

Directive 332.1  
4/26/93

#### RESIGNATIONS

I. This Directive sets forth:

##### PURPOSE

- A. Procedures required to initiate and complete a resignation.
- B. Information to be given to an employee at the time of resignation.

II. This Directive replaces AMS Directive 332.1, dated  
9/6/89. Changes are marked with asterisks.

##### REPLACEMENT HIGHLIGHTS

III. A. A resignation is a separation in response to  
DEFINITIONS an employee's request for the action. It is a voluntary expression,  
either written or oral, of the employee's desire to leave the Federal  
Service, and must not be demanded as an alternative to some other  
action to be taken or withheld. An employee may, however,  
voluntarily elect to resign rather than face disciplinary action.

B. \* - An Accountable Officer is a management official  
(Officer-in-Charge of a field or regional office, or a Division  
Administrative Officer in headquarters offices) designated to  
coordinate the budgeting, acquisition, receipt, issuance, storage,  
reporting, and inventory of all property within his/her accountable  
area.

C. A servicing personnel office is one of the organizational  
units described below:

1. Employment Policy Branch (EPB), Personnel Division (PED),  
AMS, is responsible for approving personnel actions for all  
Schedule C, Senior Executive Service (SES), and GS/GM-13, 14,  
and 15 positions nationwide. EPB is also responsible for  
processing all personnel actions and related documents for  
Schedule C and SES positions through the National Finance  
Center (NFC) Automated Payroll/Personnel Processing System.

2. Human Resource Operations, Human Resources Division,  
Animal and Plant Health Inspection Service, Minneapolis,  
Minnesota, is responsible for approving and processing all  
personnel actions and related documents for positions GS-12  
and below. - \*

IV. A. Written.

##### FORMS OF RESIGNATION

1. An employee who desires to resign or has resigned  
shall be asked to complete Part E of Form SF-52,  
Request for Personnel Action.

2. Circumstances may prohibit the resigning employee  
from completing Part E of SF-52. In these situations,  
the employee should provide the following information  
as a separate written statement that shall be attached  
to the SF-52:

- a. The effective date of the resignation;
- b. A statement of the reason(s) for resignation;
- c. The employee's forwarding address; and
- d. The employee's signature and date signed.

3. Failure to either complete Part E of SF-52 or to provide the above information may result in the employee not receiving, or having unnecessary delays receiving:
- (1) copies of pertinent separation documents,
  - (2) pay or other compensation due, and
  - (3) information regarding unemployment compensation benefits.

B. Oral. When the employee cannot or will not submit a written resignation, an oral resignation must be accepted, preferably in the presence of one or more witnesses. The official who receives an oral resignation shall sign and date a statement to that effect and attach it to the SF-52. The information recorded shall include the following:

1. The effective date of the resignation and the reason given;
2. Forwarding address, if provided; and
3. The names of any witnesses, together with their statements.

V.  
EFFECTIVE  
DATE OF  
RESIGNATION

An employee is free to resign at any time. The effective date of a resignation will be the last date on which the employee is considered to be an employee of the Agency. When the employee sets an effective date of resignation, the Agency cannot arbitrarily set an earlier or later date and have the action remain voluntary.

VI.  
COMPLETION  
AND  
SUBMISSION  
OF SF-52

The SF-52 shall be prepared and submitted in accordance with AMS Directive 333.1, Requests for Personnel Actions.

A. The employee's supervisor shall complete Part D of the SF-52 if the employee gives an oral resignation, \* - or if there is different information relative to the reason(s) for the employee's resignation than was stated in Part E of the SF-52. - \* Whether a resignation is written or oral, the employee's reason for resigning should be obtained whenever possible. The reason for resigning is important in determining the employee's entitlement to unemployment compensation. If an employee resigns without stating a reason, the supervisor shall enter the statement "Employee failed to give reason for resignation" in Part D of the SF-52.

B. The supervisor shall submit the SF-52, in accordance with Division procedures, to the servicing personnel office as soon as possible after the resignation is received. Delays in submitting the SF-52 may adversely affect the employee's receipt of final salary and lump-sum payments.

