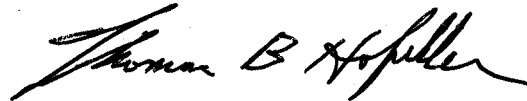


For: All Kansas City FSA, OCIO-ITS, RMA; St. Louis FSA and OCIO-ITS; and APFO Employees and Contract Employees

AD-1106-1, Final Clearance Report

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

AD-1106-1 has been developed to identify internal processes completed, items to be collected, and capture certification signatures for separating employees.

B Purpose

This notice informs the following employees of responsibilities and procedures for clearing outstanding property/physical security items and/or financial indebtedness obligations before resignation, transfer, retirement, or any other type of separation:

- APFO, FSA Kansas City, RMA, and FSA St. Louis Federal employees serviced by HRD, Kansas City Human Resources Office (KCHRO)
- OCIO, Information Technology Services (ITS) Federal employees serviced by the Bureau of Public Debt (BPD)
- APFO, Kansas City, and St. Louis contract employees serviced according to subparagraph 4 A.

Important: Federal employees and contract employees **must** return or otherwise account for **all** outstanding obligations or indebtedness **before** receiving any final payments, such as final salary or lump-sum leave.

AD-1106-1 is available from the FFAS Employee Forms Online Website at <http://intra3.fsa.usda.gov/dam/ffasforms/forms.html>.

C Obsolete Forms

This notice obsoletes the following forms:

- FCIC-602
- KC-256.

| Disposal Date | Distribution |
|---------------|---|
| June 1, 2009 | All Kansas City FSA, OCIO-ITS, RMA; St. Louis FSA and OCIO-ITS; and APFO employees and contract employees |

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1 Overview (Continued)

D Contacts

For questions about this notice contact the appropriate office according to this table.

| Employee | Contact | |
|-----------------|-------------------------|---|
| Federal | APFO, FSA, or RMA | HRD, KCHRO, Operations Section, Processing Team at 816-926-6225. |
| | OCIO, ITS (Kansas City) | Technical Support Division (TSD) at 816-926-1725. |
| | OCIO, ITS (St. Louis) | TSD at 314-457-4700. |
| Contractor | APFO | Operations Branch, Personnel Office at 801-844-2906. |
| | FSA | MSD, Kansas City Administrative Services Branch (KCASB), Security Room at 816-926-6689. |
| | OCIO, ITS (Kansas City) | TSD at 816-926-1725. |
| | OCIO, ITS (St. Louis) | TSD at 314-457-4700. |
| | RMA | Information Assurance Office at 816-823-1950. |

E Locations

AD-1106-1 shall be used for locations and offices listed in this table.

| Location | Office |
|----------------------|--|
| Kansas City | <ul style="list-style-type: none"> • FSA • RMA • OCIO, ITS. <p>Note: OCIO, ITS employees, for items specific to that location, will only use AD-1106-1:</p> <ul style="list-style-type: none"> • block 12 to clear IT equipment • block 15 for physical security (ID badges) or property. <p>For all other clearances, the supervisor of the separating employee shall contact BPD and use the exit process provided on BPD’s web site, as well as any OCIO, ITS policy about the exit process.</p> |
| St. Louis | FSA and OCIO, ITS |
| Salt Lake City, Utah | APFO |

Notice AO-1416

2 Policy, Authorities, and Employee Liabilities

A Policy

When a Federal employee or contractor separates, the respective agency **must** ensure that the employee/contractor either returns or accounts for any outstanding financial liabilities and/or property items for which the employee/contractor is responsible. Each agency **must** follow a coordinated set of actions to complete checkout processes **before** the employee/contractor leaves the agency. These requirements may be supplemented, but **not** replaced.

B Authorities

The following are the authorities on separation policy:

- Title 7, Administrative Regulations
- Federal and Agriculture Property Management Regulations
- Federal Personnel Manual Supplement 831-1, Subchapter 19
- Federal Property Management Regulation Bulletin B-106.

