

USGS EROS ADMINISTRATIVE PROCEDURE**SUBJECT / TITLE:** Out-Processing of Non-Federal Personnel**1.0 References.**

410 Addition to the Interior Property Management Directives
114-60.206 DOI Property Management Directives
USGS Physical Security Program, Survey Manual 440.2
USGS Physical Security Handbook 440-2-H
USGS Employee Clearance Procedures, Survey Manual 344.16
USGS Network and Computing Handbook

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 also applies to long term visitors and sponsored personnel located at either EROS or remote site facilities. This procedure ensures consistency in the out-processing of non-federal personnel, that standards of physical security are met, and access to computing resources at EROS is protected.

3.0 Definitions.

Out-processing Personnel – A person who is, or soon will be, ending non-federal employment or long term visiting status.

Long Term Visitor – A person who stays at EROS for usually longer than two weeks and is not an EROS contractor or federal employee. They may be U.S. citizens or non-citizens, and work part time or full time. If there is doubt about whether or not a visitor is long term, the EROS Sponsor will make the determination. However, if the visitor is granted access to EROS systems they are considered to be long term regardless of the length of their visit. Examples include UNEP visiting scientists, visiting scientists to EROS Teams, USGS Volunteers, and DOI interns.

Transferring Personnel – A person who is transferring from one employer to a different employer (e.g., contractor personnel becomes USGS employee, or employee working for one contract company becomes the employee of a different contract company). Note: personnel who transfer from one position to another without changing contracts (e.g., Technical Support Services Contract (TSSC) Operations to TSSC System Engineering) do NOT complete in/out-processing; however, the prior manager/sponsor and acquiring manager/sponsor shall ensure appropriate changes in personnel computers, databases and cardkey access are

implemented. Personnel transferring from one contract employer to another are required to out-process and then in-process.

4.0 Procedure.

4.1 Roles and Responsibilities.

- 4.1.1 For the purpose of this procedure, long term visitors will complete all actions assigned to “contract personnel.”
- 4.1.2 For the purpose of this procedure, USGS Sponsors will complete all actions assigned to “Contract Human Resources (HR) Offices.”
- 4.1.3 Out-processing and transferring personnel must follow the requirements of the “EROS Out-Processing Non-Federal Personnel Checklist” to ensure that all appropriate steps are taken.
- 4.1.4 Contracting Officer Representatives, Contract Line Management, and Contract 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 Contracting Officer Representative for the contract will be responsible for ensuring all HR related out-processing functions are completed.
- 4.1.5 Organizations that may take personnel out-processing actions include, but are not limited to: Help Desk, System Administrators, Network Administrators, Digital Archivist, Web Masters, Book Librarian, and Financial/Procurement staffs. When an office or technical area receives a “*GS-N-EROS Emp Out-Processing*” e-mail message advising of a personnel out-processing action, the office or technical area will complete the internal steps and checks necessary to successfully out-process personnel. If an issue is discovered that must be resolved, the office or technical area will immediately contact the submitting contract HR office to resolve the issue in an expeditious manner.
- 4.1.6 The USGS EROS IT Security Manager is responsible for evaluating the USGS EROS out-processing of non-federal personnel procedure and making appropriate recommendations as necessary to protect EROS IT systems.
- 4.1.7 The USGS EROS Facility Manager is responsible for evaluating the USGS EROS out-processing of non-federal personnel procedure and making appropriate recommendations as necessary to protect the physical security of EROS.

- 4.1.7.1 The USGS EROS Facilities Management Staff are responsible for working with EROS Property Management, Badging Office, Security Guards, supply staff, phone service, and the mail room to facilitate any and all required work orders for that person's out-processing.
- 4.1.7.2 Security Guards are responsible for restricting an out-processed EROS person's access to any and all areas of the building and terminating card key access throughout the EROS facility.
- 4.1.8 The USGS EROS Facility Manager and the USGS EROS IT Security Officer shall direct a semi-annual survey to evaluate whether physical and system access to out-processed personnel has been appropriately retracted to protect the computing resources of EROS.

