**INSTRUCTIONS TO COMPLETE FORM AID 451-1**

**Employee Exit Clearance for Separating or Moving Within USAID**

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 or moving to another USAID office, bureau or mission must complete applicable sections of Form AID 451-1, “Employee Exit Clearance for Separation or Moving Within USAID,” and obtain the required clearances. For the purposes of this requirement, the term “employee” includes Foreign Service, Senior Foreign Service, Senior Executive Service, Senior Level, Scientific or Professional, Administratively Determined, Civil Service (including Pathways Program participants), U.S. Personal Services Contractors, Foreign Service Nationals and individuals detailed from another Federal Agency. USAID institutional contractors and federal employees under interagency agreements 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 [in ADS 306 mah, Contracting Officer Representative (COR) Checklist: Exit Procedures for Institutional Support Contractors and Federal Employees Under Interagency Agreements](https://www.usaid.gov/ads/policy/300/306mah).

Completion of the exit clearance process ensures that all USAID property is returned, access to Agency systems is terminated when no longer needed, and other administrative actions are completed prior to departure. Employees separating in Washington should begin the clearance process at least **10 business days** prior to the last official workday in the office. For employees separating overseas, adhere to the timeframe set by the Mission.

The following step-by-step guidance references each section of Form AID 451-1. Employees separating in Washington are not required to obtain clearances in the order listed in Section II. All required signatures and clearances in Sections I-VI must be obtained before proceeding to Sections VII. On your official last work day, the Office of Security (SEC) will complete Section VII. SEC is open during USAID’s core hours, 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m. Please plan accordingly. Section VIII will be completed by the Office of Human Capital and Talent Management’s Human Capital Services Center (HCTM/HCSC) and forwarded to Office of the Chief Financial Officer (M/CFO) to complete Section IX after the departing employee has obtained all required clearances and signed the employee certification. U.S. Personal Service Contractors (USPSCs) must obtain final clearance in Section X.

Employees moving within the Agency between B/IO and Missions are not required to obtain all clearances outlined in the AID 451-1 form. See ADS 451.3.3 for more information on the applicable clearances for employees moving within the Agency. ADS 451.3.6 and these instructions provide information on applicable clearances for employees separating from missions. The mission Executive Officer will advise employees on additional mission-specific exit requirements.

**SECTION I – To be Completed by Employee**

This section must be completed by the employee in its entirety. The employee must list all USAID and other Federal information technology systems used in conducting his/her work or accessed regardless of whether the systems are used on a regular basis.

**SECTION II – Administrative Clearances**

Where applicable, employees must obtain clearances from the points of contact (POCs) 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 AID 451-1. Please annotate on the upper right corner of the email clearances the corresponding block from the checklist.

Clearances that are not required for all employees are indicated on the form with the applicable group noted (e.g., for supervisors only). If a clearance is not applicable (N/A) the AMS/EXO must initial where indicated. The EXO will advise mission personnel on the appropriate points of contact at post to provide the applicable administrative clearances. The EXO will review and sign the AID 451-1 and attach it to the departure cable for U.S. direct-hire employees. The EXO will retain the AID 451-1 forms for Foreign Service National and U.S. Personal Services Contractor employees. POCs for administrative clearances must inform the employee of any outstanding debt and provide guidance on how to pay the debt prior to separation. The POC must also 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. The employee must acknowledge any outstanding liability in Section IV– “Employee Certification” of the AID 451-1.

