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ADS Chapter 451

Separations and Exit Clearance

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 ADS 451 – Separations and Exit Clearance
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Text highlighted in yellow indicates that the material is new or substantively revised.

ADS 451 – Separations and Exit Clearance

451.1

OVERVIEW

Effective Date: 06/01/2018

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), **Presidential Appointee Senate Confirmed/Non-Confirmed (PAS/PA)**, 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).

451.2

PRIMARY RESPONSIBILITIES

Effective Date: 06/01/2018

- 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 to the appropriate **servicing HR Specialist**. The AMS must provide the separating **employee with the required forms** 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 II are required to certify that the employee has satisfied their specific requirements for exiting the Agency. The POCs for administrative clearances are required to report any non-payroll debts which have been identified during the exit clearance process to the Bureau for Management, Office of the Chief Financial Officer, Washington Financial Services Division (M/CFO/WFS) for collection prior to the employee's departure and provide guidance on how to pay the debt prior to leaving the Agency.
- g. The **Immediate Supervisor** is responsible for ensuring the separating employee completes administrative actions on the [AID 451-1 form](#). In the event the employee fails to obtain the required clearances, the supervisor is responsible for working with the AMS or EXO to obtain all clearances on behalf of the employee except as provided under section 451.3.
- h. 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.
- i. 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.
- j. 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 notify the Foreign Service Center (HCTM/FSC/FSS) of the employee's resignation to begin the separation process at the Mission.
- k. **Contracting Officers' Representatives (CORs)** must ensure the requirements in [ADS 302, USAID Direct Contracting](#) are followed by separating contractor personnel, which include notifying the Office of Security when contractor personnel no longer needs 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.
- l. **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.
- m. 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.

n. 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.

o. 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: 06/01/2018

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 **to his/her immediate supervisor**. 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. **If overseas, the HR specialist will send a separation cable to**

the Mission which authorizes the Mission to prepare the separation paperwork.

5. The AMS or EXO must provide the employee with the AID 451-1 form, for checking out of the Agency, at least **10 business days** in advance of departure and follow guidance for exit clearance procedures contained in section **451.3.2** for employees separating from USAID/W and **451.3.4** for employees separating from the Mission.

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, Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military 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 **must submit** their retirement package to retirementpackages@usaid.gov at least 120 **calendar** days in advance for FS employees and 90 **calendar** days in advance for CS employees. The AMS must provide the employee with the AID 451-1 form for checking out of the Agency at least **10 business days** before the departure date and follow guidance for exit clearance procedures contained in **451.3.2 or 451.3.4** respectively. 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](#).

Text highlighted in yellow indicates that the material is new or substantively revised.

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-Foreign Service](#) or [ADS 487, Disciplinary and Adverse Actions Based upon Misconduct – Civil Service](#) may be appropriate. If the employee is separated, the **immediate** supervisor 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 **immediate supervisor** 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: 06/01/2018

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 following:
 - 1) [Employment Search and Post-Employment Guidance](#);
 - 2) [AID Form 502-2, USAID Records Management Exit Checklist for Employees](#) or [AID 502-3 for Records Management Exit Checklist Senior Officials](#); and
 - 3) [Instructions on the Exit Survey and 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. **Where applicable, employees must obtain clearances from the points of contact (POCs) listed on the AID 451-1 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 the AID 451-1 form. Clearances that are not required for all employees are indicated on the form with the applicable group**

noted (e.g., for supervisors only). If a clearance is not applicable (N/A) only the AMS/EXO must initial where indicated.

- 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.

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 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 IV– "Employee Certification" of the AID 451-1 form.

1. Financial Management

- a. **Agency Travel Card:** Employees separating from USAID are required to obtain **email** 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. **Only clearing officials in M/CFO/FPS may clear on the Agency Travel Card section of the AID 451-1 form.**
- b. **Foreign Transfer Allowance (FTA):** Foreign Service Officers separating from USAID 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). **Only clearing officials at the last mission assigned and/or HCTM/FSC may clear on the Foreign Transfer Allowances section of the AID 451-1 form. The AMS/EXO may initial the FTA section of the AID 451-1 form if the employee is not a Foreign Service employee.**
- c. **Travel Advances:** Employees separating from USAID are required to obtain **email** 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. **Only clearing**

officials in M/CFO/CMP may clear on the Travel Advance section of the AID 451-1 form.

