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ADS Chapter 451

Separations and Exit Clearance

Partial Revision Date: 04/21/2016
Responsible Office: HCTM/PPSM/PA
File Name: 451_042116

Functional Series 400 – Personnel
ADS 451 – Separations and Exit Clearance
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ADS 451 – Separations and Exit Clearance

451.1 OVERVIEW

Effective Date: 09/08/2015

This chapter sets forth the policies and essential procedures on employee separations and the exit clearance process at USAID.

This chapter is applicable to all employees, i.e., Foreign Service (FS), Senior Foreign Service (SFS), Senior Executive Service (SES), Senior-Level (SL), Scientific or Professional (ST), Administratively Determined (AD), Civil Service (CS), Pathways Program participants, Detailees, Personal Service Contractors (PSCs), and Foreign Service Nationals (FSNs). Guidelines for institutional contractors and employees under interagency agreements will be found in their specific agreements (see [ADS 302, USAID Direct Contracting](#) and [ADS 306, Interagency Agreements](#) respectively, or for Intergovernmental Personnel Act agreements see [ADS 437, Temporary Assignments Under the Intergovernmental Personnel Act](#)).

451.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/08/2015

- a. The **Office of Human Capital and Talent Management (HCTM)** is responsible for administering the separation process for all U.S. Direct-Hire (USDH) employees of the Agency.
- b. The **Office of Human Capital and Talent Management, Employee and Labor Relations (HCTM/ELR)** is responsible for providing general advice and assistance with disciplinary matters to managers, supervisors, operating officials, employees, and Bureau/Independent Office Administrative Management Specialists (AMS).
- c. The **HCTM Human Capital Services Center (HCSC)**, the **Foreign Service Center (FSC)**, and **Center for Performance Excellence, Executive Resources (CPE/ER)** are responsible for finalizing separation actions and internal Standard Operating Procedures (SOPs) to ensure the exit clearance is part of the separation process for employees, as appropriate.
- d. The **Office of External Outreach and Strategic Recruitment (HCTM /XOSR)** is responsible for finalizing separation actions and internal Standard Operating Procedures (SOPs) to ensure the exit clearance is part of the separation process for Pathways Programs participants, as appropriate.
- e. The **Administrative Management Specialists (AMS) of each Bureau and Independent Office (B/IO)** are responsible for processing separation Requests for Personnel Action (SF-52s) and forwarding them to the appropriate HCTM Office or Center. The AMS must provide the required [Exit Clearance Form \(AID 451-1\) and Instructions](#) to separating employees and advise the employees on any B/IO specific check-out requirements.

- f. The **Responsible Organizations** listed on the [AID 451-1 form](#) under Section I are required to certify that the employee has satisfied their specific requirements for exiting the Agency.
- g. The **Office of the Chief Financial Officer (M/CFO)** is responsible for processing any final payments or debts of collection for all separating employees once exit clearance is completed.
- h. Each **Mission Director** must establish an exit clearance process for separating employees assigned to the Mission in accordance with any requirements of the Embassy and the applicable sections of this chapter.
- i. The **Mission Executive Office (EXO)** is responsible for separating employees assigned to the Mission and for following specific check-out requirements of the Embassy and this chapter. The EXO must send a cable announcing the separation of the employee to their respective Regional Bureau AMS and Foreign Service Center (HCTM/FSC/FSS).
- j. **Contracting Officers' Representatives (CORs)** must ensure the requirements in [ADS 302](#) are followed by separating contractor personnel, which include notifying the Office of Security when contractor personnel no longer need a building pass and verifying the return or disposition of all Government-furnished property. CORs must also notify the appropriate AMS of separating contractor personnel.
- k. **Bureaus/Independent Offices (B/IOs)** are responsible for notifying the Human Capital and Talent Management, Policy & Accountability Division (HCTM/PPSM/PA) of changes to the exit clearance requirements or of changes in personnel responsible for providing clearances/signatures on the AID 451-1 form.
- l. The **Office of Security (SEC)** is responsible for providing security clearances to all employees whose salaries are paid by USAID, including direct-hires, PSCs, and certain personnel hired through fellowship and Intergovernmental Personnel Act (IPA) agreements, and for discontinuing badging and physical access upon employee termination.
- m. The **Office of the Chief Information Officer (M/CIO)** is responsible for deactivating the separating employees' access to USAID's information systems; disposition of U.S. Government information technology property such as laptops, remote tokens, and mobile devices; physical access to secure rooms; and USAID library materials.
- n. The **Office of General Counsel (GC)** is responsible for providing definitive legal advice and for providing departing employees with post-employment ethics guidance as necessary.

451.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

451.3.1 Separation Actions for U.S. Direct-Hire (USDH) Personnel

Effective Date: 09/08/2015

- a. **Resignations** - A resignation is the separation of an employee from the Agency's rolls at his/her own request when not retiring or transferring to another Agency.

