



Exit Clearance for USAID Personnel

PRIVACY ACT STATEMENT

Authority: The U.S. Agency for International Development (USAID) solicits information about employees, in accordance with 22 U.S.C. § 2651 (2024); 5 U.S.C. § 301 (2024); 5 U.S.C. § 302 (2024); and 5 U.S.C. § 2951 (2024).

Purpose: To collect information from employees separating from USAID and ensure they are cleared of any outstanding debt to the Agency.

Routine Uses: The information collected will be used by the U.S. Agency for International Development (USAID) to identify all systems accessed by and assets assigned to the employee used in the conduct of their work and to document administrative clearances. This information may be shared with the Office of Inspector General for audit purposes. For additional details on routine uses not listed here, please see [OPM GOVT-1: General Personnel Records](#), [GSA/GOVT 9: System for Award Management](#), [USAID-1: Foreign Service Personnel Records](#), and [USAID-34: Personal Services Contractor Records](#).

Disclosure: Disclosure is voluntary for personal information, but failure to provide certain information may result in the delay of an employee’s lump sum leave payout.

Instructions: See page 16 for complete instructions for completing this form.

Requirements: USAID’s policies and essential procedures are found in [ADS Chapter 451, Separations and Exit Clearance](#).

STOP: READ BEFORE PROCEEDING

UNITED STATES DIRECT-HIRE (USDH)

U.S. Direct-Hire (USDH) employees separating from the Agency must go through [LaunchPad](#) to complete AID Form 451-1. Only USDH employees, who are retiring or who cannot access [LaunchPad](#), may complete AID Form 451-1 through paper or electronic record (PDF).

PERSONAL SERVICE CONTRACTORS (PSC)

Personal Service Contractors (PSC) separating from the Agency must utilize this form. The use of LaunchPad is currently unavailable to PSCs.

MISSIONS

Personnel separating 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 Form 451-1. This form’s accompanying instructions provide more detailed information on the clearances specific to separations from Missions.



EMPLOYEES DETAILED TO USAID

Federal employees detailed from another Agency or under Interagency Agreements (IAAs) must complete AID Form 451-1. USAID institutional support contractors (ISCs) must inform their Contracting Officer Representative (COR) of their upcoming departure from USAID. The COR will ensure completion of applicable actions on AID Form 451-1. USAID institutional support contractors and federal employees under IAAs should refer to [ADS Reference 306mah, Contracting Officer Representative \(COR\) Checklist: Exit Procedures for Institutional Support Contractors and Federal Employees Under Interagency Agreements.](#)

SECTION 1 – TO BE COMPLETED BY EMPLOYEE

1. Employee Name:

2. Bureau/Mission and Office:

3. Supervisor Name:

4. Office Location:

5. Employment Category:

USDH

PSC

Other (please specify):

6. Last Day in the Office:

7. Effective Date of Separation:

8. Forwarding Address:

9. Personal Email Address:

10. List all USAID and other Federal Information Technology (IT) systems you access in conducting your work (e.g., GLAAS, Phoenix, OMB MAX) and your user role:



SECTION 2 – ADMINISTRATIVE CLEARANCES

- Where applicable, employees must obtain clearances from the clearing officials listed below. All clearances must be by email, [LaunchPad](#), or in-person, as indicated on this form, and all email clearances must be attached to this form. Please annotate on the upper right corner of the email clearances the corresponding clearance box number from the checklist.
- If applicable, the EXO will advise on the appropriate points of contact at post. The EXO will review and sign AID Form 451-1 and attach it to the departure cable for USDH employees or personal service contractors.
- Point of contacts (POCs) for administrative clearances must inform the USDH or PSC of any outstanding debt and provide guidance on how to pay the debt prior to separation. Clearing officials must ensure that any non-payroll debt is immediately reported to the Bureau for Management, Office of the Chief Financial Officer, Washington Financial Services Division (M/CFO/WFS) for collection, prior to the USDH or PSC’s departure for payment arrangements.

FINANCIAL MANAGEMENT

11. Agency Travel Card

All employees must email usaidtravelcard@usaid.gov to obtain clearance.

N/A

Email Clearance Attached

11a. Clearing Official Printed Name:

11b. Clearing Official Signature:

11c. Date Cleared:

12. Foreign Transfer Allowance

Only Foreign Service Officers/Foreign Service Limited (FSOs/FSLs): Email the EXO at the current or last assigned mission to obtain clearance and validate that they served the full term of the appointment. If you have been assigned to a domestic position for six months or more, submit a request via [LaunchPad](#). If never assigned to a Mission (e.g., FSL at USAID/ Washington), email the AMS Office for your Bureau/Independent Office.

