

**Offboarding Guidance**  
**Deferred Resignation Program (DRP)**

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**Department of the Air Force**  
**HAF/A1C**

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# Offboarding Guidance: Deferred Resignation Program

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

The deferred resignation/retirement program (DRP) offered through the Office of Personnel Management's (OPM's) January 28, 2025, direct email to all federal employees, and clarified and expanded through subsequent OPM FAQs, allowed eligible employees to resign or retire from federal employment with a deferred effective date of no later than September 30, 2025. If an eligible employee's impending early or normal retirement date falls between October 1, 2025 and December 31, 2025, then the deferred date will be honored during this extended timeframe, but no later than December 31, 2025.<sup>1</sup> Employees who accepted and are approved for the DRP offer will be placed on paid administrative leave starting on a defined date established by the command through the deferred period ending no later than September 30, 2025 (resignees) or December 31, 2025 (retirees). Nothing prevents an employee from resigning prior to the established end date.

The purpose of this guidance is to provide general DRP information and streamline the offboarding process for DRP participants. This information is not all-inclusive, and consideration should be made to established local command/organization/unit processes and/or guidance. This guidebook may be updated if subsequent information or guidance is required to facilitate the DRP within DAF. The current version of this guidebook is Version 1.0 dated February 28, 2025.

## B. Roles and Responsibilities

1. Headquarters, Department of the Air Force, Assistant Secretary of the Air Force (Manpower & Reserve Affairs), Force Management (SAF/MRM) will:

- Provide policy oversight and direction of civilian personnel policy matters on behalf of the DAF.

2. Headquarters, Department of the Air Force, Deputy Chief of Staff for Manpower, Personnel, and Services, Civilian Force Management (AF/A1C) will:

- Provide general information to the DAF about the program.
- Advise of civilian personnel policy matters on the DRP and its associated human capital impacts.
- Develop a standard DAF enterprise process to validate employee's participation and eligibility for the program.
- Coordinate DAF and USAF DRP execution matters with Air Force commands and units, and coordinate with SF/S1C for USSF Field Commands.

3. Headquarters, Department of the Air Force, Deputy Chief of Space Operations for Human Capital, Civilian Programs & Management (SF/S1C) will:

- Provide general information about the program to USSF Field Commands.
- Advise of civilian personnel policy matters on the DRP and its associated human capital impacts.
- Coordinate USSF DRP execution matters with Field Commands.

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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](#)

#### 4. Headquarters, Department of the Air Force, Deputy Chief of Staff for Manpower, Personnel, and Services, Plans and Integration (AF/A1X) will:

- Develop an automated platform to facilitate the DAF DRP process (e.g., validation of employee eligibility, confirm employee intent to resign or retire, facilitate employee notifications, etc.).

#### 5. Major Commands, Field Commands, and Combatant Commands (for which DAF is the Combatant Command Support Agent) (herein referred to as commands) will:

- Validate employee eligibility for DRP in conjunction with AF/A1C or SF/S1C and AF/A1X.
- Not later than March 3, 2025, identify employees who were on approved leave including civilian employees who are also members of the Reserve Component serving on active-duty orders, throughout the full duration of the DRP open window for application and want to apply for the program (i.e., missed consideration). Instructions for this task are contained in a corresponding Enterprise Task Management System (ETMS2) tasker to the commands.
- Coordinate with the Civilian Personnel Section Labor Relations advisor to ensure any bargaining obligations are fulfilled.<sup>2</sup>
- Report status updates to AF/A1C or SF/S1C, as needed.

#### 6. Air Force Personnel Center (AFPC) will:

- Provide operational guidance and assistance to major commands, combatant commands, direct reporting units, field operating agencies, and civilian personnel sections on the provisions of this guide.
- Process personnel resignations and requests for retirement.
- Provide informational webinars for personnel benefits.
- Provide my Force Support Squadron (myFSS) information updates to the Department of the Air Force on specific benefits and webinars in support of DRP.

#### 7. Civilian Personnel Section will:

- Provide civilian personnel guidance to organizational managers and supervisors.
- Ensure any bargaining obligations are met prior to communications with a bargaining unit employee.<sup>2</sup>
- Ensure local offboarding procedures are completed.
- Confirm an employee's Request for Personnel Action, SF-52, is generated, populated, and routed for processing. Note: the Civilian Personnel Section (CPS) should generate the SF-52 if not otherwise completed in an automated manner through the AF/A1X platform.
- Confirm that the employee is removed from the roles at the effective date of the conclusion of their administrative leave.

