

**Minerals Management Service
Interim Policy Document**

Effective Date: 11/3/04

IPD No. 05-01

Series: Administrative

Title: Federal Employee/Contract Employee Exit Clearance

Originating Office: Chief of Staff Office, Administration and Budget

1. Purpose. This Interim Policy Document (IPD) establishes policy, responsibilities, and procedures to Minerals Management Service (MMS) supervisors/managers, employees, Contracting Officers (CO), Contracting Officer's Technical Representatives (COTR), and contract employees regarding the exit clearance process.

2. Authority. 41 CFR 114-60,705. PL 104-134, Debt Collection Improvement Act of 1996.

3. Policy. It is MMS policy that upon separation, all MMS employees and/or contract employees have an obligation to return government issued property, identification and credentials, building keys, access cards, 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 in full against final payments due to the employee, including the employee's final salary check, annual leave payment, and retirement. The MMS will also initiate action to offset debts owed to the charge card contractor by the employee.

It is MMS policy to clear employees/contract employees prior to their separation date or contract termination date. Therefore, supervisors/managers or COs/COTRs are to initiate Form 1090 (Federal Employee) or Form 1090a (Contract Employee) (attached) immediately upon an employee's notice of intent to terminate employment or the contractor's intent to remove an employee from the MMS contract.

4. Responsibilities.

A. Federal Employees.

(1) Federal Employees. It is the responsibility of the employee to notify his/her immediate supervisor/manager of their intent to separate from the Bureau at the earliest possible date. The supervisor/manager is responsible for sending a message to the appropriate Exit Clearance Mailbox. A return message to the initiating supervisor/manager will provide a link to this IPD which includes the Exit Clearance Form, supplemental instructions, and a link to the Exit Survey. The supervisor/manager must forward that message to the employee. The employee is responsible for reading the IPD and printing the Exit Clearance Form. The employee must:

(a) Complete the employee information portion of the form and have the responsible officials sign the respective areas indicating all requirements have been met by the employee.

(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) Return office keys/access cards, government passports, government IDs and credentials, parking pass, government purchase card, government travel card, government issued telephone credit card, etc.

(e) 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. (In the event of an employee's death, the supervisor must send a message to the Exit Clearance Mailbox to notify responsible officials.) 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). Forward the reply to the employee.

(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) Prepare a performance appraisal covering the period from the last rating through the separation.

(d) Review Time and Attendance.

(e) Confirm accountable/proprietary documents are returned to their original source.

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

(g) Arrange for the transfer of the computer files and folders.

(h) Verify official records are returned.

(j) Verify library materials are returned.

(k) Verify inspector credentials and uniform patches are returned.

(l) Collect DOI issued passports.

B. Contract Employees.

(1) Contract Employees. It is the responsibility of the contract employee to notify his/her immediate supervisor of his/her intent to separate or resign at the earliest possible date. The contract supervisor must immediately notify the designated CO and/or COTR of the employee's intent to separate. The CO or COTR is responsible for sending a message to the appropriate Exit Clearance Mailbox. (This will cause a return message to be initiated containing pertinent information for the contractor.) The CO or COTR must forward that message to the contract employee. The contract employee is responsible for reading the IPD and printing the Exit Clearance Form 1090a. The contractor employee must:

- (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 contract employee.
- (b) Confirm appropriate documentation is prepared for any government property issued to the contract employee.
- (c) Return all office keys/access cards, government ID, parking pass, etc.

(2) Immediate Supervisor/Manager. Notify the CO or COTR.

(3) CO or COTR. The CO or COTR is responsible for starting the exit clearance process after he/she is notified that an employee is separating or resigning from their contractual employment position, and for ensuring the proper completion of the Exit Clearance Form 1090a. (In the event of an employee's death, a message must be sent to the Exit Clearance Mailbox to notify responsible officials.) The following is the process the CO or COTR must follow:

- (a) Send a message to the appropriate Exit Clearance Mailbox with the name of the contract employee that is separating or resigning, the effective date of the separation, and office location in the subject line. Forward message received from the Exit Clearance Mailbox to the contract employee. This message contains all of the information the employee will need to complete the exit process to include a link to the IPD with the Exit Clearance Form 1090a attached.
- (b) Confirm that the contract employee's Form 1090a has been initiated upon notification of his/her intent to separate from the MMS.
- (c) Confirm that accountable/proprietary documents are returned to their original source.
- (d) Confirm that Bureau-managed property under \$5,000 is returned/cleared.
- (e) Arrange for the transfer of the computer files and folders.
- (f) Verify official records are returned.
- (g) Verify library materials are returned.

C. Administrative Divisions/Service Centers.

(1) Federal Employees. The administrative offices listed below are identified on Form 1090 as responsible for clearing Federal 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

Finance

Information Management (Installation IT Security Manager)

AD/A&B staff office (Bureau Security Officer)

Procurement

Support Services/General Services

(2) Contract Employees. The administrative offices listed below are identified on Form 1090a as being responsible for clearing contract employees 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.