N/A

Email Clearance Attached

12a. Clearing Official Printed Name:

12b. Clearing Official Signature:

12c. Date Cleared:



<p>13. Travel Advance</p> <p>All employees email bnwachu@usaid.gov or fedejesus@usaid.gov to obtain clearance.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>														
13a. Clearing Official Printed Name:	13b. Clearing Official Signature:	13c. Date Cleared:												
<p>INFORMATION TECHNOLOGY AND LIBRARY RESOURCES</p>														
<p>14. IT Assets (check all of the following that you will be returning):</p> <p>HQ employees: Call or email the Bureau for Management, Office of the Chief Information Officer (M/CIO) Service Desk at (202) 712-1234 or cio-helpdesk@usaid.gov to schedule an appointment to return all IT assets. On your last day in office, please return all IT assets.</p> <p>Mission employees: Return any IT assets to the EXO or Mission Accountable Property Officer (APO). Assets will be collected from employees, in accordance with mission procedures.</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Software</td> <td style="width: 33%;">Hardware</td> <td style="width: 33%;">Cell Phone Chargers</td> </tr> <tr> <td>Telephone Calling Card</td> <td>Flash Drive</td> <td>Docking Station/Keys</td> </tr> <tr> <td>iPad</td> <td>Laptop</td> <td>Token/Soft Token</td> </tr> <tr> <td>Radio</td> <td>Other:</td> <td></td> </tr> </table> <hr/> <p style="text-align: center;">N/A Email Clearance Attached</p>			Software	Hardware	Cell Phone Chargers	Telephone Calling Card	Flash Drive	Docking Station/Keys	iPad	Laptop	Token/Soft Token	Radio	Other:	
Software	Hardware	Cell Phone Chargers												
Telephone Calling Card	Flash Drive	Docking Station/Keys												
iPad	Laptop	Token/Soft Token												
Radio	Other:													
14a. Clearing Official Printed Name:	14b. Clearing Official Signature:	14c. Date Cleared:												
<p>15. Secure Phone/Crypto Card</p> <p>HQ employees: Secure phone hand receipt holders and chain of custody must be obtained no later than one week prior to departure. The Bureau for Management, Office of the Chief Information Officer, Information Assurance Division, Security Operations Branch (M/CIO/IA/SO) is open between the hours of 7:00 a.m. and 4:30 p.m. (EST) and is located at 7.06-220 Ronald Reagan Building (RRB).</p> <p>Mission employees: Return your Public Key Infrastructure (PKI) token, secure phone, and crypto card, if applicable, to your EXO no later than your last day of work.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>														
15a. Clearing Official Printed Name:	15b. Clearing Official Signature:	15c. Date Cleared:												



<p>16. ClassNet/OpenNet</p> <p>HQ employees: Return ClassNet, OpenNet card, and/or Remote Access (RSA) token to M/CIO/IA/SO between the hours of 7:00 a.m. and 4:30 p.m. (EST) at 7.06-220 RRB.</p> <p>Mission employees: Return ClassNet, OpenNet card and or RSA token to the Information Assurance Management Office (IMO) or local IT Service Center or EXO.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
16a. Clearing Official Printed Name:	16b. Clearing Official Signature:	16c. Date Cleared:
<p>17. USAID Library and Learning Resource Center</p> <p>All employees must email dataservicesrequest@usaid.gov to receive clearance that you have no outstanding items from the Library or Learning Resource Center.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
17a. Clearing Official Printed Name:	17b. Clearing Official Signature:	17c. Date Cleared:
ACQUISITION AND ASSISTANCE		
<p>18. Contracting Officers/Agreement Officers (CO/AO) Warrant Holders and Procurement Warrant</p> <p>Only CO/AO and Executive Officers (EXO): Email inorling@usaid.gov to obtain clearance.</p> <p>HQ employees: Return your procurement warrant to the Bureau for Management, Office of Acquisition and Assistance, Evaluation Division (M/OAA/E) before your last day in office. M/OAA/E is located at Room 858E SA-44.</p> <p>Mission employees: A written statement witnessed by another USDH stating that the originals were shredded or otherwise destroyed must be sent to warrantsgsfs@usaid.gov.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
18a. Clearing Official Printed Name:	18b. Clearing Official Signature:	18c. Date Cleared:



<p>19. General Services Administration (GSA) SmartPay Purchase Card</p> <p>All employees must email smartpay2@usaid.gov to obtain clearance. Reconcile all outstanding transactions associated with your GSA SmartPay Purchase Card. Please refrain from using your card during your last 30 days of employment.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
19a. Clearing Official Printed Name:	19b. Clearing Official Signature:	19c. Date Cleared:
<p>20. Contractor Past Performance Assessment Report</p> <p>All employees email pperformance@usaid.gov to obtain clearance. Initiate or complete a Contractor Performance Assessment Report (CPAR) for the current reporting period or provide up-to-date substantive pre-assessment notes in CPAR system for awards that have advanced at least three months in the reporting cycle.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
20a. Clearing Official Printed Name:	20b. Clearing Official Signature:	20c. Date Cleared:
MANAGEMENT SERVICES		
<p>21. Official/Diplomatic Passports</p> <p>All employees must email the Travel and Transportation Helpdesk at travelandtransportation-helpdesk@usaid.gov to receive instructions for the handling of Agency-authorized passports and confirmation of clearance.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
21a. Clearing Official Printed Name:	21b. Clearing Official Signature:	21c. Date Cleared:



22. Agency Travel Vouchers

All employees must submit a request in [E2 Travel System](#) or call the E2 helpdesk at 1-800-862-2214.

E2 Instructions: Once in E2 Travel, navigate to any page and expand the options in the upper right corner of your screen to select “Online Help.”

