

# U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 10.8		SEPARATION CLEARANCES		DT-22-01	
Volume 10		Personnel Management			
Part 1:		Employment and Staffing			
Approved By:		Mary A. Lamary Chief Human Capital Officer			
Date Approved:		February 28, 2022			
Cert. Date:		N/A, for the latest version of any NRC directive or handbook, see the <a href="#">online MD Catalog</a> .			
Issuing Office:		Office of the Chief Human Capital Officer			
Contact Name:		Angela Jones			
<b>EXECUTIVE SUMMARY</b>					
Management Directive (MD) 10.8, “Separation Clearances,” is revised to—					
<ul style="list-style-type: none"><li>• Incorporate the addition of the Office of the General Counsel and employee responsibilities.</li><li>• Update the separation clearance process to include the new <a href="#">automated NRC Form 270</a>, “Separation Clearance Process,” for headquarters staff and the <a href="#">standard NRC Form 270</a>, “Separation Clearance,” for regional staff.</li><li>• Align organizational responsibilities with the most current policies, standards, and procedures relating to employee separations or reassignments.</li><li>• Incorporate the inclusion of transfers and details to international organizations.</li></ul>					
In addition, MD 10.8 is retitled from “Clearance Before Separation or Reassignment” to “Separation Clearances” to clarify the intent and the objectives of the program.					

## TABLE OF CONTENTS

I.	POLICY .....	2
II.	OBJECTIVES .....	2
III.	ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY .....	3
	A. Executive Director for Operations (EDO) .....	3
	B. Office of the General Counsel (OGC) .....	3

For updates or revisions to policies contained in this MD that were issued after the MD was signed, please see the Yellow Announcement to Management Directive index ([YA-to-MD index](#)).

C. Chief Financial Officer (CFO), Office of the Chief Financial Officer (OCFO) .....	3
D. Director, Office of International Programs (OIP).....	3
E. Chief Information Officer (CIO), Office of the Chief Information Officer (OCIO).....	4
F. Chief Human Capital Officer (CHCO), Office of the Chief Human Capital Officer (OCHCO) .....	4
G. Director, Office of Administration (ADM) .....	5
H. Office Directors and Regional Administrators .....	6
I. Regional Administrators.....	7
J. All Employees.....	7
<b>IV. APPLICABILITY .....</b>	<b>7</b>
<b>V. DIRECTIVE HANDBOOK .....</b>	<b>8</b>
<b>VI. REFERENCES.....</b>	<b>8</b>

---

## I. POLICY

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

## II. OBJECTIVES

- The process for obtaining necessary clearances for headquarters employees can be found using the [automated NRC Form 270](#), “Separation Clearance Process” (available on the NRC Intranet in the [NRC Service Catalog](#), under “[Arrivals, Departures, & Moves](#)”). Regional offices will continue to follow the standard process, using the [standard NRC Form 270](#), “Separation Clearance” (available in the [NRC Forms Library](#)). Guidance to process the separation is available within each form. In cases of death in service or involuntary separation, the employee’s office completes the separation clearance process on behalf of the employee.
- Ensure that persons separating from employment obtain the necessary certification before they receive their final salary payment.
- Ensure that persons being reassigned between headquarters and regional offices obtain the necessary approvals before they change agency duty stations.

- Ensure that persons being transferred or detailed from headquarters or a regional office to an international organization obtain the necessary approvals before leaving for their assignment.
- Hereafter, the moves will collectively be referred to as separation clearances.

### III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

#### A. Executive Director for Operations (EDO)

Delegates the authorities and responsibilities of the Separation Clearance process to the Chief Human Capital Officer (CHCO).

#### B. Office of the General Counsel (OGC)

1. Ensures compliance with the financial disclosure requirements contained in the Ethics in Government Act of 1978, as amended, and the Office of Government Ethics (OGE) regulations contained in Title 5 of the *Code of Federal Regulations* (CFR) Part 2634, "Executive Branch Financial Disclosure, Qualified Trusts, and Certificates of Divestiture."
2. As the NRC Designated Agency Ethics Official (DAEO), advises employees of issues relating to their activities under the post-employment law and regulations.
3. Coordinates with the Office of the Chief Information Officer (OCIO) for employees who are separating and are subject to litigation holds.

