



FORM AID 451-4

Personal Services Contractor Exit Clearance: Separation from Overseas Mission

PRIVACY ACT STATEMENT

Authority: The U.S. Agency for International Development (USAID) solicits information about employees in accordance with 22 U.S.C. 2651; 5 U.S.C. 301

Purpose: To separate an employee from the Agency and to ensure employees are cleared of any outstanding debt to the Agency.

Routine Uses: The information collected will be used by the U.S. Agency for International Development (USAID) to identify all systems accessed by and assets assigned to the employee used in the conduct of their work and to document administrative clearances. This information may be shared with the Office of Inspector General for audit purposes. For additional details on Routine Uses not listed here, please see [OPM/GOVT-1: General Personnel Records](#), [GSA/GOVT 9: System for Award Management](#) and [USAID-34: Personal Services Contractor Records](#)

Disclosure: Disclosure is voluntary for personal information, but failure to provide certain information may result in the delay of an employee’s lump sum leave payout.

Requirements:

USAID’s policies and essential procedures are found in [ADS chapter 451, Separations and Exit Clearance](#).

U.S. Personal Services Contractors (USPSCs) separating from Washington must complete Form AID 451-3. USPSCs, Cooperating Country National Personal Services Contractors (CCNPSCs), and Third-Country National Personal Services Contractors (TCNPSCs) separating from an overseas Mission must complete Form AID 451-4.

Instructions for Form Completion:

You are required to complete sections 1 and 4 in the days leading up to your departure and obtain all required clearances in sections 2 and 3. On your last day in the office, bring the form with sections 1-6 completed to the Executive Office (EXO) or the Regional Security Office (RSO) to receive clearance in section 7. Once cleared, return the signed form to the EXO office or your supervisor to complete section 8. For US and TCN PSCs, the EXO office will forward the completed form to the PSC Payroll Division of the Bureau for Management’s Office of the Chief Financial Officer (M/CFO) to complete section 9.

SECTION 1 – TO BE COMPLETED BY EMPLOYEE	
Employee Name:	Mission and Office:
Supervisor Name:	Office Location:
Employment Category:	Last Day in the Office:
Forwarding Address:	Personal Email Address:
List all USAID and other Federal systems you access in conducting your work (e.g., GLAAS, Phoenix, OMB MAX) and your user role:	

SECTION 2 – ADMINISTRATIVE CLEARANCES
<p><i>Where applicable, employees must obtain clearances from the clearing officials listed below. All clearances must be by email or in-person as indicated on this form, and all email clearances must be attached to the form. Please annotate on the upper right corner of the email clearances the corresponding clearance number from the checklist.</i></p> <p><i>The EXO will advise on the appropriate points of contact at post. The EXO will review, sign, and retain form AID 451-4 for PSCs.</i></p> <p><i>POCs for administrative clearances must inform the employee of any outstanding debt and provide guidance on how to pay the debt prior to separation. Clearing officials must ensure that any non-payroll debt is immediately reported to the Bureau for Management, Office of the Chief Financial Officer, Washington Financial Services Division (M/CFO/WFS) for collection prior to the employee’s departure for payment arrangements.</i></p>

1. FINANCIAL MANAGEMENT				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official

1.a.	Agency Travel Card	All USPSCs email usaidthravelcard@usaid.gov to obtain clearance.	<input type="checkbox"/> Attached Email Clearance <input type="checkbox"/> N/A – I am not a USPSC
1.b.	Travel Advance	All US and TCN PSCs email bnwachu@usaid.gov or fedejesus@usaid.gov to obtain clearance. CCN PSCs should receive clearance from their Controller.	<input type="checkbox"/> Attached Email Clearance

2. INFORMATION TECHNOLOGY AND LIBRARY RESOURCES

No.	Item or Action	Clearance Instructions	Date	Attach Email Clearance or Signature of Clearing Official
2.a.	IT Assets (check applicable) <input type="checkbox"/> Software <input type="checkbox"/> Hardware <input type="checkbox"/> Cell Phone Chargers <input type="checkbox"/> Telephone Calling Card <input type="checkbox"/> Flash Drive <input type="checkbox"/> Radio <input type="checkbox"/> Other: _____	All PSCs Return any IT assets to the EXO or Mission Accountable Property Officer (APO). Assets will be collected from employees in accordance with mission procedures. Check any of the following that you will be returning: <input type="checkbox"/> Laptop <input type="checkbox"/> iPad <input type="checkbox"/> Docking Station/Keys <input type="checkbox"/> Token/Soft Token <input type="checkbox"/> Software <input type="checkbox"/> Cell Phone Chargers <input type="checkbox"/> Telephone Calling Card <input type="checkbox"/> Flash Drive <input type="checkbox"/> Radio <input type="checkbox"/> Other:		Clearing Official Signature:
2.b.	ClassNet/OpenNet	All PSCs return ClassNet, OpenNet card and/or RSA token to the Embassy IRM office.		<input type="checkbox"/> N/A – I do not have access to ClassNet/OpenNet Clearing Official Signature:
2.c.	USAID Library and Learning Resource Center	All PSCs email dataservicesrequest@usaid.gov to receive clearance that you have no outstanding items from the Library or Learning Resources Center.		<input type="checkbox"/> Attached Email Clearance