Select any of the contact channels:

- Ask a Question (email)
- Live Chat

The helpdesk will provide clearance, via email. All outstanding vouchers must be submitted to obtain clearance.

N/A

Email Clearance Attached

22a. Clearing Official Printed Name:

22b. Clearing Official Signature:

22c. Date Cleared:

23. Transit Benefits

All employees must email transitbenefitprogram@usaid.gov to receive clearance. This clearance includes Carpool/Vanpool, Parking Permit, Commuter Bus tickets, Metro Smart Card Benefits.

N/A

Email Clearance Attached

23a. Clearing Official Printed Name:

23b. Clearing Official Signature:

23c. Date Cleared:

24. Records Management

All employees must complete and sign one of the following forms:

- [AID Form 502-2, USAID Records Management Checklist for Employees](#); or
- [AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials](#)

Complete the appropriate form and obtain a signature from your immediate supervisor or Bureau/Independent Office (B/IO) Records Liaison Officer.

N/A

Email Clearance Attached

24a. Clearing Official Printed Name:

24b. Clearing Official Signature:

24c. Date Cleared:



HUMAN CAPITAL AND TALENT MANAGEMENT (USDH ONLY)		
<p>25. Student Loan Repayment Program Service Agreement</p> <p>All USDH personnel only: Submit a request via LaunchPad to validate that you have no outstanding debt related to the Student Loan Repayment Program.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
25a. Clearing Official Printed Name:	25b. Clearing Official Signature:	25c. Date Cleared:
<p>26. Benefits</p> <p>Only USDH employees separating from the Federal Government: Submit a request via LaunchPad to request a consultation with Human Capital and Talent Management’s (HCTM) Benefits Division and to be briefed about your benefits. If you do not want to be briefed or have not enrolled in benefits, please submit a request via LaunchPad indicating that you want to waive your briefing with the Benefits Division and receive your clearance. Employees retiring or transferring to another Agency do not need this clearance.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
26a. Clearing Official Printed Name:	26b. Clearing Official Signature:	26c. Date Cleared:
<p>27. Retention, Recruitment, Relocation, Physicians’ Comparability Allowance Service Agreements</p> <p>All USDH employees must submit a request via LaunchPad to receive confirmation that you have fulfilled the terms of any Allowance Service Agreements.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
27a. Clearing Official Printed Name:	27b. Clearing Official Signature:	27c. Date Cleared:
<p>28. Continued Service Agreements for Training</p> <p>All USDH employees must submit a request via LaunchPad to receive confirmation that you have fulfilled the terms of any Continued Service Agreements for Training.</p> <p style="text-align: center;">N/A Email Clearance Attached</p>		
28a. Clearing Official Printed Name:	28b. Clearing Official Signature:	28c. Date Cleared:



32. Office of the General Counsel, Ethics and Administration Division (GC/EA) Ethics Clearance

All employees must email ethics@usaid.gov.

N/A

Email Clearance Attached

32a. Clearing Official Printed Name:

32b. Clearing Official Signature:

32c. Date Cleared:

SECTION 3 – OUTSTANDING DEBT

This section must be completed after all other administrative clearances (Section 2) have been obtained. M/CFO/WFS will determine non-payroll debt. A bill for collection may be issued by USAID or through the National Finance Center (NFC) or funds may be withheld from the employee’s lump sum payment based on the determination made by the Bureau for Management’s Office of the Chief Financial Officer (M/CFO).

33. Outstanding Debt

All employees must email cfo.wfsaccountingservices@usaid.gov with a copy of signed administrative clearances from Section 2 above

N/A

Email Clearance Attached

33a. Clearing Official Printed Name:

33b. Clearing Official Signature:

33c. Date Cleared:

SECTION 4 – EMPLOYEE CERTIFICATION

34. I certify that the following information is completed, accounted for, and received:

I have entered my final time and attendance in [GovTA](#) and advised my timekeeper of my last official workday.

I have accounted for all Government property assigned to me and have no known indebtedness.

I have accounted for all Government property assigned to me, except for the items of indebtedness identified in Section 3 above. I further understand that the amounts indicated will be withheld from my lump sum payment (if retiring) or I will receive a bill.



I have received and understand the Office of the General Counsel’s Employment Search and Post Employment guidance.

Foreign Service retirement and resignation only: I waive my final Annual Evaluation Form (AEF) and Annual Input Form (AIF).

Procurement Officials Only*: I hereby certify, pursuant to the Procurement Integrity Act (41 U.S.C. § 2100-2107), that I understand the continuing obligation not to disclose proprietary or source selection information, as further described therein. I understand that my continuing obligation not to disclose proprietary or source selection information applies to any U.S. Agency for International Development or other federal agency procurement.

* Procurement officials include all employees with access to proprietary or source selection information for acquisition and assistance competitions that are not completed, as of the date of the certification. This includes, but is not limited to, contracting/agreement officers, contracting/agreement specialists, contracting/ agreement officer representatives, and members of technical panels.

34a. Printed Employee Name	34b. Employee Signature	34c. Date:
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SECTION 5 – TO BE COMPLETED BY IMMEDIATE SUPERVISOR

35. As the supervisor, I certify that the following are complete:

Employee’s final timesheet is certified.

