



FORM AID 451-3 Employee Exit Clearance: USAID Personal Service Contractor Departure from Washington

PRIVACY ACT STATEMENT

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

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

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

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

The Agency's policies and essential procedures on separations and exit clearance are found in ADS 451, "Separations and Exit Clearance." All USAID Personal Service Contractors separating from the Agency from Washington, *including Personal Service Contractors who are posted overseas but returning to Washington before leaving the Agency* must complete applicable sections of Form AID 451-3, "Employee Exit Clearance: USAID Personal Service Contractor Departure from Washington," and obtain the required clearances. For the purposes of this requirement, the term **"Personal Service Contractor (PSCs)"** includes *U.S. Personal Services Contractors (USPSCs), Cooperating Country National Personal Services Contractors (CCNPSCs), and Third Country National Personal Services Contractors (TCNPSCs)*. USAID institutional contractors and Federal Employees under Interagency Agreements should not complete Form AID 451-3, but must inform their Contracting Officer Representative (COR) of their upcoming departure from USAID. The COR will ensure completion of actions. Please refer to [ADS 306 mah, Contracting Officer Representative \(COR\) Checklist: Exit Procedures for Institutional Support Contractors and Federal Employees Under Interagency Agreements](#). USAID Personal Service Contractors separating the Agency from a Mission must complete FORM USAID 451-4.

You are required to complete sections 1 and 4 yourself in the days leading up to your departure and obtain all required clearances in Sections 2 and 3. On your last day in the office, bring the form with Sections 1-6 completed, to the Office of Security (SEC) in order to be cleared on section 7. Once cleared from SEC, *the PSC must turn in the form to their Supervisor to complete Section 10. This is the final step for checkout at USAID for PSCs. PSCs do not go to HCTM Records Center for the final step.*

SECTION I – TO BE COMPLETED BY EMPLOYEE	
Employee Name:	Bureau and Office:
Supervisor Name:	Office Location:
Employment Category:	Last Day in the Office:
Forwarding Address:	Personal Email Address:
List all USAID and other Federal systems you access in conducting your work (e.g., GLAAS, Phoenix, OMB MAX) and your user role:	

SECTION 2 – ADMINISTRATIVE CLEARANCES				
<i>Where applicable, employees must obtain clearances from the Clearing Officials listed below. All clearances must be by email or in-person as indicated on the AID 451-3, and all email clearances must be printed and attached to the this form. Please annotate on the upper right corner of the email clearances the corresponding clearance number from the checklist.</i>				
<i>The 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 employees' departure for payment arrangements.</i>				
1. FINANCIAL MANAGEMENT				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
1.a.	Agency Travel Card	All PSCs email usaidthravelcard@usaid.gov to obtain clearance.		<input type="checkbox"/> Attached Email Clearance
1.b.	Travel Advance	All employees email bnwachu@usaid.gov or fedejesus@usaid.gov to obtain clearance.		<input type="checkbox"/> Attached Email Clearance