3. ACQUISITION AND ASSISTANCE

No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
3.a.	CO/AO Warrant Holders	Only Contracting Officers/Agreement Officers (CO/AO) and Executive Officers (EXO) email jnorling@usaid.gov to obtain clearance. A written statement witnessed by another USDH stating that the originals were shredded or otherwise destroyed must be sent to warrantsgsfs@usaid.gov		<input type="checkbox"/> N/A – I am not a CO/AO or EXO <input type="checkbox"/> Attached Email Clearance Clearing Official Signature:
3.b.	GSA Smart Pay Purchase Card	All PSCs email Zeporia Laws zlaws@usaid.gov to obtain clearance. Reconcile all outstanding transactions associated with your GSA Smart Pay Purchase Card. Please refrain from using your card during your last 30 days of employment.		<input type="checkbox"/> Attached Email Clearance <input type="checkbox"/> N/A – I am not a Purchase Card Holder
3.c.	Contractor Past Performance Assessment Report	All PSCs email ppperformance@usaid.gov to obtain clearance. Initiate or complete a Contractor Performance Assessment Report (CPAR) for the current reporting period or provide up-to-date substantive pre-assessment notes in CPARS for awards that have advanced at least three months into the reporting cycle.		<input type="checkbox"/> Attached Email Clearance

4. MANAGEMENT SERVICES				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
4.a.	Official/Diplomatic Passports	All PSCs email the Travel And Transportation Helpdesk at travelandtransportation-helpdesk@usaid.gov to receive instructions for handling Agency-authorized <u> </u> passports.		<input type="checkbox"/> Attached Email Clearance <input type="checkbox"/> N/A – I am a CCN or TCN PSC and do not have an official or diplomatic passport.
4.b.	Agency Travel Vouchers	All employees submit request in E2 Travel System or call the E2helpdesk at 1-800-862-2214. <ul style="list-style-type: none"> • E2 Instructions: Once in E2Travel, navigate to any page and expand the options in the upper right corner of your screen to select "Online Help." • Select any of the contact channels: <ul style="list-style-type: none"> ○ Ask a Question (email) ○ Live Chat, The helpdesk will provide clearance via email. All outstanding vouchers must be submitted to obtain clearance.		<input type="checkbox"/> Attached Email Clearance
4.c	Records Management	All employees separating from the Agency must complete and sign the following forms: <ul style="list-style-type: none"> • AID Form 502-2, USAID Records Management Checklist for Employees or <ul style="list-style-type: none"> • AID 502-3, USAID Records Management Exit Checklist for Senior Officials Complete the appropriate form and obtain signature from your immediate supervisor or B/IO Records Liaison Officer. 		<input type="checkbox"/> Attached AID 502-2 or 502-3 Form

SECTION 3 – OUTSTANDING DEBT

This section must be completed after all other administrative clearances have been obtained. M/CFO/WFS will determine non-payroll debt and a bill for collection may be issued by USAID or through the National Finance Center or funds may be withheld from the employee's lump sum payment based on the determination made by M/CFO.

5.a.	Outstanding Debt	All US and TCN employees email cfo.wfsaccountingservices@usaid.gov with a copy of signed administrative clearances from Section 2 above. All CCN employees should seek clearance from their Controller.		<input type="checkbox"/> Attached Email Clearance
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SECTION 4 – PSC EMPLOYEE CERTIFICATION

I certify that the following information is completed, accounted for, and received:

- I have entered my final time and attendance in WebTA or other T&A system and advised my timekeeper of my last official workday.
- I have accounted for all Government property assigned to me and have no known indebtedness.
- (Procurement Officials Only*)** I hereby certify, pursuant to the Procurement Integrity Act (41 U.S.C. 2100-2107), that I understand the continuing obligation not to disclose proprietary or source selection information as further described therein. I understand that my continuing obligation not to disclose proprietary or source selection information applies to any U.S. Agency for International Development or other Federal agency procurement.

