

To: All NOAA/ITA/NTIA Supervisors:

This e-mail serves as a reminder for supervisors to initiate the separation process for departing employees by use of the CD-126, Separation Clearance Certificate. The separation process for employees leaving the Department of Commerce is described on the Workforce Management (WFMO) Website at www.wfm.noaa.gov/, click on A-Z Index, select Separation: Procedures for Clearance of Separating Employees. Once all applicable items on the CD-126 form have been completed it must be signed by the supervisor and submitted to the WFMO along with the other separation documents (i.e. SF-52, Lump Sum Leave Payment, and Employee Performance Folder (EPF)).

The clearance process is outlined below.

Procedures for Clearance of Separating Employees:

As soon as possible after notification of separation is given by the employee, the supervisor must submit an SF-52, Request for Personnel Action, to the servicing Workforce Management Office. The following items should be included in the separation package which accompanies the SF-52.

1. CD-126, Separation Clearance Certificate. The CD-126 should be initiated by the supervisor one week prior to the employee's separation date. The supervisor completes Section I, and advises the employee of his/her responsibility regarding the clearance process. Upon receipt of all clearance signatures, the employee signs the certification in Section III, and the supervisor signs the certification in Section IV.

Note: If the employee has not properly cleared, the Supervisor can withhold the final salary payment by not certifying the "final" timecard for the employee.

2. CD-529, Lump Sum Leave or Compensatory Time Payments initiated by the timekeeper.

3. Documentation of the leave audit prepared by the timekeeper. Timekeepers obtain an audit report from WebTA and contact NOAA Time and Attendance Office for comparison to National Finance Center (NFC) records. The audit is documented by use of the WebTA audit printouts, or by use of the CD-527, Leave Audit Form.

4. Employee Performance Folder (EPF) submitted by supervisor.

Please contact your servicing
WFMO office if you have any questions at:
http://www.wfm.noaa.gov/contact_lists.html.