Information Management (Installation IT Security Manager)

Support Services/General Services

Finance

5. Completion Exit Clearance Form (1090 or 1090a).

A. Federal Employees – Exit Clearance (Form 1090). The form is divided into areas of administrative responsibility with approval required for each area. When the supervisor/manager receives a notice that an employee is separating or resigning from the MMS and sends the message to the Exit Clearance Mailbox, that message is then forwarded to the Responsible Official of each administrative group to be processed and approved by a member of that particular office. Each office is to process and sign 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 supervisor/manager and the Exit Clearance Discrepancy Mailbox detailing the reason the employee is unable to clear. Once completed and cleared by all offices, the Form 1090 is maintained by the servicing Human Resources Office or office listed in the Supplemental Instructions.

B. Contract Employees – Exit Clearance (Form 1090a). The form is divided into areas of administrative responsibility with approval required for each area. When the CO/COTR receives a notice that a contract employee is separating or resigning from the MMS and sends the message to the Exit Clearance Mailbox, that message is then forwarded to the Responsible Official of each administrative group to be processed and approved by a member of that particular office. Each office is to process and sign 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 CO/COTR 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 is maintained by the servicing Human Resources Office or office listed in the Supplemental Instructions.

6. Cancellation. This IPD will be canceled when incorporated into the MMS Manual.



Robert E. Brown
Associate Director for
Administration and Budget

Attachments

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

Employee Name:	Organization and Address:
Position Title:	Effective Date of Separation:

Section I. Supervisory Clearance Responsibilities

- Send e-mail to Exit Clearance Mailbox
 SF-52 Request for Personnel Action initiated in FPPS
 Performance appraisal prepared
 Time and attendance reviewed
 Accountable/proprietary documents returned
 Bureau-managed property (Under \$5,000) cleared
 Transfer computer files/folders
 Official records returned
 Library materials returned
 Inspector credentials/uniform patches returned
 Collect DOI issued passports

Section II. General Clearances	Date	Signature if Cleared/Initial if N/A
A. Human Resources		
1. Exit benefit interview		Discrepancy <input type="checkbox"/>
2. FPPS and other HR system accesses disabled		Discrepancy <input type="checkbox"/>
3. Payroll-leave status		Discrepancy <input type="checkbox"/>
4. Employee service agreement(s) satisfied		Discrepancy <input type="checkbox"/>
B. Purchase Business Line Agency/Organization Program Coordinator (A/OPC)		
1. Convenience checks processed		Discrepancy <input type="checkbox"/>
C. Headquarters Finance		
1. Travel advances/vouchers		Discrepancy <input type="checkbox"/>
2. ABACIS access disabled		Discrepancy <input type="checkbox"/>
3. Debt collection		Discrepancy <input type="checkbox"/>
4. Treasury access disabled (Finance staff only)		Discrepancy <input type="checkbox"/>
5. Government charge card accounts disabled		Discrepancy <input type="checkbox"/>
6. EAGLS access disabled		Discrepancy <input type="checkbox"/>
D. Installation IT Security Manager		
1. Request disabling of MMS network and email accounts		Discrepancy <input type="checkbox"/>
2. Notify system managers to disable accounts on other MMS related systems that are not included on this form		Discrepancy <input type="checkbox"/>
E. Support Services/General Services		
1. I.D. card <input type="checkbox"/> Access card <input type="checkbox"/> Key(s) <input type="checkbox"/> Parking permit <input type="checkbox"/>		Discrepancy <input type="checkbox"/>
2. Telephone calling card <input type="checkbox"/> GETS calling card <input type="checkbox"/>		Discrepancy <input type="checkbox"/>
3. System controlled property (\$5000+ & sensitive) cleared		Discrepancy <input type="checkbox"/>
F. Subsidies		
1. Fitness program		Discrepancy <input type="checkbox"/>
2. Transportation program		Discrepancy <input type="checkbox"/>
G. Other		

Employee Print Name: _____

Signature: _____ Date _____

After the supervisor has signed the form, the Federal Employee must take it to their Servicing Human Resources Office
or the office listed in the Supplemental Instructions.

Supervisor Print Name: _____

Signature: _____ Date _____

Title: _____

MMS May Initiate Action To Offset In Full All Debts Owed By A Federal Employee

Instructions

The Federal Employee Exit Clearance Form (MMS 1090) should be initiated 2 weeks prior to an employee's separation. Employees who are reassigned within the Bureau are not required to complete this form, but must be cleared of all internal accountable items before leaving.

The exit clearance process begins and ends with the supervisor. It is the **supervisor's responsibility** to initiate and ensure the employee completes the 1090 form prior to his/her separation from the MMS. In the event of an employee's death, the supervisor must send a message to the Exit Clearance Mailbox to notify responsible officials.