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| ***REQUIRED CLEARANCES*** | ***POINTS OF CONTACT\**** | | | | | | |
| 1(a) Agency Travel Card  (email clearance)  Only clearing officials in M/CFO/FPS may clear on the Agency Travel Card section of the AID 451-1 form. | Matthew Talbert  M/CFO/FPS - 431H SA-44  (202) 567-5239  [usaidtravelcard@usaid.gov](mailto:usaidtravelcard@usaid.gov) | | | | | | |
| 1(b) Foreign Transfer Allowance – **(Foreign Service Only)**  (email clearance)  Only clearing officials in HCTM/FSC may clear on the Foreign Transfer Allowances section of the AID 451-1 form. The AMS/EXO may initial the FTA section of the AID 451-1 form if the employee is NOT a Foreign Service employee. | Email clearance from EXO at last mission assigned | | | | | | |
| 1(c) Travel Advances  (email clearance)  Only clearing officials in M/CFO/CMP may clear on the Travel Advance section of the AID 451-1 form. | Margaret Nightengale  M/CFO/CMP - 435H SA-44  (202) 567-5199  [mnightengale@usaid.gov](mailto:mnightengale@usaid.gov) | | | Boniface Nwachu (Alternate)  M/CFO/CMP - 435K SA-44  (202) 567-5202  [bnwachu@usaid.gov](mailto:bnwachu@usaid.gov) | | | |
| 2(a) IT Assets  (in-person clearance for Employees in USAID/Washington)  Only clearing officials in M/CIO may clear on the IT Assets section of the AID 451-1 form. | M/CIO/Service Desk  202-712-1234  [cio-helpdesk@usaid.gov](mailto:cio-helpdesk@usaid.gov) | | | | | | |
| Employees in USAID/Washington must notify the M/CIO Service desk at (202)712-1234 or [cio-helpdesk@usaid.gov](mailto:cio-helpdesk@usaid.gov) at least 10 business days in advance of the scheduled departure date. The M/CIO Service Desk will schedule an appointment to collect the IT asset(s) for inspection, sanitation, redisposition and/or storage.  The EXO or Mission Accountable Property Officer (APO) will contact the USAID/W M/CIO Service Desk ([cio-helpdesk@usaid.gov](mailto:cio-helpdesk@usaid.gov)) at least 10 business days in advance of the employee’s scheduled departure (or the timeframe set by the Mission) to request an inventory of IT assets assigned to the employee. IT assets will be collected from employees departing from field missions in accordance with mission procedures. The EXO or APO will then provide the Service Desk an updated inventory of the IT assets that were collected from the departing employee. Employees are held financially liable for all individually assigned property that is damaged, destroyed or lost as a result of negligence, improper use or willful action. | | | | | | | |
| 2(b) Secure Phone/Crypto Card  (email clearance or in-person clearance)  2(c) ClassNet  (email clearance or in-person clearance)  Only clearing officials in M/CIO may clear on the Secure Phone/Crypto Card and/or ClassNet section of the AID 451-1 form. | | | Angel Cruz  M/CIO/IA/SO  7.06-220 RRB  (202) 712-4603  [ancruz@usaid.gov](mailto:ancruz@usaid.gov) | | Michael Evans  M/CIO/IA/SO  7.06-220 RRB  (202) 712-5981  [mievans@usaid.gov](mailto:mievans@usaid.gov) | | |
| The separating employee in Washington and his/her supervisor must complete the applicable sections of DD Form 2875, “System Authorization Access Request,” no later than the day of departure. The supervisor or designee must send the completed form to [classnetrequests@usaid.gov](mailto:classnetrequests@usaid.gov). The separating employee must turn in the Public Key Infrastructure (PKI) token, secure phone and crypto card between the hours of 7:00 a.m. and 4:30 p.m. no later than the last day of work to M/CIO/IA/SO at 7.06-220 RRB. | | | | | | | |
| 2(d) USAID Library and Learning Resources Center (email clearance)  Only clearing officials in the Knowledge Service Center may clear on the USAID Learning Resource Center section of the AID  451-1 form. | | | Knowledge Services Center  [KSC@usaid.gov](mailto:KSC@usaid.gov) | | | | |
| 3(a) Procurement Warrant  (in-person clearance if employee has a warrant to turn in, otherwise email clearance)  If the separating employee is a CO/AO, only clearing officials in M/OAA may clear on the Procurement Warrant section of the AID 451-1 form. The AMS/EXO may initial on the Procurement Warrant section if it is not applicable to the separating employee. | | | Suzanne Johnson  M/OAA/E - 858E SA-44  (202) 567-4632  [sjohnson@usaid.gov](mailto:sjohnson@usaid.gov) | | | | |
| Warranted contracting officers and agreement officers separating in the field can obtain email clearance. | | | | | | | |
| 3(b) GSA Smart Pay Purchase Card  (email clearance)  Only clearing officials in M/OAA/CAS may clear on the GSA Smart Pay Purchase Card section of the AID 451-1 form. | | | Sarah Laws  M/OAA/CAS - 824G SA-44  (202)567-4617  [salaws@usaid.gov](mailto:salaws@usaid.gov) | | | | Linda Jackson  M/OAA/CAS - 808A SA-44  (202)567-4789  [ljackson@usaid.gov](mailto:ljackson@usaid.gov) |
| 3(c) Contractor Past Performance Assessment Report  (email clearance)  Only clearing officials in the M/OAA may clear on the Contractor Past Performance Assessment Report section of the AID 451-1 form. | | | Ricardo Willis  M/OAA/CAS - 824C SA-44  (202) 567-4688  [pperformance@usaid.gov](mailto:pperformance@usaid.gov) | | | | |
