



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Human Resources

P.O. Box 769

Albuquerque, New Mexico 87103

IN REPLY REFER TO

Director of Human Resources
505-563-5300
505-563-5306 (fax)

December 12, 2007

Memorandum

To: Bureau of Indian Education Director, Deputy Director, Division Chiefs,
Education Line Officers, School Principals, School Administrators and
Presidents

From: Bureau of Indian Education, Director of Human Resources 

Subject: Exit Clearance Standard Operating Procedures (SOP)

Standard Operating Procedures (SOPs) have been developed to clarify responsibilities for employees and supervisors/managers when an employee is planning to leave his/her organization. This SOP and the electronic Exit Clearance Form will be posted to the BIE Human Resources web page: <http://www.oiephr.bia.edu>

Please note that a copy of the completed and signed exit clearance form is to be forwarded to the BIE Human Resources Office with the employees' separation documentation.

If you have any questions regarding this policy, please contact your servicing Human Resources Staffing Specialist. If you do not have your Staffing Specialist's direct contact information, you may contact Amelia Brewer, Supervisory Human Resources Specialist (R&P), at 505-563-5320.

Attachments



United States Department of the Interior

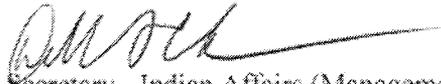
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



AUG 29 2007

Memorandum

To: Assistant Secretary-Indian Affairs
Director, Bureau of Indian Affairs
Director, Bureau of Indian Education
All Central Office Directors
All Regional Directors
All Line Officers

From: Debbie L. Clark 
Deputy Assistant Secretary - Indian Affairs (Management)

Subject: Exit Clearance

Standard operating procedures (SOPs) and an exit clearance website have been developed for AS-IA, BIA and BIE employees. These SOPs can be found on <http://inside.bia.gov/hr/exitclearance/>.

These SOPs provide clear instructions on what must be done and by who when an employee is planning to leave his/her organization. The employee who is retiring, resigning or transferring to another bureau or organization will now have standard procedures to follow and can leave knowing that all areas have been cleared and that their final paychecks will be processed in a timely manner. Employees, Contractors, Supervisors, and Managers, will be able to access exit forms, contact responsible officials, review obligations and responsibilities and eventually store completed forms on the website which will lead to even more accountability.

In addition, in an effort to ensure that the final exit clearance forms have been returned in a timely manner and all property is accounted for, staff will run biweekly separation reports, collect exit clearance forms and provide management with a report showing which forms are still outstanding. Staff will distribute these reports to you for appropriate follow up action. Together, we can assure that all property is accounted for and all computer system accesses terminated when ASIA, BIA and BIE employees leave to take other opportunities.

This project brought together individuals from many organizations and resulted in a true partnership that will benefit us all. You are encouraged to become familiar with the SOPs, the exit clearance website and to ensure that all government property items are accounted for and turned in prior to separation.

Bureau of Indian Affairs and Bureau of Indian Education
Exit Clearance Procedures
August 7, 2007

Purpose:

This document establishes standard operating procedures and responsibilities for all Bureau of Indian Affairs (BIA) and Bureau of Indian Education (BIE) supervisors, managers, and employees including all contract employees, regarding the exit clearance process.

Policy:

Upon separation, all BIA/BIE employees and/or contract employees have an obligation to return all government issued property, identification and credentials, building keys, access cards, credit cards, accountable/proprietary documents, and to relinquish any automated system accesses. Additionally, any outstanding debts owed to the Federal Government and/or to the government charge card contractor must be paid. Only when all property items are satisfactorily accounted for and any debts owed by the employee are liquidated, will a final clearance be given to the employee. Final personnel action or final pay, in the case of retirement or resignation, will not be obtainable until the Final Exit Clearance Form has been completed and signed.

Procedure and Responsibilities:

Employees: It is the responsibility of the employee to notify his/her immediate supervisor/manager of his/her intent to separate from the Bureau at the earliest possible date. The employee must complete the employee information portion of the exit clearance form and have each responsible official sign in the appropriate block of the form indicating all requirements have been met by the employee.

