

Directive 442.1
9/19/80

ACTION BY: All Divisions and Offices, AMS, FGIS, and OT

Accountability Clearance of Separating or Reassigned Employees

I PURPOSE

This Instruction prescribes action to be taken by Accountable Officers to clear separating or reassigned employees of funds and property charged to them.

II ACCOUNTABLE OFFICER

As used in this Instruction, Accountable Officer means the Officer in Charge of a field or Regional Office, or the Division or Agency Administrative Officer in headquarters offices. Accountable Officers are responsible for making certain that separating or reassigned employees return property and liquidate funds charged against them. These officers may designate supervisors in other offices to assist them in the duties prescribed. However, the final responsibility for accountability clearance of a separating or reassigned employee rests with the Accountable Officer.

III APPLICATION

This Instruction:

- A Applies to employees of the Agricultural Marketing Service (AMS), the Federal Grain Inspection Service (FGIS), and the Office of Transportation (OT) (including cooperative employees for whom Federal salary is paid) who are separated or reassigned by a personnel action which:
- 1 Removes the employee from the rolls of AMS, FGIS, or OT.
 - 2 Reassigns the employee from one Division, field, or Regional Office to another within AMS, FGIS, or OT.
 - 3 Reassigns the employee from AMS, FGIS, or OT to another office within the Federal Government.
 - 4 Places the employee in leave-without-pay or furlough status which is expected to extend for more than 1 year.

NOTE: If the separating employee is an Accountable Officer, the separating employee's supervisor or successor shall follow the same procedures for clearance of accountable items as prescribed for other employees. If the Accountable Officer is reassigned or placed on leave-without-pay or furlough for more than 30 days, an accounting of capitalized and noncapitalized property shall be made (see AMS/FGIS Instruction 262-1, Nonexpendable Personal Property Accountability and Control).

- B Does not apply to AMS, FGIS, and OT employees who are placed on leave without pay or furlough for less than 1 year.

IV NOTIFYING EMPLOYEE OF ACCOUNTABILITY CLEARANCE REQUIREMENTS

As soon as it is known that an employee will be separated or reassigned, the Accountable Officer (or the supervisor of a separating Accountable Officer) shall:

- A Inform the employee that an accounting must be made of all funds and property charged to the employee. Exhibit A, attached, provides information on the disposition of accountable items.
- B Advise the employee that any outstanding advanced annual or sick

leave the value (cash) represented by such leave, will be deducted from the employee's final salary check. This does not apply if the indebtedness is waived, or if the employee is transferring to other Federal employment covered by the same leave system, or if the employee is placed on leave-without-pay or furlough and is expected to return to duty.

V REPORTING UNACCOUNTED FOR ITEMS

If the separating or reassigned employee cannot provide the Accountable Officer with an accounting of any of the items (see Exhibit A, attached) to which a monetary value is placed, action shall be taken as follows:

A The Accountable Officer in AMS and OT Washington headquarters offices, and in FGIS Washington and Kansas City headquarters offices shall:

1 Advise the Fiscal Operations and Systems Branch, Financial Management (FM) Division, by telephone (extension 73259), requesting the employee's final check to be offset or withheld, and furnish the following information:

a Agency (AMS, FGIS, or OT) *-and Division.-*

b Employee's name, grade and step, Social Security number, *-type of employment, retirement coverage (Federal Insurance Contributions Act or Civil Service), last known address, and if employee is covered by the Fair Labor Standards Act.-*

c Date and *-pay period-* of separation or reassignment.

d Nature and amount of indebtedness.

e Total number of hours advanced sick or annual leave, if involved, and hourly rate(s) at which approved. (It is not necessary to report this leave if employee is transferring to other Federal employment covered by the same leave system, or if the indebtedness is waived. Contact the Employment and Classification Branch, AMS or FGIS, Personnel (PE) Division, if in doubt.)

f Leave audit to support the leave indebtedness.

g Name and phone number of Accountable Officer furnishing the information.