#### 8. Managers and Supervisors will:

- Develop plans to transition work assignments and duties for employees opting in to DRP.

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<sup>2</sup> See U.S. Office of Personnel Management memorandum, *Guidance on Collective Bargaining Obligations in Connection with Deferred Resignation Offer*, 04 February 2025

- Ensure any bargaining obligations are met prior to communications with a bargaining unit employee.<sup>2</sup>
- Coordinate with employees to identify an approved effective date for the employee to start administrative leave through DRP.
- Ensure employees complete command/organization/unit offboarding procedures.
- Confirm employees have completed all required actions to be placed on administrative leave and depart the organization through DRP.
- Ensure timekeeping is completed for employees on administrative leave during the duration of the leave period.
- Work with their Civilian Personnel Section to verify that DRP participants are removed from the roles at the effective date of the conclusion of their administrative leave.

## 9. Employees will:

- Validate intent to participate in the DRP. If intending to depart, validate the manner of separation (e.g., resign, regular retirement, retirement under the Voluntary Early Retirement Authority (VERA)).
- Coordinate with supervisor to develop plans to transition work assignments and duties prior to departure through DRP.
- Complete all required DRP paperwork and offboarding requirements.
- Provide alternate forms of contact if the command/organization/unit needs to contact the employee during the period for which they are on administrative leave.
- Notify their chain of command if they elect to resign sooner than 30 September 2025 or the established separation date.

## C. DRP Approval Steps and Initial Period

### 1. Validation of Eligibility to Participate

Commands will identify a DRP point of contact (POC) to serve as the focal point of communication between the Headquarters Air Force and Space Force (AF/A1C and SF/S1C) teams to execute DRP. Command DRP POCs will receive a listing of all potential DRP applicants for their command and assist with validating if the employee is (1) eligible to participate in DRP and (2) serving in a position deemed “exempt” or “non-exempt” from participating in DRP.

Employees eligible for DRP include those serving on full-time permanent, temporary, or term appointments.

Employees ineligible for DRP include those serving on a part-time appointment, reemployed annuitants, employees undergoing a disciplinary action, or those in the process of removal for suitability or performance issues during their probationary period per Title 5, Code of Federal Regulations (CFR), Section 315.803 or 5 CFR § 315.804. If Command DRP POCs identify employees who are undergoing a disciplinary action or are in the process of removal for suitability or performance issues during their probationary period, then it is the command’s responsibility to notify that individual they are not eligible to opt in to DRP. The automated tool will not provide this notification to the employee. Command DRP POCs must notify the AF/A1C or SF/S1C team when those instances occur for tracking purposes.

A limited category of positions was deemed “exempt” from participating in the program by the Department of Defense (DoD) – either through DoD coordination with OPM approval, or by DAF request to DoD for approval. Exempted positions mean that an employee’s application for DRP will not be accepted, and if the employee is planning to depart the agency through a resignation or retirement then it will not be through the DRP. OPM approved categorical exemptions include Non-appropriated Fund positions and Dual Status Technicians.

DAF specific exemptions, as approved by DoD, include the following:

- Civilian flight instructors (aircraft and simulators)
- DAF Force Renewal Program – cyber positions, only
- Positions funded by Working Capital Funds
- Positions funded by Foreign Military Sales

Command DRP POCs will validate the status for each employee on the command’s DRP list (e.g., eligible, ineligible, exempt) and provide that information to AF/A1X. Once all employee’s eligibility to participate are confirmed, then notifications to non-bargaining unit employees will be released to employees to begin the DRP process. Notifications to non-bargaining unit employees would begin within 48 business hours of validating eligibility and will inform them of the status of their DRP application (e.g., approved, not approved). Upon verification of bargaining obligation fulfillment, notifications will be sent to bargaining unit employees. *Note, this timeframe may be adjusted on a case-by-case basis if the command POC requires additional information or coordination from the AF/A1C or SF/S1C teams on any civilian personnel policy related matters.*

Employees who are determined to be exempt from opting in to DRP will receive an automated email notice from HAF/A1XD, [hafdsi.a1xd.orgbox@us.af.mil](mailto:hafdsi.a1xd.orgbox@us.af.mil), subject: “*Exemption from the Deferred Resignation Program*” to inform them of their application status.

