



FORM AID 451-4 Employee Exit Clearance: USAID Personal Service Contractor Departure from Overseas Mission

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 overseas Mission must complete applicable sections of Form AID 451-4, "Employee Exit Clearance: USAID Personal Service Contractor Departure from Overseas Mission" 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 this form, 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.](#) PSCs separating the Agency from Washington must complete FORM USAID 451-3.*

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 your EXO or Regional Security Officer (RSO) 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.*

SECTION 1 – 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				
<p><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 451-4, 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></p> <p><i>The EXO will advise on the appropriate points of contact at post. The EXO will retain the AID 451-4 for PSCs.</i></p> <p><i>POCs for administrative clearances must inform the employee of any outstanding debt and provide guidance on how to pay the debt prior to separation.</i></p> <p><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></p>				
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 USPSCs email usaidthravelcard@usaaid.gov to obtain clearance.		<input type="checkbox"/> Attached Email Clearance <input type="checkbox"/> N/A – I am not a USPSC
1.b.	Travel Advance	All US and TCN PSCs email bnwachu@usaaid.gov or fedejesus@usaaid.gov to obtain clearance. CCN PSCs should receive clearance from their Controller.		<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"/> Radio <input type="checkbox"/> Other: _____	All PSCs Return any IT assets to the EXO or Mission Accountable Property Officer (APO). Assets will be collected from employees in accordance with mission procedures. 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.	ClassNet/OpenNet	Return your ClassNet, OpenNet card and/or RSA token to the Embassy IRM office.		<input type="checkbox"/> N/A – I do not have access to ClassNet/OpenNet Clearing Official Signature:
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. 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 PSCs email Sarah Laws salaws@usaid.gov or Linda 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 <input type="checkbox"/> N/A – I am not a Purchase Card Holder
3.c.	Contractor Past Performance Assessment Report	All PSCs email ppperformance@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 US PSCs email or return your official and diplomatic passports to M/MS/TTD after returning to your place of residence. Kenneth Hawkins kehawkins@usaid.gov at 5.07-050 RRB and/or travelandtransportation-helpdesk@usaid.gov		Attached Email Clearance Clearing Official Signature: <input type="checkbox"/> N/A – I am a TCN PSC and do not have an Official/Diplomatic passport
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 US and TCN employees email cfo.wfsaccountingservices@usaid.gov with a copy of signed administrative clearances from Section II above. CCN employees should seek clearance from their Controller.		<input type="checkbox"/> Attached Email Clearance
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SECTION 4 – PSC 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 or other T&A system 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"/> (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. <input type="checkbox"/> 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). <p><small>* 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.</small></p>	
Employee Signature:	Date:

SECTION 5 – TO BE COMPLETED BY IMMEDIATE SUPERVISOR		
<p><i>As the Supervisor, I certify that the following are complete:</i></p> <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, if applicable. <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 (RLO) of the assigned B/M/IO. <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 451-4 form identifies all assets assigned to the employee used in the conduct of his/her work. <input type="checkbox"/> To the best of my knowledge, this AID 451-4 form identifies all systems used in the conduct of his/her work as shown in Section I of this form. <input type="checkbox"/> Verified that all applicable exit clearances were obtained. 		
Printed Supervisor Name:	Supervisor Signature:	Date:

SECTION 6 – TO BE COMPLETED BY AMS or EXO			
<p><i>As the AMS/EXO, I certify that the following are complete:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Received signed PSC evaluation form. <input type="checkbox"/> (For supervisors only) All PSC evaluation forms are complete. <input type="checkbox"/> Reviewed all employee declarations of N/A and validated those statements are accurate. <input type="checkbox"/> 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

Overseas Missions:

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

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 cleared US employees complete and sign the SF-312 (Classified Information Nondisclosure Agreement)		Clearing Official Signature <input type="checkbox"/> N/A – I did not have a security clearance

Once the Personal Service Contractor obtains clearance from Security, the personal service contractor must turn in the form to their Supervisor to complete Section 10. 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 451-4 form for CCN PSCs to the appropriate payroll office for processing
- Send a copy of the completed AID 451-4 form to uspsc@usaid.gov for US and TCN PSCs and the cognizant Contracting Officer
- The original AID 451-4 form is retained in the office contract file
- A copy of AID 451-4 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 USPSC Payroll division of the Office of the Chief Financial Officer for US and TCN PSCs.

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 451-4 form with final signatures and disposition of any outstanding debt noted

Printed Name:	Signature:	Date:
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