#### C. Chief Financial Officer (CFO), Office of the Chief Financial Officer (OCFO)

1. Ensures that the employee's access to the Federal Financial System is terminated.
2. Ensures that the final salary payment of the separating employees is withheld, consistent with applicable law and procedures, until the employee has completed the clearance process, and debts due to the NRC have been collected. This is not applicable to a reassignment between headquarters and the regions or to an employee detailed to an international organization.
3. Verifies that the electronic clearance or signatures on the [standard NRC Form 270](#), are those of the authorized certifying official(s).

#### D. Director, Office of International Programs (OIP)

1. For a Foreign Assignee (FA) completing their assignment(s) at the NRC, the Office of International Programs (OIP) collects the NRC-issued personal identity verification (PIV) card; ensures a record is made of all controlled unclassified information (CUI) the individual is afforded access to or permitted to retain; returns property (including library material) at the conclusion of their assignment(s); and ensures the FA is provided an opportunity to complete a voluntary Foreign Assignee Questionnaire.

2. For an employee returning from an international assignment and separating from the NRC, ensures the returning employee is offered the opportunity to work with the appropriate OIP desk officer to exchange contacts and information about the respective country or organization to which the returning employee was assigned.

**E. Chief Information Officer (CIO), Office of the Chief Information Officer (OCIO)**

1. Ensures that NRC's local area network (LAN), computer, application, systems, (including related administrator-level accounts) accounts are terminated in a timely manner, and that appropriate IT directory entries (e.g., email, phone) are removed for all departing employees upon separation.
2. Ensures that all NRC-provided, IT equipment (e.g., laptops, smartphones, tablets) home-use peripherals, Government emergency telecommunications, service cards and calling cards) are returned, as noted in the [standard NRC Form 270](#), or the [automated NRC Form 270](#). This does not apply to a reassignment between headquarters and the regions, or an employee detailed to an international organization.
3. Ensures that all library books and materials are returned, as noted in the [standard NRC Form 270](#) or the [automated NRC Form 270](#).
4. Ensures that all agency records charged-outs from the Federal Record Center have been returned.
5. Advises the Chief, Financial Services & Operations Branch (FSOB), Division of the Comptroller (DOC), Office of the Chief Financial Officer (OCFO), if the final paycheck of a separating employee needs to be withheld until the employee has completed the departure process and debts due to the NRC have been collected.
6. Retains records of separating employees that are subject to a litigation hold in accordance with applicable directives and coordinates with the Office of the General Counsel (OGC) as necessary.

**F. Chief Human Capital Officer (CHCO), Office of the Chief Human Capital Officer (OCHCO)**

1. Oversees and manages the separation clearance process for headquarters and each region.
2. Initiates the proper paperwork, including the exit interview survey, for a separating employee. This is not applicable to a reassignment between headquarters and the regions, or an employee detailed to an international organization.
3. Reviews employee records for service obligations and advises the Chief Financial Officer (CFO) if a separating employee has any unfulfilled service obligations for the following: recruitment and/or relocations incentive, student loan repayment, and/or

relocation expense. This is not applicable to a reassignment between headquarters and the regions or to an employee detailed to an international organization.

4. Notifies the CFO if an employee with leave debt is separating due to disability (see Management Directive (MD) 10.62, "Leave Administration").
5. Advises the Chief, FSOB, DOC, OCFO, if final payment of separating employees needs to be withheld until each employee has completed the departure process and debts due to the NRC have been collected.
6. Coordinates with the CFO to submit required time and attendance documents for a separating employee participating in the Voluntary Leave Transfer Program. This is not applicable to a reassignment between headquarters and the regions, or an employee detailed to an international organization.
7. Cancels pending training.
8. Retires health file of a separating employee in accordance with the guidelines and requirements of the Health Insurance Portability Act of 1996 and the National Archives and Records Administration. This is not applicable to an employee transferring between headquarters and the regions or an employee detailed to an international organization.
9. Conducts an exit interview with a separating employee who provides an advance notice of separation.
10. Headquarters and regional Office of the Chief Human Capital Officer (OCHCO) representatives are responsible for steps 1-9 referenced above.
11. Ensures that all equipment, software, furniture, and other supplies provided as reasonable accommodations have been returned to the Reasonable Accommodations Coordinator.