**Procurement officials include all employees with access to proprietary or source selection information for acquisition and assistance competitions that are not completed as of the date of the certification. This includes, but is not limited to, contracting/agreement officers, contracting/agreement specialists, contracting/agreement officer representatives, and members of technical panels.*

Employee Signature:	Date:
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SECTION 5 – TO BE COMPLETED BY IMMEDIATE SUPERVISOR

As the Supervisor, I certify that the following are complete:

- Employee's final timesheet is certified.
- Timekeeper inactivated employee WebTA profile after the timesheet is certified, if applicable.
- Signed AID 502-2 Form (USAID Records Management Exit Checklist Form) or if Senior Official, AID 502-3 Form (USAID Records Management Exit Checklist for Senior Officials) and provided the original to the designated Records Liaison Officer of the assigned B/IO or Mission.
- Notified M/OAA to designate another COR/AOR for contracts/grants (if applicable).
- Notified External Agency to terminate access to other Federal systems used by employee (if applicable).
- To the best of my knowledge, this AID 451-4 form identifies all assets assigned to the employee used in the conduct of their work.
- To the best of my knowledge, this AID 451-4 form identifies all systems used in the conduct of their work as shown in Section I of this form.
- Verified that all applicable exit clearances were obtained.

Printed Supervisor Name:	Supervisor Signature:	Date:
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SECTION 6 – TO BE COMPLETED BY AMS or EXO

As the AMS/EXO, I certify that the following are complete:

- Received signed PSC evaluation form.
- (For supervisors only)** All PSC evaluation forms are complete.
- Reviewed all employee declarations of N/A and validated those statements are accurate.
Submitted request to delete/transfer access to USAID systems as shown in Section 1.

Printed AMS Name	Signature of AMS	Email Address:	Date:
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SECTION 7 – SECURITY

Overseas Missions:

The EXO or Regional Security Officer (RSO) will administer a debriefing (execute SF-312/4414 (SCI), NDA) of all cleared USPSC employees who received access (executed a SF-312/4414 (SCI), NDA) to sensitive information, systems, or facilities prior to separating from the Mission. The debriefing is conducted to facilitate the removal of logical (IT) and physical (badge termination) access to sensitive information, systems, or facilities. After administering the debriefing(s), the EXO must return the NDA(s) to SEC via email at: secinformationsecurity@usaid.gov no later than two business days before departure. If the employee is scheduled to return to the RRB headquarters prior to terminating employment with USAID, the security debriefing must be coordinated by the sponsoring AMS and conducted by SEC.

No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Printed Name and Signature of Clearing Official
6.a.	Building Pass (PIV/FAC Card) and Separation Statement	All employees return your Personal Identity Verification (PIV) Card and/or Facility Access Card (FAC) to Security		Clearing Official Signature:
6.b	Separation Statement (SF-312)	All cleared US employees complete and sign the SF-312 (Classified Information Nondisclosure Agreement)		Clearing Official Signature <input type="checkbox"/> N/A – I did not have a security clearance

<p>SECTION 8 – EXO or Supervisor <i>To be completed by the EXO or Supervisor</i></p> <p>As the EXO/Supervisor, I certify the following are complete:</p> <p><input type="checkbox"/> Employee has obtained all required clearances and signed the employee certification</p> <p><input type="checkbox"/> Send completed AID 451-4 form for CCN PSCs to the appropriate payroll office for processing</p> <p><input type="checkbox"/> Send a copy of the completed AID 451-4 form to uspssc@usaid.gov for US and TCN PSCs and the cognizant Contracting Officer</p> <p><input type="checkbox"/> The original AID 451-4 form is retained in the office's contract file.</p> <p><input type="checkbox"/> A copy of AID 451-4 form is retained by the EXO for two years from the date received and signed.</p>		
Printed Name:	Signature:	Date:

<p>SECTION 9 – PAYROLL (USPSC@usaid.gov) <i>For US and TCN PSCs, section to be completed by the PSC Payroll Division of the Bureau for Management's Office of the Chief Financial Officer (M/CFO).</i></p> <p>Employee has cleared all items of payroll indebtedness?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Deduction in the amount of \$_____ was made from lump sum payment for items listed below.</p> <p><input type="checkbox"/> Indebtedness in the amount of \$_____ reported to National Finance Center for issuance of a bill to the employee for the items listed below:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
Printed Name:	Signature:	Date: