



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

June 26, 2012

IOWA INSTRUCTION 360-392 SECOND EDITION - SEPARATION CLEARANCE PROCESS
FOR FEDERAL AND NON-FEDERAL
EMPLOYEES

IA392.0 PURPOSE

This edition replaces Iowa Instruction 360-392 First Edition, dated February 21, 2012.

This Iowa Instruction provides a separation checklist process to ensure that all Federal/non-Federal Contractors/Partners/Volunteers are properly separated when transferring, retiring or resigning.

IA392.1 SCOPE

These instructions shall be used by NRCS Federal and non-Federal employees when separating from the NRCS.

IA392.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website under the Iowa NRCS eDirectives Instruction - 360-Standard Operating Procedures (SOP) which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/instructions.html#360a>.

IA392.3 EXHIBITS

See attachments.

A handwritten signature in blue ink that reads "Richard Sims". The signature is written in a cursive, flowing style.

Richard Sims
State Conservationist

Attachments

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(IA Instruction 360-392 Second Edition – June 2012)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 360-392 SECOND EDITION – SEPARATION CLEARANCE
PROCESS FOR FEDERAL AND NON-FEDERAL EMPLOYEES

1. PURPOSE:

This edition replaces Iowa Instruction 360-392 First Edition, dated February 21, 2012.

This Iowa Instruction provides a separation checklist process to ensure that all Federal/non-Federal Contractors/Partners/Volunteers are properly separated when transferring, retiring or resigning.

2. ROLES AND RESPONSIBILITIES:

Supervisors shall ensure that all Federal and non-Federal employees complete the Iowa NRCS Federal and non-Federal Employee Separation Checklist form prior to their departure. The separation process shall be followed for all transfers, retirements, resignations, terminations, or expirations of appointment.

3. PROCESS:

The Supervisor will ensure that the separating employee (Federal and non-Federal) understands the Iowa NRCS Federal and non-Federal Employee Separation Checklist form process.

A. The Supervisor is responsible for:

(1) Initiate completion of the SF-52 form, AD-1143 form and IRM-3 form upon notification that an employee is separating from NRCS.

(2) Download the Iowa NRCS Federal and non-Federal Employee Separation Checklist form from <http://www.ia.nrcs.usda.gov/intranet/instructions.html#360a> under the Iowa eDirectives 360: Instructions - Standard Operating Procedures (SOP) section. For your convenience we have also attached the checklist form to this instruction.

(3) Provide a copy of the Iowa NRCS Federal and non-Federal Employee Separation Checklist form to separating employee and review the procedure.

(4) Work with employee to complete all relevant items on the checklist form including completion of Post Employment Training via AgLearn, Security Clearance Exit Form, and Exit Survey Monkey (Federal employees only).

(5) Sign and date each applicable section.

(6) Collect all Government equipment and records.

(7) Send the checklist form and appropriate documents to the Area Office staff who then forwards to HR staff. State Office employee checklist form and documents are to be provided directly to the HR staff.

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B. The Separating Employee will:

- (1) Fill out the upper portion of the Iowa NRCS Federal and non-Federal Employee Separation Checklist form with employee name, employee's signature, supervisor or applicable employee, duty location and date of separation.
- (2) Work with supervisor to complete all relevant items on the checklist form including completion of Post Employment Training via AgLearn, Security Clearance Exit Form and Exit Survey Monkey (Federal employees only).
- (3) Sign the checklist form.
- (4) Sign and date "615.8 – Security Clearance Exit Interview" form along with a witness signature and date.
- (5) Complete the Separation process prior to departing from the NRCS.

C. The Human Resources staff will:

- (1) Forward the checklist form and documents to the appropriate staff members for concurrence.
- (2) Process SF-52 personnel action.
- (3) Process IRM-3 form.
- (4) Process Lump Sum Payment for Federal employees (if no outstanding debts) after the checklist form is completed.
- (5) Maintain completed checklist form.

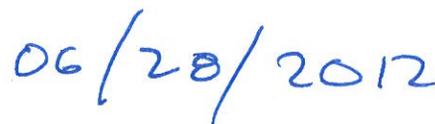
D. Prior to the employee's departure, Business Tools Coordinator will:

- (1) Follow this process if Service Center Information Management System (SCIMS) permissions exist (employee has the ability to edit customer information within SCIMS):
 - Review AD-2017, SCIMS Access Form, for accuracy upon receipt.
 - Transmit AD-2017 to FSA processing center for removal of SCIMS permissions.
 - Print and file email confirmation upon receipt documenting removal of SCIMS permissions.
- (2) Follow this process if ProTracts/Fund Manager/Customer Service Toolkit Permissions exist:
 - Review AD-1143, Corporate Systems Access Request Form, for accuracy upon receipt.

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- The AD-1143 should state the employee's actual last day of service. In zRoles, existing permissions are set to expire based on the last day of service.
 - Forward to the appropriate Area Office staff to enter expiration dates in zRoles according to AD-1143.
 - If for an Area Office or State Office employee, do not forward, enter the dates in zRoles according to AD-1143.
- (3) Complete the Iowa NRCS Federal and non-Federal Employee Separation Checklist form: Separation Checklist (verification of proper removal of permissions to NRCS Business Tools):
- **SCIMS** – if employee had SCIMS permissions.
 - Review emails for documentation that permissions were removed.
 - Print and place in the "Separation Documentation File."
 - **ProTracts/Fund Manager/Customer Service Toolkit:**
 - Verify if zRoles exist.
 - If permissions exist:
 - Verify that the expiration date has been properly set.
 - Print a copy of zRoles permissions screen.
 - Obtain a copy of the AD-1143 requesting removal of permissions.
 - Place these documents in the "Separation Documentation File" with other documents for this individual.

NOTE: Failure to complete any of these forms prior to separation may delay final salary payment.



Approved By:

Date:

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