

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

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<b>FSIS DIRECTIVE</b>	2410.1	
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**FSIS EMPLOYEE SEPARATION OR TRANSFER CLEARANCE**

**I. PURPOSE**

This directive:

A. Establishes policy and procedures for all employees to follow when leaving the Agency.

B. Prescribes the responsibilities and clearance procedures for all outstanding property obligations and Agency financial indebtedness before an employee leaves the Agency for:

1. Resignation.
2. Transfer.
3. Retirement.
4. Separation.
5. Reassignment (within the Department).

**II. (RESERVED)**

**III. REASON FOR ISSUANCE.** This directive ensures employee awareness of their responsibility to account for and return all government owned property and resolve any financial indebtedness prior to separating from the Agency.

**IV. REFERENCES**

28 CFR 11.6, Judicial Administration, Debt Collection  
OMB Circular A-123, Management Accountability and Control  
5 U.S.C. 5512, Withholding Pay, Individuals in Arrears  
31 U.S.C. 3720, Money and Finance, Collection of Payments

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**DISTRIBUTION:**  
All Employees

**OPI:**  
ASD - Property Management Branch

## V. **POLICY**

A. An employee must return or account for all outstanding obligations or indebtedness. All issued property must be returned to the issuing authority for redistribution or disposition and resolve any indebtedness issues.

B. Failure to complete the clearance process may delay or prevent:

1. Final salary check processing.
2. Lump sum payment.
3. Retirement document processing.

## VI. **ABBREVIATIONS AND FORMS**

The following appear in their shortened form in this directive:

GOP	Government Owned Property
HRD	Human Resources Division
HRFO	Human Resources Field Office
HRO	Human Resources Office

FSIS Form 2410-9, Clearance of Employees for Separation or Transfer  
FSIS Form 2410-11, Separation of Employees from Food Safety and Inspection  
Service Letter

AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property

## VII. **DEFINITIONS**

A. **Clearance Official.** Officer of Primary Interest who reviews the respective FSIS program area for separating employee.

B. **Credentials.** Documents that attest to an individual's knowledge level, experience, and specialized skill; and are generally obtained through a certification, professional accreditation, or state imposed professional licensing process.

C. **Disposable Pay.** Current gross basic pay for one pay period, minus the mandatory deductions listed in 28 CFR 11.6(h) and amounts deducted under a garnishment order.

D. **Effective Date.** The date on which a personnel action takes place and the employee's official assignment begins.

E. **Employee.** An individual currently working for FSIS, whether full-time, part-time, or intermittent.

F. **Indebtedness.** An obligation to pay money to another party.

G. **Reassignment.** The movement of an employee from one component to another component within FSIS without a break in service.

H. **Recruitment Incentive.** Discretionary lump-sum payment not exceeding 25 percent of basic pay made to a newly appointed employee to a hard-to-fill position.

I. **Relocation Incentive.** A discretionary lump-sum payment not exceeding 25 percent of basic pay for an employee relocating to accept a hard-to-fill position in a different commuting area.

J. **Retention Incentive.** A discretionary biweekly payment not exceeding 25 percent of basic pay made to retain an employee with unusually high or unique skills who is likely to leave the Federal service without the allowance.

K. **Separation.** An employee who leaves FSIS by resignation, removal, termination, retirement, or death.

L. **Service Agreement.** A written agreement between FSIS and the recipient of a recruitment or relocation incentive or a student loan repayment in which the employee agrees to remain employed by FSIS for a specific period.

M. **Transfer.** An employee's move from FSIS to another Federal agency without a break in service of one full workday.

## VIII. **RESPONSIBILITIES**

### A. **Employee Responsibilities.**

1. Informs immediate supervisor at least 2 weeks before pending separation or transfer.

a. Access MS Outlook Public Folder or the FSIS Intranet, to initiate FSIS Form 2410-9:  
<https://inside.fsis.usda.gov/fsis/emp/static/global/forms/formsResults.jsp?queryString=2410-9> using a valid e-Authentication User ID and Password. **(NOTE:** Employees not having access to the Intranet or MS Outlook need to complete a hard copy of the form, give to their supervisor who will submit electronically.

b. The employee initials/signs and dates the hard copy of FSIS Form 2410-9 in "Block 1" and the supervisor retains a hard copy.