#### **G. Director, Office of Administration (ADM)**

1. Terminates the separating employee's access authorization (security clearance) and PIV card.
2. Advises the Chief, FSOB, DOC, OCFO, if the final paycheck of a separating employee needs to be withheld until the employee has completed the departure process and debts due the NRC have been collected.
3. Manages NRC property oversight, including disposition of property assigned to departing employees. (See MD 13.1, "Property Management.")
4. Ensures that separating employees read and complete [NRC Form 176](#), "Security Acknowledgment," and the form is forwarded to the Division of Facilities and Security (DFS), Office of Administration (ADM) for retention. (NRC Forms are available in the [NRC Forms Library](#).)

5. Ensure that the executed [Standard Form \(SF\) 312](#), "Classified Information Nondisclosure Agreement," is forwarded to DFS, ADM, for retention. (Government Services Administration (GSA) forms are available on the [GSA Forms Library Web site](#).)
6. For a reassignment or transfer, coordinates recovery/termination of the previously issued PIV card and the reissuance of a new badge that reflects the nomenclature for the receiving office location.

#### **H. Office Directors and Regional Administrators**

1. Ensure the processing of the [automated NRC Form 270](#) or [standard 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. In the case of death in service or termination for cause, initiate and complete NRC Form 270 on behalf of the employee.
2. Devise and document internal procedures to facilitate the timely and effective clearance of a separating or reassigned employee.
3. Provide the Payroll Unit, OCFO, and OCHCO with a list of authorized approving officials.
4. Ensure that each separation clearance official identifies any debt owed to the NRC by the separating employee (e.g., travel balance, lost property) and provides comments on the [automated NRC Form 270](#) or the [standard NRC Form 270](#), regarding the existence of the debt and its monetary value.
5. Report any unaccounted-for classified or CUI revealed during the separation process to the Director, DFS, ADM.
6. Notify the Digital Communications and Administrative Services Branch (DCASB), DFS, ADM, of any property that cannot be located, and for which the separating or reassigned employee is liable, in accordance with MD 13.1.
7. Provide the Network and Security Operations Branch (NSOB), Services Development and Operations Division (SDOD), OCIO, with a request to terminate or modify the separating or reassigned employee's information in the NRC telephone directory and his or her access to NRC's LAN (Identity Self Service Portal, Enterprise Identity Hub (EIH), at <http://eih.nrc.gov>).
8. Ensure the return of the NRC Purchase Card, when appropriate.
9. Ensure the return of NRC SmarTrip Cards, NRC-issued PIV card, cameras, Government vehicles, TVs/VCRs, and property.

**I. Regional Administrators**

1. Ensure that the executed [NRC Form 176](#), "Security Acknowledgment," is forwarded to DFS, ADM for retention.
2. Ensure that the executed [SF 312](#), "Classified Information Nondisclosure Agreement," is forwarded to DFS, ADM for retention. The GSA forms are available on GSA Web site, at <https://www.gsa.gov/forms-library/classified-information-nondisclosure-agreement-0>.
3. Ensure the recovery of the PIV card issued to the terminating employee and cancellation of applicable keycard access and access authorization (security clearance) through coordination with DFS, ADM.
4. Ensure that signatures are completed using the [standard NRC Form 270](#) before the employee separates from the region and e-mail a copy of the form to the designated OCHCO human resources specialist for file retention.

**J. All Employees**

1. Notify supervisor and OCHCO representatives of planned departure.
2. Schedule an appointment for an exit interview to be conducted on the last day of employment, and complete an exit survey. This is not applicable to reassignments between headquarters and regions or employees detailed to an international organization.
3. Notify timekeeper of separation and complete final timesheet in the agency time and labor system before departure.
4. Initiate either the [automated NRC Form 270](#) or the [standard NRC Form 270](#) separation clearance process at least one pay period before the date of separation, or as soon as possible if less than 2 weeks' advance notice is given.
5. For employees returning from an international assignment and separating from the NRC, work with the appropriate OIP desk officer to support updating the respective country or organization profile, to the maximum extent possible.
6. Provide OCHCO representative with forwarding address.
7. Complete exit interview with OCHCO representative.

**IV. APPLICABILITY**

- A. The policy and guidance in this MD cover separation clearances and 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.

- B. These clearance procedures do not cover contractors; see MD 11.1, "NRC Acquisition of Supplies and Services," for information regarding the termination of contractors.