It is Agency policy that:

1. No employee is denied the right to resign.
2. No employee is coerced or threatened to obtain his/her resignation. (However, informing an employee of an alternative which may ensue if s/he does not resign does not constitute coercion.)
3. An employee who elects to resign while disciplinary action or other separation action is pending may do so; however, the pending action may be shown on the SF-50 documenting his/her resignation.
4. Manner of Submittal: Employees are encouraged to submit their resignations in writing. The resignation should include the reason(s) and an effective date. The reasons for the resignation will be stated on the employee's SF-50, which may be used to adjudicate claims for unemployment compensation. If an employee does not submit a written resignation, the Agency official receiving the oral resignation should document the date, time, reason(s) and other information provided by the employee.

Typically an employee submits his/her resignation to the immediate supervisor who forwards it, through proper administrative channels, to their AMS or Executive Officer (EXO) who will prepare the Request for Personnel Action in HR Connect. The request for the administrative action should include the employee's forwarding address. The AMS or EXO forwards the resignation by email to the servicing HR Specialist.

The AMS or EXO must provide the employee with the AID 451-1 form, for checking out of the Agency, usually at least two weeks in advance of departure and follow guidance for exit clearance procedures contained in Section **451.3**.

5. Effective Date: Normally, a resignation is effective on the date the employee specifies. However, the employee should provide enough advanced notice (generally at least two weeks) to allow time for exit processing and pass-down of work assignments.

- b. **Resignations to Enter Military Service** - For information on separating from the Agency to enter active military duty, refer to [ADS 476maf, Human Resources Policy to Assist Federal Employees Called to Active Duty](#).
- c. **Retirements** - Employees retiring from USAID should consult with the Employee Services and Benefits Division (HCTM/HSCS/ESB) for retirement counseling. Employees select their date of retirement and should notify their B/IO or Mission as soon as the retirement date is confirmed, usually at least 120 days in advance for FS employees and 90 days in advance for CS employees. The AMS must provide the employee with the AID 451-1 form, for checking out of the Agency, usually at least two weeks before the departure date and follow guidance for exit clearance procedures contained in **451.3**. All other retirement paperwork is prepared by the Employee Services and Benefits Division (HCTM/HSCS/ESB).
- d. **Involuntary Separations** - A work separation is involuntary if initiated by the employer. An employer initiates a work separation by taking an action that makes it clear to the employee that continued employment will not be an option past a certain date. The supervisors/managers of all employees who are involuntarily separated are expected to comply with the exit procedures outlined in this ADS chapter.
- e. **Abandonment of Position** - An employee who, without written or oral explanation, quits his/her job or fails to return to work after the expiration of approved leave or furlough (other than furlough under reduction in force) is subject to separation for abandonment of position. For employees who are officially determined to be in a missing status - i.e., missing; missing in action; interned in a foreign country; captured, beleaguered, or besieged by a hostile force; or detained in a foreign country against his or her will - please refer to [ADS 478, Payments to Missing Employees](#).

If attempts to contact the absent employee fail, the employee's supervisor must contact HCTM/ELR for advice and consultation on the possible separation of the employee. In that case, HCTM/ELR must be consulted and action pursuant to [ADS 485, Disciplinary Action](#) or [ADS 487, Disciplinary and Adverse Actions Based upon Misconduct – Civil Service](#) may be appropriate. If the employee is separated, the supervisor/manager is responsible for completing the AID 451-1 form for the employee.

- f. **Deaths** – Once the B/IO or Mission is aware of an employee's death, they should notify the Employee Services and Benefits Division of HCTM (HCTM/HSCS/ESB). The AMS or EXO should complete the AID 451-1 form on behalf of the deceased and forward the form to the Human Capital Services Division (HCTM/HCSC/HCS). The AMS or EXO will prepare the Request for Personnel Action in HR Connect to include the employee's last known forwarding address. Other procedures may take place in circumstances of an employee's death. Please refer to HCTM/HSCS/ESB for more information.

451.3.2 Exit Clearance Process – Employees Separating from USAID/W

Effective Date: 04/21/2016

The procedures in this section apply to employees separating from USAID/Washington. Certain exit clearance procedures also apply to employees moving within the Agency – between B/IOs or Missions. Those procedures are listed in Section **451.3.3**.

