



NARA COVID-19 Response

Fact Sheet #6: Exit clearance procedures during COVID-19 response

April 27, 2020

This fact sheet provides guidance to help protect NARA staff from the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace and continue agency operations while NARA is in a “maximum telework” operating status.

Exit clearance procedures.

These procedures apply to all NARA employees, contractors, volunteers, and interns who separate from NARA or are reassigned to a different NARA organization; all separating agency declassification reviewers (Federal employees and contractors); and any separating Foundation employees and volunteers who have access to NARA facilities and property.

The Clearance Official is the supervisor for NARA employees, students, and interns, the NARA supervisor or volunteer coordinator for NARA volunteers, Contracting Officer’s Representative (COR) for NARA contractors, and the Sponsor for agency declassification reviewers. The Administrative Officer may also serve as Clearance Official for NARA employees and Foundation employees, volunteers, and contractors.

1. **Clearance Officials will submit information through a Google form.** The Google form [here](#) collects the individual's email address, current office, type of departure (separation, including retirement, from NARA vs reassignment within NARA), separation/reassignment date, phone number, Clearance Official email, and individual category (e.g. NARA employee, contractor, declassification reviewer).
 - a. Once the form has been submitted, the Clearance Official will receive an automated message to validate her or his submission.
 - b. Once validated, Google will send an out-processing checklist to the Clearance Official and the separating / reassigned individual. The checklist does not need to be returned or submitted.
 - c. Google will automatically capture the information from the forms in a spreadsheet maintained by the Office of Human Capital.
 - d. A separation or reassignment action must be initiated in the Federal Personnel Payroll System (FPPS) whenever a NARA employee separates or is reassigned. For an employee separation, the Clearance Official initiates the FPPS action; for an employee reassignment, the gaining supervisor initiates the FPPS action. The

Clearance Official should coordinate with her or his Administrative Officer for any separation or reassignment of a NARA employee.

- 2. Some offices will be notified immediately.** Offices that require exit interviews and offices with program responsibility for Government property or financial management will be automatically notified as soon as the Clearance Official validates a separation or reassignment notification form.
- a. The form process will notify Information Services (ITsupport@nara.gov) and the Security Management Division (Physical.Security@nara.gov) for every validated separation or reassignment.
 - b. The form process will notify the following offices when the separating or reassigned individual is a NARA employee:
 - Office of Human Capital (humancapital@nara.gov);
 - Office of the Chief Financial Officer (exitBC@nara.gov);
 - Office of the Chief Acquisition Officer (Z.Help@nara.gov);
 - Facility and Property Management Division (exitBF@nara.gov);
 - Office of General Counsel (ethics@nara.gov);
 - Corporate Records Management (recordsmatter@nara.gov);
 - Insider Threat Program (insiderthreat@nara.gov); and
 - Archives Library Information Center (alic@nara.gov).
 - c. Unfortunately, due to our building closures and "maximum telework" operating status, not all separating and reassigned individuals will be able to return Government property in their possession on their date of separation or reassignment. Government property includes the individual's personal identity verification (PIV) badge, permits and passes, keys, laptop or tablet, mobile device, corporate records, and any other Government property in the individual's possession at the time of her or his separation or reassignment.
 - Separating and reassigned employees will retain and secure all NARA property in their possession until NARA returns to normal operations. Once NARA returns to normal operations, the employee and the Clearance Official are jointly responsible for coordinating the return of the property.
 - For individuals other than NARA employees, the vendor (for contractor employees), Foundation (for Foundation employees and contractors), or Sponsor (for agency declassification reviewers) will be responsible for securing NARA property and returning it to the Clearance Official once NARA returns to normal operations.
 - d. If the individual had access to classified national security information, she or he must receive a remote (telephone or Google Hangouts) security clearance debriefing before the individual's date of separation or reassignment. The

individual and/or Clearance Official must schedule a remote security clearance debriefing by contacting personnelsecurity@nara.gov. (Please note that agency declassification reviewers are debriefed by their home agency or employer.)