| All Employees serving as COR must 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. A departing Contracting Officer must provide to the COR the detailed notes on any critical contractor performance information that must be included in an upcoming assessment. The notes must also be left in the contract file. | | | | | | | |
| 4(a) Official and Diplomatic Passports(In-person if employee has passport)  Only clearing officials in the M/MS/TTD may clear on the Official/Diplomatic Passport section of the AID 451-1 form. | | | Larry Twyman  M/MS/TTD - 2.12-073 RRB  (202) 712-1985  [ltwyman@usaid.gov](mailto:ltwyman@usaid.gov) | | | Kenneth Hawkins  2.12-074RRB  (202) 712-5713  [kehawkins@usaid.gov](mailto:kehawkins@usaid.gov) | |
| Employees separating from the Mission must return official and diplomatic passports to M/MS/TTD after returning to their place of residence. If their place of residence is outside the U.S., employees must return their official and diplomatic passports to the Mission (in addition to adhering to that Mission’s exit clearance requirements), and the Mission will return the passports to M/MS/TTD. See also ADS 451.6. | | | | | | | |
| 4(b) Agency Travel Vouchers(email clearance)  This clearance must be documented and attached to the AID 451-1 form. Only clearing officials from E2 helpdesk may clear on the Agency Travel Voucher section of the AID 451-1 form. | | [E2helpdesk@usaid.gov](mailto:E2helpdesk@usaid.gov) | | | | | |
| All outstanding travel vouchers must be submitted in order to obtain this clearance. | | | | | | | |
| 4(c) USAID/STATE/Carpool/ Van Pool/Metro Transit/ Parking Permit  (email or in-person clearance)  Only clearing officials in M/MS/HMD may clear on the Transit section of the AID 451-1 form. | | Stephanie Teasley  M/MS/HMD - 2.12-101 RB  (202) 712-0178 | | |  | | |
| 4(d) Artwork (email clearance)  The AMS/EXO may initial the AID 451-1 form in this section if it is not applicable to the separating employee. | | Linda Levine  M/MS/HMD - 2.12-090 RRB  (202) 712-1762 | | | Iantha Jones (Alternate)  M/MS/HMD -  2.12-072 RRB  (202) 712-5456 | | |
| 4 (e) Records Management  Only the RLO or supervisor may sign in this section of the AID 451-1 form and must attach the AID 502-2 or AID 502-3 to the exit clearance form (AID 451-1). | | Immediate Supervisor or Agency Records Officer  [recordsinquiry@usaid.gov](mailto:recordsinquiry@usaid.gov)  2.07-7C RRB | | | | | |
| Employees separating from the Agency or transferring within the Agency must complete and sign [AID Form 502-2, USAID Records Management Checklist for Employees](https://www.usaid.gov/forms/aid-502-2) or for Senior Officials, [AID 502-3, USAID Records Management Exit Checklist for Senior Officials)for Senior Officials](https://www.usaid.gov/forms/aid-502-3) | | | | | | | |
| 5(a) Student Loan Repayment (email clearance)  Only clearing officials in HCTM may clear on the SLRP section of the AID 451-1 form. | | [moparker@usaid.gov](mailto:slrp@usaid.gov) | | | | | |
| 5(b) Benefits (email or in-person clearance)  If transferring to a different Agency or retiring the AMS/EXO may initial in the Benefits section of the AID 451-1 form. Only clearing officials in HCTM/HCSC may clear on the Benefits section the AID 451-1 form when the employee is separating from the Federal Government. | | Cynthia Brock  HCTM/HCSC/ESB - 2.07-042  202-712-1557  [cbrock@usaid.gov](mailto:cbrock@usaid.gov) | | | Sharonda Purnell(Alternate)  HCTM/HCSC/ESB - 2.07-019  (202) 712-0649  [spurnell@usaid.gov](mailto:spurnell@usaid.gov) | | |
| 5(c) Retention, Recruitment, Relocation, Physicians’ Comparability Allowances Service Agreements (email clearance)  Only clearing officials in HCTM/HCSC may clear on the Retention, Recruitment, Relocation and Physician’s Comparability section of the AID 451-1 form. | | Karen Tinker  2.08,117E, RRB  (202) 712-0982  Ktinker@usaid.gov | | | DeShanta Hinton  2.07-006 RRB  (202) 712-1966  [Dhinton@usaid.gov](mailto:Dhinton@usaid.gov) | | |
| 5(d) Home Service Transfer and Home Leave Service Agreements  (email clearance) **(Foreign Service Only)**  Only clearing officials in HCTM/FSC may clear on the Home Service Transfer/Home Leave Service Agreement section of the AID 451-1 form. The AMS/EXO may initial in the Home Service Transfer/Home Leave Service Agreement section of the AID 451-1 form if the separating employee is NOT a Foreign Service employee. | | Wanda Dieudonne  HCTM/FSC/FSS  2.08-170 RRB  (202)712-0573  [wdieudonne@usaid.gov](mailto:wdieudonne@usaid.gov) | | | | | |
| 6(a) AFGE or AFSA Membership (email clearance)  The AMS/EXO may initial in the AFGE/AFSA Membership section of the AID 451-1 form if it is not applicable to the separating employee. | | AFGE Members  Email: [lwilliams@usaid.gov](mailto:lwilliams@usaid.gov)  [manorris@usaid.gov](mailto:manorris@usaid.gov) | | | AFSA Members  Email: [hedrick@afsa.org](mailto:hedrick@afsa.org) | | |
| Members of AFGE or ASFA must obtain email clearance to stop union dues. | | | | | | | |
| 6(b) GC/Ethics Clearance  **(GS-15/FS-01 or above and ALL ADs)**  The AMS/EXO may initial in the GC/Ethics Clearance section  of the AID 451-1 form if it is not applicable to the separating employee. | | Email: [dstoll@usaid.gov](mailto:dstoll@usaid.gov)  [mhoule@usaid.gov](mailto:mhoule@usaid.gov) | | | | | |

