U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

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To:	NRC Management Directives Custodians
Subject:	Transmittal of Management Directive 10.8, "Clearances Before Separation or Reassignment"
Purpose:	Directive and Handbook 10.8 are being revised to reflect the updated NRC Form 270, "Separation Clearances," and the change in the delegation of authority for the Office of the Chief Information Officer, as well as changes in organizational responsibilities within the Office of Administration. In addition, the revision adds a discussion of the disposition of the NRC-issued Purchase Card and clarifies the status of employee health records upon departure from the agency.
Office and Division of Origin:	Office of Human Resources
Contact:	Pam Easson, 415-7082
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Availability: Rules and Directives Branch
Office of Administration
Michael T. Lesar (301) 415-7163
Christy Moore (301) 415-7086

Clearances Before Separation or Reassignment

Directive 10.8

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Clearances Before Separation or Reassignment Directive 10.8

Policy

(10.8-01)

It is the policy of the U.S. Nuclear Regulatory Commission to provide for the orderly out-processing of employees who are separating from employment with NRC, are being reassigned between regions, or are transferring between headquarters and a region.

Objectives

(10.8-02)

- To ensure that persons separating from employment obtain the necessary certification before they receive their final salary payment. (021)

- To ensure that persons being reassigned between headquarters and regional offices obtain the necessary approvals before they change agency duty stations. (022)

The organizational units responsible for clearing separating employees and the items to be cleared are specified on NRC Form 270, “Separation Clearance.”

Organizational Responsibilities and Delegations of Authority
(10.8-03)

Executive Director for Operations (EDO)
(031)

Delegates responsibility and accountability for obtaining necessary clearances during the separation process, as appropriate.

Chief Financial Officer (CFO)
(032)

- Ensures that the employee's access to the Federal Financial System is terminated. (a)

- Ensures that the final salary payment of separating employees is withheld, consistent with applicable law and procedures, until each such employee has completed the clearance process and debts due the NRC have been collected. (b)

- Verifies the signatures on the NRC Form 270 as those of the authorized certifying official(s). (c)

Director, Office of International Programs (OIP)
(033)

For all foreign assignees, ensures that an exit interview is conducted, a record is made of all sensitive unclassified information the individual is afforded access to or permitted to retain, and that the issued photo-identification badge and property (including library material) are returned at the conclusion of their assignment.

Organizational Responsibilities and Delegations of Authority (continued)
(10.8-03)

Deputy Executive Director for Management Services (DEDM)
(034)

- Provides oversight and directs evaluation activities for the separation clearance procedures on a regular basis. (a)

- On a regular basis, evaluates the separation clearance procedures. Directs the review of NRC Form 270 to ensure that it is current and consistent with agency operations. (b)

Chief Information Officer (CIO)
(035)

- Ensures that NRC's local area network (LAN), mainframe, and mini-computer accounts are terminated in a timely manner and that telephone directory entries are removed for all departing employees upon separation. (a)

- Ensures that all telecommunications equipment (e.g., pagers, cellular telephones, Government emergency telecommunications service cards, and calling cards) is returned. (b)

- Ensures that all library books and materials are returned. (c)

- Ensures that all official and agency records and nonrecord holdings and chargeouts have been returned. (d)

Organizational Responsibilities and Delegations of Authority
(10.8-03) (continued)

Chief Information Officer (CIO)
(035) (continued)

- Advises the CFO if final paychecks of separating employees need to be withheld until each such employee has completed the departure process and debts due to the NRC have been collected. (e)

Director, Office of Human Resources (HR)
(036)

- Manages the separation clearance process for headquarters and each region. (a)

- Advises the CFO of any employee who has separated from employment or has been reassigned without completing the clearance process. (b)

- Ensures that all separating employees have the opportunity to complete NRC Form 730, “Exit Interview Survey.” (c)

- Verifies the accuracy of the signatures on the NRC Form 270. (d)

- Notifies the CFO if the NRC Form 270 has not been completed at the time of the exit interview. (e)

