

UNITED STATES DEPARTMENT OF AGRICULTURE MARKETING AND REGULATORY PROGRAMS		EMPLOYEE EXIT CHECKLIST	
EMPLOYEE NAME	AGENCY/PROGRAM	SEPARATION DATE	

INSTRUCTIONS:
 The purpose of this exit checklist is to assist Supervisors who are offboarding employees.

- This checklist includes general offboarding activities applicable for all MRP Programs and Support Units and for all types of employees (Perm, Temp, Term).
- This checklist applies to internal MRP or USDA transfers as well as separations of Federal employees.
- Each Program or Support Unit may have additional offboarding processes specific to their business unit.
- Not all items in this exit checklist will be required for every employee.
- There are additional offboarding processes and required debriefings for exiting employees who have security clearances or special responsibilities (e.g., separating employee is a Supervisor, Timekeeper, or Accountable Property Officer (APO)).
- This checklist is an official agency record. Upon completion, file it in the employee's separation case file (File code GRS 1.5/020).

SUPERVISOR RESPONSIBILITIES:
 The Supervisor or their designee is responsible for:

- Ensuring the employee offboarding process is completed and all government-furnished property is returned;
- Initiating the exit checklist with the employee as early as possible after receiving the employee separation notice;
- Coordinating with their Program's Resource/Administrative Management Staff when conducting offboarding activities.

EMPLOYEES TRANSFERRING INTERNAL TO USDA

- Supervisors should follow the guidance below with the following exceptions:
 - The 'Losing' Supervisor may be asked by the 'Gaining' Supervisor to allow the transferring employee to hold onto their equipment until such time as new equipment can be allocated, configured, and distributed.
 - The equipment can be permanently transferred if both the gaining program and the losing program agree and submit an AD-107 form through their program asset POC.
 - All identification **OTHER THAN** the Linc Pass should be turned in. The employee transferring should **retain their USDA Linc Pass**
 - Do not submit a SAAR asking that the transferring employee's active directory account be removed. The account will be transferred to the 'Gaining' Agency
 - Do not submit an SF52 separating the employee. The transferring employee will be picked up in the NFC system by the 'Gaining' Agency

Timeframe	Event	Responsible	Point of Escalation
Transfer date minus 14 to 7 days	Submit transfer SAAR	Gaining agency SAAR submitters (ISSPOCs)	Gaining agency Supervisor
Transfer date plus 2 days	Permissions to MRP (AMS / APHIS) resources will be removed.	CEC; from transfer SAAR	MRP IT Technical Assistance Center (MTAC)
Transfer date plus 2 days	Outlook Global Address List (GAL) entries reflect former employee's new organization.	CEC; from transfer SAAR	Gaining agency supervisor

NON-FEDERAL OFFBOARDING:
 For non-federal hires (Contractors, Volunteers, 3rd Party Interns, Cooperators, Affiliates) leaving USDA, the Contracting Officer Representative (COR) or the Supervisor must notify Human Resources Division (HRD) Personnel Security to terminate the non-federal assignment with APHIS or AMS within EmpowHR. The EmpowHR termination closes the eAuthentication, Linc Pass, and Enterprise Active Directory (EAD) accounts, removing physical and logistical access.

INVOLUNTARY SEPARATION:
 In the event of an involuntary separation, the Supervisor should work closely with their HRD Employee Relations Service Provider and ERCS EMSSD as appropriate. If there is an immediate need to ensure the separating employee's physical and logistical access is immediately terminated, please contact the resources identified below.

