



Version	Date	Author	Description of Change
1.2	7/23/12	[REDACTED]	Removed requirement for transferring staff to complete 9-090; removed Functional Manager from Definitions; removed Project Manager from Roles & Responsibilities & Checklist; added verbiage for Supervisor to communicate with Project Manager(s).
1.3	2/14/14	[REDACTED]	Minor updates due to organizational name changes and clarify who collects the employees DOI ID card and parking pass

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION:

[REDACTED]

EROS Director Deputy Director Administrative Officer

SUBJECT / TITLE: Out-Processing of Non-Federal Employees

DATE: February 14, 2014

VOL / INDEX #: EROS-GEN-08

PREPARED BY: **Copies will be provided to:**
[REDACTED]

Preparer Date Supervisor Date

OTHER COORDINATION: GS-N-EDC Federal Employees
CORs distribute to contracts.

STATUS: Permanent
 Temporary

EXPIRATION DATE: February 13, 2016

PROCEDURE / MEMO: Original
 Supersedes EROS-GEN 08 Out-Processing of Non-Federal Employees, v1.2, 07/23/12

ATTACHMENT TO: N/A

PURPOSE: To serve as procedure for out-processing Non-Federal personnel.

UTILIZATION: Daily, Weekly, Monthly, Other (specify other)

1.0 References.

- Updated Guidance on Physical Security and Logical (Information Technology) Access Requirements for Employees, Contractors, Affiliates, and Visitors (USGS AEI memo – 9/27/2013)
<http://internal.usgs.gov/ops/security/smartcards/references.html>
- USGS Survey Manual Chapter 344.16 – Employee and Non-Employee Clearance Procedures; <http://www.usgs.gov/usgs-manual/340/344-16.html>
- EROS-GEN-18 Affiliate Personnel (≥180 days) Sponsorship and Support; https://edchome.cr.usgs.gov/#/Shared/EROS_Policies_Procedures/Home

2.0 Purpose.

This procedure establishes U.S. Geological Survey (USGS) Earth Resources Observation and Science (EROS) Center out-processing procedures for exiting or transferring Non-Federal personnel. It applies to Non-Federal personnel located at either EROS or a remote site facility if they have regular access to the EROS facility, a DOI Access Card, or access to EROS Information Technology (IT) systems. This procedure ensures consistency in the out-processing of personnel so that standards of physical security are met and access to computing resources at EROS is protected.

It is USGS policy that upon termination of affiliation with the USGS, individuals with access to USGS facilities, equipment, systems (this includes computer access user accounts), etc., must turn in all Government personal property and other "official" items for which they are responsible, such as office keys, Government ID, parking pass, etc., and must liquidate all outstanding debts owed to the Federal Government. All computer access must be removed from Department of the Interior (DOI) and USGS internal systems.

3.0 Definitions.

Cognizant Employee (CE) – Person designated by the Custodial Property Officer who has physical custody or makes regular use of the equipment. For EROS contracts the contract manager is usually the CE for their contract.

Custodial Property Officer (CPO) – The CPO for property assigned to a Non-Federal contract employee is the contract's Contracting Officer's Representatives (COR); with the exception of project-owned equipment in which case the CPO is the Project Manager.

EROS Checklist for Out-Processing of Non-Federal Employees – An internal EROS form (Appendix A) that supplements the USGS Clearance Procedure (Form 9-090) (Appendix B) and ensures additional EROS out-processing steps take place. Checklist completion is required for personnel transferring between EROS contracts, or transferring from an EROS contract to the USGS, but not for changing positions within the same contract.

Supervisor – A person who manages or supervises an EROS contract employee who is working at EROS or a remote site facility.

Out-Processing Personnel – A person who is, or soon will be, ending their status as an employee of an EROS contract, a long-term Non-Federal visitor, or an offsite collaborator. Hereafter “out-processing personnel” is referred to as “Non-Federal Employee”.

USGS Sponsor – A USGS employee who acts as sponsor or is responsible for support of a long term Non-Federal visitor or collaborator who is working at EROS. See the referenced EROS-GEN-18 Visitor Sponsorship and Support Procedure for more information.

Transferring Personnel – A person who is transferring from one employer to a different employer (e.g., contractor employee becomes a USGS employee, or employee working for one contract company becomes the employee of a different company). Note: personnel changing positions within the same contract do NOT complete out-processing; however, the prior manager/supervisor and acquiring manager/supervisor shall ensure appropriate changes in personnel computers, databases and cardkey access are implemented. Personnel transferring between EROS contracts or from an EROS contract to the USGS, are required to do a partial out-process and then in-process. Hereafter “transferring personnel” is referred to as “Non-Federal Employee”.