## V. DIRECTIVE HANDBOOK

Directive Handbook 10.8 provides guidance for obtaining necessary separation clearance for headquarters staff using the [automated NRC Form 270](#) and for regional staff using the [standard NRC Form 270](#).

## VI. REFERENCES

### ***Code of Federal Regulations***

5 CFR Part 2641, "Post-Employment Conflict of Interest Restrictions."

5 CFR Part 2634, "Executive Branch Financial Disclosure, Qualified Trusts, and Certificates of Divestiture."

### ***Government Services Administration (GSA)***

Standard Form 312, "Classified Information Nondisclosure Agreement," on the GSA Web site:

<https://www.gsa.gov/forms-library/classified-information-nondisclosure-agreement-0>.

### ***National Archives and Records Administration (NARA)***

General Records Schedules on the NARA Web Site:

<http://www.archives.gov/records-mgmt/grs.html>.

### ***Nuclear Regulatory Commission (NRC)***

Memorandum to James F. McDermott, Director of Human Resources, from R.W. Borchardt, Executive Director for Operations, "Delegating Authorities and Responsibilities of the Separation Clearance Process to the Director, Office of Human Resources," August 5, 2010 ([ML102080056](#)).

NRC Form 270, "Separation Clearance Process," (automated), is available on the "NRC Intranet in the NRC Service Catalog," under "Arrivals, Departures, & Moves," at <https://drupal.nrc.gov/ocio/catalog/66952>.

NRC Identity Self Service Portal, Enterprise Identity Hub (EIH): <http://eih.nrc.gov>.

NRC Forms Library: <https://usnrc.sharepoint.com/teams/NRC-Forms-Library>.

NRC Form 176, "Security Acknowledgment."

NRC Form 270, "Separation Clearance," (standard).

Standard Form (SF) 52, "Request for Personnel Actions."



NRC Management Directives (MD)—

10.49, “Student Loan Repayment Program.”

10.51, “Recruitment, Relocation, and Retention Incentives.”

10.62, “Leave Administration.”

11.1, “NRC Acquisition of Supplies and Services.”

12.3, “NRC Personnel Security Program.”

13.1, “Property Management.”

***U.S. Office of Government Ethics (OGE)***

OGE Forms Library: <https://www.oge.gov/web/oge.nsf/OGE+Forms>.

U.S. Office of Government Ethics Web site: <http://www.oge.gov>.

***United States Code***

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

Ethics in Government Act of 1978, as amended (5 U.S.C. App., Section 101 et seq.).

Health Insurance Portability and Accountability Act of 1996 (Pub. L. 104-191).

Restrictions on Former Officer, Employees, and Elected Officials of the Executive and Legislative Branches (Conflict of Interest) (18 U.S.C. 207).

## U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

DH 10.8	SEPARATION CLEARANCES	DT-22-01
<i>Volume 10,</i> <i>Part 1:</i>	Personnel Management Employment and Staffing	
<i>Approved By:</i>	Mary A. Lamary Chief Human Capital Officer	
<i>Date Approved:</i>	February 28, 2022	
<i>Cert. Date:</i>	N/A, for the latest version of any NRC directive or handbook, see the <a href="#">online MD Catalog</a> .	
<i>Issuing Office:</i>	Office of the Chief Human Capital Officer	
<i>Contact Name:</i>	Angela Jones	
<p><b>EXECUTIVE SUMMARY</b></p> <p>Management Directive (MD) 10.8, “Separation Clearances” is revised to—</p> <ul style="list-style-type: none"> <li>• Incorporate the addition of the Office of the General Counsel and employee responsibilities.</li> <li>• Update the separation clearance process to include the new <a href="#">automated NRC Form 270</a>, “Separation Clearance Process,” for headquarters staff and the <a href="#">standard NRC Form 270</a>, “Separation Clearance,” for regional staff.</li> <li>• Align organizational responsibilities with the most current policies, standards, and procedures relating to employee separations or reassignments.</li> <li>• Incorporate the inclusion of transfers and details to international organizations.</li> </ul> <p>In addition, MD 10.8 is retitled from “Clearance Before Separation or Reassignment” to “Separation Clearances” to clarify the intent and the objectives of the program.</p>		

### TABLE OF CONTENTS

<b>I.</b>	<b>CLEARANCES BEFORE SEPARATION OR REASSIGNMENT .....</b>	<b>2</b>
	A. Introduction.....	2
	B. Completing the Separation Clearance Request .....	2
	C. Exit Interview .....	7
	D. Reassignments Between Regions and Transfers Between Headquarters and Regions .....	8
<b>II.</b>	<b>GLOSSARY .....</b>	<b>8</b>

For updates or revisions to policies contained in this MD that were issued after the MD was signed, please see the Yellow Announcement to Management Directive index ([YA-to-MD index](#)).

