

U.S. Department of Agriculture  
 Grain Inspection, Packers and Stockyards Administration  
**EMPLOYEE EXIT CHECKLIST**

|          |               |                 |                       |
|----------|---------------|-----------------|-----------------------|
| EMPLOYEE | PROGRAM/STAFF | SEPARATION DATE | LOCATION (City/State) |
|----------|---------------|-----------------|-----------------------|

**INSTRUCTIONS:** The departing employee's administrative point-of-contact (APOC) should initiate this checklist immediately after receiving notice that an employee is separating and assure its completion prior to the employee's departure. The APOC is responsible for completing pertinent portions and routing this form to additional appropriate offices, as necessary. Items not collected or completed should be explained in Section V of this checklist; however, every effort should be made to account for every item on this checklist. The APOC should forward the completed form to the Employee Exit Checklist point-of-contact in Management Services (MBS), Management and Budget Services, for retention.

| Item  | Action   | Completed |    |     | Completed by<br>(Name/Program or Staff) | Initials | Date |
|---|--|-----------|----|-----|---|----------|------|
|   |  | YES       | NO | N/A |   |          |      |
| <b>SECTION I: ACCESS</b>                        |  |           |    |     |   |          |      |
| Network Modification Access Form                | Submit form to ITS. Supervisor must indicate user's access to NFC, FFIS, FDW, and IAS          |           |    |     |   |          |      |
| Telephone Line                                  | Notify ITS to disconnect voicemail   |           |    |     |   |          |      |
| Government Issued ID                            | Collect and forward to MBS, Management Services  |           |    |     |   |          |      |
| Non-Government Site ID Badge                    | Collect and return to APOC   |           |    |     |   |          |      |
| Investigative Badge                             | Collect and return to MBS, Management Services   |           |    |     |   |          |      |
| Government Issued Passport                      | Collect and return to FAS  |           |    |     |   |          |      |
| Motor Vehicle Keys                              | Collect and return to GOV POC  |           |    |     |   |          |      |
| Parking Permit/Pass                             | Collect and return to issuer   |           |    |     |   |          |      |
| Keys to Office, Desk, and File storage          | Collect keys or change locks   |           |    |     |   |          |      |
| Electronic Access Points                        | Change codes (location APOC)   |           |    |     |   |          |      |
| Government Issued Business Cards                | Collect and destroy (location APOC)  |           |    |     |   |          |      |
| Secret (and Higher) Clearance Debriefing        | Schedule and complete debriefing with USDA, Personnel and Document Security, at 202-720-7373   |           |    |     |   |          |      |
| ConcurGov Account                               | Detach employee from Concur Gov (FATA/Agency FATA)   |           |    |     |   |          |      |
| Outlook-Email Communication                     | Email account remain active for 30 days (with access given to the proper authorized personnel) |           |    |     |   |          |      |
| <b>SECTION II: PROPERTY</b>                     |  |           |    |     |   |          |      |
| Laptop, Desktop, Tablet                         | Collect and return to ITS  |           |    |     |   |          |      |
| Peripherals (FAX, Phone, Printer)               | Collect and return to ITS  |           |    |     |   |          |      |
| Blackberry, Cell phone, Air Card/Broadband Card | Collect and return to ITS  |           |    |     |   |          |      |
| Camera  | Collect and return to ITS  |           |    |     |   |          |      |
| Thumb Drive, Jump Drive                         | Collect and return to ITS  |           |    |     |   |          |      |
| Records Mgmt Exit Interview                     | AD-3001, Return MBS/Records Coord  |           |    |     |   |          |      |
| Government Issued Certificates and Forms        | Collect and Return to APOC   |           |    |     |   |          |      |
| Government Purchased Publications               | Collect item(s) and cancel subscription  |           |    |     |   |          |      |
| Personal Protective Equipment                   | Collect and Destroy if unusable  |           |    |     |   |          |      |
| Uniforms  | Collect, Destroy, or Recycle   |           |    |     |   |          |      |
| Grab and Go Bags                                | Collect and return to Safety Office  |           |    |     |   |          |      |
| <b>SECTION III: FINANCIAL</b>                   |  |           |    |     |   |          |      |
| Travel Credit Card                              | Collect and return to MBS, Management Services   |           |    |     |   |          |      |
| Travel Card Account                             | Close and collect outstanding balance (MBS, Management Services)                               |           |    |     |   |          |      |
| Travel Advance                                  | Collect and APOC submit outstanding balance to NFC   |           |    |     |   |          |      |

