

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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To: Center Directors

From: Director, National Human Resources Management Center

Subject: Automated Exit Interview

The Bureau established an automated exit interview process in IM No. 2002-24, dated October 26, 2001. The purpose of the questionnaire is to collect employee data and build a database for analysis in support of improving the workplace environment and employee retention.

It is a Bureau requirement that the new Lotus Notes based Automated Exit Interview questionnaire be forwarded by the National Human Resources Management office to all eligible employees upon notification of an impending departure. Unfortunately, this office is not always aware that an employee is departing until that employee clears on their last day of work, which is too late to request that they complete the exit interview. I would appreciate it if the supervisor of the departing employee would advise Lenna Gerwing by telephone or E-mail of the employee's impending departure so that Lenna may forward the exit interview questionnaire to the employee with sufficient time for them to complete it.

Employees eligible to receive and complete the questionnaire are those who:

- Resign or retire;
- Accept employment with another agency or within the private sector;
- Temporary or Term employees voluntarily leaving BLM prior to the expected end of their appointment.

Federal employees who are not eligible to receive this 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.

Questions should be addressed to Lenna Gerwing, Employee Relations Specialist, at (303) 236-6667.

Signed  
Linda D. Sedbrook  
Director, NHRMC

Authenticated  
Luron Porter  
Staff Assistant

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