

## FORM AID 451-1 Employee Exit Clearance: Departure from Washington

The Agency's policies and essential procedures on separations and exit clearance are found in ADS 451, "Separations and Exit Clearance." All USAID employees separating from the Agency from Washington, including employees who are posted overseas but returning to Washington before leaving USAID, must complete applicable sections of Form AID 451-1, "Employee Exit Clearance: Departure from Washington," and obtain the required clearances. For the purposes of this requirement, the term "employee" includes Foreign Service (FS), Foreign Service Limited (FSL), Senior Foreign Service (SFS), Senior Executive Service (SES), Senior Level (SL), Scientific or Professional (ST), Administratively Determined (AD), Civil Service (CS) Pathways Program participants, Fellows, Foreign Service National Direct-Hire (FSNDH), *Federal Employees under Interagency Agreements* and individuals detailed from another Federal Agency. *USAID institutional contractors (ISCs) and Federal Employees under Interagency Agreements must inform their Contracting Officer Representative (COR) of their upcoming departure from USAID. The COR will ensure completion of actions. Please refer to [ADS 306 mah, Contracting Officer Representative \(COR\) Checklist: Exit Procedures for Institutional Support Contractors and Federal Employees Under Interagency Agreements](#). ISCs should not complete Form AID 451-1. Employees departing from the Mission must complete form AID 451-2. U.S. Personal Services Contractors (USPSCs) departing from Washington must complete Form AID 451-3 and USPSCs, Cooperating Country National Personal Services Contractors (CCNPSCs), and Third Country National Personal Services Contractors (TCNPSCs) departing from a Mission must complete Form AID 451-4.*

You are required to complete sections 1 and 4 yourself 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 Office of Security (SEC) in order to be cleared on section 7. Once cleared from SEC, turn this form in to the Office of Human Capital and Talent Management (HCTM) who will complete Section 8 and ensure the completion of Section 9. Please note that you will not receive your lump sum payment/transfer of leave until all clearances have been received.

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

**SECTION 2 – ADMINISTRATIVE CLEARANCES**  
*Where applicable, employees must obtain clearances from the Clearing Officials listed below. All clearances must be by email or in-person as indicated on the AID 451-1, and all email clearances must be printed and attached to the this form. Please annotate on the upper right corner of the email clearances the corresponding clearance number from the checklist.*

*The 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 employees' departure for payment arrangements.*

<b>1. FINANCIAL MANAGEMENT</b>				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
1.a.	Agency Travel Card	<b>All employees</b> email <a href="mailto:usaidtravelcard@usaid.gov">usaidtravelcard@usaid.gov</a> to obtain clearance.		<input type="checkbox"/> Attached Email Clearance
1.b.	Foreign Transfer Allowance	<b>Only Foreign Service Officers/Foreign Service Limited (FSOs/FSLs)</b> email the EXO at your last assigned mission to obtain clearance and validate that you have served the full term.		<input type="checkbox"/> N/A – I am not FSO/FSL <input type="checkbox"/> Attached Email Clearance
1.c.	Travel Advance	<b>All employees</b> email <a href="mailto:bnwachu@usaid.gov">bnwachu@usaid.gov</a> or <a href="mailto:fedejesus@usaid.gov">fedejesus@usaid.gov</a> to obtain clearance.		<input type="checkbox"/> Attached Email Clearance