Form 9-090 – The USGS Clearance Procedure (Form 9-090) is an automated, web-based form created to expedite the process of clearing people separating from affiliation with the USGS. It is used to record clearance of all debts and accountability for Government property. Instructions for completing the Form 9-090 are located at the referenced USGS Survey Manual Chapter 344.16. A Form 9-090 is not required for personnel transferring between EROS contracts, transferring from an EROS contract to the USGS, or changing positions within the same contract.

4.0 Procedure.

4.1 Roles and Responsibilities.

The CORs, USGS Sponsors, Contract Line Management, and Contract Human Resource (HR) Offices are responsible for ensuring personnel out-processing takes place in accordance with this procedure. If a contract company does not have an HR representative onsite, the COR for the contract will be responsible for ensuring all HR related out-processing functions are completed.

Where there is no associated HR or COR for a Non-Federal Employee, the Sponsor will be responsible for ensuring all HR related out-processing functions are completed.

The Non-Federal Employee is responsible for notifying their supervisor/sponsor of their planned departure from EROS no later than two weeks prior to separation from affiliation with the USGS, or transfer to another EROS employer (USGS or contractor).

The Non-Federal Employee must follow the requirements of the “EROS Checklist for Out-Processing of Non-Federal Employees” (Appendix A) to ensure that all appropriate steps are taken. Additionally, the Non-Federal Employee must:

- Repay indebtedness prior to out-processing, including all outstanding library loans, etc.

The Contract’s HR Office is responsible for initiating the Form 9-090 and ensuring a debrief is held for employees with a security clearance.

The CPO/CE is responsible for the inventory and clearance of the Non-Federal Employee's property record.

The EROS Archivist is responsible for screening each out-processing e-mail to determine if a meeting with the Non-Federal Employee is needed to discuss Federal records disposition. If a meeting is required, the Archivist will contact the Non-Federal Employee.

The EROS Librarian is responsible for checking to see if the Non-Federal Employee has any library items checked out.

The EROS Physical Security Officer is responsible for scheduling an official debrief for Non-Federal Employees who have Sensitive Compartmented Information (SCI) access.

The Supervisor/Sponsor is responsible for ensuring the Non-Federal Employee completes the “EROS Checklist for Out-Processing of Non-Federal Employees” no later than the day before they separate. The Supervisor/Sponsor also notifies appropriate Project Managers (PM) that the person is leaving, and works with the PM to ensure any project owned equipment/software remains with the contract. The Supervisor is responsible for maintaining a file of original completed EROS Checklists for Out-Processing of Non-Federal Employee for their staff.

The USGS EROS Information Security Office is responsible for assuring that all access to USGS networks and systems is disabled in the DOI Active Directory.

The COR or USGS Sponsor is responsible for completing Part B of the Form 9-090 prior to the individual’s separation.

4.2 Process.

Out-processing involves numerous steps and usually takes more time to complete than in-processing does. Accordingly, Non-Federal Employees and Supervisors should start working on the EROS Checklist no later than two weeks prior to the final on-site work date, with a goal of having all steps completed, except for the Supervisor accompanying the employee to the exit, prior to the last on-site work date.

The Manager/Supervisor/Sponsor of a person who has announced they will be leaving EROS, or changing EROS employers, will formally initiate personnel out-processing actions by notifying their HR Office and COR of the person's last day of employment.

When notified that a Non-Federal Employee will be leaving, the HR Office issues an Out-Processing e-mail. The Out-Processing e-mail is sent to the Bison group "GS-N-EDC Emp Out-Processing" in the following format:

E-mail Subject Line: Out-Processing (Employee Name), (Effective Date)

Body of Message:

Out-Processing

Name:	xx
Contract/Affiliate:	xx
Directorate/Division/Branch	xx
Effective Date:	xx
Manager/Supervisor/Sponsor:	xx
Comments: (if appropriate)	xx

The HR Office goes to USGS SharePoint Web Tools at <https://webforms.usgs.gov/Lists/Menu/US%20Geological%20Survey.aspx> and initiates the Form 9-090 for the Non-Federal Employee being out-processed. The Form 9-090 should be initiated at least two weeks prior to the Non-Federal Employee's last day of employment. Once the Form 9-090 is initiated, an automatic e-mail to the COR is generated instructing them to complete the Part B – Supervisor section of the Form. The HR Office completes pertinent portions of the "EROS Checklist for Out-Processing of Non-Federal Employees" and then provides a copy of the Checklist to the person out-processing.

The Non-Federal Employee will immediately begin working with his/her Supervisor to complete all the requirements of the EROS Checklist. Each of the various blocks on the form requires the printed name and signed initials of an area representative authorized to complete and/or oversee the tasks delineated in that block. Only the

person whose name appears under a task, or the HR Office, may insert “NA” on a line.

