



# DEPARTMENT OF DEFENSE HANDBOOK

*For Departing Officials*



*November 2024*





The information in this Handbook is applicable to individuals selected to serve in Department of Defense political positions. Although the content is directly applicable to individuals serviced by Washington Headquarters Services (WHS), the content may still apply to organizations not serviced by WHS. Fourth Estate agencies, military departments, and organizations not serviced by WHS should contact their organizational administrative officer or servicing human resources offices. This guide should not be construed as providing legal advice. Handbook users are strongly encouraged to consult with the appropriate office on specific matters addressed generally herein.

Please see Appendix C "Points of Contact" at the back for mailbox and telephone numbers.

# FOREWORD

The Secretary of Defense (SecDef) and the Department of Defense (DoD) (also known herein as “the Department”) are committed to an effective and seamless transition of senior leadership as a top priority. To this end, the DoD has established the DoD Transition Structure, described in the Introduction of this handbook to plan for, prepare, support, and execute a thorough and orderly transition. This commitment from DoD leadership, and the noble undertakings of many individuals, ensures sustainment of critical operations and supports the important mission of DoD.

The Washington Headquarters Services (WHS), DoD Transition Support Office, in coordination with senior staff throughout the Office of the Secretary of Defense (OSD), developed this Handbook to provide preliminary guidance to outgoing political appointees throughout the Department. This book complements guidance you will receive from the Special Assistant to the SecDef for the White House Liaison Office.

This Handbook is a convenient, ready reference tool to assist you in planning, shaping, and executing an orderly transition from Federal Service into a new public service role or private life. The topics covered within provide basic need-to-know information related to the essential activities that must be accomplished prior to, and following, departure from Federal Service. Topics include:

- ◆ Standards of conduct, legal, post-Government employment requirements and restrictions, and disposition of gifts;
- ◆ Disposition of records, files, and articles;
- ◆ Close-out performance evaluations and awards for subordinate personnel;
- ◆ Out-processing requirements;
- ◆ Retirement, post-employment benefits, and compensation; and
- ◆ Appendices provide answers to frequently asked questions and include detailed information on key points of contact and sources for additional information.

With appreciation for your service to the Department and the Nation, we want to enable a smooth transition process for you and welcome your feedback and ideas for improvement in our processes and information.



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# TABLE OF CONTENTS

FOREWORD .....	1
INTRODUCTION .....	5
<b>PART I. OFFICIAL RESPONSIBILITIES</b> .....	<b>7</b>
STANDARDS OF ETHICAL CONDUCT.....	7
FEDERAL EMPLOYEES SEEKING NON-FEDERAL EMPLOYMENT .....	7
STOCK ACT NOTIFICATIONS .....	7
FINANCIAL DISCLOSURE TERMINATION REPORT .....	8
POST-GOVERNMENT EMPLOYMENT RESTRICTIONS .....	8
GIFTS .....	9
Gifts from Employees.....	9
Gifts from Outside Sources.....	10
Gifts from Foreign Governments .....	10
SECURITY REVIEW OF FUTURE LITERARY WORKS BASED ON DoD EXPERIENCE/ KNOWLEDGE.....	11
RECORDS MANAGEMENT .....	12
FEDERAL RECORDS .....	12
Personal Files, Personal Papers, and Personal Records.....	13
Removing Federal Records.....	14
CLASSIFIED RECORDS AND INFORMATION .....	14
Security Requirements for Classified Records .....	14
EQUAL EMPLOYMENT OPPORTUNITY RELATED RECORDS AND DOCUMENTS.....	15
PERSONAL MAIL AND EMAIL .....	15
SOCIAL MEDIA.....	16
POLITICAL ACTIVITIES DURING TRANSITION .....	16
Duty or Workplace Prohibition.....	16
24/7 Prohibition on Political Fundraising .....	16
24/7 Prohibition on Use of Official Authority.....	16
REMOVING PERSONAL ARTICLES.....	17
PERFORMANCE RATINGS AND AWARDS FOR SUBORDINATE STAFF.....	18
PERFORMANCE MANAGEMENT .....	18
General Schedule .....	18
Defense Civilian Intelligence Personnel System .....	19
DoD Civilian Acquisition Workforce Personnel Demonstration Project .....	19
Senior Executive Service members, Senior Level, and Scientific or Professional.....	19
Military Evaluation Reports.....	19
AWARDS.....	19

## PART II. PERSONAL BENEFITS INFORMATION 23

BENEFITS FOR SEPARATING EMPLOYEES WHO ARE IMMEDIATELY RETIREMENT ELIGIBLE .....	23
RETIREMENT .....	23
FEDERAL EMPLOYEES HEALTH BENEFITS .....	24
FEDERAL EMPLOYEES GROUP LIFE INSURANCE .....	24
FLEXIBLE SPENDING ACCOUNTS .....	25
FEDERAL LONG-TERM CARE INSURANCE PROGRAM .....	26
FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM .....	26
BENEFITS FOR SEPARATING EMPLOYEES WHO ARE NOT RETIREMENT ELIGIBLE...	26
FEDERAL EMPLOYEES HEALTH BENEFITS .....	26
FEDERAL EMPLOYEES GROUP LIFE INSURANCE .....	27
FLEXIBLE SPENDING ACCOUNTS .....	27
FEDERAL LONG-TERM CARE INSURANCE PROGRAM .....	27
FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM .....	27
COMPENSATION AND PAY CONSIDERATIONS .....	28
ANNUAL AND SICK LEAVE .....	28
THRIFT SAVINGS PLAN .....	28
COMBINED FEDERAL CAMPAIGN (CFC) CONTRIBUTIONS .....	29
SEVERANCE PAY .....	29
UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES .....	29

## APPENDIX A 30

Frequently Asked Questions .....	30
----------------------------------	----

## APPENDIX B 37

Departing Official / Employee Checklists .....	37
--	----

## APPENDIX C 39

Points of Contact .....	39
-------------------------	----

## APPENDIX D 41

Websites for Additional Information .....	41
---	----

## APPENDIX E 43

References .....	43
------------------	----

## APPENDIX F 45

Acronyms .....	45
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# INTRODUCTION

Transitions within DoD occur for a variety of reasons, including, but not limited to, Presidential transition, reassignment, retirement, or resignation of executive level leaders. The impact these events have on the uninterrupted continuation of work in support of the organizational mission, and on the career workforce, may be largely dependent on the type of transition.

Incoming select leaders have the authority to select and appoint to their staffs individuals they feel confident will carry out their goals and policies. At the beginning of a new Presidential term, these personnel changes may include the selection of new Cabinet Secretaries and Agency Heads. As a result of these changes, sitting incumbents of these discretionary positions may resign at the request of the new Administration officials, or they may choose to do so before the new Administration takes office. It is not uncommon for an incoming senior official to request that certain individuals remain in place during this time of change to provide continuity and critical leadership, and to sustain effective and efficient operations.

The discretionary positions directly impacted by transition typically fall into four broad categories of appointments:

- ◆ **Presidentially-Appointed, Senate-confirmed (PAS)** appointments, made by and with the advice and consent of the Senate, are positions in which the incumbent, appointed from civilian life by the President, serves at the pleasure of the President.
- ◆ **Other Presidential Appointments (PA)** are positions in which the incumbent serves at the pleasure of the President and do not require Senate confirmation.
- ◆ **Non-career Senior Executive Service (SES)** appointments are positions in which the incumbent is an individual in a Senior Executive Service position who is not a career appointee, a limited term appointee, or a limited emergency appointee.
- ◆ **Appointments to other positions** in which incumbents serve at the pleasure of the Agency Head who advocates agency policy or serve in a confidential relationship to a key official. The positions are excepted from the competitive service and are commonly known as Schedule C positions.

Whether the result of a change in Presidential Administration, which impacts all elements of the Department, or the turnover of an Agency Head or senior official due to resignation, reassignment, or incapacitation, senior leader transition can pose uncertainty and challenge. To mitigate the potential impact and ensure the continuity of undisrupted mission accomplishment, Department leadership is committed to the timely planning, preparation, and management of any leadership transition event.

DoD Directive (DoDD) 5105.76, “Planning for Presidential Transitions and the Transition of Political Appointees and Other Officials,” August 30, 2022, as amended, establishes DoD policy for the efficient and thorough transfer of authority from departing to incoming senior officials and Administration appointees, to include those listed above. In advance of a Presidential election, the Directive requires the establishment of a DoD transition structure to facilitate and support all activities in support of a new Presidential Administration.

For this purpose, the 2024-2025 DoD transition structure and responsibilities are as follows:

- ◆ **DoD Transition Director, Senior Career Executive for Transition and Chair of the DoD Transition Task Force (TTF) within the Immediate Office of the OSD Performance Improvement Officer and Director of Administration and Management (PIO and DA&M):** Ms. Jennifer C. Walsh – Responsible for all DoD transition planning.
- ◆ **Deputy DoD Transition Director and Director of the DoD TTF:** Mr. Rayford “Doug” Nichols – Oversees, coordinates, and implements day-to-day transition activities on behalf of the Head of DoD Transition; and orchestrates activities of all elements constituting the TTF.
- ◆ **DoD/WHs Transition Support Office (TSO):** The TSO serves as a one-stop-shop processing center to coordinate and integrate in- and out- processing of political appointees.
- ◆ **DoD Transition Assistance Coordinators (TACs):** A senior career SES or General Officer/Flag Officer accountable for transition from each DoD Component. TACs facilitate and support transition matters directly involving their respective Component.

This Handbook provides an overview of current guidance on a myriad of official responsibilities and personal benefit topics related to pre-departure and post-employment. The information is directly applicable to PAS, PA, non-career SES officials, and Schedule C employees serviced by WHS, but it may still apply to organizations not serviced by WHS.

The WHS TSO, component Senior Administrative Officers (AO), and functional subject matters experts (SME) are available to address your questions or provide more detailed information related to the processes and requirements for departure from DoD. Individuals holding a valid DoD Common Access Card (CAC) can obtain AO and SME/Service Provider contact information on the WHS/Human Resources Directorate (HRD)/Benefits and Work-life Division website at: <https://dod365.sharepoint-mil.us/sites/WHs-HRD-BENF>. Military Departments, other Components, and organizations not serviced by WHS should contact their organizational AO or servicing Human Resources (HR) offices.

Inquiries for additional information can also be directed to the TSO Hotline at 703-697-1331.



# PART I. OFFICIAL RESPONSIBILITIES

## STANDARDS OF ETHICAL CONDUCT

This section provides guidance on seeking employment outside the Federal Government, post-Government employment restrictions, and gifts for departing officials. Some of these rules come from criminal statutes. Whenever you have questions about these rules, contact your agency ethics office.

### FEDERAL EMPLOYEES SEEKING NON-FEDERAL EMPLOYMENT

While job seeking, and after accepting a job outside the Government, an employee must not work on any official matters that could have a direct and predictable effect on the financial interests of a prospective non-Federal employer. DoD rules require that all DoD employees submit a written recusal to their supervisor, in coordination with their ethics office, when they are assigned work that affects the financial interests of a prospective employer. As discussed in the next section, employees who file an Office of Government Ethics (OGE) Form 278e (Public Financial Disclosure Report) must also file a written disqualification when negotiating or reaching an agreement for employment. Individuals involved in procurement issues may be subject to further restrictions and should contact their ethics office for further guidance.

