

FPAC OFF-BOARDING CHECKLIST

1. Employee Name (<i>Last, First, MI</i>):	2. Title/Series/Grade:	3. Separation Date (<i>MM/DD/YYYY</i>):
4. Supervisor Name (<i>Last, First, MI</i>):	5. Program Area/Division/Branch:	
6. Official Duty Location:	7. Reason for Separation (<i>Select</i>): Other (<i>Specify</i>):	
8A. Forwarding Address:	8B. Forwarding Email:	8C. Forwarding Phone Number:

9. Releasing Agency (*Check one*): ☐ FBC ☐ FSA ☐ NRCS ☐ RMA

Instructions: Refer to <https://intranet.usda.gov/FPAC/human-resources-boarding> for additional information and requirements associated with each Action Item below.

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). 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 Items 28-37.

Action Item	N/A	Completed	Date	Notes/Comments
10. Separation SF-52, Request for Personnel Action initiated. (<i>Enter ECC ticket number in Notes/Comments</i>)	<input type="checkbox"/>	<input type="checkbox"/>		
11. AD-3001, Documentary Materials Removal/Non-Removal Certification and Non-Disclosure Agreement completed.	<input type="checkbox"/>	<input type="checkbox"/>		
12. Network accounts closed. (<i>Includes all systems that require PIV access</i>)	<input type="checkbox"/>	<input type="checkbox"/>		
13. Final time and attendance in WebTA submitted.	<input type="checkbox"/>	<input type="checkbox"/>		
14. AD-581, Lump-Sum Leave or Compensatory Time Payments completed.	<input type="checkbox"/>	<input type="checkbox"/>		
15. FPAC-HR-358, Audit for Leave Year completed.	<input type="checkbox"/>	<input type="checkbox"/>		
16. Performance appraisal completed.	<input type="checkbox"/>	<input type="checkbox"/>		
17. OGE-278, Public Financial Disclosure Report submitted.	<input type="checkbox"/>	<input type="checkbox"/>		
18. Transit program account closed.	<input type="checkbox"/>	<input type="checkbox"/>		
19. GSA leased vehicle, fleet credit card and keys returned.	<input type="checkbox"/>	<input type="checkbox"/>		
20. Government purchase card returned, and system access terminated.	<input type="checkbox"/>	<input type="checkbox"/>		
21. Service agreement(s) completed. (<i>If incomplete, enter amount owed in Notes/Comments</i>)	<input type="checkbox"/>	<input type="checkbox"/>		
22. AgLearn training history downloaded.	<input type="checkbox"/>	<input type="checkbox"/>		
23. Agency-owned training-related books, material, and/or videos returned.	<input type="checkbox"/>	<input type="checkbox"/>		

Action Item	N/A	Completed	Date	Notes/Comments
24. Training reimbursement mobility agreement(s) completed. <i>(If incomplete, enter amount owed in Notes/Comments)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
25. Benefits Specialist contacted. <i>(Employee received benefits entitlement information)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
26. Parking permit(s) returned.	<input type="checkbox"/>	<input type="checkbox"/>		
27. Government issued passport returned.	<input type="checkbox"/>	<input type="checkbox"/>		
28. Exit survey completed.	<input type="checkbox"/>	<input type="checkbox"/>		
29. Mobile/smartphone/tablet returned. <i>(Enter phone number and/or serial number in Notes/Comments)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
30. Computer returned. <i>(Enter serial number in Notes/Comments)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
31. IT peripherals returned. <i>(Docking station, power cord, hot spot device, monitor, keyboard, USB speakers and cameras, mouse, and/or other accountable property)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
32. All government access keys returned. <i>(Includes building, office, file cabinets, desk, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
33. Government Emergency Telecommunications Service (GETS)/Wireless Priority Service (WPS) cards returned.	<input type="checkbox"/>	<input type="checkbox"/>		
34. Personal Identity Verification (PIV) card/LincPass returned.	<input type="checkbox"/>	<input type="checkbox"/>		
35. Security debriefing received.	<input type="checkbox"/>	<input type="checkbox"/>		
36. Government travel card returned. <i>(If outstanding travel advance identified, enter amount owed in Notes/Comments)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
37. Checklist uploaded to FPAC BC HRD Off-Boarding Checklist/Worksheet Archival System.	<input type="checkbox"/>	<input type="checkbox"/>		

Employee Certification: *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.*

38A. Print Name of Employee	38B. Signature of Employee	39. Date (MM/DD/YYYY)
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Supervisor Certification: *I certify that the employee has completed the final exit clearance process.*

40A. Print Name of Supervisor	40B. Signature of Supervisor	41. Date (MM/DD/YYYY)
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Privacy Act Statement: *The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a – as amended). The authority for requesting the information identified on this form is authorized for collection by Executive Order 9397 and 5 U.S.C. 301. The information will be used to complete the clearance process for the separating employee. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and non-governmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable government-wide SORN for federal government personnel, which is OPM/GOVT-1. Providing the requested information is voluntary. However, failure to furnish the requested information may result in delays to separation and/or final payment.*