



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 23, 2001

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

EMS TRANSMISSION: 11/23/01
Instruction Memorandum No. **CA-2002-005, Change 1**
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 by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
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
(530) 257-5381 Susanville, CA 96130
fax (530) 251- 5339

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 fax (707) 468-4027 Ukiah, CA 95482
POC - Caroline Crowley

Linda Hansen - FM (530) 257-0456 2950 Riverside Drive
350 Eagle Lake Field Office (530) 257-5381 Susanville, CA 96130
POC - Janet Wages (Temp) fax (530) 257-4831

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

Bob Hopper - FM (Acting to 12/31/01) (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

Ron Fellows - FM

Carol Bustos - AO, Admin (661) 391-6018
160 Bakersfield Field Office (661) 391-6114 3801 Pegasus Drive
POC - Myna Sarzotti (fire) (661) 391-6034 Bakersfield, CA 93308
POC - Vickie Nelson 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 Avila-Pino fax (831) 630-5055

California Desert District

| | | | |
|---------------------------------------|-----|---------------------------|------------------------------|
| Tim Salt - DM | | (909) 697-5204/5206 | |
| Bruce Shaffer - ADM | fax | (909) 697-5296 | |
| Gail Laconico -AO, Admin | | (909) 697-5252 | 6221 Box Springs Blvd |
| 600-640 Desert District | | (909) 697-5291 | Riverside, CA 92507 |
| POC - Margo Franklin | fax | (909) 697-5299 | (Copy room) |
| | fax | (909) 697-5296 | (Confidential use only) |
| | fax | (909) 697-5298 | (Personnel/Public Room) |
| Hector Villalobos - FM | | (760) 384-5400 | 300 South Richmond Road |
| 650 Ridgecrest Field Office | | (760) 384-5410 | Ridgecrest, CA 93555 |
| POC - Loretta Pedersen | fax | (760) 384-5499 | |
| Jim Kenna - FM | | (760) 251-4800 | PO Box 581260 |
| 660 Palm Springs - South Coast | | (760) 251-4829 | 690 W. Garnet Avenue |
| POC- Flora Paulino (Temp) | | (760) 251-4809 | North Palm Springs, CA 92258 |
| POC-Yong Ellis (Temp) | 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 | | (760) 252-6000 | 2601 Barstow Road |
| 680 Barstow Field Office | | (760) 252-6010 | Barstow, CA 92242 |
| POC - Rich Rotte | fax | (760) 252-6098(mail room) | |
| | fax | (760) 252-6099(copy room) | |
| Molly Brady - FM | | (760) 326-7000 | 101 West Spikes Road |
| 690 Needles Field Office | | (760) 326-7037 | Needles, CA 92363 |
| POC - Lester John | fax | (760) 326-7099 | |

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

BLM ADP ACCESS TERMINATION STATEMENT

NAME: _____

DIVISION: _____ BRANCH: _____

CALIFORNIA DESERT DISTRICT OFFICE CODE: _____

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?