2. Completes the Clearance Registration Form (FSIS Form 2410-9) at least **2 weeks before** the last duty day to prevent a delay in final check processing, lump sum payment, retirement document processing, or other actions regarding separation.

3. Returns all GOP to the issuing authority or supervisor. Report any unaccounted for items on FSIS Form AD-112, Section I.

4. Returns property or repay indebtedness to prevent any delay in final check processing, lump sum payments, retirement documents, or other actions regarding separation.

## **B. Supervisor Responsibilities.**

1. Accesses MS Outlook e-mail to view notification of impending separation as soon as the employee informs them of separation.

2. Posts notification of impending separation. When an employee does not have access to the FSIS MS Outlook Public Folder or the FSIS Intranet, to initiate FSIS Form 2410-9, the supervisor using a hard copy provided by the employee accesses the internet to register and initiates the employee clearance process at <https://inside.fsis.usda.gov/fsis/emp/static/global/forms/formsResults.jsp?queryString=2410-9>, preferably at least **2 weeks before** the employee's last duty day; and using a valid e-Authentication User ID and Password.

3. Posts Forms and Notifies Clearance Group

a. Save the employee notification to your desktop naming the file 'Employee last name\_Employee first name\_date. (**Example:** smith\_mary\_041206.pdf)

b. Drag the form to MS OUTLOOK Public Folders, All Public Folders, Issuances and Information, Employee Clearance/Outprocessing.

c. Submit the employee notification which opens a preaddressed email to the clearance out-processing group; and in the subject field, add the employee's name. **Do not attach the file.**

4. Ensures receipt of Form AD-112 from the employee for items not returned or otherwise accounted for.

5. When an employee has day-to-day contact with non-FSIS business affiliates, the supervisor prepares and distributes the separation notification memorandum (FSIS Form 2410-11) to applicable non-FSIS business affiliates on the employee's last day of duty.

6. Accounts for and takes custody of GOP for which the employee had custodial responsibility. Initials and dates the Clearance Form (FSIS Form 2410-9). The supervisor ensures that employees complete Section I of AD-112, for items not accounted for and forwards to respective office for completion of Section II.

7. Resolves issues with GOP loss or employee indebtedness. Works closely with the Human Capital Office staff to recover Government loss or indebtedness pursuant to 5 U.S.C. 5512 and 31 U.S.C. 3720.

**C. Clearance Official.**

1. Assists, coordinates, and advises separating employees during the GOP and indebtedness clearance process.

2. Initials and dates each line item for which they are responsible.

a. This action indicates clearance or access removal even if an item is not applicable to the employee. (**EXAMPLE:** Parking officials authorize clearance even if employee does not have a parking permit or carpool.)

b. Comment field is used to indicate an ongoing outprocessing clearance action.

3. Ensures the supervisor receives Form AD-112 from the employee for items not returned or otherwise accounted for.

**IX. ADDITIONAL INFORMATION AND PROCEDURES**

A. Established procedures followed by all employees separating from the Agency:

1. Ensure efficient and cost effective Agency asset availability for mission support.

2. Account for all GOP issued to an employee.

3. Guide employees, supervisors, and administrative support staff involved with GOP issuance and retrieval; and expedite final documentation release and payment supporting separating employees.

4. Ensure employee indebtedness resolution.

B. All employee procedures are located at:

1. Inside FSIS, the FSIS Intranet.

2. FSIS MS Outlook, All Public Folders.

C. All supervisors and employees must to complete the respective 'supervisor or employee' AgLearn training module prior to beginning the check-out process. Access \_\_\_\_\_ Attachment 4 using a valid e-Authentication User ID and Password.

Assistance Administrator  
Office of Management

Attachment

- 1 Sample FSIS Form 2410-9, Clearance of Employees for Separation or Transfer (*available in the MS Outlook, Public Folders, All Public Folders, Issuance and Information, Employee Clearance Out Processing*)
- 2 Sample FSIS Form 2410-11, Separation of Employee from Food Safety and Inspection Service Letter
- 3 Sample FSIS Form AD 112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property
- 4 Training: Instructions for AgLearn access TBD

