



IN REPLY REFER TO
Human Resources

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Central Human Resources Office
P.O. Box 1487
Anadarko, OK 73005

September 19, 2006

MEMORANDUM

TO: All Human Resources Offices
FPPS Security Points of Contact

FROM: FPPS Data Custodian, Bureau of Indian Affairs *Jeanne M. Cooper*

SUBJECT: Additional Standard Operating Procedures for Use of Revised Final Exit Clearance Form

This memorandum is provided to all Human Resources Offices and Security Points of Contact (SPOC) throughout the Bureau of Indian Affairs. In addition to the previous standard operating procedures outlined in the memorandum dated 07-26-06, effective immediately the following procedures are to be incorporated into any existing rules of operations for your respective regions.

- Revocation and Removal of all Personnel in the Federal Personnel Payroll System must be documented at the Security Point of Contact level. **Please ensure that all managers and supervisors utilized the attached Final Exit Clearance form and have them submit through their respective Human Resources Office.**
- When employment terminates, i.e., resignation, death, medical leave of absence, retirement, termination for cause, etc., or user changes positions within the organization, a user's access shall be terminated immediately. When a user leaves one organization to another organization within the Bureau of Indian Affairs, that user's access authorities must be removed from the losing organization.

Again, as a reminder, it is the SPOC's responsibility to clear out all User List, Route Paths, Time and Attendance route paths and to provide the National Business Center with a DSAF removal request to clear out the BIA/FPPS database upon separation. All Security Points of Contact (SPOCs) are responsible for approving, coordinating and removal of all user access privileges to the FPPS system or application they control.

Should you need further information regarding the subject above, please contact Carl J. Cook, Human Resources Specialist (Info Systems), at (405) 247-1655.

Attachment

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 amount s 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.