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Federal Deposit Insurance Corporation  
**PRE-EXIT CLEARANCE/TRANSFER RECORD  
FOR CONTRACTOR PERSONNEL**

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**PRIVACY ACT STATEMENT**

The FDIC is authorized to request this information from you by 12 U.S.C § 1819. The FDIC will use this information to confirm that all of your FDIC-issued property has been returned and financial obligations to FDIC have been settled. The information you provide may be provided to appropriate Federal, state, local or foreign agencies and law enforcement authorities; to a court, administrative tribunal, or a party in litigation; and to contractors, agents and other third parties as authorized by law and in accordance with any of the other routine uses described in FDIC 30-64-0012, Financial Information Management Records System of Records available at [www.fdic.gov/about/privacy](http://www.fdic.gov/about/privacy). Furnishing the requested information is voluntary, but failure to provide the requested information in whole or in part may delay or prohibit any further payment on your contract with the FDIC. If you have questions or concerns about the collection or use of the information, you may contact the FDIC's Chief Privacy Officer at [Privacy@fdic.gov](mailto:Privacy@fdic.gov).

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Federal Deposit Insurance Corporation  
**PRE-EXIT CLEARANCE/TRANSFER RECORD  
 FOR CONTRACTOR PERSONNEL**

**SECTION I - OVERSIGHT MANAGER INFORMATION**

1. Name

2. Division/Office

3. Location

**SECTION II - CONTRACTOR INFORMATION**

4. Contractor Personnel Name

5. Contractor Name

6. Contract/Task Order Number

7. While performing on Contract/Task Order identified in Item 6, the Contractor Personnel had: *(Select all that apply)*

Access to FDIC Network

Unescorted access to FDIC Facilities/Offices

Access to Sensitive Information

8. Is the Contractor Personnel available to sign this form?  Yes  No

If no, Identify why the Contractor Personnel is not available to sign this form.

9. If the Contractor Personnel was assigned an office/workspace, is it still needed by the Contractor Personnel?  Yes  No  N/A

If yes, Indicate Office/Workspace Number:

**SECTION III - PRE-EXIT CLEARANCE ACTION**

10. Pre-Exit Clearance Action:  Departure  Transfer

Effective Date of Departure or Transfer: \_\_\_\_\_

a. FOR DEPARTURE. Departure from all FDIC contracts *(i.e., the Contractor Personnel will no longer perform on any FDIC Contract/Task Order)*

Contractor Personnel's departure:  Prior to Contract/Task Order Completion  Upon Contract/Task Order Completion

b. FOR TRANSFER. Transfer to a different Contract/Task Order *(i.e., the Contractor Personnel will no longer perform on the Contract/Task Order identified in Item 6, but will be transferred to perform on a different Contract/Task Order)*

i. Contract/Task Order the Contractor Personnel will transfer to: \_\_\_\_\_

ii. While performing on the Contract/Task Order Number that the Contractor Personnel is being transferred to, the Contractor Personnel will have: *(Select all that apply)*

Access to FDIC Network

Unescorted access to FDIC Facilities/Offices

Access to Sensitive Information

**SECTION IV - RETURN OR RETENTION OF PROPERTY**

	N/A	Returned	Retained	Management Involvement Required
a. Publications/Manuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Supplies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Equipment <i>(laptop, cell phone, tablet, storage devices, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Keys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Parking Permits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. PIV/ID Badges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Building Access Cards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Other <i>(Specify)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

As necessary, provide details about any of the items in (a) through (h) above. For example, list the specific equipment in (c) returned.

12. Network Access Contractor Personnel Network ID:	N/A <input type="radio"/>	Revoked <input type="radio"/>	Retained <input type="radio"/>
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**SECTION V - LOCATION(S) OF RECORDS AND INFORMATION**

Details and location of where records or information that were used or created by the Contractor Personnel reside (i.e., are stored) at FDIC.	N/A	Yes	If "Yes" is marked, provide required information here.
a. FDIC information as identified in the Contract/ Task Order and/or Statement of Work (SOW)	<input type="radio"/>	<input type="radio"/>	
b. Paper Records. Provide location(s) and/or name(s) of individual(s) to whom you transferred FDIC records and information.	<input type="radio"/>	<input type="radio"/>	
c. Networks Shared Folder(s). Provide drive and top level folder name(s).	<input type="radio"/>	<input type="radio"/>	
d. SharePoint Site(s). Provide specific site name(s)/libraries.	<input type="radio"/>	<input type="radio"/>	
e. Portable Electronic Storage Device(s). Provide location(s) or name(s) of individual(s) to whom you transferred the devices (e.g., DVDs, CDs, flash drives)	<input type="radio"/>	<input type="radio"/>	
f. My Documents (U: Drive). Provide location(s) and/or name(s) of individual(s) to whom you transferred FDIC records and information.	<input type="radio"/>	<input type="radio"/>	
g. Hard Drive (C: Drive). Provide location(s) and/or name(s) of individual(s) to whom you transferred FDIC records and information.	<input type="radio"/>	<input type="radio"/>	
h. Other. Provide any other location(s) where you saved FDIC records and information.	<input type="radio"/>	<input type="radio"/>	

14. Data Subject to Legal Hold. *List the location of all information pertaining to matters involving a Legal Hold and provide the name(s) of the FDIC Attorney(s) involved in the Legal Hold.*

Select if N/A, or if you do not know if there are relevant matter(s) involving a Legal Hold.

