

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

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2410.1  
Revision 1

10/18/24

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## FSIS EMPLOYEE SEPARATION OR TRANSFER CLEARANCE

### I. PURPOSE

This directive provides instructions to FSIS personnel about their role and responsibilities regarding the clearance of separating or transferring personnel from FSIS. FSIS has rewritten this directive in its entirety to incorporate procedures and responsibilities related to debt collection, exit interviews and surveys, the return of electronic government issued equipment and termination of departing employees' Active Directory and Remedy Accounts. Failing to complete the clearance process could result in the initiation of deductions from the employee's salary, leave balance, or retirement account, or delay processing the separation or transfer.

### II. CANCELLATION

FSIS Directive 2410.1, FSIS Employee Separation or Transfer Clearance, dated 4/3/2018

### III. BACKGROUND

A. When separating or transferring, all FSIS employees are to go through a clearance process to return/transfer government-issued property. Such property includes but is not limited to, credentials, equipment, electronic devices, access passes, keys (government owned vehicles, building/office/room/file cabinet keys), parking permits, credit and gas cards, government-issued passports (unless transferring to another USDA agency), official electronic and paper records, advanced funds, and payments received in expectation of extended employment where the allotted time period has not been completed. Employees are to arrange such clearance a minimum of two weeks before separation/transfer. Only when all government-issued property is satisfactorily accounted for, and all known debts owed by the employee are recognized and debt collection is initiated, will clearance be given to the employee.

B. FSIS employees include personnel employed by the Federal Government under a career or career conditional appointment; individuals on temporary or term appointments (including student appointments); volunteers; fellows; commissioned corps officers; and contractors employed by the Federal Government who have been issued government property or have control over official government records (to the extent applicable).

C. The supervisor or clearance official is the separating/transferring employee's immediate supervisor. In coordination with the program area administrative officer (AO) or resource personnel, the supervisor has the primary responsibility of coordinating the clearance of separating or transferring employees.

D. The AO or Resource Management Personnel is responsible for accomplishing human resource personnel actions and other activities involving records retention, property management, travel, equipment, and related services. Personnel responsible for these duties will be referred to as the AO in this directive.

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**DISTRIBUTION:** Electronic

**OPI:** OPPD

E. FSIS supervisors are to undertake these clearance activities as soon as it is known that an absent or suddenly terminated employee will be or has separated without returning to duty and is to ensure that these actions are initiated and completed in a timely manner.

#### **IV. EMPLOYEES' RESPONSIBILITIES**

A. Notifies immediate supervisor of separation or transfer, 2 weeks before the requested release date when possible. (If the employee is terminated the supervisor/clearance official will ensure proper clearance.)

B. Identifies, returns, and accounts for all items received from the government during the course of employment. This includes, but is not limited to, the LincPass card, credentials, equipment, laptop, cellular phone, other electronic devices, passes, keys (government owned vehicles, building/office/room/file cabinet keys), parking permits, credit and gas cards, government-issued passports (unless transferring to another USDA agency), official electronic and paper records, advanced funds, and payments received in expectation of extended employment where the allotted time period has not been completed. The employee is to arrange for such clearance before the last day of duty.

C. For employees that have been issued official passports, the employee is to notify their Agency Travel Coordinator (ATC) of their intended separation date. The ATC will in turn notify ([sm.fsis.foreign.travel@usda.gov](mailto:sm.fsis.foreign.travel@usda.gov)) the Foreign Agricultural Service's (FAS) Transportation Management Branch (TMB) where official passports are stored when employees are not on official travel status, so that TMB can make arrangements to dispose of the employees' official passport through FAS's established procedures.

D. If participating in the Transit Subsidy Program, the employee is to log into their [TRANServe](#) account at [Login - Transit Benefits System](#) and withdraw from the program.

E. Makes an inventory of records and provides the supervisor with the information that includes the nature (e.g., electronic or hard copy) and location of the records. Disposes of any non-records, such as duplicates, drafts, work notes, and working copies of other copy files, and disposes of any other documents that have reached their retention period in accordance with [FSIS Directive 2620.1 Records Management Program](#), the [General Records Schedules](#) and FSIS-approved [Records Control Schedules](#) on the National Archives website. Employees may also refer to the [Departmental Records Management Exit Procedures Quick Guide](#) for more information.

F. In cases where the employee holds a security clearance, the employee is to contact FSIS Personnel Security Staff using the [FSISHR1@usda.gov](mailto:FSISHR1@usda.gov) email address to initiate transfer or termination of security clearance.

