



# 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.

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Attachment #1

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

United States  
Department of  
Agriculture

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PLACE IN THE  
OFFICIAL PERSONNEL FOLDER  
FOR:

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**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 12958

**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.