Seeking employment includes: (1) making an unsolicited communication to a prospective employer or the prospective employer's agent or employee regarding potential future employment; (2) engaging in negotiations for employment; or (3) responding to an unsolicited communication from a prospective employer or the prospective employer's agent or employee regarding possible employment (other than rejecting the possible employment). A response that defers discussion to a later date does not constitute rejection. "Seeking employment" does not include requesting a job application. "Negotiating" for employment is not limited to just discussing specific terms and conditions of employment in a specific position, but includes discussions or communications mutually conducted with a view toward reaching an agreement regarding possible employment.

An employee may accept payment of expenses, such as meals, transportation, and lodging, from potential employers if they are customarily provided in connection with bona fide employment discussions (e.g., interview at corporate headquarters). Payments exceeding \$480 must be reported on an employee's annual disclosure report, (OGE) Form 450 (Confidential Financial Disclosure Report) and OGE Form 278e (Public Financial Disclosure Report). Employees must be careful not to misuse Government resources (such as official time, the services of other employees, equipment, supplies, or non-public information) in connection with job-seeking.

### STOCK ACT NOTIFICATIONS

The Stop Trading on Congressional Knowledge Act of 2012, Public Law 112-105 (known as the STOCK Act), as implemented by 5 C.F.R. 2635.607, is designed to combat insider trading. The STOCK Act prohibits the use of non-public information for private profit, including insider trading by members of Congress and other Government employees, including the President, Vice President, and certain other members of the Executive branch. It requires personnel who file an OGE Form 278e to file a statement notifying your ethics counselor of any negotiations for, or agreement of, future employment or compensation with any non-Federal entity, within 3 business days after starting the negotiation or agreement. In addition, you must file a recusal/disqualification, whenever a conflict of interest, or appearance of a loss of impartiality, exists

with respect to the non-Federal entity identified in the notification. You should note that the notification requirement also applies when an employee negotiates, or has an agreement for, future compensation from a non-Federal entity for the provision of personal services that might not be considered employment. For example, the notification requirement would apply when an employee negotiates for, or has an agreement for, a compensated post-Government teaching, speaking, or writing activity.

## FINANCIAL DISCLOSURE TERMINATION REPORT

Employees who file OGE Form 278e must prepare and submit a termination report, no later than 30 days after termination. Their report may be submitted, no earlier than 15 days prior to termination, provided certain requirements are met, including that the filer agrees, in writing, to update the information to reflect any changes occurring between the filing and the termination dates. Employees who fail to file the report in a timely manner may be assessed a \$200 penalty. Additionally, employees who knowingly or willfully fail to file a report may be referred to the Department of Justice (DOJ) for civil or criminal action. Willful failure to file or falsifying report data triggers mandatory referral to DOJ and carries civil penalties that may be more than \$50,000. Employees should file the OGE Form 278e - Termination Report using OGE's electronic filing system known as "Integrity" located at <https://www.integrity.gov>.

## POST-GOVERNMENT EMPLOYMENT RESTRICTIONS

Executive branch employees are subject to certain restrictions on their activity after they leave Government service. Generally, these restrictions apply to representational activities, although there can be restrictions on even behind the scenes work, and their application varies depending on the employee's duties and level of authority.

The primary post-Government employment restriction, **applicable to all former employees**, prohibits a former employee from representing someone else to the Government regarding particular matters involving specific parties that the former employee worked on while in Government service. A former Government officer or employee may not knowingly, with intent to influence, make any communication to or appearance before an employee of the Executive or Judicial branches of the Federal Government, on behalf of another person or entity in connection with a particular matter involving a specific party or parties, in which the officer or employee participated personally and substantially while employed as a Government employee and in which the United States is a party or has direct and substantial interest. "Particular Matters Involving Specific Parties" involve deliberation, decision, or action that is focused on the interests of specific persons or a discrete and identifiable class of persons. These matters may include: a contract, claim, application, judicial, or other proceedings, request for a ruling or other determination, controversy, investigation, or charge. Legislation or rulemaking of general applicability and the formulation of general policies, standards, or objectives that are narrowly focused on the interests of a discrete and identifiable class of persons are not particular matters involving specific parties. This ban is for the lifetime of the particular matter. It is designed to prevent a former employee, who participated in a particular matter while with the Government, from "switching sides," (i.e., representing a non-Federal entity on the same matter before the United States). Employees should seek advice from their ethics office before leaving DoD, or may even contact that office afterwards, for questions about whether a communication back to the Government would be prohibited.

Even if an employee did not directly participate in a matter, the employee will have post-Government employees restrictions if they had matters pending under their official responsibility

during their last year of Government service. For two years after leaving Federal service, former employees are prohibited from knowingly communicating with the intent to influence, about a particular matter involving specific parties that was pending under their official responsibility during the last year of their public service.

For a period of one year after leaving a senior position, **former senior officials** may not make any communication or appearance on behalf of any other person, with intent to influence official action, before any officer or employee of the agency or agencies in which the individual served within one year prior to leaving the senior position, in connection with any matter. Senior officials include civilian personnel whose rate of base pay is at or above 86.5% of the rate for Executive Schedule II (\$191,944 in CY 2024). Flag and General Officers are senior officials, regardless of pay, as are PAS officials. The definition of an employee's former agency depends upon the employee's seniority and where they were assigned in DoD. Senior officials should seek advice from their ethics office before leaving DoD, or may even contact that office afterwards, for questions about whether a communication back to the DoD would be prohibited.

Section 1045 of the National Defense Authorization Act for Fiscal Year 2018, Public Law 115-91, also restricts former senior officials from communicating back to a "covered executive branch official" and, in some cases, may even restrict behind the scenes work for a period of time after leaving Government. The duration of the restrictions varies by seniority. This law even restricts behind the scenes work in some situations. (See DoD Instruction (DoDI) 1000.32 "Prohibition of Lobbying Activity by Former DoD Senior Officials," March 26, 2020).

**Political appointees** are subject to restrictions outlined in the **Biden Administration's Ethics Pledge**, Executive Order No. 13989, "Ethics Commitments by Executive Branch Personnel," January 20, 2021.

Before leaving Federal service, **all employees** should contact their ethics office to determine whether they are required to receive an ethics briefing by an ethics counselor. The ethics office for OSD employees is the DoD Standards of Conduct Office.

*More information on post-government employment restrictions can be found on the Standards of Conduct Office website <https://dodsoco.ogc.osd.mil/>. Questions may be directed to your ethics office.*

## **GIFTS**

Gifts accepted on behalf of the Department are not personal property and may not be removed (see DoDD 1005.13, "Gifts and Decorations from Foreign Governments," February 19, 2002, as amended). If these gifts were displayed in a DoD employee's office, they must be turned in to the component AO for appropriate disposition upon the employee's departure.

Gifts accepted in a personal capacity during an employee's DoD tenure are personal property and may be removed. Please contact your ethics office if you have questions regarding gifts accepted during your employment at DoD.

For departing DoD employees, there are rules that apply to accepting gifts presented in recognition of your service and impending departure. The applicable rules are described below.

### **Gifts from Employees**

As a general rule, DoD employees may not give gifts (or solicit contributions for gifts) to anyone



superior in their official chain of supervision. Moreover, unless there is an independent personal basis justifying the gift, DoD employees generally may not accept gifts from subordinates or personnel who receive less pay.

An exception to this general prohibition on gifts permits subordinates to give a gift appropriate to the occasion, to a superior on special-infrequent occasions. Special, infrequent occasions include termination of the official subordinate-superior relationship through retirement, resignation, or transfer; or, occasions of personal significance such as marriage, illness, or birth/adoption of a child. At DoD, the value of such gifts is limited to \$480 per donating group (i.e., all personnel donating money for the gift), and donating groups should not commingle gifts.

A DoD employee may solicit other DoD employees for a voluntary, nominal contribution, not to exceed \$10, towards a group gift for a departing superior. Contractor personnel may neither solicit contributions for, nor be asked to contribute to, a “group gift.”

While DoD employees cannot be asked to donate more than \$10, they may voluntarily contribute more than the nominal amount (i.e., more than \$10). To avoid any appearance of coercion, donations should not be solicited by official superiors. An additional voluntary contribution of a nominal amount for food, refreshments, and entertainment for the event may be solicited as a separate, voluntary contribution, not subject to the \$10 limit. Alternatively, employees may make a single contribution to the cost of a departing superior’s farewell lunch and gift, but this amount will be aggregated towards the \$480 limit.

### Gifts from Outside Sources

DoD employees are generally restricted from accepting gifts from “prohibited sources” (e.g., DoD contractor personnel or anyone who seeks DoD support or action) or accepting gifts offered because of their official positions. However, DoD employees may accept items of little intrinsic value intended solely for presentation, such as certificates, plaques, and photographs. DoD employees may also accept gifts with a market value of \$20 or less, not to exceed \$50 in a calendar year from any one source.

### Gifts from Foreign Governments

A gift from a foreign government may be accepted by a DoD employee on behalf of the Federal Government at the time of receipt to avoid causing any offense or embarrassment to the foreign host. If the value of the gift is no more than the minimal value of \$480, the DoD employee may keep the gift. If the value of the gift is over the minimal value of \$480, the DoD employee may either refuse, return, or accept the gift on behalf of DoD. If the DoD employee received permission to display a foreign gift valued over the minimal threshold in their office, the DoD employee is required to turn the gift in to the appropriate DoD office upon their departure from DoD – (See DoDD 1005.13 “Gifts and Decorations from Foreign Governments,” February 19, 2002, as amended). Please call your ethics office if you have any questions regarding your acceptance of gifts.

*For further guidance on topics in this section please consult your ethics office.*

## SECURITY REVIEW OF FUTURE LITERARY WORKS BASED ON DoD EXPERIENCE/KNOWLEDGE

*“Retired and separated Service members, former DoD employees and contractors, and nonactive duty members of the Reserve Components will use the DoD prepublication review process to ensure that information they intend to release to the public does not compromise national security as required by their nondisclosure agreements. Those who forgo the prepublication review process and inadvertently, negligently, or willfully disclose classified information may be subject to an unauthorized disclosure investigation and legal action.”*

*DoDI 5230.09, “Clearance of DoD Information for Public Release,” January 25, 2019, as amended, Section 1.2(g)*

Knowledge gained through DoD employment contained in literary works created after departure remain subject to security review before public release. Compliance is a lifetime responsibility required by your signed non-disclosure agreement(s) (NDA). This includes information about sensitive political and military operations, topics of national/international interest, national security policy, foreign relations, ongoing negotiations, potentially controversial subjects among DoD Components or other Federal agencies, or export-controlled technical data about defense articles subject to the International Traffic in Arms Regulations.

Public release security reviews are a defined requirement in DoD Manual 5200.01, Volume 3, “DoD Information Security Program: Protection of Classified Information,” February 24, 2012, as amended. Enclosure 2, Section 2 of the Manual outlines the requirement of personal responsibility for safeguarding classified information:

“Everyone who works with classified information is personally responsible for taking proper precautions to ensure that unauthorized persons do not gain access to classified information. Everyone granted access to classified information is personally responsible for protecting the classified information they know, possess, or control, and for complying with the pre-publication security review processes specified in DoDI 5230.09, January 25, 2019, as amended (Reference (k)). Classified information shall be protected at all times, either by storing it as this Volume prescribes or by having it under the personal observation and control of an authorized individual.”

Additionally, Enclosure 5, Section 9 requires that for termination briefings:

- ◆ The DoD Components shall establish procedures to ensure that cleared employees who leave the organization or whose clearance is terminated receive a termination briefing in accordance with paragraph C9.2.5 of Reference (l). The briefing shall:
- ◆ Identify the requirement that retired personnel, former DoD employees, and non-active duty members of the Reserve Components must submit writings and other materials intended for public release to the DoD security review process, as specified by Reference (k) (DoDI 5230.09, January 25, 2019, as amended).

