

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 319

SUBJECT: Administrative Series
 Part 370 Personnel
 Chapter 735 Employee Responsibilities
 Subchapter 24 Federal Employee/Contract Employee Exit Clearance Process

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes policy, responsibilities, and procedures regarding the Minerals Management Service exit clearance process.

Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
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<u>Part</u>	<u>Chapter</u>	<u>Subchapter</u>	<u>Pages</u>	<u>Release</u>
370	735	24	14	319

OPR: Chief of Staff, Administration and Budget
Date: October 13, 2008

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: October 13, 2008

Release No.: 319

Series: Administrative

Part 370: Personnel

Chapter 735: Employee Responsibilities

Subchapter 24: Federal Employee/Contract Employee Exit Clearance Process

Originating Office: Chief of Staff, Administration and Budget

1. Purpose. This manual chapter establishes policy, responsibilities, and procedures regarding the Minerals Management Service (MMS) exit clearance process.

2. Scope. This policy applies to all Federal and contract employees (contractors) that have access and credentials to the MMS systems and/or access to the MMS facilities.

3. Authority.

A. 41 CFR 114-60, 705.

B. PL 104-134, Debt Collection Improvement Act of 1996.

4. Objective. The objective of this policy is to provide a standard process to ensure that employees and contractors have satisfied all financial obligations to the MMS, returned all Federal property, had access removed from information technology (IT) systems, and returned Department of the Interior credentials prior to their separation from the MMS, reassignment within the MMS, or contract termination date.

5. Policy. It is the policy of the MMS that upon notice of separation, reassignment, or contract termination, all MMS employees must follow the procedures outlined in Appendix 1, "Exit Clearance Process for Federal Employees" and contractors must follow the procedures outlined in Appendix 2, "Exit Clearance Process for Contract Employees." (Appendices 1 and 2 are attached.)

6. Responsibilities.

A. The supervisor/manager or Contracting Officer's Representative (COR)/Technical Point of Contact (TPOC) is responsible for initiating the exit clearance process upon notice of separation, reassignment, or contract termination. Additionally, the supervisor/manager or COR/TPOC shall:

(1) Ensure the employee or contractor understands the requirements set forth in Appendices 1 and 2; and

(2) Ensure the employee or contractor has received and completed a copy of the form(s) required by the appropriate exit clearance process. If the employee or contractor does not complete the required process, the supervisor/manager or COR/TPOC must still follow the procedures and ensure that a form is completed.

B. The employee or contractor is responsible for notifying the supervisor/manager or COR/TPOC of the intended termination, reassignment, or removal from an MMS contract. Additionally, the employee or contractor shall:

(1) Ensure the requirements set forth in Appendix 1 for Federal employees and Appendix 2 for contractors is understood;

(2) Ensure a copy of the appropriate form required by the MMS exit clearance process has been received; and

(3) Ensure all the requirements set forth in the exit clearance process have been met.

7. Standards, Requirements, and Procedures. The appropriate "Exit Clearance Process for Federal Employees" or the "Exit Clearance Process for Contract Employees" shall be followed in order to complete the exit process.

8. Exception. This policy does not apply to IT systems owned/operated by other bureaus or agencies for which MMS employees or contractors have access unless those systems are specifically included in the exit clearance process. Additionally, this policy does not apply to access granted to members of the following groups: building maintenance, building management, construction, fire department, and law enforcement.



Minerals Management Service

Exit Clearance Process for Federal Employees

August 2008

Introduction

This document establishes responsibilities and procedures for the Minerals Management Service (MMS) supervisors/managers and employees regarding the exit clearance process.