- USDA MRP Personnel Security Officer – Kevin.Bera@usda.gov
- USDA MRP Technical Assistance Center – Help@usda.gov
- USDA ERCS EMSSD Security Branch – Security.Branch@usda.gov

	ITEM	ACTION	DATE COMPLETED
PART 1 - ADMINISTRATIVE			
	Exit Interview	<p>Plan exit interview and activities with the employee.</p> <p>During the exit interview, coordinate with the employee on transfer of electronic files to shared location and the return of government-furnished property including equipment, Linc Pass, and Purchase, Travel, Fleet cards.</p> <p>Remind the employee to verify/update their address on the Employee Personal Page.</p> <p>Remind the employee to download any documents related to Federal employment from eOPF – Electronic Official Personnel Folder. Employees will not have access to eOPF after leaving Federal service.</p>	
	Request for Personnel Action (SF-52)	<p>Use the eTracker to complete an SF-52 and include the following information:</p> <ul style="list-style-type: none"> Request forwarding address/email from the employee Attach the employee's letter of separation <p>Access eTracker via the ConnectHR portal: https://usdamrp.connecthr.com</p> <p>If you do not find eTracker on your list of ConnectHR options please email HR.System.Access@usda.gov for assistance.</p>	
	Leave Audit (HRO-717)	<p>Timekeepers should complete HRO-717 after final day.</p> <p>hro717.xls (live.com)</p>	
	Lump-sum Payments (AD-581)	<p>Timekeepers complete AD-581 after final day.</p> <p>https://www.usda.gov/sites/default/files/documents/ad-0581.pdf</p>	
	Final Time and Attendance (T&A) Record	<p>Contact the appropriate Timekeeper to notify them of the employee's separation.</p> <ul style="list-style-type: none"> The timekeeper must mark the last T&A as final, if appropriate. "Final" includes the employee's last day and must be done in advance of certification; corrections cannot be made after certification of final T&A. <p>Complete MRP 352: https://www.aphis.usda.gov/library/forms/pdf/mrp352.pdf</p> <p>Departing Supervisor and Timekeeper Employees:</p> <ul style="list-style-type: none"> If the departing employee is a supervisor, the employees under them must be moved to a new supervisor in WebTA or they will not be able to complete their T&As. If the departing employee is a timekeeper, people for whom they are Timekeeper for will need to be moved in advance of validation. 	
	Interim/Final Performance Evaluation	<p>Conduct interim or final performance evaluation in the Enterprise Performance Management Application (ePMA): https://ehrapps.usda.gov/systems/epma/</p> <p>If the employee is transferring within USDA, the Supervisor should complete an Interim Performance Review.</p> <p>If the employee is leaving USDA, the Supervisor should complete a Final Performance Review.</p>	

	Exit Survey	<p>Request Exit Survey link from HRD for employee to complete before last day of employment.</p> <p>Provide employee's personal email if the employee has accepted a position outside of USDA or is retiring.</p> <p>For questions, contact: HR.system.access@usda.gov Subject: Exit Survey</p> <p>For information on obtaining the exit survey: https://www.aphis.usda.gov/aphis/ourfocus/business-services/Forms_Publications/HR_Desk_Guide/HRDG_4250/4250</p>	
	Accountable Forms	<p>If applicable to Program or Support Unit:</p> <p>OF 1169, U.S. Govt. Transportation Request https://www.gsa.gov/forms-library/us-government-transportation-request</p> <p>SF-1103, U.S. Govt. Bills of Lading https://www.gsa.gov/forms-library/u-s-government-bill-lading</p>	
PART 2 - IDENTIFICATION			
	Program Specific Identification	<p>For APHIS employees: Any program specific identification must be collected from the employee on their last day. Guidance on collecting this from the employee can be found in APHIS Directive 4295.1.</p> <p>https://www.aphis.usda.gov/library/directives/pdf/aphis-4295-1.pdf</p>	
	USDA/APHIS Official Business Shield – APHIS 311	Return ID and Authorization Card that accompanies the USDA Shield to appropriate program official.	
	Official Government Passport and/or Visa	<p>Return to appropriate Program Official for international travel.</p> <p>APHIS International Services https://my.aphis.usda.gov/myportal/myaphis/programs/international-services/International+Travel</p>	
	Foreign Embassy Identification and/or Foreign Government Identification	Follow procedures identified within the Program.	
	FEMA 12-11 Federal Employees Emergency ID Card	Return to appropriate Program or Support Unit official.	
	Email Distribution Lists	<p>Submit a System Authorization Access Request (SAAR) to the MRP IT Helpdesk to request to remove employee from distribution lists as appropriate.</p> <p>MRP IT Helpdesk: help@usda.gov</p>	
	Telephone Number(s) and/or Voicemail	<p>Have employee create an appropriate Out of Office (OOO) message informing who people should contact for assistance.</p> <p>Voicemail passcode will be automatically reset when AD account is transferred or deactivated.</p> <p>Contact appropriate program office to Suspend, Keep or Terminate phone number.</p>	