- The AMS is responsible for providing the [AID 451-1 form](#) to the separating employee at least 10 business days in advance of departure along with the [Employment Search and Post-Employment Guidance](#), the link to take the Exit Survey (<https://survey.max.gov/index.php/survey/index/sid/544763/newtest/Y/lang/en>), and instructions on the Exit Interview. More information on the Exit Survey and the Exit Interview can be found in **451.3.5** and **451.3.6**, respectively.
- The separating employee must obtain all required clearances on the AID 451-1 form from the responsible organizations listed. Note: Incomplete clearance forms from employees on USAID's rolls will result in a delay in receiving lump sum annual leave payments.
- The separating employee must advise the appropriate timekeeper of their last official workday in the office and must enter and validate their final time and attendance in webTA before departing the Agency.
- The separating employee should ensure that the Office of Security (SEC) is the second-to-last stop on their last day. SEC is available to debrief employees during USAID core hours (9:30 a.m. to 11:30 am and 1:30 p.m. to 3:45 p.m.). The employee turns in his/her PIV card and receives an exit pass to exit the Agency without a PIV/FAC when clearance is complete.
- After SEC's certification of the AID 451-1 form, the separating employee takes the form to the HCTM Records Center for filing and transmission to the Payroll Office for processing any final pay due to the employee.

For more detailed information on the Separation and Exit Clearance process refer to the [AID 451-1 form, its accompanying instructions](#), and the [Exit Clearance Flow Chart](#).

The responsible organizations listed below are required to certify that employees and PSCs have satisfied their specific requirements before separating from the Agency.

1. Financial Management

- a. **Agency Travel Card:** Employees separating from USAID are required to obtain a clearance on the AID 451-1 form regardless of whether they possess an Agency travel card or not. The email clearance request is

generally processed within 24 to 48 hours. When clearance is provided, the employee is instructed to return or, if not possible, destroy the card and the account is closed, if applicable.

- b. Foreign Transfer Allowance (FTA):** Foreign Service Officers separating in USAID/W are required to obtain email clearance for the AID 451-1 form from the last mission assigned to verify that there are no outstanding foreign transfer allowances (FTA).
- c. Travel Advances:** Employees separating from USAID are required to obtain clearance on the AID 451-1 form to ensure that there are no outstanding travel advances. The email clearance request should be submitted at least 48 hours prior to the date of departure.

2. Information Technology and Library Resources

- a. IT Assets:** Employees separating from USAID are required to obtain clearance on the AID 451-1 form for all IT assets. All IT assets such as laptops, iPads, tokens, docking stations, software, cell phones, PC, chargers, telephone calling cards, flash drives, and any other electronic devices including any related keys must be returned. The separating employee must schedule an appointment with the M/CIO Service Desk (cio-helpdesk@usaid.gov) upon receipt of the AID 451-1 form. Prior to the employee's departure, the Service Desk will collect the IT assets and certify that the assets assigned to the employee are undamaged. Employees are held financially liable for all individually assigned property that is damaged, lost, or destroyed as a result of negligence, improper use, or willful action.
- b. Secure Phone/Crypto Card:** Employees separating from USAID who are issued a secure phone and crypto cards are required to obtain clearance on the AID 451-1 form. Phone/crypto cards must be returned prior to obtaining clearance.
- c. ClassNet:** Employees separating from USAID who have ClassNet access must obtain clearance on the AID 451-1 form. The separating employee 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. The separating employee must turn in the PKI token no later than the last day of work.
- d. USAID Library and Learning Resource Center:** Employees separating from USAID must obtain clearance on the AID 451-1 form to verify that library materials and resources from the Learning Resource Center have been returned. Employees separating from USAID are required to replace

any lost or misplaced items before exit clearance is provided. Instructions for replacing items are provided by the Knowledge Services Center.

3. Acquisition and Assistance

- a. **Procurement Warrant:** Employees separating from USAID who are Contracting Officers and Agreement Officers must obtain clearance on the AID 451-1 form and return their warrants.
- b. **GSA Smart Pay Purchase Card:** Employees separating from USAID who have a Smart Pay Purchase Card must obtain clearance as indicated on the AID 451-1 form. An email should be sent to **Smartpay2@usaid.gov** to request the electronic clearance.
 - i. Employees who are separating from the Agency who have a Smart Pay Purchase Card must notify M/OAA/CAS **at least 30 days prior to departure** to ensure that there is enough time for any related transactions to be reconciled.
 - ii. M/OAA/CAS will confirm whether or not a purchase card has been issued to the departing employee. Departing employees who either do not have a Smart Pay Purchase Card account or have such an account without any open or pending transactions will receive an email clearance from M/OAA/CAS. If the departing employee has any open Smart Pay Purchase Card transaction(s), the transaction(s) must be reconciled in order to obtain an electronic exit clearance.
 - iii. If the departed employee has any pending transactions, the departing employee must have their Approving Official assign another employee within the B/IO to reconcile the transaction(s) in Phoenix. Pending transactions can still be billed, but the departing employee cannot make any new charges.
 - iv. Once M/OAA/CAS confirms that there are no open transactions, M/OAA/CAS sends the exit clearance email to the departing employee and advises that the card be destroyed by the cardholder before the account is closed. M/OAA/CAS does not require an in-person clearance or that the card be returned to M/OAA/CAS.

Further details on cancelling a Smart Pay Purchase Card account can be found in [ADS 331, Simplified Acquisitions, Micro-purchases, and Use of the USAID Worldwide Purchase Card](#).