G. Initiates the clearance process using [FSIS Form 2410-9](#), *Clearance of Employee for Separation or Transfer*.

1. At the direction and with the assistance of the employee's immediate supervisor, the separating/transferring employee is to use the form to obtain proper clearance from their position. The employee is to complete applicable sections of the form before separating/transferring.
2. The employee is responsible for coordination with the immediate supervisor or AO for the return of equipment, documents, and other property. If mailing, include the tracking number in the appropriate section of [FSIS Form 2410-9](#).

3. The employee is to return the LincPass, keys (government owned vehicles, building/office/room/file cabinet keys), parking permits, credit and gas cards, to the immediate supervisor. (In the event the employee is transferring to another USDA agency, they should maintain their LincPass).
4. Per [FSIS Directive 3900.1](#), *Temporary Duty Travel*, regarding official passports: "The Foreign Agriculture Service (FAS) keeps all non-expired passports in their safe. Foreign travelers are to return their passport to FAS within 5 days of a return trip."
5. The employee is responsible for reviewing the action items for accuracy and allowing sufficient time to obtain all required clearances.
6. The employee is responsible for resolving any issues of indebtedness before separation or transfer and for working with the appropriate officials to ensure debt collection is initiated. Failure to resolve indebtedness may result in salary offset as stated in [FSIS Directive 3730.3](#), *Recovery of Employee Indebtedness and Waiver of Claims*, an FSIS employee who transfers to another USDA agency, may have any indebtedness also transferred.
7. Once the employee has cleared each action item and prior to separation/transfer on the last day of duty, the employee is to sign and date the form and obtain the final approval signature from the immediate supervisor.

## **V. SUPERVISORS' RESPONSIBILITIES**

- A. The separating/transferring employee's immediate supervisor is responsible for coordinating the clearance of the separating or transferring employee. The supervisor may assign a designee to coordinate the clearance on the supervisor's behalf; doing so does not relinquish the supervisor from their responsibility of ensuring complete clearance of personnel for all property, records, and accounts.
- B. Upon notification that the employee is transferring or separating, coordinates the planned separation/transfer of the employee with the AO to note which action items on [FSIS Form 2410-9](#) are applicable.
- C. Inform the separating/transferring employee of the requirement to complete the clearance procedures and that the consequences of failing to do so could result in the initiation of deductions from the employee's salary, leave balance, or retirement account, or delay processing the separation or transfer.
- D. Ensure that all clearances and forms are completed before the employee separates or transfers, or if the employee is not available due to unforeseen circumstances, notifies the AO, who will initiate completion of [FSIS Form 2410-9](#). If the employee is not available due to unforeseen circumstances, the supervisor will obtain the necessary signatures to the extent possible.
- E. Ensures that the separating/transferring employee identified the records being managed and the location of those records. Ensures that the records are properly stored, transferred, or destroyed as indicated by the appropriate Records Retention and Disposition Schedules. Ensures continuity of operations, by transferring applicable records to the appropriate co-worker or to a location where electronic documents are accessible.
- F. Ensure that issues of employee indebtedness to FSIS are resolved and that action(s) taken are noted on [FSIS Form 2410-9](#). The Office of the Chief Financial Officer (OCFO) and the Office of Human Resources (OHR) will coordinate to take actions pursuant to [FSIS Directive 3730.3](#).

G. Coordinates with a neutral third party, such as a senior manager, resource analyst, or other designee and the separating/transferring employee, to schedule the exit interview. Ensures the exit interview is conducted shortly before the employee's last day of duty to capture their most recent experiences and feelings. Refer to the [Exit Interview Guide](#) for directions.

H. Ensures that the separating/transferring employee's LincPass, keys (government owned vehicles, building/office/room/file cabinet keys), parking permits, credit and gas cards, or government-issued passports are returned to the issuing authority.

I. The supervisor is to undertake these activities as soon as it is known that an absent or suddenly terminated employee will be or has separated without returning to duty and is to ensure that these actions are initiated and completed in a timely manner.

J. Following the completion of clearance processing and satisfactory resolution of any outstanding issues, the supervisor is to obtain the employee's signature and date on [FSIS Form 2410-9](#). If the employee is unable or refuses to sign, note this on the form in the remarks section.

K. Complete [Form AD-3001](#), *Documentary Materials Removal/Non-Removal Certification and Non-Disclosure Agreement* in accordance with Departmental Regulation [DR-3099-001](#), *Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees*.

## **VI. ADMINISTRATIVE OFFICERS' RESPONSIBILITIES**

A. Upon notification that the employee is transferring or separating, notify the employee's immediate supervisor, complete [FSIS Form 2410-9](#) and coordinate with the employee's supervisor and appropriate resource management personnel within the program area to indicate which action items and accountable property on the form are to be cleared and which items are not applicable.

