



## Standard Operating Procedure (SOP)

Date: October 6, 2004

**MEMORANDUM FOR:** ITA OHRM Staff

**FROM:** Doris W. Brown  
Human Resources Officer

**SUBJECT:** Separation Procedures (Non-Retirement)  
(File code 296)

This SOP describes the process for employees who are separating (non-retirement) and is implemented to ensure that the proper and required documentation is received by ITA-OHRM prior to separation..

### *e*-Attachments

Separation Procedures  
Separation Non-Retirement Process  
Separation Non-Retirement Checklist

## Separation Procedures

Separation clearance is a mandatory requirement. Employees who fail to complete the clearance process could experience a delay in receiving final payment of funds owed.

The following procedures summarize the actions employees and supervisors must follow before separating.

### **Separating Employee Must:**

- Notify your immediate supervisor of your intentions to separate from ITA, so that the required action for separation, SF-52 Request for Personnel Action, is initiated, completed, and signed.
- For ITA employees: Complete the top portion of Form [CD-126](#), "Separation Clearance Certificate", which is available on [OurPlace](#). To access this form, you must log on to OurPlace, located at <https://ourplace.ita.doc.gov>. For all other serviced bureau employees, complete form [CD-126](#). For both ITA and serviced bureau employees, take the respective forms to your supervisor first, and then to the various administrative offices indicated on the form, to obtain the required clearance signatures. To ensure all clearances are obtained, **don't wait until your last day to begin the separation clearance process.**
- Have the timekeeper complete a leave audit and have the supervisor sign Form [CD-527](#), "Audit for Leave Year" and, if applicable, [Form CD-529](#), "Lump Sum Leave or Compensatory Time Payments" (Lump sum payment for annual leave is usually issued to the separated employee within two pay periods), and attach both forms to the [CD-126](#), "Separation Clearance Certificate".
- Hold all completed forms until your last day at work and hand-carry to your servicing [HR Assistant](#).
- If you feel you need clarification regarding the separation process or have any questions and would like to meet with your HR representative, contact the [Office of Human Resources Management](#) (OHRM) to make an appointment with the [HR Assistant](#) servicing your area. The main OHRM phone number is 202-482-3301.

### **Other forms you may need to fill out include:**

[SF-8 Notice to Federal Employee About Unemployment Insurance](#)  
[SF-2802 Application for Refund of Retirement Deductions \(CSRS\)](#)  
[SF-3106 Application For Refund of Retirement Deductions \(FERS\)](#)  
[SF-2809 Employee Health Benefits Registration Form](#)  
[CD 525 Employee Address Form](#)  
[TSP Forms and Information regarding your Separation](#)

[e-Exit Survey](#) - (click here)

Your assistance in volunteering to respond to the e-Exit Survey is greatly appreciated. Your feedback will assist your current organization to improve its working environment. It only takes 10 minutes for you to submit your anonymous survey.

**Supervisors of Exiting Employee Must:**

- Once notified by the employee of intent to separate, complete and sign the required separation [SF-52, Request for Personnel Action](#).
- Sign and date the sections of the ITA-2076 or CD-126 for serviced bureaus requiring the supervisor's approval. If the employee was supervised for 90 days or more, conduct and prepare a final performance appraisal. Forward the appraisal directly to your servicing [HR Assistant](#). Supervisors must also submit **official** copies of performance appraisals for the **previous four years**. If the employee is transferring to another government agency, appraisals will be forwarded along with the official personnel folder to that agency. Contact the [Workforce Development Division](#) (WDD) with questions on the performance appraisal process.
- Review and sign all applicable forms previously described.
- Ensure that the employee's final Time and Attendance Report is completed.
- Prior to the employee's last day, review all documentation to ensure accountability for money, property or information owed or belonging to the government.

**For additional information contact** your servicing [Human Resources Assistant](#). You may call the main phone number on (202) 482-3301.

**NOTE:**

(Separation procedures can be found on ITA OHRM's Web site and can be accessed by separating employees. The site address is <http://www.ita.doc.gov/hrm/exit.html>)

## Non-Retirement Separation Process

### Advanced Notice of Separation

1. Receive SF-52 from employee or program area
2. Set up a time to meet with employee, if necessary
  - a. Provide the employee with the Separation Web link (<http://www.ita.doc.gov/hrm/exit.html>) so that they may begin their separation process.
  - b. Separation Folder should include:
    - (Left Side) Forms Completed by HR Assistant:*
    - SF-2819 FEGLI Notice of Conversion
    - SF-2821 Agency Certificate of Insurance Status
    - SF-2810 Notice of Change to Health Benefits
    - (Left Side) Separation Literature:*
    - Memos for Separating Employees
    - SF-8 Unemployment Insurance
    - (Right Side) Benefit forms to be completed by employee (if applicable)*
    - SF-2809 Health Benefits Election Form
    - CD-525 Employee Address
    - SF-2802 or SF-3106 Application for Refund of Retirement (FERS/CSRS)
    - (Right Side) Forms for employee to have completed by various sources*
    - CD-126/ITA 2076 Separation Checklist
    - CD-527 (leave audit)
    - CD-529 (Lump Sum)
3. Instruct employee on where to submit each form.
4. Verify Checklist
5. Code SF-52
6. Submit SF- 52 to HR Specialist
7. Received authorized SF-52 from Specialist
8. Process Action in EPIC

### Short Notice of Separation (employee has already separated)

1. Receive Notification (SF-52) from program area
2. Mail to employee's home address on file:
  - a. Forms Completed by HR Assistant
  - b. Separation Literature
  - c. Benefits forms to be completed by employee (if applicable)
3. Verify Checklist
4. Code SF-52
5. Submit SF- 52 to HR Specialist
6. Received authorized SF-52 from Specialist
7. Process Action in EPIC

## NON-RETIREMENT SEPARATION CHECKLIST

Employee Last Name, First Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Division: \_\_\_\_\_

Submit the following documents as they apply to your case:

- OPF Recharge Slip
- Manual SF-52 with employee signature
- Printed SF-52 from EHRP
- Mailing envelope with employee's forwarding address

**FEGLI: SF-2819:**

**If the FEGLI code is anything other than code "A0" or "B0", you need to complete in its entirety and sign. Attach ALL copies of the SF-2819 to the case.** For Block 6 "Name and Mailing Address of Agency" type the following information:  
US Department of Commerce 14<sup>th</sup> & Constitution Ave, NW Washington, DC 20230.

FEGLI: SF-2821:

**If the FEGLI code is anything other than code "A0" or "B0", you need to complete Blocks 1 through 15f and sign. Attach ALL copies of the SF-2821 to the case.** For Block 15e "Name and Address of Agency" type the following information:  
US Department of Commerce 14<sup>th</sup> & Constitution Ave, NW Washington, DC 20230.

HEALTH BENEFITS: SF-2810

If employee is enrolled in health benefits, you need to submit an SF-2810 to terminate. Attach ALL copies of the SF-2810 to the case. Terminations are effective the last day of the pay period in which the separation is effective. *Check NFC to verify health benefits status, as there will not be a form in the OPF if the employee used Employee Express.*

ITAS: Notify timekeeper to enter a separation date into ITAS. If employee served on an intermittent work schedule during the current appointment, provide the number of hours the employee worked while on the intermittent work schedule, documented on the SF-52 using remark G30 or G31.

EMPLOYEE PERFORMANCE FOLDER: Include with the case.