The Supervisor/Sponsor plays a key role in out-processing. They must:

- Ensure the Non-Federal Employee transfers any computer files that need to be retained by the contract.
- Work with the contract’s CE to ensure all government property, specialized equipment and software, and keys have been returned. With CE approval, the Non-Federal Employee may continue to use their computer through their last work day.
- Notify the PM(s) of the projects the Non-Federal Employee has been supporting that the person is leaving in case there are unique project concerns to be discussed before their departure date.
- Collect the Non-Federal Employee’s DOI Identification Card and parking pass. The individual must request a visitor badge and visitor parking pass each day for the remainder of their time at EROS. If an individual is transferring to another EROS contract, they should retain their DOI Identification Card and parking pass that has been issued to them. If offsite personnel only have a DOI Identification Card, they may return it via a traceable (certified) means to their Supervisor. Upon receipt, the supervisor will turn the DOI Identification Card in to the EROS Physical Security Manager or Badging Office.

The Form 9-090 is the primary mechanism for ensuring that a Non-Federal Employee’s property account is cleared prior to separation. In cases where items charged to the separating employee are missing or damaged, the CPO/CE needs to complete and process a Report of Survey as soon as possible in advance of the departure. Items that are in a separating Non-Federal Employee’s custody, and being used by them, must be transferred to an eligible transferee prior to separation. Upon separation, transfer, or reassignment of any Non-Federal Employee, the CE will conduct a physical inventory of all property in the Non-Federal Employee’s custody and will let the COR know the findings of the inventory.

The EROS Physical Security Manager will view all “*GS-N-EDC Emp Out-Processing*” e-mail messages to determine if a secure facility out-processing is necessary, and if so, will directly notify the Non-Federal Employee to ensure that out-processing occurs. The Physical Security Manager also runs a Key Control Log list to see if the Non-Federal Employee has any keys checked out. The list is sent to the Non-Federal Employee, their Supervisor, their HR Office, and Security Guards; there may be fees assessed for missing keys.

The EROS Librarian annotates the EROS Checklist if nothing is checked out. If there are outstanding items that have not been returned, the Librarian notifies the Supervisor. Once items are returned, the Librarian signs off on the EROS Checklist.

The USGS EROS Information Security Office (EISO) uses the “*GS-N-EDC Emp Out-Processing*” e-mail message as notice to stop all Windows based access to USGS networks and systems by disabling the Non-Federal Employee’s DOI Active Directory account no later than the first business day following their separation date. The submission of the Form 9-090 causes the removal of the Non-Federal Employee’s account from the USGS active directory. Subsequent removal of the individual’s access codes to project systems like UNIX, LINUX, etc. is initiated through the call logging system when the Out-Processing e-mail is sent.

EROS functions other than those listed above may need to take out-processing actions. When such a function receives a “*GS-N-EDC Emp Out-Processing*” e-mail message advising of a personnel out-processing action, the office will complete their internal steps and checks necessary to successfully out-process the Non-Federal Employee. For example, the EISO will remove them from the IT Security Database. If an issue is discovered that must be resolved, the EISO will immediately contact the Non-Federal Employee’s Supervisor or COR to resolve the issue in an expeditious manner.

The EROS Physical Security Manager or Badging Office will complete their portion of the Checklist after having confirmed that all appropriate blocks on the checklist have been properly completed.

The HR Office will remove the Non-Federal Employee from the EROS Online Employee Directory on the first business day after their separation – based on the out-processing e-mail date. In the case of transferring personnel, the releasing contract’s HR updates the Directory with the new contract information.

The Non-Federal Employee must sign the bottom of the EROS Checklist as an acknowledgement of their having returned properties and completed the form.

Once the Non-Federal Employee has completed the EROS Checklist, the Supervisor hand carries a copy of the completed Checklist to the COR no later than the day before the individual separates.

The COR ensures that all of the applicable items in Part B of the Form 9-090 have been addressed and then electronically signs the Form 9-090 as completed. The COR fills in the COR’s section of the EROS Checklist and sends a copy to the Badging Office.

The Supervisor accompanies the individual to the exit on their last day at EROS. If the Supervisor/Sponsor is not in the office that day, the official “Acting” Supervisor/Sponsor will perform this step.

Upon receipt of the finalized EROS Checklist from the COR, the Badging Office verifies the correct status of entries in the EROS Online Employee Directory, and updates the Parking Database.

5.0 Appendices.

Appendix A. EROS Checklist for Out-Processing of Non-Federal Employees.

Appendix B. Karen Baker Memorandum, dated February 4, 2010, on Employee and Non-Employee Clearance Procedures (Form 9-090).



Appendix A. EROS Checklist for Out-Processing of Non-Federal Employees

Checklist Instructions: Completion of the Checklist is required for out-processing of personnel ending duty at EROS as a contract employee or sponsored visitor. The Supervisor/Sponsor is responsible for ensuring the Non-Federal Employee is aware of and completes the Checklist prior to their last working day.