| Item   | Action   | Completed |    |     | Completed by<br>(Name/Program or Staff) | Initials | Date |
|--|--|-----------|----|-----|---|----------|------|
|  |  | YES       | NO | N/A |   |          |      |
| Micro-purchase card  | Reconcile outstanding transactions (employee). Destroy and notify LAPC   |           |    |     |   |          |      |
| Service Agreements (relocation, recruitment, training, etc.) | Confirm fulfillment agreements and APOC collect funds if not fulfilled   |           |    |     |   |          |      |
| Transit Subsidy Benefit                                      | <a href="https://www.transportation.gov/transerve">https://www.transportation.gov/transerve</a> -- To cancel subsidy |           |    |     |   |          |      |
| Calling Card   | Collect and return to ITS  |           |    |     |   |          |      |
| Telephone Line, Wireless Device, and/or Internet Access      | Submit request to ITS to disconnect telecommunications services  |           |    |     |   |          |      |

(Separating employee must verify information in Sections I-III before departing from the Agency)

| Employee | Print Name | Signature | Date |
|----------|------------|-----------|------|
|          |            |           |      |

**SECTION IV: EMPLOYEE/ADMINISTRATIVE/PERSONNEL**

|                                     |  |  |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|--|--|
| Resignation Notification            | Employee to provide written notification to supervisor   |  |  |  |  |  |  |
| SF-52 Personnel Action              | APOC Request/Prepare an SF-52 with the appropriate Nature of Action. If separating, indicate the forwarding address on the SF-52 in remarks. If resignation, attach written resignation notification |  |  |  |  |  |  |
| Last T&A                            | Complete last T&A and submit to timekeeper. If employee will remain in USDA, APOC contact HRD's Leave and Comp Unit to have the employee transferred to their new Agency.                            |  |  |  |  |  |  |
| Leave Audit (AD-717)                | Conduct leave audit (timekeeper) and attach to AD-581  |  |  |  |  |  |  |
| Lump sum payments (AD-581)          | Complete and APOC forward to HRD's Processing Unit   |  |  |  |  |  |  |
| MRP Exit Interview                  | APOC notify MBS, Management Services, to inform HRD  |  |  |  |  |  |  |
| Forwarding Address                  | Submit to timekeeper for records   |  |  |  |  |  |  |
| Retirement Memento(s)               | Submit to employee's supervisor for presentation to employee   |  |  |  |  |  |  |
| Organizational Listings/Directories | Notify APOC to have employee removed from listings   |  |  |  |  |  |  |
| Employee Performance Folder         | Submit last 4 appraisals (if available) to HRO which will forward, along with OPF, to employee's new Agency. Do not submit appraisal   |  |  |  |  |  |  |

**SECTION V: INCOMPLETE ITEMS**

| EXPLANATION OF INCOMPLETE ITEMS | ACTION (to be taken) | Name of Authorizing Official | Signature of Authorizing Official |
|---------------------------------|----------------------|------------------------------|-----------------------------------|
|                                 | Complete             |                              |                                   |
|                                 | Waive                |                              |                                   |
|                                 | Complete             |                              |                                   |
|                                 | Waive                |                              |                                   |
|                                 | Complete             |                              |                                   |
|                                 | Waive                |                              |                                   |
|                                 | Complete             |                              |                                   |
|                                 | Waive                |                              |                                   |
|                                 | Complete             |                              |                                   |
|                                 | Waive                |                              |                                   |

**SECTION VI: CONFIRMATION OF COMPLETION BY ROUTING REPRESENTATIVES**  
(to be completed by all parties responsible for verifying the completeness of the checklist)

| GIPSA Representative            | Print Name | Signature | Date |
|---------------------------------|------------|-----------|------|
| Supervisor                      |            |           |      |
| Administrative POC              |            |           |      |
| GIPSA, ITS                      |            |           |      |
| GIPSA, MBS, Management Services |            |           |      |