PART 3 – PROPERTY




	General	<p>Ensure all property/items issued to the employee are returned and recorded according to the MRP Property Manual. The Accountable Property Officer (APO) will work with Acquisition and Asset Management Division (AAMD) to ensure proper accountability and storage of returned property. For more information: my.APHIS Administrative Services (usda.gov)</p> <p>Notify AAMD when the APO or Local Fleet Program Coordinator is the departing employee. A replacement should be designated.</p> <p>AAMD.Personal.Property.Services@usda.gov</p> <p>Policy and Forms:</p> <ul style="list-style-type: none"> MRP 5000.3 Government Furnished Equipment for Telework and Remote Employees https://www.aphis.usda.gov/library/directives/pdf/mrp-5000-3.pdf MRP 5000.2 Sensitive Property Management https://www.aphis.usda.gov/library/directives/pdf/mrp-5000-2.pdf MRP Property Manual https://www.aphis.usda.gov/library/manuals/pdf/mrp-personal-property.pdf 	
	APHIS 40	<p>APHIS Employee Exit Inventory https://www.aphis.usda.gov/library/forms/pdf/aphis40.pdf</p>	
	Mailing Boxes and/or Shipping Labels	<p>If employee is remote, coordinate sending shipping boxes/labels to the employee for returning property and equipment.</p> <p>The Client Experience Center (CEC) can provide shipping boxes/labels for IT equipment.</p>	
	<p>Government Furnished Equipment (GFE) – Accountable Property</p> <p>(Laptop, Mobile Phones and Tablets, Home Use Computers, Laptop, or other GFE Property used during official duty, etc.)</p>	<p>After records management review is complete (see Part 6 for more information) and records moved to appropriate network location as required, coordinate the return of GFE issued workstations (laptop, docking station, keyboard, mouse, etc.) and mobile device(s) with the Program Asset POC. Complete all steps in Section 6 “Information Technology” prior to returning GFE. Program Asset POC list. For all other IT items not covered above you wish to return, contact your Asset POC for direction.</p> <p>https://usdagcc.sharepoint.com/sites/OCIO-Depot/Lists/poc/Org.aspx</p> <p>Request IT equipment return label by submitting Digital Workplace form: “Return IT Equipment Enterprise Depot - Request for Box / Ship Label”</p> <ul style="list-style-type: none"> Workstation (desktop/laptop/tablet) Power cord, keyboard, mouse, and docking station <p>https://usdacts-myit.fed.onbmc.com/dwp/app/#/catalog</p> <p>Information on returning equipment to the Depot: https://usdagcc.sharepoint.com/sites/OCIO-Depot/SitePages/cmpttr-equip-returns.aspx</p> <p>Contact CEC Group Manager to identify the proper address to return mobile phone. https://usdagcc.sharepoint.com/SitePages/gm-staff.aspx</p> <p>*As an alternative, but not preferred, if returning any of the assets above in person, please insure a return receipt is provided to both the supervisor and Asset POC.</p> <p>LSIT supported exiting employees should return IT equipment to local IT Specialist staff at assigned laboratory duty station and not the Enterprise Depot.</p>	

