

This form is available electronically.

AD-1106 (11-14-07) FINAL FFAS CLEARANCE REPORT		U.S. DEPARTMENT OF AGRICULTURE		1. Employee Name		2. Social Security Number (Last 4 Digits Only)	
Administrative Offset Procedures permit holding final paycheck until accountable property and documents are returned				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.			
3. Agency		4. Organization		5. Last Day of Active Service (MM-DD-YYYY)		6. Actual Separation Date (MM-DD-YYYY)	

INSTRUCTIONS

- A. Employee is responsible for obtaining clearances on or before the last active duty day. This form should be hand carried or unless otherwise indicated by the employee through all appropriate designations. DO NOT MAIL.
- B. All "initial" boxes must be initialed by staff member representing the clearing organization.
- C. Officials who indicate clearance by their initials in the "Initial" box are certifying that records have been checked and the above named employee has properly accounted for each item except as noted in Item 67 "Comments".
- D. Form AD-717, Audit for Leave Year and a copy of final T&A must be forwarded to the Human Resources Division if there are leave discrepancies.
- E. Employee should complete the entire form and give it to the Division Director for certification.
- F. Division Director should certify that the employee has completed the clearance process, in Part D. The Division Director is responsible for forwarding this form to HRD.

PART A - TO BE COMPLETED BY EMPLOYEE'S ADMINISTRATIVE CONTACT

7A. Name of Administrative Contact				7B. Administrative Contact's Telephone Number (Including Area Code)			
	Initial	Date		Room	Initial	Date	
8. SF-52 Initiated			11. Complete Form AD-717, Leave Audit (Forward to HRD)				
9. Keys to office, desk, files, other equipment			12. Other (specify)				
10. Delete employee from directory system							

PART B - CLEARANCES

ACQUISITION MANAGEMENT DIVISION - 1280 Maryland Avenue, SW (Portals Building)

Acquisition Management Division (202-690-0723)			Suite	Initial	Date
13. IMPAC Purchasing Credit Card			580A		
14. Contracting Officer Warrant (if applicable)			580A		
15. IAS System (Remove Name and Password)			580A		

MANAGEMENT SERVICES DIVISION - 1250 Maryland Avenue, SW (Portals Building)

Property & Facilities Management Branch (202-720-7005)			Suite	Initial	Date
16. Central Supply Card			520P		
17. Magnetic Card Access to Jamie L. Whitten (Admin. Building)			520P		
18. Office Door Key (magnetic and regular)			520P		
19. Personal Property Equipment both here and at home if on Flexiplace			520P		
20. Portals Parking Permit - Government Purchased			520P		

MANAGEMENT SERVICES DIVISION - 1400 Independence Avenue, SW (South Building)

Publishing & Program Support Section (202-720-0482)			Room	Initial	Date
21. Metrochek (FSA and RMA participants only)			5728-S		
Information Management Branch (202-690-1523)			Room	Initial	Date
22. South Building Parking Permit			5736-S		

OFFICE OF CHIEF INFORMATION OFFICER (OCIO) - 1400 Independence Avenue, SW (South Building)

OCIO (202-720-2202) (Please telephone before coming, to be sure someone is in the office to assist you.)			Room	Initial	Date
23. FSA Cell Phone			2110 or 2111-S		
24. FSA Blackberry			2110 or 2111-S		
25. FSA and RMA Telephone Calling Card			2110 or 2111-S		

OFFICE OF CHIEF INFORMATION OFFICER (OCIO) - 1400 Independence Avenue, SW (South Building) (Continued)