- Maintains the list of currently authorized office administrative contacts with room and telephone numbers. (f)

Organizational Responsibilities and Delegations of Authority
(10.8-03) (continued)

Director, Office of Administration (ADM)
(037)

- Terminates the separating employee's access authorization (security clearance) and applicable keycard access. (a)

- Advises the CFO if final paychecks of separating employees need to be withheld until each such employee has completed the departure process and debts due the NRC have been collected. (b)

- Manages NRC property oversight, including disposition of property assigned to departing employees. (c)

- Ensures that separating employees read and complete NRC Form 136, “Security Termination Statement.” (d)

- For reassignment and transfers, coordinates recovery/termination of the previously issued photo-identification badge and the reissuance of a new badge that reflects the nomenclature for the receiving office location. (e)

Employing Office Directors and Regional Administrators
(038)

- Begin processing an NRC Form 270 at least 2 weeks before the date of separation or reassignment, or as soon as possible if less than 2 weeks' advance notice is given. (a)

Organizational Responsibilities and Delegations of Authority
(10.8-03) (continued)

Employing Office Directors and Regional Administrators
(038) (continued)

- Devise and document internal procedures to facilitate the timely and effective clearance of separating or reassigned employees. (b)

- Provide the Payroll Unit, the Office of the CFO (OCFO), and HR with a list of authorized approving officials. (c)

- Ensure that each separation clearance official identifies any debt owed to the NRC by the separating employee (e.g., travel balance, lost property) and notes on the clearance form the existence of the debt and its monetary value. (d)

- Report any unaccounted-for classified or sensitive unclassified documents revealed during the separation process to the Director of the Division of Facilities and Security (DFS), ADM. (e)

- Notify the Administrative Services Center, Division of Administrative Services, ADM, of any property that cannot be located and for which the separating or reassigned person is liable in accordance with Management Directive 13.1, “Property Management.” (f)

- Provide the Infrastructure Operations Branch, Office of the CIO, with a request to terminate or modify (NRC Form 15, “Employee Locator Notification”) the separating or reassigned employee's information in the NRC telephone directory and his or her access to NRC's LAN. (g)

Organizational Responsibilities and Delegations of Authority
(10.8-03) (continued)

Employing Office Directors and Regional Administrators
(038) (continued)

- Ensure the return of the NRC Purchase Card, when appropriate. (h)

- Ensure the return of NRC SmarTrip Cards, NRC-issued dosimetry badges, cameras, Government vehicles, TVs/VCRs, and property. (i)

  For regional administrators

  – Ensure that the executed NRC Form 136, “Security Termination Statement,” is forwarded to DFS for retention. (i)

  – Ensure the recovery of the photo-identification badge issued to the terminating employee and cancellation of applicable keycard access and access authorization (security clearance) through coordination with DFS. (ii)

  – Ensure that signatures are completed on NRC Form 270 before the employee leaves the region and telefax a copy of the form to the gaining HR representative and the Chief of the Payroll Operations Team, OCFO. (iii)

Organizational Responsibilities and Delegations of Authority
(10.8-03) (continued)

Clearing Offices and Regional Administrators
(039)

- Devise and document internal procedures to facilitate the timely and effective clearance of separating or reassigned employees. (a)

- Provide the Payroll Operations Team and HR with the most current list of authorized approving officials. (b)

- Clear individuals of property, classified and sensitive unclassified information, or other items and obligations when these materials are returned or reimbursements are submitted. (c)

- Ensure that each separation clearance official identifies any debt owed the NRC by the separating employee (e.g., travel balance, lost property) and notes on the clearance form the existence of the debt and its monetary value. (d)

Definitions
(10.8-04)

Authorizing Official. The individual authorized by each office to certify the NRC Form 270 at each step of the clearance before separation or the reassignment process.

Certification. The signature of the separating employee, which is required to complete the NRC Form 270.