**SECTION III - OUTSTANDING DEBT**

This section must be completed after all administrative clearances are obtained in Section II above. M/CFO/WFS will determine  
 non-payroll debt based on indebtedness identified during the administrative clearances or other debt recorded in the Phoenix accounting system. The disposition of any outstanding debt will be determined in accordance with the procedures outlined in ADS 625, “Accounts Receivable and Debt Collection.” 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.

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| 6(c) Outstanding Debt (email clearance)  Only clearing officials in M/CFO/WFS may clear on the Outstanding Debt section of the AID 451-1 form after all administrative clearances have been obtained. | Email: [cfo.wfsaccountingservices@usaid.gov](mailto:cfo.wfsaccountingservices@usaid.gov) |

**SECTION IV – EMPLOYEE CERTIFICATION**

The employee must check the appropriate boxes and sign in this section. Where applicable, the employee is certifying that he/she (1) has entered the final time and attendance in WebTA and notified the timekeeper of the last workday; (2) has accounted for all government property assigned and have no known indebtedness; (3)understands that any amounts owed the Agency will be collected either by withholding the amount from the lump sum payment or issuing a bill; (4) has received the Office of General Counsel’s Employment Search and Post Employment Guidance; (5) completed and signed [AID Form 502-2, USAID Records Management Checklist for Employees](https://www.usaid.gov/forms/aid-502-2) or for Senior Officials, [AID 502-3, USAID Records Management Exit Checklist for Senior Officials](https://www.usaid.gov/forms/aid-502-3) to ensure all records created, received, or maintained during tenure remain in the custody of the assigned office; (6) waives the right to a final AEF/AIF if a foreign service officer; and (7) understands the continuing responsibility not to disclose proprietary or source selection information as a procurement official. 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.

**SECTION V- TO BE COMPLETED BY IMMEDIATE SUPERVISOR**

The employee’s immediate supervisor must verify that (1) the employee’s final timesheet is certified; (2) ensure the timekeeper inactivates WebTA profile after timesheet is certified; (3) sign [AID Form 502-2, USAID Records Management Checklist for Employees](https://www.usaid.gov/forms/aid-502-2) or for Senior Officials, [AID 502-3, USAID Records Management Exit Checklist for Senior Officials)for Senior Officials](https://www.usaid.gov/forms/aid-502-3) to ensure Agency records in the possession of the employee are identified and are retained in the office; (4) if applicable, notify M/OAA to designate another COR/AOR for contract /grants; (5) if applicable, must ensure that access is terminated to any non-USAID federal systems used in performing the work; (6) certify to the best of your knowledge, that all Agency property assigned to the employee and systems accessed in the performance of his/her work are identified on this AID 451-1 form; and (7) verified all required administrative clearances have been received with the exception of the Office of Security (in Washington), which will usually be the last administrative clearance in Section VII.

**SECTION VI- TO BE COMPLETED BY ADMINSTRATIVE MANAGEMENT SERVICES (AMS) OR EXECUTIVE OFFICER (EXO)**

In this section, the employee’s AMS officer or EXO must verify that: (1) the employee’s Annual Evaluation Form/Annual Input Form was received; (2) for supervisors, all AEFs are complete; (3) a request was submitted to delete/transfer access to all USAID systems listed in Section I of this form; and (4) SF-52 (Request for Personnel Action) has been submitted to HCTM to separate employee;

**SECTION VII – TO BE COMPLETED BY THE OFFICE OF SECURITY ON THE LAST OFFICIAL WORK DAY AND AFTER ALL SIGNATURES ARE OBTAINED IN SECTIONS I-VI**