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**SECTION VI - CONTRACTOR PERSONNEL'S ACKNOWLEDGMENT/SIGNATURE**

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- I acknowledge and agree that, after my work on the FDIC Contract/Task Order has concluded, I may not retain or remove FDIC tangible property from FDIC's custody and control or use nonpublic information obtained through my work on such Contract/Task Order to further my own private interests, or those of another. Nonpublic information includes classified information, source selection data, information protected by the Privacy Act, proprietary information, sensitive information as defined in [FDIC 1360.9, Protecting Sensitive Information](#) and any other information that has not been made available to the public. In addition, I agree not to disclose FDIC nonpublic information to anyone for any purpose without prior written permission from the FDIC.
- I acknowledge and agree that if I breach this agreement, the FDIC shall be entitled to any and all legal remedies available to it under the law, including breach of contract and injunctive relief from such court or courts as may have jurisdiction, and such relief shall be in addition to, and not in lieu of, other remedies, including possible criminal remedies. I further acknowledge that the FDIC shall be entitled to recover reasonable costs and attorney's fees in connection with obtaining any such relief for breach of this agreement.
- I acknowledge and agree that, if I have removed FDIC nonpublic information without authorization, any of my personally-owned computers, electronic devices, and digital accounts that may contain FDIC nonpublic information shall be subject to reasonable search by FDIC officials or persons acting on their behalf. I understand that I cannot expect full and complete privacy in the contents of my personally-owned computers, electronic devices, and digital accounts if I violate or have violated FDIC policies and save or transmit, or have saved or transmitted, FDIC nonpublic information on/within them. I hereby consent to cooperate fully with the FDIC's reasonable efforts to search such computers, electronic devices, and digital accounts so that the FDIC may recover or delete, and ensure the complete deletion of, any FDIC non-public information.
- I acknowledge and agree that my breach of this agreement may be reported by the FDIC to any future employer, to background investigators and/or to my professional licensing/credentialing bodies.
- These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive Orders and statutory provisions are incorporated into this agreement and are controlling.
- All information provided on this form, is true, complete, and correct to the best of my knowledge and belief and my statement is made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (see 18 U.S.C. 1001).

Contractor Personnel's Signature:

Date:

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**SECTION VII - OVERSIGHT MANAGER'S ACKNOWLEDGMENT/SIGNATURE**

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I, the Oversight Manager, verify the following:

- I will send an email to DOA/SEPS/PSU at [PersonnelSecDC@FDIC.gov](mailto:PersonnelSecDC@FDIC.gov) with the correct language in the subject line (as specified in the 'FDIC Pre-Exit Clearance Procedures (Departing and Transferring Contractor Personnel)' document), located on the [Oversight Manager's Tool Box](#)), and include this completed form as an attachment to the email. Also, for transfers, I will provided DOA/SEPS/PSU a completed form [FDIC 1600/13, Personnel Security Action Request](#).
- I have submitted the required request(s) in the FDIC's Access Request and Certification System (ARCS), as specified in the 'FDIC Pre-Exit Clearance Procedures (Departing and Transferring Contractor Personnel)' document, located on the [Oversight Manager's Tool Box](#)), to accomplish the departure/transfer of the Contractor Personnel who has access to the FDIC's Network.
- I have notified the appropriate Division/Office's Administrative Officer or Space Management contact when applicable, that the office or work space is no longer needed by the Contractor Personnel.
- I have completed Section IV of this form and I have provided the returned property specified in Section IV to the appropriate FDIC Division/Office, as required (e.g., PIV/ID Badge provided to DOA/SEPS/PSU, equipment provided to DIT, etc.).
- I have updated the 'Contractor Personnel/FDIC-Furnished Property Log' to document applicable changes resulting from the departure/transfer of the Contractor Personnel identified on this form.
- The Contractor Personnel has returned all records and information that required such action. Section V identifies the correct location of any records and information that were used or created by the Contractor Personnel and reside (i.e., are stored) at FDIC. If the records and information are required to be filed elsewhere (e.g., Oversight Manager File in CEFile), I have completed or will complete this action.
- The Contractor Personnel has signed Section VI of this form entitled 'CONTRACTOR PERSONNEL'S ACKNOWLEDGMENT/SIGNATURE' or, if the Contractor Personnel refused to sign it, I made a reasonable effort to have the Contractor Personnel sign it, including the issuance of a written request to the Contractor asking for assistance in obtaining the signature, and informing the Contractor Personnel that their refusal may result in them not being permitted to work on future FDIC contracts/task orders. I have also notified the Contracting Officer so that, as appropriate, additional steps may be taken to protect FDIC property and information.
- I will review for accuracy Contractor's Submittal of Current Personnel report and Contractor's Notification of Departing Personnel, as applicable, if the contract/task order includes Clause 7.5.2-4, 'Contractor Submittal of Current Personnel' and/or Clause 7.5.2-12, 'Contractor Notification of Departing Personnel'.

