

# **Offboarding Guidance Deferred Resignation Program**

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**Department of Defense**

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# Offboarding Guidance: Deferred Resignation Program

## A. Background: Deferred Resignation and/or Retirement Program

On January 28, 2025, the Office of Personnel Management (OPM) offered Federal employees the opportunity to apply for the deferred resignation/retirement program (DRP). This Program allowed eligible employees to resign or retire from Federal employment with a deferred effective date of no later than September 30, 2025, unless an eligible employee's impending early or normal retirement date falls between October 1, 2025, and December 31, 2025. <sup>1</sup> Employees who accept the DRP offer will be placed on paid administrative leave starting on a date established by the Component, and through no later than September 30, 2025 for those resigning or no later than December 31, 2025, for those retiring. An employee may resign prior to the established end date.

The purpose of this guidance is to provide information pertaining to files and systems access and streamline the offboarding process for DRP participants. This information is not all-inclusive, and consideration should be given to established local Component guidance.

## B. DRP Approval and Initial Period

### 1. Agreements

Each DRP participant is required to execute a Deferred Resignation Agreement before being placed on paid administrative leave. Employees should coordinate with their supervisor(s) to determine the specific date on which the employee will be placed in the administrative leave status.

In addition, the offboarding process for approved DRP participants should not commence until a written agreement outlining the procedures for the smooth transition of the employee's duties, responsibilities, and work assignments has been made between the supervisor(s) and DRP participant.

### 2. Initiation of the Offboarding Process

Employees who are approved for the DRP will receive additional guidance from a direct supervisor on the necessary actions to initiate the offboarding process. The information in this guidance is meant to supplement the Component's offboarding checklists and provide information regarding access to key self-service systems post-departure.

Employees should follow Component guidance for specified requirements.

## C. Access to Information

Department of Defense system access will deactivate when the administrative leave period begins. Separating employees should take the following actions when the administrative leave period begins.

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<sup>1</sup> See U.S. Office of Personnel Management [Original Email to Employees](#). See also U.S. Office of Personnel Management [Fork: Frequently Asked Questions](#)

## 1. Personnel Files

Employees are strongly encouraged to make a copy of their Electronic Official Personnel Files and historical performance appraisals in their Component's appraisal system as soon as possible before being placed into an administrative leave status. Employees placed on administrative leave under the DRP program are not required to surrender their assigned Common Access Cards (CAC), which enables access to Electronic Official Personnel Folder (eOPF) records and other systems.

To generate a copy of these records, you must contact your servicing Human Resources (HR) office or personnel department within the Component you work for. These offices will provide you with information on how to access and use eOPF. The system will generate a Portable Document Format (PDF) file with all applicable documents, which can then be opened in Acrobat Reader and printed. The PDF will be password protected; please keep the password, or future access to the PDF will be lost.

Employees should ask their servicing Human Resources Offices (HRO) to send copies of post-departure document submissions in the eOPF records to the employee's current mailing address. After separation, individuals must contact their last servicing HRO to obtain copies of eOPF records.

Additionally, separating employees must review emergency contact information with management prior to separation. At a minimum, employees should provide their supervisor(s) an updated personal telephone number, e-mail, and mailing address prior to departure.

## 2. Pay & Tax Information

An employee on administrative leave under the DRP may not lose CAC-enabled access to the Defense Finance and Accounting Service (DFAS) myPay system. However, to ensure continued access to records, prior to separation individuals should create a username and password at [www.mypay.dfas.mil](http://www.mypay.dfas.mil). This will allow them to access the myPay system to view, update, or download pay and tax data when necessary.

Separated employees will continue to have access to the myPay website for one (1) year after the date of separation. If the individual, for any reason, is unable to access myPay, please contact DFAS for assistance at (888) 332-7411. Servicing HROs will not have the ability to assist with access issues or to update information in the system.

## 3. Retirement or Benefit Changes

If there is a need for benefit changes before commencing and during administrative leave period, employees may continue to use your Component Benefits Office. A servicing organization's specific link for access to the Government Retirement & Benefits (GRB) Platform provides access to benefits and retirement information. Be sure to contact your Component /Agency Benefits Office to validate the site's location. This site requires CAC access and employees who no longer have their CAC will need to contact their Component Benefits Office. A list of the DoD Benefits Offices can be found at [DoD Benefits Contact List \(https://www.dcpas.osd.mil/sites/default/files/2025-01/DoD%20Benefits%20Contacts\\_JAN%2010%202025.pdf\)](https://www.dcpas.osd.mil/sites/default/files/2025-01/DoD%20Benefits%20Contacts_JAN%2010%202025.pdf)

## 4. Employee Assistance Program

Employee Assistance Program (EAP) services are available at no additional cost for all DRP employees while on administrative leave. For additional information about the EAP program, contact your

Component EAP Program manager. A list of DoD Program Managers can be found at <https://www.dcpas.osd.mil/sites/default/files/2025-02/EAP%20Contact%20List.pdf>.

