



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

February 26, 2013

IOWA INSTRUCTION 360 - 396 – ADDITIONAL GUIDANCE ON THE SEPARATION AND
ONBOARDING PROCESS

IA396.0 PURPOSE

This Iowa Instruction provides a process Area Administrative Assistants (AMA) and State Office secretaries will follow to assist in obtaining access to IT systems and removing access for employees and affiliates when appropriate.

IA396.1 SCOPE

These instructions will be followed by all Area Administrative Assistants (AMA) and State Office secretaries.

IA396.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008274 under the Iowa NRCS eDirectives System section.

A handwritten signature in black ink, appearing to read "Jay T. Mar".

Jay T. Mar
State Conservationist

Attachment

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(IA Instruction 360-396 First Edition – February 2013)

IOWA INSTRUCTION 360 - 396 - ADDITIONAL GUIDANCE ON THE SEPARATION AND ONBOARDING PROCESS

1. PURPOSE:

This Iowa Instruction provides a process AMAs and State Office secretaries will follow to assist employees in obtaining access to and removing access from IT systems.

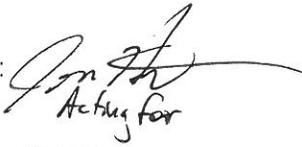
2. ROLES AND RESPONSIBILITIES:

Area administrative assistants and State Office (SO) secretaries must follow this process to ensure that all NRCS and partner employees receive IT access in a timely manner or are removed from IT access within 24 hours from the date of separation.

3. PROCESS:

- a. This instruction will be used in conjunction with Iowa Instruction 360-392, Separation Clearance Process for Federal and Non-Federal Employees, Third Edition.
- b. AMAs and SO Secretaries should make contact with NRCS office managers either in person, by phone or through email to inform them of the processes outlined in this instruction and of the location of the applicable forms. All required forms and paperwork have been placed on the Human Resources Share Point site at : <https://nrsc.sc.egov.usda.gov/central/ia/admin/hr/Separation/Forms/AllItems.aspx>
(This location will be updated with the most current forms and maintained by the HR staff. It is recommended that all references to forms be directed to the above Share Point site)
- c. AMAs will contact all their Area's NRCS office supervisors/managers (District Conservationist, Area/Project Engineers, etc.) on the first Monday of every pay period to determine the status of any NRCS or partner employees, contractors, or volunteers leaving (includes details, separations, or retirements) or arriving (includes details or brand new employees). State Office secretaries will consult with their supervisor or assigned LT member on the first Monday of every pay period to determine the status of any NRCS or partner employees, contractors, or volunteers leaving (includes details, separations, or retirements) or arriving (includes details or brand new employees). AMAs and SO secretaries should set this up as a recurring task in Microsoft Outlook.
- d. AMAs or SO secretaries will send an email to the exiting employee and applicable supervisor/manager to remind them of their responsibility to complete forms and forward to the HR staff two weeks prior to separation. Please see the attached example.
- e. The following items must be overnight mailed to the HR staff no later than the employee's date of separation:
 - i. LincPass Card
 - ii. Government Travel Card (if applicable)
 - iii. Government Purchase Card (if applicable)
- f. The following items must be mailed or scanned and emailed to the HR staff no later than two weeks prior to the employee's date of separation. If the two week timeframe cannot be met, then the forms must be emailed. Please do not email and mail the forms—do one or the other.
 - i. IRM-03
 - ii. Separation Clearance Checklist
 - iii. 1143 (this form may be given to the area LRA instead of the HR staff)
- g. The AMAs or State Office secretaries will visit (in person or via phone) each new arriving employee/affiliate, on or near their entry on duty date and each exiting employee prior to their end date to assist them in the completion of the separation or onboarding process.

Approved By:



Acting for

Jay T. Mar
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

Date: February 26, 2013

Attachment:

Sample instructional email for separating employee

(SAMPLE EMAIL)

Your supervisor has notified me that you will be terminating your employment or another employment action is being taken (including partner agency employees, contractors, volunteers, employees on detail, etc.) which will require removing or changing your access to NRCS Computer Information Systems.

As a result it is important for you to go to the NRCS Human Resources Share Point Site at: <https://nrcs.sc.egov.usda.gov/central/ia/admin/hr/Separation/Forms/AllItems.aspx> to obtain the instructions and forms to be completed by you and your supervisor and forwarded to the Human Resources staff two weeks prior to separation.

I am available to assist you with this process. In addition I will be contacting you shortly.