



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

July 26, 2013

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

**IA392.0 PURPOSE**

This edition replaces Iowa Instruction 360-392 Third Edition, dated January 25, 2013, and includes changes to the Separation Clearance Checklist, Exit Interview Form (both with digital signature options), revised flow chart and State Office routing slip. It also combines two instructions, IA 360-392 Separation Clearance Process for Federal and Non-Federal Employees and IA 360-396 Additional Guidance on the Separation and Onboarding Process, into one instruction.

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, and 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.

**IA392.1 SCOPE**

These instructions shall be used by NRCS Federal and Non-Federal employees when separating from NRCS Offices.

**IA392.2 FILING INSTRUCTIONS**

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#).

*/s/*

Jay T. Mar  
State Conservationist

Attachments

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(IA Instruction 360-392 Fourth Edition – July 2013)

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PROCESS FOR FEDERAL AND NON-FEDERAL EMPLOYEES

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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, and provides a process Area Administrative Management Assistants (AMA) and State Office (SO) Secretaries will follow to assist in obtaining access to IT systems and removing access for employees and affiliates when appropriate.

**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. It is recommended that this separation checklist be completed two weeks prior to the separation date, in order to ensure employee's access is removed within 24 hours. The separation process shall be followed for all transfers, retirements, resignations, terminations, or expirations of appointment.

AMAs and 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:**

The Supervisor, AMAs, and SO Secretaries 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 AMAs and SO Secretaries will:

(1) 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>.  
Use of forms from this SharePoint site is necessary as other sites may contain incorrect or obsolete forms.

(2) 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, reassignments, and brand new employees).

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

SO Secretaries will consult with their supervisor or assigned Leadership Team 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, reassignments, or brand new employees). AMAs and SO Secretaries should set this up as a recurring task in Microsoft Outlook.

- (3) Make contact and meet with employees either in person or via phone. Each new arriving employee/affiliate should be contacted on or near their entry on duty date and each exiting employee should be contacted prior to their end date to assist them in the completion of the separation process.
- (4) Send an email to the exiting employee and applicable supervisor/manager to remind them of their responsibility to complete forms and forward them to the AMAs or SO Secretaries, who will review and forward to the HR staff two weeks prior to separation. Please see the attached email example.
  - a. The following items must be overnight mailed to the HR staff no later than the employee's date of separation:
    - LincPass Card
    - Government Travel Card (if applicable)
    - Government Purchase Card (if applicable)
  - b. 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.
    - IRM-03
    - Separation Clearance Checklist
    - AD-1143 (this form may be given to the Area LRA instead of the HR staff)

B. The Supervisor will:

- (1) Initiate completion of the SF-52 (Federal Employees only), AD-1143 and IRM-3 upon notification that an employee is separating from NRCS. The AD-1143 will be forwarded to the Area Office (ARC/APS) or State Office (Business Tools Coordinator) and will be effective one day prior to the employee's separation. The SF-52 and the IRM-3 will be forwarded to the Area Office (AMA) or State Office (HR). Employee should be informed that they likely will not have Toolkit or Protracts access and very limited computer access on their last day of employment.
- (2) Download the Iowa NRCS Federal and Non-Federal Employee Separation Checklist form from the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#) under Instructions - Standard Operating Procedures (SOP) (also attached).
- (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

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

Exit Survey Monkey (Federal employees only). You are encouraged to sign the Separation Checklist and the Security Clearance Exit form electronically.

- (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 employees' checklist form and documents are to be provided directly to the HR staff). Note: The AD-1143 must include the employee's actual last day of service, and investigation (NACI) close date.

