



U.S. Department of Agriculture

Personnel Security Bulletin #08-03,

Subject: Security Debriefings for Separating Employees with Access to National Security Information

United States
Department of
Agriculture

Office of the
Assistant
Secretary
For Administration

Office of
Security Services

Personnel and
Document Security
Division
Mail Stop 5050

1400
Independence
Avenue SW

Washington, DC
20250-9305

Issue: In accordance with section 2.1(b)(4) of Executive Order 12968 (EO 12968) *Access to National Security Information*, all persons with access to national security information must receive a security debriefing prior to separating from USDA or transfer to a position that does not require access to classified information. This Bulletin outlines procedures that are intended to address this matter.

Date Issued: June 23, 2008

Effective Date: June 23, 2008

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 supersede any previously issued guidance.

Background: In accordance with EO 12968, all persons with access to national security information must receive a security debriefing prior to separating from USDA or transfer to a position that does not require access to classified information. 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.

Procedure: In order to better serve USDA employees, for the remainder of this calendar year, this office has scheduled weekly security debriefing sessions. These sessions will be held on Thursday mornings in the S-310 Operations Center conference room in the South Building beginning July 10. Collateral debriefings (Top Secret, Secret and Confidential clearance) will be conducted from 10:00-10:30. Sensitive Compartmented Information (SCI) debriefings will be conducted from 10:30-11:00. Individuals with SCI access must attend **both** portions.

If the servicing human resources office finds that the employee has access to national security information, the employee is to be directed to contact Joy Assent at (202) 720-0791, Karen Maguire at (202) 720-5712 or our main number at (202) 720-7373 in order to secure a seat in the next debriefing session. Individual

debriefings may be requested on a case-by-case basis if an employee is unable to attend a scheduled group session. Please ensure you call to confirm the location of the debriefing (in the event it is relocated) and to ensure a session has not been cancelled. Employees who are outside of the Washington, DC area may call the numbers above to coordinate a debriefing.

Further Information: Contact the Personnel and Document Security Division at 202 720-7373.