- e. If the individual is a NARA employee who is separating from NARA and has submitted a financial disclosure form in the last 12 months (OGE Form 278 or Form 450) or plans to work for a NARA contractor after employment, she or he must receive a remote briefing on post-employment ethics before the individual's separation date. The employee must schedule a remote post-employment ethics briefing by contacting ethics@nara.gov.

3. IT System Owners and other programs will receive a notification of all separations and reassignments every pay period. Each pay period, the Office of Human Capital will prepare a list of all individuals who separated or were reassigned in the previous pay period. Separations and reassignments of NARA employees will be based on FPPS actions completed in the previous pay period. All other separations and reassignments will come from Google forms with a separation / reassignment date in the previous pay period.

- a. *Owners of general systems, such as the ICN or LMS, will terminate system access for all separated individuals, but will not remove access for reassigned individuals.*
 - i. Biweekly reports will clearly identify individuals who are separating from NARA versus those who are being reassigned to another NARA organization or location. Owners of general systems must be careful not to remove access for individuals who are being reassigned within NARA.
 - ii. For the purposes of this policy, "general" systems include:
 - NARANet, Google, and Expressions (voice mail) (ITsupport@nara.gov);
 - ICN (icn@nara.gov);
 - NARA@work (intranet@nara.gov);
 - LMS (NARA.LMS@nara.gov); and
 - Public Transit Subsidy Program (PTSP@nara.gov).
- b. *Job-specific systems will terminate access for all separated or reassigned individuals, unless a reassigned employee or new supervisor notifies the system owner that they should retain access.*
 - i. In most cases, employees in different NARA organizations have different roles or permissions in NARA information systems. A reassigned employee may not be authorized to access the same information or functions in her or his new position. In order to maintain information security in NARA systems, system owners of job-specific systems will terminate access for reassigned employees unless new access request

forms are submitted. Clearance Officials and reassigned employees will be notified of this requirement when the Google form is validated.

- ii. For the purposes of this policy, job-specific systems include:
- AAD, AERIC, AMIS, and APS (exitixo@nara.gov);
 - ARCIS (arcishelp@nara.gov);
 - Classified network and systems (including ADDRRES) (exitndc@nara.gov);
 - CMRS, CHARTS, CATS, VA BIRLS, and DPRIS (NPRC_SSA@nara.gov);
 - DAS (lifecycle.coordination@nara.gov);
 - ERA (ERAAccounts@nara.gov);
 - Financial/Acquisition systems: OBIEE financial reports, ConcurGov, CitiDirect, PRISM, and OFAS (exitBC@nara.gov);
 - Human Capital systems: FPPS and OBIEE for HR data, and WTTS/EOD (FPPS@nara.gov);
 - HMS (HMS_Support@nara.gov);
 - Quicktime (quicktime@nara.gov);
 - RCPBS (NISP_RCPBS_Support@nara.gov);
 - Social media (socialmedia@nara.gov);
 - VSS (vss@nara.gov); and
 - Health unit (healthunit@nara.gov).

4. Once NARA returns to normal operations, the Clearance Official and other responsible party must arrange to return Government and personal property.

- a. The Clearance Official and the separated or reassigned employee – or vendor, Foundation, or Sponsor, if the individual is not a NARA employee – are jointly responsible for arranging a date for the individual to return all NARA property in her or his possession at the time of the individual’s separation or reassignment. If there are extenuating circumstances that prevent a NARA employee from safely storing or returning the Government property after her or his separation or reassignment, the Clearance Official may arrange to receive the property before NARA returns to normal operations. Any individual may be held personally liable for the value of any Government property she or he does not return within a reasonable period of time after NARA returns to normal operations.
- b. The separating or reassigned individual must contact the Clearance Official to schedule a specific date to collect her or his personal property. Separated and reassigned individuals should plan to return any Government property in their possession before or at the same time as retrieving personal property. Separating and reassigned individuals will not be permitted to return to a closed facility to retrieve their personal property. Separated individuals will not be permitted to access NARA facilities without an escort.

Point of Contact: If you have questions or comments, please contact the Office of Human Capital at humancapital@nara.gov.