2. INFORMATION TECHNOLOGY AND LIBRARY RESOURCES				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
2.a.	IT Assets (check applicable) <input type="checkbox"/> Software <input type="checkbox"/> Hardware <input type="checkbox"/> Cell Phone Chargers <input type="checkbox"/> Telephone Calling Card <input type="checkbox"/> Flash Drive <input type="checkbox"/> Other: _____	All PSCs call or email the 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. Check any of the following that you will be returning: <input type="checkbox"/> Laptop <input type="checkbox"/> iPad <input type="checkbox"/> PC <input type="checkbox"/> Docking Station/Keys <input type="checkbox"/> Token/Soft Token <input type="checkbox"/> Software <input type="checkbox"/> Cell Phone Chargers <input type="checkbox"/> Telephone Calling Card <input type="checkbox"/> Flash Drive <input type="checkbox"/> Radio <input type="checkbox"/> Other:		Clearing Official Signature:
2.b.	Secure Phone	Secure phone hand receipt holders and chain of custody must be obtained NLT one week prior to departure. M/CIO/IA/SO is open between the hours of 7:00 am and 4:30 pm, and is located at 7.06-220 RRB.		<input type="checkbox"/> N/A – I do not have a secure phone Clearing Official Signature:
2.c.	ClassNet/OpenNet	Return your ClassNet, OpenNet card and/or RSA token to M/CIO/IA/SO between the hours of 7:00 am and 4:30 pm, and is located at 7.06-220 RRB.		<input type="checkbox"/> N/A – I do not have access to ClassNet/OpenNet Clearing Official Signature:
2.d.	USAID Library and Learning Resource Center	All PSCs email ksc@usaid.gov to receive clearance that you have no outstanding items from the Library or Learning Resource Center.		<input type="checkbox"/> Attached Email Clearance
3. ACQUISITION AND ASSISTANCE				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
3.a.	CO/AO Warrant Holders	Only Contracting Officers/Agreement Officers (CO/AO) and Executive Officers (EXO) email jnorling@usaid.gov to obtain clearance. Return your procurement warrant to M/OAA/E before your last day in office. M/OAA/E is located at Room 858E SA-44.		<input type="checkbox"/> N/A – I am not a CO/AO or EXO <input type="checkbox"/> Attached Email Clearance Clearing Official Signature:
3.b.	GSA Smart Pay Purchase Card	All PSCs email Sarah Laws salaws@usaid.gov or Lynda Jackson ljackson@usaid.gov to obtain clearance. Reconcile all outstanding transactions associated with your GSA Smart Pay Purchase Card. Please refrain from using your card during your last 30 days of employment		<input type="checkbox"/> Attached Email Clearance
3.c.	Contractor Past Performance Assessment Report	All PSCs email pperformance@usaid.gov to obtain clearance OR to validate that you are not a COR/AOR. Initiate or complete a Contractor Performance Assessment Report (CPAR) for the current reporting period or provide up-to-date substantive pre-assessment notes in CPARS for awards that have advanced at least three months into the reporting cycle.		<input type="checkbox"/> Attached Email Clearance

4. MANAGEMENT SERVICES				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
4.a.	Official/Diplomatic Passports	All PSCs email or return official and diplomatic passports to M/MS/TTD for in person clearance. Kenneth Hawkins kehawkins@usaid.gov at 5.07-050 RRB and/or travelandtransportation-helpdesk@usaid.gov		Attached Email Clearance Clearing Official Signature:
4.b.	Agency Travel Vouchers	All PSCs submit request in E2 Travel System or call the E2helpdesk at 1-800-862-2214. <ul style="list-style-type: none"> • E2 Instructions: Once in E2Travel, 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 – <ul style="list-style-type: none"> ○ "Ask a Question (email)", ○ "Live Chat, The helpdesk will provide clearance via email. All outstanding vouchers must be submitted to obtain clearance.		<input type="checkbox"/> Attached Email Clearance
4.c.	Transit Benefits	All PSCs email transitbenefitprogram@usaid.gov to receive your clearance. This clearance includes Carpool/Vanpool, Parking Permit, Commuter Bus tickets, Metro Smart Card Benefits		<input type="checkbox"/> Attached Email Clearance
4.d.	Records Management	All PSCs separating from the Agency must complete and sign the following forms: <ul style="list-style-type: none"> • AID Form 502-2, USAID Records Management Checklist for Employees or <ul style="list-style-type: none"> • AID 502-3, USAID Records Management Exit Checklist for Senior Officials Complete the appropriate form and obtain signature you're your Immediate Supervisor or B/IO Records Liaison Officer (RLO).		<input type="checkbox"/> Attached AID 502-2 or 502-3 Form

SECTION 3 – OUTSTANDING DEBT

This section must be completed after all other administrative clearances have been obtained. M/CFO/WFS will determine non-payroll debt and a bill for collection may be issued by USAID or through the National Finance Center or funds may be withheld from the employee's lump sum payment based on the determination made by M/CFO.

6.c.	Outstanding Debt	All PSCs email cfo.wfsaccountingservices@usaid.gov with a copy of signed administrative clearances from Section II above.		<input type="checkbox"/> Attached Email Clearance
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SECTION 4 – PSC EMPLOYEE CERTIFICATION

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

- I have entered my final time and attendance in WebTA or other T&A system and advised my timekeeper of my last official workday.
- I have accounted for all Government property assigned to me and have no known indebtedness.
- (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.
- I completed and signed AID 502-2 Form (USAID Records Management Exit Checklist Form) or if Senior Official use AID 502-3 Form (USAID Records Management Exit Checklist for Senior Officials).

