

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Arizona State Office
One North Central Avenue, Suite 800
Phoenix, Arizona 85004-4427

January 16, 2007

In Reply Refer To:
1400-295 (AZ-953) P

EMS TRANSMISSION 1/18/07
Instruction Memorandum No. AZ-2007-017
Expires: When Superseded or Canceled

To: All Employees

From: State Director

Subject: Final Salary Clearance of Employees and Contractors Leaving the Bureau of Land Management (BLM) and Employee Exit Questionnaire

Purpose: The purpose of this Instruction Memorandum (IM) is to make managers, supervisors and employees aware of clearance procedures for employees and contractors leaving or transferring between BLM offices. The clearance requirements are listed on Form AZ-1340-2, Final Salary Clearance Report (Attachment 1). These procedures are critical to ensure the security and management of BLM's network, application systems, financial and personnel databases, government property, and other information. The Employee Exit Questionnaire (Attachment 2) is optional and may be used by separating employees and contractors.

Policy/Action: Managers and supervisors are responsible for notifying the Human Resources (HR) Office and ensuring all separating employees or contractors complete a Final Salary Clearance Report, 72 hours prior to separating from BLM. Key components of the clearance form are HR (AZ-953), Financial Management (AZ-914), Administrative Services (AZ-951), and Information Resources Management (AZ-954) also known as Information Technology (IT). All components must be completed. Several sections require additional steps in order to have the sections marked as completed.

Supervisors will be held accountable for failure to comply under their Employee Performance Appraisal Plan (EPAP) critical performance element for managerial and supervisory or management excellence element.

The HR Office will assist supervisors, employees and contractors in completing the exit process. It is strongly encouraged that all separating employees and contractors complete the Employee Exit Questionnaire (Attachment 2). The HR Office will provide the questionnaire to separating employees and contractors via Lotus Notes. The information on the exit interview questionnaire will help BLM target recruitment, organizational development, and workforce planning needs.

Once completed, the questionnaire should be placed in a blue confidential envelope and returned directly to the Equal Employment Opportunity (EEO) Office (AZ-910).

Employees and/or contractors are to turn in all government property, including but not limited to keys, identification cards, charge cards, parking permits, and other items requested, to the property managers. They should work with finance personnel to review all credit card statements, travel and other debts, to ensure the employee is leaving with a zero balance. Following these procedures will ensure timely issuance of final salary and lump sum payments. Separating employees and contractors must have the appropriate person, from each area, initial for the accountable property. They must also have the Administrative Officer sign in the area that reads "Admin Support Officer".

All employees and contractors are to be removed from all electronic systems upon leaving. The Information Resources Management or IT section of the clearance form must be initialed by the IT staff and signed by the IT Security Officer.

The HR Office should be the last office contacted for signature. The HR Office will verify that the form has all the required initials and signatures. Those employees who fail to comply with these procedures risk impacting payment of their final salary or lump sum payment. Outstanding bills and unreturned property or credit cards will initiate a recovery action as provided for in the Debt Collection Act and the Debt Collection Improvement Act of 1996.

Timeframe: This policy is effective immediately.

Background: For three consecutive years, BLM has received the Department's Notice of Findings and Recommendations evaluation for failing to close departing employee user accounts in a timely manner. As a result of the need to clarify procedures taken when an employee or contractor separates from the BLM, the Final Salary Clearance Report (Attachment 1) was created. This form is meant to help complete the separating employee or contractor's final personnel action by ensuring they account for and return all government property, clear all financial accounts, and have cleared all access to Information Technology (IT) services.

Manual/Handbook Sections Affected: This IM supersedes IM AZ-99-006, Revised Final Salary Clearance Report and Employee Exit Questionnaire.

Contact: For assistance, clarification and guidance in the policy, please contact Irene Silva, Human Resources Specialist, at 602-417-9333.

Signed by: Michael Taylor
Acting Associate State Director
FOR Elaine Y. Zielinski

Authenticated by: Hillary Conner
Secretary

2 Attachments:

- 1 - [Final Salary Clearance Report Form AZ-1340-2](#) (2 pp)
- 2 - [Employee Exit Questionnaire](#) (2 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management - Arizona State Office
FINAL SALARY CLEARANCE REPORT

Instructions: **This form should be completed 72 hours in advance of your termination date.** Since you are separating from the BLM, you must return all of the items listed below which are in your possession before separation. Please hand carry this form to the offices listed below with the exception of the Finance Office. Turn in the office materials, equipment, property etc. which have been assigned to you. Please ensure that the responsible official in each office signs the form in the appropriate spot. All blocks must be initialed as either "OK" meaning the items have been cleared or "N/A" as Not applicable. **THE COMPLETED FORM WILL BE FILED AT THE BLM-BC, BC-620.**

