

## INDIAN AFFAIRS MANUAL

Part 28  
Chapter 3

Human Capital Management  
Employee Exit Clearance

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- 1.1 Purpose.** This policy outlines the employee exit clearance procedures and responsibilities for all Indian Affairs (IA) supervisors, managers, and employees including all contract employees.
- 1.2 Scope.** This policy applies to all positions in the Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and the Office of the Assistant Secretary-Indian Affairs (AS-IA). Any references to IA should be regarded as inclusive of all these organizations.
- 1.3 Policy.** It is the policy of IA that upon separation all employees, including interns, volunteers, tribal employees who have been issued a Federal ID and/or have access to Federal systems and contract employees (herein referred to as “employee” or “employees”) have an obligation to return all Government issued property, identification and credentials, building keys, access cards, purchase cards and/or travel cards (herein referred to as the “Integrated Charge Card”), accountable/proprietary documents, and to relinquish any automated systems accesses and to complete the Final Exit Clearance (FEC) form. The form may be completed electronically with either digital or actual signatures, scanned, and circulated to all functional components via e-mail.

**Employees who fail to complete the FEC form or do not return all property items could experience a delay in receiving a final payment.**

If the employee cannot account for all items, or if the employee owes money to the Government, the employee **must** arrange for settlement of these items and/or debt. If a settlement arrangement is not agreed upon, the accountable component office must request that the Servicing Personnel Office (SPO) withhold the final payment or initiate collection action against the employee for the outstanding debt or loss of property. Only when all property items are satisfactorily accounted for, and any debts owed by the employee are settled, will a final clearance be given to the employee.

**1.4 Authority.**

**A. Statutes and Regulations.**

- 1) 41 CFR 114-60.206, Property Clearance

**B. Guidance.**

- 1) 400 Departmental Manual (DM) 1, Property Management

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### 1.5 Responsibilities.

- A. **Deputy Assistant Secretary - Indian Affairs (Management) (DASM)** is responsible for the overall management and administration of the Office of Human Capital Management (OHCM) policy for IA.
- B. **IA OHCM** is responsible for overall policy and direction to bureaus and offices regarding effective human resources management, including the employee exit clearance process.
- C. **Directors, BIA and BIE** are responsible for ensuring compliance with all requirements related to employee exit clearance.
- D. **IA Management** is responsible for notifying the SPO and ensuring all separating employees complete the FEC form. All components/sections must be completed and submitted to the Administrative Officer before the separation action will be processed.
- E. **IA Employees** are responsible for notifying IA Management and carrying out the exit clearance procedures as provided in this policy under 1.6A.
- F. **Accountable Component Office** is responsible for carrying out the exit clearance procedures are provided in this policy under 1.6D. The key component offices are:
  - Office of the Chief Financial Officer (OCFO);
    - Charge Card Program
    - Travel Voucher payment (Concur)
    - Financial Business Management System (FBMS)
    - Prepares the Bill of Collection
  - Office of Information Management Technology (OIMT)
    - Manages the Identity Information System
    - Maintains the Exit Clearance email addresses;
  - Property Management;
  - Office of Human Resource Systems (OHRS), and the
    - Manages the Federal Personnel/Payroll System (FPPS)
  - Servicing Personnel Office (SPO)
    - Sends the exit\_clearance\_process@bia.gov email.
- G. **Clearance Officials** are those individuals who are located in the accountable component offices who will sign the FEC acknowledging that a compliance action occurred that furthers the intent of this policy.

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**H. Administrative Officer** is responsible for maintaining the final completed FEC form once received from the supervisor/manager, and terminating the employee's access in Quicktime.

### 1.6 Procedures.

- A. Employees.** It is the responsibility of the employee to notify his/her immediate supervisor of intent to separate from IA at the earliest possible date. The employee is responsible for reading and completing the FEC form. The employee must:
- 1) Complete the FEC form and obtain signatures from each accountable component office before returning the form to the supervisor no later than his/her last work day. The FEC form can be obtained online at: <https://www.bia.gov/WhoWeAre/AS-IA/ORM/OnlineIAForms/index.htm> or can be obtained from the SPO. If the employee does not have access to the internet, the supervisor must print a copy for the employee;
  - 2) Return or account for any Government property issued during his/her employment; (such as property for art, DI-105)
  - 3) Ensure that all temporary duty travel vouchers and authorizations are processed and cleared from the Concur travel system prior to separation. Ensure all travel attached to employee's profile that was not taken is cancelled, and that all travel is closed out. If the employee has been provided a Permanent Change of Station (PCS) within three (3) years prior to separation, it is the employee's responsibility to contact the PCS desk to ensure all reimbursements and the Relocation Income Tax Allowance (RITA) have been accomplished;
  - 4) Pay in full any balance on the Government purchase, travel or fleet cards;
  - 5) Pay or clear any debts owed to the Government;
  - 6) Return or account for all office keys, access cards, Government ID, Government Integrated Charge Card, cell phone, electronic tablets, parking pass, etc. to the responsible office;
  - 7) Provide all official agency records maintained by the employee to the supervisor, including the records maintained in a home office or on the employee's personal computing devices, cell phone, hard drive, USB flash drives, CD-ROM, or on other media; and
  - 8) Provide contact information, including a new work and updated home address, phone number, and e-mail address in case IA requires information from the employee after leaving.

