



**FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE**

**Resignations Policy Directive
1057D**

General Information

Proponent	Human Resources Division (HRD)
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Supersession	<i>Resignations Policy Directive (0797D)</i>

1. Authorities

- Title 5 United States Code (U.S.C.) Section (§) 5551
- Title 5 Code of Federal Regulations (CFR) §§ 550.1201-550.1205
- 5 CFR Part 715

2. Purpose

The purpose of this policy is to set forth requirements and procedures with regard to employees resigning from the Federal Bureau of Investigation (FBI).

3. Scope

This policy applies to all FBI employees.

4. Exemptions

This policy does not apply to the Director.

5. Policy Statement

5.1. According to 5 CFR § 715.202, "An employee is free to resign at any time, to set the effective date of [his or her] resignation, and to have [his or her] reasons for resigning entered in [his or her] official records."

5.2. Notice of Resignation

5.2.1. Employees should give a reasonable period of advance notice. Fourteen calendar days' notice is sufficient; however, a longer period is preferable.

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5.2.2. Even though FBI Headquarters (FBIHQ) approval is not required for employees to resign, employees must coordinate certain administrative matters, such as debts owed to the FBI, with administrative personnel in FBIHQ divisions prior to their resignations.

5.2.3. If an employee is leaving the FBI to accept employment at another federal agency without a break in service, the personnel action must be processed in the appropriate human resources information system as a "Termination-Appointment In [Agency]," rather than as a resignation.

5.3. Effective Dates of Resignation

5.3.1. A resignation is normally effective at the close of business (COB) on the date specified on the approved Standard Form (SF)-52, "Request for Personnel Action." If the employee has not specified an effective date, the resignation will be considered effective immediately.

5.3.2. If an employee is resigning to accept a position at another federal agency, the resignation must be effective on the date on which the employee ceases employment with the FBI. Annual and sick leave must be transferred to the hiring agency upon that agency's request, in accordance with Office of Personnel Management (OPM) regulations.

5.4. Withdrawal of Resignation

5.4.1. Once an employee submits a resignation, it may be withdrawn up until the date on which it becomes effective. If the resignation is withdrawn, the employee's supervisor must notify the Payroll Management Unit (PMU), HRD prior to the effective date.

5.4.2. The employee's management may decline a request to withdraw the resignation before its effective date only if there is a valid reason and that reason is explained to the employee. Valid reasons include, but are not limited to, administrative disruption or the hiring of, or the commitment to hire, a replacement. A manager's attempt to avoid adverse proceedings is not a valid reason.

5.5. Final Salary and Lump-Sum Leave Payments

5.5.1. Any pay accrued in the employee's final pay period should be paid on the regular payday for that pay period, provided that the employee's office submits the separation paperwork in a timely manner. The employee must work a full pay period (i.e., 80 hours) in order to receive leave accruals for the pay period in which he or she resigns. Lump-sum leave payments are included in the employee's final accounting of pay. Annual and restored annual leave paid out in a lump sum is not eligible for refund and cannot be recredited if the employee is reemployed with the federal government any time after three calendar days from the resignation date.

5.6. For information on Voluntary Separation Incentive Payment (VSIP), see subsection 4.4. of the Federal Retirement Systems Policy Guide (1082PG).

6. Roles and Responsibilities

6.1. FBIHQ division and field office (FO) heads must ensure that their offices correctly follow the resignation process for their employees, including those transferring to other federal agencies.

6.2. Employees must:

6.2.1. Advise their supervisors of their intention to resign.

6.2.1.1. Each employee who resigns or accepts a position with another federal agency must do so in writing. E-mail (electronic mail) or other electronic means are acceptable. The

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resignation must state an effective date; if no date is stated, the resignation will be presumed to be effective immediately.

6.2.1.1.1. The employee must send the e-mail or written notice to his or her supervisor, with a copy to the FBIHQ division/FO head.

6.2.1.1.2. If resigning, the employee must state the effective date and the reason for the resignation.

6.2.1.1.3. If resigning to accept a position at another federal agency, the employee must include pertinent information, such as the name, address, phone number, and human resources point of contact (POC) of the agency and the effective date.

6.2.2. In conjunction with their supervisors, ensure the completion of all administrative matters as outlined in form FD-193, "Employee Out-Processing Record," which includes:

6.2.2.1. Sending litigation hold information to the Office of the General Counsel (OGC), if applicable.

6.2.2.2. Completing the FD-464b, "Request for FBI Retirement Credentials and Qualified Separated LEO Cards," if applicable.

6.2.3. File Office of Government Ethics (OGE) Form 278, "Executive Branch Personnel Public Financial Disclosure Report" (for senior executives and senior-level employees).

6.2.4. Provide specific reasons for their resignations on the SF-52, "Request for Personnel Action." An employee's reason may be considered in determining reemployment in the federal service and may be used to determine eligibility for unemployment compensation benefits.

6.2.5. Provide their forwarding addresses on the SF-52. An employee's address will be used to send documents, payments, compensation, and other correspondence to the employee.

6.3. An immediate supervisor must:

6.3.1. Advise upper management of an employee's intention to resign.

6.3.2. Complete form FD-193, "Employee Out-Processing Record," which includes:

6.3.2.1. Coordinating with the Benefits Unit (BU), HRD and the Accounts Receivable Unit (ARU), Finance Division (FD) to determine whether the employee has any outstanding administrative issues, such as a debt owed to the FBI due to an unfulfilled service agreement or transfer agreement, and addressing those outstanding administrative issues with the employee. Refer to the FBI Employee and Non-Federal Entity Debt Collection (0480D).