To obtain a DoD security review, former DoD officials should send the Defense Office of Prepublication and Security Review (DOPSR) a request letter and the materials for review to [whs.pentagon.esd.mbx.secrev@mail.mil](mailto:whs.pentagon.esd.mbx.secrev@mail.mil). Please check the DOPSR website below for more information about hard copy submittals.

For over 70 years, the DoD security and policy review process has helped our customers avoid publishing classified or sensitive DoD information. Several potential security review outcomes are possible: cleared for public release; cleared with recommendations; cleared “as amended” requiring mandatory changes; or an objection to publication with appeal rights.

For more information on the security review process, see the International Traffic in Arms Regulations at 22 C.F.R. 125.4(b) (13); DoDI 5230.09, “Clearance of DoD Information for Public Release,” January 25, 2019, as amended; and DoDI 5230.29, “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as amended, especially Enclosure 3, which states that all information submitted to DOPSR must be reviewed for operations security and that required evaluations outside the Department likely will extend review times.

Further details are located on the DOPSR website at <https://www.esd.whs.mil/DOPSR/>.

## RECORDS MANAGEMENT

Federal records, information, and non-record materials, including drafts, working papers, emails, calendars, and contact lists (regardless of format) are Government-owned, and proprietary to the DoD component to which you are assigned. This includes copies. Federal records cannot be copied, removed from DoD custody or networks, transferred (internally or interagency), or destroyed, except as authorized, in accordance with DoD policy.

The Federal Records Act (44 U.S.C. Chapters 29, 31, and 33) and DoDI 5015.02 “DoD Records Management Program,” February 24, 2015, as amended, establish policies for safeguarding Federal records and information. Such safeguards ensure all DoD officials and employees are made aware of their responsibilities concerning the records created or received in the conduct of Government business. Penalties may include monetary fines, imprisonment, or both. In some cases, the penalty may also include disqualification from holding any Federal Government office. To forestall violations, it is important that DoD officials are able to distinguish between Federal records and personal files.

*More information on proper records management procedures can be found in The National Archives and Records Administration guide entitled, “Documenting Your Public Service”: <http://www.archives.gov/records-mgmt/publications/documenting-your-public-service.html>*

*Records Management Guidance for Political Appointees is provided at <https://www.archives.gov/files/records-mgmt/policy/rm-for-political-appointees.pdf>*

## FEDERAL RECORDS

Federal records include recorded information regardless of physical form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or deemed appropriate for preservation by that agency or its legitimate



successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government. Federal records, including copies, cannot be removed from Government custody and are often referred to as Federal records or **official records**. This includes email, text messages, instant messages, and social media.

**Documentary materials** are a collective term for records and non-record material that refers to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording. Documentary materials are “records” when they satisfy the definition above.

Records may be either originals or copies, such as file copies of outgoing correspondence or copies forwarded for action. Multiple copies of the same document and documents containing duplicative information may have record status if each serves a separate administrative purpose, and if they are kept in separate filing or record-keeping systems. Preliminary drafts and working papers are Federal records if they explain how the agency formulated and executed significant program policies, decisions, actions, or responsibilities, or if they contain unique information such as annotations or comments.

**Recorded information** is defined in the Federal Records Act as including traditional forms of records, regardless of physical form or characteristics, including information created, manipulated, communicated, or stored in digital or electronic form. **This includes email, text messages, instant messages, and social media.**

Federal records also include electronic mail and other electronic files (e.g., word processing, spreadsheet, presentation slides) that meet the definition above. Where possible, these records should be maintained in their original electronic format. Federal records may include electronic mail (and attachments) that originate from a personal, non-Government, email account. The Federal Records Act allows twenty days for Federal employees to incorporate any Federal records that are maintained on a personal email account into a Government email account.

### Personal Files, Personal Papers, and Personal Records

Personal files are non-records and information that do not relate to, have an effect upon, or are not used in the conduct of agency business. Personal files are excluded from the definition of Federal records and are not owned by the Government. Examples of personal files include:

- ◆ Materials accumulated by an official before entering Government service that are not used subsequently in the transaction of Government business;
- ◆ Materials relating solely to an individual’s private affairs, such as outside business pursuits, professional affiliations, or private political associations that do not relate to agency business; and
- ◆ Diaries, journals, personal correspondence, or other personal notes that are not prepared or used for, or circulated or communicated in the course of, transacting Government business.

The last category is the most difficult to distinguish from Federal records due to its work-related content. Officials should be mindful of the requirement to maintain personal files separately from the records of the agency. Officials should coordinate with their DoD Component Federal Records Officer to distinguish truly personal records from those with work-related content.

## Removing Federal Records

Federal Records, including copies, may not be removed from the control of the Federal Government for personal retention, use, or donation to any institution. Requests to remove non-record (extra) copies of DoD records and information must be submitted for review by the Federal Records Officer and the advising legal counsel for that DoD Component. Donations of declassified and de-controlled non-record materials are authorized for Cabinet level officials only to DoD-approved institutions such as the Presidential Libraries, the National Defense Library, and the Library of Congress, and are codified through a deed of gift and NDA.

As Federal employees depart from their respective positions and desire to retain personal files generated during their Federal service, they must coordinate with their DoD Component Federal Records Officer and follow their DoD Component's established out-processing procedures.

*Consult with your DoD Component Federal Records Officer, legal counsel, or other designated official to help determine whether files are personal or Federal records.*

*Federal Records Officers for the Military Departments, DoD Inspector General, and other Defense Agencies and DoD Field Activities are found at: <https://www.archives.gov/records-mgmt/agency/departments/defense.html>.*

*For further information, you may also contact the DoD Records Federal Records Officer by emailing [osd.pentagon.dod-cio.mbx.dod-records-officer@mail.mil](mailto:osd.pentagon.dod-cio.mbx.dod-records-officer@mail.mil).*

*For respective OSD Components, please send records management inquiries via email to: [whs.mc-alex.rsrcmgmt.list.esd-records-and-declassification.mbx@mail.mil](mailto:whs.mc-alex.rsrcmgmt.list.esd-records-and-declassification.mbx@mail.mil).*

## CLASSIFIED RECORDS AND INFORMATION

Classified records and information are controlled by the Federal Government. Classified information is not personal property and may not be removed from the Government's control or retained by any departing official, including those transitioning to other Government positions.

### Security Requirements for Classified Records

All **classified material** is the property of the Federal Government. Classified documents must be secured and retained in Government files. Any classified information or Government equipment located at the official's home (granted through previous authority) must be returned to DoD in order to secure this information or equipment. The classified material must be returned to the office from which it was removed. The return of any equipment, such as a safe, provided to the official for the storage of classified information in their private residence, should be coordinated with the organization that originally provided or delivered it to the private residence.

Prior to completing employment, you must receive a security debriefing from your component security manager and acknowledge the debriefing on the Standard Form 312, Classified Information NDA. By completing the Security Debriefing, you acknowledge that:

- ◆ Provisions of the Espionage Act, other criminal statutes, and DoD regulations applicable to safeguarding classified information have been made available to you;
- ◆ You do not possess any classified material or information;
- ◆ You will not communicate or transmit classified information to any unauthorized person or agency;
- ◆ You will report, without delay, to the Federal Bureau of Investigation or DoD Component any attempt by any unauthorized person to solicit classified information; and
- ◆ You have or have not received a security debriefing.

Refusal to execute and acknowledge the Security Debriefing will be reported to your servicing organization and recorded in the Personnel Security system of record. Refusal to complete the Security Debriefing is an element of “Personal Conduct,” an adjudicative factor considered for eligibility access to classified information and could impact your ability to maintain or obtain a security clearance in the future.

*For more information concerning security procedures, contact the WHS Security Office at: [whs.pentagon.em.mbx.security-officers@mail.mil](mailto:whs.pentagon.em.mbx.security-officers@mail.mil). For immediate action, contact WHS Security at 571-372-3170.*

## EQUAL EMPLOYMENT OPPORTUNITY RELATED RECORDS AND DOCUMENTS

All records and documents in your possession that may be related to an Equal Employment Opportunity (EEO) claim (e.g., discrimination, harassment, sexual harassment, reasonable accommodation, retaliation), whether you are named as a responsible management official or you are a potential witness, must be preserved until all appeals and civil actions have been exhausted. Those records must remain with the Department. In the event an EEO complaint enters the formal process, all Federal employees are required to participate in an investigation or civil action if named as witnesses and are required to produce relevant documents. Since the relevant documents may contain Personally Identifiable Information, they are protected by the Privacy Act of 1974, as amended (5 U.S.C. § 552a), and should be treated accordingly, consistent with DoD Manual 5200.01, Volumes 1-3, “DoD Information Security Program,” various dates, as amended, DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007, and other applicable DoD Component policies on information security and privacy.

*For additional guidance related to such documents contact the WHS Office of Equal Employment Opportunity Programs (EEOP) at 571-372-0832, or [WHS.Diversity@mail.mil](mailto:WHS.Diversity@mail.mil).*

## PERSONAL MAIL AND EMAIL

Your Government e-mail account will be disabled when you leave DoD. Personal mail is not authorized to be received at an official mail center. As such, DoD is not responsible for forwarding personal mail. You are responsible for making arrangements to ensure that personal mail is appropriately forwarded. All mail received for you at your former office will be considered official, and it will be opened and screened accordingly.



## SOCIAL MEDIA

Federal Government employees are subject to a number of restrictions regarding the use of social media accounts, whether those accounts be official or personal. Because these restrictions are applicable to all employees, departing officials who are transitioning into another Federal position should be mindful of the need for continued compliance to applicable rules and regulations.

Only an official social media account can be used for any official communication or release. Employees are also subject to restrictions on social media use (including the use of personal accounts) imposed by the Hatch Act, which prohibits employees from engaging in activities that may be viewed as associating DoD with partisan political activity.

## POLITICAL ACTIVITIES DURING TRANSITION

Employees are reminded that until such time as they terminate Federal employment, they remain subject to restrictions on political activity.

### Duty or Workplace Prohibition

Employees are prohibited from engaging in partisan political activity while on duty or while in a Federal workplace. An employee is considered to be on duty if he or she is in a pay status, regardless of location; therefore, employees who telework may not engage in partisan political activity, such as “liking” or sharing a partisan political post, while on duty at home. Employees who work in Federal buildings must be mindful not to engage in such activities for as long as they remain in the workplace, even if they are not in a duty status and/or using a personal electronic device.

### 24/7 Prohibition on Political Fundraising

This prohibition applies to employees even when they are not on duty or in the workplace. Broadly speaking, employees are barred from knowingly accepting, soliciting, or receiving political contributions for a partisan candidate, political party, or partisan political group. More specifically, an employee would be considered in violation of the Hatch Act if he or she makes a post soliciting contributions or extending invitations to a fundraiser, or “likes” or shares such a post. These rules apply even if an employee does not use his or her real name to solicit the contributions; in fact, employees are specifically prohibited from using an alias on social media for this purpose.

While employees are prohibited from extending invitations to fundraisers, they may accept invitations extended to them over social media, as long as they are not in a duty status or in the workplace.

### 24/7 Prohibition on Use of Official Authority

The final prohibition, which bars employees from using their official authority or influence to affect the outcome of an election, also applies to employees regardless of their duty status or location. Official social media accounts, as stated above, are to be used for official communications and releases of information and, as such, must remain non-partisan.

