



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

Note: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding accepting and processing voluntary (employee-initiated) separations issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

1. PURPOSE: This directive provides TSA policy and procedures for accepting and processing voluntary (employee-initiated) separation actions.

2. SCOPE: This directive applies to all TSA employees who initiate a request to leave TSA voluntarily, such as through retirement, resignation, or transfer to another Federal agency.

3. AUTHORITIES:

A. Sections 101, 111(a) and 111(d) of the Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA), November 19, 2001 (49 U.S.C. §§ 114(n), 40122, 44935, and 44935 note)

B. Sections 403(2) and 423 of the Homeland Security Act of 2002

C. Applicable TSA and DHS delegations of authority

4. DEFINITIONS

A. Effective Date: The date on which a personnel action takes effect. Depending on the type of personnel action involved, the appropriate effective date could be specified by the employee or by the agency. All voluntary separation actions take effect at midnight of the effective date unless a different time is specified by the individual requesting the action.

B. Personnel Action: The process necessary to implement and document personnel changes in an individual's record of Federal civil service employment. Examples include but are not limited to: appointment, promotion, reassignment, pay increases, benefits elections and changes, and separations.

C. Separation: A personnel action which will remove an employee from TSA's rolls (staff).

D. Tour of Duty: The hours of a day and the days of an administrative workweek which constitute an employee's regularly scheduled administrative workweek.

E. Withdraw: Retract or revoke a previously submitted personnel-related request, whether the original request was submitted orally or in writing. For the purposes of this directive, "withdraw" has the same meaning as "cancel" or "rescind."

5. RESPONSIBILITIES:

- A. Supervisors (in some cases through local office Human Resources (HR) representatives or designated staff members), are responsible for:
- (1) Accepting voluntary separation requests and requesting and obtaining appropriate documentation from employees;
 - (2) Promptly initiating a [Standard Form \(SF\) 52, Request for Personnel Action](#), when an employee has provided notification of his/her intent to voluntarily separate from TSA other than by retirement;
 - (3) Ensuring that the employee's requested date of separation and reason for leaving are included (as an attached statement) with, or annotated in, Part E of any SF 52 they initiate;
 - (4) Responding appropriately if an employee requests to withdraw a separation action, in accordance with the provisions of this directive; and
 - (5) Ensuring that an individual who has submitted a separation request is not directed or permitted to work for TSA after the effective date of the separation, unless and until the supervisor has confirmed that:
 - (a) The Office of Human Capital (OHC) has authorized the withdrawal of his/her separation action or request under either Section 6B or Section 6C of this directive; and
 - (b) OHC has completed the necessary steps to stop or correct the processing of the separation action and to reinstate the former employee to TSA employment and pay status.
- B. The Office of Human Capital (OHC) is responsible for:
- (1) Ensuring that the employee's request for separation includes the appropriate documentation and obtaining any information/documentation that might be missing;
 - (2) Processing personnel actions for TSA employees in accordance with applicable policies and procedures;
 - (3) Providing separating employees with information on employee benefits (such as health benefits, life insurance, thrift savings, retirement, leave); and
 - (4) Authorizing the withdrawal of separation actions or requests in accordance with this directive.
- C. Employees are responsible for:

TSA MANAGEMENT DIRECTIVE No. 1100.30-20
ACCEPTING/PROCESSING VOLUNTARY
(EMPLOYEE-INITIATED) SEPARATIONS

- (1) Promptly providing notification, preferably in advance and in writing, to the supervisor documenting a voluntary decision to leave TSA;
- (2) Completing required office/agency check-out procedures before leaving; and
- (3) Contacting their local human resources representative with questions related to separation.

