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**Contracting Officer Representative (COR)
Checklist:
Exit Procedures for Institutional Support
Contractors and Federal Employees Under
Interagency Agreements**

**A Mandatory Reference for ADS Chapters
302 and 306**

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The purpose of this checklist is to ensure that Contracting Officer Representatives (CORs) complete required actions at the conclusion of:

- a) Agency institutional support contracts and/or when employment of contractor individuals under those contracts are terminated; and
- b) Agency interagency agreements and/or when employment of direct-hire Federal employees under interagency agreements are terminated.

a. Institutional Support Contracts

- 1. Per [302.3.5.13](#), Access to USAID Facilities and USAID's Information Systems, the contractor (typically through its Facilities Security Officer) must return the identification cards (including the Personal Identity Verification [PIV] card/Facility Access Card [FAC]), remote authentication token (e.g., RSA tokens), and any USG furnished equipment (i.e., cellular phones, laptops, etc.) to the COR at the conclusion of the contract or upon termination of the individual's employment.
- 2. The COR in Washington, in turn, must return the identification cards to the Office of Security (SEC). The COR in Washington must also return the remote authentication token, along with any USG furnished equipment, to the Bureau/Independent Office (B/IO) Administrative Management Staff (AMS) for the bureau in which the contractor is assigned, *within two (2) business days*.
- 3. The COR in Missions must coordinate with the Executive Officer/Accountable Property Officer/Regional Security Officer to return IT assets and terminate logical (IT) and physical (badge termination) access to sensitive information, systems, or facilities.
- 4. In accordance with Government Furnished Property (GFP) management requirements in the award (see [Federal Acquisition Regulation \(FAR part 45/USAID Acquisition Regulation \(AIDAR\) part 745\)](#)), ADS 302, and as outlined in the COR Designation Letter, the COR must coordinate the assignment/return of all Government Furnished Property with the appropriate Contractor Property Representative. Government Furnished Property includes (but is not limited to) IT assets such as mobile phones, laptops, scanners, and portable storage devices, etc. The FAR and the AIDAR require that USAID notify the Contractor Property Representative of each GFP provided. The contractor is responsible for maintaining and reporting the list of property under the award.
- 5. Individual contractor employees' access to Agency IT systems must be terminated.
- 6. All federal records (see [ADS 502, The USAID Records Program](#)) in the possession of individual contractor employees must be identified and transferred to the appropriate person as determined by the COR.

b. Interagency Agreements

CORs must ensure that direct-hire federal employees furnished under interagency agreements comply with established exit procedures for Agency direct-hires outlined in [ADS 451, Separations and Exit Clearance](#). Those employees must complete and submit the [ADS 451-1, Employee Exit Clearance for Separating or Moving Within the Agency](#).

CORs are responsible for maintaining documentation in the COR contract/IAA files to verify that the above actions were completed for all contract employees/IAA direct-hire employees at termination of their employment or at the conclusion of the award.

**USAID/WASHINGTON COR EXIT PROCESSING CHECKLIST FOR INSTITUTIONAL
SUPPORT CONTRACT AWARDS AND FEDERAL EMPLOYEES UNDER
INTERAGENCY AGREEMENTS**

Institutional Support Contract Award Number (_____)

- I notified the Administrative Management Services (AMS) officer in my bureau, in writing, of the contractor employee's planned departure date, and provided a list of all Agency and other federal systems that the contractor employee used in conducting his/her work. The AMS Officer will submit a request to the CIO Service Desk to terminate access to USAID systems as of the specified departure date.
- I obtained the Personal Identity Verification (PIV)/Facility Access Card(s) (building pass) on the contractor employee's/employees' last day and returned it/them to the Office of Security within two (2) business days of the contract employee's/employees' departure.
- I obtained all GFP assigned mobile IT assets from the employee(s), and coordinated with the appropriate company Property Management representative and the AMS officer.
- I confirm that
 - The contract employee identified all federal records in his/her possession (see [ADS 502, The USAID Records Program](#) for more information on federal records) and transferred the records to me or within the organizational unit as I have directed.
 - If the contract employee has access to the classified network (ClassNet), he/she has completed applicable sections of [DD Form 2875, System Authorization Access Request](#) and sent it to **classnetrequests@usaid.gov**; and returned the PKI hard token to the Bureau for Management, Office of the Chief Information Officer, Information Assurance Division, Room 7.6.30 in the Ronald Reagan Building, between the hours of 7:00 a.m. and 4:30 p.m. Monday through Friday.

Interagency Agreement (IAA) Award Number (_____):

- I confirm that the direct-hire federal employee(s) under the interagency agreement complied with established exit procedures for Agency direct-hires outlined in [ADS 451, Separations and Exit Clearance](#) and that the employee(s) completed the [ADS 451-1, Employee Exit Clearance for Separating or Moving Within the Agency](#). I retained the completed ADS 451-1 in the IAA file.

Contracting Officer Representative

Date

**MISSION COR CHECKLIST FOR INSTITUTIONAL SUPPORT CONTRACT
AWARDS AND FEDERAL EMPLOYEES UNDER INTERAGENCY
AGREEMENTS**

Institutional Support Contract Award Number (_____)

- I notified the Executive Officer in my Mission, in writing, of the contractor employee's planned departure date, and provided a list of all Agency and other federal systems that the contractor employee used in conducting his/her work. The Executive Officer/Regional Security Officer will ensure the removal of logical (IT) and physical (badge termination) access to sensitive information, systems, or facilities.
- I obtained all GFP assigned mobile IT assets from the employee(s), coordinated with the appropriate company Property Management representative, and the Mission Executive Officer/Accountable Property Officer as required by [ADS 302](#).
- I confirm that the contract employee identified all federal records in his/her possession (see [ADS 502, The USAID Records Program](#) for more information on federal records) and transferred the records to me or within the organizational unit as I have directed.

Interagency Agreement (IAA) Award Number (_____):

- I confirm that the direct-hire federal employee(s) under the interagency agreement complied with established exit procedures for Agency direct-hires outlined in [ADS 451, Separations and Exit Clearance](#) and that the employee(s) completed the [ADS 451-1, Employee Exit Clearance for Separating or Moving Within the Agency](#). I retained the completed ADS 451-1 in the IAA file.

Contracting Officer Representative

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