Timekeeper inactivated employee [GovTA](#) profile after the timesheet is certified.

Signed [AID Form 502-2, USAID Records Management Checklist for Employees](#) or, if a Senior Official, [AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials](#) and provided the original to the designated Records Liaison Officer of the assigned B/IO or Mission.

Notified the Bureau for Management, Office of Acquisition and Assistance (M/OAA) to designate another COR/AOR for contracts/grants, if applicable.

Notified external agency to terminate access to other federal systems used by employees, if applicable.



<p>To the best of my knowledge, this form identifies all assets assigned to the employee used in the conduct of their work. To the best of my knowledge, this form identifies all systems used in the conduct of their work, as shown in Section 1 of this form.</p> <p>Verified that all applicable exit clearances were obtained.</p>		
35a. Printed Supervisor Name	35b. Supervisor Signature	35c. Date

SECTION 6 – TO BE COMPLETED BY AMS or EXO		
<p>36. As the AMS/EXO, I certify that the following are complete:</p> <p>Received signed Annual Evaluation Form (AEF) and Annual Input Form (AIF) or PSC Evaluation Form.</p> <p>For supervisors only: All evaluation forms are complete.</p> <p>Reviewed all employee declarations of N/A and validated those statements are accurate.</p> <p>Submitted request to delete/transfer access to USAID systems, as shown in Section 1.</p> <p>Missions Only: Sent a departure cable to AMS or Human Resources (HR) Specialist in the Office of Human Capital and Talent Management’s (HCTM) Foreign Service Center (HCTM/FSC) to announce the separation of the employee.</p>		
36a. AMS or EXO Email Address:		
36b. Printed AMS/EXO Name	36c. AMS/EXO Signature	36d. Date

SECTION 7 – TO BE COMPLETED BY SECURITY
<p>HQ employees: On the last official workday and after all signatures are obtained in Sections 1 through 6 above. Prior to arriving at the Office of Security (SEC), employees must complete the online Classified Information Debriefing, which can be accessed at 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. The Office of Security is open Monday through Thursday during USAID core hours 9:30 a.m. to 11:30 a.m. (EST) and 1:30 p.m. to 3:45 p.m. (EST), and on Fridays from 9:30 a.m. to 12:00 p.m. (EST).</p>



Appointments can be made by telephone at (202) 712-0990, or by email secinformationsecurity@usaid.gov.

Mission employees: The EXO or Regional Security Officer (RSO) will administer a debriefing (execute [SF-312/Form 4414](#) Sensitive Compartmented Information (SCI), Nondisclosure Agreement (NDA) of all cleared employees who received access to sensitive information, systems, or facilities prior to separating from the Mission. After administering the debriefing(s), the EXO or RSO must return the NDA(s) to USAID’s Office of Security (SEC), via email at: [secinformationsecurity@ usaid.gov](mailto:secinformationsecurity@usaid.gov) no later than two business days before departure. If the employee is scheduled to return to USAID’s headquarters in Washington, D.C. prior to terminating employment, the security debriefing must be coordinated by the sponsoring AMS and conducted by SEC.

37. Building Pass (PIV/FAC Card)

All employees must return your Personal Identity Verification (PIV) Card and/or Facility Access Card (FAC) to Security

37a. Printed Clearing Official Name	37b. Clearing Official Signature	37c. Date
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38. Separation Statement (SF-312)

Complete and sign the [SF-312](#) (Classified Information Nondisclosure Agreement)

38a. Printed Clearing Official Name	38b. Clearing Official Signature	38c. Date
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Once all clearances and signatures are obtained and SEC has cleared Section 7, employees must email this from along with [AID Form 502-2, USAID Records Management Checklist for Employees](#) or [AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials](#), and all supporting email clearances to HCTM via [LaunchPad](#). HCTM’s Human Capital Services Center (HCTM/HCSC) will complete Section 8 and ensure the completion of Section 9. Please note that you will not receive your lump sum payment or transfer of leave until all clearances in this form have been received.



SECTION 8 – EXIT CLEARANCE CERTIFICATION

USDH: To be completed by HCTM/HCSC for USDH.

PSC: To be completed by AMS for HQ PSC. To be completed by EXO for Mission PSC.

39. HCTM or AMS verifies that the following are complete:

Employee has obtained all required clearances and signed Section 4 Employee Certification.

This form and [AID Form 502-2, USAID Records Management Checklist for Employees](#) or [AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials](#) have been received.

This form and the employee’s SF-50, if applicable, have been submitted to the Bureau for Management, Office of the Chief Financial Officer, Payroll (M/CFO/P) or appropriate office for processing.

PSC only: Send a copy of this completed form to m.cfo.cmp.uspsc-payroll@usaid.gov and the cognizant Contracting Officer.

PSC only: This form must be retained in the office contract file.

A copy of this form must be retained in HCTM Records Management or AMS/EXO for two years from the date received and signed.

39a. Printed Clearing Official Name	39b. Clearing Official Signature	39c. Date
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SECTION 9 – PAYROLL To be completed by M/CFO/P.

