



FORM AID 451-2

U.S. Direct-Hire Employee Exit Clearance: Separation from Overseas Mission

PRIVACY ACT STATEMENT

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

Purpose: To separate an employee from the Agency and to ensure employees 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](#) and [USAID-1: Foreign Service Personnel 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.

Requirements:

USAID's policies and essential procedures are found in [ADS chapter 451, Separations and Exit Clearance](#).

U.S. Direct-Hire (USDH) employees separating from the Agency must go through [LaunchPad](#) to process their exit clearances. Only USDH employees who are retiring or who cannot access Launchpad may complete Form 451-1, if separating from a USAID/Washington Bureau or Independent Office (B/IO). If separating from an overseas Mission, USDH employees who are retiring or who cannot access Launchpad must complete Form AID 451-2.

Federal employees detailed from another Agency or under Interagency Agreements (IAAs) must complete Form AID 451-1. USAID institutional support contractors (ISCs) should not complete Form AID 451-1, but must inform their Contracting Officer Representative (COR) of their upcoming departure from USAID. The COR will ensure completion of actions. ISCs and federal employees under IAAs should refer to [ADS 306 mah, Contracting Officer Representative \(COR\) Checklist: Exit Procedures for Institutional Support Contractors and Federal Employees Under Interagency Agreements](#).

Instructions for Form Completion:

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) to receive clearance in section 7. Once cleared by the EXO or RSO, email this form to the Office of Human Capital and Talent Management (HCTM) at hr-helpdesk@usaid.gov. HCTM's Human Capital Services Center (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 I – TO BE COMPLETED BY EMPLOYEE	
Employee Name:	Mission 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

Where applicable, employees must obtain clearances from the clearing officials listed below. All clearances must be by email or in-person as indicated on this form, and all email clearances must be attached to the form. Please annotate on the upper right corner of the email clearances the corresponding clearance number from the checklist. The EXO will advise on the appropriate points of contact at past. The EXO will review and sign form AID 451-2 and attach it to the departure cable for U.S. direct-hire employees.

POCs for administrative clearances must inform the employee 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 employee’s departure for payment arrangements.

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 employees email usaidtravelcard@usaid.gov to obtain clearance.		<input type="checkbox"/> Attached Email Clearance
1.b.	Foreign Transfer Allowance	The EXO will validate that you have served the full term of your assignment.		<input type="checkbox"/> Attached Email Clearance EXO Signature:
1.c.	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 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. Check any of the following that you will be returning: <input type="checkbox"/> Laptop <input type="checkbox"/> iPad <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	All 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.		N/A – I do not have a secure phone EXO Signature:
2.c.	ClassNet/OpenNet	All employees return ClassNet, OpenNet card and or RSA token to the IMO or local IT Service Center or EXO.		<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 employees email dataservicesrequest@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.	Procurement Warrant	Only Contracting Officers/Agreement Officers (CO/AO) and Executive Officers (EXO) email inorling@usaid.gov to obtain clearance. A written statement witnessed by another USDH stating that the originals were shredded or otherwise destroyed must be sent to warrantsgsfs@usaid.gov .		<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 employees email Zeporia Laws zlaws@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 employees email ppperformance@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 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 employees email the Travel And Transportation Helpdesk at travelandtransportation-helpdesk@usaid.gov to receive instructions for handling of Agency-authorized passports and confirmation of clearance.		<input type="checkbox"/> Attached Email Clearance
4.b.	Agency Travel Vouchers	All employees 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 		<input type="checkbox"/> Attached Email Clearance

		The helpdesk will provide clearance via email. All outstanding vouchers must be submitted to obtain clearance.		
4.c	Records Management	<p>All employees separating from the Agency must complete and sign the following forms:</p> <ul style="list-style-type: none"> • AID Form 502-2, USAID Records Management Checklist for Employees <p>or</p> <ul style="list-style-type: none"> • AID 502-3, USAID Records Management Exit Checklist for Senior Officials <p>Complete the appropriate form and obtain signature from your Immediate Supervisor or B/IO Records Liaison Officer (RLO).</p>		<input type="checkbox"/> Attached AID 502-2 or 502-3 Form
5. HUMAN CAPITAL AND TALENT MANAGEMENT				
No.	Item or Action	Clearance Instructions	Date Clearance Obtained	Attach Email Clearance or Signature of Clearing Official
5.a.	Student Loan Repayment Program Service Agreement	All employees email hr-helpdesk@usaid.gov to validate that you have no outstanding debt related to the Student Loan Repayment Program.		<input type="checkbox"/> Attached Email Clearance
5.b.	Benefits	Only employees separating from the Federal Government email hr-helpdesk@usaid.gov 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 email hrhelpdesk@usaid.gov 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.		<input type="checkbox"/> N/A – I am retiring or transferring to another agency <input type="checkbox"/> Attached Email Clearance <input type="checkbox"/> Clearing Official Signature
5.c.	Retention, Recruitment, Relocation, Physician's Comparability Allowance Service Agreements	All employees email hr-helpdesk@usaid.gov to receive confirmation that you have fulfilled the terms of any Allowance Service Agreements.		<input type="checkbox"/> Attached Email Clearance
5.d.	Home Service Transfer and Home Leave Service Agreements (FSOs/ FSLs only)	Only FSOs/FSLs email hr-helpdesk@usaid.gov to receive confirmation that you have fulfilled the terms of any Home Service Transfer or Home Leave Service Agreements.		<input type="checkbox"/> N/A – I am not an FSO/FSL <input type="checkbox"/> Attached Email Clearance
6. OTHER CLEARANCES				

