

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management - Arizona State Office
FINAL SALARY CLEARANCE REPORT

Instructions: **This form should be completed 72 hours in advance of your termination date.** Since you are separating from the BLM, you must return all of the items listed below which are in your possession before separation. Please hand carry this form to the offices listed below with the exception of the Finance Office. Turn in the office materials, equipment, property etc. which have been assigned to you. Please ensure that the responsible official in each office signs the form in the appropriate spot. All blocks must be initialed as either "OK" meaning the items have been cleared or "N/A" as Not applicable. **THE COMPLETED FORM WILL BE FILED AT THE BLM-BC, BC-620.**

Name of employee	Social Security Number	Office Code
Last Day of Active Duty	Indicate one of the following actions: <input type="checkbox"/> Resigning <input type="checkbox"/> Retiring <input type="checkbox"/> Other, Within DOI <input type="checkbox"/> BLM Transfer (specify BLM Office) <input type="checkbox"/> Other, Outside DOI <input type="checkbox"/> Other	

Item	Immediate Office/Supervisor	Initial OK N/A	Item	Information Technology	Initial OK N/A
1	Accountable Property Returned with completed DI-105		28	Electronic Mail Cleared/ Lotus Notes Updated	
2	Non-Accountable Property Returned, i.e. field gear		29	Electronic Files Transferred	
3	Desk Keys		30	Telecommunications- Calling Card, Cellular Phone, Pager, and Two-Way Radio	
4	Outstanding Travel Vouchers/Bills		31	Voice Mail Password	
5	Time/Attendance Report Input and Submitted		32	Government Emergency Telecommunications Service Cards	
6	Charge Card Balance Reviewed in Coordination With Local A/OPC		33	IT Security- Login Access Request	
7	Travel/Purchase Charge Card Statement on file for three (3) years		34	Other IT Termination Statement (AZ-1264-2)	
8	Official Passports/Visas		Signature, IT Security _____ Date _____		
9	Secretarial I.D. Cards				
10	Federal Emergency Management I.D. Card		Item	Library/Central Files	Initial OK N/A
11	Security Clearance Debriefing Form		35	Library Materials Turned In/Record Custodian (AZ-1270-1)	
12	Removed from PayCheck System at End of Pay Period		36	Other - Cobell Records	
13	Other		Signature, Librarian/State Records Manager _____ Date _____		
Signature, Employee's Supervisor _____ Date _____					

Item	Office Services	Initial OK N/A	Item	Charge Card Coordinator (A/OPC)	Initial OK N/A
14	BLM Issued Identification Card		37	Charge Card Destroyed/Cancelled	
15	Office Keys		38	Account Transferred to Receiving BLM Office	
16	Parking Permit		39	Uniform Draw Down Card, Returned and Canceled	
17	Government Driver's License		40	Other	
18	Building Access Cards		Signature, Charge Card Coordinator/Admin. Officer _____ Date _____		
19	Other				
Signature, Admin Support Officer _____ Date _____					
			Item	Finance Office (BLM-BC)	Initial OK N/A
			41	Travel Advances	
			42	Outstanding Bills (BC-621)	
			43	FFS	
				IDEAS	
				CBS	
			44	Other	
Signature, Admin Support Officer _____ Date _____			Signature, Finance Officer/Budget Officer _____ Date _____		

Item	Human Resources Office	Initial OK N/A	Item	Finance Office (BLM-BC)	Initial OK N/A
20	SF-52 Signed/ Dated with Forwarding Address		Notes: See # _____ Above: _____		
21	Leave/Final Salary		_____		
22	FEHB/FEGLI		See # _____ Above: _____		
23	Retirement/TSP		_____		
24	Exit Interview		See # _____ Above: _____		
25	FPPS		_____		
26	Transit Benefit Program		_____		
27	Other		See # _____ Above: _____		
These items have been discussed with the employee. Information has been provided as appropriate.			_____		
Signature, Human Resources Representative _____ Date _____			_____		

SPECIFIC INSTRUCTIONS FOR ACCOUNTABLE OFFICES

EMPLOYEE'S IMMEDIATE SUPERVISOR. The Final Salary Clearance Form is required for all separating employees before final salary and/or lump sum payments are processed. The Employee's immediate supervisor is responsible for ensuring that the employee processes out prior to leaving the BLM. In addition, if the employee is charged with lost property or equipment subject to monetary deductions, a copy of the Board of Survey report or action should be attached. If the Board's report is not available at the time of the employee's separation, its unavailability and the date by which the report will be provided should be annotated on the Salary Clearance Sheet. Once the employee has cleared, the Final Salary Clearance Sheet will be returned to the BLM Business Center's Accounting Operations Division (BC-620).

ALL OTHER ACCOUNTABLE OFFICES (Property, Human Resources, Finance, Information Technology). When the separating employee clears with your office, please obtain the property or materials for which you are responsible, initial each item, and for your section, date and sign your name certifying that the employee has cleared with your area.