An employee, whether using an official or personal social media account, must not mention their official titles or positions when posting comments directed at the success or failure of a political

party, candidate, or partisan group. Because profile headlines on LinkedIn accompany most actions taken on the site, an employee who states his or her official position or title on LinkedIn may not use that account to post or share messages of this nature. However, an employee who has listed his or her position on a social media account such as Facebook or X (formerly known as Twitter) may use that account to make comments supporting a candidate or party, provided the employee is not in a duty status or in the workplace.

*For more detailed guidance, see United States Office of Special Counsel, Frequently Asked Questions Regarding Social Media and the Hatch Act, at: <https://osc.gov/Documents/Hatch%20Act/Hatch%20Act%20Agencies%20and%20Social%20Media%20FAQs.pdf> and United States Office of Special Counsel, Hatch Act Guidance on Social Media, at: <https://osc.gov/Documents/Hatch%20Act/Advisory%20Opinions/Federal/Social%20Media%20Guidance.pdf>.*

*Further restricted employees seeking additional information on the specific prohibitions that apply to their social media conduct should also reference 5 U.S.C. § 7323(b)(2)–(3). More information on post-Government employment restrictions can also be found on the Standards of Conduct Office website at: <https://dodsoco.ogc.osd.mil/>. Questions may be directed to your ethics office.*

## REMOVING PERSONAL ARTICLES

All personal articles may be removed at the discretion of each departing official (please consult your AO for procedures and property pass requirements). Personal articles are different from personal files. As discussed in the section of this handbook on “Federal Records and Personal Files,” the removal of personal files must be approved in advance, by the Federal Records Officer for your DoD Component.

Officials of the Department may have been provided with items listed below, which were intended to represent the positions they occupied or to be used in their official capacities. These items are Departmental property and must remain with the Department:

- ◆ Rayon flag of the national colors;
- ◆ Rayon flag, with fringe and stand, identifying the official’s position (e.g., SES Flag);
- ◆ Rayon flag with streamers, representing DoD;
- ◆ Rayon flag identifying the official’s departmental position, for use on automobiles;
- ◆ Plates signifying the official’s departmental position, for use on automobiles;
- ◆ Government-owned professional development books;
- ◆ Plaster replicas of the seals of DoD and the Military Departments and Services;
- ◆ Automation and communication equipment, such as computers, cellular telephones, secured telephones, facsimile machines, etc., authorized for use at the official’s residence;
- ◆ Door keys for individual offices;
- ◆ Government identification cards, building passes, and other specialized Government provided identification, access, and security cards;

- ◆ Containers provided to officials for safeguarding defense information in their homes;
- ◆ Minor office enhancing furnishings and accessories provided by the Department, such as wall pictures;
- ◆ Attaché cases or briefcases provided at Government expense; and
- ◆ Individual parking permits for privately owned vehicles.

Flags, books, automobile plates, and plaster replicas of the seals and other plaques may be left in the departing individual's offices. Return of all other items should be coordinated with your AO.

Government-owned furniture and other Government-owned items may not be removed.

Organizations may submit a request to the Office of the PIO and DA&M for a miniature replica of a positional flag for a departing PAS official, as an honorary award.

*The PAS officer's military or administrative assistant should contact WHS/Executive Services Directorate/Pentagon Services Division (PSD), for details regarding the provision of a **positional flag** honorary award. PSD may be contacted at 703-693-3768.*

## PERFORMANCE RATINGS AND AWARDS FOR SUBORDINATE STAFF

### PERFORMANCE MANAGEMENT

#### General Schedule

General Schedule includes employees covered by the DoD Performance Management and Appraisal Program (DPMAP), under DoDI 1400.25, Vol. 431, "DoD Civilian Personnel Management System: Performance Management and Appraisal Program," February 4, 2016, as amended.

A rating of record is required when an employee has performed under an approved performance plan for 90 calendar days and the employee or supervisor leaves the organization with fewer than 90 calendar days remaining in the appraisal cycle. The rating official will rate each critical element and complete a narrative description of the employee's performance, accomplishments, and contributions during the current evaluation period (narratives are required for "outstanding" and "unacceptable" ratings and highly encouraged for "fully successful" ratings) and will document the appraisal in the **MyPerformance Appraisal** Tool (for DPMAP).

If an employee has performed under an approved performance plan for 90 calendar days and there are more than 90 calendar days left in the appraisal cycle, the departing supervisor will complete a performance narrative statement (for DPMAP employees). The performance narrative statement (DPMAP) will be provided to the incoming supervisor for consideration in completing the annual appraisal.



**Defense Civilian Intelligence Personnel System**

The Defense Civilian Intelligence Personnel System includes employees covered under DoDI 1400.25 Vol. 2011, “Defense Civilian Intelligence Personnel System (DCIPS) Performance Management,” May 7, 2016, as amended.

A closeout performance evaluation is required only when an employee is working under an approved performance plan for a period of at least 90 calendar days. The rating official will complete a brief narrative description of the employee’s performance, accomplishments, and contributions during the current evaluation period, assign numerical evaluations to the performance elements and objectives, and determine an overall rating in accordance with the end-of-year performance evaluation process. Closeout performance evaluations will be approved by the reviewing official and the Performance Management Performance Review Authority in the same way as the performance evaluation of record.

**DoD Civilian Acquisition Workforce Personnel Demonstration Project**

A closeout performance evaluation is required when the rating official-employee relationship has existed with an approved performance plan for a period of at least 90 calendar days. A departing rating official (or pay pool panel designee) must prepare a closeout assessment for use by the new rating official to determine the recommended overall contribution score.

**SES members, Senior Level (SL), and Scientific or Professional (ST)**

Prior to leaving an official position, it is important that a departing rating official issue interim ratings for all SES officials, and SL and ST employees who have worked under approved performance plans for at least 90 days. Additionally, prior to leaving the position, the departing rating official must issue an Initial Summary Rating for those employees who have 90 days or fewer remaining in their current rating periods. Exceptions to issuing interim ratings are granted to retiring or separating SES officials, and SL and ST employees, leaving the federal government if both the rating official and the SES, SL, or ST mutually agree not to complete the interim rating.

**Military Evaluation Reports**

Requirements vary among the Military Departments. Therefore, if you are a departing rating official for a Service member, please check with your organization or component AO for specific requirements bearing on military members under your supervision.

*For additional guidance on military evaluation reports and awards, you may also contact the WHS/HRD/Military Personnel Division at: [whs.pentagon.hrd.list.milpers@mail.mil](mailto:whs.pentagon.hrd.list.milpers@mail.mil).*

**AWARDS**

Monetary awards and time-off awards may not be granted to PAS officials, employees on non-career SES appointments, or to employees in excepted service positions of a confidential or policy determining character (e.g., Schedule C appointees) during a Presidential election period. The Presidential election cycle began on June 1, 2024, and will end on January 20, 2025. Non-monetary awards, which include honorary awards, may be granted to these employees at any time, provided the form of the non-monetary award avoids the appearance of replacing a cash bonus.

Individuals typically should not receive an award based solely on the departure of the rating official. Each Military Department and most other DoD Components have analogous honorary awards that recognize superior accomplishments and contributions of political officials employed by their components. The SecDef and the Military Department Secretaries have distinctive public service awards that recognize extraordinary, notable, or prestigious performance on behalf of DoD.

*For information on specific honorary and public service awards, eligibility requirements, or the awards nomination process, please contact your organizational AO or respective Transition Assistance Coordinator.*

### SecDef/OSD Honorary Awards

**Timelines for Submission:** Timelines begin when an organization's Honorary Award point of contact submits the completed award package to the WHS/HRD/Workplace Performance and Specialized Employment Division (WP&SED). Expedited requirements and processes may be authorized during a change in Administration. The following timelines apply for SecDef Honorary Awards:

- ◆ SecDef-level awards: 6 calendar weeks (or 30 business days) prior to the requested presentation date.
- ◆ OSD-level awards: 2 weeks prior to the requested presentation date.

### Honorary Awards for Non-Career Employees

#### SecDef Non-Career Honorary Awards:

- ◆ **Distinguished Public Service Award (DPSA):** OSD Component Head nominations are required, with final SecDef approval. This honor is the highest public service award for distinguished service of significance to DoD.
- ◆ **Outstanding Public Service:** OSD Component Head nominations are required, with final SecDef approval. This honor is the second highest SecDef public service award for contributions that warrant recognition, but not to the extent required by the DPSA.

#### OSD Non-Career Honorary Awards:

- ◆ **OSD Exceptional Public Service Award:** Highest OSD public service award for contributions, assistance, or support to the OSD or to an OSD Component. OSD Component Head approval is required, unless further delegated to another authorized approving official.
- ◆ **OSD Award for Outstanding Achievement:** Public service award for non-career Federal employees. OSD Component Head approval is required, unless further delegated to another authorized approving official.
- ◆ **OSD Group Achievement Award:** Certificate can be awarded to a group composed of civilian and military personnel. OSD Component Head approval is required, unless further delegated to another authorized approving official.

## Honorary Awards for Career Employees

### SecDef Career Honorary Awards:

- ◆ DoD Distinguished Civilian Service Award: Highest civilian service award of the SecDef for contributions reflecting efficiency, economy, or other improvements in DoD, as a whole. OSD Component Head nomination is required, with final SecDef approval.
- ◆ SecDef Meritorious Civilian Service Award: Second highest career civilian service award at DoD granted only to those employees who demonstrate exceptionally meritorious service. OSD Component Head nomination is required, with final SecDef approval.

### OSD-Level Career Honorary Awards:

- ◆ OSD Exceptional Civilian Service Award: Highest OSD-level honorary award for DoD career civilian employees established to recognize eligible personnel who have distinguished themselves by exceptional service to a WHS-serviced Component. A WHS-serviced Component Head has approval authority for the award, unless further delegated to another authorized approving official.
- ◆ OSD Civilian Career Service Award: Recognizes career employees of a WHS-serviced Component who have made significant contributions to the mission of a WHS-serviced Component over an extended period of time and is presented in connection with the employee's retirement. A WHS-serviced Component Head has approval authority for the award, unless further delegated to another authorized approving official.
- ◆ OSD Award for Excellence: This award recognizes WHS-serviced Component career civilian employees who have made significant contributions to the mission of a WHS-serviced Component by supporting a one-time project or participated in a detail assignment approximately 6-months in duration. A WHS-serviced Component Head has approval authority for the award, unless further delegated to another authorized approving official.
- ◆ OSD Group Achievement Award: This award is given for significant contributions to the mission of a WHS-serviced Component in recognition of group efforts. The recognized individuals must be one of the following: (1) civilian employees of a WHS-serviced Component; (2) active-duty Service members; and (3) partners from other Federal agencies. A WHS-serviced Component Head has approval authority, unless further delegated to another authorized approving official.

*An OSD Component Head is defined in Administrative Instruction 29, "Incentive and Honorary Awards Program," August 10, 2018, as amended.*

*For more information on performance management and awards, please contact your servicing Civilian Personnel Office or organizational AO.*

*WHS/HRD may be contacted at 571-256-4504.*







## PART II. PERSONAL BENEFITS INFORMATION

### BENEFITS FOR SEPARATING EMPLOYEES WHO ARE IMMEDIATELY RETIREMENT ELIGIBLE

#### RETIREMENT

##### Voluntary

Under the Civil Service Retirement System (CSRS), you may retire voluntarily after reaching age 55 with 30 years of service, age 60 with 20 years, or age 62 with 5 years. Under the **Federal Employees Retirement System (FERS)**, you may retire at your minimum retirement age (MRA); between ages 55-57 depending on year of birth, with 30 years of service, age 60 with 20 years, or age 62 with 5 years. Under FERS only, you can retire on a reduced annuity at the MRA with as little as 10 years of service.