6.a	AFGE or AFSA Membership	AFGE or AFSA Members Only email the POC below to obtain email clearance and stop union dues <ul style="list-style-type: none"> • AFGE: Sylvia Joyner (sjoyner@usaid.gov) • AFSA: (member@afsa.org) 		<input type="checkbox"/> N/A – I am not in a Union <input type="checkbox"/> Attached Email Clearance
6.b.	GC/Ethics Clearance	All employees email ethics@usaid.gov		<input type="checkbox"/> Attached Email Clearance

SECTION 3 – OUTSTANDING DEBT				
<i>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.</i>				
6.c.	Outstanding Debt	All employees email cfo.wfsaccountingservices@usaid.gov with a copy of signed administrative clearances from Section 2 above.		<input type="checkbox"/> Attached Email Clearance

SECTION 4 – EMPLOYEE CERTIFICATION	
<p><i>I certify that the following information is completed, accounted for, and received:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> I have entered my final time and attendance in WebTA and advised my timekeeper of my last official workday. <input type="checkbox"/> I have accounted for all Government property assigned to me and have no known indebtedness. <input type="checkbox"/> 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. <input type="checkbox"/> I have received and understand the Office of General Counsel's Employment Search and Post Employment guidance. <input type="checkbox"/> (Foreign Service only) I waive my final AEF/AIF (retirement and resignation only). <input type="checkbox"/> (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. <p><i>*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.</i></p>	
Employee Signature:	Date:

SECTION 5 – TO BE COMPLETED BY IMMEDIATE SUPERVISOR		
<i>As the Supervisor, I certify that the following are complete:</i>		
<ul style="list-style-type: none"> <input type="checkbox"/> Employee's final timesheet is certified. <input type="checkbox"/> Timekeeper inactivated employee WebTA profile after the timesheet is certified. <input type="checkbox"/> 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 of the assigned B/IO or Mission. <input type="checkbox"/> Notified M/OAA to designate another COR/AOR for contracts/grants (if applicable). <input type="checkbox"/> Notified External Agency to terminate access to other Federal systems used by employee (if applicable). <input type="checkbox"/> To the best of my knowledge, this AID 451-2 form identifies all assets assigned to the employee used in the conduct of their work. <input type="checkbox"/> To the best of my knowledge, this AID 451-2 form identifies all systems used in the conduct of their work as shown in Section 1. <input type="checkbox"/> Verified that all applicable exit clearances were obtained 		
Printed Supervisor Name:	Supervisor Signature:	Date:

SECTION 6 – TO BE COMPLETED BY EXO

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

- Received signed Annual Evaluation Form (AEF) and Annual Input Form (AIF).
- (For supervisors only)** All AEFs for subordinates 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 1.
- Sent a departure cable to AMS or HR Specialist in the Office of Human Capital and Talent Management’s (HCTM) Foreign Service Center announcing the separation of the U.S. Direct-Hire employee.
- Emailed complete and signed AID 451-2 form to HCTM at hr-helpdesk@usaid.gov.

Printed AMS/EXO Name:	Signature of AMS/EXO:	Email Address:	Date:

SECTION 7 – SECURITY

The EXO or Regional Security Officer (RSO) will administer a debriefing (execute SF-312/4414 (SCI), NDA) of all cleared USAID Direct-Hire 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.

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 cleared by the EXO or RSO, this form must be emailed to the Office of Human Capital and Talent Management (HCTM) at hr-helpdesk@usaid.gov. HCTM’s Human Capital Services Center (HCSC) will complete section 8 and ensure the completion of section 9. Please note that the employee will not receive your lump sum payment or transfer of leave until all clearances in this form have been received.

SECTION 8 – HUMAN CAPITAL AND TALENT MANAGEMENT (HCTM)

To be completed by HCTM’s Human Capital Services Center.

HCTM verifies that the following are complete:

- Employee has obtained all required clearances and signed Section IV Employee Certification.
- Completed AID 451-2 form and Records Form (AID 502-2 or 502-3) received.
- AID 451-2 form and SF-50 submitted to M/CFO/Payroll (once the SF-50 is available in eOPF)
- A copy of AID 451-2 form is retained in HCTM’s Records Management for two years from the date received and signed.

Printed Name:	Signature:	Date:

SECTION 9 – PAYROLL

To be completed by the Payroll Division of the Bureau for Management's Office of the Chief Financial Officer (M/CFO).

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:

Attach file, via ticket, the AID 451-2 form and SF-1150 to HCTM/HCSC with final signatures and disposition of any outstanding debt noted.

Printed Name:	Signature:	Date:
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