## I. CLEARANCES BEFORE SEPARATION OR REASSIGNMENT

### A. Introduction

1. This handbook provides the procedures to be followed and the steps involved in obtaining clearance before separation. The Office of the Chief Human Capital Officer (OCHCO) coordinates this process to ensure maximum efficiency.
2. All employees departing from headquarters are required to complete the [automated NRC Form 270](#), "Separation Clearance Process" (available on the NRC Intranet in the [NRC Service Catalog](#) under "[Arrival and Departures Moves](#)"). All employees departing a regional office are required to complete the [standard NRC 270](#), "Separation Clearance" (available in the NRC Forms Library on SharePoint, at <https://usnrc.sharepoint.com/teams/NRC-Forms-Library>). Guidance to process the separation is on each form. In the case of death in service or involuntary separation, the employee's office completes the separation clearance process on behalf of the employee.
3. Separating employees are expected to make every effort to locate and return items of nonmonetary value, as well as items of monetary value, to the office accountable for the item. When an item cannot be located, the clearing office 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 an employee, the clearing office will coordinate with the Office of the Chief Financial Officer (OCFO), which is responsible for securing reimbursements.

### B. Completing the Separation Clearance Request

1. For all separations, the employee will initiate either the [automated NRC Form 270](#) or the [standard NRC Form 270](#) separation clearance request. This request will be used to obtain the necessary clearance for an employee who is separating from the NRC, or being reassigned between regions, or being reassigned between headquarters and a region. The request will be forwarded using the automated process, electronically by e-mail, or physically delivered to all the applicable organizational units. In some instances, an employee may need to arrange for appointments with clearing office officials. In the case of death in service or involuntary separation, the employee office initiates and completes the [NRC Form 270](#) on behalf of the employee.
2. A regional employee separating from employment should obtain local regional office approvals for all applicable items (including assigned property; purchase cards; transportation/parking; agency records and non-record holdings and charge-outs; account access; [Standard Form \(SF\) 52](#), "Request for Personnel Action," initiation; exit). A regional office human resource representative ensures the separation clearance request is completed. (SF 52 is available in the NRC Forms Library on SharePoint, at <https://usnrc.sharepoint.com/teams/NRC-Forms-Library>).

3. An employee who is separating from the NRC should make an appointment to meet with a Human Resources representative to complete an exit interview.
4. Each applicable clearing office will determine if property, classified matters, or any other items have been accounted for, and record an outstanding obligation, if any. In addition, each applicable clearing office will certify the following:
  - (a) Clearing Office
    - (i) Classified/Controlled Unclassified Information (CUI) Recovered

All classified and controlled unclassified information (CUI) has been recovered.
    - (ii) IT Equipment

All IT equipment has been returned to the Office of the Chief Information Officer (OCIO).
  - (b) Law Library, Office of the General Counsel (OGC)

Law Library Clearance

Any materials checked out from the Law Library have been returned before the employee's departure.
  - (c) Office of International Programs (OIP)
    - (i) For Foreign Assignees (FA) reviews and approves the record of all CUI the FA is afforded access to or permitted to retain while on international assignment. OIP collects the Nuclear Regulatory Commission (NRC)-issued personal identity verification (PIV) card, ensures property (including library material) is returned at the conclusion of the assignment, and ensures that the FA is provided an opportunity to complete a voluntary Assignee Questionnaire.
    - (ii) For employees returning from an international assignment and separating from the NRC, ensures the returning employee is offered the opportunity to work with the appropriate OIP desk officer to exchange contacts and information about the respective country or organization to which the returning employee was assigned.
    - (iii) For all separating NRC employees, OIP collects official and diplomatic passports. This is not applicable to reassignments between headquarters and regions.

