

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

1400-300 (933.CR) P

September 23, 2004

EMAIL TRANSMISSION - 09/24/04

Instruction Memorandum No. MT-2004-098

Expires: 09/30/05

To: State Management Team

From: State Director

Subject: Automated Exit Interview

The Bureau's Lotus Notes based Automated Exit Interview questionnaire is still in operation. This system will continue to be forwarded by email to eligible employees upon notification of impending departure. The immediate focus is to collect employee data and build a database for analysis in support of improving the workplace environment and employee retention. It is important for employees to understand that individual autonomy will be preserved, and that only trends and indicators will be reported to management.

Federal employees eligible to receive the questionnaire are those who are:

- Resigning or retiring;
- Accepting employment with another agency or with the private sector;
- Temporary/term employees voluntarily leaving the organization for personal reasons prior to the expected end of their appointment.

Federal employees not eligible to receive the questionnaire are those who are:

- Changing jobs within the Bureau;
- Being terminated for cause;
- Being suspended;
- On furlough;
- On extended leave or leave without pay with intent to return to duty;
- Temporary/term employees at the end of their appointment.

To ensure departing employees are offered the earliest opportunity to participate in the Automated Exit Interview process, while still on the job, management, or the designated representative, is responsible for notifying the Branch of Human Resources Management (MT-933) of any employee who firmly decides to leave the organization, as soon as the eligible employee gives notice. Notification of an employee leaving can be by email, written notice, or telephone, to Connie Raynock, Verlaine Van Atta or Cheri Diaz, in MT933, at 406-896-5229/5233/5226 respectively. Please do not consider the submission of an SF-52 as notification, since in many cases, the SF-52 is received in MT933 after an employee is already gone.

Each office is responsible to provide a location for employees who do not have access to a computer to complete the questionnaire.

Questions concerning this memorandum may be directed to Connie Raynock, Verlaine Van Atta, or Cheri Diaz at the telephone numbers listed above.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Donna K. Zentz, MT-933

Distribution

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station