



FORM AID 451-3

Personal Services Contractor Exit Clearance: Separation from Washington

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

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](#), [GSA/GOVT 9: System for Award Management](#) and [USAID-34: Personal Services Contractor Records](#)

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

Requirements:

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

U.S. Personal Services Contractors (USPSCs) separating from Washington must complete Form AID 451-3. USPSCs, Cooperating Country National Personal Services Contractors (CCNPSCs), and Third-Country National Personal Services Contractors (TCNPSCs) separating from an overseas Mission must complete Form AID 451-4.

Instructions for Form Completion:

You are required to complete sections 1 and 4 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 SEC, return the signed form to your supervisor or the Administrative Management Services (AMS) office of your Bureau/Independent Office to complete section 8. The AMS Office will forward the completed form to the PSC Payroll Division of the Bureau for Management’s Office of the Chief Financial Officer (M/CFO) to complete section 9.

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 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.</i>				
<i>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.</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"/> 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 no later than 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 <input type="checkbox"/> Attached Email Clearance OR Clearing Official Signature:
2.c.	ClassNet/OpenNet	All PSCs return ClassNet, OpenNet card, and/or RSA token to M/CIO/IA/SO between the hours of 7:00 am and 4:30 pm at 7.06-220 RRB.		<input type="checkbox"/> N/A – I do not have access to ClassNet/OpenNet <input type="checkbox"/> Attached Email Clearance OR Clearing Official Signature:
2.d.	USAID Library and Learning Resource Center	All PSCs 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.	CO/AO Warrant Holders	Only Contracting Officers/Agreement Officers (CO/AO) and Executive Officers (EXO) email jinorling@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

3.b.	GSA Smart Pay Purchase Card	All PSCs 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 PSCs 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 PSCs email the Travel And Transportation Helpdesk at travelandtransportation-helpdesk@usaid.gov to receive instructions for handling of Agency-authorized <u>passports and confirmation</u> of clearance.		<input type="checkbox"/> Attached Email Clearance
4.b.	Agency Travel Vouchers	<p>All PSCs submit request in E2 Travel System or call the E2helpdesk at 1-800-862-2214.</p> <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. <p>The helpdesk will provide clearance via email. All outstanding vouchers must be submitted to obtain clearance.</p>		<input type="checkbox"/> Attached Email Clearance
4.c.	Records Management	<p>All PSCs 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.</p>		<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.

5.a.	Outstanding Debt	All PSCs email cfo.wfsaccountingservices@usaid.gov with a copy of signed administrative clearances from section 2 above.	<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> <p><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.</p> <p><input type="checkbox"/> I have accounted for all Government property assigned to me and have no known indebtedness.</p> <p><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> <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		
<p><i>As the Supervisor, I certify that the following are complete:</i></p> <p><input type="checkbox"/> Employee’s final timesheet is certified.</p> <p><input type="checkbox"/> Timekeeper inactivated employee WebTA profile after the timesheet is certified, if applicable.</p> <p><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.</p> <p><input type="checkbox"/> Notified M/OAA to designate another COR/AOR for contracts/grants (if applicable).</p> <p><input type="checkbox"/> Notified External Agency to terminate access to other Federal systems used by employee (if applicable).</p> <p><input type="checkbox"/> To the best of my knowledge, this AID 451-3 form identifies all assets assigned to the employee used in the conduct of their work.</p> <p><input type="checkbox"/> To the best of my knowledge, this AID 451-3 form identifies all systems used in the conduct of their work as shown in Section 1 of this form.</p> <p><input type="checkbox"/> Verified that all applicable exit clearances were obtained.</p>		
Printed Supervisor Name:	Supervisor Signature:	Date:

SECTION 6 – TO BE COMPLETED BY AMS			
<p><i>As the AMS, I certify that the following are complete:</i></p> <p><input type="checkbox"/> Received signed PSC evaluation form.</p> <p><input type="checkbox"/> (For supervisors only) All PSC evaluation forms are complete.</p> <p><input type="checkbox"/> Reviewed all employee declarations of N/A and validated those statements are accurate. <input type="checkbox"/></p> <p>Submitted request to delete/transfer access to USAID systems as shown in Section I.</p>			
Printed AMS Name:	Signature of AMS:	Email Address:	Date:

SECTION 7 – SECURITY

To be completed by Security on the **last official workday** 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
6.a.	Building Pass (PIV/FAC Card) and Separation Statement	All PSCs return your Personal Identity Verification (PIV) Card and/or Facility Access Card (FAC) to Security.		Clearing Official Signature:
6.b	Separation Statement (SF-312)	All PSCs complete and sign the SF-312 (Classified Information Nondisclosure Agreement)		Clearing Official Signature

Once the PSC obtains clearance from the Office of Security, the PSC must turn in the form to the AMS for their B/IO or Supervisor to complete section 8.

SECTION 8 – AMS or Supervisor

To be completed by the AMS or Supervisor

As the AMS or 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 AMS for two years from the date received and signed.

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

To be completed by the PSC 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:

Printed Name:	Signature:	Date:
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