- c. **Contractor Past Performance Assessment Report:** Employees separating from the Agency who are Contracting Officers (COs) and

Contracting Officer Representatives (CORs) must obtain clearance on the AID 451-1 form to verify that contractor past performance reporting requirements have been met, and in the case of a COR's separation, that responsibilities are transferred to either the alternate or the newly designated COR. COs and CORs should report their planned departure/transfer to M/OAA at ppperformance@usaid.gov 30 days in advance, when possible (see [ADS 302](#) for specific guidance).

4. Management Services

- a. **Official and Diplomatic Passports:** In accordance with [ADS 522, Performance of Temporary Duty Travel in the U.S and Abroad](#), all official and diplomatic passports issued to USAID/W employees must be returned to the Travel and Transportation Division (M/MS/TTD) upon separation from the Agency.
 - i. M/MS/TTD will deliver returned passports to the U.S. Department of State's Special Issuance Agency to be cancelled and destroyed or cancelled and returned to the departing employee as a keepsake. If the departing employee would like to have the passport returned as a souvenir, their mailing address (not a P.O. Box) and phone number must be provided to M/MS/TTD.
 - ii. Employees departing from USAID/W must obtain an exit clearance from M/MS/TTD in person unless the employee does not have an official or diplomatic passport issued by the Agency, in which case an electronic clearance is sufficient. M/MS/TTD will contact the U.S. Department of State's Special Issuance Agency to ascertain whether the employee was issued a passport by USAID before providing exit clearance on the AID 451-1 form.
 - iii. If the departing employee is leaving USAID to work at another U.S. Government agency, they must advise M/MS/TTD so that the diplomatic or official passport can be transferred to the receiving agency, when appropriate. The employee should provide the following to M/MS/TTD: (1) diplomatic or official passport; (2) completed DS-4085 form; and (3) letter advising the U.S. Department of State's Special Issuance Agency of the transfer. The letter should be signed by an authorized representative (usually the supervisor or manager of the departing employee) and include the employee's name, name of the agency to which they are being transferred, date of separation from USAID, start date of their new position, and an appropriate point of contact at the receiving agency to facilitate receipt of the passport. The letter should be addressed to the U.S. Department of State, Special Issuance

Agency, CA/PPT/SIA, 44132 Mercure Circle, P.O. Box 1185,
Sterling, VA 20116-11856.

- b. Agency Travel:** Employees separating from USAID must be cleared by the E2 Help Desk. The traveler's account must be cleared of any open documents, such as open authorization and vouchers. All documents and trips must be closed. Once all documents are closed or there are no open documents, the account is disabled and the traveler is removed from E2. This clearance must be documented on the AID 451-1 form.
- c. Transit Benefits:** Employees separating from USAID must obtain clearance from M/MS/HMD on the AID 451-1 form.
 - i. Metro transit benefits:** Employees receiving Metro transit benefits should notify M/MS/HMD of their departure at least five business days prior to their departure date in order to obtain the required exit clearance (see [ADS 515, Metro Transit Subsidy Program](#)).
 - ii. Parking permits:** To the extent possible, employees with parking permits should notify M/MS/HMD at least 30 days prior to their separation date.

Return of Parking Permits for the Ronald Reagan Building

Employees with parking permits for the Ronald Reagan Building must submit payments in full in the parking system (Pay.Gov) in order to obtain an exit clearance. Parking permits and hang tags must be returned to the ITC Parking Office within 24 hours of the date of separation or transfer. On the date of departure, the employee should obtain a ticket to enter the parking garage and have the parking office sign the ticket in order to exit the garage. M/MS/HMD's Parking Coordinator will confirm with the parking office that the pass was returned by the departure date (see [ADS 514, Parking Program Administration](#)).

Return of Parking Permits for Other USAID/Washington Facilities

Employees with parking permits for USAID's facilities at 2 Potomac Yard (2PY) and State Annex-44 (SA-44) must submit payments in full to Colonial Parking. Employees with parking permits for USAID's facilities at Crystal Park 3 (CP3) must submit payments in full to Parking Management, Inc. Parking permits and hang tags must be returned to M/MS/HMD's Parking Coordinator within 24 hours of the date of separation in order to obtain an exit clearance from M/MS/HMD. M/MS/HMD's Parking Coordinator will notify the respective parking office of the employee's pending departure and will advise the separating employee if there is any outstanding liability that must be paid in order to

settle the account. On the date of departure, the employee should obtain a ticket to enter the parking garage, write their account number on the ticket, and have the parking office sign the ticket in order to exit the garage (see [ADS 514, Parking Program Administration](#)).