General Requirements

It is the MMS policy that all employees terminating Federal service are obligated to return Government-issued property, identification and credentials, building keys, access cards, parking permits, and accountable/proprietary documents, as well as relinquish any automated system accesses. Additionally, any outstanding debts owed to the Federal Government and/or to the Government charge card contractor must be satisfied. Only when all property items are satisfactorily accounted for and any debts owed by the employee are liquidated, will clearance be given to the employee. The MMS will initiate action to offset all debts owed to the Government by the employee. The MMS could put on hold the last paycheck or lump sum payment for annual leave if debts are owed; property has not been returned; or if IDs, access cards, keys, parking permits, telephone calling cards, or GETS calling cards are not returned. The MMS will also initiate action to offset debts owed to the charge card contractor by the employee.

It is also the MMS policy to clear employees prior to their separation or reassignment date. Therefore, upon notification of the employee's notice of intent to terminate employment with the MMS or his/her reassignment, supervisors/managers are to initiate the exit process that includes the Form 1090 (Federal Employee) at least 2 weeks prior to the employee's departure or as soon as notice is received.

Responsibilities

1. Employees. It is the responsibility of the employee to notify his/her immediate supervisor/manager of his/her intent to separate from the MMS or of his/her reassignment within the MMS at the earliest possible date, preferably 2 weeks prior to separation. The supervisor/manager is responsible for sending a message to the appropriate Exit Clearance Mailbox. This will generate a return message to the initiating supervisor/manager that provides a link to this document, the Exit Clearance Form, supplemental instructions, a link to the Exit Survey, and the Ethics Post Employment Information. The supervisor/manager must forward that message to the employee. The employee is responsible for reading this document and printing the Exit Clearance Form 1090. Then the employee must:

A. Complete the employee information portion of the form and have the responsible officials sign and date; or initial, date, and insert N/A in the respective areas indicating all requirements have been met by the employee. All sections of the form must be completed in its entirety.

B. Confirm that appropriate documentation is prepared for any Government property issued to the employee.

C. Repay or clear any debts owed to the Government prior to separation.

D. Notify your fitness facility of departure from the MMS to ensure you are removed from their contract.

E. Return office keys/access card, Government passport, Government ID and credentials, parking pass, Government purchase card, Government travel card, Government-issued telephone calling card, etc.

F. Liquidate any balance on the Government charge cards.

2. Immediate Supervisor/Manager. The supervisor/manager must initiate the exit clearance process upon being notified of an employee's intent to separate from the MMS or of his/her reassignment within the MMS. In the event of an employee's death, the supervisor/manager must send a message to the appropriate Exit Clearance Mailbox to notify responsible officials and complete the form on behalf of the deceased employee. Responsibility for proper completion of the Exit Clearance Form 1090 rests with the supervisor/manager. The following is the process:

A. Send a message to the appropriate Exit Clearance Mailbox with the following information in the subject line: name, separation date, and office location. This will cause a return message to be initiated containing pertinent information for the employee. The return message must then be forwarded to the employee. If the employee is being reassigned within the MMS, the supervisor/manager should include a statement to that affect in the email to the Exit Clearance Mailbox and include the name and location of the new position.

B. Confirm that an SF-52 (Request for Personnel Action) has been initiated in FPPS, and that all other applicable items have been initiated and/or completed.

C. Review Time and Attendance to check for advanced leave or leave without pay.

D. Prepare a performance appraisal covering the period from the last rating through the separation unless the employee is separating from Federal service. For assistance, contact your Human Resource Specialist.

E. Confirm that Bureau-managed property under \$5,000 is returned/cleared.

F. Confirm accountable/proprietary documents are returned to their original source.

G. Verify official records are returned.

H. Verify library materials are returned.

I. Arrange for the transfer of the computer files and folders.

J. Verify inspector credentials and uniform patches are returned.

K. Collect DOI-issued passports if applicable.

L. Verify travel vouchers have been submitted.

M. Complete FBMS Account Termination Request Form and mail original to FBMS SPOC, Atrium Building, MS 2200. The form can be found on the Pipeline under Quick Links; click on FBMS Information, then FBMS Account Creation/Modification to FBMS Account Termination Form.