The separating employee should ensure that SEC is the second-to-last stop on their last day. Employees separating in Washington should complete the online [Classified Information Debriefing](http://breeze.us.usaid.gov:8080/p77139069/) prior to arriving at the Office of Security (SEC). The “Classified Information Debriefing” can be accessed at my.usaid.gov, <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 to debrief employees during USAID core hours 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m. SEC requests appointments be made in advance if possible. Appointments can be made by telephone: (202) 712-0990 or by e-mail: [secinformationsecurity@usaid.gov.](mailto:secinformationsecurity@usaid.gov.%20%20)

To obtain SEC clearance on the AID 451-1 form, employees must turn in their Personal Identity Verification (PIV) Card/Facility Access Card (FAC), and those employees who have a USAID issued security clearance must sign an SF-312 (and Form 4414, if applicable). SEC must provide a security debriefing to all employees granted access to National Security information. If these steps are not completed, SEC will be unable to provide clearance on the AID 451-1 form.

After obtaining clearance from SEC, the separating direct-hire employee should take their AID 451-1 form to the Human Capital and Talent Management Records Center located in RRB, Room 2.08-117, for final review to ensure all required exit clearance requirements have been completed. *USPSCs do not go to Human Capital and Talent Management Records Center for final clearance*. The *USPSC must give the AID 451-1 form to their supervisor to complete Section X.*

The EXO/Regional Security Officer (RSO) will administer a debriefing (execute SF-312/4414 (SCI), NDA) of all cleared USAID Direct Hire employees in missions (including PSC and others with DH-like entitlements) who received access (executed a SF-312/4414 (SCI), NDA) to sensitive information, systems, or facilities prior to separating 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/RSO must return the NDA(s) to SEC via email at [secinformationsecurity@usaid.gov](mailto:secinformationsecurity@usaid.gov) no later than two 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.

**SECTION VIII- TO BE COMPLETED BY THE OFFICE OF HUMAN CAPITAL AND TALENT MANAGEMENT**

A representative in the Human Capital Services Center, Office of Human Capital and Talent Management (HCTM/HCSC) completes and signs this section to verify the following: (1) the employee has obtained all required clearances; (2) the AID 451-1 form and theSF-50 have been forwarded to the Payroll Division (M/CFO/P) for final processing; and (3) a copy has been retained in HCTM Records Management.

**SECTION IX– TO BE COMPLETED BY THE OFFICE OF THE CHIEF FINANCIAL OFFICER, PAYROLL**

The Office of the Chief Financial Officer, Payroll Division (M/CFO/P) provides the final step in the separation processing. M/CFO/P reconciles payroll records and determines any outstanding payroll debt (e.g., salary overpayment). Once HCTM/HCSC/HCS submits the SF-50 to Payroll, the Payroll representative will calculate the leave for lump sum payout, if applicable, and will then return the AID 451-1 form and the SF-1150 to HCTM/HCSC/HCS with final M/CFO/P signatures and disposition of any outstanding debt noted.

**SECTION X– TO BE COMPLETED BY THE SUPERVISOR FOR U.S. PERSONAL SERVICE CONTRACTOR**

After the USPSC obtains clearance from Security, the USPSC must turn in the form to their Supervisor to complete Section X. This is the final step for checkout at USAID for USPSC. USPSCs *do not* go to HCTM/HCSC Records Center for the final step.