6.3.2.2. Ensuring that the employee follows the requirements of the Return of Government Property Upon Separation From the FBI Policy Directive (0873D) and completes the FD-281, "Receipt for Government Property."

6.3.2.3. Ensuring that the FBIHQ division's/FO's chief security officer (CSO) debriefs the employee prior to the employee's departure.

6.3.2.4. Advising the employee of the availability of and the information contained in SF-8, "Notice to Federal Employee About Unemployment Insurance."

6.3.2.5. Advising the employee that any advanced leave will be deducted from the employee's final payment and/or billed by the National Finance Center (NFC) (the FBI's payroll provider).

6.3.2.6. Advising the employee to review the Prepublication Review Policy Guide (1065PG).

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- 6.3.2.7. Advising the employee that he or she may meet with the Office of the Ombudsman to discuss any areas of improvement for the organization before leaving.
- 6.3.2.8. Advising the employee that he or she is highly encouraged to complete, prior to separation, the Virtual Academy (VA) Post-Government Service course.
- 6.3.3. Ensure that any records in the employee's possession are maintained in accordance with the instructions provided on the FD-193, "Employee Out-Processing Record."
- 6.3.4. Advise the employee that any inquiries concerning his or her FBI employment should be directed to the HRD Call Center at FBIHQ.
- 6.3.5. Notify the FBIHQ division/FO administrative staff if an employee submits a resignation notice after being notified of proposal for removal.
- 6.3.6. Complete the SF-52, "Request for Personnel Action," for resignations and transfers to other federal agencies (which must be processed as "Termination-Appointment In [Agency]").
- 6.3.7. Submit completed paperwork to the FBIHQ division's/FO's administrative staff. The completed paperwork must include the paper SF-52 and the FD-193. The paperwork may include the notice of resignation (i.e., an e-mail or a letter).
 - 6.3.7.1. If the employee is unavailable for signature or refuses to sign the SF-52 or the FD-193, the office must note this on the forms where the employee would sign his or her name.
- 6.4. FBIHQ division/FO administrative staff members must:
 - 6.4.1. Coordinate outstanding administrative issues with the employee's supervisor.
 - 6.4.2. Enter the information from the SF-52, "Request for Personnel Action," into the appropriate human resources information system and send the hard copy of the SF-52 to the PMU, HRD POC.
 - 6.4.2.1. When an employee resigns after being notified of a proposal for removal, enter the resignation SF-52 into the human resources information system, recording the reason for resignation as follows: "Reason for Resignation: Employee resigned after receiving notice on [insert date] of decision to separate for [insert reason]." The reason should be misconduct (Office of Professional Responsibility [OPR] removal) or performance issues (Performance Appraisal Unit [PAU], HRD removal).
 - 6.4.3. Maintain the FD-193, "Employee Out-Processing Record," for one year after the employee separates from the Bureau.
- 6.5. The FBIHQ division/FO security officer must debrief the employee on the employee's last workday.
- 6.6. PMU, HRD must:
 - 6.6.1. Process the resignation actions and any pay actions resulting from the resignation.
 - 6.6.2. Mail the separating employee additional information within 30 days from the date on which the separation action is processed.
 - 6.6.3. Forward the hard copy of the SF-52, "Request for Personnel Action," to the electronic Official Personnel Folder (eOPF) team in the Workplace Injury and Retirements Unit (WIRU), HRD for inclusion in the eOPF.

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6.7. The resigning employee's FBIHQ division/FO must maintain the FD-193, "Employee Out-Processing Record," for one year after the employee's separation.

7. References

- FBI Employee and Non-Federal Entity Debt Collection Policy Directive (0480D)
- Return of Government Property Upon Separation From the FBI Policy Directive (0873D)
- FBI Ethics and Integrity Program Policy Directive and Policy Guide (0754DPG)
- SF-52, "Request For Personnel Action"
- FD-193, "Employee Out-Processing Record"
- FD-281, "Receipt for Government Property"
- SF-8, "Notice to Federal Employee About Unemployment Insurance"
- OGE-278, "Executive Branch Personnel Public Financial Disclosure Report"

8. Definitions and Acronyms

8.1. Definitions

8.1.1. Resignation: a voluntary separation action requested by an employee.

8.1.2. Transfer to another federal agency: an employee's departure from one federal agency to accept employment at another federal agency without a break in service.

8.2. Acronyms

ARU	Accounts Receivable Unit
BU	Benefits Unit
CFR	Code of Federal Regulations
COB	close of business
CSO	chief security officer
e-mail	electronic mail
eOPF	electronic Official Personnel Folder
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FD	Finance Division
FO	field office
HRD	Human Resources Division

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LEO	law enforcement officer
NFC	National Finance Center
OGC	Office of the General Counsel
OGE	Office of Government Ethics
OPM	Office of Personnel Management
OPR	Office of Professional Responsibility
PAU	Performance Appraisal Unit
PMU	Payroll Management Unit
POC	point of contact
SF	standard form
U.S.C.	United States Code
VA	Virtual Academy
VSIP	Voluntary Separation Incentive Plan
WIRU	Workplace Injury and Retirements Unit

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