

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

EMPLOYEE	PROGRAM/STAFF	SEPARATION DATE	LOCATION (City/State)
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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 (Name/Program or Staff)	Initials	Date
		YES	NO	N/A			

SECTION I: ACCESS

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						
GovTrip Account	Detach employee from GovTrip (location FATA or Agency FATA)						
Outlook-Email Communication	Email account remain active for 30 days (with access given to the proper authorized personnel)						

SECTION II: PROPERTY

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						
Official Government Records	Collect and return to Records Liaison						
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						

SECTION III: FINANCIAL

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						

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	Collect unused benefits, submit AD-1147 to MBS, Management Services for cancellation						
Calling Card	Collect and return to ITS						
Telephone Line, Wireless Device, and/or Internet Access	Submit request to ITS to disconnect telecommunications services						

		Print Name	Signature	Date
<i>(Separating employee must verify information in Sections I-III before departing from the Agency)</i>				
Employee				

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 OPA/People Update Coordinator to remove employee from list						
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 appraisals for employees staying in USDA.						

SECTION V: INCOMPLETE ITEMS

EXPLANATION OF INCOMPLETE ITEMS	ACTION (to be taken)		Name of Authorizing Official	Signature of Authorizing Official
	Complete	Waive		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
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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			