The exit clearance form (44 BIAM 295 Release 124, 8/7/91, Rev 09/19/06) can be obtained online at <http://intranet.bia.gov> by clicking on Online Forms on the left side of the page and selecting the Final Exit Form. The form can be opened online and printed for manual completion. If the employee does not have access to the Intranet, then the supervisor should print out a copy for the employee. Each employee is to return or account for any items issued during his/her employment. The employee must repay or clear any debts owed to the government prior to separation. He/she must liquidate any balance on the government charge cards, and return all office keys, access cards, government ID, government travel card, government purchase card, government cell phone, government purchased blackberry, parking pass, etc. to the responsible office.

The employee is responsible for getting his/her form initialed by the Finance and Accounting Office, the Human Resource Office and his/her supervisor. In addition, if the employee works for the Central Office, he/she must also get his/her form initialed by staff in the Library, DOI Keys and ID office, and in the Parking Permits Office.

Contract Employees: It is the responsibility of the contract employee to notify his/her immediate supervisor/manager of his/her intent to separate from the Bureau at the earliest

possible date. The contract employee's supervisor/manager must immediately notify the designated Contract Officer/COTR of the employee's intent to separate. The contract employee must then complete the exit clearance form and have the appropriate responsible official sign the respective areas indicating all requirements have been met by the contract employee. He/she must return all office keys, access cards, government ID, parking pass, etc. to the appropriate Contract Officer.

Immediate Supervisor/Manager: The supervisor/manager must initiate the exit clearance process upon being notified of an employee's intent to separate. If the employee is unavailable for the exit clearance process, the supervisor sends an email to "Exit Clearance Process", a group list in Lotus Notes to notify responsible officials of the employee's separation.

While the employee may take the form to the various individuals to clear items, responsibility for proper completion of the Exit Clearance form rests with the supervisor/manager. The supervisor/manager is responsible for ensuring all areas of the Exit Clearance form are properly completed.

The supervisor/manager:

1. Reviews the employee entries on the form;
2. Sends an e-mail to the "Exit Clearance Process", local management and any other individuals as required by local procedures;
3. Confirms that SF-52 has been initiated in FPPS;
4. Prepares a performance appraisal covering the period from the last rating through the separation;
5. Reviews time and attendance;
6. Confirms accountable/proprietary documents are returned to their original source;
7. Confirms that Bureau managed property under \$5,000.00 is cleared;
8. Arranges for the transfer of the computer files and folders;
9. Verifies official records are returned;
10. Verifies library materials are returned;
11. Verifies inspector credentials and uniform patches are returned if appropriate;
12. Collects DOI issued passport; and
13. Before or within 3 days after departure, the supervisor shall sign the form and send it to the servicing HR specialist for filing and reporting purposes.

Administrative Divisions/HR Service Centers

Upon notification of the employee's separation authorized officials in the Responsible Offices will initiate their own procedure for obtaining the necessary BIA property, settling any outstanding debts or advances, and removing system access. Once complete, the authorized officials in the responsible offices will either initial the exit clearance form or notify the separating employee's supervisor to update the exit clearance form.

Responsible Office	Verifies
Financial Management	Travel Advances, Accounts Receivable, Outstanding Debts and Travel Subsidy, FFS (includes the NBC mainframe and Oracle reporting database), IDEAS-PD, Hyperion access has been removed
IT Property	All IT equipment returned such as personal computers and peripherals such as printers, etc. For OCIO employees: Cell Phones, Blackberry or Palm Pilots
IT Security	System access has been removed
Property Management	Government Credit Cards, Telephone Credit Card, Gas Credit Card and other equipment have been returned
Bureau Personnel Security Officer	Key Cards, Keys, Classified Documents Debriefing provided
Human Resources (HR)	FPPS/Quicktime access has been removed, Employee Agreements, Service time requirements, form is completed correctly and exit interview performed

These administrative offices specified above are also responsible for initiating action when items are not cleared through their respective functional areas. Financial Management is also responsible for initiating collection actions through Payroll to offset debts owed by an employee.

Reporting Requirements

FPPS staff will run biweekly separation reports, collect exit clearance forms, and provide Senior Management with reports showing which forms are still outstanding every pay period. These reports will provide the employee’s name, supervisor, organization, and date of departure. Management will make every effort to ensure that these delinquent forms are submitted in a timely manner.