Definitions
(10.8-04) (continued)

Clearing organizational unit. The NRC organization listed on the NRC Form 270 with the functional responsibility for clearing employees who separate from employment or who are reassigned between regions or between headquarters and a region.

Employing office. The individual office of the departing employee.

Office administrative contact. The individual within the departing employee's office who is responsible for coordinating the separation process.

Reassignment. An internal agency move, that is, a move between regions, from a region to headquarters, or from headquarters to a region.

Separation from employment. Resignation, retirement, termination, leave without pay (LWOP) or furlough in excess of 90 calendar days, transfer to another agency (including the International Atomic Energy Agency), or the termination of an extended detail of an employee in another agency.

Transfer. Move from the NRC to another Federal agency (also referred to as a "Separation-Transfer").

Applicability
(10.8-05)

The policy and guidance in this directive and handbook apply to all employees, onsite consultants, and personnel from other Government agencies detailed to the NRC who separate from or who are reassigned within the NRC. These clearance procedures do not cover contractors; see Management Directive 11.1, "NRC Acquisition of Supplies and Services," for information regarding the termination of contractors.

Handbook
(10.8-06)

Handbook 10.8 explains the process for obtaining necessary clearances on the NRC Form 270.

References
(10.8-07)

Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.).

Code of Federal Regulations, 5 CFR Part 2641, "Post-Employment Conflict of Interest Restrictions," et seq.

Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801 et seq.).

NRC Management Directives—

10.44, "Relocation Bonus Program."

10.48, "Recruitment Bonus Program."

11.1, "NRC Acquisition of Supplies and Services."

13.1, "Property Management."

United States Code—

18 U.S.C. 207, "Disqualification of Former Officers and Employees in Matters Connected With Former Duties of Official Responsibilities; Disqualification of Partners."

18 U.S.C. 208, "Acts Affecting a Personal Financial Interest."

Clearances Before Separation or Reassignment

Handbook 10.8

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Clearances Before Separation or Reassignment

Introduction (A)

This handbook provides specific instructions regarding the procedures to be followed and the steps involved in obtaining clearance before separation (including transfers) and before reassignments between regions or between headquarters and a region. The Office of Human Resources (HR) coordinates this process to ensure maximum efficiency. (1)

All departing employees are required to complete NRC Form 270, "Separation Clearance," which is available online. HR provides separating employees with an instruction sheet to guide them through the separation process. This sheet is intended to be a supplement to the required NRC Form 270 and contains the names, locations, and telephone numbers of the individuals authorized to act as approving officials within each of the organizational units through which agency employees must clear. (2)

The separation clearance instruction sheet is available as an attachment to NRC Form 270 through the InForms online forms icon. (3)

Completing NRC Form 270 (B)

For all separations, the employing office will initiate an NRC Form 270. This form will be used to obtain the necessary clearances for employees who are separating from NRC or are being reassigned between regions or headquarters and a region. (1)

Completing NRC Form 270 (B) (continued)

The form must be forwarded through all of the applicable organizational units listed. In order to expedite this process, headquarters employees may hand carry the form through the respective organizations. Regional employees should contact the regional HR representative for specific instructions. Employees must make arrangements for appointments with clearing officials by contacting the appropriate individual for each clearing organizational unit listed, in advance, by telephone or by e-mail. (2)

The employing office will complete and certify the following items in the "Employee Data" section (items 1.a through 1.g) of NRC Form 270: (3)

- **Item 1.a, T&A Clerk Notified; SF 52 Initiated**. This entry ensures that the time and attendance (T&A) clerk is notified of the employee's impending departure so that the Standard Form (SF) 52, "Request for Personnel Action," can be initiated in a timely manner. This item must be certified by the appropriate office administrative contact. T&A clerks should be advised of the employee's last day on the rolls. In addition, the office should initiate the SF 52 for the departing employee within 2 weeks (one pay period) of the planned departure date, if possible. (a)