		NOTE: If the exiting employee's documents are subject to a legal hold (e.g., litigation, FOIA), the documents must be retained until the hold is lifted. The program may be required to retain the laptop and files. Contact the program's records liaison for additional direction: AMS APHIS .	
	Property Pass	Verify property is returned; reviewed/reconciled by Accountable Property Office (APO), as applicable. If property passes/inventory report is not issued, then document proof of return/receipt/sign-off.	
	Other Accountable Items	Ensure all items have been returned (Forms, manuals, parking permit, etc.) Parking Permit and/or lot transmitter – Return to Admin Officer/Facilities	
	Sensitive Property and/or any Program Specific Items (firearms, UAS, etc.)	Retrieve, restock, and certify that sensitive property is cleared. Accountable Property Officer's (APO) accountability list: <ul style="list-style-type: none"> Ensure items are documented on a hand receipt managed by the supervisor or APO; review items to ensure items are in same condition minus some normal wear and tear. APHIS 5000.2 Sensitive Property Management https://www.aphis.usda.gov/library/directives/pdf/mrp-5000-2.pdf	
	Fleet/GOV	Ensure Government-owned vehicle, keys, and card are returned, and that Maintenance and Accountability forms are completed and stored. https://usdagcc.sharepoint.com/sites/aphis-mrp-aam/svcs/rppb-fm/SitePages/MRP-Fleet-Management.aspx	
	Reference Materials (Smart Center, Library, etc.)	Verify the employee has followed Program policy/procedures and records management policy. Records Management (sharepoint.com)	
	USDA Uniforms	Ensure USDA Uniform(s) are received and ready for restock / destruction. Ensure proper collection, destruction, alteration (i.e., removal of logos), and/or donation of uniform apparel in accordance with Program policy.	
	National Security-Emergency Preparedness Equipment (Global Star Satellite Cell Phones, GETS/WPS Card)	Return equipment to APHIS ERCS Emergency Management, Safety, and Security Division (EMSSD) Emergency Management Branch: JDOC Main Line: 301-436-3110 JDOC Email: JDOC@usda.gov JDOC Coordinator 4700 River Road – 5D-06G Riverdale, MD 20737 If there is a change of custodian, the APO notifies AAMD at AAMD.Personal.Property.Services@usda.gov These are sensitive property and need to be included on the official property inventory. Government Emergency Telecommunications Service (GETS), Wireless Priority Service (WPS) Card can be destroyed—notify ohsec-nssp-supportteam@usda.gov to remove from system and WPS access.	

	Report of Transfer or Other Disposition or Construction of Property for Sales	<p>The APO conducts the review of the personal property inventory report and completes the following forms as appropriate and email to AAMD with the final property inventory report. AAMD.Personal.Property.Services@usda.gov</p> <p>Use AD-107 if property will be transferred to another program.</p> <ul style="list-style-type: none"> AD-107 Report of Transfer or Other Disposition or Construction of Property https://www.usda.gov/sites/default/files/documents/ad-0107.pdf <p>Use AD-112 if the property is unserviceable, lost, or damaged.</p> <ul style="list-style-type: none"> AD-112 Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property https://www.usda.gov/sites/default/files/documents/ad-0112.pdf <p>Use SF-120 for excess property.</p> <ul style="list-style-type: none"> SF-120 Report of Excess Personal Property https://www.gsa.gov/forms-library/report-excess-personal-property 	
PART 4 - FINANCIAL			
	Commuter Transit Subsidy Benefits	Ensure unused vouchers (e.g., bus/rail passes, tokens, fare cards, tickets, vanpool services, etc.) are returned to the Smart Benefits Coordinator.	
	Annual/Sick Leave Indebtedness	Work with Timekeeper and approve if applicable.	
	Allowance/Vouchers (e.g., Fitness Subsidies, allowances for Horse/ATV Maintenance)	Remind employees to submit final vouchers. Once the employee leaves, vouchers cannot easily be reimbursed.	
	USDA Uniform Allowance	Contact the Program's Administrative Officer or Resource Management Staff to ensure the employee's uniform allowance account is deactivated.	
	Credit/Charge Cards	<p>Return the following cards to the appropriate Program or Support Unit coordinator, AO, RMS, as applicable:</p> <ul style="list-style-type: none"> Travel Charge Card Government Purchase Card Fleet Management Credit Card USDA Central Supply Store Card Agency-issued Credit Card 	
PART 5 – SERVICE AGREEMENTS			
	Recruitment Retention Bonuses and Student Loan Repayment Plans	<p>Program AO or RMS Staffs should be tracking all employee service agreements within the Agency. Supervisors should research if an exiting employee has any outstanding service agreements.</p> <p>If there are any unfulfilled agreements, the Supervisor should contact the APHIS MRPBS FMD Accounts Receivable team for further guidance.</p>	
	First Duty Station/Relocation Bonus	<p>Program AO or RMS Staffs should be tracking all employee relocation bonuses within the Agency. Supervisors should research if an exiting employee has any outstanding service agreements.</p> <p>If a relocation bonus needs to be repaid, the Supervisor should contact the APHIS MRPBS FMD Accounts Receivable team for further guidance.</p>	