C. 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.

D. The Area Resource Conservationist, Area Program Specialist or State Office Business Tool Coordinator will:

- (1) Set Toolkit and/or Protracts permissions to expire the day before the employee's last day. (This is very important for employees who are leaving the NRCS system.)  
Form AD-1143, Rev 04/09, which can be found at:  
[https://nrsc.sc.egov.usda.gov/central/ia/Shared%20Documents/Roles%20and%20Permissions%20Documents/IA\\_AD1143%20\(04\\_09\).pdf](https://nrsc.sc.egov.usda.gov/central/ia/Shared%20Documents/Roles%20and%20Permissions%20Documents/IA_AD1143%20(04_09).pdf).
- (2) Determine whether or not the employee has SCIMS permissions, if so, have the employee complete an AD-2017 which can be found at:  
<http://www.ocio.usda.gov/sites/default/files/docs/2012/AD2017-F-11-01.pdf> and forward to the State Office Business Tools Coordinator.

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

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

E. The Human Resources staff will:

- (1) Forward the separation checklist form and documents to the designated staff members to sign off that credit cards and LincPass card have been received, and all access has been removed.
- (2) Process the SF-52 personnel action (Federal employees only).
- (3) Process the IRM-3 form (effective on the employee's separation day).
- (4) Process the Lump Sum Payment for Federal employees (if no outstanding debts) after the checklist form is completed.
- (5) Maintain completed checklist form and IRM-3 for auditing purposes.

Approved By:

Date: 7/26/13

*/s/*

Jay T. Mar  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
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Attachments

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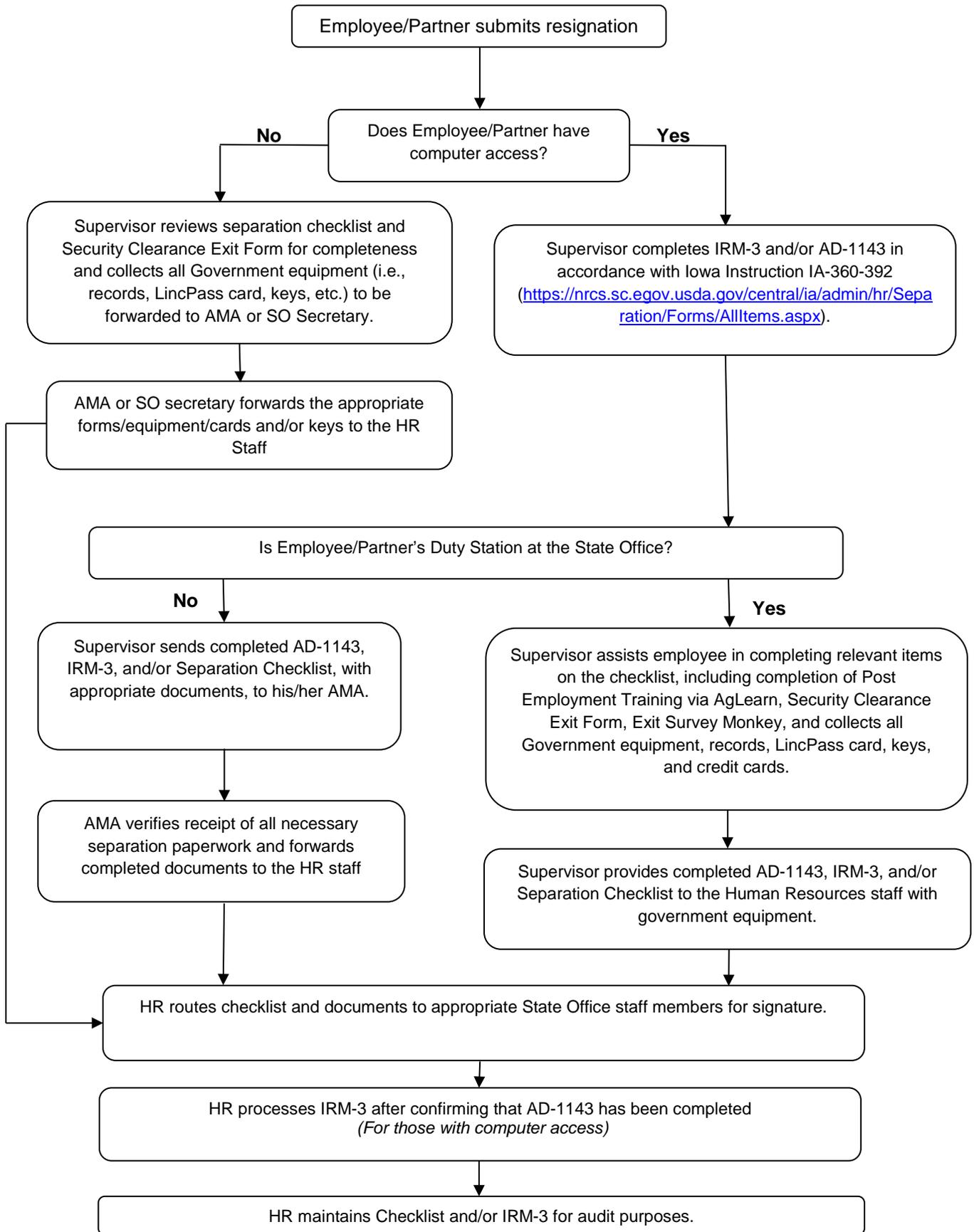
(EXAMPLE EMAIL FROM AMA OR SO SECRETARY)