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 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. Only clearing officials in M/CIO may clear on the IT Assets section of the AID 451-1 form.
- b. **Secure Phone/Crypto Card:** Employees separating from USAID are required to obtain email clearance on the AID 451-1 form. If the separating employee has Phone/crypto cards, he/she must return the cards prior to obtaining clearance. Only clearing officials in M/CIO may clear on the Secure Phone/Crypto Card section of the AID 451-1 form.
- c. **ClassNet:** Employees separating from USAID must obtain email clearance on the AID 451-1 form. If the separating employee has ClassNet access, 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. Only clearing officials in M/CIO may clear on the Classnet section of the AID 451-1 form.
- d. **USAID Library and Learning Resource Center:** Employees separating from USAID must obtain email 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. Only clearing officials in the Knowledge Service Center may clear on the USAID Learning Resource Center section of the AID 451-1 form.

3. Acquisition and Assistance

Text highlighted in yellow indicates that the material is new or substantively revised.

- 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. If the separating employee is a Contracting Officer or Agreement Officer, only clearing officials in M/OAA may clear on the Procurement Warrant section of the AID 451-1 form. The AMS/EXO may initial on the Procurement Warrant section if it is not applicable to the separating employee.
- b. GSA Smart Pay Purchase Card:** Employees separating from USAID must obtain email clearance as indicated on the AID 451-1 form. An email should be sent to smartpay2@usaid.gov to request the electronic clearance. Only clearing officials in M/OAA/CAS may clear on the GSA Smart Pay Purchase Card section of the AID 451-1 form.
- 1) Employees who are separating from the Agency who have a Smart Pay Purchase Card must notify M/OAA/CAS at least 30 calendar days prior to departure, when possible; to ensure that there is enough time for any related transactions to be reconciled.
 - 2) 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.
 - 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 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, USAID Worldwide Purchase Card Program](#).

- c. Contractor Past Performance Assessment Report:** Employees separating from the Agency must obtain email clearance as indicated on the AID 451-1 form. Contracting Officers (COs) and Contracting Officer

Representatives (CORs) **must 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 **calendar days** in advance, when possible (see **ADS 302** for specific guidance). **Only clearing officials in the M/OAA may clear on the Contractor Past Performance Assessment Report section of the AID 451-1 form.**

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.
- 1) 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.
 - 2) Employees 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 the AID 451-1 form.** 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.
 - 3) 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 Vouchers:** Employees separating from USAID must obtain email clearance from the E2 helpdesk as indicated on the AID 451-1 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 E2. This clearance must be documented and attached to the AID 451-1 form. Only clearing officials from E2 helpdesk may clear on the Agency Travel Voucher section of the AID 451-1 form.
- c. Transit Benefits:** Employees separating from USAID must obtain email or in-person clearance from M/MS/HMD as indicated on the AID 451-1 form. Only clearing officials in M/MS/HMD may clear on the transit section of the AID 451-1 form.
- 1) **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, Transit Benefits \(SmartBenefits\) Program](#)).
 - 2) **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) 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 in USAID/Washington](#). The AMS/EXO may initial the AID 451-1 form in this section if it is not applicable to the separating employee.
- e. **Records Management:** Employees separating from USAID must complete and sign the [AID Form 502-2, USAID Records Management Exit Checklist for Employees](#). If the employee is a Senior Official, Senior Officials must complete and sign [AID 502-3](#) for Senior Officials. The Records Liaison Officer (RLO) or supervisor must verify that records have been handled properly according to USAID's records management policies (see [ADS 502.3.2](#) for the official records definition). Only the RLO or supervisor may sign in this section of the AID 451-1 form and must attach the AID 502-2 or AID 502-3 to the exit clearance form (AID 451-1).

5. Human Capital and Talent Management

- a. **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. Only clearing officials in HCTM may clear on the SLRP section of the AID 451-1 form.
- b. **Benefits:** Employees separating from the Federal Government are required to obtain clearance on the AID 451-1 form. If transferring to a different agency or retiring, the AMS/EXO may initial in the Benefits section of the AID 451-1 form. Only clearing officials in HCTM/HCSC may clear on the Benefits section the AID 451-1 form when the employee is separating from the Federal Government.