Key resources available through EAP include:

- Confidential counseling services
- Referral services for mental health, financial, and legal issues
- Work-life balance support
- Crisis intervention and assistance

## D. Equipment Return

All separating employees must return any assigned property, to include, but not limited to, badges, keys to doors, computers, docking stations, external cameras, printers, desks, filing cabinets, parking placards, etc. 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. Employees with DoD Mass Transit Benefit Program (MTBP) benefits also must notify the MTBP that such benefits are no longer required.

## E. Timekeeping and Reimbursement

### 1. Standard Labor Data Collection and Distribution Application

Employees may enter their initial administrative leave into the applicable timekeeping systems for each pay period for which access is available before starting the DRP administrative leave phase.

Organization timekeepers or supervisors should submit remaining bi-weekly timesheets reflecting administrative leave for each DRP employee once they transition to leave status.

The following time-keeping codes should be utilized:

- LN – Administrative Leave
- Other - “Approved by OPM and Secretary of Defense due to Deferred Resignation Participation through 9/30/25 [or through no later than 12/31/25 for employees who are retiring].”

### 2. Defense Travel System and Government Travel Card

Departing employees must ensure all travel claims are paid or resolved before the administrative leave effective date. If there are any outstanding reimbursements for travel, the information must be submitted before being placed on administrative leave. If granted access to a government travel card account, it must be deactivated and the card returned before administrative leave commencement.

Local command representatives are to verify additional procedures or requirements to resolve any outstanding obligations relating to the issuance of the government travel card.

## F. Records Management

In addition to the transfer of information relating to duty, the separating employee is also to maintain appropriate record management protocols and ensure information is easily accessible to the organization. In congruence with applicable records management guidance, individuals are to:

- Move all Federal records (including important working documents and drafts) from individual OneDrive or desktops to shared locations, such as a SharePoint file folder or a Shared Drive, as appropriate.
- Ensure the supervisor(s) or appropriately qualified representative from the organization has full access to records.
- Ensure Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI) records are properly secured and available only to authorized holders or those with a lawful government purpose and/or need to know.
- The supervisor and/or qualified representative from the organization should have possession of any physical hard drives or removable media that was used for storing records and all necessary passwords.
- Check the permissions applied to areas storing Federal records to ensure members of the team have the appropriate accesses.

Federal records may not be removed from Government custody, nor may they be destroyed without a records disposition schedule that has been approved by the Archivist of the United States. Federal agencies are required to "notify the Archivist of any actual, impending, or threatened unlawful removal, defacing, alteration, corruption, deletion, erasure, or other destruction of records in the custody of the agency." See [36 CFR Part 1230](#).

## G. Performance Management

Annual performance appraisals are completed at the end of the performance rating period regardless of an employee's participation in the DRP. Supervisors should encourage employees to provide written input about performance accomplishments for consideration in the annual performance review process before they are placed on administrative leave.

## H. Ethics Implications

Employees separating from the agency must comply with all ethics requirements during and after administrative leave and confer with command's legal counsel and/or security POCs on all ethical considerations, if any, before departure.

### 1. Outside Activities/Request

Employees are allowed to seek outside employment while on administrative leave with the agency. The local command Office of General Counsel (OGC) should provide guidance on all conflict-of-interest considerations and provide a process for reporting violations. While on administrative leave, all outside activity requests must be first signed by a supervisor or someone in the supervisory chain; commands are to provide additional guidance on the reporting process for DRP participants seeking outside employment.

### 2. Confidential Financial Disclosure Report Filers (OGE Form 450)

If an employee starts administrative leave before the due date of the financial reports under the financial disclosure program, the employee is not required to submit OGE Form 450. If an employee has submitted an OGE Form 450 in 2025, nothing further is required.

## I. Security

### 1. Personnel with Clearance/Access to Classified Information

Eligibility for security clearances will not be affected by DRP participation. Individuals with current access to classified information should expect to be debriefed from existing accesses if placed on administrative leave or upon final resignation (individuals should contact their organization's Activity Security Manager or Special Security Officer for additional information related to the debriefing process).

### 2. Physical Security

Below are additional physical security offboarding requirements. This is not an inclusive list as sites have different requirements. Local security officers are to provide a complete list of the site's out-processing requirements.

- Return any law enforcement badges and credentials to the issuing authority.
- Notify your security officer if you had access to a safe or door combination as they will need to be changed.
- Return any classified documents to their proper container.
- Change custodianship of accountable documents and media.
- Return your credentials or local site badge to your security officer.
- Cancel classification/declassification officer authority.
- Destroy or return classification guides.

## J. Resources

- OPM Guidance for Deferred Resignation (2025) – [Guidance Regarding Deferred Resignation Program](#)
- OPM Guidance on Collective Bargaining Implications regarding DRP (2025) - [Guidance on Collective Bargaining Obligations in Connection with Deferred Resignation Offer](#)
- DCPAS DRP FAQ (2025) - [Deferred Resignation Program FAQ - Tranche 1 Revised 2-10-2025](#)
- DOD Agency-Specific Information Regarding Transitioning Personnel via the DRP - [Outprocessing DRP Employees Slick Sheet - 2-25-2025](#)
- DOD Civilian Performance Management System: Performance Management and Appraisal Program (2023) - [DoDI 1400.25, Vol. 431](#)