C Employee Liabilities

Before separation, the employee/contractor is responsible for returning monies owed and property items. If they **cannot** account for outstanding Government items, the employee/contractor **must** arrange for a settlement. If a settlement arrangement is **not** agreed on, agency administrators may request that the applicable human resource (HR) area initiate a collection action against the employee/contractor for an outstanding debt or loss of property.

| Liability | Definition |
|------------------|--|
| Financial | <p>Employee debt that includes monies owed to the Government.</p> <p>Examples of financial debt include the following:</p> <ul style="list-style-type: none">• advanced funds• advanced leave• allowance/bonus agreements• payments received for extended employment, time period not completed• service agreements• training agreements• transfer orders requiring a period of service• travel expense/vouchers. |

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2 Policy, Authorities, and Employee Liabilities (Continued)

C Employee Liabilities (Continued)

| Liability | Definition |
|-----------|--|
| Property | <p>Any Government-owned items for which an employee is responsible.</p> <p>Examples of property debt include:</p> <ul style="list-style-type: none">• audio-visual equipment• books• cellular telephones• credit/travel cards• electronic ID cards/passes• file/desk/office keys• Government records• IT equipment• laptop computers/home use equipment• manuals or handbooks• pagers• parking permits• projectors• screens• video tapes• other assigned personal property. |

3 Government Records

A Definition of Official Record

44 U.S.C. 3301 states that official records are "...all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them."

An official record:

- correctly reflects what was communicated or decided, or what action was taken
- supports the needs of the business to which it relates, and may possibly be used for accountability purposes.

Official records and information are created, captured in some form, maintained, and ultimately destroyed or preserved for posterity.

3 Government Records (Continued)

B Destroying Nonrecord Material

Nonrecord materials are U.S. Government-owned documentary materials excluded from the legal definition of official records, either by failing to meet the general conditions of record status or by falling into 1 of the following categories:

- extra copies preserved for convenience
- stocks of extra publications and excess blank forms.

Note: Originals are considered an official record.

Currently, several USDA agencies are operating under a records freeze. For FSA, employees may only destroy nonrecord materials at this time. Any questions about the records freeze should be directed to each agency's designated Records Officer available on the OCIO web site at http://www.ocio.usda.gov/records/agency_officers.html.

Sensitive nonrecord documents containing personally identifiable information (PII) must be destroyed in a manner that prevents reconstruction of that item. Currently, only micro-cut shredding meets PII destruction requirements.

C Examples of Official Government Records

Official Government records include the following:

- drawings
- e-records
- indexes
- maps/charts
- memoranda
- microfilms
- official files/classified documents
- photographic records
- plans
- reports
- sensitive materials
- sound recordings
- other data information or documentary material.

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4 Separation Process Responsibilities

A Employee/Contractor Responsibilities

Any employee/contractor planning to leave the agency should notify his/her supervisor or contracting officer representative (COR)/contracting officer's technical representative (COTR) as soon as possible, preferably 2 weeks in advance of the separation date. By giving advanced notice, post-employment matters can be resolved quickly and efficiently.

Employees/contractors leaving an agency are responsible for identifying, returning, and/or accounting for **all** accountable items received from the Government during the course of their employment. Employees/contractors shall complete the steps in the following table.

| Step | Action |
|------|---|
| 1 | <p>Contact each appropriate clearance official on AD-1106-1 and arrange for signature before last day of duty. For contract employees, the agency's sponsoring COR/COTR must be notified about clearance.</p> <p>Notes: When possible, it is highly recommended that separating employees schedule an appointment to meet with clearance official (or designee) to avoid lengthy delays in the checkout process.</p> <p>St. Louis FSA employees/contractors shall meet with their supervisor or COR/COTR to complete the appropriate check-off clearance items.</p> |
| 2 | Settle all financial liabilities owed to the Government. |
| 3 | <p>Surrender all Government-owned property (include all accountable items).</p> <p>Note: Attach a full written explanation of the circumstances surrounding the failure to clear any accountable items to AD-1106-1.</p> |
| 4 | <p>Kansas City FSA and RMA employees/contractors shall return applicable forms to:</p> <ul style="list-style-type: none">• HRD, KCHRO, Operations Section, Processing Team (Federal)• MSD, KCASB, Security Room 111A (contractor). <p>Note: St. Louis FSA employee/contractor entire check-off clearance process shall be handled with the supervisor or COR/COTR. Upon completion of all check-off items, supervisor/designate or COR/COTR shall ensure that AD-1106-1's are forwarded to HRD, KCHRO or MSD, KCASB, as appropriate.</p> |