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c. Retention, Recruitment, Relocation and Physician's Comparability

Allowance: Employees separating from USAID are required to obtain clearance on the AID 451-1 form. Only clearing officials in HCTM/HCSC may clear on the Retention, Recruitment, Relocation and Physician's Comparability section of the AID 451-1 form.

d. Home Service Transfer and Home Leave Service Agreements:

Foreign Service employees are required to obtain email clearance on the AID 451-1 form. Only clearing officials in HCTM/FSC may clear on the Home Service Transfer/Home Leave Service Agreement section of the AID 451-1 form. The AMS/EXO may initial in the Home Service Transfer/Home Leave Service Agreement section of the AID 451-1 form if the separating employee is not a Foreign Service employee.

6. Other Clearances

a. AFGE/AFSA Membership: Employees separating from USAID who are union members are required to obtain email clearance on the [AID 451-1 form](#). AFSA 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 initial in the AFGE/AFSA Membership section of the AID 451-1 form if the separating employee is NOT a Foreign Service employee.

b. GC/Ethics Clearance: Employees separating from USAID who are a GS-15/FS-01 or above are required to obtain email clearance on the [AID 451-1 form](#). The AMS/EXO may initial in the GC/Ethics Clearance section of the AID 451-1 form if it is not applicable to the separating employee.

c. Outstanding Debt: Employees separating from USAID must complete all administrative clearances in [Section II of the AID 451-1 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 625, Accounts Receivable and Debt Collection](#). 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 the AID 451-1 form after all administrative clearances have been obtained.

7. 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 **Monday through Thursday** during USAID core hours (9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m.) **and Friday (from 9:30 a.m. to 12:00 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**.

- a. **Building Pass: PIV/FAC:** Employees separating from USAID **must turn in their Personal Identity Verification (PIV) Card/Facility Access Card (FAC) and** 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 **they** no longer **work** under the employment mechanism in which they applied for and received a building pass. SEC requests that appointments be made in advance, if possible.
- b. **Security Debriefing:** Employees separating from **the Agency who have a USAID issued security clearance** are required to obtain a security debriefing from Security. SEC must provide a security debriefing to all employees granted access to National Security information (see **[ADS 568.3.4.8](#)**). Employees separating from the Agency 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 **[Office of Security's MyUSAID page](#)**. To obtain SEC clearance on the AID 451-1 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 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 **administrative** clearances in Sections II **and III** of the **[AID 451-1 form](#)**, the **employee certifies the items in Section IV and signs the form. Next,** the employee provides the completed AID 451-1 form and any email clearances that were received to his/her **immediate** supervisor for review and signature **of Section V of the AID 451-1 form**.

Upon the supervisor's signature, the AMS reviews and signs the AID 451-1 **in Section VI** 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 **Direct-Hire** 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 and the SF-50 to M/CFO/P for processing of any final payments or bills of collection once the exit clearance is completed.**

U.S. Personal Service Contractors (PSCs) do not go to HCTM Records Center for final clearance. PSCs must give the AID 451-1 form to their supervisor to complete Section X for final distribution and filing of the form. The supervisor will forward a copy of the 451-1 form to the cognizant contracting officer and the uspsc@usaid.gov mailbox. In instances where the PSC agreement is terminating prior to the expiration date, the contracting officer will prepare a modification to terminate the agreement and forward copies to the supervisor and the uspsc@usaid.gov mailbox. M/CFO/CMP will notify the National Finance Center of the termination.

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

Effective Date: 06/01/2018

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

- 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

Text highlighted in yellow indicates that the material is new or substantively revised.

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. **Only clearing officials in M/CIO may clear on the IT Assets section of the AID 451-1 form.**

- 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 cards must be returned prior to obtaining clearance. **Only clearing officials in M/CIO may clear on the Secure Phone/Crypto Card section of the AID 451-1 form.**
- 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. **Only clearing officials in M/CIO may clear on the ClassNet section of the AID 451-1 form**

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, USAID Worldwide Purchase Card Program**. **Only clearing officials in M/OAA/CAS may clear on the GSA Smart Pay Purchase Card section of the AID 451-1 form**
- 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 **calendar** days in advance when possible (see **ADS 302, USAID Direct Contracting**). **Only clearing officials in M/OAA may clear on the Contractor Past Performance Assessment Report section of the AID 451-1 form.**

3. Management Services

a. Transit Benefits

- 1) **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, Transit Benefits \(SmartBenefits\) Program](#)).
- 2) **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 **calendar** 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](#)).