	Travel	<p>Program FATA's should be tracking all employee travel authorizations & repayment via the Agency Travel Card. Supervisors should research if an exiting employee has an outstanding travel advance or a balance due on their government travel card.</p> <p>The Supervisor should contact the APHIS MRPBS FMD Travel Services Center for further guidance.</p>	
	Long-Term Training (1890, Math Stat, etc.)	<p>Program AO or RMS Staffs should be tracking all employee training requirements especially those that are tied to progressing within a certain series/grade. Supervisors should research if an exiting employee has any outstanding training commitments.</p>	
PART 6 - SECURITY			
	USDA Linc Pass and/or Site Badge	<p>The Supervisor should collect the employee's Linc Pass and/or Site Badge. Contact LincPassHelpAPHIS@usda.gov for instructions on badge destruction.</p> <ul style="list-style-type: none"> • If employee is transferring to another USDA agency with no break in service; the employee CAN KEEP the Linc Pass. • If a Non-Federal resource is leaving MRP, the Contracting Officer Representative (COR) and/or the Supervisor must notify Human Resources (HRD) Personnel Security to terminate the non-federal assignment with APHIS or AMS within EmpowHR. • For transfers within USDA, the Linc Pass Sponsor at the gaining Agency will take over the employee's record and become the Linc Pass Sponsor of record within US Access. 	
	Physical Access to Facilities and/or Floors or Rooms	Supervisors should contact LincPassHelpAPHIS@usda.gov with questions about removing access to specific facilities and/or floors or rooms.	
	Office Doors, Files, Desk Keys	<p>Collect any office, file cabinets, and desk keys.</p> <p>Change lock combinations and remove access to any sensitive areas</p>	
	Official Authorizations	Rescind employee's authorization to act for the staff office (e.g., property passes, open travel authorizations, certifying officers, etc.)	
	Security Debriefing and Classified Materials	<p>Contact ECRS EMSSD Security Branch for applicability. This applies to employees who hold National Security Positions clearances or roles that require security debriefing.</p> <p>Security.Branch@usda.gov</p>	
	Ethics Debriefing	<p>For certain program or senior personnel, contact the MRP Ethics Advisor for any additional exit requirements. https://www.usda.gov/oe/ethics-advisors</p> <p>For information on post-employment restrictions: https://www.usda.gov/oe/rules-road/post-employment-and-seeking-employment# Post-Employment Restrictions</p>	

