



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825

www.ca.blm.gov

November 6, 2001

In Reply Refer To:
1400-295 (P)
CA-940

Instruction Memorandum No. **CA-2002-005**

Expires: 09/30/03

To: ACO's

From: DSD, Support Services Division

Subject: Final Salary Clearance Report Procedures

The purpose of this IM is to clarify the procedures to follow before an employee separates from the California BLM. It is important that these guidelines are followed to ensure all records are closed out and BLM property is retrieved prior to an employee's separation.

Upon determining that an employee is separating, the employee's supervisor should first notify Chuck McCoy, Security Officer, in the Branch of Information Resource Management (IRM), CA-946, at (916) 978-4543. This notification will ensure that access to BLM's computer systems will be terminated for the departing employee in a timely manner. The supervisor should then obtain and insure completion of the following three forms:

1. Final Salary Clearance Report, BLM Form #1340-2. (See link below)
2. BLM ADP Access Termination Statement, CA1260-14 (Attachment 2) and,
3. Checklist for Separations (Attachment 3).

The Final Salary Clearance Report, BLM Form #1340-2 can be printed out from the following link: <http://web.ca.blm.gov/cf/Forms/Misc/1-BLM.htm>, or a hard copy can be obtained from the Human Resource Services Cookbook, and from the Personnel Contact for your area, (see contact list, Attachment 1). After receiving the report, the supervisor and employee should begin the close-out process by identifying property to be retrieved including, but not limited to, credit cards, identification cards, building passes, office keys and applicable electronic and paper records.

As soon as possible, items should be turned in to the accountable property personnel who will initial the relevant section of the report. Once the items are accounted for, the designated Support Services Official shall certify that all government property has been accounted for.

After CA-946 terminates BLM computer access, the Final Salary Clearance report should be certified by the Security Officer (or alternate), and forwarded to CA-940 for State Office employees, or directly to Denver as usual for the field office staff.

When the completed report is received by the National Business Center (NBC), Attention: Linda Davis (BC-620), the separation action will be finalized prompting payment of any lump sum payment due the employee. However, it is important to note that non-receipt of this report will not stop the payment of the employee's final salary check. Therefore, should a situation arise which possibly warrants withholding the final salary check, immediate notification should be made to Angie Dailly, Personnel Management Specialist, CA-945, at 916-978-4476, to assist in the appropriate measures to be taken.

Thank you for your involvement in this important step of the separation process. Should you have any questions regarding this memo, please contact Carmen Lewis, CASO, Division of Support Services, at 916-978-4502, or via e-mail at: Carmen.Lewis/CASO/CA/BLM/DOI.

Signed
Karen Barnette
DSD, Support Services

Authenticated
Louise Tichy
Records Management

3 Attachments:

1. State Office and Field Office Personnel Contacts (3 p)
2. CA1260-14, BLM ADP Access Termination Statement (1 p)
3. Checklist for Separations (1 p)

State & Field Office Personnel Contacts

California State Office

910 - Office of the State Director

POC - Nancy Rosson X4602

912 - External Affairs Staff

Tony Staed

POC - Judy Frye X4603

913 - Law Enforcement Staff

Roger Bruckner

POC - Chris Carter X4450

914 - EEO Staff

Terri Niven (Acting Chief)

POC - Judy Frye X4603

920 - Minerals

Richard Grabowski

POC - Stephanie Bryant X4364

930 - Resources

Tony Danna

POC - Tisa Cadway X4632

940 - Support Services

Karen Barnette

POC - Carmen Lewis X4502

Northern California

310 - Northern California Support Team (707) 468-4000 2500 North State Street

POC - Kathleen Simmons - AO (707) 468-4004 Ukiah, CA 95482-3023

fax (707) 468-4027

Janet Wages

(530) 257-0456 2950 Riverside Drive

fax (530) 251-5539 Susanville, CA 96130

(530) 257-0464 x5327

FTS (700) 448-5327

Tim Burke - FM

(530) 233-4666 708 West 12th Street

320 - Alturas Field Office

fax (530) 233-5696 Alturas, CA 96101

POC - Adele (Dolly) Enderlein

Lynda Roush - FM

(707) 825-2300 1695 Heindon Road

330 Arcata Field Office (707) 825-2303 Arcata, CA 95521
POC - Clarence Killingsworth fax (707) 825-2301

Northern California (Continued)

Richard C. Burns - FM (707) 468-4000 2500 North State Street
340 Ukiah Field Office (707) 468-4058 Ukiah, CA 95482
POC - Jonna Hildenbrand fax (707) 468-4027

Linda Hansen - FM (530) 257-0456 2950 Riverside Drive
350 Eagle Lake Field Office fax (530) 257-4831 Susanville, CA 96130
POC - Videll Retterath (530) 257-0464 x5375
FTS (700) 448-5375