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4 Separation Process Responsibilities

A Employee/Contractor Responsibilities (Continued)

| Step | Action |
|------|--|
| 5 | APFO employees/contractors shall return applicable forms to: <ul style="list-style-type: none"><li data-bbox="407 422 1268 457">• MSD, KCHRO, Operations Section, Processing Team (Federal)<li data-bbox="407 464 932 491">• APFO, Personnel Office (contractor). |
| 6 | OCIO, ITS employees/contractors physically located in: <ul style="list-style-type: none"><li data-bbox="407 575 1484 680">• Kansas City should use only AD-1106-1, blocks 12 and 15 for items specific to Kansas City; when both blocks are complete, employee shall return AD-1106-1 to their supervisor/designate<li data-bbox="407 722 1484 785">• St. Louis should use only AD-1106-1, block 14 and complete that portion of the clearance process with their supervisor or COR/COTR. <p data-bbox="407 827 1370 896">Note: Original AD-1106-1 is used only by the supervisor of the separating OCIO, ITS employee; copies are not submitted to any other entity.</p> |

B Examples of Reasons for Separations

Examples of separation reasons include the following:

- leaving Federal Government employment
- transferring to another Federal agency
- contract completed
- other separations.

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4 Separation Process Responsibilities (Continued)

C Supervisor or COR/COTR Responsibilities

When notification of separation is received, supervisor/designate or COR/COTR shall perform the following.

| Step | Action | Employment Type |
|-------------|--|-------------------------|
| 1 | Initiate SF-52. | Federal |
| 2 | <p>Contact the employee personally to begin the exit process. A discussion should be conducted to debrief the employee/contractor about work areas or other relevant information such as the following:</p> <ul style="list-style-type: none"> • Government records identified and disposed of according to Federal Records Schedules • outstanding travel advances identified • service agreements fulfilled • training materials returned to HR office (video tapes, books, etc.). | Federal and Contractors |
| 3 | <p>Ensure that the following are complete and employee has forms in their possession when proceeding to check-off points:</p> <ul style="list-style-type: none"> • AD-581 (Federal) • FCIC-586 for RMA (Federal and contractor) • FSA-13-A for APFO and FSA (Federal and contractor) • FSA-358 (Federal). <p>Note: FSA, St. Louis will complete the entire clearance with supervisor or COR/COTR.</p> | Federal and Contractor |
| 4 | <ul style="list-style-type: none"> • Instruct separating employee on required routing and processing of AD-1106-1. • Specify location of each official in the process, including the servicing HR office (block 17), before returning completed AD-1106-1 for final certification (Step 8). | Federal and Contractor |
| 5 | Inform separating employee that failure to complete AD-1106-1 will result in a delay in the release of their final salary and lump-sum leave payments. | Federal |

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4 Separation Process Responsibilities (Continued)

