



Iowa Bulletin: 360-22-3

Date: April 6, 2022

Subject: PER – Process for Onboarding and Separating
Employees

Purpose. To provide updated information regarding the process for onboarding and separating federal and non-federal (affiliates and contractors) employees.

Expiration Date. September 30, 2023.

Explanation. Upon receipt of this bulletin, this will be the process to ensure federal and non-federal employees are onboarded correctly and receive IT access in a timely manner. Additionally, this process will ensure timely removal of permissions upon departure.

For field and area employees, the area Administrative Management Assistant (AMA) is the first point of contact for all onboarding and separations.

For State Office (SO) employees, the SO Administrative Assistant (AA) is the first point of contact for all onboarding and separations.

ONBOARDING: When an employee is onboarding to a Natural Resources Conservation Service (NRCS) office follow the appropriate checklist, “Federal Onboarding Checklist” or “Non-Federal Affiliate and Contractor Onboarding Checklist.” These checklists and forms will be stored at the following location on the statewide shared drive: [\usda.net\nrcs\SHARED\IADES\NRCS\NRCS_statewide_shared\360_PER_Human_Resources\Forms\Onboarding](https://usda.net/nrcs\SHARED\IADES\NRCS\NRCS_statewide_shared\360_PER_Human_Resources\Forms\Onboarding). As the checklists and forms are updated, they will be placed on the statewide shared drive. **NOTE: All employees (federal, non-federal, Earth Team Volunteers, etc.) working in an NRCS office or with access to federal or state PII, must undergo a background investigation, be given computer access, and a LincPass card.**

SEPARATION: When an employee is transferring within NRCS or to a different agency, resigning, or retiring from the NRCS, follow the appropriate checklist, “Federal Employee Separation Checklist” or “Non-Federal Employee Separation Checklist.” These checklists and forms will be stored at the following location on the statewide shared drive: [\usda.net\nrcs\SHARED\IADES\NRCS\NRCS_statewide_shared\360_PER_Human_Resources\Forms\Separation](https://usda.net/nrcs\SHARED\IADES\NRCS\NRCS_statewide_shared\360_PER_Human_Resources\Forms\Separation). As the checklists and forms are updated, they will be placed on the statewide shared drive. **Specific to separations, LincPass cards, iPhone, and iPads** are to be mailed via UPS Ground to the State Office, Attention: Carolyn Christian, no later than five (5) business days after the separation date.

Once the **supervisor** and **employee** have reviewed and signed all forms (electronically if possible), the checklist along with all forms should be emailed to the appropriate area AMA or SO AA.

After the area AMA or SO AA has verified and completed the appropriate steps, the ENTIRE package should be emailed to the Management and Strategy (M&S) staff via the email intake box: *SM.NRCS.IADES.Staffing* for processing. The separation package should be emailed no earlier than three (3) days **prior** to the separation date.

Contact. If you have any questions, please contact Carolyn Christian, Business Services Specialist, at (515) 323-2619 or carolyn.christian@usda.gov.


JON HUBBERT
State Conservationist

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