



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapter 451

## Separations

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Functional Series 400 – Personnel  
ADS 451 – Separations

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*\* An asterisk and yellow highlight indicates that the adjacent material is new or substantively revised.*

## ADS 451 – Separations

### 451.1 OVERVIEW

Effective Date: 05/02/2011

This chapter is applicable to United States citizens and direct-hire employees, as appropriate.

### 451.2 PRIMARY RESPONSIBILITIES

Effective Date: 05/02/2011

a. **The Office of Human Resources, Policy, Planning, and Information Management Division (OHR/PPIM)** is responsible for administering the separations process.

### 451.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 05/02/2011

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

#### 451.3.1 Exit Clearance Process for USAID/W Employees

Effective Date: 05/02/2011

For information on the exit clearance process for USAID/Washington employees when they separate or transfer from USAID, including exit clearance instructions, see [Mandatory Reference, Exit Clearance Process for USAID/W Employees](#).

### \*451.4 MANDATORY REFERENCES

#### 451.4.1 External Mandatory References

Effective Date: 05/02/2011

There are no external mandatory references for this chapter.

#### \*451.4.2 Internal Mandatory References

Effective Date: 05/04/2012

a. [Exit Clearance Process for USAID/W Employees](#)

\*b. [Voluntary Separations](#)

*\* An asterisk and yellow highlight indicates that the adjacent material is new or substantively revised.*

### **451.4.3 Mandatory Forms**

Effective Date: 05/02/2011

- a. **AID 7-47A (Employee Accountability Clearance for Separation/Transfer)**  
(See <http://inside.usaid.gov/forms/>. [Note: This form is only available on the USAID intranet Forms page.] )
- b. **AID 7-47A Supplemental (Clearance Process for Separating Employees (to be used with AID form 7-47A), Supplemental to USAID Form 7-47A, Clearance Process: Separating Employees.** (See <http://inside.usaid.gov/forms/>. [Note: This form is only available on the USAID intranet Forms page.] )

### **451.5 ADDITIONAL HELP**

Effective Date: 05/02/2011

There are no additional help documents for this chapter.

### **451.6 DEFINITIONS**

Effective Date: 05/02/2011

There are no definitions for this chapter.

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