C Supervisor or COR/COTR Responsibilities (Continued)

| Step | Action | Employment Type |
|-------------|---|------------------------|
| 6 | <p>Resolve issues when notified by a property officer or other certifying official that Government property has not been returned or employee indebtedness exists.</p> <p>Note: When necessary, take steps pursuant to 5 U.S.C. 5512 to recover the indebtedness (including the depreciated value of missing or damaged Government property) through the offset of amounts still owed to the employee. Collection procedures are outlined at 31 U.S.C. 3720 et seq.</p> | Federal and Contractor |
| 7 | <p>Notify HR office about employee's final salary and leave payments.</p> <p>Note: If the separating employee is unable to personally accomplish the required pre-exit clearance requirements because of death, physical or mental disability, abandonment of position, or other similar circumstances, the employee's immediate supervisor or COR/COTR must complete the clearance steps for the employee.</p> <p>Government property or items that cannot be located or retrieved must have an explanation attached to AD-1106-1. Specify, in writing, that the employee/contractor is not on duty to check out in person.</p> | Federal and Contractor |
| 8 | <p>When completed, return AD-1106-1 to:</p> <ul style="list-style-type: none"> • HRD, KCHRO, Operations Section, Processing Team (Federal) • MSD, KCASB, Security Room 111A (Kansas City and St. Louis contractors) • personnel office (APFO contractors). | Federal and Contractor |
| 9 | <p>Advise employees to go online and complete an Exit Interview Survey at http://content.ffas.usda.gov/Exitinterview/login.asp.</p> <p>If employee does not have Internet access or needs a personal interview, have the employee contact their agency civil rights office.</p> | Federal |

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4 Separation Process Responsibilities (Continued)

D Certifying Official

Accountable property officers or certifying officials who indicate clearance by their initials are certifying that internal processes have been completed and/or property, equipment, or other items have been collected. Use AD-1106-1, block 19 to enter any necessary remarks.

Accountable property officer or certifying official shall complete the steps in the following table.

| Step | Action |
|------|---|
| 1 | Maintain complete and current records of all funds and/or property issued to each employee/contractor within accountable property officer's or certifying official's area of accountability. |
| 2 | Process AD-1106-1 by reviewing records to determine whether a departing employee/contractor has possession of any Government property or is indebted to the Government. |
| 3 | Ensure that all property is returned or otherwise properly accounted for and any indebtedness settled. |
| 4 | Withhold clearance when: <ul style="list-style-type: none">• equipment is damaged because of employee negligence• equipment is not returned• indebtedness is not resolved. <p>Note: When clearance is denied, the accountable property officer or certifying official shall promptly notify the employee's supervisor or COR/COTR of the nature or dollar amount of the unsatisfied liability for resolution action.</p> |
| 5 | Promptly return signed AD-1106-1 to employee/contractor once items have been cleared. |

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4 Separation Process Responsibilities (Continued)

E MSD, KCASB Responsibilities

The MSD, KCASB, Security Room shall perform the steps in the following table.

| Step | Action |
|-------------|---|
| 1 | <p>MSD, KCASB, Security Room is the repository of all Beacon building issued:</p> <ul style="list-style-type: none"> • ID cards • Tools of the Trade badges. |
| 2 | <p>Remove employee/contractor security access for:</p> <ul style="list-style-type: none"> • Kansas City Beacon building issued cards • St. Louis FSA. |
| 3 | Retain all contractor AD-1106-1's received (Kansas City and/or St. Louis). |

F HRD, KCHRO Responsibilities

The HRD, KCHRO, Operations Section, Processing Team and shall perform the steps in the following table.

| Step | Action |
|-------------|---|
| 1 | <p>HRD, KCHRO, Operations Section, Processing Team shall ensure that all Federal employees:</p> <ul style="list-style-type: none"> • leaving the rolls by resignation, termination, retirement, discharge, or removal are provided information about eligibility for various benefits and entitlements, including unemployment compensation • separation documents are complete and processed in a timely manner. |
| 2 | <p>HRD, KCHRO, Operations Section will complete final certification.</p> <p>Note: Ensure that a copy of AD-1106-1 for APFO, FSA, and RMA Federal employees are filed in the employee's Official Personnel Folder.</p> |

Example AD-1106-1

The following is an example AD-1106-1.

