



U.S. Department of Agriculture

Personnel Security Bulletin #03-01

Subject: Terminating Access to National Security Information for Separating Employees

United States
Department of
Agriculture

Subject: All USDA employees, who have been granted access to national security information, must have their access (security clearance) terminated prior to separating from USDA.

Office of the
Assistant Secretary
For Administration

Office of
Procurement and
Property
Management

Issue: Currently, many employees, who have access to national security information, separate from USDA without having their clearance terminated as required under section 2.1(b)(4) of Executive Order 12968 (EO 12968) *Access to National Security Information*. This Bulletin establishes procedures that are intended to address this matter.

Personnel and
Document Security
Division
Mail Stop 9305

1400
Independence
Avenue SW

Date Issued: November 8, 2002

Washington, DC
20250-9305

Effective Date: November 8, 2002

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program

Supersession: This Bulletin does not supercede any previous guidance issued.

New Procedure: Effective November 8, 2002, this office will provide a *Debriefing Required Advisory Notice* (see attachment #1) to the servicing human resources office for each employee being granted access to national security information. This notice will be sent along with the *Certificate of Clearance*. The servicing human resources office is to place this Notice on the top of the left side of the employee's Official Personnel File (OPF). The notice is to remain on top.

As part of administratively processing the separation of an employee, each servicing human resources office is to review the employee's OPF to determine if they have access to national security information. The OPF may include either one or both a *Certificate of Clearance*, on the right side, or a *Debriefing Required Advisory Notice*, on the left side. In either case, the employee must receive a security debriefing and have their security clearance terminated before separating from USDA. If the servicing human resources office finds that the employee has access to national security information, the employee is to be directed to contact this office at (202) 720-5711 to be processed out. Since the termination of access to national security information is required by Executive Order, the

servicing human resources office should withhold the employee's final paycheck or lump sum payment until such time as this office confirms the employee security clearance has been terminated.

Once an employee has received a security debriefing and had their clearance terminated, this office will provide the employee with a receipt (see attachment #2) so the servicing human resources office can be assured the employee has meet all the requirements of EO 12968 prior to separation.

Exception(s) to this
Procedure:

In accordance with EO 12968, all persons with access to national security information must receive a security debriefing prior to separating from USDA. This policy only applies to those employees granted access to national security information. Those employees who encumber a national security position (a position designated as "sensitive)," but not granted access to national security information are exempt from this requirement.

Further Information: For further information, please contact the Personnel and Document Security Division at 202 720-7373.



Attachment #1

TO BE MAINTAINED ON THE TOP OF THE LEFT SIDE OF THE OPF

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PLACE IN THE
OFFICIAL PERSONNEL FOLDER
FOR:

**BEFORE THIS EMPLOYEE
SEPARATES FROM USDA,
HE/SHE MUST RECEIVE A
NATIONAL SECURITY
DEBRIEFING FROM THIS
OFFICE**

**UPON NOTIFICATION THIS EMPLOYEE IS SEPARATING FROM USDA,
HAVE THE EMPLOYEE CONTACT THIS OFFICE AT (202) 720-7373 TO
ARRANGE FOR A DEBRIEFING.**

This is a requirement of Executive Order 13526

Attachment #2



Information Contained in the Document is Protected Under the
Privacy Act of 1974

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MEMORANDUM TO: Servicing Human Resource Office

FROM: _____
Personnel Security Specialist

SUBJECT: Termination of Security Clearance for

As part of the process of separating USDA employee _____,
SNN# _____, this office has terminated the security clearance for this individual
in accordance with section 2.1(b)(4) of Executive Order (EO) 12968; *Access to National
Security information*. The employee has met his or her responsibilities under EO 12968
by receiving a security debriefing and signing the appropriate non-disclosure
agreement(s).

Should there be any questions regarding this matter, please contact us at (202) 720-7373.

Note: This memorandum is being provided to the employee whose name appears
above. The employee is responsible for providing the original copy of this
memorandum to their servicing human resources office as proof that they have
met their commitments under EO 12968.