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. If you do not have access to the SharePoint site, please work with me to obtain these forms.

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

# Separation Process Flowchart (revised 5/2013)



### IOWA NRCS FEDERAL AND NON-FEDERAL EMPLOYEE SEPARATION CHECKLIST

Check One: *(Circle One: Federal or Non-Federal)*

Employee Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor /POC Name and Phone: \_\_\_\_\_

Duty Location: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

**SEPARATION COORDINATORS:** Mark all applications that apply and sign off in the appropriate category to ensure that the separating employee has returned equipment, programs and accounts have been disabled or that indebtedness has been addressed.

A. *(Jill Clothier / Linda Wells completed via the IRM-3)*

ITS Access: \_\_\_\_\_ Date: \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Workstation | <input type="checkbox"/> Special           | <input type="checkbox"/> Domain              |
| <input checked="" type="checkbox"/> Laptop      | <input type="checkbox"/> Hardware/Software | <input type="checkbox"/> Local User          |
| <input checked="" type="checkbox"/> Printer     | <input type="checkbox"/> Documentation     | <input type="checkbox"/> Outlook UGs Updated |
|   | <input type="checkbox"/> E-mail            |  |

ITS (Elevated Access): \_\_\_\_\_ N/A \_\_\_\_\_ Date: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Secure Remote/Firewall Certificate | <input type="checkbox"/> Super User/Admin/Root |
| <input type="checkbox"/> Database                           |  |

B. *(Lori Derringer)*

Departmental Computer Center Access: \_\_\_\_\_ Date: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> NITC (State Office Only) | <input type="checkbox"/> NFC (State Office Only) |
|---|--|

C. *(Business Tools Coordinator – Jaia Fischer)*

NRCS Application Access: \_\_\_\_\_ Date: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Customer Service Toolkit | <input type="checkbox"/> Affiliates Application |
| <input checked="" type="checkbox"/> CodeBeamer    | <input type="checkbox"/> SCIMS                  |
| <input type="checkbox"/> ProTracts/Fund Manager   | <input type="checkbox"/> Other: _____           |

D. *(Sharepoint – Judy Martinson) Signature:* \_\_\_\_\_ Date: \_\_\_\_\_

*Name of Site(s):* \_\_\_\_\_

E. *(WebTrends - WebMaster/Web Author – Laura Crowell)*

Signature: \_\_\_\_\_ N/A \_\_\_\_\_ Date: \_\_\_\_\_

F. *(Jill Clothier or Linda Wells)*

Other Access: \_\_\_\_\_ Date: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> eAuthentication (Non-Federal Only) | <input type="checkbox"/> FFIS ID/password (State Office only) |
|---|---|