Information Security Office for FSA. Contact Telephone Numbers for Items 26-31 are: 202-720-9152, 202-720-0146, 202-205-7399, 202-690-4639, and 202-720-2419, and Cell Numbers 202-834-3979 and 202-391-5571.				Room	Initial	Date	
26. Disable User ID (LAN, DEC, etc.)				6951-S 6651-S			
27. Delete Name From E-Mail Address Book				6951-S 6651-S			
28. ADP Equipment - Loaned				6951-S 6651-S			
29. Computer Center Access Card				6951-S 6651-S			
30. USB Thumb Drive				6951-S 6651-S			
31. Other (Specify): _____				6951-S 6651-S			
CIVIL RIGHTS STAFF - 1280 Maryland Avenue, SW (Portals Building)							
Employees should go on-line to complete the Exit Interview Survey: http://content.fas.usda.gov/Exitinterview/login.asp . If employees do not have Internet access or are in need of a personal interview, please contact their Agency OCR.				Suite	Initial	Date	
32. Exit Interview - FSA employees				580B			
CIVIL RIGHTS STAFF - 14th and Independence Avenue, SW (South Building)							
	Room	Initial	Date		Room	Initial	Date
33. Exit Interview - FAS employees	6508-S			34. Exit Interview - RMA employees	0359-S		
FAS SERVICES - 14th and Independence Avenue, SW (South Building)							
FAS Employees	Room	Initial	Date	FAS Employees	Room	Initial	Date
Field Technology Support Staff							
35. Disable User ID (LAN, DEC, etc.)	4603-S			44. State Dept. Identification Card	6067-S		
36. Delete Name From E-Mail Address Book	4603-S			45. Electronic Door Access - Ultrak Security System - Form	6951-S		
37. ADP Equipment - Loaned	4610-S			46. IMPAC Purchasing Credit Card (FAS Overseas)	6067-S		
38. Computer Center Access Card	4917-S			47. Remove INCA Access	6082-S		
39. Disable Voice Mail Account	6536-S			48. SIPRNET ACCESS CANCELLED	6082-S		
40. USB 512MB Thumb Drive	0664-S			49. Metrochek	6083-S		
41. Blackberry Telephone	4610-S			50. Passport (Including FSA & RMA)	1069-S		
42. FAS Cell Phone	4608-S			51. FAS Telephone Calling Card	6536-S		
43. Other (Specify)				52. RMA Travel Charge Cards (Contact Patti Byrd (RMA-KC-FMS) 816-926-7975)			
OFFICE OF BUDGET AND FINANCE (Park Office Center)							
FSA - Fax form to 703-305-1147 for Signatures.				FAS - Fax form to 703-305-0983 for Signatures.			
FSA EMPLOYEES	Room	Initial	Date	FAS EMPLOYEES	Room	Initial	Date
53. Travel Advance	1209-POC			58. Government Travel Credit Card	1132-POC		
54. Government Travel Credit Card	1209-POC			59. Imprest Fund Advance	1132-POC		
55. Card Destroyed	1209-POC			60. Travel Advance	1132-POC		
56. Card Returned	1209-POC			61. Other (specify):			
57. Passport (See Item 50)				62. Other (specify):			
HUMAN RESOURCES DIVISION 1280 Maryland Avenue, SW (Portals Building)							
Financial Disclosure DeBriefing:	Suite	Initial	Date	Employee Programs Branch	Suite	Initial	Date
63A. OGE 450	490P			67. Term Child Care Tuition Assistance	490P		
63B. SF-278 (Contact: 202-720-2251)	Admin Bldg. 348-W			Payroll/Personnel Operations Section	Suite	Initial	Date
TRAINING BRANCH	Suite	Initial	Date	68. Service Agreement	490P		
64. Training Evaluations	490P			69. Sign AD-491, Security Debriefing; Secrecy Agreement Form	490P		
65. Training Related Equipment/ Materials on Loan	490P			70. Conduct Security Briefing (Conducted by PPOS) for FSA, RMA, & FAS)	490P		
Employee Programs Branch	Suite	Initial	Date	71. Issue AD-815, Post Employment Restrictions	490P		
66. Terminate Flexi-Place Agreement	490P						

OFFICE OF OPERATIONS/O&O Security Badge Office	Room	Initial	Date
72. OLD USDA I.D. Badge (Issue badge card for employee retiring. If applicable)	Mezzanine 7-S		
73. Turn in Personnel Misconduct Investigator ID or Other Credentials:	Room	Initial	Date
FSA Employees	2720-S		
RMA Employees	4619-S		
FAS Employees	Portals Suite 400-P		

PART C - COMMENTS

74. Comments:

PART D - CERTIFICATIONS*I certify that this employee has completed the clearance process and this form.*

75A. Division Director's Signature

75B. Date (MM-DD-YYYY)

I certify that I have returned or made compensation in full for all Government property assigned to me. I further certify that I have discussed with an appropriate supervisor any documents/information I have in my possession and have obtained his/her approval to retain those I desire to keep.

76A. Employee Certification Signature

76B. Date (MM-DD-YYYY)

Copy of completed form should be provided to employee. The Division Director should ensure that this form is mailed to HRD.

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