## 2. Validation of Employee Intent to Participate

All eligible employees approved for DRP will have an opportunity to validate their intent to participate in the program. Employees will receive an automated email notice from HAF/A1XD, [hafdsi.a1xd.orgbox@us.af.mil](mailto:hafdsi.a1xd.orgbox@us.af.mil), subject: “*Verification of Intent to Participate in the Deferred Resignation Program (DRP)*” to capture this information. Employees will be prompted to respond to a series of questions asking to confirm they intended to participate, allow an opportunity for recourse if they originally intended to participate but have since decided to rescind their application, or confirm if they never intended to participate and were erroneously added to the DRP application list.

Employees who opt in to DRP will be prompted to confirm the way they intend to separate (e.g., resignation, regular retirement, voluntary early retirement) and asked to provide additional information to proceed with continued offboarding procedures (e.g., confirm contact information, supervisor contact information, etc.). The automated platform will provide notice to the employee that a separation agreement is required to opt in to DRP. Employees over 40 years of age will be provided with notification of their rights per the Older Worker’s Benefit Protection Act (OWBPA) and have up to 45 days to confirm continued participation in DRP. The employee may elect to use this timeframe prior to making a final determination of their intent to opt in to DRP. If the employee elects to use some of all of the 45 days to decide if they will opt in to DRP, then the automated platform will send periodic emails to employees reminding them of the amount of time remaining to make a final decision.

Employees who opt to optionally retire or retire through Voluntary Early Retirement Authority must have their retirement eligibility confirmed by the Air Force Benefits and Entitlements (BEST) Team. Completion of the intent to opt in to DRP and to retire will prompt a notification to the BEST Team to begin that confirmation of retirement eligibility within 7-10 business days. Once completed, the employee will be notified of the outcome by the BEST Team. Employees must await confirmation from the BEST Team of retirement eligibility before beginning administrative leave. The Civilian Benefits and Retirement Homepage may be found here: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000wkzfCAA>

### 3. Agreements

Each DRP participant is required to execute a Final Separation 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 and the end date for the administrative leave prior to completing the agreement. Employees who are on a term agreement may elect a separation date of September 30, 2025. If their appointment expiration date is earlier than September 30, 2025, then the earlier date will be used for the separation agreement and the effective date for separation from the DAF.

Appendix I contains the DAF Sample Final Separation Agreement. Commands may adjust this agreement to account for local provisions however, commands must consult with their servicing legal office and the CPS for any collective bargaining obligation impacts (if applicable) prior to finalizing those local provisions. The sample agreement will be provided in the automated platform the employee will use to validate their intent to participate in the program to inform them this document is required as part of their final DRP package. Retention of completed DRP agreements shall be retained at the local command/organization/unit level.

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

### 4. Initiation of the Off-Boarding Process

Eligible employees who accepted the DRP and were approved 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 command's offboarding checklists and provide information to clarify the expectations on access to key self-service systems post-departure.

The offboarding procedures of each command may differ from this guidance wherever appropriate to effectuate procedures that closely align with the individual requirements of each command as well as any negotiated procedures or appropriate arrangements (please coordinate with the Civilian Personnel Section Labor Relations advisor). Employees are to follow local guidance for specified requirements. DRP participants may begin administrative leave as early as March 1, 2025, pending supervisory approval, if all required workload transitions, DRP paperwork is completed, and the employee has completed all required offboarding procedures.

Command DRP POCs will be tasked with weekly reporting requirements to capture the progress of offboarding. Details of reporting requirements are forthcoming.

## D. Access to Information

Employees placed on administrative leave under the DRP program will not be required to surrender their assigned Common Access Cards (CAC). Access to various DAF networks and systems may deactivate during some or all portions of an employee's administrative leave period, depending on the duration of the administrative leave period or local provisions regarding network inactivity.

Separating employees are encouraged to take the following actions due to changes in system access when the administrative leave period begins (*which may influence the date for which an employee chooses to begin administrative leave, if all or some require additional time to be completed*):

### 1. Personnel Files

Employees are strongly encouraged to make a copy of their Electronic Official Personnel Files (eOPF) as soon as possible before being placed into an administrative leave status.