- **Item 1.b, Security Debriefing Arranged**. Every employee who leaves the agency must receive a security debriefing. This debriefing ensures that employees are aware of any restrictions on their future activities that are required by their prior employment with the agency and to recover the photo-identification access control badge issued to the individual. Security debriefings should normally be scheduled on the individual's last business day of employment. The employee is responsible for contacting the Division of Facilities

Completing NRC Form 270 (B) (continued)

and Security (DFS), Office of Administration (ADM), or the appropriate regional staff to arrange for his or her exit security debriefing. (b)

- **Item 1.c, Classified/Sensitive Unclassified Information Recovered or Reassigned**. The employee's supervisor is responsible for ensuring that all classified and sensitive unclassified information has been recovered. The appropriate supervisor must certify this block. (c)

- **Item 1.d, Separation Interview with Human Resources Scheduled**. The separating employee is responsible for scheduling an exit interview with a representative of HR. Employees should contact the appropriate HR representative to schedule this interview, which should be conducted during the last week of duty. (d)

- **Item 1.e, Mail Room Notified of Forwarding Address**. The mail room must be notified of the departure of an employee so that mail delivery will stop. This step can be accomplished by sending an e-mail message. Normally, the employee will send the message advising the mail room of his or her last day on the rolls, but the appropriate office contact may perform this function. (e)

- **Item 1.f, Property Custodian; All Assigned Property Returned/Transferred**. The office property custodian will certify that all assigned property has been accounted for (i.e., returned, transferred, or disposition made in accordance with Management Directive (MD) 13.1, “Property Management,” Part II(E). Before certifying, the property custodian must notify the Administrative Services Center (ASC), ADM, of the status of all property previously assigned to the departing employee and receive a written confirmation to release the employee from further property obligations. If ADM determines that a

Completing NRC Form 270 (B) (continued)

debt is owed due to loss of or damage to property, the ADM clearance official will not provide approval and will notify the License Fee and Accounts Receivable Branch (LFARB), Office of the Chief Financial Officer (OCFO), that a debt exists and will specify the amount so that a receivable can be established for later offset or collection. The property custodian will note the date that the property clearance is received from the ASC in the space provided for this purpose in item 1.f on the NRC Form 270. (f)

- In the event that property is missing under circumstances that establish the employee's liability for the property, the office contact will make sure that the employee has made arrangements to pay for the item. (g)

- **Item 1.g, Office IT Coordinator-Access to Automated Information Systems Cancelled**. Access to NRC information systems must be terminated when the employee leaves the agency. The office information technology (IT) coordinator must request that the employee's access to NRC's local area network (LAN) and automated information systems be cancelled by a specified date and note the date on the form. In addition, the IT coordinator is responsible for requesting that the separating employee's name be removed from the electronic telephone book and that the employee's voice mail account be disabled. The Office of the Chief Information Officer (OCIO) is responsible for ensuring the actual termination of access. The appropriate office administrative contact is responsible for certifying that items 1.a through 1.g have been completed. The IT coordinator must follow up after the employee's departure to ensure that the employee's access has been terminated. (h)

Completing NRC Form 270 (B) (continued)

- **Item 1.h, Employee Signed the Final Summary Approval Report (SAR)**. The final Summary Approval Report (SAR) documents the hours worked during the last pay period in which the employee is entitled to pay. The employee verifies the accuracy of the time reported and signs the SAR. If changes are required, the employee may contact the timekeeper. After the employee signs the SAR, the clearing official confirms the employee's signature and supporting documentation, if applicable. (i)

Separating employees are expected to make every effort to locate and return items of nonmonetary value. These include such items as security photo-identification access control badges, unexecuted transportation requests, Government charge cards, Government passports, and classified and sensitive unclassified information. Separating employees also are expected to make every effort to locate and return items of monetary value to the office accountable for the item. When an item cannot be located, the clearing organizational unit will determine the value of the item and whether the employee is responsible for reimbursing the agency for the item. If it is necessary to seek reimbursement from the separating individual, the clearing organizational unit will coordinate with the Payroll Operations Team, OCFO, which is responsible for securing reimbursements. (4)

