

Here are some recommendations for BLM employees who may be faced with sudden notice of termination, administrative leave, reduction in force, or other job changes (courtesy of a document from the National Association of Forest Service Retirees and revised for BLM employees)

- **Continue to do your job.** Until you are notified of a change, continue doing your job to the best of your ability.
- **Document what happens to you.** During highly stressful situations, it is difficult to remember details of how things happened, what you were told, and who was there. Take time to write a “memo for the record” as soon as possible after you are given verbal directions that significantly change your job status, conditions of work, and the work you are normally assigned. Document what you were told, when, by whom, and who else was there to hear the conversation. Retain these notes for future reference.
- **Anticipate the loss of computer access.** If you are terminated or placed in a leave status, expect to immediately lose access to your email, computer systems, and internal intranet and SharePoint information.
- **Gather Your Personal Records and Contacts.** Take these actions NOW, before you lose agency computer access. You can download and save your personal records and contact information on a BLM IT approved flash drive. If you email your information to your personal email account, use caution to ensure you are not sending unencrypted PII data, even if it is your own information.
 - Download to a personal drive and keep copies of your personal employment records (you may also request copies from your Servicing Human Resources Office):
 - Your recent performance plans and ratings
 - Your electronic Official Personnel File (eOPF), especially SF 50 Notifications of Personnel Action documenting your appointment type and job assignment, including pay plan, occupational series, grade, step, and salary.
 - Your position description and organization chart where you are assigned
 - Your most recent leave and earnings statement (LES) showing balances for your leave and any credit hours.
 - Your most recent Federal Employee Benefits Statements from Employee Express showing health insurance (FEHB), life insurance (FEGLI), Thrift Savings Plan (TSP), and retirement details.
 - The Federal Employee Benefits Statement contains your Service Computation Date (SCD) Retirement, which may or may not be accurate depending on if your Servicing Human Resources Office (SHRO) has updated this field in the Federal Personnel/Pay System. The SCDs leave, retirement and reduction in force (RIF) may be the same, but could be different depending on if you had temporary or military time. Prior to a RIF, the SHRO will be required to review and update the SCD for Retirement and RIF for all employees. DO NOT rely on the SCD for Leave to be your SCD for Retirement/RIF.
 - Ensure you have phone, email, and public web site information for supervisors, colleagues, and organizations you may need to contact after you leave.
 - Be ready to gather personal items at the office in case of a short-notice dismissal.

- **Is your position in a union bargaining unit?** Check with your supervisor or check the bargaining unit code on your SF-50. If your code is NOT 7777 (no bargaining unit number available for your location) or 8888 (ineligible), then your position may be covered by a union contract and you can contact a union representative for help, even if you are not a dues-paying member. There are multiple locations across the Bureau of Land Management with either the National Federation of Federal Employees (NFFE) or the American Federation of Government Employees (AFGE) where a collective bargaining unit is in place.
- **Ask about the Department of the Interior Employee Assistance Program (EAP),** which can be accessed online or by phone:
 - Call 1-800-869-0276 to speak with a live counselor 24 hours a day, 7 days a week
 - Member Log-in (Org ID: interioreap): <https://care.espyr.com/>
 - Download the Espyr Connect mobile app on IOS or Android devices
- **If you are notified of termination or other personnel action,** ask questions about anything you need clarity on, including the reasons for the change, what happens to your leave, timesheet, and benefits, and if you have appeal rights.
- **If you are placed on administrative leave, ask:**
 - Who is your point of contact if you have questions during the leave period?
 - Who will be updating and approving your timesheet and what will happen to your accrued annual leave and credit hours?
 - Will your health and life insurance, retirement and TSP contributions continue?
 - What options do you have to continue FEHB health insurance when your job ends?
 - Can you access your TSP funds when your job ends?
 - Are you eligible for early, optional, discontinued service, or deferred retirement?
- **Talk to your family about what could happen** and what options you might have if you lose your job. What options do you have for health care and paying monthly bills if you lose your job?
- **Are you eligible for retirement now, early, or deferred?** There are numerous scenarios in which you may be eligible to retire. This article from www.govexec.com explains how to navigate retirement amid the current chaos.
- **Get help with federal benefits and retirement questions.** The National Association of Active and Retired Federal Employees www.narfe.org has loads of information on federal employee benefits including webinars, FAQs, and pending and proposed legislation applicable to current, former, and retired employees.