

Separation Checklist for Non-Career Appointees

EMPLOYEE NAME	SEPARATION DATE
AGENCY	TITLE

ITEMS REQUIRING CLEARANCE PRIOR TO FINAL SALARY PAYMENT

<p>1. ETHICS</p> <p><input type="checkbox"/> Termination of Public Financial Disclosure Form 278</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div> <p>Office of Ethics (sign & date)</p> <p><i>Employment Negotiation and USDA Employment Ethics questions shall be directed to:</i> Ray Sheehan Director, Office of Ethics 202-720-2251 Ray.Sheehan@usda.gov</p>	<p>2. SECURITY</p> <p><input type="checkbox"/> Security Debrief <input type="checkbox"/> N/A</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div> <p>Office of Security Services (sign & date)</p> <p><i>Security clearance information and questions shall be directed to:</i> Russ Ashworth Director, Office of Security Services 202-720-0272 Russ.Ashworth@usda.gov</p>
<p>3. PROPERTY (SEE NOTE ON NEXT PAGE)</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Credit Cards <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Keys <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Passports <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Laptop/Computer Equip (mobile media, printers, etc...)</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Blackberry/PDA <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Cell phone <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Home office equipment <input type="checkbox"/> N/A</p> <p>Voicemail Security Code</p> <p>_____</p> <p>Note: Attachment A, Section 7, may apply to designated appointees.</p> <p>Other</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div> <p>Deputy Administrator/Chief or designee (sign & date)</p>	<p>4. HR/PERSONNEL OFFICE</p> <p><input type="checkbox"/> Statement of Service (provided)</p> <p><input type="checkbox"/> Separated Employee Health/life Insurance; Retirement/Unemployment Information (provided)</p> <p><input type="checkbox"/> Separated Employee FAQ (Appendix A, OPM Transition Guide) (provided)</p> <p><input type="checkbox"/> Other _____</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div> <p>Office of Human Resources (sign & date)</p> <p><i>To schedule your exiting appointment contact:</i> Leslie Violette Departmental Human Resources Division Director 202-720-8351 Leslie.Violette@usda.gov</p> <p><i>Post-Administration Human Resources and Benefits questions shall be directed to:</i> Bobbie Purcell Director, Office of Human Capital Management 202-720-3585 Bobbie.Purcell@usda.gov</p>

<p>5. RECORDS MANAGEMENT</p> <p><input type="checkbox"/> Completed Records Management Checklist</p> <p><input type="text"/></p> <p>Office of Records Management</p> <p><i>Records management information and questions shall be directed to:</i> Colleen Snyder Departmental Records Officer 202-720-8020 Colleen.Snyder@usda.gov</p>	<p><i>Outstanding travel and voucher questions shall be directed to:</i> Angela Deadwiler Supervisor, Office of Operations 202-720-3199 Angela.Deadwiler@usda.gov</p> <p><i>Voicemail and email</i> Update your outgoing voicemail messages and auto-reply email messages to make work contacts aware of the change in personnel.</p>
<p>6. OTHER</p> <p><input type="checkbox"/> Parking Permit and Remote Entry Device <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Resignation Letter *</p> <p><input type="checkbox"/> USDA Identification Badge</p> <p><input type="checkbox"/> Other Federal/Congressional Badges <input type="checkbox"/> N/A</p> <p><input type="text"/></p> <p>White House Liaison (sign & date)</p> <p><i>Information and questions shall be directed to:</i> Anthony Hulen White House Liaison 202-720-2406</p> <p>*Resignation Letter A letter addressed to the President and carbon copying Secretary Schafer needs to be written and submitted to the White House Liaison Office before your departure. Your letter should include the following information:</p> <ul style="list-style-type: none"> - The date of your last day at USDA - The word "resign" or "resignation" from USDA - Any information that is available regarding the your future plans and forwarding contact information - Retain a copy for your records 	<p>Permanent Contact Information for file:</p> <p><input type="text"/></p> <p>Street Address (include apt#)</p> <p><input type="text"/> <input type="text"/></p> <p>City, State Zip Code</p> <p><input type="text"/></p> <p>Phone (include area code)</p> <p><input type="text"/></p> <p>Email Address</p>

This form is to be returned to the Office of the White House Liaison (219-A) upon completion.

Items #1, 2, 4 and 5

Once you have disclosed your departure date and upon receiving this form you should call each of the referenced offices to schedule an appointment to check out. Do not wait until your last day to schedule an appointment.

Item #3

If you are assigned to an **Agency**, then the Agency is responsible for collecting and signing off on your returned equipment.

If you are assigned to the **Office of the Secretary** (Under/Deputy Under Secretaries and some schedule C/SES appointees assigned to a mission area office) you should contact [Navid Choudhury](mailto:Navid.Choudhury@usda.gov) at 202-720-1716 to schedule a time to turn in your property.

ATTACHMENT A

Political appointees in the following positions should complete Section 7:

- Secretary
- Deputy Secretary
- All Under Secretaries
- General Counsel
- Assistant Secretary, Departmental Administration
- Assistant Secretary, Office of Congressional Relations
- Assistant Secretary for Civil Rights
- Chief Financial Officer
- Administrator for the Rural Utility Service

<p>7. NATIONAL SECURITY/EMERGENCY RESPONSE PROPERTY</p> <p><input type="checkbox"/> Satellite Phone and Accessories</p> <p><input type="checkbox"/> Secure Telephone Equipment (STE)</p> <p><input type="checkbox"/> Government Emergency Telecommunications Services Card (GETS)</p> <p>Phone Number(s) For Device(s) With Wireless Priority Services (WPS) Assignments:</p> <p>_____</p> <p>_____</p>	<p><i>Outstanding NS/EP equipment questions shall be directed to:</i> Keith Talley USDA Communications Security Custodian 202-720-0594 Keith.Talley@usda.gov</p> <p><i>Outstanding priority services questions (i.e. GETS/WPS) shall be directed to:</i> Roy Allums USDA Priority Services Program Manager 202-694-0002 Roy.Allums@usda.gov</p>
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