G. *(Chris Knudsen)*

Telecommuting/Work at home: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> DSL/Network Service  | <input type="checkbox"/> Remote Phone Line | <input type="checkbox"/> Remote Fax |
| <input type="checkbox"/> Special Software     | <input type="checkbox"/> Remote Fax Line   | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Special Hardware     | <input type="checkbox"/> Remote Laptop     |                                     |
| <input type="checkbox"/> Government Furniture | <input type="checkbox"/> Remote Printer    |                                     |

H. (Adam Stiegelmeier)

Telecom Staff: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Disable Phone	<input type="checkbox"/> <b>Blackberry/Accessories</b>	<input type="checkbox"/> <b>Calling card</b>
<input type="checkbox"/> Disable Voice Mail	<input type="checkbox"/> PDA/Accessories	<input type="checkbox"/> <b>Instant Meeting (Conf Call)</b>
<input type="checkbox"/> <b>Cell Phone/Accessories</b>	<input type="checkbox"/> Broad Band Card	<input type="checkbox"/> <b>GETS Card</b>

I. (Michelle Bales)

MSD: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> <b>N/A</b> Fleet Credit Card	<input type="checkbox"/> GSAXcess (State Office)	<input type="checkbox"/> <b>Purchase Card (US Bank)</b>
<input type="checkbox"/> <b>N/A</b> Central Supply Card	<input type="checkbox"/> <b>N/A</b> CPAIS	

J. (Lori Derringer)

Financial Mgmt Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Travel Card** (Supervisor will Shred)     Outstanding Travel Balance     Last Timesheet Submitted  
 Relocation Outstanding

K. (Chris Knudsen)

Human Resources Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Transit Benefits Return	<input type="checkbox"/> Other Indebtedness	<input type="checkbox"/> National Security Debrief
<input type="checkbox"/> SLR Service Agreement	<input type="checkbox"/> Post Employment Restriction	<input type="checkbox"/> Performance File Close out
<input type="checkbox"/> Recruit Service Agreement	<input type="checkbox"/> Civil Rights Exit Interview	<input type="checkbox"/> SF-52 Initiated
<input type="checkbox"/> Other Service Agreement	<input type="checkbox"/> Advanced Leave	

L. Facility (Supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> <b>Badge/ HS-PD12 Card</b>	<input type="checkbox"/> <b>Key (Room &amp; Shelf/Drawer)</b>	<input type="checkbox"/> Parking Permit
		<input type="checkbox"/> Other

a. HSPD-12 Coordinator- Jill Clothier: \_\_\_\_\_ Date: \_\_\_\_\_

Records Management: \_\_\_\_\_ N/A \_\_\_\_\_ Date: \_\_\_\_\_

Security Clearance Exit interview was signed: Yes  No  N/A

**NRCS Employees Only:** (Not contractors, partners or volunteers)

Complete optional web based Exit Survey (<https://www.surveymonkey.com/s/MCW6WKD> )

Initial when complete \_\_\_\_\_

**Those items highlighted in Yellow must be returned to the Supervisor, if applicable. The items and the Checklist form are to be forwarded as follows:**

- **Field Supervisors** to route employee forms/documents to Area Office who will forward to Human Resources in a sealed envelope **“Open by Addressee Only”**
- **State Office Supervisors** to provide forms/documents to Human Resources

**FAILURE TO COMPLETE THIS FORM PRIOR TO SEPARATION MAY DELAY FINAL SALARY PAYMENT.**



## 615.8 - Security Clearance Exit Interview

I, \_\_\_\_\_, have received this Natural Resources Conservation Service (NRCS) IT Security Debriefing. I certify that I have turned in all NRCS computer-related equipment, manuals, proprietary software, data, and NRCS "official use only" software or data. I will not disclose United States Department of Agriculture (USDA) sensitive/confidential information or Computer Center account numbers/passwords of which I became knowledgeable through my employment or partnership with NRCS. I understand that I am no longer authorized to access the USDA Computer Centers or any other computer facility under the authority of NRCS unless USDA or NRCS permission to do so is granted by the appropriate Federal officials.

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(Signature)

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(Date)

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(Witness)

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(Date)

Return this form to Human Resources.

[H\_270\_615\_8 - First Edition - September 2006]