##### Involuntary

You may be eligible for a **Discontinued Service Retirement (DSR)** based on an involuntary separation. Under both CSRS and FERS, to be eligible for a DSR, you must be age 50 and have at least 20 years of service or have at least 25 years of service regardless of age.

An involuntary separation is qualified for a DSR, unless it is based upon misconduct or delinquency. A resignation may also qualify for a DSR if you resign in response to a written request from an Administration representative, who has the authority to request such resignations or from the new head of an agency.

The resignation of a Presidentially-appointed official qualifies for a DSR whenever the individual's resignation is accepted by the President (but not limited to the beginning of a new Administration). When it is known that a Presidential appointee is leaving, the resignation of a non-career SES member or Schedule C employee who works for that appointee is also considered an involuntary separation for the purposes of a DSR.

##### Deferred Annuity

If you are not eligible for immediate retirement, you might be eligible for a deferred annuity. Under both the CSRS and the FERS, if you have at least 5 years of civilian service, you can receive a deferred annuity at age 62. Also, if you are a FERS employee with at least 10 years of Federal service (which must include at least 5 years of civilian service), you may elect to receive a deferred annuity as early as the minimum retirement age (between 55-57, depending upon year of birth). To qualify for a deferred benefit, you must not withdraw your retirement contributions from the CSRS and Disability Trust Fund (CSRDTF). If you have fewer than 5 years of civilian service, you do not qualify for a deferred annuity. Submit your application for a deferred annuity directly to the Office of Personnel Management (OPM) 30 days before your 62nd birthday.

### Refund of Retirement Deductions

If you are covered by either CSRS or FERS and are not eligible for an immediate annuity (whether or not you are eligible for a deferred annuity), you may elect to receive a refund of your retirement contributions. To qualify for the refund, you must be separated for at least 31 days.

If you are a FERS employee, receipt of the refund permanently terminates the right to use the service covered by the refund for retirement benefits under any circumstances, unless you return to Government service and make a redeposit with interest into the CSRDTF. If you are a CSRS employee, the service covered by the refund may be creditable towards retirement benefits if you return to Government service and make a redeposit with interest into the CSRDTF.

## FEDERAL EMPLOYEES HEALTH BENEFITS

Upon separation under an immediate retirement, your Federal Employees Health Benefits (FEHB) can be continued; provided that you are enrolled in a health plan at retirement or are covered as a family member under someone else's FEHB, and that you were enrolled for the 5 years of service immediately preceding retirement, or if less than 5 years, for all periods of eligibility. Retirees have the same health plan choices and pay the same share of the costs as active employees.

If you are not eligible to continue FEHB, as stated above, your FEHB coverage continues at no cost to you for an additional 31 days from the end of the pay period in which you separate. If you lose health benefits coverage due to voluntary or involuntary separation (except in instances of gross misconduct), you have 60 days in which to elect to continue health coverage in your existing plan or another plan under the FEHB Temporary Continuation of Coverage (TCC) Program. Under the TCC Program, your election of health coverage continues for up to 18 months, and you pay both the employee's and the Government's share of costs (plus a 2 % administrative fee). You will receive written notification of your opportunity to elect TCC, along with information about the enrollment procedures, associated costs, and other pertinent information that will help you in making an informed decision. Another option is to convert your current coverage/plan to a non-group contract.

For more information on FEHB, visit the OPM's website at: <https://www.opm.gov/healthcare-insurance>.

## FEDERAL EMPLOYEES GROUP LIFE INSURANCE

Upon separation under an immediate retirement, your Federal Employees Group Life Insurance (FEGLI) Basic and Optional Life Insurance can be transferred and continued into retirement; provided that you had the coverage for at least 5 years immediately before retirement, or, if less than 5 years, during all periods when the coverage was available. You may convert any coverage that is not eligible to continue into retirement. As a retiree, you pay the same premiums as active employees. You must continue your Basic Life Insurance in order to keep any of your Optional Life Insurance.

### Basic Life Insurance

As a retiree with Basic Life Insurance, you will have to choose one of three options:

- ◆ **75% Reduction:** Cost before age 65 = \$0.325 per \$1,000 of Basic Insurance Amount (BIA); cost after age 65 = \$0. The amount of your BIA decreases 2% per month after age 65 until 25% of your original amount remains.

- ◆ **50% Reduction:** Cost before age 65 = \$1.03 per \$1,000 of BIA; cost after age 65 = \$0.71 per \$1,000. The amount of your BIA decreases 1% per month after age 65 to a minimum of 50% of your BIA.
- ◆ **No Reduction:** Cost before age 65 = \$2.4550 per \$1,000 of BIA; cost after age 65 = \$2.13 per \$1,000. The amount of your insurance will equal 100% of your BIA and is retained after age 65.

### Optional Life Insurance

The cost required to continue your Optional Life Insurance is as follows:

- ◆ **Option A – Standard:** Effective at the end of the month after the month that you turn 65, this option will reduce by 2% per month the pre-retirement amount (\$10,000) until it reaches 25% (\$2,500). After age 65, no premiums are withheld.
- ◆ **Option B – Additional:** You may elect to continue all or reduce the number of your Option B multiples and elect either full reduction or no reduction. If you elect full reduction, until you reach age 65, premiums (based on age) will be withheld from your annuity at the same rate as active employees. After age 65, there is no cost; but the insurance value begins to decrease by 2% per month for 50 months, at which time this coverage will end. If you elect no reduction, you will continue to pay premiums at the same rate as active employees and you will retain the full amount of your Option B Additional insurance.
- ◆ **Option C – Family:** You may elect to continue all or reduce the number of your Option C multiples and elect either full reduction or no reduction. If you elect full reduction, until you reach age 65, premiums (based on age) will be withheld from your annuity at the same rate as active employees. After age 65, there is no cost; but the insurance value begins to decrease by 2% per month for 50 months, at which time this coverage will end. If you elect no reduction, you will continue to pay premiums at the same rate as active employees and you will retain the full amount of your Option C Family insurance.

*For more information on FEGLI and the cost of Optional Life Insurance for annuitants, visit OPM's website at: <https://www.opm.gov/healthcare-insurance/life-insurance/program-information/#url=Premiums-for-Annuitants>.*

If you do not meet the eligibility requirements to continue FEGLI, as stated above, your life insurance coverage is terminated at the end of the day on which you separate. Coverage is extended and will continue at no cost to you for a period of 31 days following the effective date of your separation. You have a right to convert all or any part of your life insurance coverage to an individual non-group policy, with no requirement for a medical examination, with rates based on your age and class of risk. You will receive the documents needed to convert your policy upon separation.

## FLEXIBLE SPENDING ACCOUNTS

Your Health Care and Limited Expense Health Care Flexible Spending Accounts (FSA) will terminate on the date of your separation. Any health care expenses incurred, prior to the date of separation, will still be reimbursed; but those incurred after the date of separation, will not be, even if there is still money in your FSA account. Sums remaining in the account will be forfeited under the “use or lose” rule, if not used by March 15 of the year following separation. If you use

your entire elected amount before FSA deducts it from your pay through allotments prior to your separation, you will not be indebted to the Federal Government for the remaining allotments.

Your Dependent Care FSA account balance at the time of separation will still be available to you for any eligible expenses incurred within the plan year. Claims do not have to be submitted by the separation date, but must be submitted up to 30 calendar days after the end of the plan year.

*For more information on FSA visit <https://www.FSAFEDS.gov>, or call 1-877-372-3337, TTY 1-866-353-8058.*

## FEDERAL LONG-TERM CARE INSURANCE PROGRAM

As long as you continue to pay premiums, your Federal Long-Term Care Insurance Program (FLTCIP) coverage continues. It is fully portable. You will need to make arrangements with Long-Term-Care Partners to ensure that payment of premiums is not interrupted. Premiums may be withheld from your annuity payment.

*For more information on FLTCIP visit <https://www.ltcfedds.gov> or call 1-800-582-3337, TTY 1-800-843-3557.*

If you are not currently covered by FLTCIP, you may apply for this coverage at any time directly with LTC Partners. Your application will be subject to full underwriting, which means that LTC Partners may require detailed health information.

## FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM

Upon immediate retirement, your coverage under the Federal Employees Dental and Vision Insurance Program (FEDVIP) will continue. Premiums may be withheld through your annuity payment.

*For more information, <https://www.benefeds.gov/> or call 1-877-888-3337, TTY 1-877-889-5680.*

## BENEFITS FOR SEPARATING EMPLOYEES WHO ARE NOT RETIREMENT ELIGIBLE

### FEDERAL EMPLOYEES HEALTH BENEFITS

After separation, your FEHB coverage continues at no cost to you for an additional 31 days, from the end of the pay period in which you separate. If you lose health benefits coverage due to your voluntary or involuntary separation (except in instances of gross misconduct), you have 60 days in which to elect to continue health coverage in your existing plan or another plan under the FEHB TCC Program. Under the TCC Program, your election of health coverage continues for up to 18 months. You pay the employee's and the Government's share of costs (plus a 2% administrative fee). You will receive written notification of your opportunity to elect TCC,



along with information about the enrollment procedures, associated costs, and other pertinent information that will help you make an informed decision. Another option is to convert your current coverage/plan to a non-group contract.

*For more information on FEHB, visit OPM's website at: <https://www.opm.gov/healthcare-insurance/>*

## FEDERAL EMPLOYEES GROUP LIFE INSURANCE

Your FEGLI coverage is terminated at the end of the day on which you separate. Coverage is extended and will continue at no cost to you for a period of 31 days, following the effective date of your separation. You have a right to convert all or any part of your life insurance coverage to an individual non-group policy, with no requirement for a medical examination, with rates based on your age and class of risk. You will receive the documents needed to convert your policy upon separation.

*For more information on FEGLI, visit OPM's website at: <http://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/handbook.pdf>.*

## FLEXIBLE SPENDING ACCOUNTS

Your health care and Limited Expense Health Care FSA will terminate on the date of your separation. Any health care expenses incurred prior to the date of separation will still be reimbursed, but those incurred after the date of separation will not.

Your Dependent Care FSA account balance at the time of separation will still be available to you for any eligible expenses incurred within the plan year. Claims do not have to be submitted by the separation date, but must be submitted up to 30 calendar days after the end of the plan year.

*For more information on FSA, visit <https://www.fsafeds.gov> or call 1-877-372-3337, TTY 1-866-353-8058.*

## FEDERAL LONG-TERM CARE INSURANCE PROGRAM

As long as you continue to pay premiums, your insurance coverage continues. It is fully portable. If premiums are paid through payroll deduction and you are leaving the Government, you will need to contact LTC Partners to start payment of premiums directly or by automatic debit from your bank account.

*For more information on FLTCIP, visit <https://www.ltcfeds.gov> or call 1-800-582-3337, TTY 1-800-843-3557.*

## FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM

Upon separation from Federal service, your coverage under FEDVIP will terminate. The plan offers no 31-day extension of benefits and no opportunity to convert to a private policy.