## (d) Office of Administration (ADM)

## (i) All Assigned Property

Certifies all NRC employee's assigned property has been accounted for (i.e., returned, transferred, or disposition made in accordance with Management Directive (MD) 13.1, "Property Management"). All employees separating from the Office of the Inspector General (OIG) will return all property to the designated OIG property manager.

## (ii) NRC Purchase Card

The NRC Purchase Card has been returned to the Agency Purchase Card Program Coordinator, if applicable. In addition, all transactions must be in a "paid" status (i.e., reconciled and approved by their Approving Official), in the Financial Accounting and Integrated Management Information System (FAIMIS).

## (iii) Transportation/Parking

Transit subsidy or direct deposit for parking is canceled and parking permit is returned, if applicable.

## (iv) Security Debriefing

A security debriefing should normally be scheduled on the individual's last business day of employment. The security debriefing ensures that the employee is aware of any restrictions on future activities stemming from their prior employment with the agency. This is not applicable to reassignments between headquarters and regions or employees detailed to international organizations.

## (v) NRC Form 176 Completed

The departing employee completes the [NRC Form 176](#), "Security Acknowledgment." This is not applicable to a reassignment between headquarters and regions or an employee detailed to an international organization. (NRC Form 176 is available in the NRC Forms Library on SharePoint, at <https://usnrc.sharepoint.com/teams/NRC-Forms-Library>).

## (vi) Government Service Administration (GSA) Standard Form 312

The departing employee completes the [GSA Standard Form \(SF\) 312](#), "Classified Information Nondisclosure Agreement." This is not applicable to a reassignment between headquarters and regions or an employee detailed to an international organization. (GSA SF 312, is available on [GSA Web site at https://www.gsa.gov/forms-library/classified-information-nondisclosure-agreement-0](https://www.gsa.gov/forms-library/classified-information-nondisclosure-agreement-0).)

## (vii) PIV Card Submitted

The departing employee's PIV card has been returned to their building PIV drop box or regional security advisor. If the employee is leaving the agency, the PIV card is destroyed, and cancelation of any keycard access and/or access authorization is confirmed.

## (viii) Personal Evacuation Kit

The departing employee's personal evacuation kit should be returned on their last day of employment during the security debriefing.

## (e) Office of the Chief Information Officer (OCIO)

## (i) Telecommunications property, charges, and telephone credit cards

The departing employee should return and/or be cleared of telecommunication property, charges, and telephone credit cards. OCIO will terminate or modify a separating employee's information in the NRC telephone directory.

## (ii) Technical Library

The departing employee needs to return all books and library materials, or replace them if lost. This is not applicable to a reassignment between headquarters and regions or an employee detailed to an international organization.

## (iii) Agency records and records charged out from the Federal Record Center

The departing employee needs to return all agency records and records charged out from the Federal Record Center.

## (iv) Account Access

Access to network, equipment, voicemail, and software is terminated after the departure of the employee. This is not applicable to a reassignment between headquarters and regions.

## (v) Debt management

Advises the Chief Financial Officer (CFO) if the final paycheck of a separating employee needs to be withheld until the employee has completed the departure process and debts due to the NRC have been collected.

## (vi) Litigation Holds

Identify any separating employee subject to litigation holds. Notify OGC and ensure electronic records are retained in accordance with applicable procedures.

## (f) Office of the Chief Financial Officer (OCFO)

## (i) Travel Charge Cards/Change of Station/Open Travel Authorizations and/or Vouchers

Charge cards, recent travel authorizations, and travel vouchers have been accounted for, cleared, or returned; completion of a 12-month service agreement for change of station has been verified. This is not applicable to reassignments between headquarters and regions or employees detailed to international organizations.

## (ii) Outstanding Debt

All outstanding debts to the agency (e.g., advanced leave, Federal Employee Health Benefit debts, service agreement related debts (Student Loan Repayments, Recruitment, Relocation and Retention Allowances that require the employee to work for NRC for a specified period), costs of property billed to the employee) have been billed. (For more information see MD 10.49, "Student Loan Repayment Program," and MD 10.51, "Recruitment, Relocation, and Retention Incentives.")

## (iii) Final Human Resources Management System (HRMS) Timesheet

Final timesheet entered and approved in the agency's HRMS. This is not applicable to a reassignment between headquarters and regions or an employee detailed to an international organization.