**Employee Exit Clearance for Separation or Moving Within USAID**

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| **SECTION I – TO BE COMPLETED BY EMPLOYEE** | | | | | | | | | |
| **Employee Name:** | | |  | | | **Bureau and Office:** | |  | |
| **Supervisor Name:** | | |  | | | **Office Location:** | |  | |
| **Employment Category:** | | | Choose an item. | | | **Last Day in the Office:** | |  | |
| **Please Check One of the Following:**  I am separating from the Federal Government  I am transferring to another Federal Agency  I am moving to another Bureau/Office/Mission  I am changing from one employment category to another  within USAID (e.g. direct hire to PSC) | | | | | | **List all USAID and other Federal systems you access in conducting your work (e.g., GLAAS, Phoenix, OMB MAX) and your user role:** | | | |
| **New Employment Category** | | | | Choose an item. | |
| **SECTION II – ADMINISTRATIVE CLEARANCES -** *Any non-payroll debts identified by POCs during the administrative clearance process must be reported to (M/CFO/WFS) for collection prior to the employees’ departure.* | | | | | | | | | |
| 1. **FINANCIAL MANAGEMENT** | | | | | | | | | |
| **No.** | | **Item or Action** | | | **Clearance Type** | | **Date Clearance Obtained** | | **Attach Email Clearance or Signature of Clearing Official or AMS/EXO Initial – where applicable** |
| 1.a. | | Agency Travel Card | | | Email: [usaidtravelcard@usaid.gov](mailto:usaidtravelcard@usaid.gov) | |  | | Attached Email Clearance |
| 1.b. | | Foreign Transfer Allowance **(FS Only)** | | | Email clearance from EXO at last mission assigned | |  | | Attached Email Clearance |
| N/A AMS/EXO Initial |
| 1.c. | | Travel Advance | | | Email: [mnightengale@usaid.gov](mailto:mnightengale@usaid.gov)  [bnwachu@usaid.gov](mailto:bnwachu@usaid.gov) | |  | | Attached Email Clearance |
| 1. **INFORMATION TECHNOLOGY AND LIBRARY RESOURCES** | | | | | | | | | |
| **No.** | **Item or Action** | | | | **Clearance Type** | | **Date Clearance Obtained** | | **Printed Name and Signature of Clearing Official (In-person Clearance)** |
| 2.a. | IT Assets (check applicable)  Laptop  IPad  PC  Docking Station/Keys  Token/Soft Token  Software  Cell Phone  Chargers  Telephone Calling Card  Flash Drive  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | In-person clearance at USAID/W  Contact M/CIO Service Desk at (202)-712-1234 or [cio-helpdesk@usaid.gov](mailto:cio-helpdesk@usaid.gov) at least 10 business days in advance to schedule for clearance  **Overseas Mission** –Contact EXO or Mission Accountable Property Officer (APO) for clearance | |  | | Clearing Official Signature |
| 2.b. | Secure Phone/Crypto Card | | | | Email: [Mievans@usaid.gov](mailto:Mievans@usaid.gov)  [Ancruz@usaid.gov](mailto:Ancruz@usaid.gov) | |  | | Attached Email Clearance |
| Clearing Official Signature |
| 2.c. | Classnet (**Users Only**)  DD Form 2875 | | | | Email: [Mievans@usaid.gov](mailto:Mievans@usaid.gov)  [Ancruz@usaid.gov](mailto:Ancruz@usaid.gov) | |  | | Attached Email Clearance |
| Clearing Official Signature |
| 2.d. | USAID Library and Learning Resource Center | | | | Email: [KSC@usaid.gov](mailto:KSC@usaid.gov) | |  | | Attached Email Clearance |
| Please take an opportunity to complete the Exit Survey which can be found at: <https://survey.max.gov/index.php/survey/index/sid/544763/newtest/Y/lang/en>  You are also encouraged to participate in an Exit Interview with the Staff Care Office.  This can be scheduled by calling or emailing: Tawanda  Turner-Brown, 202-567-4141, [tturnerbrown@usaid.gov](mailto:tturnerbrown@usaid.gov) or Gita Velu, 202-712-5195, gvelu@usaid.gov.  Any feedback you provide is kept confidential, but provides critical information to assist USAID's recruitment and retention efforts. | | | | | | | | | |