To generate a copy of these records, submit a print request under the "My eOPF Print Folder" tab under "My eOPF" at <https://eopf.opm.gov/USAF>. Once requested, the processed request will be available under the "My eOPF Print Status" tab when completed. This process can take several days. 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. NOTE: My eOPF weblink is scheduled to transition to a new platform effective June 2025.

Employees should coordinate with their assigned servicing CPS to send copies of post-departure document submissions in the eOPF records to the employee's current mailing address. After separation, individuals must contact the last servicing CPS 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 will not lose CAC-enabled access to the myPay system. However, to maintain access to records, individuals should set a username and password to access the system or to make updates to payment data when necessary. To accomplish this task, create a login with a username and password at [www.mypay.dfas.mil](http://www.mypay.dfas.mil) prior to separation.

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 the Defense Finance and Accounting Service (DFAS) for assistance at 888-332-7411. The servicing CPS will not have the ability to assist with access issues or to update information in the system; DFAS will be the only recourse.

### 3. Retirement or Benefit Changes

If there is a need for benefit changes before commencing the administrative leave period or an employee will be retiring during or at the end of the administrative leave period, these changes may be made through the Government Retirement and Benefits Platform (GRB) (view/change benefits/TSP,



retirement estimate): <https://grbplatform.us.af.mil/>. Separating employees should make any required changes or retirement applications before being placed on administrative leave.

If changes to the benefits elections are required after commencement of administrative leave, please contact the BEST Team for assistance at 1-800-525-0102.

#### 4. Department of the Air Force Employee Assistance Program

The Department of the Air Force Employee Assistance Program (EAP) provides free and confidential services to help Air Force and Space Force civilian personnel manage everyday challenges and work on more complex issues. All DAF civilian personnel and household members may use the EAP services at no charge to the individual or family member. Services are also available to Army civilians at Air Force-led bases, Direct Hire Foreign Nationals in USAFE, and their respective households.

Key resources available include:

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

To access EAP, call 866-580-9078 or visit [www.resilience.af.mil/Workforce-Resource](http://www.resilience.af.mil/Workforce-Resource). Services are available 24/7 and are completely confidential.

#### E. Equipment Return

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., before being placed on administrative leave. Equipment may be retained on a case-by-case basis at the discretion of the local command if the employee requires continued access to fully execute a plan to transition work. These instances should be on a limited, case-by-case basis as the intent of the program is to fully offboard employees. Employees with DoD Mass Transit Benefit Program (MTBP) benefits also must disenroll from the MTBP as such benefits are no longer required. If there are any questions about the requirement to return any item, the employee must contact the servicing CPS or supervisor. The command is to provide information on the return process for all government-furnished property/equipment.

#### F. Timekeeping and Reimbursement

##### 1. Time and Attendance

The initial administrative leave requests in the Department of the Air Force Automated Time and Attendance Accounting and Payroll System (DATAAPS), or other applicable timekeeping systems, can be submitted by the employee for each pay period for which access is available before starting the DRP administrative leave phase.

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].”

Thereafter, DRP participants are not required to log into DATAAPS on a biweekly basis. The supervisor and/or a human resources representative in each command will confer with payroll to ensure timecards of DRP participants are certified biweekly.

Supervisors should enter and/or approve LN requests biweekly rather than all at once in the event there are code updates.

## 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.

## G. Records Management

In addition to the transfer of information relating to duty, the separating employee is also to maintain appropriate records management protocols and ensure information is easily accessible to the organization. In congruence with applicable records management guidance and in collaboration with the organization’s Records Management POC, 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 appropriate designated 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 designated 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.
- Obtain Records Management POC approval for any non-record files to be retained by the individual.

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](#).

## H. 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.

## I. 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 ethics official 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.

### 3. Confidential Financial Disclosure Report Filers (OGE Form 278)

Individuals who are required to file OGE Form 278s must complete a termination OGE Form 278 before beginning administrative leave. Filers must file an annual report by May 15, 2025 and a termination report not later than 30 days after they resign, retire or officially separate from their filing position, which for most filers will be in September 2025. These filers must also continue to file periodic transaction reports until they resign, retire or officially separate.

