

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P. O. Box 25047  
Denver, Colorado 80225-0047**

In Reply Refer To:  
1400-715(HR-220)P

April 3, 2002

EMS TRANSMISSION  
Information Bulletin No. HR-2002-067

To: All State/Center Directors, DSDs and WO ADs  
Attention: Personnel Officers

From: Director, National Human Resources Management Center

Subject: Draft Final Salary Clearance Report

**DD: 04/30/02**

Enclosed for your review and comment is a draft Final Salary Clearance Report which when finalized will be used bureauwide. This form will be used by employees, who are separating from the BLM, to return materials, equipment/property which were issued to them. The form has been updated to reflect offices from which separating employees must clear. These offices would be in a position to determine if the employee possessed equipment/property which must be returned or if the employee owed monies to the BLM.

Please submit your comments to Jane Haddock, Acting Group Administrator, Employee/Labor Relation and Employee Development (HR 220) by close of business April 30, 2002. Questions regarding this matter should be directed to her at (303) 236-6701.

Signed by:  
Linda D. Sedbrook  
Director, NHRMC

Authenticated by:  
Luron Porter  
Staff Assistant

Attachment  
Final Salary Clearance Report

Distribution  
ST-150A, BLM Library  
HR-250 Master Directives