| | | | | |
|---|---|---|---|--|
| AD-1106-1 (01-28-08) FINAL CLEARANCE REPORT (For Kansas City, St. Louis, and Salt Lake City Locales Only) | USDA | 1. EMPLOYEE NAME Federal <input type="checkbox"/> Contractor <input type="checkbox"/> | | 2. SOCIAL SECURITY NO. (Last 4 Digits Only) |
| | 3. EMPLOYEE PHONE NO. (Include area code) | | 4. LAST DAY OF ACTIVE SERVICE (MM-DD-YYYY) | 5. ACTUAL SEPARATION DATE (MM-DD-YYYY) |
| 6. ORGANIZATIONAL ENTITY WHERE EMPLOYEE WORKS (Provide full acronym, highest to lowest structure levels; i.e., FSA-ITSD-ADC-PARMO) and CITY LOCATION <input type="checkbox"/> Kansas City <input type="checkbox"/> St. Louis <input type="checkbox"/> Salt Lake City | | 7. CUBE/ROOM ASSIGNMENT | PRIVACY ACT STATEMENT – Collection of your Social Security Number is authorized by E.O. 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary. | |
| 8. INSTRUCTIONS: This form is for use by Kansas City/St. Louis Farm Service Agency (FSA), FSA-Aerial Photography Field Office in Salt Lake City, Utah (APFO), and Kansas City Risk Management Agency (RMA). Office of the Chief Information Officer, Information Technology Services (OCIO, ITS) employees who are physically located in Kansas City should use only Blocks 12 (IT Equipment) and 15 (Physical Security (ID Cards) or Property Items Under FSA Control) on this form for accountability of items specific to the Kansas City location. The supervisor of a separating OCIO, ITS employee (KC or St Louis) will: (1) initiate a Security Access Authorization Request (SAAR) via the Magic Self-Service Desk System to have logon IDs/accounts disabled and sign off in Block 14 and (2) contact the HR service provider at Bureau of Public Debt (BPD) and use the exit process provided on the BPD website, as well as any OCIO, ITS policy regarding the exit process. | | | | |
| a. When an employee is separated for any reason (i.e., leaving Federal Government, contract completed, transfer to another Federal agency, deceased, etc.), this form will be prepared. On or before the last active duty day, form must be hand carried through all appropriate check-off points to obtain clearances. DO NOT MAIL. | | | | |
| b. Employee's supervisor (or designee) shall debrief employee as it pertains to employee's work area or other relevant information. Employee will be instructed to proceed to check-off points as shown below. if doing so in advance permits, it is highly encouraged that separating employee schedule an appointment/approximate time to meet with check-off contact (or designee) to avoid lengthy delays in the checkout process. NOTE: For St. Louis FSA employees, supervisor or COR/COTR handles the entire clearance process with the employee. | | | | |
| c. All "initial" boxes must be initialed by staff member representing the clearing organization. Persons who indicate clearance by their initials are certifying that internal processes have been completed and/or property, equipment, or other items have been collected, as appropriate. Use Block 19 to enter any remarks, as necessary. | | | | |
| d. Kansas City FSA/RMA <u>Federal</u> employees are responsible for returning the completed AD-1106-1 along with Forms AD-581, Lump Sum Leave or COMP Time Payments; and FSA-358, Audit for Leave Year, to the Kansas City Human Resources Office (KCHRO). APFO/St. Louis FSA <u>Federal</u> employees shall provide these documents to their supervisor/designee. APFO/St. Louis FSA supervisor/designee shall ensure forms are forwarded to KCHRO. | | | | |
| e. All contract employees shall complete exit process with their supervisor or COR/COTR. | | | | |
| f. KCHRO, Operations Section (KCHRO, OS) will complete final certification. For APFO/FSA/RMA <u>Federal</u> employees, KCHRO, OS will ensure that a copy of the AD-1106-1 is filed in the employee's Official Personnel Folder (OPF). | | | | |
| 9. Action To Be Taken By Employee's Supervisor (or Designee) | | | | |
| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
| | <u>1/</u> Applicable to contractors also. | | | |
| APFO, FSA, RMA | SF-52, Notice of Personnel Action, initiated | | | |
| APFO, FSA, RMA | Debriefing discussion about work area or other relevant information, completed <u>1/</u> | | | |
| APFO, FSA, RMA | Service agreement fulfilled, as applicable | | | |
| APFO, FSA, RMA | AD-581, Lump-Sum Leave or Compensatory Time Payments, attached | | | |
| FSA, RMA | FSA-358, Audit for Leave Year, attached | | | |
| APFO, FSA, RMA | Outstanding travel advance identified - Show amount: | | | |
| FSA | FSA-13-A, Data Security Access Authorization Form, attached 1/ | | | |
| RMA | FCIC-586, RMA Security Access Authorization Form, attached | | | |
| APFO, FSA, RMA | Federal Records – identify and protect according to Records Management Policy and in light of any Records Freeze that may affect records. <u>1/</u> | | | |
| APFO, FSA, RMA | Video tapes/books (training) – return to Human Resources Office, as appropriate <u>1/</u> | | | |
| APFO, FSA, RMA | Advise employees to go on-line to complete an Exit Interview Survey: http://content.ffas.usda.gov/Exitinterview/login.asp . If employees do not have Internet access or are in need of a personal interview, please have them contact their Agency Office of Civil Rights (OCR). | | | |
| CERTIFYING OFFICIAL SIGNATURE (i.e., Supervisor or designee, COR, COTR) | | TITLE | PHONE NO. (Include Area Code) | DATE |