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| 1. **ACQUISITION AND ASSISTANCE** | | | | | | | |
| **No.** | **Item or Action** | | **Clearance Type** | | | **Date Clearance Obtained** | **Attach Email Clearance or Signature of Clearing Official or AMS/EXO Initial – where applicable** |
| 3.a. | Procurement Warrant  **(Contracting Officers and Agreement Officers ONLY)** | | Email or In-person clearance | | |  | Attached Email Clearance |
| Suzanne Johnson  858E SA-44  (202) 567-4632  [sjohnson@usaid.gov](mailto:sjohnson@usaid.gov) | | | N/A AMS/EXO Initial |
| Clearing Official Signature |
| 3.b. | GSA Smart Pay Purchase Card | | Email: [salaws@usaid.gov](mailto:salaws@usaid.gov)  [ljackson@usaid.gov](mailto:ljackson@usaid.gov) | | |  | Attached Email Clearance |
| 3.c. | Contractor Past Performance Assessment Report **(CO/CORs Only)** | | Email: [pperformance@usaid.gov](mailto:pperformance@usaid.gov) | | |  | Attached Email Clearance |
| 1. **MANAGEMENT SERVICES** | | | | | | | |
| 4.a. | | Official/ Diplomatic Passports | In-person clearance | | |  | Clearing Official Signature |
| Larry Twyman  [ltwyman@usaid.gov](mailto:ltwyman@usaid.gov)  2.12-073 RRB  (202)712-1985 | Kenneth Hawkins  2.12-074RRB  (202) 712-5713  [kehawkins@usaid.gov](mailto:kehawkins@usaid.gov) | |
| 4.b. | | Agency Travel Vouchers | Email: [E2helpdesk@usaid.gov](mailto:E2helpdesk@usaid.gov) | | |  | Attached Email Clearance |
| 4.c. | | Transit Benefits  (Carpool/Vanpool, Parking Permit, Commuter Bus tickets, Metro Smart Card Benefits) | Email or In-person clearance | | |  | Attached Email Clearance |
| Stephanie Teasley  [steasley@usaid.gov](mailto:steasley@usaid.gov)  2.12-101 RRB  (202)712-0178 |  | | Clearing Official Signature |
| 4.d. | | Art Bank (**Senior Leadership ONLY**)  State Department Issued | Email or In-person clearance | | |  | Attached Email Clearance |
| Linda Levine  [lilevine@usaid.gov](mailto:lilevine@usaid.gov)    2.12-090 RRB  [(202)712-1762](tel:%28202%29%20712-1762) | Iantha Jones  [ijones@usaid.gov](mailto:ijones@usaid.gov)     2.12-072 RRB  [(202)712-5456](tel:%28202%29%20712-5456) | | N/A AMS/EXO Initial |
| Clearing Official Signature |
| 4.e | | Records Management  [AID Form 502-2, USAID Records Management Checklist for Employees](https://www.usaid.gov/forms/aid-502-2) or for Senior Officials, [AID 502-3, USAID Records Management Exit Checklist for Senior Officials](https://www.usaid.gov/forms/aid-502-3) | In-Person Clearance | | |  | Attached AID 502-2 or 502-3 Form |
| Immediate Supervisor or  Agency Records Officer  [recordsinquiry@usaid.gov](mailto:recordsinquiry@usaid.gov)  2.07-7C RRB | | |
| 1. **HUMAN CAPITAL AND TALENT MANAGEMENT** | | | | | | | |
| 5.a. | Student Loan Repayment Program Service Agreement | | Email: moparker@usaid.gov | | |  | Attached Email Clearance |
| 5.b. | Benefits  (**ONLY if separating from Federal Government Employment**)  Employees retiring or transferring to another Agency DO NOT need clearance | | In-Person Clearance | | |  | N/A AMS/EXO Initial |
| Cynthia Brock  2.07-042 RRB  202-712-1557 | Sharonda Purnell (Alternate)  2.07-013 RRB  (202) 712-0649 | | Clearing Official Signature |
| 5.c. | Retention, Recruitment, Relocation, Physician’s Comparability Allowance Service Agreements | | Email: [ktinker@usaid.gov](mailto:laporter@usaid.gov)  [dhinton@usaid.gov](mailto:dhinton@usaid.gov) | | |  | Attached Email Clearance |
| 5.d. | Home Service Transfer and Home  Leave Service Agreements (**FS Only)** | | Email: [wdieudonne@usaid.gov](mailto:wdieudonne@usaid.gov) | | |  | N/A AMS/EXO Initial |
| Attached Email Clearance |
| 1. **OTHER CLEARANCES** | | | | | | | |
| 6.a | AFGE or AFSA Membership **(AFGE or AFSA Union Members Only)** | | AFGE Members  Email: [lwilliams@usaid.gov](mailto:lwilliams@usaid.gov) [manorris@usaid.gov](mailto:manorris@usaid.gov) | | AFSA Members  Email:  [hedrick@afsa.org](mailto:hedrick@afsa.org) |  | Attached Email Clearance |
| N/A AMS/EXO Initial |
| 6.b. | GC/Ethics Clearance  **(GS-15/FS-01 or above and all ADs)** | | Email: [dstoll@usaid.gov](mailto:dstoll@usaid.gov)  [mhoule@usaid.gov](mailto:mhoule@usaid.gov) | | |  | Attached Email Clearance |
| N/A AMS/EXO Initial |

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| **SECTION III – OUTSTANDING DEBT– TO BE COMPLETED AFTER ALL SIGNATURES ARE OBTAINED IN SECTIONS II – ADMINISTRATIVE CLEARANCES ABOVE** | | | | | | | |
| **No.** | **Item or Action** | | **Clearance Type** | | **Date Clearance Obtained** | **Attach Email Clearance** | |
| 6.c. | Outstanding Debt | | Email: [cfo.wfsaccountingservices@usaid.gov](mailto:cfo.wfsaccountingservices@usaid.gov) | |  | Attached Email Clearance | |
| **SECTION IV – EMPLOYEE CERTIFICATION** | | | | | | | |
| *I certify 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. | | | | | |
|  | | I completed and signed [AID 502-2 Form](https://www.usaid.gov/forms/aid-502-2) (USAID Records Management Exit Checklist Form) or if Senior Official use [AID 502-3 Form](https://www.usaid.gov/forms/aid-502-3) (USAID Records Management Exit Checklist for Senior Officials). | | | | | |
|  | | **(FOREIGN SERVICE OFFICERS 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. | | | | | |
| **EMPLOYEE SIGNATURE** : | | | | | | | **DATE :** |
| **SECTION V – TO BE COMPLETED BY IMMEDIATE SUPERVISOR** | | | | | | | |
| *As the Supervisor, I certify the following is complete:* | | | | | | | |
|  | | Employee’s final timesheet is certified. | | | | | |
|  | | Ensured timekeeper inactivates employee WebTA profile after the timesheet is certified. | | | | | |
|  | | Signed [AID 502-2 Form](https://www.usaid.gov/forms/aid-502-2) (USAID Records Management Exit Checklist Form) or if Senior Official, [AID 502-3 Form](https://www.usaid.gov/forms/aid-502-3) (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, except the Office of Security in USAID/W. | | | | | |
| **PRINTED SUPERVISOR NAME:** | | | | **SUPERVISOR SIGNATUARE:** | | | **DATE:** |
| **SECTION VI – TO BE COMPLETED BY ADMINISTRATIVE MANAGEMENT SERVICES OFFICER/ EXECUTIVE OFFICER** | | | | | | | |

