal property within the employee's office for clearance and initialing. Although property officer is responsible for final clearance, each custodian is held responsible for items under their supervision.
3. Complete clearance by date of separation and file form on right hand side of OPF. Obtain a written explanation for failure to account for any item. When required for the loss or nonreturn of an item, establish value and make collection. If unable to collect from employee, and the amount is more than \$10.00, prepare PS Form 1902, *Justification for Billing Accounts Receivable*, and forward to the San Mateo Accounting Service Center. Where uncollectible amount is \$10.00 or less, no further action is required.



# Clearance Record for Separated Employee

Employee's Name (Last, First, MI)		EIN
Separation Date	Date Clearance Initiated	Last Day on Duty
Employing Office		

**Type of Separation (Select one)**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Transfer/Reassignment | <input type="checkbox"/> Retirement           | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Disability Separation | <input type="checkbox"/> Termination/ Removal | <input type="checkbox"/> Death       |

Item	N/A	Yes	Date Cleared	Initials	Item	N/A	Yes	Date Cleared	Initials
Personal Identity Verification Card and Access Card					Key Ring and Chain				
Key Fob, Building Pass or Permit					Keys - Building				
Suspend Computer System Access (eAccess)					Locker Key				
Laptop					Parking Permit				
VPN Token, iPad (or other tablet) or Smartphone					Uniform Allowance Purchase Card				
Home Computer Equipment Disconnected and Collected					Timekeeper - FLSA Exempt Only (Enter Code 60 or 76)				
Hand-held, two-way radio, other					Action Submitted to HR				
Fixed Credit (Reference Handbook PO-603, Section 162)					Other _____ _____ _____				
Government Credit Card(s)									

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Accountable Items Were Not Charged to the Above Named Individual at the Time of Separation. | <input type="checkbox"/> The Above Named Individual Has Accounted for All Government Property Entrusted by This Office. | <input type="checkbox"/> The Government Property Noted Above Has Not Been Returned: Estimated Value \$ _____ |
|--|---|--|

Signature of Supervisor or Manager	Final Clearance Date
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- Use this list as guide and add other items in blank spaces.
- Route this form to all custodians of Postal Service™ property within the employee's office for clearance and initialing. Although property officer is responsible for final clearance, each custodian is held responsible for items under their supervision.
- Complete clearance by date of separation and file form on right hand side of OPF. Obtain a written explanation for failure to account for any item. When required for the loss or nonreturn of an item, establish value and make collection. If unable to collect from employee, and the amount is more than \$10.00, prepare PS Form 1902, *Justification for Billing Accounts Receivable*, and forward to the San Mateo Accounting Service Center. Where uncollectible amount is \$10.00 or less, no further action is required.