40. Employee has cleared all items of payroll indebtedness?

Yes No

Deduction in the amount of \$ _____ was made from lump sum payment for items listed below.

1. _____
2. _____
3. _____



USAID
FROM THE AMERICAN PEOPLE

Indebtedness in the amount of \$_____ reported to National Finance Center for issuance of a bill to the employee for the items listed below:

1. _____
2. _____
3. _____

Attach file, via ticket, the AID Form 451-1 and SF-1150 to HCTM/HCSC with final signatures and disposition of any outstanding debt noted.

40a. Printed Clearing Official Name	40b. Clearing Official Signature	40c. Date



INSTRUCTIONS FOR COMPLETING AID FORM 451-1 EXIT CLEARANCE FOR USAID PERSONNEL

You are required to complete Section 1 and Section 4 yourself in the days leading up to your departure and obtain all required clearances in Section 2 and Section 3. On your last day in the office, bring this form with Sections 1 through 6 completed to the Office of Security (SEC) to receive SEC clearance in Section 7. Once cleared by SEC, return this form to:

- **USDH:** HCTM’s HCTM Records Center via LaunchPad.
- **HEADQUARTERS (HQ) PSC:** AMS
- **MISSION PSC:** EXO

The receiving point of contact (POC) will complete Section 8 and ensure the completion of Section 9. Please note that you will not receive your lump sum payment or transfer of leave until all clearances have been received.

SECTION 1 – TO BE COMPLETED BY EMPLOYEE

This section (boxes 1-10) must be completed by the employee in its entirety. The employee must list all USAID and other federal information technology systems used in conducting their work or accessed regardless of whether the systems are used on a regular basis.

SECTION 2 – ADMINISTRATIVE CLEARANCES

The separating employee must obtain all required clearances (Boxes 11-33c.) 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. Where applicable, employees must obtain clearances from the POCs listed on this form. All clearances must be by email or in-person, as indicated on the form and all email clearances must be printed and attached to this form. Clearances that are not required for all employees as 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 select N/A for the applicable item.

The responsible organizations listed below are required to certify that employees have satisfied their specific requirements before separating from the Agency. The POCs for the administrative clearances below must inform the employee of any outstanding debt and refer them to the appropriate office to obtain debt repayment information. 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 4– “Employee Certification” of this form.



Financial Management	
Boxes 11-11c.	Agency Travel Card
<p>Personnel separating from USAID are required to obtain email clearance on this 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. Only clearing officials in the Bureau for Management, Chief Financial Officer, Financial Policy and Support Division (M/CFO/FPS) may clear on the Agency Travel Card Section of this form.</p>	
Boxes 12-12c.	Foreign Transfer Allowance (FTA):
<p>Foreign Service employees separating from USAID are required to obtain email clearance from the last mission assigned to verify there are no outstanding Foreign Transfer Allowances (FTA). Only clearing officials at the last mission assigned and/or HCTM/FSC may clear on the FTA Section of this form. The AMS/EXO may verify the FTA Section of this form if the employee is not a Foreign Service employee.</p>	
Boxes 13-13c.	Travel Advances
<p>Employees separating from USAID are required to obtain email clearance to ensure there are no outstanding travel advances. The email clearance request should be submitted at least 48 hours prior to the date of departure. Only clearing officials in the Bureau for Management, Chief Financial Officer, Cash Management and Payment Division (M/CFO/CMP) may clear on the Travel Advances Section of this form.</p>	
INFORMATION TECHNOLOGY AND LIBRARY RESOURCES	
Boxes 14-14c.	IT Assets
<p>HQ employees: Personnel separating from USAID are required to obtain clearance 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 this form. Prior to the employee's departure, the Service Desk must collect the IT assets and certify that assets assigned to the employee are undamaged. Employees are held financially liable for all individually assigned property that is damaged, lost, or destroyed because of negligence, improper use, or willful action. Only clearing officials in M/CIO may clear on the IT Assets Section of this form.</p>	



<p>MISSIONS: The EXO or Mission Accountable Property Officer (APO) must contact the USAID/W M/CIO Service Desk (cio-helpdesk@usaid.gov) at least ten 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 with an updated inventory of the IT assets that were collected from the departing employee.</p>	
<p>Boxes 15-15c.</p>	<p>Secure Phone/Crypto Card</p>
<p>All personnel separating from USAID are required to obtain email clearance on this form. If the separating employee has Phone/crypto cards, they must return the phone/cards prior to obtaining clearance. Only clearing officials in M/CIO may clear on the Secure Phone/Crypto Card Section of this form.</p>	
<p>Boxes 16-16c.</p>	<p>ClassNet/OpenNet</p>
<p>HQ employees: Personnel separating from USAID must obtain an email clearance on this form. If the separating employee has ClassNet access, their 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. Only clearing officials in M/CIO may clear on the ClassNet/OpenNet Section of this form.</p>	
<p>Boxes 17-17c.</p>	<p>USAID Library and Learning Resource Center</p>
<p>Personnel separating from USAID must obtain email clearance 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. Only clearing officials in the Knowledge Service Center may clear on the USAID Learning Resource Center Section of this form.</p>	
<p>ACQUISITION AND ASSISTANCE</p>	
<p>Boxes 18-18c.</p>	<p>CO/AO Warrant Holders and Procurement Warrant</p>
<p>Employees separating from USAID who are Contracting Officers and Agreement Officers (CO/AO) must obtain clearance on this form and return their warrants. Only clearing officials in M/OAA may clear on the CO/AO Warrant Holders and Procurement Warrant Section this form.</p>	