C. Supervisors must immediately notify (by telephone/electronic mail) their Division-appointed unemployment compensation contact point (usually the administrative office) of any separation actions. Failure to inform the contact point of such actions can result in delayed or improper payment of unemployment compensation benefits to a former employee.

VII.  
CHANGE OR  
WITHDRAWAL OF  
RESIGNATION

A. Prior to Effective Date.

1. The employee may change the effective date or withdraw the resignation prior to the effective date. Refusal by the supervisor to permit a change or withdrawal must be supported by a valid reason, and presented in writing to the employee. Valid reasons include, but are not limited to, administrative disruption or the hiring of or commitment

to hire a replacement. Copies of the written explanation must be submitted to the servicing personnel office and the Employee Relations Branch (ERB), PED.

2. Supervisors must contact their assigned Employee Relations Specialist prior to refusing to permit a change or withdrawal of resignation.

B. After Effective Date. An employee may not change the effective date or withdraw a resignation after the effective date.

VIII.

INDEBTEDNESS

A. If the resigning employee cannot provide the Accountable Officer with an accounting of items \* - (see Attachment 1) on which a monetary value is placed, including advanced leave, the Officer shall contact the Fiscal Operations and Systems Branch, Financial Management Division, AMS. - \*

B. \* - Employees committed to service agreements will be indebted to the Agency, should they resign prior to the expiration of the agreement, unless separated for reasons beyond their control that are acceptable to the Agency.

C. Any amount owed (service agreements, advanced leave, etc.) shall be recovered from the employee under the Agency's debt collection regulations. - \*

IX.

INFORMATION  
TO BE GIVEN  
TO RESIGNING  
EMPLOYEES

The resigning employee's immediate supervisor or Administrative Officer shall provide him/her with the following:

A. Unemployment Compensation. A copy of Form SF-8, Notice to Federal Employee About Unemployment Insurance. \* - Form SF-8 provides the following information: rights to unemployment compensation, where to file a claim, and what documentation is necessary. The SF-8 should be provided to the separating employee on or before the last day of active duty, if possible. - \*

B. Annual Leave and/or Compensatory Time. For information on lump-sum payments for annual leave or compensatory time upon resignation, see AMS Directive 305.2, Leave, \* - or AMS Directive 350.1, Premium Pay, respectively. - \* Form AD-581, Lump-Sum Leave or Compensatory Time Payments, must be completed by the Division or Regional Administrative Officer for a lump-sum payment.

C. Recredit of Sick Leave. Any sick leave accrued as of the effective date of an employee's resignation will be recredited only if the employee is reappointed within 3 years following the effective date of the resignation to a position in the Federal Service which is subject to the Leave Act of 1951.

D. Civil Service Retirement System (CSRS) -Withdrawal of Deductions (applies to employees under CSRS only).

1. \* - A refund of CSRS deductions may be paid if the employee: (1) will be separated from the Federal Service for at least 31 consecutive days, or is employed in a position not subject to retirement deductions; and (2) is not eligible to receive an annuity within 31 days after filing an application; and (3) is not prohibited by a qualifying court order from receiving a refund.

2. To apply for a CSRS refund, the employee must submit Form SF-2802, Application for Refund of Retirement Deductions-Civil Service Retirement System, and, if applicable, Form SF-2802B, Current/Former Spouse Notification of Application for Refund of Retirement Deductions. Form(s)

submitted within 30 days of the date of separation should be sent to the appropriate Division's regional or administrative office in accordance with Division procedures. That office will forward the form(s) to NFC for forwarding to the Office of Personnel Management (OPM) for payment. Form(s) submitted more than 30 days after the separation date should be sent directly to: - \*

Office of Personnel Management  
Retirement and Insurance Programs  
Employee Service and Records Center  
P.O. Box 45  
Boyers, PA 16020

3. \* - An employee who leaves the Federal Service with at least 5 years of civilian service and who does not withdraw his/her CSRS deductions retains eligibility for a deferred retirement annuity beginning at age 62. If the retirement contributions are withdrawn, rights to a deferred annuity are forfeited; - \* however, upon returning to the Federal Service, an employee may be eligible to redeposit the money, plus interest, in order to receive credit toward future retirement benefits.