Example AD-1106-1 (Continued)

| AD-1106-1 (PAGE 2) | | | | |
|---|---|-------|-------------------------------|--|
| 10. Government PURCHASE Cards (i.e., VISA, etc.) | | | | |
| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
| | Collects, shreds, and notifies Acquisition Management Division-WDC to delete accounts. Ensures that APC reconciliation completed. | | | |
| FSA, RMA | FSA – Acquisition Management Division, <u>Kansas City Acquisitions Branch (AMD, KCAB) Chief, 816-926-6084, Room 106</u> | | | |
| APFO | Operations Chief, 801-975-3500, Ext. 203, Room 004 | | | |
| CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) | | TITLE | PHONE NO. (Include Area Code) | DATE |
| 11. Government TRAVEL Cards | | | | |
| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
| | Collects, cancels and shreds | | | |
| FSA | FSA – Policy, Accounting, Reporting, and Loan Center, <u>Financial Reporting Support Group (PARLC, FRSG) AOPC representative: 816-926-6134, cube 2NE093; Alternate: 816-926-6507, cube 2NE100; or Chief, 816-926-1142, Room 236</u> | | | |
| APFO | Operations Chief, 801-975-3500, Ext. 203, Room 004 | | | |
| RMA | RMA – <u>Financial Management Staff, Accounting Branch (RMA, FMS, AB) Travel Coordinator, 816-926-7975, cube 4NW112</u> | | | |
| CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) | | TITLE | PHONE NO. (Include Area Code) | DATE |
| 12. IT Equipment | | | | |
| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
| | Blackberries | | | |
| | Broadband cards | | | |
| | Cellular telephone | | | |
| | Laptops and/or tablets | | | |
| | Pagers | | | |
| | PDA's | | | |
| | Telephone calling/GETS cards | | | |
| | Other IT equipment (specify): | | | |
| | <i>Collects and determines if item(s) are serviceable. If yes, placed in storage room, then recycled, as appropriate. APFO can (1) keep, reassign, and notify appropriate Kansas City OCIO, ITS entity or (2) send back to Kansas City, as deemed appropriate.</i> | | | |
| FSA; OCIO, ITS (KC only) | (Collection point for all items shown above except laptops and/or tablets) OCIO – Information Technology Services, Technical Support Division, <u>Telecom Operations Branch (OCIO, ITS, TSD, TOB) Chief, 816-926-6752, Room 254</u> | | | |
| | (Laptop and/or tablet collection only) OCIO – Information Technology Services, <u>Technical Support Division – Large Office (OCIO, ITS, TSD, LO) Kansas City PC Store Drop-Off Location, 816-926-3435, Room G38 and see Chief, 816-926-1725, Room 255 for sign-off.</u> | | | |
| FSA (STL only) | OCIO – Information Technology Services, <u>Technical Support Division – Large Office (OCIO, ITS, TSD, LO) Chief, 314-335-8745, Room 1740, 1520 Market Street</u> | | | |
| APFO | OCIO – Information Technology Services, <u>Technical Support Division – Large Office (OCIO, ITS, TSD, LO) Systems Administrator, 801-975-3500, Ext. 280, Room 76</u> | | | |
| RMA | RMA – <u>Desktop Support Team Drop-Off Location, 816-926-1775, Room G63</u> | | | |
| CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) | | TITLE | PHONE NO. (Include Area Code) | DATE |
| LAPTOPS AND/OR TABLETS ONLY - CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) | | TITLE | PHONE NO. (Include Area Code) | DATE |