Boxes 19-19c.	GSA SmartPay Purchase Card:
<p>All personnel separating from USAID must obtain email clearance, as indicated on this form. Emails should be sent to smartpay2@usaid.gov to request the electronic clearance. Only clearing officials in the Bureau for Management, Office of Acquisition and Assistance, Cost, Audit and Support Division (M/OAA/CAS) may clear on the GSA SmartPay Purchase Card Section of this form.</p> <ol style="list-style-type: none">1. Personnel who are separating from the Agency who have a SmartPay Purchase Card must notify M/OAA/CAS at least 30 calendar days prior to departure, when possible; to ensure there is enough time for any related transactions to be reconciled.2. M/OAA/CAS must confirm whether a purchase card has been issued to the departing employee. Departing employees who either do not have a SmartPay 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 SmartPay Purchase Card transaction(s), the transaction(s) must be reconciled, to obtain an electronic exit clearance.3. 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.4. Once M/OAA/CAS confirms 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. <p>Further details on canceling a SmartPay Purchase Card account can be found in ADS Chapter 331, USAID Worldwide Purchase Card Program.</p>	
Boxes 20-20c.	Contractor Past Performance Assessment Report
<p>All Employees separating from the Agency must obtain email clearance, as indicated on this form. Contracting Officers (COs) and CORs must verify that the contractor’s 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. Contracting Officers and CORs should report their planned departure/transfer to M/OAA at ppperformance@usaid.gov 30 calendar days in advance, when possible (see ADS Chapter 302, USAID Direct Contracting for specific guidance). Only clearing officials in the M/OAA may clear on the Contractor Past Performance Assessment Report Section of this form.</p>	



MANAGEMENT SERVICES

**Boxes
21-21c.**

Official/Diplomatic Passports

In accordance with [ADS Chapter 522, Performance of Temporary Duty Travel in the U.S and Abroad](#), all official and diplomatic passports issued to USAID personnel must be returned to the Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD), upon separation from the Agency.

- M/MS/TTD must deliver returned passports to the U.S. Department of State's Special Issuance Agency (CA/PPT/SIA) to be canceled and destroyed or canceled 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.
- **Personnel departing from USAID/W must obtain clearance from M/MS/TTD in-person.** Only clearing officials in the M/MS/TTD may clear on the Official/Diplomatic Passport Section of this form. M/MS/TTD must contact CA/PPT/SIA to ascertain whether the employee was issued a passport by USAID before providing exit clearance on this form.
- If the departing personnel 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. Personnel transferring from USAID to another federal agency must surrender their passports to M/MS/TTD where the Department of State, Special Issuance Agency (SIA) will conduct the transfer of accountability. SIA will transfer the passport to their new agency.

Missions:

- Employees separating from a 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 CA/PPT/SIA to be canceled and destroyed or canceled 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. Personnel transferring from USAID to another federal agency must surrender their passports to M/MS/TTD where the Department of State, Special Issuance Agency (SIA) will conduct the transfer of accountability. SIA will transfer the passport to their new agency.

**Boxes
22-22c.**

Agency Travel Vouchers

All personnel separating from USAID must obtain email clearance from the E2 helpdesk, as indicated on this form. 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 the [E2 Travel System](#). This clearance must be documented and attached to this form. Only clearing officials from the E2 helpdesk may clear on the Agency Travel Voucher Section of this form.

Missions: Overseas employees must complete the Permanent Change of Station (PCS) before they can finalize their travel vouchers.

**Boxes
23-23c.**

Transit Benefits

Employees separating from USAID must obtain email or in-person clearance from the Bureau of Management, Office of Management Services, Headquarters Management Division (M/MS/HMD). Only clearing officials in M/MS/HMD may clear on the Transit Benefits Section of this form.

- 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 Chapter 515, Transit Benefits \(SmartBenefits\) Program](#)).
- Parking permits: To the extent possible, employees with parking permits should notify M/MS/HMD at least 30 calendar 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,) 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 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 Chapter 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 the M/MS/HMD’s Parking Coordinator within 24 hours of the date of separation 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 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 to exit the garage (see [ADS Chapter 514, Parking Program Administration](#)).

Boxes 24-24c.	Records Management
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Complete and sign the following forms:

- [AID Form 502-2, USAID Records Management Checklist for Employees](#); or
- [AID Form 502-3, USAID Records Management Exit Checklist for Senior Officials](#)

Complete the appropriate form and obtain signature from your immediate supervisor or B/IO Records Liaison Officer.

HUMAN CAPITAL AND TALENT MANAGEMENT (USDH ONLY)

Boxes 25-25c.	Student Loan Repayment Program Service Agreement
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All USDH employees separating from USAID must obtain clearance on this 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. The Office of Human Capital Talent Management (HCTM) will verify that the service agreement is satisfied prior to departure from the Agency. Only clearing officials in HCTM may clear on the SLRP section of this form.



