# Separation Checklist for Non-Career Appointees

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>SEPARATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY</td>
<td>TITLE</td>
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## ITEMS REQUIRING CLEARANCE PRIOR TO FINAL SALARY PAYMENT

### 1. ETHICS
- [ ] Termination of Public Financial Disclosure Form 278

  Office of Ethics (sign & date)

*Employment Negotiation and USDA Employment Ethics questions shall be directed to:*
  Ray Sheehan
  Director, Office of Ethics
  202-720-2251
  Ray.Sheehan@usda.gov

### 2. SECURITY
- [ ] Security Debrief
  [ ] N/A

  Office of Security Services (sign & date)

*Security clearance information and questions shall be directed to:*
  Russ Ashworth
  Director, Office of Security Services
  202-720-0272
  Russ.Ashworth@usda.gov

### 3. PROPERTY (SEE NOTE ON NEXT PAGE)
- [ ] N/A
- [ ] Credit Cards
  [ ] N/A
- [ ] Keys
  [ ] N/A
- [ ] Passports
  [ ] N/A
- [ ] Laptop/Computer Equip (mobile media, printers, etc...)
  [ ] N/A
- [ ] Blackberry/PDA
  [ ] N/A
- [ ] Cell phone
  [ ] N/A
- [ ] Home office equipment
  [ ] N/A

Voicemail Security Code

__________________________________

Note: Attachment A, Section 7, may apply to designated appointees.

Other

__________________________________

Deputy Administrator/Chief or designee (sign & date)

### 4. HR/PERSONNEL OFFICE
- [ ] Statement of Service (provided)
- [ ] Separated Employee Health/life Insurance:
  Retired/Unemployment Information (provided)
- [ ] Separated Employee FAQ (Appendix A, OPM Transition Guide)
  (provided)
- [ ] Other ______________________________

  Office of Human Resources (sign & date)

To schedule your exiting appointment contact:
Leslie Violette
Departmental Human Resources Division
Director
202-720-8351
Leslie.Violette@usda.gov

Post-Administration Human Resources and Benefits questions shall be directed to:
Bobbie Purcell
Director, Office of Human Capital Management
202-720-3585
Bobbie.Purcell@usda.gov

Note: Attachment A, Section 7, may apply to designated appointees.

Other

__________________________________

Deputy Administrator/Chief or designee (sign & date)
5. RECORDS MANAGEMENT

- Completed Records Management Checklist

Office of Records Management

*Records management information and questions shall be directed to:*
Angela Deadwiler
Supervisor, Office of Operations
202-720-3199
Angela.Deadwiler@usda.gov

*Outstanding travel and voucher questions shall be directed to:*
Colleen Snyder
Departmental Records Officer
202-720-8020
Colleen.Snyder@usda.gov

*Voicemail and email*
Update your outgoing voicemail messages and auto-reply email messages to make work contacts aware of the change in personnel.

6. OTHER

- Parking Permit and Remote Entry Device
  - N/A

- Resignation Letter *

- USDA Identification Badge

- Other Federal/Congressional Badges
  - N/A

White House Liaison (sign & date)

*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:
- The date of your last day at USDA
- The word "resign" or "resignation" from USDA
- Any information that is available regarding your future plans and forwarding contact information
- Retain a copy for your records

Permanent Contact Information for file:

Street Address (include apt#)

City, State Zip Code

Phone (include area code)

Email Address

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 at 202-720-1716 to schedule a time to turn in your property.

Form AD-3002 (08/08)
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

7. NATIONAL SECURITY/EMERGENCY RESPONSE PROPERTY

- Satellite Phone and Accessories
- Secure Telephone Equipment (STE)
- Government Emergency Telecommunications Services Card (GETS)

Phone Number(s) For Device(s) With Wireless Priority Services (WPS) Assignments:

__________________________________
__________________________________

Outstanding NS/EP equipment questions shall be directed to:
Keith Talley
USDA Communications Security Custodian
202-720-0594
Keith.Talley@usda.gov

Outstanding priority services questions (i.e. GETS/WPS) shall be directed to:
Roy Allums
USDA Priority Services Program Manager
202-694-0002
Roy.Allums@usda.gov