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 and indicated with N/A. Discrepancies should be noted in the box 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, the supervisor must do the following:

- Send an email to: "**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.)
- Initiate an SF-52, Request for Personnel Action in the FPPS System.
- Complete a performance appraisal for the departing employee.
- Verify time and attendance records are complete and accurate through the date of departure.
- Verify that accountable/proprietary documents are returned to their originator.
- Verify that Bureau-managed property under \$5000 is cleared.
- Verify computer files/folders are transferred.
- Verify proprietary and other official records are returned.
- Verify all library materials have been returned.
- Verify inspector credentials and uniform patches have been returned.
- Collect DOI issued passports.

Section II. General Clearances:

A. Human Resources clearances include:

1. Exit benefit interview.
2. FPPS and other HR systems accesses *disabled.
3. Payroll-leave status.
4. Verify terms of employee service agreement(s) are satisfied.

B. Purchase Business Line 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.

C. Headquarters Finance clearances include:

1. Verify outstanding travel advances/vouchers.
2. ABACIS access *disabled.
3. Verify any outstanding bill for collections/debts.
4. Treasury access disabled for Finance employees (GOALS, ECS, IPAC, PACER)
5. Government charge card accounts *disabled.
6. EAGLS access disabled.

D. Installation IT Security Manager clearances include:

1. Request disabling of MMS network and email accounts.
 - Sign exit clearance form and confirm date to disable account.
 - Send copy of form to MMS Customer Support requesting user account be disabled.
2. Notify system managers to disable accounts on other MMS related systems that are not included on this form.

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 Report of Survey Form (DI-103).

F. Subsidies

1. Verify fitness program membership terminated.
2. Verify transportation program membership terminated.

G. Other - Includes secret and top secret clearance debriefings by Bureau Security Officer and any other local issues.

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

Contract Employee Name:	MMS Organization and Address:
Position Title:	Effective Date of Separation:

Section I. Contracting Officer (CO)/Contracting Officer's Technical Representative (COTR) Clearance Responsibilities:

- | | |
|---|--|
| <input type="checkbox"/> Send email to Exit Clearance Mailbox
<input type="checkbox"/> Bureau-managed property (Under \$5,000) cleared
<input type="checkbox"/> Official records returned | <input type="checkbox"/> Accountable/proprietary documents returned
<input type="checkbox"/> Transfer computer files/folders
<input type="checkbox"/> Library materials returned |
|---|--|

Section II: Contract Employees Only	Date	Signature if Cleared/Initial if N/A
A. Installation IT Security Manager		
1. Requests disabling of MMS network and email accounts.		Discrepancy <input type="checkbox"/>
2. Notifies system managers to disable accounts on other MMS Related systems that are not included on this form.		Discrepancy <input type="checkbox"/>
B. Support Services/General Services		
1. I.D. card <input type="checkbox"/> Access card <input type="checkbox"/> Key(s) <input type="checkbox"/> Parking permit <input type="checkbox"/>		Discrepancy <input type="checkbox"/>
2. System Controlled Property (\$5000+ & sensitive) Cleared		Discrepancy <input type="checkbox"/>
C. Headquarters Finance		
1. ABACIS access disabled		Discrepancy <input type="checkbox"/>
2. Treasury access disabled (Finance contract employees only)		Discrepancy <input type="checkbox"/>
D. Other		

Contract Employee

Print Name: _____

Signature: _____ Date _____

Contract employees need to return the form to their CO or COTR for signature.

The CO or COTR is responsible for sending the completed form to their Servicing Human Resources Office or office listed in the Supplemental Instructions.

Contracting Officer or Contracting Officer's Technical Representative

Print Name: _____

Signature: _____ Date _____

Title: _____

Instructions

The Contract Employee Exit Clearance Form (MMS 1090a) should be initiated 2 weeks prior to the contract employee's separation.

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

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 and indicated with N/A. Discrepancies should be noted in the box provided and a message should be sent to the CO/COTR and the Exit Clearance Discrepancy Mailbox detailing the discrepancy.

Section I. CO/COTR Clearance Responsibilities:

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

- Send an email to the "**Exit Clearance**" mailbox for their location with the departing contract employee's name, location, and departure date in the subject line. (Doing so initiates a series of notifications to responsible officials.)
- Verify that accountable/proprietary documents are returned to their originator.
- Verify Bureau-managed property under \$5000 is cleared.
- Verify computer files/folders are transferred.
- Verify proprietary and other official records are returned.
- Verify all library materials have been returned.

Section II. General Clearances:

A. Installation IT Security Manager clearances include:

1. Request disabling of MMS network and email accounts.
 - Sign exit clearance form and confirm date to disable account.
 - Send copy of form to MMS Customer Support requesting user account be disabled.
2. Notify system managers to disable accounts on other MMS related systems that are not included on this form.

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. Headquarters Finance

1. ABACIS access *disabled.
2. Treasury access disabled for Finance contract employee (ECS, IPAC, PACER).

D. Other - Local issues.

* Disable – To render inaccessible to the departing contract employee.