3. Administrative Divisions/Service Centers. The administrative offices listed below are identified on Form 1090 as responsible for clearing employees through their respective areas and signing the form before separation. These administrative offices are also responsible for ensuring that their functional area is completed on Form 1090 and for initiating action when items are not cleared. The Finance Division is also responsible for initiating collection actions through Payroll to offset debts owed by an employee.

Human Resources

Procurement

Finance

Fitness Program

Transportation Subsidy

Support Services/General Services

Form 1090 is divided into areas of administrative responsibility with a signature or initial and date required for each area. When the supervisor/manager receives a notice that an employee is separating, resigning, or being reassigned, he/she sends a message to the appropriate Exit Clearance Mailbox. This prompts an automated message to be forwarded to the Responsible Official of each administrative group. Each official is to sign and date or initial and date and indicate N/A for non-applicable on the form prior to the separation date. If an official is unable to clear the form before the separation date, then the Discrepancy box should be checked and initials added. A message should be sent by the Responsible Official to the supervisor/manager and the Exit Clearance Discrepancy Mailbox detailing the reason the employee is unable to clear. Once completed and cleared by all officials, the Form 1090 is to be given to the Exit Clearance Representative for his/her location to be forwarded to the Chief of Staff Office for Administration and Budget, at Mail Stop 2050 in Herndon, Virginia, for retention.

**U.S. Department of the Interior
Minerals Management Service
Federal Employee Exit Clearance**

Print Name:		Organization:	
Position Title:		Effective Date of Separation:	
Section I. Supervisory Clearance Responsibilities (Ensure the following actions are completed before employee departs MMS. If an item does not apply, insert N/A.)			
1. E-mail sent to Exit Clearance Mailbox ____ 2. SF-52 has been initiated ____ 3. Time & Attendance reviewed for advanced leave or leave without pay ____ 4. Performance appraisal completed unless employee is separating from Federal service ____ 5. Cleared Bureau managed property (under \$5,000) ____ 6. Accountable/proprietary documents returned ____		7. Official records returned ____ 8. Library materials returned ____ 9. Computer files/folders are transferred ____ 10. Inspector credentials/uniform patches returned ____ 11. DOI issued passports collected ____ 12. Travel vouchers submitted ____ 13. FBMS Account Termination Form completed ____	
Section II. General Clearances		Signature if Cleared or Initial and write N/A if item does not apply to employee.	Date
A. Human Resources			
1. Employee benefits exit briefing TSP, etc.			Discrepancy
2. FPPS and other HR system accesses disabled			Discrepancy
3. Payroll-leave status (check for status of advanced leave etc.)			Discrepancy
4. Employee Service Agreement(s) satisfied i.e., student loans, relocation, etc.			Discrepancy
B. Agency/Organization Program Coordinator (A/OPC)			
1. Convenience checks processed			Discrepancy
2. EAGLS/PaymentNet access disabled			Discrepancy
3. Charge card disabled (travel, purchase & fleet)			Discrepancy
C. Headquarters Finance			
1. GovTrip access disabled			Discrepancy
2. Verify if debts owed to the MMS are satisfied			Discrepancy
3. Treasury access disabled (HQ Finance staff only)			Discrepancy
D. Subsidies			
1. Fitness Program membership cancelled			Discrepancy
2. Transportation Subsidy Benefit Program membership cancelled			Discrepancy
E. Support Services			
1. I.D. card returned			Discrepancy
2. Access card disabled			Discrepancy
3. Key(s) returned			Discrepancy
4. Parking permit returned			Discrepancy
5. Telephone calling card returned			Discrepancy
6. GETS calling card returned			Discrepancy
7. System controlled property (\$5,000+ & sensitive) cleared			Discrepancy
F. Other			
1. FBMS disabled.			

Employee - Print Name: _____ Signature: _____ Date: _____

After the supervisor has signed the form, the Federal employee must take the form to the Exit Clearance Representative listed in his/her area specific Supplemental Instructions for forwarding to the Chief of Staff Office for Administration & Budget.