PART 7 – INFORMATION TECHNOLOGY

	Records Management	<p>The supervisor should review the  Procedures for Employees, Contractors, Volunteers, and Interns Managing their Records at Separation, Inter-Agency Transfer, or Intra-Agency Transfer and complete any steps pertaining to them.</p> <p>The supervisor should also send the link to the Procedures to the employee to review. Note to the employee that they should immediately begin following the steps pertaining to them, including notifying the Program's Records Liaison that they will be leaving the agency. (Records Liaison Lists:  AMS  APHIS.)</p> <p>If the employee separates without completing the records exit process, the supervisor should follow Section D in the Procedures linked above.</p>	
	Electronic Files/Data	<p>PRIOR to return of laptop, transfer files as described in the Records Management section above.</p> <p>Submit a request to Help@usda.gov if the supervisor needs access to the employee's H:drive or OneDrive.</p> <p>NOTE: if the employee's laptop is subject to a legal hold, it must remain with the program. The laptop files must remain intact.</p>	
	IT Access	<p>Submit a System Authorization Access Request (SAAR) to the IT Service Desk at Help@usda.gov:</p> <ul style="list-style-type: none"> Remove Active Directory (AD) account Remove permission to shared mailboxes, groups, drives <p>It is important to distinguish if the employee is separating from USDA or transferring to another USDA Agency; accounts should not be removed if the employee will remain with USDA.</p> <p>CEC supported customers: When a SAAR is submitted by the supervisor, MRP IT notifies CEC so that the following services are removed from the user account:</p> <ul style="list-style-type: none"> VOIP: Telephone account/line AD account (deactivated on requested date; account deleted 30 days after that) Equipment (mobile device/computer) associated with the employee Remedy account 	
	E-mail	<p>Submit request to Help@usda.gov for assistance with email accounts or if supervisor needs access for continuity of business purposes.</p> <p>Prior to return of laptop:</p> <ul style="list-style-type: none"> Have employee create an appropriate Out of Office (OOO) message informing who to contact. Ensure employee forwards relevant work emails and contacts to a co-worker or supervisor. 	
	System/Software Access	<p>Cancel system access and deactivate licenses to all USDA and Program-specific systems.</p> <p>Contact the Program-specific system owner and/or administrator to request deletion/deactivation of user account to Program-specific applications and systems.</p> <p>Many USDA systems are connected to PIV card/LincPass or AD Account and will be deactivated automatically.</p>	
	Secure Communications Equipment	<p>Return all Communications Security (COMSEC) equipment to the appropriate contact.</p>	

	Retirement	If the exiting employee is retiring from federal service, please have them read the quick guide to federal retirement produced by the Office of Personnel Management (OPM) https://www.opm.gov/retirement-center/quick-guide/	
SUPERVISOR SIGNATURE			DATE

Points of Contacts and Resources:

Human Resources Division: This page includes links to the AMS and APHIS service providers.
https://www.aphis.usda.gov/aphis/ourfocus/business-services/contact_us/hrd/hrd

Financial Management Division (FMD): Contact list
https://www.aphis.usda.gov/aphis/ourfocus/business-services/contact_us/fmd

Acquisition & Asset Management Division (AAMD)
https://www.aphis.usda.gov/aphis/ourfocus/business-services/acquisition_management

Personal Property:
<https://my.aphis.usda.gov/myportal/myaphis/employeeresources/administrative-services/rpp/personal-property-mrp-fleet>

Emergency and Regulatory Compliance Services (ERCS), Emergency Management, Safety, and Security Division (EMSSD)
https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/Emergency_Management

Records Management: SharePoint site with MRP contacts
<https://usdagcc.sharepoint.com/sites/MRP-ITD/SitePages/Records-Management.aspx>

Ethics Advisor contacts for MRP:
<https://www.usda.gov/oe/ethics-advisors>

IT Contacts:

- MRP IT Customer Site: <https://usdagcc.sharepoint.com/sites/MRP-ITD>
- MRP IT Service Desk: help@usda.gov
- CEC Group Manager: <https://usdagcc.sharepoint.com/SitePages/gm-staff.aspx>

USDA Security:

- ECRS EMSSD Security Branch: Security.Branch@usda.gov
- Security Services Division: securityservicehelp@usda.gov
- Facility Protection Division: FPDServicesHelp@usda.gov
- MRPBS Personnel Security: https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Personnel_Security

Forms and Directives:

<https://my.aphis.usda.gov/myportal/myaphis/employeeresources/forms-and-publications/> (Internal site)
<https://www.aphis.usda.gov/aphis/resources/forms> (APHIS Electronic Forms Library – includes links for AMS and APHIS forms)
<https://www.ams.usda.gov/about-ams/policies/ams-issuances> (AMS Directives)
https://www.aphis.usda.gov/aphis/resources/manualsandguidelines/sa_directives (APHIS Directives)
https://www.aphis.usda.gov/aphis/resources/manualsandguidelines/ct_manuals_guidelines_main (Manuals and Guides)
https://www.aphis.usda.gov/aphis/resources/forms/CT_MRP_Forms (MRP forms)
<https://www.gsa.gov/reference/forms> (GSA forms; SF-/OF-)