- d. **Art Bank:** Employees separating from USAID who are Political Appointees and heads of B/IOs must obtain clearance on the AID 451-1 form to confirm the return of any artwork from the Department of State's Art Bank Program. M/MS/HMD provides the clearance to verify the art has been returned. More information on Agency policy regarding the return of artwork upon departure can be found in [ADS 519, Building Support Services](#).
- e. **Records Certification:** Employees must complete [AID Form 502-2, USAID Records Management Exit Checklist for Employees](#) or [AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials](#) before separating from USAID. The Records Liaison Officer (RLO) and/or supervisor must verify that records have been handled properly according to USAID's records management policies (see [ADS 502, The USAID Records Management Program](#) for official records definition). This ensures that all records and non-public material created, received, or maintained during the exiting employee's tenure remains in the Agency's custody upon separation or transfer.

5. Human Capital and Talent Management

- a. **Annual Evaluation Form (AEF)/Appraisal Input Form (AIF):** All required AEFs/AIFs, including those of subordinate staff, must be completed prior to departure. Employees separating from USAID who are supervisors are required to obtain clearance on the AID 451-1 form.
- b. **Student Loan Repayment Program:** Employees separating from USAID must obtain clearance on the AID 451-1 form. The Student Loan Repayment Program (SLRP) is an incentive to recruit and retain highly-qualified employees by allowing USAID to repay part or all of their federally insured student loans. HCTM will verify that the service agreement is satisfied prior to departure from the Agency.
- c. **Benefits and Retirement Briefing:** Employees separating from USAID as well as those retiring are required to obtain clearance on the AID 451-1 form.
- d. **Recruitment, relocation or retention incentives:** Employees separating from USAID are required to obtain clearance on the AID 451-1 form.

6. Security (*This is the second-to-last step in the clearance process*)

Prior to getting clearance from Security, all clearance should be completed and signed by the supervisor and AMS. The separating employee should ensure that the Office of Security (SEC) is the second-to-last stop on their last day. 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 that appointments be made in advance, if possible. Separating employees can make appointments by telephone: (202) 712-0990 or by email: secinformationsecurity@usaid.gov. The employee returns any USAID issued building passes in their possession, i.e., Personal Identity Verification (PIV) Card/Facility Access Card (FAC), etc. The employee receives an exit pass to exit the Agency without a PIV/FAC. SEC must provide a security debriefing to all U.S. direct-hire employees, Personal Services Contractors, Purchase Order Contractors, and Institutional Contractors granted access to National Security information (see [ADS 568.3.4.8](#)).

- a. **Building Pass:** PIV/FAC: Employees separating from USAID are required to obtain SEC clearance on the AID 451-1 form. Employees must return their USAID issued PIV/FAC on the last day of employment or when the employee no longer works under the employment mechanism in which they applied for and received a building pass. 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 that appointments be made in advance, if possible. Separating employees can make appointments by telephone: (202) 712-0990 or by email: secinformationsecurity@usaid.gov.
- b. **Security Debriefing:** Employees separating from USAID should complete the online Classified Information Debriefing prior to arriving at SEC to obtain clearance on the AID 451-1 form. The Classified Information Debriefing can be accessed through MyUSAID. To obtain SEC clearance on the AID 451-1 form, employees must turn in their PIV/FAC and those employees who have a USAID-issued security clearance must sign an SF-312 (and Form 4414, if applicable). SEC will provide the SF-312 (and Form 4414, if applicable). If these steps are not completed, SEC is unable to provide clearance on the AID 451-1 form.

The [AID 451-1 form and the accompanying instructions](#) provide the points of contact and more detailed information on obtaining the exit clearances. Upon completion of all applicable exit clearances in Section II of the [AID 451-1 form](#) (except the Office of Security's clearance), the employee provides the completed AID 451-1 form and any email clearances that were received to his/her supervisor for review and signature.

Upon the supervisor's signature, the AMS reviews and signs the AID 451-1 form and submits a ServiceNow request to deactivate access to USAID systems used by the employee.

The separating employee takes the AID 451-1 form to the Office of Security (SEC) for a debrief and to surrender their badge

After obtaining clearance from SEC, the separating employee takes the AID 451-1 form to the HCTM Records Center located in the Ronald Reagan Building, room 2.08-117, for final review to ensure all required exit clearance requirements have been completed.

The HCTM Records Center will forward a copy of the completed AID 451-1 form to M/CFO/P and M/CFO/WFS for processing of any final payments or bills of collection once the exit clearance is completed.

451.3.3 Exit Clearance Process – Moving Within the Agency – Between B/IOs or Missions

Effective Date: 09/08/2015

For employees moving within USAID the following applies:

- The losing AMS is responsible for providing the AID 451-1 form to the employee at least 10 business days in advance of moving to the new B/IO or Mission.
- Employees moving within the Agency must obtain from the responsible organizations all applicable clearances (i.e., the employee does not need to turn in badge, etc.) on the AID 451-1 form.
- Employees must enter and validate their final time and attendance in webTA before moving to the new B/IO or Mission and advise the appropriate timekeeper.