The employee then will forward the form through the applicable clearing organizational units. Each clearing organizational unit will check its records to determine if property, classified or sensitive unclassified documents, or other items have been accounted for and will record the appropriate notation on the form. To expedite this process, the headquarters employee may hand carry the form through his or her office property custodian and the following organizations (as listed on NRC Form 270): (5)

Completing NRC Form 270 (B) (continued)

- **Item 2, Law Library, Office of the General Counsel (OGC)**. Any books and/or regulations borrowed from the Law Library must be returned before the employee's departure. All employees having Lexis or Westlaw passwords must have their passwords deactivated before departing from the agency. (a)

- **Item 3, Travel Management Branch, OCFO**. This stop certifies that all travel advances, passports, charge cards and recent travel authorizations have been accounted for, cleared, or returned. In addition, liability incurred by any obligated service agreement between the employee and the NRC is defined and discussed. (b)

- **Item 4, Health Unit**. Employees may make a copy of their Employee Medical File (EMF) when they leave the agency. Upon the employee's departure, the patient file will be reviewed by health unit personnel for occupational health information, and item 4 of NRC Form 270 will be annotated with the results of that review. If the employee is transferring to another Government agency, occupational health information will be pulled and forwarded, along with the Official Personnel Folder (OPF), to the next duty station. If the employee is retiring or resigning from Federal service, the EMF will be sent with the OPF to the National Archives and Records Administration, National Personnel Center, in St. Louis, Missouri. (c)

- **Item 5, Telecommunications Service Center, Infrastructure Operations Branch, OCIO**. This stop certifies the return and/or clearance of telecommunications property, charges, and telephone credit cards. It terminates or modifies the separating or reassigned employee's information in the NRC telephone directory. It also terminates mainframe or mini-computer accounts. (d)

Completing NRC Form 270 (B) (continued)

- **Item 6, Division of Contracts, ADM**. (NRC Purchase Card.) At this stop, the Agency Purchase Card program manager must certify that the NRC Purchase Card has been returned. (e)

- **Item 7, Administrative Services Center, ADM**. (NRC SmarTrip Cards, Dosimetry Badges, Cameras, Projectors, TVs/VCRs, Parking.) At this stop, the project management staff must certify that property has been returned. (f)

- **Item 8, Technical Library Services Section, OCIO**. Books and library materials must be returned before the employee's final day on the agency rolls. (g)

- **Item 9, License Fee and Accounts Receivable Branch, OCFO**. This stop certifies that all outstanding debts to the agency (e.g., telephone calls, advanced leave reimbursement, health benefits debts, relocation reimbursement, delinquent/outstanding travel advances, costs of property billed to the employee) have been billed. (h)

- **Item 10, General Accounting Branch, OCFO**. This stop terminates access to the Federal Financial System, if appropriate, for departing employees. (i)

- **Item 11, Records Management Branch, OCIO**. This stop certifies that all official agency records and nonrecord holdings and chargeouts have been returned. (j)

- **Item 12, IT Customer Services Branch, OCIO**. This stop terminates account access, files, and directories from the network within 2 business days of departure of the employee. (k)

- **Item 13, Division of Facilities and Security, ADM** (or appropriate regional representative). (l)

Completing NRC Form 270 (B) (continued)

- **Item 13.a, Received Security Debriefing** (if separating from the agency). This stop certifies that the departing employee has received the security exit debriefing. (i)

- **Item 13.b, NRC Form 136 Completed** (if separating from the agency). The authorizing official certifies that the departing employee has completed the NRC Form 136. It is the responsibility of the approving official to ensure that the NRC Form 136 is forwarded to the Security Branch, DFS, for retention. (ii)