* 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.

Employee Signature:

Date:

SECTION 5 – TO BE COMPLETED BY IMMEDIATE SUPERVISOR

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

- Employee's final timesheet is certified.
- Timekeeper inactivated employee WebTA profile after the timesheet is certified, if applicable.
- Signed AID 502-2 Form (USAID Records Management Exit Checklist Form) or if Senior Official, AID 502-3 Form (USAID Records Management Exit Checklist for Senior Officials) and provided the original to the designated Records Liaison Officer (RLO) of the assigned B/M/IO.
- Notified M/OAA to designate another COR/AOR for contracts/grants (if applicable).
- Notified External Agency to terminate access to other Federal systems used by employee (if applicable).
- To the best of my knowledge, this AID 451-3 form identifies all assets assigned to the employee used in the conduct of his/her work.
- To the best of my knowledge, this AID 451-3 form identifies all systems used in the conduct of his/her work as shown in Section I of this form.
- Verified that all applicable exit clearances were obtained.

Printed Supervisor Name:

Supervisor Signature:

Date:

SECTION 6 – TO BE COMPLETED BY AMS OR EXO

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

- Received signed PSC evaluation form.
- (For supervisors only)** All PSC evaluation forms are complete.
- Reviewed all employee declarations of N/A and validated those statements are accurate.
- Submitted request to delete/transfer access to USAID systems as shown in Section I.

Printed AMS Name:

Signature of AMS:

Email Address:

Date:

SECTION 7 – SECURITY

To be completed by Security on the **last official work day** and after all signatures are obtained in sections I-VI above. Prior to arriving at the Office of Security, Employees must complete the online Classified Information Debriefing. The “[Classified Information Debriefing](https://pages.usaid.gov/SEC/information-and-industrial-security)” can be accessed at [my.usaid.gov](https://pages.usaid.gov/SEC/information-and-industrial-security), <https://pages.usaid.gov/SEC/information-and-industrial-security>. Employees should print the certificate at the end of the online debriefing and bring it with them to their debriefing. SEC is available Monday through Thursday during USAID core hours 9:30 am to 11:30 am and 1:30 pm to 3:45 pm, and on Fridays from 9:30 am to 12:00 pm. Appointments can be made by telephone - (202) 712-0990 - or by email (secinformationsecurity@usaid.gov)

No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Printed Name and Signature of Clearing Official
7.a.	Building Pass (PIV/FAC Card) and Separation Statement	All employees return your Personal Identity Verification (PIV) Card and/or Facility Access Card (FAC) to Security		Clearing Official Signature:
7.b.	Separation Statement (SF-312)	All employees complete and sign the SF-312 (Classified Information Nondisclosure Agreement)		Clearing Official Signature

Once the PSC obtains clearance from Security, the PSC must turn in the form to their AMS/EXO or Supervisor to complete Section 8. This is the final step for checkout at USAID for Personal Service Contractor. PSCs do not go to HCTM Records Center for the final step.

SECTION 8 – AMS/EXO or Supervisor

TO be completed by the AMS/ EXO or Supervisor

As the AMS/EXO/Supervisor, I certify the following are complete:

- Employee has obtained all required clearances and signed the employee certification
- Send completed AID 451-3 form to payroll office (M/CFO/Payroll) or appropriate payroll office for processing
- Send a copy of the completed AID 451-3 form to uspsc@usaid.gov and the cognizant Contracting Officer
- The original AID 451-3 form is retained in the office contract file
- A copy of AID 451-3 form is retained by the EXO for 2 years from the date received completed and

Printed Name:	Signature:	Date:
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SECTION 9 – PAYROLL (USPSC@usaid.gov)

To be completed by the PSC Payroll division of the Office of the Chief Financial Officer.

Employee has cleared all items of payroll indebtedness

Yes No

- Deduction in the amount of \$ _____ was made from lump sum payment for items listed below.
- Indebtedness in the amount of \$ _____ reported to National Finance Center for issuance of a bill to the employee for the items listed below:

Printed Name:	Signature:	Date:
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