**SAMPLE FSIS FORM 2410-9, CLEARANCE OF EMPLOYEES  
FOR SEPARATION OR TRANSFER**

U.S. DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE		1. EMPLOYEE'S NAME
<b>CLEARANCE OF EMPLOYEE FOR SEPARATION OR TRANSFER</b>		2. EFFECTIVE DATE
<i>Refer to Directive 2410.1. Should you have any further questions, issues or concerns, please contact your supervisor.</i>		
3. PROGRAM / DIVISION / BRANCH	4. SUPERVISOR	5. TIMEKEEPER #
6. BUILDING / ESTABLISHMENT LOCATION	7. REASON FOR CLEARANCE	
8. NEW AGENCY / SERVICE / DIVISION / BRANCH / ADDRESS (If transferring)	9. FORWARDING ADDRESS (Home)	

**Employee:** Complete Items 1-9 and submit clearance to your supervisor, by clicking the "employee submit button" or by printing it out and giving it to your supervisor. (Note: If supervisor's email address is not added to the email)

**Supervisor:** Verify employee data; save/ rename the file (i.e., smith\_mary\_041206.pdf); post to the Employee Clearance/ Out Processing folder in MS Outlook. Next, notify the employee clearance team, by clicking the "supervisor submit button."

	CLEARANCE ITEMS	INITIALS	COMPLETION DATE
<b>SUPERVISOR</b>	Equipment: Cell phone, Blackberry, Pager, PDA, Laptop		
	Credentials/ID Card/Inspection Badge		
	Keys (office door, USDA lock, desk, file cabinet, etc.)		
	FSIS Equipment (Home Use-Hardware/Software)		
	FSIS Speciality Items (Clothing & Inspection material)		
	Official Files, Records, Accountable Forms		
	Parking/Car-Pool Permits		
	Final T&A		
	Transshare/Trans Reimbursement (Metro checks)		
	Performance Evaluation		
<b>MWSD Work/Life</b>	Travel Advance		
<b>MWSD Work/Life</b>	Transshare/Trans Reimbursement (Metro checks)		
<b>ASD</b>	GSA Leased Vehicle		
	Supply Card		
	Government Purchase Credit Card		
	Parking Permit/Car-Pool		
	IAS access terminated		
	COR/COTR		
<b>BUDGET</b>	Passport		
	Travel Advance		
	Relocation Service Agreement		
	ABCO Notification		
	Government Travel Charge Card		
<b>FMD</b>	Remove access to FFIS Security Administration		
	T&A Audit		
	ABCO Notification		
<b>OCIO</b>	Service Provider/Carrier Account		
	FSIS Equipment (Hardware/Software)		
	Government Calling Card		
	Network Access Account		
	Voice Mail		

<i>I certify that I have reviewed this form and followed up as necessary on incompletd items.</i>	SIGNATURE OF HR SPECIALIST	DATE
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FSIS FORM 2410-9 (12/07/2006)

## PRIVACY ACT STATEMENT:

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of this information is authorized by the Federal Property and Administrative Service Act of 1949, as amended (63 Stat. 377); Part III, Title 5 USC. The purpose is to ensure that you have satisfied all obligations to the Government prior to your transfer within or separation from the Food Safety and Inspection Service.

### Information in these records may be disclosed to:

- (1) The Office of personnel Management, Merit System Protection Board, Equal Employment Opportunity Commission, and the Federal Labor Relations Authority in carrying out their functions;
- (2) An agency handling an appeal made outside the Department to which the records are relevant;
- (3) An enforcement agency if a record indicates a potential violation of law;
- (4) The USDA Office of General Counsel to receive advice as to whether a particular record must be disclosed under the Freedom of Information Act;
- (5) Federal, state, or local agency maintaining relevant enforcement records or other pertinent records if necessary to obtain a record relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit;
- (6) A federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the record is relevant and necessary to the requesting agency's decision on the matter;
- (7) Federal agencies, having the power to subpoena other federal agencies' records;
- (8) A labor organization pursuant to contract;
- (9) An agency contractor for the purpose of collating, analyzing, aggregating or otherwise refining records;
- (10) A congressional office in response to an inquiry from the congressional office made at the request of the subject of the record;
- (11) The USDA Office of General Counsel for defense of litigation; and,
- (12) Individuals performing functions for the USDA but technically not having the status of agency employees, if they need access to the records in order to perform their assigned agency functions.

