

U.S. DEPARTMENT OF AGRICULTURE FARM PRODUCTION AND CONSERVATION
EMPLOYEE OFF-BOARDING CHECKLIST

1. Employee Name: (Last, First, MI)	2. Title/Series/Grade:
3. Date of Separation: (mm/dd/yyyy)	4. Supervisor Name: (Last, First, MI)
5. Program Area/Division/Branch:	6. Official Duty Location:
7. Reason for Separation: Other (Specify):	8. Forwarding Address/Email:

9. Check Releasing Agency: FBC FSA NRCS RMA

Supervisor: Upon receipt of separation notification, meet with the employee to initiate the clearance process using this checklist. If item does not apply to the employee select 'N/A'. Select 'Completed' if the item applies to the employee and action has been taken (e.g., item returned). Use accompanying instructions for additional information. Prior to the employee's last day, sign completed checklist and obtain separating employee's signature. Retain completed form in a temporary folder for one year.

FPAC Contractors, Affiliates, and Partners (CAP) must notify the Contracting Officer Representative (COR/COTR) 5 days before departure to return all government equipment and ensure accounts are identified and terminated. Skip to blocks 28-37.

Action Item	Completed	N/A	Date (mm/dd/yyyy)	Notes/Comments
10. Separation SF-52, Request for Personnel Action, Initiated (Enter ECC ticket number in Notes/Comments)				
11. Official Files and Records Returned or Accessible to Supervisor (Paper and electronic)				
12. Network Accounts Closed (Includes all systems that require PIV access)				
13. Final Time and Attendance in WebTA Submitted				
14. AD-581, Lump-Sum Leave or Compensatory Time Payments, Completed				
15. FPAC-HR-358, Audit for Leave Year, Completed				
16. Performance Appraisal Completed				
17. OGE-278, Public Financial Disclosure Report, Submitted				
18. Transit Program Account Closed				
19. GSA Leased Vehicle, Fleet Credit Card and Keys Returned				
20. Government Purchase Card Returned and System Access Terminated				
21. Service Agreement(s) Completed (If incomplete, enter amount owed in Notes/Comments)				
22. AgLearn Training History Downloaded				
23. Agency-owned training-related books, material, and/or videos returned				
24. Training Reimbursement Mobility Agreement(s) Completed (If incomplete, enter amount owed in Notes/Comments)				

Action Item	Completed	N/A	Date (mm/dd/yyyy)	Notes/Comments
25. Benefits Specialist Contacted (Employee received benefits entitlement information)				
26. Parking Permit(s) Returned				
27. Government Issued Passport Returned				
28. Exit Survey Completed				
29. Mobile/Smartphone/Tablet Returned (Enter phone number in Notes/Comments)				
30. Computer Returned (Enter serial number in Notes/Comments)				
31. IT Peripherals Returned (Docking station, power cord, hot spot device, monitor, keyboard, USB speakers and cameras, mouse, and/or other accountable property)				
32. All Government Access Keys Returned (Includes building, office, file cabinets, desk, etc.)				
33. Government Emergency Telecommunications Service (GETS)/Wireless Priority Service (WPS) Cards Returned				
34. Personal Identity Verification (PIV) Card/LinePass Returned				
35. Security Debriefing Received				
36. Government Travel Card Returned (If incomplete, enter amount owed in Notes/Comments)				
37. Checklist Uploaded to FPAC BC HRD Off-Boarding Checklist/Worksheet Archival System				
Employee: I certify that I have returned and/or made compensation in full for all Government property, equipment, or other items assigned to me including offsite equipment used for teleworking while an employee of FPAC. I UNDERSTAND THAT FAILURE TO COMPLETE THIS FORM PRIOR TO SEPARATION MAY DELAY FINAL SALARY OR LUMP SUM PAYMENT. I UNDERSTAND THAT FAILURE TO RETURN ALL PROPERTY MAY RESULT IN A CLAIM OF INDEBTEDNESS TO THE GOVERNMENT.				
38. Print Name: Signature of Employee:			39. Date: (mm/dd/yyyy)	
Supervisor: I certify that the employee has completed the final exit clearance process.				
40. Print Name: Signature of Supervisor:			41. Date: (mm/dd/yyyy)	
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.				

**U.S. DEPARTMENT OF AGRICULTURE FARM PRODUCTION AND CONSERVATION
EMPLOYEE OFF-BOARDING CHECKLIST INSTRUCTIONS**

1-9. Fill in as appropriate.

10. Initiate the SF-52 process:

[Resignation](#)

[Retirement](#)

[Termination](#)

[Transfer to Another Agency](#)

Note: Transfer activities to a new agency cannot be completed until a Transfer to Another Agency ticket (Outside USDA or Within USDA) has been submitted. Ensure contact information for the new agency is provided to HRD.

11. Employee will complete agency form FPAC-MSD1106-3 and follow the required actions. Go to [eForms](#) and type "1106" in the Form Number box.

12. The employee's supervisor is responsible for completing the FSA-13-A, IRM-003, or FCIC-586 to request deactivation of the exiting employee's active directory account and ensure accesses are deleted.

FBC

Complete [FSA-13-A](#). Once complete, submit the form to FPAC.InformationAssuranceServiceDesk@usda.gov.