B. Submits applicable SF-52, *Request for Personnel Action* within 3 business days upon notification of employee transfer, separation, resignation, or retirement. Labor and Employee and Relations Division (LERD) submits the SF-52s for Terminations.

C. Sends the separating/transferring employee the link to the [Exit Survey](#).

D. Coordinates with OHR and OCFO at [FSISHR1@usda.gov](mailto:FSISHR1@usda.gov), and [FSCGeneral@usda.gov](mailto:FSCGeneral@usda.gov), respectively for a records review to determine if the employee owes debts. Debts may include salary overpayments, incentives, garnishments, outstanding advances, incentives, and relocation benefits.

E. Requests a shipping box and label to return IT equipment to the Enterprise Depot. The System Authorization Access Request (SAAR) point of contact (POC) or the separating/transferring employee can make the request through the [Client Experience Center \(CEC\) Digital Workplace](#) (eAuth with LincPass required).

F. On the employees' separation or transfer date, have the SAAR POC complete the Delete Active Directory and Remedy Accounts form to remove the employee from USDA. Refer to the [Offboarding Guide](#) located in the [CEC Digital Workplace](#) for more information.

G. Ensure that the employee has satisfactorily accounted for and relinquished (on employee's last day of duty) all access to systems and networks, property, forms, and records, as well as settled accounts and owed funds, and provided all notices necessary for separation. Upon employee completion of the [FSIS Form 2410-9](#);

1. Sign and date it;
2. Provide a copy to the separating/transferring employee;
3. Email it to: [sm.fsis.itassetrecovery@usda.gov](mailto:sm.fsis.itassetrecovery@usda.gov); and OCIO will evaluate [FSIS Form 2410-9](#) for completeness and coordinate with the employee's supervisor and Human Resources when an employee retires, resigns, or ends employment before collecting the government equipment.
4. Retain [FSIS Form 2410-9](#), 1 year after separation/transfer or for one 1 year after any indebtedness is recovered.

## **VII. SPECIAL PROCEDURES FOR DEATHS, ABSENT EMPLOYEES, AND INVOLUNTARY SEPARATIONS**

A. Procedures for clearance in cases of death, absent employees, or involuntary separations are different only to the extent described below.

B. Deaths. In cases of employee death, the employee's supervisor is to initiate [FSIS Form 2410-9](#) and, in coordination with the AO, determine what property had been entrusted to the employee and what debts are outstanding. Inform the HR specialist of the clearance status so that the method of any indebtedness and property collection can be explained when the family is counseled on survivor benefits.

1. The employee's supervisor is to obtain, when possible, all government property, keys (government owned vehicles, building/office/room/file cabinet keys), passes, parking permits, materials, forms, and records, in the employee's possession with least disruption to the employee's family.
2. When such government property cannot be located or retrieved, an explanation is to be attached to [FSIS Form 2410-9](#) notify the designated accountable property officer of property status, and
3. Complete [FSIS Form 4800-2](#), *Notification of Employee Death Form*.

C. Absent Employees. In cases where an employee leaves the Agency without notification or is not present to be properly cleared, the employee's supervisor instructs the employee via email, telephone, or certified letter to return any outstanding property and in cases where the employee holds a security clearance, to contact the FSIS Information Security Coordinator (ISC) at [fsisinformationsecuritycoordinator@usda.gov](mailto:fsisinformationsecuritycoordinator@usda.gov) or the [USDA Personnel and Document Security Division \(PDSD\)](#). Initiate [FSIS Form 2410-9](#) and, in coordination with the AO, ensure that all necessary clearances are obtained.

D. Involuntary Separation. In cases where an employee is separated under adverse action procedures or during probation, the employee's supervisor is to initiate [FSIS Form 2410-9](#) and, in coordination with the AO, ensure that all necessary clearances are obtained prior to the employee's last day in duty. Additionally, for those employees who hold a security clearance, inform the FSIS ISC or USDA PDSD of the separation or transfer as soon as possible. (In cases where the terminated employee does not have the item at the time of termination, the supervisor is to provide the employee with an addressed postage paid envelop for them to send it back to the DO.)

## VIII. RECORDS RETENTION AND DISPOSAL

Each program area and district office is to maintain records, correspondence, and other documentation according to their general records schedule disposition authority: [General Records Schedule 2.5](#): Employee Separation Records.

## IX. QUESTIONS

For additional information, contact the Office of Human Resources, (OHR) at [FSISHR1@usda.gov](mailto:FSISHR1@usda.gov) using subject line "SEPARATIONS." Refer questions regarding security clearance procedures, email USDA PDSD at: [homelandsecurity@usda.gov](mailto:homelandsecurity@usda.gov) using subject line "PERSEC."

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being more prominent than the last name "Edelstein".

Assistant Administrator  
Office of Policy and Program Development