### To the Employee:

Disclosure by the employee is mandatory. Failure to provide requested information will delay or prevent processing of final check, lump sum payment, retirement documents, or other accomplishment of appropriate actions regarding the subject separation. Separation notification shall be afforded the immediate

supervisor a minimum of two weeks prior to last day of duty, whenever possible.

### EMPLOYEE SEPARATION/TRANSFER PROCEDURES:

- The employee or the employee's supervisor shall complete the registration process of the clearance form (FSIS 2410-9) **at least two weeks** prior to his/her last day on duty. The supervisor shall prepare and distribute the separation notification memo to applicable non-FSIS business affiliates on the last day of duty.
- For all separating/transferring employees IT related identification and access codes, computer passwords and account numbers will be changed or deleted on all systems, networks, etc., prior to or simultaneous with the separation or transfer of the employee.
- Prior to final departure, the employee is responsible for ensuring that all government property has been resolved and all government property has been returned to the agency or coordinated arrangements for their return have been accomplished.
- Clearance officials must initial and date each line item to indicate Clearance or non-applicability to the employee (e.g., if the employee does not have a parking permit or is not a member of a car-pool, he/she must still be cleared by the parking clearance official). For any item lost by the employee, an AD-112 must be submitted to their supervisor.
- The HR Specialist shall review and certify that the FSIS 2410-9 information is complete; sign and date an original, which shall be inserted to the employee's OPF; a copy shall be provided the employee, along with any other documents pertinent to separation action.

SAMPLE COPY

**SAMPLE FSIS FORM 2410-11, SEPARATION OF EMPLOYEE FROM FOOD  
SAFETY AND INSPECTION SERVICE LETTER**



United States  
Department of  
Agriculture

Food Safety  
and Inspection  
Service

Date: \_\_\_\_\_

To: **SAMPLE COPY**

From: USDA, Food Safety and Inspection Service, \_\_\_\_\_:  
(Program Area)

Name of Supervisor:  
Address of Worksite:  
City, State, Zip Code:

Subject: **Separation of Employee from Food Safety and Inspection Service**  
(Reference: FSIS Directive 2410.1, FSIS Employee Separation Clearance)

This letter is provided to inform you of the separation of

\_\_\_\_\_ from USDA Food Safety and  
(Name of employee)

Inspection Service, effective \_\_\_\_\_.  
(Last day of duty)

Should you have any questions regarding this correspondence, please do

not hesitate to contact me at \_\_\_\_\_  
(Supervisor's telephone number)

or email: \_\_\_\_\_.  
(Supervisor's FSIS email address)

**SAMPLE FSIS FORM AD 112, REPORT OF UNSERVICEABLE, LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY**

U.S. DEPARTMENT OF AGRICULTURE <b>REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY</b>		PROPERTY REPORT NO.	DATE		
<b>SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT</b>					
1. STATUS OF PROPERTY <i>(Check only one-report each one type separately)</i> <input type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Obsolete <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i>			
<b>3. PROPERTY ITEMS <i>(See attachment for additional entries)</i></b>					
QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail Was this reported to proper authorities?)</i> D		
SAMPLE COPY					
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER		DATE
<b>SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION</b>					
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY					
1. After due consideration of all known facts and circumstances in this case, it is determined that:					
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.					
<input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act.					
<input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.					
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER					3. DATE
<b>SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY</b>					
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section 1-3(D):					
<input type="checkbox"/> a. Property has no commercial value.		<input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i>			
<input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction.					
<input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds.					
<input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.					
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER					3. DATE
<b>SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: <i>I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with 1-3(D).</i></b>					
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER					2. DATE
3. SIGNATURE OF WITNESS					4. DATE
<b>SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS</b>					
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER <i>(The necessary entries have been made to adjust property records.)</i>					2. DATE
3. SIGNATURE OF FISCAL OFFICER <i>(The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)</i>					4. DATE
AD FORM 112 (Rev. 3/94) <span style="float: right;">Designed on FormFlow/Delrina Software.</span>					

**REPORT OF UNSERVICEABLE, LOST, STOLEN  
DAMAGED OR DESTROYED PROPERTY (Attachment)**

PROPERTY REPORT NO.

DATE

**3. PROPERTY ITEMS (Additional entries)**

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail Was this reported to proper authorities?) D
<h1>SAMPLE COPY</h1>			

**RESERVED FOR Training: Instructions for AgLearn access TBD**