Supervisor - Print Name: _____ Print Title: _____

Signature: _____ Date: _____

MMS may initiate action to offset in full all debts owed by a Federal employee.

MMS 1090 (8/08) Supersedes Form 1090 (7/04)

Instructions

The Federal Employee Exit Clearance Form (MMS 1090) should be initiated 2 weeks prior to an employee's separation or reassignment. Employees who are reassigned within the Bureau are required to complete this form to be cleared of all internal accountable items for their current position.

The exit clearance process begins and ends with the supervisor. It is the **supervisor's responsibility** to initiate and ensure the employee completes Form 1090 in its entirety prior to his/her separation or reassignment. In the event of an employee's death, the supervisor must send a message to the appropriate Exit Clearance Mailbox to notify responsible officials and ensure a form is completed on the employee's behalf.

Responsible officials, those receiving the accountable items or clearing the employee, must sign and date in the appropriate column if cleared. Any section that **does not apply** to an employee must be initialed by the responsible official, dated, and indicated with N/A. Discrepancies should be noted in the space provided and initials added. A message must then be sent to the supervisor and the Exit Clearance Discrepancy Mailbox with a complete description of why the employee cannot be cleared.

Section I. Supervisory Clearances:

Upon notification of the employee's planned separation from the MMS or reassignment, the supervisor must do the following:

- Send an email to the appropriate Exit Clearance mailbox with the departing employee's name, location, phone number, and departure date. (Doing so initiates a series of notifications to Responsible Officials.) In the case of a reassignment within the MMS, the supervisor/manager must ensure that this is stated in the email along with the name and location of the new position, to ensure proper processing.
- Initiate or verify that an SF-52, Request for Personnel Action, has been completed.
- Verify time and attendance records are complete and accurate through the date of departure, and if appropriate, discuss advanced leave or leave without pay status.
- Complete a performance appraisal for the departing employee unless the employee is separating from Federal service. For assistance see your Human Resource Specialist.
- Verify that Bureau-managed property under \$5,000 is cleared.
- Verify that accountable/proprietary documents are returned.
- Verify official records have been returned.
- Verify all library materials have been returned.
- Verify computer files/folders are transferred.
- Verify inspector credentials and uniform patches have been returned.
- Collect DOI issued passports.
- Verify travel vouchers have been submitted.
- Verify FBMS Account Termination Form has been completed. Original Form must be mailed to FBMS SPOC, MS 2200. The form can be located on the MMS Pipeline under FBMS Information.

Section II. General Clearances

- A. **Human Resources** clearances include:
 - 1. Employee benefits exit briefing, TSP, etc.
 - 2. FPPS and other HR systems accesses disabled.
 - 3. Payroll-leave status (check for status of advanced leave, etc.).
 - 4. Verify terms of employee service agreement(s) are satisfied, i.e., student loans, relocation, etc.
- B. **Agency/Organization Program Coordinator (A/OPC)** clearances include:
 - 1. Convenience checks processed: Inventory of used/unused checks; destruction of unused checks, and certification that process has been completed.
 - 2. EAGLS/PaymentNet access disabled.
 - 3. Charge card (travel, purchase & fleet) disabled.
- C. **Headquarters Finance** clearances include:
 - 1. GovTrip access disabled.
 - 2. Verify if debts owed to the MMS are satisfied.
 - 3. Treasury access disabled for Finance employees (GOALS, SPS, IPAC, PACER)
- D. **Subsidies**
 - 1. Verify fitness program membership terminated.
 - 2. Verify transportation subsidy benefit program membership terminated.
- E. **Support Services/General Services** clearances include:
 - 1. Return I.D. card, access cards, keys, and parking permit.
 - 2. Return telephone calling card and GETS calling card.
 - 3. Clear systems-controlled property (\$5,000+ & sensitive) by signed Property Transfer Form (MMS-064) or complete Report of Survey Form (DI-103).
- F. **Other**
 - 1. FBMS access disabled.