The responsible organizations listed below should certify when employees and PSCs have satisfied their specific requirements before moving to the new B/IO or Mission:

1. Information Technology and Library Resources

- a. **IT Assets:** Employees moving within the Agency are required to obtain clearance on the AID 451-1 form. All IT assets such as laptops, iPads, tokens, docking stations, software, cell phones, PC, chargers, telephone calling cards, flash drives, and any other electronic devices including any related keys must be returned. The separating employee in USAID/Washington must schedule an appointment with the M/CIO Service Desk (cio-helpdesk@usaid.gov) upon receipt of the AID 451-1 form. Prior to the employee's departure, the Service Desk will collect the IT assets and certify that the assets are undamaged. Employees are held financially liable for all individually assigned property that is damaged or destroyed as a result of negligence, improper use, or willful action.
- b. **Secure Phone/Crypto Card:** Employees moving within the Agency who are issued a secure phone and crypto cards are required to obtain

clearance on the AID 451-1 form. Phone/crypto card must be returned prior to obtaining clearance.

- c. **ClassNet:** Employees moving within the Agency who have ClassNet access must obtain clearance on the AID 451-1 form. The separating employee and his/her supervisor must complete the applicable sections of [DD Form 2875, "System Authorization Access Request"](#) no later than the day of transfer. The supervisor or designee must send the completed form to classnetrequests@usaid.gov. The ClassNet team in M/CIO will determine whether the employee should retain access to ClassNet in the new position.

2. Acquisition and Assistance

- a. **GSA Smart Pay Purchase Card:** Employees moving within the Agency must obtain clearance as indicated on the AID 451-1 form. An email should be sent to Smartpay2@usaid.gov to request the electronic clearance. Further details on cancelling a Smart Pay Purchase Card account can be found in [ADS 331, Simplified Acquisitions, Micro-Purchases, and Use of the USAID Worldwide Purchase Card](#).
- b. **Contractor Past Performance Assessment Report:** Employees moving within the Agency who are Contracting Officers (COs) and Contracting Officer Representatives (CORs) must obtain clearance on the AID 451-1 form to verify that contractor past performance reporting requirements have been met and, in the case of CORs, that responsibilities are transferred to either the alternate or the newly designated COR. COs and CORs should report their planned departure/transfer to M/OAA at ppformance@usaid.gov 30 days in advance when possible (see [ADS 302, USAID Direct Contracting](#)).

3. Management Services

- a. **Transit Benefits**
 - i. **Metro transit benefits:** Employees moving to a USAID position overseas receiving Metro transit benefits should notify M/MS/HMD of their departure at least five business days prior to their move date in order to obtain the required exit clearance. The employee may retain the benefits if moving to another B/IO in USAID/W (see [ADS 515, Metro Transit Subsidy Program](#)).
 - ii. **Parking Permits:** The following procedures apply to employees moving to a USAID position overseas or moving within the Agency to work at another USAID facility in Washington that does not utilize the parking permit issued to the employee. To the extent possible,

employees with parking permits should notify M/MS/HMD at least 30 days prior to that separation or transfer date.

Return of Parking Permits for the Ronald Reagan Building

Employees with parking permits for the Ronald Reagan Building must submit payments in full in the parking system (Pay.Gov) in order to obtain an exit clearance. Parking permits and hang tags must be returned to the ITC Parking Office within 24 hours of the date of move. On the date of move, the employee should obtain a ticket to enter the parking garage and have the parking office sign the ticket in order to exit the garage. M/MS/HMD's Parking Coordinator will confirm with the parking office that the pass was returned by the move date (see [ADS 514, Parking Program Administration](#)).

Return of Parking Permits for Other USAID/Washington Facilities

Employees with parking permits for USAID's facilities at 2 Potomac Yard (2PY) and State Annex-44 (SA-44) must submit payments in full to Colonial Parking. Employees with parking permits for USAID's facilities at Crystal Park 3 (CP3) must submit payments in full to Parking Management, Inc. Parking permits and hang tags must be returned to M/MS/HMD's Parking Coordinator within 24 hours of the date of move in order to obtain an exit clearance from M/MS/HMD. M/MS/HMD's Parking Coordinator will notify the respective parking office of the employee's pending move and will advise the employee if there is any outstanding liability that must be paid in order to settle the account. On the date of the move, the employee should obtain a ticket to enter the parking garage, write their account number on the ticket, and have the parking office sign the ticket in order to exit the garage (see [ADS 514, Parking Program Administration](#)).

- b. **Records Certification:** Employees moving within the Agency must certify that all records created, received, or maintained during their tenure remain in the custody of the assigned office (see [ADS 502, The USAID Records Management Program](#), for more information on records retention requirements).

4. Human Capital and Talent Management

- a. **AEF/AIF:** Employees moving within the Agency who are supervisors are required to obtain clearance on the AID 451-1 form. All required AEFs/AIFs must be completed including AEFs for subordinate staff, prior to departure.

