



USAID
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Exit Clearance Process for USAID/W Employees

A Mandatory Reference for ADS Chapter 451

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This reference updates the exit clearance process for USAID/Washington employees when they separate or transfer from USAID. This policy is effective April 29, 2011. These procedures establish guidelines and responsibilities for managing the exit clearance process to ensure greater accountability and consistency. Missions are responsible for establishing exit clearance procedures for overseas employees who separate or transfer from post in coordination with the embassy, as appropriate.

These procedures will remain in effect until the Agency implements an automated process for obtaining and retaining exit clearances. The new automated exit clearance system is expected to be launched next year. At that time, new exit clearance procedures will be issued that conform to the new automated system.

1. Background

Recent OIG audit findings disclosed a need for improving the overall management of the exit clearance process for separating USAID/W employees, clarifying Agency responsibilities, ensuring that USAID obtains all required clearances, and retaining the completed Employee Accountability Clearance for Separation/Transfer (AID 7-47A form).

2. Exit Clearance Form - AID 7-47A Form

The Employee Accountability Clearance for Separation/Transfer (AID 7-47A form) (4/11) is used for recording exit clearances. A revised form is attached to this Notice. Clearance instructions, entitled "Exit Clearance Instructions for Separating USAID/W Employees," are also attached. These instructions include a list of USAID/W offices, points of contact, and their phone numbers so that departing USAID/W employees can contact them to obtain all required exit clearances.

The OHR Administrative Management Staff (AMS) is responsible for updating and maintaining the AID 7-47A form, and the list of offices and points of contact named in the exit clearance instructions. Bureau AMS Officers are responsible for immediately notifying the OHR AMS Officer of any changes to the offices and points of contact in their respective Bureaus/Independent Offices (B/IOs).

3. Exit Clearance Process

AMS Officers are responsible for managing the exit clearance process for their respective B/IO. The responsible AMS Officer provides the departing USAID/W employee with the AID 7-47A and exit clearance instructions at least two weeks before the employee's effective date of separation from the Agency. The exiting employee is responsible for obtaining all required clearance signatures on the AID 7-47A form, returning all USAID property to the responsible USAID point of contact, and reimbursing USAID for any financial liability existing at the time of the employee's separation from USAID. The employee must attach to the form any exit clearance e-mails from signatory points of contact unable to physically sign the form.

After the departing employee obtains exit clearances from all offices and points of contact, he or she returns the completed AID 7-47A form and exit clearance e-mails to the AMS Officer for the B/IO. The AMS Officer then reviews these documents to ensure all required clearances have been obtained, signs the form, and sends a copy to the Payroll Division, M/CFO/P, SA-44, Room 437M.

Upon receipt of the AID 7-47A form and any exit clearance e-mails, M/CFO/P reviews the departing employee's payroll records and reports any payroll indebtedness to the National Finance Center so that deductions can be made from the employee's lump sum annual leave payment, and a bill of collection can be issued for any remaining payroll indebtedness. Timely submission of the departing employee's completed AID 7-47A form and exit clearance e-mails to M/CFO/P is necessary to avoid a delay in releasing the employee's final salary and lump sum annual leave payments.

4. Retention of the Exit Clearance Form

The B/IO AMS Officer is responsible for retaining the completed AID 7-47A form with original signatures and any applicable documents for seven (7) years from the exiting employee's effective date of separation.