## J. Security

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

Eligibility to maintain security clearances will not be affected by DRP participation. Individuals with current access to classified information should expect to be debriefed from existing accesses when placed on administrative leave. Individuals must contact their organization's Activity Security Manager or Special Security Officer for additional information related to the debriefing requirements as part of the offboarding 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.

## K. 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](#)
- OPM Memo on Legality of DRP (2025) – [Legality of Deferred Resignation Program](#)
- DCPAS DRP FAQ (2025) - [Deferred Resignation Program FAQ - Tranche 1 Revised 2-10-2025](#)
- DOD Civilian Performance Management System: Performance Management and Appraisal Program (2023) - [DoDI 1400.25, Vol. 431](#)

## Appendix I: Deferred Resignation Program: Sample DAF Final Separate Agreement

### **Final Separation Agreement**

This agreement is between Department of Air Force (“Agency”) and the Employee identified below.

On January 28, 2025, OPM circulated a memorandum to Agency employees (Fork in the Road Memo) offering them a voluntary deferred resignation option. The offer stated that those employees who accept the offer will not be subject to any reduction in pay and benefits by their agency and exempted them from all applicable in-person work requirements until September 30, 2025, or earlier if they choose to accelerate the resignation date for any reason (Deferred Resignation Program).

The Agency has received Employee’s voluntary request to be included in the Deferred Resignation Program and the Agency accepts Employee’s request to be included in the Deferred Resignation Program. Accordingly, the parties agree as follows:

1. Employee is accepted into the Deferred Resignation Program. Employee agrees to continue working through the later of [DATE], 2025 or one week after signing this agreement if Employee is age 40 or over, in an effort to ensure a smooth transition of Employee’s duties, responsibilities and work assignments to other staff.
2. Employee shall be placed on paid administrative leave on [DATE], 2025. Employee shall remain on paid administrative leave up through and including September 30, 2025, or such earlier date on which Employee may choose to resign or otherwise separate from federal service (Deferred Resignation Period). Employee agrees not to challenge the Agency’s use of paid administrative leave in any forum. In the event that the use of paid administrative leave is found unlawful or set aside, Employee agrees to accept placement into another leave status at the discretion of the Agency for the duration of the deferred resignation period.
3. Employee agrees to turn in all Agency equipment and property no later than [DATE], 2025, as directed by Employee’s supervisor.
4. Employee shall not be expected to work during the Deferred Resignation Period and shall be exempt from any return-to-office requirements.
5. During the Deferred Resignation Period, Agency shall continue to pay Employee’s current salary and Employee shall continue to retain and receive all benefits of Employee’s federal employment, including but not limited to TSP contributions, health, dental, vision and/or any other similar benefits, with Agency making the government’s contribution. Employee will receive retirement service credit during the deferred resignation period consistent with the retirement provisions applicable to Employee. If Employee becomes eligible for a within-grade increase during the deferred resignation period, Agency shall process the within-grade increase and Employee shall receive the associated salary increase.

6. Employee will continue to accrue annual and sick leave during the deferred resignation period. Employee will receive a lump sum payment of accrued annual leave in accordance with 5 CFR part 550 upon separation from service.

7. If there is a lapse in appropriations during the Deferred Resignation Period Employee shall retain all existing rights covering such lapse in appropriations regardless of their status as a Deferred Resignation Program participant including but not limited to receiving back pay consistent with the Government Employee Fair Treatment Act of 2019.

8. Agency shall comply with all terms of this agreement even if Employee's position is eliminated or reassigned prior to September 30, 2025. Employee shall not be subject to furlough, termination, reduction in force or layoff as a result of an agency-initiated reorganization or reduction in force. Employee agrees to cooperate with steps taken by Agency to exempt Employee from any reduction in force.

9. Nothing in this agreement prevents Employee from retiring from federal service at any time if Employee is eligible to do so under the applicable provisions of Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS) prior to December 31, 2025. If Employee is eligible and elects to retire before December 31, 2025, Employee's retirement election shall override any benefits that would be available to Employee under this agreement after the effective date of Employee's separation. Employee understands that Employee is responsible for submitting a CSRS or FERS application.