Boxes 26-26c.	Benefits
<p>Only employees separating from the Federal Government should submit a request via LaunchPad to request a consultation with HCTM’s Benefits Division and to be briefed about your benefits. If you do not want to be briefed or have not enrolled in benefits, please submit a request via LaunchPad indicating that you want to waive your briefing with the Benefits Division and receive your clearance. Employees retiring or transferring to another Agency do not need this clearance.</p>	
Boxes 27-27c.	Retention, Recruitment, Relocation, Physicians’ Comparability Allowance Service Agreements
<p>All USDH employees separating from USAID are required to obtain clearance on this form. Only clearing officials in HCTM/H CSC should clear on the Retention, Recruitment, Relocation and Physician’s Comparability Section of this form.</p>	
Boxes 28-28c.	Continued Service Agreements for Training
<p>Employees selected for training for 80 hours or more at non-U.S. Government facilities must sign a Continued Service Agreement (CSA) to continue in the Agency’s service after completing training (see 5 U.S.C. 4108(a)(1)). By signing the CSA, employees selected for training subject to a CSA agree that they will continue government service for a period at least equal to three times the length of the training period unless involuntarily separated from the Agency. This policy applies to all categories of employees. If the employee voluntarily separates from the Agency before the CSA expires, the Agency has an obligation to recover the additional expense incurred by the Government in connection with the training. The employee is not obligated to repay training costs attributable to the uncompleted period of service if they are involuntarily separated from the Agency for reasons other than misconduct or unsatisfactory performance (see 5 C.F.R. § 410.309(c)). The Agency recovers amounts owed by an employee in accordance with Agency procedures for employee debt collection and recovery (see ADS Chapter 625, Administrative Accounts Receivable).</p> <p>The Bureau for Management, Office of the Chief Financial Officer (M/CFO) or designee, may waive the right of recovery of an employee’s debt, in whole or in part, if they determine that recovery is not fair and in good conscience.</p>	
Boxes 29-29c.	Home Service Transfer and Home Leave Service Agreements
<p>Foreign Service employees are required to obtain email clearance on this form. Only clearing officials in HCTM/FSC may clear on the Home Service Transfer/Home Leave Service Agreement Section of this form. The AMS/EXO may verify the Home Service Transfer/Home</p>	



Leave Service Agreement Section of this form if the separating employee is not a Foreign Service employee.

Boxes 30-30c.	Paid Parental Leave
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The usage of paid parental leave requires that you complete a 12-week work obligation at the agency at the time you conclude using paid parental leave granted in connection with the birth or placement (for adoption or foster care) of my child.

If you fail to return to work and fully complete the required 12-week work obligation, the Agency during that period of time in which you used paid parental leave may require a reimbursement equal in amount to the total amount of any Federal Government contributions paid by the agency(ies) on your behalf. If the Agency determines that reimbursement must be made, they may seek collection of the full amount and that there is no authority for a partial waiver of the amount owed.

Exit Survey and Exit Interview

You are encouraged to participate in the Agency’s Exit Survey to gain insight into reasons employees decide to leave the Agency.

You are encouraged to participate in an Exit Interview by phone, online, or in person with the Staff Care Office. This can be scheduled by contacting Staff Care:

Phone:

- Free phone: +1 877-988-7243
- Direct dial: +1 919-645-4960
- Global direct dial: +44 (208) 987-6200

Email: support@usaidstaffcarecenter.net

OTHER CLEARANCES (USDH ONLY)

Boxes 31-31c.	AFGE or AFSA Membership
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Employees separating from USAID who are union members are required to obtain email clearance on this form. The American Foreign Service Association members should reach out, when possible, to member@afsa.org three to four weeks before separation to allow for adjustments to payroll deductions. The AMS/EXO may verify the AFGE or AFSA Membership Section of this form if the separating employee is not a Foreign Service employee.



Boxes 32-32c.	GC/EA Ethics Clearance
<p>All USDH employees and Personal Services Contractors, regardless of grade/rank/class, as well as Intergovernmental Personnel Act assignees, are required to obtain an exit clearance from the Office of the General Counsel, Ethics and Administration Division (GC/EA), before separating from the Agency. Employees should email ethics@usaid.gov. Ethics Officials 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.</p> <p>Missions: Employees separating directly from post must contact their Resident Legal Officers (RLOs).</p>	
Boxes 33-33c.	SECTION 3 - OUTSTANDING DEBT
<p>Employees separating from USAID must complete all administrative clearances in Section 2 of this form before obtaining the outstanding debt clearance. 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 Chapter 625, Administrative Accounts Receivable. A bill for collection may be issued through the National Finance Center or funds may be withheld from the employee's lump sum payment, based on M/CFO's determination. Only clearing officials in M/CFO/WFS may clear on the Outstanding Debt Section of this form after all administrative clearances have been obtained.</p>	
Boxes 34-34c.	SECTION 4 - EMPLOYEE CERTIFICATION
<p>Upon completion of all applicable administrative clearances in Sections 2 and 3 of this form, the employee must certify the items in Section 4 and sign the form.</p> <p>The employee must check the appropriate boxes and sign in this section. Where applicable, the employee is certifying that they (1) have entered the final time and attendance in GovTA and notified the timekeeper of the last workday; (2) have accounted for all government property assigned and have no known indebtedness; (3) understand that any amounts owed the Agency will be collected either by withholding the amount from the lump sum payment or issuing a bill; (4) have received the Office of the General Counsel's Employment Search and Post Employment Guidance; (5) completed and signed AID Form 502-2, USAID Records Management Checklist for Employees or for Senior Officials, AID 502-3, USAID Records Management Exit Checklist for Senior Officials 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</p>	



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.