## COMPENSATION AND PAY CONSIDERATIONS

### ANNUAL AND SICK LEAVE

Most PAS and PA officials are not covered by the leave system established by 5 U.S.C. chapter 63. Since leave is not earned, no payment occurs. Non-career SES members and Schedule C employees earn annual and sick leave, and any remaining annual leave will be paid out upon separation. For a non-career SES member, Schedule C employee, or PA official employed in a position already subject to leave benefits, the following amounts are paid on separation:

#### Annual Leave

You will receive a lump sum payment for any unused annual leave. This amount is generally payable within two to three pay periods following your separation. You will receive this payment the same way that you receive your current paycheck.

#### Sick Leave

There is no lump sum payment for unused sick leave.

You will receive credit for your accrued unused sick leave in the computation for your retirement annuity.

If you are leaving Federal service, but are not retiring, your sick leave will be re-credited if you are reemployed to a Federal position.

### THRIFT SAVINGS PLAN

Upon separation, you have a variety of options to maintain your Thrift Savings Plan (TSP). You may: (a) purchase a TSP annuity; (b) transfer your money to another eligible retirement plan (such as an Individual Retirement Account (IRA)); (c) withdraw your money in a lump sum or in a series of equal payments (cash withdrawals are subject to Federal tax withholding); or, (d) leave your money in the TSP. If you have \$200 or less in your TSP account when you leave Federal service, the Thrift Board TSP Service Office will automatically cash out your account with a single payment.

The TSP Service Office, upon notification, will provide a TSP Withdrawal Package at the time of your separation.

If you have a TSP loan when retiring from Federal service, your loan must be closed within 90 days from the date the TSP Service Office is notified of your separation. You may repay your loan in full; partially repay your loan and receive a taxable distribution on the remaining outstanding balance; or receive a taxable distribution of the entire outstanding loan balance. The TSP Service Office will send you a notice with detailed options and instructions. Note: A withdrawal cannot be processed from your account until your loan has been closed.

*For more information on TSP visit <https://www.tsp.gov/>.*

## COMBINED FEDERAL CAMPAIGN (CFC) CONTRIBUTIONS

Upon separation, your payroll deduction Combined Federal Campaign (CFC) pledge to the charity (or charities) of your choice will cease. Charities will no longer receive any remaining portion of your gift, and you will only be eligible for potential tax benefits based upon the amount deducted through your final leave and earnings statement. CFC contributions will not be deducted from employees' annuities.

If you want to ensure that the charities you selected have the full benefit of your pledge, you have the option to make a one-time lump sum payment of the balance (or any portion) of your remaining pledge. The check in the amount of your choice can be made payable to the CFC in the jurisdiction where you work. At the Pentagon, this would be the CFC of the National Capital Area.

When you begin post-DoD employment, you may resume your pledge if your new employer has a similar program. To obtain the list of CFC charities, contact your local CFC office: <https://cfcgiving.opm.gov/offerings>.

## SEVERANCE PAY

There is no entitlement to severance pay for an employee covered under a Presidential, Non-career SES, or Schedule C appointment.

## UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES

Presidential, non-career SES, and Schedule C employees who resign by request, or are separated due to a change in agency leadership, or as a result of the transition to a new Presidential Administration, may be eligible for Unemployment Compensation for Federal Employees. Unemployment compensation is provided through the State in which your last official duty station is located. For unemployment eligibility purposes, the Pentagon is located in Virginia.

*For more detailed information, please contact the WHS/HRD/Benefits and Work-Life Program Division at: [wbs.benefits@mail.mil](mailto:wbs.benefits@mail.mil).*

*To locate State unemployment offices, visit <http://www.dol.gov/general/location>.*

# APPENDIX A

## FREQUENTLY ASKED QUESTIONS

This section includes frequently asked questions that Presidential appointees, non-career SES and/or Schedule C employees may have while preparing for transition and for outgoing planning and processing. Except where a distinction is noted, the information applies equally, whether you are a non-career SES or a Schedule C employee.

### GENERAL

**Can I be separated before the resignation date of my Agency Head, and how much notice will I receive?** Political appointees serve at the pleasure of the appointing authority and can be separated at any time. Non-career SES officials must be given a written notice at least 1 business day before the effective date of removal. If you are a Schedule C employee, you may be separated at any time, when your confidential relationship with your superior, and/or the confidential nature of your job, ceases to exist. There is no statutory notice requirement.

**Do I have appeal rights?** Employees in the excepted service on Schedule C appointments do not have appeal rights to the Merit Systems Protection Board; nor do employees serving on temporary appointments, or non-career, limited-term, and limited emergency employees in the SES.

**If my supervisor is asked to stay beyond the Agency Head's resignation date, will I be allowed to remain in my position also?** Your continued employment may depend on your confidential relationship with your supervisor and the need for such a relationship to continue.

**Can I receive travel and transportation expenses when I leave Government service?** The Government is not authorized to pay relocation expenses for separating Presidential appointees, non-career SES appointees, or Schedule C employees.

*See the GSA's website: <https://www.gsa.gov/travel-resources> for additional information about travel and transportation allowances.*

### RETIREMENT ELIGIBILITY

**What are the basic age and service rules for retirement eligibility?** Under the CSRS, you can retire voluntarily after reaching age 55 with 30 years of service, age 60 with 20 years, or age 62 with 5 years. Under the FERS, voluntary retirement is available under these same guidelines, but you can also retire at a minimum retirement age of 55 (or up to age 57 if born after 1947), with as little as 10 years of service.

*Please visit the OPM website at: <https://www.opm.gov/retirement-center/> for additional information about eligibility requirements for the voluntary, involuntary, and deferred retirement under both CSRS and FERS.*

**How do I know if I am eligible for early retirement?** You are eligible for early retirement if you qualify for a DSR based on an involuntary separation (see next question) and meet the following age and service requirements. Under both CSRS and FERS, you meet eligibility requirements



if you are age 50 and have at least 20 years of service, or if you have at least 25 years of service, regardless of your age.

**What is considered involuntary separation for the purposes of qualifying for DSR?** A resignation qualifies you for a DSR if an employee submits their resignation in response to a written request from a recognized representative of a new incoming Administration. The representative must have the authority to request the employee's resignation, and the resignation must also be requested specifically from that employee.

A resignation also qualified for a DSR if an employee submits their resignation in response to a written request from a newly appointed Agency Head.

Schedule C and non-career SES employees serve at the pleasure of the Agency Head and can be asked to resign at any time. A resignation qualifies for discontinued service if an employee submits their resignation in response to a written request. The separation does not qualify for a DSR if it is for personal cause.

When a Presidential appointee separates from Federal service, the resignation of a non-career SES member or Schedule C Excepted Service employee, who works for that appointee, is involuntary for retirement purposes.

**What do I have to do to retire?** Contact your Employee Benefits Specialist (send an email to [wbs.benefits@mail.mil](mailto:wbs.benefits@mail.mil)) to schedule a meeting and request the retirement application. Ask for a retirement annuity estimate (note that OPM calculates and determines the final annuity payable). Be prepared to make decisions on the continuation of certain benefits (health insurance, life insurance, an election of a survivor's annuity). Promptly complete and return the retirement application to your Benefits Specialist.

OPM normally will provide partial or interim annuity payments within two months of the effective date of your retirement if you submit your application promptly.

## EMPLOYMENT IN OTHER FEDERAL POSITIONS

**May I compete for other Federal jobs in the Department or in other Federal agencies?** You may compete for any Federal career jobs that are open to the general public. These jobs generally are advertised as open to "all sources" or "all qualified applicants." Unless you previously held a Federal career appointment, excepted service employees will not be found eligible for positions advertised for "career employees" or "status applicants." Certain other restrictions may apply. Please check with your servicing HR activity for more information.

**Where and how can I find current Federal job openings and other application information?** OPM's website is <http://www.usajobs.gov>. It is the official job site and one-stop source for Federal jobs and employment information.

**Do I have reinstatement rights if I previously worked for the Federal Government in a career position?** With one exception explained in the next paragraph, you do not have a legal entitlement to be reinstated to a career position. However, you may have reinstatement eligibility to the competitive service, based on your previous career service.

With some restrictions, a career SES member, who previously served as a Presidential Appointee, possesses the right to return to a career SES position.

**If I am reemployed in the Federal Government, must the agency match my current salary and grade?** An agency is not required to match your salary and grade. However, if you are reemployed in a General Schedule position, an agency's internal policy may permit certain pay flexibilities, based on the "highest previous rate" you were paid for Federal work.

**If I retire, can I return to Federal service?** There are strict regulations governing the receipt of a salary and an annuity. A financial offset, taken either from the salary or the annuity, may be required. An annuitant returning to a DoD component, however, may receive full salary and annuity payments subject to applicable laws, rules, and regulations (see, e.g., DoDI 1400.25, Volume 300 "DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the DoD" December 10, 2008, as amended). There is a limited exception in DoD for certain individuals on discontinued service retirements.

## LEAVE

**What happens to my accrued annual leave?** You will receive a lump-sum payment for unused annual leave upon separation. It is generally paid within two to three pay periods following your separation. You will receive this payment in the same way that you receive your paycheck.

**What happens to my accrued sick leave?** There is no lump sum payment for the balance of accrued unused sick leave. The sick leave balance on your date of separation from Federal service will be reinstated to your leave account if you are re-employed in a position within an Executive Branch agency (e.g., DoD, Department of Energy, Department of Homeland Security, Department of State).

Employees opting to retire under CSRS or FERS will receive credit for their accrued unused sick leave balance in the computation of their retirement annuities.

## HEALTH BENEFITS

**Can I keep my Federal employee health insurance coverage when I leave?** After separation, your group health insurance continues at no cost for 31 days. If you lose health benefits coverage due to voluntary or involuntary separation (except in instance of gross misconduct), you have 60 days to elect to continue health coverage in your existing plan or another plan under the FEHB TCC Program.

You may continue group health insurance into retirement, if you qualify for an immediate annuity (one that begins within 30 days of your separation date) and you were enrolled for the 5 years of service immediately before retirement, or—if less than 5 years—for all of your service since initial enrollment. Your cost as a retiree is the same as that of an active employee.

The TCC Program provides temporary coverage for up to 18 months and requires that you pay the employee and employer cost (plus a 2% administrative fee). When the TCC group coverage ends, you have the right to convert it to a non-group contract.

*Strict time limits for electing TCC apply, so please contact your Employee Benefits Specialist at [whs.benefits@mail.mil](mailto:whs.benefits@mail.mil) to schedule an appointment.*

*TCC costs for current year can be found at: <https://www.opm.gov/healthcare-insurance/>.*

**What happens to my Health Care FSA?** Your Health Care FSA will terminate on the date of your separation. Any health care expenses incurred, prior to the date of separation, will be reimbursed, but those expenses incurred after the date of separation will not.

Your Dependent Care FSA account balance, at the time of separation, will still be available to you for any eligible expenses incurred within the Plan Year.

The Federal Flexible Spending Account (FSAFEDS) Program is sponsored by OPM and administered by SHPS Inc.: FSAFEDS Program, P.O. Box 36880, Louisville, KY, 40233.

*SHPS Inc.—the FSA administrator—may be contacted at 1-877-FSAFEDS (372-3337). For more information, please see: <https://www.fsafeds.gov/>.*

**What happens to my supplemental vision and dental coverage?** Your dental and vision insurance, managed through FEDVIP, will terminate, as of your date of separation. There is no provision for converting this coverage to a private policy.

However, if you are eligible to retire, your dental and vision insurance, through FEDVIP, will continue into retirement without interruption. You can expedite the process of having the premiums deducted from your annuity if you contact the provider, BENEFEDS, at 1-877-888-3337. If you are not currently enrolled, you can enroll during any subsequent open season.

