

# Out-processing Deferred Resignation Program (DRP) Employees

*Department of Defense (DoD) Agency-Specific Information Regarding Transitioning Personnel via the DRP*

## Overview

On January 28, 2025, the Office of Personnel Management (OPM) announced the DRP,<sup>1</sup> offering Federal employees the option to submit a deferred resignation letter, with an effective date no later than September 30, 2025, unless eligible for regular retirement or Voluntary Early Retirement Authority, there is flexibility to have an effective date up to December 31, 2025. The goal of the program is to facilitate government restructuring in a streamlined manner. Additional details and FAQs regarding the program can be found here: [Frequently Asked Questions](#)

Employees participating in the DRP and placed on administrative leave remain active Federal employees until their date of separation, retaining full benefits and continued service time accrual. Many have dedicated years of service, and their transition from Federal service should be accomplished with dignity and respect. While they may not be physically present in the office, their access to key systems remains essential for payroll, benefits, and separation processing. Information Technology and Human Resource teams at the local level should continue to provide the necessary support to ensure a smooth transition.

## Key Information to Facilitate Out-Processing Activities

Transition Activities: DRP personnel should work with their supervisors to ensure that all transition activities are completed in accordance with their organization's policy. This may include:

- Retrieving copies of their official personnel documents.

---

<sup>1</sup> Guidance Regarding Deferred Resignation Program:  
<https://chcoc.gov/sites/default/files/OPM%20Guidance%20Memo%20re%20Deferred%20Resignation%20Program%2001-28-25%20FINAL.pdf>

- Updating Defense Finance and Accounting Service (DFAS) login and contact information.
- Establishing a Login.gov account for continued Electronic Official Personnel Folder (eOPF) access.
- Submitting retirement applications or other benefits elections (if applicable).
- Completing any annual performance appraisals to remain eligible for any potential performance awards

Return Government-Owned Property: When feasible, transitioning personnel should return all government-owned property on their last working day or at time agreed to by their organization. This may include:

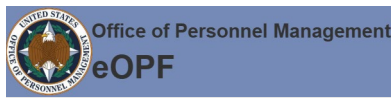
- Common Access Card (CAC) as outlined in [DoD Manual 1000.13, Volume 1](#).
- Government Furnished Equipment (GFE) such as laptops, mobile devices, and tokens.
- Secure network access items, such as Secret Internet Protocol Router Network (SIPRnet) tokens.
- Parking passes, building access badges, keys, and any other government property.

Mission Related Exceptions: In some instances, critical mission needs may require employees to retain certain GFE items (such as a CAC) even after their last working day. Component-level policies should address these needs accordingly.

Transitioning to Administrative Leave Status: Organization timekeepers should submit bi-weekly timesheets reflecting administrative leave for each DRP employee once they transition to leave status.

The following resources are provided to assist DRP transitioning employees.

## Resources for Transitioning Personnel



<https://eopf.opm.gov/dla/Login.aspx>

Employees may access their secure, digital employee file containing official personnel documents. However, before this site can be accessed, employees must register and/or log into a LOGIN.GOV account using the DoD CAC and following the instructions below.

1. Register your CAC
2. Click on Login.gov icon
3. Link your eOPF to your Login.gov account
4. Download your complete eOPF file via Quick Print



<https://compo.dcpds.cpms.osd.mil>

The Defense Civilian Personnel Data System, MyBiz site may be accessed by using either a CAC or a non-smart card login. This site provides valuable information such as:

1. The Official Personnel Records including standard forms (SF50).
2. The ability to obtain Employment Verification.
3. Information regarding final separation actions and benefits processing—
4. The ability to download/print historical performance appraisals completed in the MyPerformance Appraisal Tool.



<https://mypay.dfas.mil/#/>

Employees may continue to access the Defense Finance and Accounting Service myPay site to track administrative and other leave balances, view and/or download leave and earning statements, update direct deposit or tax withholding information, and access W-2 forms. This site may be accessed by using either using a CAC or a non-smart card login.



Employees may continue to use their servicing organization's specific link for access to GRB Platform. This site provides access to benefits and retirement information. Be sure to contact your Component Benefits Office to validate the site's location. This site requires CAC access and employees may:

1. Use GRB to submit retirement paperwork prior to the last day of separation.
  2. Download a Total Compensation Statement.
-

## Other Helpful Sites



<https://www.tsp.gov/>



<https://www.fsafeds.gov>



[Retirement Quick Guide](#)