2. INFORMATION TECHNOLOGY AND LIBRARY RESOURCES				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	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"/> Other: _____	<b>All employees</b> call or email the M/CIO Service Desk at (202) 712-1234 or <a href="mailto:cio-helpdesk@usaid.gov">cio-helpdesk@usaid.gov</a> to schedule an appointment to return all IT assets. On your last day in office, please return all IT Assets. Check any of the following that you will be returning: <input type="checkbox"/> Laptop <input type="checkbox"/> iPad <input type="checkbox"/> PC <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"/> Other:		Clearing Official Signature:
2.b.	Secure Phone	Secure phone hand receipt holders and chain of custody must be obtained NLT one week prior to departure. M/CIO/IA/SO is open between the hours of 7:00 am and 4:30 pm, and is located at 7.06-220 RRB.		<input type="checkbox"/> N/A – I do not have a secure phone Clearing Official Signature:
2.c.	ClassNet/OpenNet	Return your ClassNet, OpenNet card and/or RSA token to M/CIO/IA/SO between the hours of 7:00 am and 4:30 pm, and is located at 7.06-220 RRB.		<input type="checkbox"/> N/A – I do not have access to ClassNet/OpenNet Clearing Official Signature:
2.d.	USAID Library and Learning Resource Center	<b>All employees email</b> <a href="mailto:KSC@usaid.gov">KSC@usaid.gov</a> to receive clearance that you have no outstanding items from the Library or Learning Resource 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	<b>Only Contracting Officers/Agreement Officers (CO/AO) and Executive Officers (EXO)</b> email <a href="mailto:jnorling@usaid.gov">jnorling@usaid.gov</a> to obtain clearance. Return your procurement warrant to M/OAA/E before your last day in office. M/OAA/E is located at Room 858E SA-44.		<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	<b>All employees email</b> Sarah Laws <a href="mailto:salaws@usaid.gov">salaws@usaid.gov</a> or Linda Jackson ( <a href="mailto:ljackson@usaid.gov">ljackson@usaid.gov</a> ) 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
3.c.	Contractor Past Performance Assessment Report	<b>All employees email</b> <a href="mailto:ppperformance@usaid.gov">ppperformance@usaid.gov</a> to obtain clearance <b>OR</b> to validate that you are not a COR/AOR. 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	<b>All employees email</b> Please return your official and diplomatic passports to M/MS/TTD. Kenneth Hawkins ( <a href="mailto:kehawkins@usaid">kehawkins@usaid</a> ) at 5.07-050 RRB, or Umeki Thorne ( <a href="mailto:uthorne@usaid.gov">uthorne@usaid.gov</a> ) at U.A 10.7.0C 500 D St. SW.		Attached Email Clearance Clearing Official Signature:
4.b.	Agency Travel Vouchers	<b>All employees</b> submit request in E2 Travel System or call the E2helpdesk at 1-800-862-2214. <ul style="list-style-type: none"> <li>• <b>E2 Instructions:</b> Once in E2Travel, navigate to any page and expand the options in the upper right corner of your screen to select "Online Help."</li> <li>• Select any of the contact channels – <ul style="list-style-type: none"> <li>o "Ask a Question (email)",</li> <li>o "Live Chat,</li> </ul> </li> </ul> The helpdesk will provide clearance via email. All outstanding vouchers must be submitted to obtain clearance.		<input type="checkbox"/> Attached Email Clearance
4.c.	Transit Benefits	<b>All employees email</b> <a href="mailto:transitbenefitprogram@usaid.gov">transitbenefitprogram@usaid.gov</a> to receive your clearance. This clearance includes Carpool/Vanpool, Parking Permit, Commuter Bus tickets, and Metro Smart Card Benefits.		<input type="checkbox"/> Attached Email Clearance
4.d.	Records Management	<b>All employees</b> separating from the Agency must complete and sign the following forms: <ul style="list-style-type: none"> <li>• <a href="#">AID Form 502-2, USAID Records Management Checklist for Employees</a></li> </ul> or <ul style="list-style-type: none"> <li>• <a href="#">AID 502-3, USAID Records Management Exit Checklist for Senior Officials</a></li> </ul> Complete the appropriate form and obtain signature you're your Immediate Supervisor or B/IO Records Liaison Officer (RLO).		<input type="checkbox"/> Attached AID 502-2 or 502-3 Form
5. HUMAN CAPITAL AND TALENT MANAGEMENT				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
5.a.	Student Loan Repayment Program Service Agreement	<b>All employees email</b> <a href="mailto:hr-helpdesk@usaid.gov">hr-helpdesk@usaid.gov</a> to validate that you have no outstanding debt related to the Student Loan Repayment Program.		<input type="checkbox"/> Attached Email Clearance
5.b.	Benefits	<b>Only employees separating from the Federal Government</b> request a consultation at <a href="mailto:llacapra@usaid.gov">llacapra@usaid.gov</a> to be briefed about your benefits. If you do not want to be briefed, or have not enrolled in benefits, please email <a href="mailto:llacapra@usaid.gov">llacapra@usaid.gov</a> indicating that you want to waive your briefing in order to receive your clearance. <i>Employees retiring or transferring to another Agency DO NOT need this clearance.</i>		<input type="checkbox"/> N/A – I am retiring or transferring to another agency <input type="checkbox"/> Attached Email Clearance <input type="checkbox"/> Clearing Official Signature