- b. Retention and other Incentives:** Employees moving within the Agency are required to obtain clearance on the AID 451-1 form to ensure that service agreement requirements are carried forward.

Upon completion of all required exit clearances, the employee will provide the completed AID 451-1 form and any email clearances that were received directly to his/her current supervisor for review and signature.

Upon supervisor's signature, the losing AMS reviews and signs the AID 451-1 form and submits a ServiceNow request to deactivate access to USAID and other Federal Systems used by the employee.

The gaining AMS will inform SEC of the employee's move to a new B/IO or Mission and provide the date of move and new location using the [AID 500-1 form](#).

The losing AMS will retain the original AID 451-1 forms on file for two (2) years and make them available for senior management review and auditing purposes. The HCTM Records Center does not retain AID 451-1 forms on employees moving within the Agency.

451.3.4 Exit Clearance Process – Missions

Effective Date: 09/08/2015

Employees separating from the Mission must follow the check-out procedures of the Mission in addition to the requirements established by the Embassy and the applicable clearances on the [AID 451-1 form](#). The form's [accompanying instructions](#) provide more detailed information on the clearances specific to separations from Missions.

- a. The EXO is responsible for providing the AID 451-1 form to the separating employee at least 10 business days in advance of departure along with the [Employment Search and Post-Employment Guidance](#), link to the Exit Survey (<https://survey.max.gov/index.php/survey/index/sid/544763/newtest/Y/lang/en>), and instructions on the Exit Interview. For more information on the Exit Survey refer to 451.5 and 451.6 for Exit Interview.
- b. 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.

M/MS/TTD will deliver returned passports to the U.S. Department of State's Special Issuance Agency to be cancelled and destroyed or cancelled and returned to the departing employee as a keepsake. If the

departing employee would like to have the passport returned as a souvenir, their mailing address (no P.O. Box number) and phone number must be provided to M/MS/TTD (or to the Mission if their place of residence is outside the U.S.).

If the departing employee is leaving USAID to work at another U.S. Government agency, they must advise M/MS/TTD so that the diplomatic or official passport can be transferred to the receiving agency, when appropriate. The employee should provide the following to M/MS/TTD: (1) diplomatic or official passport; (2) completed DS-4085 form; and (3) letter advising the U.S. Department of State's Special Issuance Agency of the transfer. The letter should be signed by an authorized representative (usually the supervisor or manager of the departing employee) and include the employee's name, name of the agency to which they are being transferred, date of separation from USAID, start date for their new position, and an appropriate point of contact at the receiving agency to facilitate receipt of the passport. The letter should be addressed to the U.S. Department of State, Special Issuance Agency, CA/PPT/SIA, 44132 Mercure Circle, P.O. Box 1185, Sterling, VA 20116-11856 (see [ADS 522, Performance of Temporary Duty Travel in the U.S and Abroad](#)).

- c. The EXO or Mission Accountable Property Officer must contact the USAID/W M/CIO Service Desk (cio-helpdesk@usaid.gov) at least 10 business days in advance of the employee's scheduled departure to request an inventory of IT assets assigned to the employee. The EXO or APO must then provide the Service Desk an updated inventory of the IT assets that were collected from the departing employee.
- d. Employees separating directly from post must contact their Regional Legal Officers (RLOs). Ethics Officials and RLOs offer separating employees the opportunity for post-employment counseling. Employees who are required to file an OGE-278 will be notified of the requirement to submit a Termination OGE -278.
- e. The EXO will send a departure cable to the AMS or HR Specialist announcing the separation of the U.S. Direct-Hire employee and attach a copy of the signed AID 451-1 form. This should be done within two business days after separation. The EXO should retain the AID 451-1 forms for Foreign Service National and U.S. PSC employees for two years.
- f. The EXO/Regional Security Officer (RSO) will administer a debriefing (execute SF-312/4414 (SCI), NDA) of all cleared USAID Direct-Hire employees (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 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/RSO must return the NDA(s) to SEC via email at: **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.

The HR Specialist who receives the departure cable with the AID 451-1 form must provide a copy to the HCTM Records Center.

451.3.5 Exit Survey

Effective Date: 09/08/2015

The Exit Survey is an electronic form that was developed to gain insight into reasons employees decide to leave the Agency. It captures the main motivation for leaving, diagnoses the organization's strengths and challenges, and solicits suggestions for improving retention. AMS and EXOs will provide the link to the Exit Survey (<https://survey.max.gov/index.php/survey/index/sid/544763/newtest/Y/lang/en>) to all USDH, USPSC and FSNs. Completing the Exit Survey is optional, but employees are asked to fill it out prior to departure. All responses are anonymous. The Exit Survey provides valuable feedback from employees on their experience working with the Agency as well as identifies areas for improvement for the Agency.