*-2 Notify the Fiscal Operations and Systems Branch, FM Division, by telephone, if the following occurs after providing the information above:

a Employee returns any accountable property issued by the duty station.

b Submits a travel voucher that will offset outstanding travel advances.

c Pays for advanced sick or annual leave.-*

B The Accountable Officer:

1 Located in an AMS field office shall advise the Division Administrative Officer in Washington headquarters of unaccounted for items. The Administrative Officer shall then follow the procedures set forth in Paragraph A above.

2 Located in a FGIS field office shall advise the Regional Office of unaccounted for items. The Regional Office shall then advise Fiscal Operations and Systems Branch, FM Division, following the procedures

set forth in Paragraph A, above. If the accountability concerns an employee in the Regional Office, the Regional Office shall advise the Fiscal Operations and Systems Branch, FM Division, following the procedures set forth in Paragraph A, above.

C The Fiscal Operations and Systems Branch, FM Division, shall:

- 1 Advise the National Finance Center (NFC), by telegram, of the employee's indebtedness, if any. Send the telegram to the Head, Payroll and Travel Unit, National Finance Center, P.O. Box 60000, New Orleans, LA 70160 to be received by no later than the Tuesday following the close of the employee's last payroll period.

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(V C)

- 2 Initiate Form AD-343, Payroll Action Request, for collection of employee indebtedness, and forward Form AD-343 to the Employment and Classification Branch, AMS or FGIS, PE Division, with a copy of the telegram sent to NFC.

D The Employment and Classification Branch, AMS or FGIS, PE Division, shall complete Form AD-343, and forward to Head, Payroll and Travel Unit, National Finance Center, P.O. Box 60000, New Orleans, LA 70160, marked "Open By Addressee Only".

VI REPORTING ABANDONMENT OF POSITION

If a position is abandoned by an employee without advance notice (see AMS/FGIS Instruction 332-1, Resignations), the Accountable officer shall:

- A Immediately check the employee's account for any indebtedness.
- B If employee indebtedness exists, follow the procedures in Section V, above. If NFC receives the request too late to offset the employee's final check, collection action will be initiated upon receipt of the telegram from Fiscal Operations and Systems Branch, FM Division.

VII DISPOSITION OF RETURNED ITEMS

Accountable Officers shall process items returned by separating or reassigned employees as follows:

- A Destroy identification cards, building passes, operator's permits, etc.
- B Return to Property and Procurement Branch, Administrative Services Division.
 - 1 Parking permits.
 - 2 Credit cards (gasoline, telephone, supply, etc.).
- C Prepare Form AD-497, Request for TR Action, to return unused TR's to NFC, or to reassign TR's to other employees.

Irving W. Thomas
Deputy Administrator, Management

Attachment

AMS/FGIS instruction 442-1
Rev. 3

EXHIBIT A

Disposition of Accountable Items
Accountable Items

	Employee Separated (Leaving Federal Service) shall: (AMS, FGIS, or OT)	Employee Reassigned (Between Offices Within The Agency shall:	Employee Reassigned to Another Office Within Federal Service shall:
1	Return Identification Card issued by duty station	Yes	No 1/ Yes
2	Return any accountable property by duty station (capitalized or noncapitalized)	Yes	Yes Yes
3	Return any: Building Passes	Yes	Yes Yes
	Parking Permits	Yes	Yes Yes
	Credit Cards	Yes	Yes Yes
	Government-issued Operator's Permits	Yes	No Yes
	Transportation Requests	Yes	No 2/ Yes
4	Liquidate any advance of funds	Yes	No 3/ Yes 4/
5	Liquidate any indebtedness owed Federal Government if a Continued Service Agreement is in effect	Yes	No No

- 1/ FGIS Field and Regional employees and employees reassigned to Washington, DC must return their Identification Card and obtain a new card at the new duty station.
- 2/ Employee having TR's issued by NFC may take TR's to new duty station. TR's issued by NFC to a supervisor, and assigned by the supervisor to an employee must be returned to the supervisor.
- 3/ Employee shall send a memorandum to the Head, Payroll and Travel Unit, National Finance Center, P.O. Box 60000, New Orleans, LA 70160, advising of change of duty location to assure proper charging of any outstanding advance of funds.
- 4/ if an employee is reassigned within the Department of Agriculture, it is not necessary to liquidate advance of funds.

9-19-80