Minerals Management Service

Exit Clearance Process for Contract Employees

August 2008

Introduction

This document establishes responsibilities and procedures for the Minerals Management Service (MMS) Contracting Officer's Representative (COR)/Technical Point of Contact (TPOC), and contract employees (contractors) regarding the exit clearance process.

General Requirements

It is the MMS policy that all contractors terminating their work at the MMS are obligated to return Government-issued property, identification and credentials, building keys, access cards, and accountable/proprietary documents, as well as relinquish all automated system accesses. Additionally, any outstanding debts owed to the Federal Government must be satisfied. Only when all property items are satisfactorily accounted for and any debts owed by the contractor are liquidated, will clearance be given to the contractor.

It is also the MMS policy to clear contractors prior to their separation date or contract termination date. Therefore, upon notification of the contractor's notice of intent to terminate employment with the MMS, the CORs/TPOCs are to initiate Form 1090a (Contract Employee), at least 2 weeks prior to the contractor's departure.

Responsibilities

1. Contractors. It is the responsibility of the contractor to notify his/her immediate supervisor of his/her intent to separate or resign at the earliest possible date. The contractor's supervisor must immediately notify the designated COR/TPOC of the contractor's intent to separate. The COR/TPOC is responsible for sending a message to the appropriate Exit Clearance Mailbox. This will generate a return message that provides the COR/TPOC the link to the Manual chapter and this document, Exit Clearance Form 1090a, supplemental instructions, and an Exit Survey. The COR/TPOC must forward that message to the contractor. The contractor is responsible for reading the Manual Chapter and this document and printing the Exit Clearance Form 1090a. The contractor must then:

A. Complete the contract employee information portion of the form and have the appropriate Responsible Official sign the respective areas indicating all requirements have been met by the contractor.

B. Confirm appropriate documentation is prepared for any Government property issued to the contractor.

C. Return accountable/proprietary documents and official records.

D. Return all office keys/access card, Government ID, parking pass, etc.

2. Immediate Supervisor/Manager. Notify the COR/TPOC of the contractor's intent to separate from the MMS.

3. COR/TPOC. The COR/TPOC is responsible for starting the exit clearance process after he/she is notified that a contractor is separating or resigning from his/her position, and for ensuring the proper completion of the Exit Clearance Form 1090a. In the event of an employee's death, the COR/TPOC must send a message to the appropriate Exit Clearance Mailbox to notify Responsible Officials and to have the form completed on behalf of the deceased contractor. The following is the process the COR/TPOC must follow:

A. Send a message to the appropriate Exit Clearance Mailbox and include the following: name of the contractor, the effective date of the separation, contract company name, and the MMS office location.

B. Forward the return message received from the Exit Clearance Mailbox to the contractor.

C. Confirm that the contract employee's Form 1090a has been initiated upon notification of his/her intent to separate from the MMS.

D. Confirm that accountable/proprietary documents are returned.

E. Verify official records have been returned.

F. Verify library materials are returned.

G. Arrange for the transfer of the computer files and folders.

H. Confirm that Bureau-managed property under \$5,000 is returned/cleared.

I. Verify FBMS access is disabled.

4. Administrative Divisions/Service Centers. The administrative offices listed below are identified on Form 1090a as being responsible for clearing contractors through their respective areas and signing the form before separation. These administrative offices are also responsible for ensuring their functional area is completed on Form 1090a and for initiating action when items are not cleared.