4.2 Process.

- 4.2.1 Out-Processing/Transferring Contract Personnel will immediately upon learning their departure date begin work with his/her manager to complete all the requirements of an "EROS Out-Processing of Non-Federal Personnel Checklist" in a timely manner. Each block of the form should be completed in sequence if possible. Each of the various blocks on the form requires the printed name and signature of an area representative authorized to complete and/or oversee the tasks delineated in that block.
- 4.2.2 The Contract Line Manager of a person who has announced a last date of employment at EROS will initiate personnel out-processing actions by notifying the HR Office of the person's last date of employment and scheduling an exit interview on the person's final day of employment. The Contract Manager will ensure that all government property has been returned including specialized equipment and keys and that all system access is removed including internal and external database access.
- 4.2.3 The contract HR office will:
 - 4.2.3.1 Provide the "EROS Out-Processing of Non-Federal Employees Checklist" to the person out-processing and ensure that the form is completed.
 - 4.2.3.2 Update the EROS Online Directory.

- 4.2.3.3 Collect the employee's government calling card if applicable.
- 4.2.3.4 Review the employee's file to determine if a security clearance out-processing activity is necessary and make arrangements for security debriefing as necessary.
- 4.2.3.5 Initiate an e-mail message of "*GS-N-EROS Emp Out-Processing*" to announce the out-processing person's name and final date of employment to the Lotus group "*GS-N-EROS Emp In-Processing*" in the following format:

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

Body of Message:

Out-Processing

Name: xx

Company: xx

Department: xx

Effective Date: xx

Supervisor/Sponsor: xx

Comments: (If appropriate)

- 4.2.4 Upon receiving email notification of a non-federal employee's out-processing, the LOTUS Administrator will initiate a USGS Form 9-090 in accordance with Survey Manual 344.16, USGS Employee Clearance Procedures for the purpose of recording clearance of all debts and accountability for government property.
- 4.2.5 The EROS Security Manager will view all "*GS-N-EROS Emp Out-Processing*" e-mail messages to determine if a secure facility out-processing is necessary, and directly notifying the person in question or the appropriate contract HR office to ensure that processing occurs.

- 4.2.6 Upon completion of all blocks on the “EROS Out-Processing of Non-Federal Personnel Checklist” are completed, **the EROS contact manager or Government Sponsor must accompany the out-processing person to the EROS security guard station.**
- 4.2.7 Both Out-Processing Personnel and Transferring Personnel must sign the bottom of the “EROS Out-Processing of Non-Federal Personnel Checklist” as an acknowledgement of their having returned properties and completed the form.
- 4.2.8 The security guards will complete Block 5 and collect the out-processing person’s EROS identification badge after having confirmed that all appropriate blocks on the form have been properly completed. The security guards will submit the original form to the EROS Badging Office for filing.
- 4.2.9 The USGS EROS Badging Office will verify the correct status of entries in the EROS Online Directory, forward a copy of the Out-Processing of Non-Federal Personnel Checklist to the contract HR office and file the original.

Appendices: EROS Out-Processing of Non-Federal Personnel Checklist.



Appendix A to EROS-GEN-08 Out-Processing of Non-Federal Personnel.

Checklist Instructions: This form must be completed for all EROS Out-Processing contract personnel and long term visitors.

Name: _____ Ext: _____ Affiliation: _____ Departure Date: _____
(print name)

Table with 2 columns: ACTION and Initials. Rows include sections for Human Resource Office, Security Office, Property Office, Supervisor/Line Manager, and Security Guards, each with specific checklist items.

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

Signature: _____ Date: _____
(Out-processed personnel)

Upon completion of the checklist Security will send the original to the EROS Badging Office. The EROS Badging office will verify correct status of entries in the EROS Online Directory. Original will be maintained by the Badging Office. The Badging Office will forward a copy to the contract employee's Contracting Officer Representative & HR Office.