I will file a copy of this completed form in the Oversight Manager File in CEFILE (under the 'Tracking Contractor Personnel-FDIC-Furnished Property' sub-folder), including any attachments to this form, and also the documents summarized in Section 12.0 of the 'FDIC Pre-Exit Clearance Procedures (Departing and Transferring Contractor Personnel)' document, located on the [Oversight Manager's Tool Box](#).

Oversight Manager's Signature:

Date:

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**SECTION VIII - REMARKS**

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The Oversight Manager may add any additional comments regarding the Contractor Personnel's pre-exit clearance action.

# INSTRUCTIONS FOR COMPLETING FORM FDIC 3700/25, PRE-EXIT CLEARANCE/TRANSFER RECORD FOR CONTRACTOR PERSONNEL

**INSTRUCTIONS:** The Oversight Manager must complete this form for Contractor Personnel who have access to the FDIC's Network, or unescorted access to FDIC facilities/offices, or access to sensitive information, or for Contractor Personnel who had a background investigation completed on them by the Division of Administration's (DOA) Security and Emergency Preparedness Section, Personnel Security Unit (DOA/SEPS/PSU). The Oversight Manager must also follow the guidance provided in the 'FDIC Pre-Exit Clearance Procedures (Departing and Transferring Contractor Personnel)' document, located on the Oversight Manager's Tool Box, to ensure the Oversight Manager completes all actions necessary to accomplish the pre-exit clearance of Contractor Personnel. The 'FDIC Pre-Exit Clearance Procedures (Departing and Transferring Contractor Personnel)' document provides the Oversight Manager guidance on when a request(s) must be submitted in FDIC's Access Request and Certification System (ARCS) to disable Contractor Personnel's FDIC Network access for departures/transfers.

## SECTION II, ITEM 9 (OFFICE/WORKSPACE)

If "No", the Oversight Manager must inform their Division/Office's Administrative Officer or Space Management contact that the office or work space is no longer needed by the Contractor Personnel. A list of Space Management POCs can be found on the [Division of Administration's Workplace Services/Office Space Management](#) website.

## SECTION IV, ITEM 11 (RETURN OR RETENTION OF PROPERTY)

1. Select "N/A" when the Contractor Personnel was never provided with the item(s) described while performing on the Contract/Task Order.
2. Select "Returned" when the Contractor Personnel had the item(s) described while performing on the Contract/Task Order **and** the Oversight Manager has verified the return of the item(s). The Oversight Manager must obtain a signature from DOA/SEPS/PSU when PIV/ID badges are returned to their office and a signature from DIT for computer equipment that is returned.
3. Select "Retained" when the Contractor Personnel was provided with the item(s) described while performing on the Contract/Task Order **and** the Oversight Manager has confirmed the Contractor Personnel must maintain, in their possession, the item(s) described to perform on the Contract/Task Order the Contractor Personnel is being transferred to (i.e., Contract/Task Order Number specified in Section III).
4. Select "Management Involvement Required" if the Contractor Personnel had the item(s) described while performing on the Contract/Task Order and the item was not returned or will not be retained. Selecting "Management Involvement Required" means that normal clearance could not be accomplished as required; the Oversight Manager has (1) documented the reason(s) as to why clearance could not be accomplished, and (2) received written approval from appropriate FDIC management (e.g., the Oversight Manager's supervisor or a supervisor responsible for the item described) to go forward with the processing of this form, and such documentation and approvals have been attached to this form. The Oversight Manager must report all information security incidents to the FDIC's Computer Security Incident Response Team immediately, in accordance with FDIC Directive 1360.6, entitled, 'Reporting Information Security Incidents', and complete Form 1360/06, entitled, 'CSIRT Physical Security Incident Report', as required.

## SECTION V, ITEM 13 (LOCATION(S) OF RECORDS AND INFORMATION)

1. Select "N/A" when the Contractor Personnel was never provided with the item(s), or did not store records and information in the location described, while performing on the Contract/Task Order.
2. Select "Yes" when the Contractor Personnel stored records and information in the location described, while performing on the Contract/Task Order. The Oversight Manager must verify that the information or records reside in the location identified. If the records and information must be filed elsewhere (e.g., in the Oversight Manager File in CDIS-CEFile, etc.), the Oversight Manager must complete that action upon the Contractor Personnel's departure or transfer.