**Boxes
35-35c.**

SECTION 5 – TO BE COMPLETED BY IMMEDIATE SUPERVISOR

The employee provides this completed form and any email clearances that were received to their immediate supervisor for review and signature of Section 5 of this form.

The employee’s immediate supervisor must verify that (1) the employee’s final timesheet is certified; (2) ensure the timekeeper inactivates [GovTA](#) profile after the timesheet is certified; (3) sign [AID Form 502-2, USAID Records Management Checklist for Employees](#) or for Senior Officials, [AID 502-3, USAID Records Management Exit Checklist for Senior Officials](#) 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 their work are identified on this 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 7.

**Boxes
36-36d.**

SECTION 6 – TO BE COMPLETED BY AMS or EXO

The AMS or EXO reviews and signs Section 6 of this form and submits a ServiceNow request to deactivate access to USAID systems used by the employee.

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 1 (box 10) of this form; and (4) SF-52 (Request for Personnel Action) have been submitted to HCTM to separate employee.



SECTION 7 – SECURITY

Prior to getting clearance from Security, all clearance should be completed and signed by the supervisor and AMS.

HQ: The separating employee should ensure the Office of Security (SEC) is the second-to-last stop on their last day. SEC is available to debrief employees Monday through Thursday during USAID core hours 9:30 a.m. to 11:30 a.m. (EST) and 1:30 p.m. to 3:45 p.m. (EST) and Friday from 9:30 a.m. to 12:00 p.m. (EST). 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.

MISSION: The EXO or Regional Security Officer (RSO) will administer a debriefing (execute [SF-312/Form 4414](#) Sensitive Compartmented Information (SCI), Nondisclosure Agreement (NDA) of all cleared employees who received access 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 or RSO must return the NDA(s) to USAID’s Office of Security (SEC), via email at: secinformationsecurity@usaid.gov no later than two business days before departure. If the employee is scheduled to return to USAID’s headquarters in Washington, D.C. prior to terminating employment, the security debriefing must be coordinated by the sponsoring AMS and conducted by SEC.

**Boxes
37-37c.**

Building Pass (PIV/FAC Card) and Separation Statement

Personnel separating from USAID must turn in their Personal Identity Verification (PIV) Card/Facility Access Card (FAC) and are required to obtain SEC clearance on this form. Employees must return their USAID issued PIV/FAC on the last day of employment. SEC requests that appointments be made in advance, if possible.

MISSIONS: PIVs are returned to EXO or IT; badges are returned to the RSO.

**Boxes
38-38c.**

Security Debriefing and Separation Statement (SF-312)

Employees separating from the Agency who have a USAID issued security clearance are required to obtain a security debriefing from Security (SEC). SEC must provide a security debriefing to all employees granted access to National Security information (see [ADS Chapter 568, National Security Information Program](#)). Employees separating from the Agency should complete the online “Classified Information Debriefing” prior to arriving at SEC to obtain clearance on this form. The “Classified Information Debriefing” can be accessed at <https://pages.usaid.gov/SEC/information-and-industrial-security>. To obtain SEC clearance on the this form, employees must sign an [SF-312](#) (and [Form 4414](#), if applicable).



SEC will provide the employee with the SF-312 (and Form 4414, if applicable). If these steps are not completed, SEC is unable to provide clearance on this form.

MISSIONS: The EXO/Regional Security Officer (RSO) will administer a debriefing ([SF-312/Form 4414](#) Sensitive Compartmented Information (SCI), Nondisclosure Agreement (NDA) of all cleared USAID USDH employees, including PSC and others with DH-like entitlements, who received access (executed a [SF-312/Form 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 business 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.

**Boxes
39-39c.**

SECTION 8 – EXIT CLEARANCE CERTIFICATION

USDH: After obtaining clearance from SEC, the separating USDH employee provides this 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.

PSC: PSCs must give this form to their AMS (Headquarters Personnel) or EXO (Mission Personnel) for final distribution and filing of the form. The AMS or EXO will forward a copy of this form to the cognizant contracting officer, the m.cfo.cmp.uspsc-payroll@usaid.gov mailbox, and M/CFO/Payroll. In instances where the PSC is terminating prior to the expiration date, the contracting officer will prepare a modification to terminate the agreement and forward copies to the AMS or EXO and the m.cfo.cmp.uspsc-payroll@usaid.gov mailbox. M/CFO/Payroll will notify the National Finance Center of the termination.

**Boxes
40-40c.**

SECTION 9 – PAYROLL

The HCTM Records Center or AMS/EXO will forward a copy of this completed form and the SF-50 to M/CFO/Payroll for processing of any final payments or bills of collection once the exit clearance is completed.