



OMS 3210

09/01/05

SUBJECT: EMPLOYEE OUT-PROCESSING PROCEDURE

1. PURPOSE: This Directive establishes the Employee Out-Processing Procedure for the Federal Air Marshal Service (FAMS).

2. DISTRIBUTION: All FAMS employees.

3. REFERENCE: FAMS Directive OMS 4402, *Property Management Procedure for Lost, Damaged, Destroyed, or Stolen Government Property*.

4. ATTACHMENTS:

- a. *Out-Processing Checklist*, OMS F 3210, dated July 2005.
- b. *Transportation Security Administration (TSA) Clearance Form*.
- c. *Classified Information Nondisclosure Agreement*, SF-312, dated January 2000.
- d. *Security Debrief Memorandum*, dated May 2005.

5. RESPONSIBILITY:

- a. Supervisors shall ensure that employees under their supervision understand and adhere to the procedure set forth in this Directive.
- b. Employees shall adhere to the procedure set forth in this Directive.
- c. Employees who separate from the FAMS shall return all government-issued property and equipment and pay any outstanding debts.
- d. Upon notification of an employee's separation, supervisors shall ensure that all government-issued property and equipment is properly collected, stored, transferred or cancelled.
- e. The Management Operations Division (MOD) shall maintain a current cost list for government-issued property and equipment and shall disseminate it to the Field Offices as appropriate.

6. PROCEDURE:

a. Upon notification that an employee is leaving the FAMS, the Administrative Officer (AO) for the departing employee shall ensure that an email is automatically sent to the employee containing an exit survey. The purpose of this survey is to identify workplace, organizational and human resource factors that may have contributed to the employee's decision to leave the FAMS. Completion of the survey is voluntary. If the employee chooses to complete the survey, he or she shall print the certificate of completion and return it to the AO.

b. Supervisors may assign an individual in their Field Office or directorate to be the main point of contact to out-process the employee (Out-Processor). The Out-Processor and the supervisor shall work closely with the AO, Field Office Property Custodian, Tactical Information Instructor (TII), and Firearms Custodian to collect and return all government-issued property, equipment, and firearms.

c. The Out-Processor shall:

1. Complete the *Out-Processing Checklist*, OMS F 3210 (see Attachment A) and the *TSA Clearance Form* (see Attachment B). OMS F 3210 contains a list of items that must be returned to the FAMS. The list is not all inclusive and other items that were issued to the separating employee can be added to the form in Section D. The *TSA Clearance Form* lists some of the same items as OMS F 3210; however, the *TSA Clearance Form* is tied to payroll and shall be completed separately.

2. Obtain the amount the employee owes the government for items that were lost, damaged, destroyed, or stolen by following the procedure set forth in FAMS Directive OMS 4402, *Property Management Procedure for Lost, Damaged, Destroyed, or Stolen Government Property*.

3. Notify the MOD, Property Management Branch of the separating employee's departure and obtain the initial quantity and type of equipment issued to him or her.

4. Collect and shred identification media from the Department of Transportation, Federal Aviation Administration, TSA, and GETS Card *after* the MOD, Property Management Branch is notified of the employee's departure. The Out-Processor shall return William J. Hughes Technical Center identification media to the MOD in a business envelope labeled with the employee's name. The Out-Processor shall collect and return all other local identification media to the issuer.

5. Ensure that the Firearms Custodian returns government-issued firearms to the MOD within 10 business days. Ammunition shall NOT be sent to the MOD and shall be kept in the Field Office.

6. Ensure that credentials, badges/shields, credential case, magazines, gun lock, master lock, and gun cases are returned to the MOD, Property Management Branch immediately.