**What happens to my long-term care coverage?** Your Federal LTC insurance will continue as long as you pay the premiums. You need to make arrangements with LTC Partners to schedule future premium payments if you wish to continue coverage.

*Any questions may be addressed via the LTC Partners website at: <https://www.ltcfeds.gov> or by telephone at 1-800-582-3337.*

## LIFE INSURANCE BENEFITS

**Can I keep my FEGLI coverage when I leave?** FEGLI continues for 31 days after separation at no cost, and the insurance can be converted (without medical examination) to a non-group coverage at that time, with rates based on age and class of risk.

If you retire, each type of FEGLI coverage (but not accidental death and dismemberment coverage) can be continued into retirement, provided you qualify for an immediate annuity (one that begins within 30 days of your separation date) and you were enrolled for each type of coverage for at least 5 years of service immediately before retirement or since your earliest opportunity to enroll, if less than 5 years. Important decisions regarding the duration and cost of future coverage must be made by individuals who are retiring.

*For more information, please see OPM's website: <http://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/>.*

## THRIFT SAVINGS PLAN

**What happens to my contributions to the TSP?** If you have less than \$200 in your account, you will automatically receive a refund. If you have more than \$200, you have several options. You may: (a) purchase a TSP annuity; (b) transfer your money to another eligible retirement plan (such as an IRA); (c) withdraw your money in a lump sum or in a series of equal payments (cash withdrawals are subject to Federal tax withholding); or, (d) leave your money in the TSP.

**How do I exercise my TSP Options?** Upon notification, the TSP Service Office will provide a TSP Withdrawal Package, at the time of your separation. The package contains all the information you need to make a decision on the disposition of your TSP account.

*For specific information about your account, you must call the Federal Retirement Thrift Investment Board directly. The automated telephone service for participants is 1-877-968-3778.*

*If you have an Account Number or User ID, you can access your account information at:  
<https://www.tsp.gov>.*

The Federal Retirement Thrift Investment Board TSP Service Office cannot discuss your specific information with anyone but you.

## SOCIAL SECURITY BENEFITS

**Does my Federal employment affect my Social Security Benefits?** Federal employment could affect your benefits. If you have ever worked under CSRS or another Federal employee retirement plan that does not include Social Security, such as the Foreign Service Retirement System, and you receive an annuity based on that service, there are two provisions of the Social Security law that may affect your Social Security benefits—the Windfall Elimination Provision and the Government Pension Offset.

## REFUND OF RETIREMENT CONTRIBUTIONS

**If I am not eligible for retirement, am I eligible for a refund?** If you are not eligible for an immediate retirement, you may request a refund of the amount of money you have contributed to your retirement plan (FERS or CSRS).

If you are covered by CSRS, CSRS Offset, or FERS and you receive a refund, you can return to the Federal Government as an employee and repay the refund plus interest, which will permit you to obtain retirement credit for that additional service.

**How do I apply for a refund of retirement contributions?** FERS employees use Standard Form 3106, Application for Refund of Retirement Deductions. CSRS employees use Standard Form 2802, Application for Refund of Retirement Deductions. At least 30 days after your separation, send your completed refund application to OPM at the address listed on the back of the form.

**What if I do not request a refund and cannot retire yet?** If you do not request a refund, the money remains in the Civil Service Retirement and Disability Trust Fund. If you have at least 5 years of creditable civilian service, you may receive a deferred annuity when you reach the eligibility age.



*OPM's website contains all eligibility requirements for various types of CSRS and FERS retirement (voluntary, involuntary, deferred). Please visit this website: <https://www.opm.gov/retirement-center/>.*

*To review your creditable civilian service record before you separate from DoD, request an appointment with your Employee Benefits Specialist (send an email to [whs.benefits@mail.mil](mailto:whs.benefits@mail.mil)).*

**How do I apply for a deferred annuity?** Before you leave Federal service, your Employee Benefits Specialist can provide an estimate of your deferred annuity (send an email to [whs.benefits@mail.mil](mailto:whs.benefits@mail.mil)).

One month before you reach deferred retirement age, you should contact OPM at 1-888-767-6738 or TTY: 711 to request the appropriate forms to apply for deferred retirement.

**Can I receive a refund of the amount deducted from my salary for Social Security?** You will not receive a refund of the amount that was deducted from your salary for Social Security.

## SEVERANCE PAY

**Will I be eligible for severance pay?** Presidential appointees, non-career SES members, and Schedule C employees are not eligible for severance pay.

## UNEMPLOYMENT COMPENSATION

**If I am separated, will I be eligible for unemployment compensation?** Presidential appointees, non-career and Limited SES appointees, and Schedule C employees who resign by request, or who are separated due to a change in Agency leadership or resign as a result of the transition to a new Presidential Administration, may be eligible for unemployment compensation.

Unemployment compensation is provided through the State in which your last official duty station is located. The State unemployment office locator is available on the Department of Labor website at: <https://www.dol.gov/general/location>.

A Standard Form 8, Notice to Federal Employee about Unemployment Insurance, will be provided to you by your HR Specialist, upon separation. You must provide this form to your local unemployment office when you claim unemployment compensation. You must also provide proof of your Federal employment earnings (e.g., a leave and earnings statement).

Standard Form 50, Notification of Personnel Action, that includes the date and nature of your separation, will be mailed to your home address after your separation. Any documentation that you believe will support your claim should be provided to your local unemployment office. Departing employees are encouraged to print and retain copies of their Standard Form 50s in case they return to work in the Federal Government.

Resignations of Presidential appointees, non-career SES members, and Schedule C employees due to a change in Presidential Administration, are considered involuntary separations for unemployment compensation purposes. Entitlement to unemployment compensation is based on the eligibility and disqualification provisions of each State's unemployment insurance laws, which vary considerably. Your State employment office is responsible for determining whether your claim will be approved or denied.

## EXIT CLEARANCE REQUIREMENTS

**What happens to my security clearance/special access upon my departure from DoD?** Upon departure from DoD, an employee possessing a security clearance is required to be debriefed, which is acknowledged by signature on Standard Form 312, Classified Information Nondisclosure Agreement located at: <https://www.gsa.gov/reference/forms/classified-information-nondisclosure-agreement-1>. Sensitive Compartmented Information access also requires a debriefing. The security clearance is then deactivated / archived for security clearance reciprocation by any Executive Branch Agency.

If you are reemployed by an Executive Branch Agency within 2 years (at or below the original security clearance level) and your background remains favorable, your clearance eligibility may be reciprocated. If you are reemployed by an Executive Branch Agency more than 2 years after deactivation the entire security clearance process starts again.

**Will I have any post-employment restrictions?** There are a number of post-employment restrictions. Please consult your Component Ethics Officer and Security Manager for more information.

**If I am transferring to another Government agency, can I keep my Government furnished iPhone and other wireless devices?** Wireless devices are not typically transferred. However, under certain circumstances, component approval may be obtained to allow for a transfer. In addition, the user may request the phone number assigned to the previous device be transferred and assigned to the new device.

**What do I do with my Government furnished computer equipment, iPhone, wireless card, and other IT and communication equipment?** You should work with your organizational AO (listed in Appendix C) to return all devices prior to your departure.

**Can I forward my current email account?** Your email account will be disabled and will no longer be available to receive mail that can be forwarded.

**Can I set an out of office response indicating I am no longer with my organization?** Your email account will be disabled. Senders will receive a “message undeliverable” reply.

# APPENDIX B

## DEPARTING OFFICIAL / EMPLOYEE CHECKLISTS

As a departing official or employee, you are highly encouraged to communicate your intentions to your organizational AO, as early as possible, to ensure a smooth, timely transition. This checklist lists the significant activities that must be accomplished, prior to your departure from the Federal Service.

Access and complete the SD Form 225, OSD/WHs Personnel Out-Processing Checklist, with the following link: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/sd/sd0225.pdf>.

Contact your organizational AO if you are unable to obtain the SD Form 225. The form must be initialed and dated by the appropriate point of contact and signed by the departing official/employee and respective organizational AO. Out-processing coordination on this form is required for certification of the return of Government property and absence of any indebtedness to the Government.

For employees of OSD components, the following records management checklists must be completed, as appropriate, prior to departing Federal Service, for submission to your organizational Component Records Management Officer.

- ◆ SD Form 821, Component Records Management Checklist for Processing the Departure of PA and Senior Officials
- ◆ SD Form 822, Departing Employee Checklist—Removal of Personal Files and Non-Record Materials from Government Custody
- ◆ SD Form 833, Departing Employee Checklist—Transfer of Records Between DoD-OSD Components

For other DoD Components, coordinate with your DoD Component Federal Records Officer for guidance on their established out-processing procedures.

The list of DoD Component Federal Records Officers can be found at: <https://www.archives.gov/records-mgmt/agency/departments/defense.html>.

### 90 Days Prior to Departure

- ◆ Appropriate Civilian Awards Nominations
- ◆ Ethics/Standards of Conduct (Post-Government employment counseling and notice to file termination financial disclosure report)
- ◆ Military Awards
- ◆ Retirement Planning/Post-Employment Counseling

### 60 Days Prior to Departure

- ◆ Archiving and Disposition of records, files, gifts

### 30 Days Prior to Departure

- ◆ Appropriate Civilian Award Nominations
- ◆ Civilian and Military Close-out Performance Appraisals

- ◆ Travel/Defense Travel System (DTS) Audit
- ◆ Security Notification of Departure

### 12 Days Prior to Departure

- ◆ Resignation Letter (resignation letters should be submitted as early as possible, but no later than 2 weeks prior to departure)
- ◆ Benefits Counseling (request an appointment via email to [wbs.benefits@mail.mil](mailto:wbs.benefits@mail.mil)).
- ◆ Outgoing ethics briefing
- ◆ Military/Civilian Award Presentations
- ◆ Equipment Turn-in
- ◆ Badge, Travel Credit Card, Official Passport Turn-in and Mass Transportation Benefit Program Withdrawal
- ◆ Pentagon Parking Permit Turn-In
- ◆ Records Management
- ◆ Exit Interview(s), as required

### Within 30 Days after Departure

- ◆ OGE Form 278e filers prepare and submit a termination report no later than 30 days after termination of Federal employment. Contact your servicing Ethics Official prior to departure to ensure a termination report is assigned, and to ensure continued access to the Integrity reporting system.