FSA

Complete [FSA-13-A](#). FSA State/County users: Once complete, submit the form to your state Security Liaison Representative (SLR) and they will ensure your systems access is deleted upon separation. FSA Headquarters users: Once complete, submit the form to: FPAC.InformationAssuranceServiceDesk@usda.gov.

NRCS

Complete [NRCS-IRM-003](#). NRCS State/County users: Once complete, please submit the form to your state Information Security Specialist (ISS) POC and they will ensure your systems access is deleted upon separation. NRCS Large Office/Headquarters users: Once complete, submit the form to the NRCS NHQ/ABOVE STATES ISSPOCs and they will ensure your systems access is deleted upon separation.

RMA

Complete [FCIC-586](#). Once complete, submit the form to FPAC.InformationAssuranceServiceDesk@usda.gov.

13. If transferring within USDA, do not mark the last timesheet as final. If leaving USDA, mark the last timesheet as final.

Note: In certain circumstances, additional guidance will be issued for final time and attendance submission.

14-15. Supervisor will contact the employee's timekeeper and request an audit for the leave year. The timekeeper will complete an [AD-581](#), Lump-Sum Leave, Credit Time, or Compensatory Time Payments, and an [FPAC-HR-358](#), Audit for Leave Year, and submit the forms to the HRD benefits specialist by attaching them to the separation ECC ticket.

Note: In certain circumstances, additional guidance will be issued for benefits forms submission.

16. Complete Interim/Final Rating prior to their employee's departure. Use EPMA if possible, otherwise complete/sign outside the system. Provide copy to employee.

17. Applicable to annual OGE-278 filers only. Contact Office of Ethics at: Ethics-FPC@usda.gov or (202) 720-2251.

18. Withdraw from Transit Program in the electronic application and deactivate the account at [US Department of Transportation TRANServe](#) and Select Withdraw from the Program. Contact Transit Program Managers by submitting a [Transit Subsidy Ticket](#).

19. Terminate Fleet Card PIN, if applicable. Submit WEX PIN Deactivation request to [Fleet - MSD Ticket](#).

If you have VMT Local POC access, terminate access. Submit request to [Fleet - MSD Ticket](#).

Employees will return government vehicles to a designated safe parking area and turn-in keys and fleet cards to the designated POC.

20. Purchase card holders will notify their agency/organizational program coordinator (A/OPC) of their departure. Employee will return the card to the supervisor or A/OPC for destruction. To complete the process, contact the Acquisition Division by submitting a [Government Purchase Card Ticket](#).

If employee has access to Integrated Acquisition System (IAS) or Invoice Processing Platform (IPP), submit a de-activation request at [IAS/IPP Account Management](#).

21. Consult the Payroll and Payments Branch if the exiting employee is serving under a service agreement. Submit a [Compensation Other Ticket](#).

22. Log into AgLearn. Click "Record of Learning" then "Access your AgLearn Transcript". Retain a copy for your records.

24. Training Mobility Form Inquiry. Submit a [Workforce Policy Ticket](#).

25. Employee contacts the Benefits Specialist to discuss options. Submit a [General Benefits Assistance Ticket](#).

26. Return Parking Pass for WDC Area (Only for South Building or Whitten Building Parking Permit).

Note: All NRCS and FSA County/State Employees: Contact State Office Liaison/POC for instructions.

27. FBC/FSA/RMA - Employee with an issued passport, contact the International Travel Management Branch at: fas.traveloffice@USDA.GOV.

NRCS - Employee with an issued passport, contact the International Programs Division at: NRCS-DCWA2-International-Programs-Division@USDA.GOV.

28. Link: [USDA Exit Survey](#).

- 29-31. Information Technology (IT) equipment is returned to Customer Experience Center (CEC) Depot or office to which the employee is assigned. To arrange for equipment turn-in, call the CEC Service Desk (877) 873-0783; all items are to be returned by close of business on the last workday. Additional information can be found at [CEC Digital Workplace](#)

In situations where an employee is unable to return equipment to a duty station, arrangements will need to be made by the employee and supervisor to determine the best method to ensure positive accountability of the equipment prior to the employee's last day.

For instructions to return peripheral accessories (e.g., iPhones, iPads, keyboards, etc.) email fpac.assetmanagement@usda.gov.

Note: In certain circumstances, additional guidance will be issued for equipment return.

33. Collect, destroy, and disable FPAC Government Emergency Telecommunications Service (GETS)/ Wireless Priority Service (WPS) cards. FPAC GETS Cards may be destroyed by the supervisor. In all cases, notify OHSEC-NSSP-SupportTeam@usda.gov so the employee's GETS/WPS service can be cancelled.

34. Return LincPass to Supervisor, local credentialing center, or mail to:
USDA Whitten Bldg. OHSEC-PSD,
1400 Independences Ave. SW-Room 1408, Washington, DC 20250

35. If applicable, employee receives a National Security clearance debriefing.

36. Notify Travel Coordinator for CONCUR and Travel Card by submitting a [Financial Management Ticket](#).

37. Upload off-boarding checklist at [FPAC BC HRD Off-Boarding Checklist/Worksheet Archival System](#). Must be a supervisor to request and be granted access.