E. Federal Employees' Retirement System (FERS) Withdrawal of Deductions (applies to employees under FERS only).

1. \* - A refund of FERS deductions (not Social Security contributions) may be paid if the employee:  
(1) will be separated from the Federal Service for at least 31 consecutive days, or is employed in a position not subject to retirement deductions; and  
(2) is not eligible for an annuity within 31 days after filing the application; and  
(3) is not prohibited by a qualifying court order from receiving a refund. NOTE: A refund of FERS contributions PERMANENTLY voids any retirement rights based on the period(s) of service the refund covers. A redeposit CANNOT be made to reestablish credit for refunded FERS contributions. - \*

2. To apply for a FERS refund, the employee must submit Form SF-3106, Application for Refund of Retirement Deductions-Federal Employees' Retirement System, and, if applicable, Form SF-3106A, Current/Former Spouse's Notification of Application for Refund of Retirement Deductions Under FERS. Form(s) submitted within 30 days of the date of separation should be sent to the appropriate Division's regional or administrative office in accordance with Division procedures. That office will send the form(s) to NFC for forwarding to OPM for payment. Form(s) submitted more than 30 days after separation should be sent directly to:

Office of Personnel Management  
Federal Employees' Retirement System  
Employee Service and Records Center  
P.O. Box 200  
Boyers, PA 16020

\* - NOTE: SINCE ACCEPTANCE OF A REFUND OF CONTRIBUTIONS FROM EITHER CSRS OR FERS MIGHT AFFECT SPOUSAL BENEFITS, ALL FORMER AND CURRENT SPOUSES MUST BE NOTIFIED OF THE APPLICATION FOR A REFUND. - \*

F. Thrift Savings Plan (TSP) Deductions. The servicing personnel office will give every FERS employee and participating

CSRS employee a Thrift Savings Plan Withdrawal Information employee package upon separation from the Government. This package includes applicable forms and a booklet, "Withdrawing

Your TSP Account Balance," which explains the options available to a separating employee concerning his/her TSP account.

G. Health and Life Insurance Coverage.

1. Health insurance coverage is terminated at the end of the pay period in which an employee resigns. Coverage will be extended for an additional 31 days (at no cost to the employee), during which time he/she may convert the insurance, without evidence of insurability, to a non-group contract offered by the plan carrier; \* - or, the employee may elect to temporarily continue health insurance coverage for up to 18 months after separation under any plan in the Federal Employees' Health Benefits (FEHB) Program, if otherwise eligible to enroll in that plan. The servicing personnel office will give the employee a health insurance benefits information package that fully explains continuing FEHB coverage and application procedures. - \*

2. Life insurance coverage will be terminated on the date the employee resigns. The employee will have 31 days of extended free coverage effective the day after the life insurance terminates. It may be converted to an individual policy by following the instructions on Form SF-2819, Notice of Conversion Privilege-Federal Employees' Group Life Insurance Program.

(a) The SF-2819 will be given to the separating employee by the appropriate servicing personnel office.

(b) \* - Employees may obtain detailed information concerning their right to apply for an individual policy by contacting:

Office of Federal Employees' Group Life  
Insurance  
4 East 24th Street  
New York, NY 10010 - \*

L. P. Massaro  
Deputy Administrator, Management

Attachment

Disposition of Accountable Items Upon Resignation

Employees Separated (Leaving Federal Service) Shall:

- 1 Return Identification Card issued by duty station
- 2 Return all accountable property issued by duty station (capitalized or noncapitalized)
- 3 Return any:
  - Building Passes
  - Parking Permits
  - Credit Cards
  - Government-issued Operator's Permits
  - Transportation Requests

- 4 Liquidate any advance of funds
- 5 Liquidate any indebtedness to the Federal Government.

NOTE: For information on accountability for advanced leave, see AMS Directive 305.2, Leave.