- **Item 13.c, Badge Submitted**. The departing employee's photo-identification access control badge will be collected at this stop at the end of the briefing. It is the responsibility of the DFS representative to ensure the destruction of the badge and cancellation of any keycard access and/or access authorization (security clearance) if the employee is leaving the agency. Employees who are being reassigned will receive a new badge when they reach their new duty station. It is the responsibility of the appropriate staff in the receiving region or the HR representative at headquarters (for employees relocating to headquarters) to coordinate with DFS for the reissuance of a badge that is keyed to the employee's new duty location and that reflects the level of security access authorization for the position the employee will occupy. (iii)

• **Item 14, Office of Human Resources** (m)

- Employees should schedule an exit interview with HR on the last day of employment after all other items (except the payroll checkout) have been completed. At the conclusion of the interview, the HR representative will collect the NRC Form 270 from the departing employee and will forward the

Completing NRC Form 270 (B) (continued)

form, along with the SF 50 effecting the separation, to the Payroll Operations Team. (i)

– **Item 14.a, Exit Interview and Obligated Service Agreement**. An exit interview will be conducted with the departing employee. The HR representative will provide departing employees during the exit interview with a packet of post-employment information that will include the Governmentwide post-employment regulations (5 CFR Part 2637). Each employee will sign a statement acknowledging receipt of this packet. Departing employees who are required to file a public financial disclosure report (SF 278) under the Ethics in Government Act also will be given a blank SF 278 and informed that they must complete and file this report with OGC within 30 days of the date of their termination of service with the NRC. In addition, all departing employees will be advised to consult with an ethics counselor in OGC on any questions or issues relating to their activities under the post-employment law and regulations. (ii)

– During this interview, the employee will be advised regarding the disposition of his or her health and life insurance benefits, if appropriate, and will be counseled concerning the options available to him or her for conversion of these benefits. The Thrift Savings Plan options will also be discussed. (iii)

– In addition, obligated service agreements as they relate to required service incurred as a result of recruitment bonuses, retention allowances, the Graduate Fellowship Program, or any other programs requiring service agreements, will be defined and discussed, as appropriate, during the exit interview in HR. (iv)

Completing NRC Form 270 (B) (continued)

– **Item 14.b, Pending Training and Service Agreement**. Employee training records will be checked for service obligations incurred for Government-funded training. A representative of HR will certify this section of the form. (v)

– **Item 14.c, Signature Certification**. The HR representative will certify that the signatures on the NRC Form 270 are acceptable. (vi)

• **Item 15, Payroll Operations Team, OCFO** (n)

– **Review of Pay Records**. Employee payroll records will be reviewed for sick and annual leave balances and to ensure that health payment premiums are current. As payroll is the final stop in the clearance process, the Separation Clearance form is checked for completeness and other annotations of possible indebtedness. On the basis of the review, the final pay of the employee will be adjusted accordingly. When the Separation Clearance form is completed, the original of the form will be retained by payroll and a copy provided to the individual. (i)

– The Payroll Operations Team verifies that the NRC Form 270 is fully and correctly completed and certified by the authorized officials. (ii)

Separations From the Regions (C)

Regional employees separating from employment should obtain local regional office approvals for all applicable items except the fiscal matters covered under items 3, 9, and 14. To initiate and expedite clearances for these items, regional offices should telefax (fax) a copy of the separating employee's NRC Form 270 to the

Separations From the Regions (C) (continued)

Chief of the Payroll Operations Team, OCFO, when the employee begins the clearance process. (1)

The administrative contact in the losing region must ensure that all signatures are completed on the NRC Form 270 before the employee leaves the region. (2)

The administrative contact also ensures that the NRC Form 270 is promptly faxed to the gaining HR representative. (3)

Reassignments Between Regions and Transfers Between Headquarters and Regions (D)

Employees who are being reassigned between regions or transferred between headquarters and a region must complete items 1.a through 1.g. In addition, items 13.a (the security debriefing) and 13.c (badge submitted), which will be completed by the Division of Facilities and Security, must be completed by all employees. (1)

Upon completion of the appropriate clearances, the Separation Clearance form should be mailed or hand carried to HR or to the releasing regional HR office, as appropriate. (2)

The final section of the form allows departing employees to provide comments. (3)