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| *As the AMS/EXO, I certify the following is complete:* | | | | |
|  | Received signed Annual Evaluation Form (AEF) and Annual Input Form (AIF) | | | |
|  | **(For supervisors only)** All Annual Evaluation Form (AEF) are complete. | | | |
|  | Submitted request (ServiceNow in USAID/W) to delete/transfer access to USAID systems as shown in Section I. | | | |
|  | SF-52 (Request for Personnel Action) has been submitted to HCTM to separate employee. | | | |
| **PRINTED AMS/EXO NAME:** | | **SIGNATURE OF AMO/EXO:** | **Email Address:** | **DATE** |

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| **SECTION VII – TO BE COMPLETED BY SECURITY ON THE LAST OFFICIAL WORK DAY AND AFTER ALL SIGNATURES ARE OBTAINED IN SECTIONS I-VI ABOVE** | | | | | |
| **No.** | **Item or Action** | **Clearance Type** | | **Date Clearance Obtained** | **Printed Name and Signature of Clearing Official**  **(In-person clearances)** |
| 7.a  7.b. | Building Pass  (PIV/FAC Card)  Separation Statement  (SF-312) | In person – USAID/Washington  Chalyndria “Lyn” Taylor  Office of Security, RRB Room 2.6A  (202) 712-5366  chtaylor@usaid.gov  [secinformationsecurity@usaid.gov](mailto:secinformationsecurity@usaid.gov) | Overseas Mission –  Contact EXO/Regional Security Officer (RSO) |  |  |

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| ***Employee: Once Security has cleared Section VII, employees shall immediately go to HCTM/HCSC in Room 2.08-117, RRB for final checkout.***  ***USPSC: DO NOT go to HCTM/HSCS for final checkout. USPSCs shall return the AID 451-1 form to their supervisor to complete Section X for final checkout.*** | | | | |
| **SECTION VIII – TO BE COMPLETED BY THE OFFICE OF HUMAN CAPITAL AND TALENT MANAGEMENT, HUMAN CAPITAL SERVICES DIVISION (HCTM/HCSC) (Room 2.08-117, RRB)** | | | | |
| HCTM verifies the following is complete: | | | | |
|  | Employee has obtained all required clearances and signed the employee certification | | | |
|  | Completed AID 451-1 form and SF-50 have been sent to M/CFO/P | | | |
|  | A copy of AID 451-1 form is retained in HCTM Records Management | | | |
| **PRINTED NAME :** | | **SIGNATURE:** | | **DATE** |
| **SECTION IX – TO BE COMPLETED BY OFFICE OF THE CHIEF FINANCIAL OFFICER, PAYROLL DIVISION (M/CFO/P)** | | | | |
| **Approval for Payment – M/CFO/P**  Employee has cleared all items of payroll indebtedness.  YES or  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 items listed below:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email via ticket the AID 451-1 form and SF-1150 to HCTM/HSCS with final signatures and disposition of any outstanding debt noted.  ; | | | **SIGNATURE** | |
| **TITLE** | |
| **DATE** | |
| **SECTION X – TO BE COMPLETED BY SUPERVISOR FOR U.S. PERSONAL SERVICE CONTRACTOR (USPSC ONLY)** | | | | |
| The Supervisor verifies the following is complete: | | | | |
|  | AID 451-1 form has been sent to the cognizant Contracting Officer. | | | |
|  | A copy of the completed AID 451-1 form has been emailed to [uspsc@usaid.gov](mailto:uspsc@usaid.gov).  . | | | |
|  | The original AID 451-1 form is retained in the office contract file. | | | |
| **PRINTED NAME :** | | **SIGNATURE:** | | **DATE** |