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 systems that are not required in the new position 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 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: 06/01/2018

Employees separating from the Mission must submit their resignation in writing to his/her immediate supervisor and notify the EXO to begin the separation process. Employees 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 451-1 form](#). The form's accompanying instructions provide more detailed information on the clearances specific to separations from Missions.

- 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 following:
 - 1) [Employment Search and Post-Employment Guidance](#);
 - 2) [AID Form 502-2, USAID Records Management Exit Checklist for Employees](#) or [AID 502-3 for Senior Officials](#); and
 - 3) [Instructions](#) on the Exit Survey and Exit Interview. More information on the Exit Survey and the Exit Interview can be found in [451.3.5](#) and [451.3.6](#), respectively.
- 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

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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](#)).

- 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.
- 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.
- 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 **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.

- 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.
- The HR Specialist who receives the departure cable **and** the AID 451-1 form must provide **the SF-50 and the AID 451-1 form** to the HCTM Records Center **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 and the SF-50 to M/CFO/P for processing of any final payments or bills of collection once the exit clearance is completed.**

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://surveys.max.gov/index.php/544763?lang=en%20%3Chttps://usaiditsm.vice-now.com/item.url%3E%20>) 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/staff-care-services>. 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: 06/01/2018

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

The Records Center will collect the AID 451-1 form from the separating **Direct-Hire** employee on their last official workday. **Once the following conditions are met, the Records Center will send a copy of the AID 451-1 form and SF-50 to the Payroll Division (M/CFO/P) for release of the employee's final salary and lump sum annual leave payments, as appropriate:**

- **The AID 451-1 forms have all administrative clearances by appropriate offices;**
- **The personnel action to separate the employee is processed; and**
- **The SF-50 is in eOPF.**

For overseas separations, the HR Specialist or AMS/EXO will provide a copy of the AID 451-1 form **and the AID 502-2 or AID 502-3 forms** to the Records Center. The Records Center will maintain the AID 451-1 form for two 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. **The Records Center will notify the**

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appropriate AMS/EXO if forms are not received. The AMS/EXO will work with the employee's supervisor for completion of the forms.

If the Records Center does not receive completed forms within 30 calendar days of notifying the AMS of incomplete or missing forms, HCTM will issue a formal notification to the B/IO Assistant Administrator recording the missing action and time of original notification for follow up with the appropriate AMS staff and supervisor.

For employees moving within the Agency, the AMS will retain the AID 451-1 form for two 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 Personnel Records Center (NPRC) for retention. Once the eOPF is transferred to NPRC and an acknowledgement has been received, all documents in the folder with the exception of the I-9 will be purged in accordance with OPM guidance.

For employees moving to a different agency, HCTM will ensure that all relevant personnel paperwork are placed in the eOPF and hold it until an appointment 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. Once the eOPF is transferred to the new agency and an acknowledgement has been received, all documents in the folder with the exception of the I-9 will be purged in accordance with OPM guidance.

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: 06/01/2018

- a. [ADS 302, USAID Direct Contracting](#)
- b. [ADS 306, Interagency Agreements](#)
- c. [ADS 331, USAID Worldwide Purchase Card Program](#)

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- d. [ADS 452, Reduction in Force – Civil Service](#)
- e. [ADS 476maf, Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty](#)
- f. [ADS 478, Payments to Missing Employees](#)
- g. [ADS 485, Disciplinary Action-Foreign Service](#)
- 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, Transit Benefits \(SmartBenefits\) Program](#)
- l. [ADS 519, Building Support Services in USAID/Washington](#)
- m. [ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad](#)
- n. [ADS 568, National Security Information Program](#)
- o. [ADS 625, Accounts Receivable and Debt Collection](#)

451.4.3 **Mandatory Forms**
Effective Date: 06/01/2018

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

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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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