No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
5.c.	Retention, Recruitment, Relocation, Physician's Comparability Allowance Service Agreements	<b>All employees</b> email Karen Tinker ( <a href="mailto:ktinker@usaid.gov">ktinker@usaid.gov</a> ) or DeShanta Hinton ( <a href="mailto:dhinton@usaid.gov">dhinton@usaid.gov</a> ) to receive confirmation that you have fulfilled the terms of any Allowance Service Agreements.		<input type="checkbox"/> Attached Email Clearance
5.d.	Home Service Transfer and Home Leave Service Agreements ( <b>FSOs/ FSLs only</b> )	<b>Only FSOs/FSLs</b> email Sandra Amin ( <a href="mailto:saamin@usaid.gov">saamin@usaid.gov</a> ) to receive confirmation that you have fulfilled the terms of any Home Service Transfer or Home Leave Service Agreements.		<input type="checkbox"/> N/A – I am not an FSO/FSL <input type="checkbox"/> Attached Email Clearance
<b>6. OTHER CLEARANCES</b>				
6.a.	AFGE or AFSA Membership	<b>AFGE or AFSA Members Only</b> email the POC below to obtain email clearance and stop union dues <ul style="list-style-type: none"> <li>• AFGE: Sylvia Joyner (<a href="mailto:sjoyner@usaid.gov">sjoyner@usaid.gov</a>)</li> <li>• AFSA: (<a href="http://member@afsa.org">member@afsa.org</a>)</li> </ul>		<input type="checkbox"/> N/A – I am not in a Union <input type="checkbox"/> Attached Email Clearance
6.b.	GC/Ethics Clearance ( <b>GS-15/FS-01 or above and all ADs</b> )	<b>Only GS-15/FS-01 or above and all ADs</b> email Kalkidan Ezra ( <a href="mailto:kaezra@usaid.gov">kaezra@usaid.gov</a> ) or Matthew Zagorski ( <a href="mailto:mzagorski@usaid.gov">mzagorski@usaid.gov</a> ) to receive Ethics Clearance.		<input type="checkbox"/> N/A – I am below GS-15/FS-01 and am not an AD <input type="checkbox"/> Attached Email Clearance

### 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.*

6.c.	Outstanding Debt	<b>All employees</b> email <a href="mailto:cfo.wfsaccountingservices@usaid.gov">cfo.wfsaccountingservices@usaid.gov</a> with a copy of signed administrative clearances from Section II above.		<input type="checkbox"/> Attached Email Clearance
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### SECTION 4 – EMPLOYEE CERTIFICATION

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

- I have entered my final time and attendance in WebTA and advised my timekeeper of my last official workday.
- I have accounted for all Government property assigned to me and have no known indebtedness.
- I have accounted for all Government property assigned to me, except for the items of indebtedness identified in Section III above. I further understand that the amounts indicated will be withheld from my lump sum payment (if retiring) or I will receive a bill.
- I have received and understand the Office of General Counsel Employment Search and Post Employment Guidance.
- (Foreign Service only)** I waive my final AEF/AIF (Retirement and Resignation Only).
- (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 may not be limited to, contracting/agreement officers, contracting/agreement specialists, contracting officer/agreement officer representatives, and members of technical panels.