BUREAU OF INDIAN AFFAIRS FINAL EXIT CLEARANCE

Employee Name & Location:	Social Security Number:	Date: Last Day of Duty:
<input type="checkbox"/> Separation <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Transfer To: <input type="checkbox"/> Reassignment To Bureau:		Forwarding Address:

Employing offices will prepare this form for each employee upon separation, resignation, transfer, retirement or reassignment to another Bureau. Each employee is required to clear with the offices listed below and return or account for all items issued during his/her employment upon completion, this form will be returned to the appropriate Servicing Human Resources Officer.

Initials of
Responsible
Office: _____

A. Bureau Wide

1. Immediate Office Supervisor

- | | | | |
|----|-----------------------------|-------|--|
| A. | SF-52 Initiated in FPPS | _____ | Supervisor (to collect & initial) |
| B. | Final Timesheet | _____ | (Not released until Finance & Accounting signed) |
| C. | Government Credit Cards | _____ | |
| D. | Cell Phone | _____ | |
| E. | Government Driver's License | _____ | |
| F. | Telephone Credit Card | _____ | |
| G. | Palm Pilot | _____ | |
| H. | Gas Credit Card | _____ | |
| I. | Government Vehicle | _____ | |
| J. | Pager | _____ | |
| K. | Computer at Home | _____ | |
| L. | Artwork/Artifacts | _____ | |
| M. | Computer User ID Terminated | _____ | IMC Certify & Initial |

Financial Officer:

2. Finance and Accounting

- | | | | |
|----|------------------------------|-------|-------------------|
| A. | Travel Advance | _____ | Certify & Initial |
| B. | Account Receivable | _____ | Certify & Initial |
| C. | No Outstanding Debts | _____ | Certify & Initial |
| D. | Transit Subsidy Discontinued | _____ | Certify & Sign |

3. Security Office

- | | | | |
|----|--------------------------------|-------|--|
| A. | Key Cards | _____ | |
| B. | Key | _____ | |
| C. | Classified Document/Debriefing | _____ | |

Initials of Servicing
Human Resources Officer: _____

- 4 Human Resources
 - A. Employment Agreements _____
 - B. Met Service Time required for:
 - Student Loan Payoff _____
 - Relocation Bonus _____
 - Recruitment Bonus _____
 - PCS Move _____
 - C. BIA Identification Card _____
 - D. Forwarding Address _____ (listed on front page)
 - E. *Ethics Exit Interview _____ (*Contact Servicing Personnel Office)
 - F. Access to FPPS & Timesheet Terminated:
Date Removed from FPPS: _____ By: _____

- 5. For Central Office Employees ONLY, the following Departmental Clearances will be required:
 - A. Library Services (NBC) _____ C Street Lobby 208-5816
 - B. Keys & DOI ID Cards (NBC) _____ Room 1229 208-3261
 - C. Parking Permits _____ Room 1210 208-7182

CERTIFICATION OF COMPLETION OF EMPLOYEE FINAL EXIT CLEARANCE

I certify that all government property and permits have been accounted for, and unless otherwise shown, no amount is due to the Federal Government from me. I understand that failure to satisfactorily complete this clearance process may delay the release of my final paycheck.

Employee Signature _____
Date

I certify that the employee has completed the final exit clearance process.

Authorizing Official _____
Date

PRIVACY ACT STATEMENT

The authority for requesting information hereon from an employee is as follows: Section 301.552a(d), 4108, 5501 et seq, and 5705 of Title 5 of the U.S. Code; and Sections 3301 et seq, 3501 et Seq., and 3701 et seq of title 31 of the U.S. code. The information will be used to determine if the employee, by virtue of or relative to his or her Federal Employment, is indebted to the U.S. government for money, property, documents, or otherwise or has any obligations to the Federal Government will release the employee's final pay check, retirement, or other amounts due to the employee. Information on the form may be provided to a federal agency for the purpose of collecting a debt owed to the Federal Government through administrative or salary offset. Furnishing the information on the form is voluntary but failure of an employee to complete the form may be grounds to withhold the release of monies otherwise due to the employee from the Federal Government.