Finance

Support Services/General Services

The form is divided into areas of administrative responsibility with approval required for each area. When the COR/TPOC receives a notice that a contract employee is separating or resigning from the MMS, he/she sends the message to the appropriate Exit Clearance Mailbox. This prompts an automated message to be forwarded to the Responsible Official of each administrative group. Each Official is to process, sign and date or initial and date and add N/A for non-applicable on the form prior to the separation date. If an office is unable to clear the

form before the separation date, then the Discrepancy box should be checked and initials added. A message should be sent by the Responsible Official to the COR/TPOC and the Exit Clearance Discrepancy Mailbox detailing the reason the contract employee is unable to clear. Once completed and cleared by all offices, the Form 1090a should be given to the Exit Clearance Representative to forward to the Chief of Staff Office for Administration and Budget at Mail Stop 2050 in Herndon, Virginia, for retention.

**U.S. Department of the Interior
Minerals Management Service
Contract Employee Exit Clearance**

Print Name:	Organization:		
Position Title:	Effective Date of Separation:		
Section I. Contracting Officer's Representative (COR) Responsibilities (Ensure the following actions are completed before employee departs MMS): 1. E-mail sent to Exit Clearance Mailbox ____ 2. Accountable/proprietary documents and Official Records returned ____ 3. Library materials returned ____ 4. Computer files/folders are transferred ____ 5. Cleared bureau managed property (under \$5,000) ____ 6. FBMS Account Termination Request completed ____			
Section II. General Clearances	Signature if cleared or initial and write N/A if item does not apply to employee.	Date	Discrepancy-Indicate by "X"
A. Headquarters Finance			
1. Treasury access disabled (Finance contract employees only)			Discrepancy
B. Support Services			
1. I.D. card returned			Discrepancy
2. Access card disabled			Discrepancy
3. Key(s) returned			Discrepancy
4. Parking permit returned			Discrepancy
5. System controlled property (\$5,000 + & sensitive) cleared			Discrepancy
C. Other			
1. FBMS access disabled.			Discrepancy

Contract Employee - Print Name: _____

Signature: _____ Date: _____

Contract employees need to return the form to their COR for signature after form is completed.

COR - Print Name: _____

Print Title: _____

Signature: _____

Date: _____

The COR is responsible for sending the completed form to the Exit Clearance Representative listed in his/her area specific Supplemental Instructions for forwarding to the Chief of Staff Office for Administration & Budget.

Instructions

The Contract Employee Exit Clearance Form (MMS 1090a) should be initiated 2 weeks prior to the contract employee's separation. If a contract employee leaves the MMS without notice, the process must still be completed by the COR.

The exit clearance process begins and ends with the COR. It is the **COR's responsibility** to initiate and ensure the contract employee completes Form 1090a prior to his/her separation or resignation from their MMS contractual employment. In the event of a contract employee's death, the COR must send a message to the Exit Clearance Mailbox to notify responsible officials and obtain signatures to complete the form.

Responsible officials, those receiving the accountable items or clearing the contract employee, must sign and date in the appropriate column if cleared. Any section that **does not apply** to a contract employee must be initialed by the responsible official, dated, and N/A inserted in the appropriate space. Discrepancies should be noted in the box provided and a message should be sent to the COR and the area specific Exit Clearance Discrepancy Mailbox detailing the discrepancy.

Section I. COR Clearance Responsibilities:

Upon notification of the contract employee's planned separation from the MMS, the COR must do the following:

- Send an email to the **"Exit Clearance"** mailbox for their location with the departing contract employee's name, effective date of separation, contract company name, and office location. (Doing so initiates a series of notifications to responsible officials.)
- Verify that accountable/proprietary documents and official files are returned.
- Verify all library materials have been returned.
- Verify computer files/folders are transferred.
- Verify Bureau-managed property under \$5000 is returned/cleared.
- Complete FBMS Account Termination Request

Section II. General Clearances:

A. Headquarters Finance

1. Treasury access disabled for Finance contract employee (SPS, IPAC, PACER).

B. Support Services/General Services clearances include:

1. Return I.D. card, access cards, keys, and parking permit.
2. Clear systems controlled property (\$5,000+ & sensitive) by signed Property Transfer Form (MMS-064) or Report of Survey Form (DI-103).

C. Other

1. FBMS access disabled.