Example AD-1106-1 (Continued)

| AD-1106-1 (PAGE 3) | | | | |
|--|--|-------|-------------------------------|--|
| 13. Network and Drives | | | | |
| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
| | Access to Network and drives disabled | | | |
| FSA (KC only) | OCIO – Information Technology Services, <u>Technical Support Division – Large Office (OCIO, ITS, TSD, LO) Chief, 816-926-1725, Room 255</u> or <u>IT Specialist, 816-926-3438, cube 2SE024</u> | | | |
| FSA (STL only) | OCIO – Information Technology Services, <u>Technical Support Division – Large Office (OCIO, ITS, TSD, LO) Chief, 314-335-8745, Room 1740, 1520 Market Street</u> | | | |
| APFO | OCIO – Information Technology Services, <u>Technical Support Division – Large Office (OCIO, ITS, TSD, LO) Systems Administrator, 801-975-3500, Ext. 280, Room 76</u> | | | |
| RMA | RMA – Chief Information Officer, <u>Information Systems Security Branch (RMA-CIO-ISSB) Chief, 816-823-1950, Room 193</u> | | | |
| CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) | | TITLE | PHONE NO. (Include Area Code) | DATE |
| 14. Logon IDs and Accounts | | | | |
| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
| | Logon IDs/accounts disabled | | | |
| | Applicable data security access authorization forms collected (i.e., FSA-13-A for APFO/FSA or FCIC-586 for RMA) | | | |
| FSA (KC only) | FSA – Information Technology Services Division, Operations and Testing Center, <u>Information Security Office (FSA, ITSD, OTC, ISO) 816-926-3024, cube 2NE057; 816-823-1070, cube 2NE062; 816-926-3522, cube 2NE067; or Chief, 816-926-6567, Room 346</u> | | | |
| FSA (STL only) | St. Louis entity will notify Kansas City FSA, ITSD, OTC, ISO to deactivate IDs/accounts. | | | |
| OCIO, ITS | Supervisor of an OCIO, ITS employee shall initiate a Security Access Authorization Request (SAAR) via the Magic Self-Service Desk System to have logon IDs/accounts disabled. Direct any questions to OCIO, ITS, Operations Security Branch, 816-823-1619 . | | | |
| APFO | Chief, Technological Services Branch, 801-975-3500, Ext. 214, Room 69 | | | |
| RMA | RMA – Chief Information Officer, <u>Information Systems Security Branch (RMA-CIO-ISSB) Chief, 816-823-1950, Room 193</u> | | | |
| CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) | | TITLE | PHONE NO. (Include Area Code) | DATE |
| 15. Physical Security (ID Cards) or Property Items Under FSA Control | | | | |
| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
| | Government ID card (building access) – subsequent action to be taken, as appropriate: <ul style="list-style-type: none"> a. Issuance of new ID card (Federal retirees only) b. Issuance of temporary ID (contractors or other separations) so individual can continue with check-off process throughout building. Dropping off IDs at Front Security Desk or elsewhere is discouraged. | | | |
| | Parking permits (includes disabled permits) | | | |
| | Keys (room and individual cubicle keys for filing cabinets, desks, etc.) | | | |
| | 2-way radio | | | |
| FSA; OCIO, ITS; RMA (KC only) | FSA – Kansas City Administrative Services Branch, <u>Property and Facilities Management Section (KCASB,PFMS) Chief, 816-926-1714, Room 113</u> or <u>Property Management Specialist, 816-926-1517, cube 1SW014</u> | | | |
| APFO | Operations Chief, 801-975-3500, Ext. 203, Room 004 | | | |
| FSA (STL only) | (Collection of Government ID cards only) FSA – Kansas City Information Technology Services Division, Applications Development Center, <u>Farm Credit Applications Office (KCITSD, ADC, FCAO) Office Assistant, 314-539-6499, cube 2SW044</u> | | | |
| | Except for Government ID cards, St. Louis employee shall turn in any other applicable items to employee's supervisor/designee for disposition. | | | |
| CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) | | TITLE | PHONE NO. (Include Area Code) | DATE |