*The DTS Helpdesk may be contacted at 571-372-7575.*

*For information about equipment turn-in procedures, contact the DISA/J6 Helpdesk at 1-844-347-2457, option 3.*

*You must return all CACs and specialized Government identification cards/documents, such as a parking pass, transportation card, credit or travel card, and an official passport, prior to your departure. For CACs, the Pentagon Pass Office may be contacted at 703-695-5923. For parking passes, the WHS Parking Management Office may be contacted at 703-697-6251.*

*Mass Transportation Benefits Program (MTBP) can be withdrawn through the following website: <https://mtbp.wbs.mil/Application/> - (select "Begin Withdrawal Application" option). The MTBP Office may be contacted at 571-256-0962.*

*You are reminded to ensure all accounts are closed out, as appropriate (e.g., travel expenditures, executive dining facilities, MTBP, Pentagon Fitness Center). The Pentagon Fitness Center may be contacted at 703-614-9998.*



# APPENDIX C

## POINTS OF CONTACT

### 2024/2025 TRANSITION

- ◆ Transition Mailbox: [whs.pentagon.em.mbx.DoD-presidential-transition-support-office@mail.mil](mailto:whs.pentagon.em.mbx.DoD-presidential-transition-support-office@mail.mil)
- ◆ Transition Hotline: .....703-697-1331

### EMPLOYEE BENEFITS

- ◆ Employee Benefits Mailbox: ..... [whs.benefits@mail.mil](mailto:whs.benefits@mail.mil)
- ◆ Employee Benefits Hotline .....703-695-6493
- ◆ Federal Long-Term Care Insurance Program.....1-800-582-3337, TTY 1-800-843-3557
- ◆ Flexible Spending Account .....1-877-372-3337, TTY 1-866-353-8058

### WASHINGTON HEADQUARTERS SERVICE

- ◆ WHS Facilities Services Directorate .....703-697-7241
- ◆ WHS Mass Transit Benefits Program Office .....571-256-0962
- ◆ WHS Office of Equal Employment Opportunity Programs (EEOP) .....571-372-0832
- ◆ WHS EEOP Mailbox: [WHS.Diversity@mail.mil](mailto:WHS.Diversity@mail.mil)
- ◆ WHS HRD .....571-256-4504
- ◆ WHS HRD, Military Personnel Division Mailbox: [whs.pentagon.brd.list.milpers@mail.mil](mailto:whs.pentagon.brd.list.milpers@mail.mil)
- ◆ WHS Parking Management Office .....703-697-6251 (PNT)/571-372-7100 (MC)
- ◆ WHS PSD .....703-693-3768
- ◆ WHS Security (IO and Staff) Mailbox: [whs.pentagon.em.mbx.security-officers@mail.mil](mailto:whs.pentagon.em.mbx.security-officers@mail.mil)
- ◆ WHS Security (for immediate action) .....571-372-3170

### RECORDS MANAGEMENT

- ◆ DoD Federal Records Officer Mailbox: [osd.pentagon.dod-cio.mbx.dod-records-officer@mail.mil](mailto:osd.pentagon.dod-cio.mbx.dod-records-officer@mail.mil)
- ◆ OSD Records and Information Management Mailbox: [whs.mc-alex.rsrmgmt.list.esd-records-and-declassification.mbx@mail.mil](mailto:whs.mc-alex.rsrmgmt.list.esd-records-and-declassification.mbx@mail.mil)

**OTHER PENTAGON CONTACTS**

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- ◆ Pentagon Fitness Center.....703-614-9998 (PNT)/571-372-5685 (MC)
- ◆ Pass Office.....703-695-5923 (PNT)/571-372-5663 (MC)
- ◆ DTS/TMC Helpdesk .....571-372-7575
- ◆ DISA/J6 Helpdesk..... 844-347-2457, option 3

# APPENDIX D

## WEBSITES FOR ADDITIONAL INFORMATION

### Benefits Upon Separation

- ◆ Federal Employees Health Benefits: OPM website: <https://www.opm.gov/healthcare-insurance/>
- ◆ Federal Employees Group Life Insurance: OPM website: <https://www.opm.gov/retirement-center/calculators/fegli-calculator/> and <http://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/>
- ◆ Federal Employees Dental and Vision: <https://www.benefeds.gov/>; or call 1-877-888-3337 or TTY 1-877-899-5680
- ◆ Flexible Spending Accounts: <https://www.fsafeds.gov/>; or call 1-877-372-3337 or TTY 1-800-952-0450
- ◆ Flexible Long-Term Care Insurance Program: <https://www.ltcfeds.gov/>; or call 1-800-582-3337 or TTY 1-800-843-3557
- ◆ Temporary Continuation of Coverage: <https://www.opm.gov/healthcare-insurance/healthcare/temporary-continuation-of-coverage/>

### Compensation and Pay Considerations

- ◆ Combined Federal Campaign: <https://cfcgiving.opm.gov/offerings>
- ◆ Thrift Savings Plan: <https://www.tsp.gov/>

### Employment

- ◆ Federal Job Openings: <https://www.usajobs.gov>
- ◆ State Unemployment Offices: <https://www.dol.gov/general/location>

### Performance Management and Awards

- ◆ Performance Management: <https://wbs.sp.pentagon.mil/sites/hrd/PMAD/SitePages/Home.aspx>
- ◆ Defense Civilian Intelligence Personnel System: <https://dcips.defense.gov/>
- ◆ Awards: <https://wbs.sp.pentagon.mil/sites/hrd/PMAD/SitePages/Honorary%20Awards.aspx>

### Retirement

- ◆ Retirement Eligibility: <https://www.opm.gov/retirement-center/>
- ◆ Retirement Refunds: <https://www.opm.gov/retirement-center/>

### Security Review of Literary Works

- ◆ DoD Office of Prepublication and Security Review: <https://www.esd.whs.mil/DOPSR/>

### Standards of Conduct

- ◆ Standards of Conduct Office: <https://dodsoco.ogc.osd.mil/>

### Travel and Transportation

- ◆ GSA: <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation/fttr-and-related-files>

### Web and Social Media Policies

- ◆ DoD Chief Information Officer - Web and Social Media Policies: <https://dodcio.defense.gov/DoD-Web-Policy/>



# APPENDIX E

## REFERENCES

### 2024/2025 Transition in DoD

- ◆ DoDD 5105.76, “Planning for Presidential Transition and the Transition of Political Appointees and Other Officials,” August 30, 2022, as amended

### Compensation and Pay Considerations

- ◆ United States Code (U.S.C.), Title 5, Section 63 (Leave)

### Federal Records and Personal Files

- ◆ Code of Federal Regulations (C.F.R.), Title 36, Section 1220.14
- ◆ C.F.R., Title 36, Section 1220.18
- ◆ DoDI 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- ◆ U.S.C., Title 5, Section 552a (Privacy Act of 1974, as amended)
- ◆ U.S.C., Title 18, Section 2071 (Unlawful Access to Stored Communications)
- ◆ U.S.C., Title 44, Section 3105 (Records Management by Federal Agencies; Safeguards)
- ◆ U.S.C., Title 44, Section 3301 (Records Management by Agency Heads; General Duties)
- ◆ U.S.C., Title 44, Chapters 29, 31, and 33

### Performance Ratings and Awards

- ◆ Administrative Instruction 29, “Incentive and Honorary Awards Program,” August 10, 2018, as amended
- ◆ DoDI 1400.25 vol. 431, “DoD Civilian Personnel Management System: Performance Management and Appraisal Program,” February 4, 2016, as amended
- ◆ DoDI 1400.25 vol. 2011, “Defense Civilian Personnel System: Performance Management,” May 7, 2016, as amended
- ◆ Federal Register, vol. 64, page 1426, “DoD Civilian Acquisition Workforce Personnel Demonstration Project “AcqDemo”; January 8, 1999, as amended

### Records Management

- ◆ DoDI 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- ◆ DoD 5400.11-R, “Department of Defense Privacy Program,” May 17, 2007

### Removing Personal Articles

- ◆ DoDI 1005.15, “DoD Civilian Flags,” August 6, 2013, as amended

### Standards of Ethical Conduct

- ◆ C.F.R., Title 5, Part 2641 (Post-Employment Conflict of Interest Restrictions)
- ◆ DoDI 1000.32 “Prohibition of Lobbying Activity by Former DoD Senior Officials,” March 26, 2020
- ◆ DoDD 1005.13, “Gifts and Decorations from Foreign Governments,” February 19, 2002, as amended
- ◆ U.S.C., Title 18, Section 207 (Restrictions on Former Officers, Employees, and Elected Officials of the Executive and Legislative Branches)
- ◆ Biden Ethics Pledge, Executive Order No. 13989, “Ethics Commitments by Executive Branch Personnel,” January 20, 2021

### Security Review

- ◆ DoD Manual 5200.01, Volume 3, “DoD Information Security Program: Protection of Classified Information,” February 24, 2012, as amended
- ◆ DoDI 5230.09, Clearance of DoD Information for Public Release, Section 1.2(g), January 25, 2019, as amended
- ◆ DoDI 5230.29, “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as amended
- ◆ C.F.R., Title 22, Part 125.4(b)(13)

### Security

- ◆ Administrative Instruction 30, “Force Protection of the Pentagon Reservation,” June 26, 2009, as amended
- ◆ U.S.C., Title 18, Section 792 (Espionage Act of 1917)

*Additional information about local and component specific policies can be obtained from organizational AOs.*

# APPENDIX F

## ACRONYMS

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<b>AO</b>	Administrative Officer
<b>BIA</b>	Basic Insurance Account
<b>CAC</b>	Common Access Card
<b>CFC</b>	Combined Federal Campaign
<b>C.F.R.</b>	Code of Federal Regulations
<b>CRMO</b>	Component Records Management Officer
<b>CSRDTF</b>	Civil Service Retirement and Disability Trust Fund
<b>CSRS</b>	Civil Service Retirement System
<b>DCIPS</b>	Defense Civilian Intelligence Personnel System
<b>DISA</b>	Defense Information Systems Agency
<b>DoD</b>	Department of Defense
<b>DoDD</b>	Department of Defense Directive
<b>DoDI</b>	Department of Defense Instruction
<b>DOJ</b>	Department of Justice
<b>DOPSR</b>	Defense Office of Prepublication and Security Review
<b>DPMAP</b>	Defense Performance Management Appraisal Program
<b>DPSA</b>	Distinguished Public Service Award
<b>DSR</b>	Discontinued Service Retirement
<b>DTS</b>	Defense Travel System
<b>EEO</b>	Equal Employment Opportunity
<b>EEOP</b>	Equal Employment Opportunity Programs
<b>FEDVIP</b>	Federal Employees Dental and Vision Insurance Program
<b>FEGLI</b>	Federal Employees Group Life Insurance
<b>FEHB</b>	Federal Employees Health Benefits
<b>FERS</b>	Federal Employees Retirement System

<b>FLTCIP</b>	Federal Long-Term Care Insurance Program
<b>FOIA</b>	Freedom of Information Act
<b>FSA</b>	Flexible Spending Account
<b>FSAFEDS</b>	Federal Flexible Spending Account Program
<b>GSA</b>	General Services Administration
<b>HR</b>	Human Resources
<b>HRD</b>	Human Resources Directorate
<b>IRA</b>	Individual Retirement Account
<b>LTC</b>	Long-Term Care
<b>MTBP</b>	Mass Transportation Benefits Program
<b>MRA</b>	Minimum Retirement Age
<b>NDA</b>	Non-Disclosure Agreement
<b>OGE</b>	Office of Government Ethics
<b>OPM</b>	Office of Personnel Management
<b>OSD</b>	Office of the Secretary of Defense
<b>PA</b>	Presidential Appointment
<b>PAS</b>	Presidentially Appointed, Senate-confirmed
<b>PII</b>	Personally Identifiable Information
<b>PIO and DA&amp;M</b>	Performance Improvement Officer and Director of Administration and Management
<b>PMAD</b>	Performance Management and Awards Division
<b>PSD</b>	Pentagon Services Division
<b>SecDef</b>	Secretary of Defense
<b>SES</b>	Senior Executive Service
<b>SF</b>	Standard Form
<b>SL</b>	Senior Level
<b>SME</b>	Subject Matter Expert
<b>ST</b>	Scientific or Professional
<b>STOCK</b>	Stop Trading on Congressional Knowledge Act



<b>TAC</b>	Transition Assistance Coordinator
<b>TCC</b>	Temporary Continuation of Coverage
<b>TSO</b>	Transition Support Office
<b>TSP</b>	Thrift Savings Plan
<b>TTF</b>	Transition Task Force
<b>U.S.C.</b>	United States Code
<b>WHS</b>	Washington Headquarters Services
<b>WP&amp;SED</b>	Workplace Performance and Specialized Employment Division

## NOTES

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