



## FORM AID 451-1

### U.S. Direct-Hire Employee Exit Clearance: Separation from Washington

#### PRIVACY ACT STATEMENT

**Authority:** 22 U.S.C. 2651; 5 U.S.C. 301

**Purpose:** To collect, use, maintain, and disclose information to separate an employee from the Agency.

**Routine Uses:** The personal information is used by the U.S. Agency for International Development (USAID) to ensure employees are cleared of any outstanding debt to the Agency. The information obtained on this form will be used to properly separate an employee from the agency. This information will be made available to the Office of Inspector General (OIG) for auditing purposes.

**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. Direct-Hire (USDH) employees separating from the Agency must go through [LaunchPad](#) to process their exit clearances. Only USDH employees who are retiring or who cannot access Launchpad may complete paper Form 451-1, if separating from a USAID/Washington Bureau or Independent Office (B/IO). If separating from an overseas Mission, USDH employees who are retiring or who cannot access Launchpad must complete Form AID 451-2.

Federal employees detailed from another Agency or under Interagency Agreements (IAAs) must complete Form AID 451-1. USAID institutional support contractors (ISCs) should not complete Form AID 451-1, but must inform their Contracting Officer Representative (COR) of their upcoming departure from USAID. The COR will ensure completion of actions. ISCs and federal employees under IAAs should refer to [ADS 306 mah, Contracting Officer Representative \(COR\) Checklist: Exit Procedures for Institutional Support Contractors and Federal Employees Under Interagency Agreements](#).

#### Instructions for Form Completion:

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) to receive clearance in section 7. Once cleared from SEC, return this form 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 or transfer of leave until all clearances have been received.

SECTION I – TO BE COMPLETED BY EMPLOYEE	
Employee Name:	Bureau 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
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. 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.

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	<b>All employees</b> email <a href="mailto:usaidtravelcard@usaid.gov">usaidtravelcard@usaid.gov</a> to obtain clearance.		Attached Email Clearance
1.b.	Foreign Transfer Allowance	<b>Only Foreign Service Officers/Foreign Service Limited (FSOs/FSLs)</b> email the EXO at last assigned mission to obtain clearance and validate that you served the full term. If never assigned to a Mission (e.g., FSL at USAID/Washington), email the AMS Office for your Bureau/Independent Office.		N/A – I am not FSO/FSL  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.		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) Software Hardware Cell Phone Chargers Telephone Calling Card Flash Drive 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:  Laptop iPad Docking Station/Keys Token/Soft Token Software Cell Phone Chargers Telephone Calling Card Flash Drive Other:		Attached Email Clearance  OR  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.		N/A – I do not have a secure phone  Attached email clearance  OR  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 at 7.06-220 RRB.		N/A – I do not have access to ClassNet/OpenNet  Attached email clearance  OR  Clearing Official Signature:
2.d.	USAID Library and Learning Resource Center	<b>All employees</b> email <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.		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.		I am not a CO/AO/EXO  Attached Email Clearance
3.b.	GSA Smart Pay Purchase Card	<b>All employees</b> email Zeporia Laws <a href="mailto:zlaws@usaid.gov">zlaws@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.		Attached Email Clearance
3.c.	Contractor Past Performance Assessment Report	<b>All employees</b> email <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 in the reporting cycle.		Attached Email Clearance  N/A – I am not a COR/AOR

### 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 employees email the Travel And Transportation Helpdesk at <a href="mailto:travelandtransportation-helpdesk@usaid.gov">travelandtransportation-helpdesk@usaid.gov</a> to receive instructions for handling of Agency authorized passports and confirmation of clearance.		Attached Email Clearance
4.b.	Agency Travel Vouchers	<b>All PSCs</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>○ "Ask a Question (email)"</li> <li>○ "Live Chat"</li> </ul> </li> </ul> The helpdesk will provide clearance via email. All outstanding vouchers must be submitted to obtain clearance.		Attached Email Clearance
4.c.	Transit Benefits	<b>All PSCs</b> email <a href="mailto:transitbenefitprogram@usaid.gov">transitbenefitprogram@usaid.gov</a> to receive clearance. This clearance includes Carpool/Vanpool, Parking Permit, Commuter Bus tickets, Metro Smart Card Benefits.		Attached Email Clearance
4.d.	Records Management	<b>All employees</b> 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 from your immediate supervisor or Bureau/Independent Office (B/IO) Records Liaison Officer.		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</b> email <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.		Attached Email Clearance
5.b.	Benefits	<b>Only employees separating from the Federal Government</b> email <a href="mailto:hr-helpdesk@usaid.gov">hr-helpdesk@usaid.gov</a> to request a consultation with HCTM's Benefits Division and 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:hr-helpdesk@usaid.gov">hr-helpdesk@usaid.gov</a> indicating that you want to waive your briefing with the Benefits Division and receive your clearance. <i>Employees retiring or transferring to another Agency DO NOT need this clearance.</i>		N/A – I am retiring or transferring to another agency  Attached Email Clearance  OR  Clearing Official Signature
5.c.	Retention, Recruitment, Relocation, Physicians' Comparability Allowance Service Agreements	<b>All employees</b> email <a href="mailto:hr-helpdesk@usaid.gov">hr-helpdesk@usaid.gov</a> to receive confirmation that you have fulfilled the terms of any Allowance Service Agreements.		Attached Email Clearance
5.d.	Home Service Transfer and Home Leave Service Agreements ( <b>FSOs/ FSLs only</b> )	<b>Only FSOs/FSLs</b> email <a href="mailto:hr-helpdesk@usaid.gov">hr-helpdesk@usaid.gov</a> to receive confirmation that you have fulfilled the terms of any Home Service Transfer or Home Leave Service Agreements.		N/A – I am not an FSO/FSL  Attached Email Clearance

**6. OTHER CLEARANCES**

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="mailto:member@afsa.org">member@afsa.org</a></li> </ul>		N/A – I am not in a union  Attached Email Clearance
6.b.	GC/Ethics Clearance ( <b>GS-15/FS-01 or above and all ADs</b> )	<b>GS-15/FS-01 or above and all Administratively Determined (ADs) employees</b> email Dan Stoll ( <a href="mailto:dstoll@usaid.gov">dstoll@usaid.gov</a> ) or Matt Houle ( <a href="mailto:mhoule@usaid.gov">mhoule@usaid.gov</a> ) to receive Ethics Clearance.		N/A – I am below GS-15/FS-01 and I am not an AD  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. 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 2 above.		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 3 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’s Employment Search and Post Employment guidance.
- (Foreign Service only)** I waive my final Annual Evaluation Form (AEF) and Annual Input Form (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 is not limited to, contracting/agreement officers, contracting/agreement specialists, contracting/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 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 451-1 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 1 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

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

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

<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 workday** and after all signatures are obtained in sections 1 through 6 above. Prior to arriving at the Office of Security, employees must complete the online [Classified Information Debriefing](https://pages.usaid.gov/SEC/information-and-industrial-security), which 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 at (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 the Office of Security has cleared section 7, employees must email the form to the Office of Human Capital and Talent Management (HCTM) at [hr-helpdesk@usaid.gov](mailto:hr-helpdesk@usaid.gov). HCTM's Human Capital Services Center (HCSC) will complete section 8 and ensure the completion of section 9.

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

To be completed by HCTM's Human Capital Services Center.

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 and signed.

<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 Bureau for Management's Office of the Chief Financial Officer (M/CFO).

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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