



OHRM-2004-E03

## *Office of Human Resources Management Policy Memorandum*

### *Subject: Separating Procedures*

The purpose of this memorandum is to outline the procedures for separating from the International Trade Administration and its serviced bureaus. The procedures for separating are 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: Separation Clearance Certificate" is located in [OurPlace](#). **ITA employees only:** To access these forms, 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, hand-carry 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. 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](#). **Field employees** may email attach or fax completed forms to your servicing HR Assistant. Please contact your [HR Assistant](#) to obtain the necessary fax number and so that they are aware to expect your completed forms.
- 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 areas 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, the appraisal will be forwarded along with the official personnel folder to that agency. Contact the [Strategic Human Capital Group](#) 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:**

(The 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/policy\\_memos/documents/OHRM-2004-E03.pdf](http://www.ita.doc.gov/hrm/policy_memos/documents/OHRM-2004-E03.pdf))

Approved:                    /S/  
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