Example AD-1106-1 (Continued)

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16. Employee Certification

I certify that I have returned or made compensation in full for all Government property, equipment, or other items assigned to me while an employee of APFO; Kansas City or St. Louis FSA, or Kansas City RMA and have discussed with an appropriate supervisor documents and information I have in my possession and have obtained supervisor's consent to retain those I desire to keep.

SIGNATURE _____ DATE _____

17. Benefits Packet

| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
|---------------|--|-----|-----|--|
| | Benefits packet discussed | | | |
| | AD-581, Lump Sum Leave or COMP Time Payments; and FSA-358, Audit for Leave Year collected | | | |
| FSA, RMA, | (Retirements only) FSA – Kansas City Human Resources Office, <u>Employee & Labor Relations Section (KCHRO, ELRS)</u> Human Resources Assistants: 816-926-6117, cube 1NW063 (FMD, KCCO, KCHRO servicing areas) 816-926-6259, cube 1NW062 (AEB,BUD,KC; AMD, KCAB; APFO; MSD, KCASB; RMA servicing areas) 816-926-6184, cube 1NW067 (ITSD servicing area) (All other separations) FSA – Kansas City Human Resources Office, <u>Operations Section (KCHRO, OS)</u> Processing Team: 816-823-2303, cube 1NW080 or 816-926-6709, cube 1NW079 | | | |

CERTIFYING OFFICIAL SIGNATURE (Supervisor or designee) _____ TITLE _____ PHONE NO. (Include Area Code) _____ DATE _____

18. Final Certification

| Applicable To | INTERNAL PROCESSES COMPLETED AND/OR ITEMS TO BE COLLECTED | Yes | N/A | Initials of Person Completing Action and/or Taking Possession of Item(s) |
|---|---|---|-------------------------------------|--|
| | Completed AD-1106-1 filed in employee's OPF | | | |
| FSA, RMA, | FSA – Kansas City Human Resources Office, <u>Operations Section (KCHRO, OS)</u> Processing Team: 816-823-2303, cube 1NW080 or 816-926-6709, cube 1NW079 | | | |
| OCIO, ITS KC only | Provide this form with Blocks 12 and 15 completed (for accountability of items specific to the Kansas City location) to your supervisor/designee. The original of this form is to be used only by the supervisor of the separating OCIO, ITS employee. Copies of this form are not to be submitted to any other entity. | | | |
| EMPLOYEE CHECK MAILING ADDRESS PREFERENCE | | EMPLOYEE FORWARDING ADDRESS (For Tax Withholding Information) | | |
| Direct Deposit <input type="checkbox"/> Mail <input type="checkbox"/> | | | | |
| CERTIFYING SIGNATURE (Supervisor or designee) _____ | | TITLE _____ | PHONE NO. (Include Area Code) _____ | DATE _____ |

19. REMARKS

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.