Charles Schultz - FM (530) 224-2100 355 Hemstead Drive
360 Redding Field Office (530) 224-2109 Redding, CA 96002
POC - Frank Velarde (530) 224-2159
fax (530) 224-2172

Bob Hopper - FM (530) 279-6101 PO Box 460
370 Surprise Field Office fax (530) 279-2171 602 Cressler Street
POC - Wynarda Erquiaga Cedarville, CA 96104

Central California

Carol Bustos - AO - (661) 391-6018

Ron Fellows - FM (661) 391-6114 3801 Pegasus Drive
160 Bakersfield Office (661) 391-6034 Bakersfield, CA 93308
POC - Myna Sarzotti fax (661) 391-6041

Steve Addington - FM (760) 872-4881 781 North Main Street
170 Bishop Field Office fax (760) 872-2894 Suite E
POC - Kris Landers Bishop, CA 93514

Deane Swickard - FM (916) 985-4474 63 Natoma Street
180 Folsom Field Office fax (916) 985-3259 Folsom, CA 95630
POC - Mickey Hall

Robert Beehler - FM (831) 630-5000 20 Hamilton Court
190 Hollister Field Office (831) 630-5016 Hollister, CA 95023
POC - Lenore Avilla-Pina fax (831) 630-5055

California Desert District

Gail Laconico - AO - (909) 697-5252

Tim Salt - Dir (909) 697-5204/5206
fax (909) 697-5296

Bruce Shaffer, Admin (909) 697-5291 6221 Box Springs Blvd
600-640 Desert District fax (909) 697-5299 Riverside, CA 92507
POC - Margo Franklin fax (909) 697-5296 (confidential use only)

Hector Villalobos - FM (760) 384-5410 300 South Richmond Road
650 Ridgecrest Field Office (760) 384-5410 Ridgecrest, CA 93555
POC - Loretta Pederson fax (760) 384-5499

Jim Kenna - FM (760) 251-4800 PO Box 1260
660 Palm Springs - South Coast (760) 251-4825 North Palm Springs, CA
92258
POC - Flora Paulino (760) 251-4829
Yong Ellis fax (760) 251-4899

Gregory Thomsen - FM (760) 337-4400 1661 South Fourth Street
670 El Centro Field Office (760) 337-4433 El Centro, CA 92243
POC - Gilbert Fritzsche fax (760) 337-4490

Timothy Read - FM pager (888) 823-9518 2601 Barstow Road
680 Barstow Field Office (760) 252-6000 Barstow, CA 92242
POC - Rich Rotte (760) 252-6010
fax (760) 252-6098/6099

Molly Brady - FM (760) 326-7037 101 West Spikes Road
690 Needles Field Office (760) 326-7005 Needles, CA 92363
POC - Lester John fax (760) 326-7099
(760) 326-7007

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CALIFORNIA STATE OFFICE

BLM ADP ACCESS TERMINATION STATEMENT

NAME: _____

DIVISION: _____ BRANCH: _____

or FIELD OFFICE: _____ OFFICE CODE: _____

I am aware that by my signature below, I certify that the authorization for my access to Information Resource Systems of the Department of the Interior is terminated. I am aware of my continuing responsibility for safeguarding the knowledge of Information Resource Systems gained during my employment with the Department of the Interior.

Signature of Employee

Date

Signature of Witness

Date

Name and Title of Witness

PRIVACY ACT NOTICE: In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information requested on this form is authorized under Executive Order 10450. The purpose of this information is to confirm that the employee has been terminated from his/her access to Department of the Interior Information Resource Systems. Routine use of this information may be by Federal, State and local agencies when relevant to security investigations and/or violations. Refusal to provide the requested information may result in appropriate administrative action and/or unauthorized exit clearance.

NOTE: PLEASE COMPLETE THIS NOTICE AND RETURN TO
THE INSTALLATION INFORMATION TECHNOLOGY
SECURITY OFFICER (CA-946)

cc: Employee
Employee's OPF
ADP Security File

CHECKLIST FOR SEPARATIONS

<u>Checklist Items</u>	<u>Yes</u>	<u>No</u>	<u>User ID</u>
<u>Phone Credit Card</u>	—	—	_____
<u>Computer Room Access</u>	—	—	_____
<u>LR-2000</u>	—	—	_____
<u>RETARS</u>	—	—	_____
<u>Remote Lotus Notes (PPP)</u>	—	—	_____
<u>Unix, NIS or NT Access</u>	—	—	_____
<u>FPPS/FFS (RDE, Fixed Assets)</u>	—	—	_____
<u>Rehost Applications (Fleet Mgmt, Bond Surety, Master Name, Directives)</u>	—	—	_____
<u>AFMSS (Fluid Minerals)</u>	—	—	_____
<u>OTHER (specify)</u>	—	—	_____

Where are personal work files located?

Should files and email be forwarded to your supervisor?

If you are relocating to another Federal Office, should some files be forwarded to that office?
