

CHAPTER 39

RESIGNATION

39-1. GENERAL.

A resignation is a voluntary decision by an employee to discontinue their employment with a Federal organization. A resignation may not be demanded by a supervisor or requested as an alternative to a different personnel action that may be contemplated in conjunction with a performance related matter or other justifiable action that would remove an employee from their position. An employee is at liberty to resign at any time and to select (set) the effective date of their resignation. There is no requirement for the employer to be to be given an advance notice. The employee may be asked to provide a reasonable period of advance notice to allow management to make a decision to (a) initiate recruitment action to fill the position, (b) to review the vacancy for continued need, (c) to temporarily detail or promote another employee into the vacant position, or make some other decision about the vacant position. A recommended time period for advance notice is two weeks prior to the effective date; however, a longer notice period is always appreciated.

39-2. PROCEDURES.

a. An employee who announces that he/she is resigning should be asked to submit their resignation in writing. An employee who has already resigned should be contacted and requested to put their resignation in writing. The resignation should be signed and dated, state the effective date of their resignation and contain a statement as to the reason for their resignation. A Request for Personnel Action is the preferred method for a resignation; however, a resignation may be submitted on any type of business paper. A forwarding address should be provided as the Notification of Personnel Action will document the address for Civilian Personnel Advisory Center (CPAC) and Civilian Payroll activities (e.g., W-2 Form). An employee who plans to resign should be advised to make an appointment with the servicing Pay and Benefits Advisor within the CPAC. The employee may wish to discuss related matters such as a withdrawal of retirement contributions; Thrift Savings Plan and Health and Life Insurance requirements, benefits and/or options; advisory on Unemployment Compensation Benefits, etc. The employee may need to "clear" specified offices on the installation (e.g., library, personnel, occupational health, provost marshal, etc.) and surrender their civilian identification card.

b. If an employee declines to submit a written resignation, an oral resignation (including a telephone call) must be accepted. It is preferable if the oral resignation is in the presence of a witness (or witnesses). The official who receives an oral resignation will then prepare a Memorandum for Record (MFR) to document the date, time, reason and any other relevant information, including the names of any witness (witnesses). An attempt should be made to obtain a forwarding address of the employee. This memorandum should immediately be hand carried to the CPAC so that a formal and official personnel action can be processed.

39-3. WITHDRAWAL OF A RESIGNATION.

a. An employee's request to withdraw their resignation must be submitted in writing prior to the effective date. The supervisor will indicate their concurrence or non-concurrence of the withdrawal. The reason substantiating a decision to deny the employee's request must be in writing with a copy provided to the employee.

b. Typically, a withdrawal of a resignation will be granted unless

(1) The employee's position has been (or targeted to be) abolished.

(2) An official commitment of the position has been made to a candidate referred for the vacant position or as a result of a mandatory placement action.

NOTE: Resignations should receive careful attention by the supervisor as vacancies are monitored in conjunction with special pay programs, unemployment compensation benefits, and other statistical or narrative employment trends that can only be monitored through the reasons stated on resignations. Some resignations will be of particular interest within management-labor relations functions if the employee is the subject of adverse personnel actions or is assigned to a highly visible position (e.g., hard to fill, high grade, etc.).