Name of employee	Social Security Number	Office Code
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Last Day of Active Duty	Indicate one of the following actions: <input type="checkbox"/> Resigning <input type="checkbox"/> Retiring <input type="checkbox"/> Other, Within DOI <input type="checkbox"/> BLM Transfer (specify BLM Office) <input type="checkbox"/> Other, Outside DOI <input type="checkbox"/> Other
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Item	Immediate Office/Supervisor	Initial OK N/A	Item	Information Technology	Initial OK N/A
1	Accountable Property Returned with completed DI-105		28	Electronic Mail Cleared/ Lotus Notes Updated	
2	Non-Accountable Property Returned, i.e. field gear		29	Electronic Files Transferred	
3	Desk Keys		30	Telecommunications- Calling Card, Cellular Phone, Pager, and Two-Way Radio	
4	Outstanding Travel Vouchers/Bills		31	Voice Mail Password	
5	Time/Attendance Report Input and Submitted		32	Government Emergency Telecommunications Service Cards	
6	Charge Card Balance Reviewed in Coordination With Local A/OPC		33	IT Security- Login Access Request	
7	Travel/Purchase Charge Card Statement on file for three (3) years		34	Other IT Termination Statement (AZ-1264-2)	
8	Official Passports/Visas				
9	Secretarial I.D. Cards				
10	Federal Emergency Management I.D. Card				
11	Security Clearance Debriefing Form				
12	Removed from PayCheck System at End of Pay Period				
13	Other				

_____ Signature, IT Security	_____ Date
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Item	Library/Central Files	Initial OK N/A
35	Library Materials Turned In/Record Custodian (AZ-1270-1)	
36	Other - Cobell Records	

_____ Signature, Librarian/State Records Manager	_____ Date
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Item	Office Services	Initial OK N/A	Item	Charge Card Coordinator (A/OPC)	Initial OK N/A
14	BLM Issued Identification Card		37	Charge Card Destroyed/Cancelled	
15	Office Keys		38	Account Transferred to Receiving BLM Office	
16	Parking Permit		39	Uniform Draw Down Card, Returned and Canceled	
17	Government Driver's License		40	Other	
18	Building Access Cards				
19	Other				

_____ Signature, Charge Card Coordinator/Admin. Officer	_____ Date
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Item	Human Resources Office	Initial OK N/A	Item	Finance Office (BLM-BC)	Initial OK N/A
20	SF-52 Signed/ Dated with Forwarding Address		41	Travel Advances	
21	Leave/Final Salary		42	Outstanding Bills (BC-621)	
22	FEHB/FEGLI		43	FFS	
23	Retirement/TSP			IDEAS	
24	Exit Interview			CBS	
25	FPPS		44	Other	
26	Transit Benefit Program				
27	Other				

_____ Signature, Finance Officer/Budget Officer	_____ Date
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Notes: See # _____ Above: _____

See # _____ Above: _____

See # _____ Above: _____

See # _____ Above: _____

These items have been discussed with the employee. Information has been provided as appropriate.

_____ Signature, Human Resources Representative	_____ Date
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SPECIFIC INSTRUCTIONS FOR ACCOUNTABLE OFFICES

EMPLOYEE'S IMMEDIATE SUPERVISOR. The Final Salary Clearance Form is required for all separating employees before final salary and/or lump sum payments are processed. The Employee's immediate supervisor is responsible for ensuring that the employee processes out prior to leaving the BLM. In addition, if the employee is charged with lost property or equipment subject to monetary deductions, a copy of the Board of Survey report or action should be attached. If the Board's report is not available at the time of the employee's separation, its unavailability and the date by which the report will be provided should be annotated on the Salary Clearance Sheet. Once the employee has cleared, the Final Salary Clearance Sheet will be returned to the BLM Business Center's Accounting Operations Division (BC-620).

ALL OTHER ACCOUNTABLE OFFICES (Property, Human Resources, Finance, Information Technology). When the separating employee clears with your office, please obtain the property or materials for which you are responsible, initial each item, and for your section, date and sign your name certifying that the employee has cleared with your area.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
ARIZONA

Employee Exit Questionnaire

Please complete the following questionnaire prior to your departure from the organization. The information you give will be handled in a confidential manner and used to consider changes that will improve working conditions. Your assistance is appreciated. Thank you.

NAME (Optional): _____ DATE: _____

OFFICE LOCATION: _____

TYPE OF APPOINTMENT (Please check one): Permanent Temporary

1. My reason for leaving is:

- | | |
|--|---|
| <input type="checkbox"/> Transfer within BLM | <input type="checkbox"/> Transfer outside BLM |
| <input type="checkbox"/> Expiration of Appointment | <input type="checkbox"/> Higher Salary |
| <input type="checkbox"/> Better Benefits | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Personal Reasons | |
| <input type="checkbox"/> Other (please explain) | |

2. Please rate your present position (circle your answer):

- | | |
|------------------------------------|-----------------------------|
| a. Quality of supervision received | excellent--good--fair--poor |
| b. Working conditions | excellent--good--fair--poor |
| c. Advancement opportunities | excellent--good--fair--poor |
| d. Training | excellent--good--fair--poor |
| e. Recognition of work efforts | excellent--good--fair--poor |

Would you explain your ratings?

3. Please respond to the following statements by circling the appropriate number.

	Always	Usually	Seldom	Never
a. My job was challenging.	1	2	3	4
b. I received adequate guidance regarding my assignments.	1	2	3	4
c. My workload was too light.	1	2	3	4
d. My supervisor was equitable and fair in dealing with me and my co-workers.	1	2	3	4
e. Performance expectations were made clear to me.	1	2	3	4
f. My workload was too heavy.	1	2	3	4
g. Personnel actions (hires, promotions, awards, training) were based on merit and not on race, sex, age, or handicap.	1	2	3	4
h. I could go to my supervisor freely with work problems or concerns.	1	2	3	4

4. Do you have any questions or concerns related to the Personnel policies in the organization?

5. Do you have any questions or concerns related to other areas of policy in the organization?

6. Please provide any suggestions for improvements, whether in the area of your position with us or other areas.