## (g) Office of the Chief Human Capital Officer (OCHCO)

## (i) SF 52 Initiated

OCHCO initiates the [SF 52](#) for the departing employee within 2 weeks (one pay period) before the planned departure date, if possible. (SF 52 is available in the NRC Forms Library on SharePoint at <https://usnrc.sharepoint.com/teams/NRC-Forms-Library>.)

## (ii) Exit Interview

Exit interview is scheduled with a Human Resources specialist. Exit interview should occur on the employee's last day with the agency.

## (iii) Service obligations

Service obligations (e.g., for recruitment, relocation, and retention incentives, student loan repayments) are identified and reported to the OCFO, if applicable. Service obligations for recruitment incentives and student loan repayments generally would not be affected by reassignments between headquarters and regions or details to international organizations. However, service obligations for relocation incentives normally would be affected by

changes in official worksite, and retention incentive service obligations may be affected depending on the nature and conditions required in the agreements.

(iv) Pending Training and Service Agreement

Employee training records are checked for service obligations incurred for Government-funded training. This may not be applicable to a reassignment between headquarters and a region, but a headquarters employee's records will still be checked. This is not applicable to an employee detailed to an international organization.

(v) Health Center

Upon separation, an employee may have a copy of his/her health record upon request. A health center staff member will retire the employee's health record for appropriate disposition in accordance with the appropriate rules and regulations. This is not applicable to an employee detailed to an international organization or a regional employee.

(vi) Reasonable Accommodation

OCHCO ensures that all equipment, software, furniture, and other supplies provided as reasonable accommodations have been returned to the Reasonable Accommodations Coordinator.

### **C. Exit Interview**

1. An exit interview should be conducted with the separating employee during which—
  - (a) The Office of the Chief Human Capital Officer (OCHCO) representative will provide a packet of post-employment information that will include the Governmentwide post-employment regulations. Each employee will sign a statement acknowledging receipt of the packet. This is not applicable to a reassignment between headquarters and regions and an employee detailed to an international organization (5 CFR Part 2641, "Post-Employment Conflict of Interest Restrictions," and 18 U.S.C. 207, "Restrictions on Former Officers, Employees, and Elected Officials of the Executive and Legislative Branches (Conflict of Interest)").
  - (b) The employee will be given information related to any benefits for which they are eligible (leave time, health insurance, Thrift Saving Plan). This is not applicable to an employee detailed to an international organization or a reassignment between headquarters and regions.
2. Separating employees who are required to file an "Executive Branch Personnel Public Financial Disclosure Report" (Office of Government Ethics (OGE) Form 278e) under the Ethics in Government Act, also will be given a blank OGE 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, the employee will be advised to consult with an ethics counselor in OGC or regional counsel on any questions or issues relating to their activities under the post-employment law and regulations. This is not applicable to a reassignment between headquarters and regions and an employee detailed to an international organization. (The OGE Forms 278 and 278e are available on the U.S. Office of Government Ethics Web site, at <http://www.oge.gov>.)

3. For an employee who declines to be interviewed, or for a death in service or involuntary separation, an exit interview will not occur.

#### **D. Reassignments Between Regions and Transfers Between Headquarters and Regions**

An employee who is being reassigned from a region to another region or from a region to headquarters must e-mail a copy of the separation clearance to the designated OCHCO human resource specialist for file retention.

## **II. GLOSSARY**

### **Departure**

When an employee either moves geographically to another NRC office or leaves the agency by separation, resignation, leave without pay, furlough in excess of 90 days, transfer to another agency (including the International Atomic Energy Agency (IAEA)).

### **Detail**

Assignment or loan of an NRC employee to an international organization or a non-U.S. counterpart regulatory authority without the employee's separation from the NRC.

### **Clearing Office**

The NRC organization listed on the separation clearance request with functional responsibility for clearing an employee who separates from employment.

### **Reassignment**

An internal move, of an employee between regions, from a region to headquarters, or from headquarters to a region.

### **Separation from employment**

Resignation, retirement, termination, or furlough in excess of 30 calendar days, transfer to another agency (including the International Atomic Energy Agency (IAEA)).

**Transfer**

Separation of an NRC employee from NRC rolls for the purpose of appointment to an international organization. The individual is no longer an NRC employee. Transfers also include cost-free expert positions.