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### **B. Immediate Supervisor/Manager/Contracting Officer's Representative (COR).**

After receiving notification of an employee's intent to separate from IA, the supervisor must:

- 1) Instruct employee of the required routing and processing of the FEC form (if the employee does not prepare the FEC form then the immediate supervisor will become responsible for preparing the FEC form for the employee);
- 2) Within two (2) weeks (one (1) pay period) of the employee's last day, but no less than three (3) days prior to an employee's departure, submit an Standard Form (SF)-52 ("Request for Personnel Action") employee loss (separation) transaction in the Federal Personnel/Payroll System (FPPS) and forward to the appropriate SPO;
- 3) "Initiate Removal/Transfer Person" in the **IA Identity Information System (IIS)** <https://eprofile.bia.gov/>
- 4) **Review the employee entries on the FEC form and ensure that all signatures have been obtained and it is completed;**
- 5) Prepare a performance appraisal covering the period from the last rating through the separation;
- 6) Review time and attendance for advancements leading to indebtedness;
- 7) Confirm accountable/proprietary documents are returned to their original source;
- 8) Confirm that Government managed property under \$5,000.00 is cleared;
- 9) Resolve issues when notified by an Accountable Property Officer that Government property has not been returned or employee indebtedness exists;
- 10) Ensure electronic files/folders and official records are accessible and in a secured location;
- 11) Verify library materials are returned;
- 12) Collect Federally issued credentials (especially the DOI Access ID Card), and uniform patches, if appropriate (and return patch to the SPO); **the DOI ID Access card must be collected and destroyed when an employee (volunteer, tribal, student and contractor, etc.) terminates employment with DOI. The manager/COR is responsible for ensuring the employee is taken out of the DOI Access database by sending a notification to a DOI Access sponsor at [ia\\_doiaccesssponsors@bia.gov](mailto:ia_doiaccesssponsors@bia.gov) informing them that the card has been destroyed. BIA is charged a monthly fee for access cards; it needs to be kept current.**
- 13) Collect the Federally issued Integrated Charge Card (including Fleet Card, if applicable) and notify the AOPC to the pending separation; and

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- 14) If the employee holds a contract warrant notify the Bureau Procurement Chief and Bureau Acquisition Career Coordinator, through the OCFO, to ensure that the warrant is fully terminated in writing and in all systems before the last day of the employee's departure; and
  - 15) *Before* or within three (3) days after departure, the supervisor must sign the FEC form and send it to the servicing Administrative Officer.
- C. Servicing Personnel Office.** After receiving the FPPS action from the supervisor of a departing employee, the SPO is responsible for:
- 1) Notifying and authorizing the OIMT to ensure the employee is removed from all Information Technology (IT) and Human Resources (HR) Systems;
  - 2) Sending an e-mail to the "**Exit Clearance Process**" group (e-mail address: [exit\\_clearance\\_process@bia.gov](mailto:exit_clearance_process@bia.gov)) to notify clearance officials of the employee's separation. The notification should contain the following:
    - Employee Name (Last, First and Middle Initial);
    - Last 4 Digits of Social Security Number;
    - Organization Code; and
    - Last day of work.
- D. Clearance Officials.** Upon notification of the employee's separation, clearance officials in each component office will establish their own procedure for obtaining any necessary Government property, settling any outstanding debts or advances, and removing the employee from all IT/HR systems. Each clearance official must sign or initial the FEC form or notify the separating employee's supervisor to update the FEC form. The clearance official **must**:
- 1) Ensure that all separating employees use the same check-out procedures;
  - 2) Determine if collection action is appropriate for any outstanding debt or loss of property, or waive employee responsibility; and
  - 3) Provide the SPO with all necessary forms and clearances to process separations and/or to collect outstanding debts.

In addition, once notified, the OCFO staff will verify:

- travel advances, including RITA/PCS;
- accounts receivable;
- outstanding debts and travel subsidies have been settled, also ensuring that all Concur travel authorizations and vouchers are cleared; and
- all accesses to financial systems have been terminated.

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OIMT will ensure that all IT systems accesses are terminated.

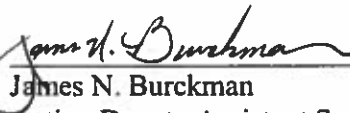
The Property Management office will ensure that property entrusted to the departing employee is accounted for, completing a physical inventory of all property in the employee's custody.

The Personnel Security Specialist will receive and properly dispose of building access/key cards returned, as well as DOI Access cards, and verify and terminate pending background investigations for the separating employee, or conduct a security de-briefing for those holding Top Secret or Secret clearances. If there is no Personnel Security Specialist in the office or located in that region, the manager will be responsible for securing these items.

The Office of Human Resources Systems (OHRS) will remove access to FPPS/Workforce Transformation and Tracking System (WTTS).

- 1.7 Records.** The employee's immediate manager/supervisor is responsible for maintaining the original FEC form, after e-mailing the scanned form to the servicing Administrative Officer who is also responsible for maintaining these records. The form is generally subject to Financial Auditors sampling and should be readily available if requested. Each accountable component office is responsible for maintaining a record of clearance for each exiting employee in accordance with their agency's record keeping requirements. The FEC form's retention period will vary depending upon if an action was taken to collect an unpaid debt. If a notice of levy or garnishment was issued, the FEC must be maintained for three (3) years after garnishment has been collected or terminated.

### Approval

  
James N. Burckman  
Acting Deputy Assistant Secretary – Indian Affairs (Management)

4-6-17  
Date