10. Nothing in this agreement prevents Employee from retiring from federal service on or before [INSERT VERA END DATE] if Employee is eligible to do so under the Voluntary Early Retirement Authority (VERA). If Employee is eligible and elects to retire under VERA, Employee's retirement election shall override any benefits that would be available to Employee under this agreement after the effective date of Employee's separation. Employee understands that Employee is responsible for submitting a VERA application.

11. Employee forever waives, and will not pursue through any judicial, administrative, or other process, any action against the Agency that is based on, arising from, or related to Employee's employment at the Agency or the deferred resignation offer, including any and all claims that were or could have been brought concerning said matters, including but not limited to claims for reinstatement, back pay, front pay, costs, attorney's fees, expenses, and/or damages of any kind whatsoever. This waiver includes any claims concerning the Deferred Resignation Program that may have accrued as of the date Employee signs this Agreement. Employee unconditionally releases the Agency, and their present and former employees, officers, agents, representatives, and all persons acting by, through, or in concert with any of those individuals, either in their official or individual capacities, from any and all liability based on, arising from, or relating to the matters that Employee may have against them, including any and all claims that were or could have been brought. Employee agrees to immediately withdraw any and all claims, complaints, charges, grievances, appeals, or civil actions of any kind whatsoever that Employee may have filed in any forum against the Agency, its officers, employees or agents, arising out of their employment with the Agency as of the effective date of this Agreement. Notwithstanding the foregoing, claims which have or may be initiated under the Federal Employees Compensation Act (FECA) are exempted from this waiver by agreement of the parties.

12. Employee acknowledges they have entered the agreement knowingly, voluntarily, and free from improper influence, coercion, or duress.

13. Employee acknowledges that Agency will immediately rely on the terms of this agreement in consolidating and reassigning roles and otherwise taking steps to reform the agency workforce. As of the effective date of this agreement, Employee will permanently cease to serve in the position from which Employee is agreeing to resign. Consequently, Employee understands that, as of the effective date of this agreement, this agreement is final and reflects Employee's decision to resign effective September 30, 2025, unless Employee resigns or retires earlier as set forth above.

14. Employee may accept non-federal employment during the deferred resignation period provided it does not violate the Standards of Ethical Conduct for Employees of the Executive Branch at 5 CFR part 2635, applicable federal laws, or any supplemental Standards of Ethical Conduct for Employees or regulations of the Agency.

15. Should Employee become subject to military orders during the deferred resignation period, then any laws, rules, or other guidance applicable to the Employee as a servicemember that are inconsistent with provisions of this agreement shall supersede the inconsistent terms of this agreement.

16. **If 40 years of age or older**, Employee waives any claims, complaints, charges, or civil actions the employee has or could have raised under the Age Discrimination in Employment Act (ADEA) against Agency as of the effective date of this agreement. Employee further acknowledges the following in connection with this waiver of rights under the ADEA:

- a. The Employee has reviewed the entire agreement and understands its provisions;
- b. The Employee has not waived any rights or claims that may arise after the date this agreement is signed;
- c. The Employee is advised to consult with an attorney prior to signing this Agreement;
- d. The employee has received, by separate attachment, information concerning the job titles, ages, and DRP eligibility of all other employees in the same job classification or organizational unit as required by the Older Workers Benefit Protection Act;
- e. The Employee has 45 days to consider the terms of this Agreement but, at the Employee's sole discretion, waives such right;
- f. After returning a signed and dated copy of the agreement to Agency, the employee retains the right to revoke the agreement for seven (7) days. The agreement will not become effective or enforceable until the revocation period has expired; and
- g. The actions/obligations described in sections 2, 3, and 4 of this Agreement shall not occur until the end of the 7-day revocation period.

17. Consistent with law, Agency agrees to waive any debt owed by Employee to Agency pursuant to a recruitment incentive, student loan repayment, or other service agreement. Agency also agrees to waive any remaining service requirements from taking paid parental leave and stipulates that it will not seek reimbursement from the employee of any costs it may be entitled to recover under the Paid Parental Leave Act (5 U.S.C. § 6382).

18. This agreement shall constitute the entire agreement between the parties, and shall supersede all prior agreements, understandings and negotiations between the parties with respect to the terms of Employee's resignation. In case any of this agreement shall be held invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

ON BEHALF OF DEPARTMENT OF AIR FORCE:

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[NAME, TITLE]

EMPLOYEE

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[NAME, TITLE]