451.3.6 Exit Interview

Effective Date: 09/08/2015

The Exit Interview provides an in-depth opportunity to gain information about an employee's work experience within the Agency. The results of Exit Interviews will help determine trends, reduce high costs associated with turnover, increase engagement, and identify opportunities for improving leadership. The optional Exit Interview takes place at the Agency's Staff Care Center, which is an independent third-party and central location for collecting and compiling feedback from exiting employees about their experience with USAID. The Staff Care Center protects the employee's confidentiality while providing information in the aggregate to Agency senior leaders.

The AMS or EXO will provide instructions on scheduling the Exit Interview. Employees will have the option of completing the Exit Interview online, in person, or telephonically:

- In-Person Administration – Employee must contact the Staff Care Center directly via this link: <https://pages.usaid.gov/HCTM/contact-staff-care-center>. Staff Care Center personnel are available during regular business hours. Appointments will be provided within five business days.
- Telephonic Administration – Employees will have access to a live person who will be available 24/7 utilizing a toll free or direct dial number. Upon completion, an email notification of completion will be sent to the appropriate Staff Care contact.

451.3.7 Governance

Effective Date: 09/08/2015

The Separation and Exit Clearance process will be reviewed periodically by the HCTM Policy and Accountability Office (HCTM/PPSM/PA) to ensure the process continues to be efficient and effective and meets all auditing requirements. The Exit Process has been added as an internal control item under the Federal Managers Financial Integrity Act. HCTM collaborates with M/CFO to ensure accountability in the Separation and Exit Clearance process.

451.3.8 Official Personnel Records

Effective Date: 09/08/2015

a. Exit Clearance Form ([AID 451-1 form](#))

The Records Center will collect the AID 451-1 form from the separating employee on their last official workday. The Records Center will send a copy to the Payroll Division (M/CFO/P) for release of the employees final salary and lump sum annual leave payments, as appropriate. For overseas separations, the HR Specialist or AMS/EXO will provide a copy of the AID 451-1 form to the Records Center. The Records Center will maintain the AID 451-1 form for two (2) years and make them available for senior management review and auditing purposes. The Records Center will use the Agency separation report provided each pay period to confirm receipt of all separated employees.

For employees moving within the Agency, the AMS will retain the AID 451-1 form for two (2) years for auditing purposes. The designated supervisor for PSCs must also retain the AID 451-1 form in the contract file for two years.

b. EOPF

For all employees separating from the Federal Government, HCTM will retain the employee's electronic Official Personnel Folder (eOPF) for a period of up to six months after their separation to ensure all relevant personnel data are contained in the eOPF. After six months, the eOPF is forwarded to the National Records Center for retention.

For employees moving to a different agency, HCTM will ensure that all relevant personnel paperwork are placed in the eOPF and hold it until a Notification of Personnel Action (SF-50) is received from the new Agency at which time, the eOPF will be transferred in accordance with the information on the SF-50.

451.4 MANDATORY REFERENCES**451.4.1 External Mandatory References**

Effective Date: 09/08/2015

There are no External Mandatory References for this chapter.

451.4.2 Internal Mandatory References

Effective Date: 09/08/2015

- a. [ADS 302, USAID Direct Contracting](#)
- b. [ADS 306, Interagency Agreements](#)
- c. [ADS 331, Simplified Acquisitions, USAID Worldwide Purchase Program](#)
- d. [ADS 452, Reduction in Force – Civil Service](#)
- e. [ADS 476maf, Human Resources Policy to Assist Federal Employees Called to Active Duty](#)
- f. [ADS 478, Payments to Missing Employees](#)
- g. [ADS 485, Disciplinary Action](#)
- h. [ADS 487, Disciplinary and Adverse Actions Based upon Misconduct – Civil Service](#)
- i. [ADS 502, The USAID Records Management Program](#)
- j. [ADS 514, Parking Program Administration](#)
- k. [ADS 515, Metro Transit Subsidy Program](#)
- l. [ADS 519, Building Support Services](#)
- m. [ADS 522, Performance of Temporary Duty Travel in the U.S and Abroad](#)
- n. [ADS 568, National Security Information Program](#)

451.4.3 Mandatory Forms

Effective Date: 04/21/2016

- a. [AID 451-1 \(Exit Clearance Form\) and instructions](#)
- b. [AID 500-1 form, Request for Federal Identification Card/Facility Access Card](#)
- c. [AID Form 502-2, USAID Records Management Exit Checklist for Employees](#)
- d. [AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials](#)

e. [DD Form 2875, System Authorization and Access Request](#)

451.5 **ADDITIONAL HELP**
Effective Date: 09/08/2015

- a. [Classified Information Debriefing](#)
- b. [Exit Clearance Flow Chart](#)
- c. [Exit Survey](#)
- d. [Office of Security's MyUSAID page](#)

451.6 **DEFINITIONS**
Effective Date: 09/08/2015

There are no Definitions for this chapter.

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