7. Store or discard collected items that are determined to have no value or use to the government.

8. Notify the MOD, Contracts and Procurement Branch of the employee's departure and request that the Purchase Card be cancelled.
9. Notify the MOD, Administrative Officer, of the employee's departure and request that the employee's government-issued credit card be canceled or transferred.
10. Collect the official passport and return it to the Field Office Operations Officer. The Field Office Operations Officer shall send it to the Office of Flight Operations, Liaison Division with a note stating whether the employee is separating from the government or transferring to another agency.
11. Electronically notify the Field Office Operations Office of the employee's departure. The Field Office Operations Office shall notify the Systems Operations Control Division (SOCD), Domestic Planning Branch via email of the employee's departure and request that the employee be removed from flight schedules. The email must be sent to Domestic01@Secureskies.net.
12. Ensure that the supervisor notifies the Mission Operation Center (MOC) when an employee fails to return a firearm, magazine, credential, badge/shield, identification media, Personal Data Assistant (PDA), official passport, or government credit card. The MOC shall make the necessary entries into the National Crime Information Center System for any such lost or missing equipment.
13. Collect the employee's cell phone and return it to the local Point of Contact (usually the Security Assistant) and request that the service be suspended. The local Point of Contact shall send a request to the SOCD, to remove the employee's cell phone number and PDA number from the Secure Messaging System. QSEC phones can remain at the Field Office; however, they are Communication Security equipment and shall be inventoried and accounted for prior to transferring to another individual in the field.
14. Notify the Information Technology (IT) Division via email or the Online Request Form of the employee's departure and request that the employee be disabled from accessing Secureskies, TESERV, field distribution lists, text message lists, network user accounts, and any other applicable database. The email must be sent to ITSupport@Secureskies.net and contain:
 - (A) User ID. For example: smithj01;
 - (B) Employee's full name. For example: John D. Smith;
 - (C) Name of person requesting account to be disabled;
 - (D) Reason for disabling (separation, extended leave);
 - (E) Name of user's direct supervisor; and,
 - (F) Date of last day of employment.
15. Notify local IT Support of the employee's departure and request that a member of the support team verify the serial numbers of all government-issued IT equipment such as monitors, keyboards, laptops, printers, docking stations, scanners, CD burners, etc.

16. Notify local TII of the employee's departure and request that he or she collect the employee's PDA and all peripherals such as the keyboard and back-up card, as well as, deactivate the PDA phone and disable Datamaxx.

17. Collect Government-issued property and equipment that was provided for home use.

18. Ensure the supervisor conducts a security debrief with the departing employee. The departing employee must sign, in the presence of a witness, the *Classified Information Nondisclosure Agreement*, SF-312 (Attachment C) and the *Security Debrief Memorandum* (Attachment D). During the debrief, the supervisor shall:

(A) Inform the departing employee that Sensitive Security Information learned during his or her employment with the FAMS shall be protected as such.

(B) Advise the departing employee that any FAMS information stored in items such as personal home computers, PDAs, and cell phones shall be deleted.

19. Ensure that a *Request for Personnel Action*, SF-52, is completed for the departing employee.

20. Ensure that a Human Resources Representative sends the employee information such as health benefits and retirement, if the employee is separating from the Federal government.

21. Ensure that the employee's time and attendance forms and travel vouchers are submitted and approved.

22. Collect payment for items not returned and for any other outstanding debt. The separating employee shall make the check payable to the Federal Air Marshal Service. The Out-Processor shall send the payment to the MOD at:

FAMS/MOD
William J. Hughes FAA Technical Center
ACT-700, Bldg. 202
Atlantic City International Airport, NJ 08405
ATTN: Financial Services Branch

23. Notify the MOD, Financial Services Branch immediately, when a payment is not collected by faxing a non-payment notification to (609) 813-3315 or email it to MODFinancialMgt@secureskies.net and provide the following information:

- (A) Employee name;
- (B) Social security number;
- (C) Separation date;
- (D) Cost center;
- (E) Last known address;
- (F) Amount of debt;
- (G) If transferring to another government agency, identify the agency; and,

(H) List any outstanding vouchers and corresponding amounts for the separating employee.

24. Ensure the MOD coordinates the collection of the funds with the Accounting Services Group.

25. Send a copy of the completed OMS F 3210 to the MOD with the returned items for inventory purposes.

26. Send the completed *TSA Clearance Form* to the appropriate Human Resource Field Representative for processing.

27. Provide the supervisor with copies of the completed OMS F 3210, the *TSA Clearance Form*, SF-312, *Security Debrief Memorandum* and the resignation letter (if any) and request that they be maintained as part of the office files and records.

28. Provide the employee with copies of the completed OMS F 3210, *TSA Clearance Form*, SF-312 and the *Security Debrief Memorandum*.



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