Name: _____ Ext: _____ Organization/Affiliation: _____ Departure Date: _____
(Print Name)

ACTION	Initials
Human Resource Office (affiliation specific) or USGS Sponsor	
Print Name:	
Out-processing notification email sent to GS-N-EDC Emp Out-Processing Bison Group.	
Other contract specific HR paperwork and procedures completed.	
Form 9-090 initiated at https://webforms.usgs.gov/Pages/default.aspx .	
Individual is ___ or is not ___ transferring to another EROS entity (as a Federal or contract employee).	
EROS Librarian (Room 100) Print Name:	
All materials returned.	
Custodial Property Officer (CPO), Property Coordinator, or Cognizant Employee (CE)	
Print Name:	
Accountable property collected and FBMS scheduled to be updated.	
Supervisor/Sponsor Print Name:	
Project Manager(s) notified of employee's upcoming departure and project related issues identified.	
Softcopy/hardcopy files to be retained transferred to other personnel.	
Specialized equipment and software, keys for doors, desks, cabinets, etc. turned in.	
Desktop system reassignment requested through the Help Desk.	
Property pass prepared for all privately owned items to be removed from EROS property as applicable.	
DOI Identification Card collected.	
Parking pass collected.	
Physical Security Office (Room 1449) Print Name:	
SCI Form 4414 Debrief if necessary.	
Keys collected.	
Collect Employees DOI Identification Card and Parking Pass from Supervisor	

I certify that I completed the Checklist in accordance with EROS-GEN-08 Out-Processing of Non-Federal Employee.

Signature: _____ Date: _____
(Non-Federal Employee)

Supervisor/Sponsor Print Name:	
Copy of completed Checklist hand carried to COR.	
<i>The original is retained by the Supervisor/Sponsor.</i>	
Contracting Officer's Representative (COR) Print Name:	
Part B of Form 9-090 completed and signed in USGS Webforms Sharepoint.	
Copy of finalized Checklist sent to Badging Office.	

Appendix B. Karen Baker Memorandum on Employee and Non-Employee Clearance Procedures (Form 9-090)

In Reply Refer To:
Mail Stop 201
GS 00000335

February 4, 2010

Memorandum

To: All USGS Employees

From: Karen D. Baker //s// *Karen D. Baker*
Associate Director for Administrative Policy and Services

Subject: Employee and Non-Employee Clearance Procedures (Form 9-090)

It is USGS policy that upon termination of employment or affiliation with the USGS, individuals with access to USGS facilities, equipment, systems (this includes computer access user accounts), etc., must turn in all Government personal property and other "official" items for which they are responsible, such as Government charge card, office keys, Government ID, Government-issued passport, parking pass, etc., and must liquidate all outstanding debts owed to the Federal Government and to the Government charge card contractor. All computer access must be removed from all Department of the Interior (DOI) (unless transferring to another Bureau or Office within DOI) and USGS internal systems.

USGS Survey Manual Chapter 344.16 - Employee and Non-Employee Clearance Procedures has recently been updated and can be found at the following url:

<http://www.usgs.gov/usgs-manual/340/344-16.html>

Excerpted from the USGS Survey Manual Chapter 344.16

"Individuals or their supervisors are required to initiate the Form 9-090 no later than 2 weeks prior to separation from the USGS. This allows adequate time to identify any property not returned and debts owed."

It is the responsibility of the supervisor (Manager, Administrative Officer (AO), Volunteer Coordinator, or Contracting Officer's Representative (COR) to complete Part B of Form 9-090 prior to the individual's separation date. The Supervisor must:

- (1) Ensure that the individual's Form 9-090 has been initiated upon notification of his/her intent to separate from the USGS. The supervisor may initiate the Form 9-090 in the individual's absence or on his/her behalf.
- (2) Ensure that an SF-52, Request for Personnel Action, has been initiated and that all other applicable items in Part B of the Form 9-090 have been initiated and/or completed.
- (3) Collect credentials and access card, which are to be sent to the appropriate regional or headquarters security office. If an individual is transferring to another bureau or office within DOI, they should retain any DOI-Access card that has been issued to them. The gaining bureau or office will change any necessary information (email address, Federal Emergency Management Official designation, etc.) to reflect the new bureau or office.
- (4) Verify the individual's balance on his/her Government charge card account to ensure that the balance of the individual's account, upon separation, is entered in the appropriate field on the Form 9-090.
- (5) Electronically sign the Form 9-090 when completed.

The term "Individuals" includes contractors, volunteers, emeritus, and other non-governmental personnel with physical access to USGS facilities or access to USGS networks. We ask that all USGS employees and supervisors take a few minutes and review the *USGS Survey Manual Chapter 344.16 - Employee and Non-Employee Clearance Procedures*.