

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

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# FSIS DIRECTIVE

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2410.1

4/3/18

## FSIS EMPLOYEE SEPARATION OR TRANSFER CLEARANCE

### I. PURPOSE

This directive provides instructions regarding the process for clearing employees who separate or transfer from FSIS.

### II. BACKGROUND

Each FSIS program area is to properly clear all separating and transferring employees of all obligations, such as service or nondisclosure agreements, travel advances, recruitment incentives, and advanced leave. In addition, the program area is to account for all government property, records, and materials used by the separating or transferring employee. Failure to properly clear all separating and transferring employees could result in a hold being put on the employees' final salary checks or lump sum annual leave payments, garnishment of the employees' retirement annuities, or a delay in processing transfers.

### III. RESPONSIBILITIES

A. Assistant Administrators (AAs) or Deputy Assistant Administrators (DAAs) are to designate the clearance official (CO) for the program area.

**NOTE:** If a program area has not designated a CO, then the separating or transferring employee's immediate supervisor assumes the role of CO.

B. Separating or transferring employees are to:

1. Provide separation notification to his or her immediate supervisor. Separation notification is to be provided a minimum of two weeks before the last day of duty, whenever possible;
2. In cases where the employee holds a security clearance, the employee is to contact the FSIS Information Security Coordinator (ISC) or USDA Departmental Management (DM) Office of Homeland Security & Emergency Coordination (OHSEC) Personnel and Document Security Division (PDSD) ([pdsd@dm.usda.gov](mailto:pdsd@dm.usda.gov)) a minimum of two weeks before the last day of duty, whenever possible;
3. As instructed by the supervisor or CO, return all property, equipment, and records;
4. If applicable, make arrangements to repay any outstanding debts; and
5. Work with the supervisor or CO designated for their program area to complete FSIS Form 2410-9, *Clearance of Employee for Separation or Transfer* before the last day with FSIS. The form is available on the FSIS Intranet site <https://inside.fsis.usda.gov> under the "Forms" tab (level-2 e-authentication is required to access this form).

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**DISTRIBUTION:** Electronic; All Field Offices

**OPI:** OPPD

C. Supervisors are to:

1. Upon receipt of separation notification, meet with the employee to initiate the clearance process using FSIS Form 2410-9;
2. Within two days of notification, forward FSIS Form 2410-9 to the CO;
3. In line with Agency and program area practices, encourage employees to participate in an exit survey or exit interview to assist the Agency in identifying methods to improve employee retention and morale; and
4. For actions other than death and involuntary separation, ensure the separation SF-52, Request for Personnel Action, has been prepared and submitted to the Human Resources Operations Division (HROD) for timely processing.

D. COs are to:

1. Confirm that separating or transferring employees who hold security clearances have contacted the FSIS ISC or USDA PDSD ([pdsd@dm.usda.gov](mailto:pdsd@dm.usda.gov)). While the CO certainly may obtain confirmation from the employee, an affirmation confirmation should also be made with the ISC or PDSD via e-mail;
2. Complete FSIS Form 2410-9, following up with separating or transferring employees and his or her supervisors as necessary;
3. Before the employee's last day, sign completed FSIS Form 2410-9 and obtain signatures from the separating employee and the supervisor;
4. Inform the Human Resources (HR) Specialist of any indebtedness in order that debt collection is initiated; and
5. Retain the completed form in a temporary folder for six months.

E. The HROD, HR Specialist is to ensure the separation SF-52, Request for Personnel Action, has been coded and is submitted for timely processing.

#### **IV. 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 CO is to initiate Form 2410-9 and, in coordination with the supervisor, determine what property had been entrusted to the employee and what debts are outstanding. The CO is to 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.

C. Absent Employees. In cases where an employee decides to leave the Agency (e.g., resigns or retires) and is not present to be properly cleared, the employee's supervisor or the CO is to instruct the employee via e-mail or telephone to return any outstanding property to his or her supervisor or to the CO, and in cases where the employee holds a security clearance, to contact the FSIS ISC or USDA PDSD. The CO

is to initiate FSIS Form 2410-9 and, in coordination with the supervisor, 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 CO is to initiate FSIS Form 2410-9 and, in coordination with the supervisor, ensure that all necessary clearances are obtained prior to the employee's final day in duty status. Additionally, for those employees who hold a security clearance, the CO is to inform the FSIS ISC or USDA PDSD of the separation as soon as possible.

## **V. QUESTIONS**

For additional information, contact the Office of Human Resources (OHR) at 202-720-8789. For questions regarding security clearance procedures, call USDA PDSD at 202-720-7373.

A handwritten signature in black ink that reads "Alexander J. Wagner". The signature is written in a cursive style with a large initial "A".

Assistant Administrator  
Office of Policy and Program Development