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

The following instructions provide further guidance for completing the FPAC-HR-0002, FPAC Off-Boarding Checklist. Items below correspond to block numbers and should be used in conjunction with the checklist.

10. Separation SF-52
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. Official Files and Records
Employee and supervisor will complete an AD-3001 and follow the required actions.

Supervisor will sign and submit the completed AD-3001 to the FPAC Records Management Team by submitting a Records Management Offboarding Ticket. It is recommended to submit at least one week before the employee's last workday.

FPAC Records Management Team will review and notify supervisor of any necessary follow-up actions to complete.

All identified actions must be completed before the FPAC Records Management Team will sign the AD-3001.

Refer to Departmental Records Management Division site "Entry and Exit Clearance Documents (All USDA Personnel)" for additional guidance and information.

12. Network Accounts Closed
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. **Final Time and Attendance in WebTA**

    If transferring within USDA, <u>do not</u> 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. **AD-581 & FPAC-HR-358**

    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 or Compensatory Time Payments, an [FPAC-HR-358](#), Audit for Leave Year, and an [AD-343](#), Payroll Action Request, for any unused credit hours. Submit 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. **Performance Appraisal**

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

17. **OGE-278, Public Financial Disclosure Report**

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

18. **Transit Program Account**

    Withdraw from the Transit Program in the electronic application and deactivate the account by logging into [US Department of Transportation TRANServe](#) and select "Withdraw from the Program." Transit Program Managers can be contacted by submitting a [Transit Subsidy Ticket](#).

19. **GSA Leased Vehicle, Fleet Card, and System Access**

    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. **Government Purchase Card**
    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. **Service Agreements**
    Consult the Payroll and Payments Branch if the exiting employee is serving under a service agreement. Submit a [Compensation Other Ticket](#).

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

23. **Agency-Owned Training Materials**
    Coordinate with supervisor to return any agency-owned training materials.

24. **Training Reimbursement Mobility Agreement(s)**
    Training Mobility Form Inquiry. Submit a [Workforce Policy Ticket](#) and put in the description "Training Mobility Agreement Verification".

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

26. **Parking Permits**
    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. All other employees contact designated POC.

27. **Government Issued Passport**
    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. **Exit Survey**
    Link: [USDA Exit Survey](#).

29-31. **Mobile/Smartphone/Tablet/Computer/IT Peripherals**
    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 at (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.

32. **Government Access Keys**
   Return to supervisor and/or appropriate POC depending upon designated office location.

33. **Government Emergency Telecommunications Service (GETS)/Wireless Priority Service (WPS)**
   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. **Personal Identity Verification (PIV) Card/LincPass**
   Return LincPass to Supervisor, local credentialing center, or mail to/drop-off:

   USDA Whitten Bldg. OHSEC-PSD,
   1400 Independences Ave. SW-Room 1408, Washington, DC 20250

35. **Security Debriefing**
   National Security clearance holders should reach out to the Personnel and Document Security Division at cnsis@usda.gov.

36. **Government Travel Card**
   Notify Travel Coordinator of employee separation by submitting a Financial Management Ticket.

37. **Offboarding Checklist Uploaded to FPAC-BC HRD Off-Boarding Checklist**
   Supervisor uploads off-boarding checklist to the FPAC BC HRD Off-Boarding Checklist/Worksheet Archival System.

   Note: Must be a supervisor to be granted access.