<b>Employee Signature:</b>	<b>Date:</b>
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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.
- 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 (RLO) of the assigned B/M/IO.
- 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 451-1 form identifies all assets assigned to the employee used in the conduct of his/her work.
- To the best of my knowledge, this AID 451-1 form identifies all systems used in the conduct of his/her work as shown in Section I of this form.
- Verified that all applicable exit clearances were obtained

<b>Printed Supervisor Name:</b>	<b>Supervisor Signature:</b>	<b>Date:</b>
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### SECTION 6 – TO BE COMPLETED BY ADMINISTRATIVE MANAGEMENT SERVICES OFFICER OR EXECUTIVE OFFICER

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

- Received signed Annual Evaluation Form (AEF) and Annual Input Form (AIF).
- (For supervisors only)** All Annual Evaluation Form (AEF) 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 I.

<b>Printed AMS Name:</b>	<b>Signature of AMS:</b>	<b>Email Address:</b>	<b>Date:</b>
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### SECTION 7 – SECURITY

To be completed by Security on the **last official work day** and after all signatures are obtained in sections I-VI above. Prior to arriving at the Office of Security, Employees must complete the online Classified Information Debriefing. The "[Classified Information Debriefing](https://pages.usaid.gov/SEC/information-and-industrial-security)" can be accessed at [my.usaid.gov](https://pages.usaid.gov/SEC/information-and-industrial-security), <https://pages.usaid.gov/SEC/information-and-industrial-security>. Employees should print the certificate at the end of the online debriefing and bring it with them to their debriefing. SEC is available Monday through Thursday during USAID core hours 9:30 am to 11:30 am and 1:30 pm to 3:45 pm, and on Fridays from 9:30 am to 12:00 pm. Appointments can be made by telephone - (202) 712-0990 - or by email ([secinformationsecurity@usaid.gov](mailto:secinformationsecurity@usaid.gov))

No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Printed Name and Signature of Clearing Official
7.a.	Building Pass (PIV/FAC Card) and Separation Statement	<b>All employees</b> return your Personal Identity Verification (PIV) Card and/or Facility Access Card (FAC) to Security		Clearing Official Signature:
7.b	Separation Statement (SF-312)	<b>All employees</b> complete and sign the SF-312 (Classified Information Nondisclosure Agreement)		Clearing Official Signature

Once Security has cleared Section VII, employees shall immediately go to HCTM/HCS in Room 2.08-117, RRB for final checkout. **Employee's Moving Between B/IOs:** DO NOT go to HCTM/HCS for final checkout. Losing AMS/EXO retains copy of the AID 451-1 for employees moving between B/IO.

### SECTION 8 – HUMAN CAPITAL AND TALENT MANAGEMENT (HCTM)

*To be completed by the Human Capital Services Division of HCTM.*

HCTM verifies that the following are complete:

- Employee has obtained all required clearances and signed Section IV Employee Certification.
- Completed AID 451-1 form and Records Form (AID 502-2 or 502-3) received.
- AID 451-1 form and SF-50 submitted to M/CFO/Payroll (once the SF-50 is available in eOPF).
- A copy of AID 451-1 form is retained in HCTM Records Management for 2 years from the date received completed.

<b>Printed Name:</b>	<b>Signature:</b>	<b>Date:</b>
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### SECTION 9 – PAYROLL

*To be completed by the Payroll division of the Office of the Chief Financial Officer.*

Employee has cleared all items of payroll indebtedness

- Yes       No

- Deduction in the amount of \$\_\_\_\_\_ was made from lump sum payment for items listed below.
- Indebtedness in the amount of \$\_\_\_\_\_ reported to National Finance Center for issuance of a bill to the employee for the items listed below:

\_\_\_\_\_

\_\_\_\_\_

- Attach file via ticket the AID 451-1 form and SF-1150 to HCTM/HCSC with final signatures and disposition of any outstanding debt noted

<b>Printed Name:</b>	<b>Signature:</b>	<b>Date:</b>
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