6. POLICY:

- A. Employees may request a voluntary separation to be effective on the day and time of their choosing.
- B. An employee may withdraw a request for voluntary separation **ONLY** under certain specific conditions.
 - (1) The employee wishing to withdraw his/her request to separate must do so *before the separation has become effective*.
 - (2) An employee will generally be permitted to withdraw a previously submitted separation request before the effective date of the separation, unless permitting the employee to do so would cause undue hardship or significant disruption to the organization. Examples of undue hardship or significant disruption include, but are not limited to, circumstances such as when TSA has made an offer to another candidate to fill the position being vacated by the employee, or has made workforce reduction decisions based on the employee's request to separate.
 - (3) A decision on whether to permit withdrawal of a separation request will be made by the TSA official with hiring authority for the organization *only* after receiving authorization from the OHC official designated by the Assistant Administrator for Human Capital (AA/OHC).
 - (4) If an employee's withdrawal of his/her separation request is permitted, the TSA official with hiring authority for the organization is responsible for ensuring that the personnel action request (SF 52) documenting the separation is cancelled (i.e., making sure it is NOT processed) in the HR personnel information system. The TSA official is responsible for requesting and receiving written (email) confirmation from an OHC staff member that processing of the separation has been stopped before allowing the employee to report for work after the date on which the separation would have been effective.
 - (5) *Once the separation effective date and time has passed*, a withdrawal request from the former employee will not be considered, even if the Request or Notification of Personnel Action (SF 52 or SF 50) for the separation has not yet been submitted to and/or processed by the HR information system.
- C. Once the separation effective date and time has passed, only the AA/OHC or designee may authorize the processing of a withdrawal of the separation action. This would occur only under

**TSA MANAGEMENT DIRECTIVE No. 1100.30-20
ACCEPTING/PROCESSING VOLUNTARY
(EMPLOYEE-INITIATED) SEPARATIONS**

limited circumstances (e.g., when directed by an administrative or judicial decision or order, when it is a term of an authorized, signed settlement agreement, or when processing the separation action would clearly be in error).

- D. Supervisors may not direct, authorize, or permit any individual to report for work in their organization for any period of time after the effective date of the employee's separation unless and until confirming that:
 - (1) OHC has authorized the withdrawal of his/her separation action or request under either Section 6B or Section 6C of this directive; and
 - (2) OHC has completed the necessary steps to stop or correct the processing of the separation action and to return the former employee to TSA employment and pay status.
- E. Effecting Actions: Unless another action (such as an agency-initiated separation) takes effect earlier, the employee-initiated separation action becomes effective on the day and at the time specified by the employee.

7. PROCEDURES:

- A. Unless otherwise provided in this policy, TSA will apply the procedures and definitions in the Office of Personnel Management's Guide to Processing Personnel Actions for documenting and processing employee-initiated separations.
- B. Documenting separations.
 - (1) Each TSA employee who intends to separate should advise his/her immediate supervisor and/or HR representative in writing. Such notification should be provided as far in advance as possible.
 - (2) The separating employee may complete and submit a SF 52, a retirement application, or a separate written statement or letter. The employee's submission should be signed and should state his/her intent to separate, his/her reason for separating (which, depending on the type of separation, may appear on the SF 50), the date and time he/she intends for the action to take effect, and provide his/her most current address/contact information. An employee may choose not to provide a reason for leaving and may so state on the notification.
 - (3) The supervisor or HR representative should request more complete information if the employee does not provide all of the information required to document and process the separation.
 - (4) If the separating employee cannot or will not provide written documentation, the supervisor or other TSA employee who spoke with the separating employee must document the oral notification as completely and accurately as possible in a signed and dated memorandum for the record, including the date and time of the conversation, the reason (if any) provided by the employee, and when the employee intended the action to

**TSA MANAGEMENT DIRECTIVE No. 1100.30-20
ACCEPTING/PROCESSING VOLUNTARY
(EMPLOYEE-INITIATED) SEPARATIONS**

take effect. The person who prepares and signs the memorandum is responsible for its accuracy. The employee must be provided with a copy of the memorandum and a copy must accompany the SF 52. Part E of the SF 52, including the information on “reason for separation” to appear in the remarks section, must be completed by the HR representative and must use the information from the memorandum.

C. Processing separations.

- (1) For employees who have completed their trial period, if an agency-initiated separation action was in process prior to the employee’s submission of a resignation or retirement, the supervisor or HR representative should consult with OHC regarding how the separation action should be documented. TSA findings should be documented in the remarks section of the separation SF 50 ***only*** when the employee was issued a notice of proposed adverse action ***before*** he/she submitted a request for voluntary separation, or if the decision on the action was issued but had not yet become effective. In cases involving positive drug or alcohol tests, the HR specialist shall document the results in the Employee Relations tracking system but he or she may not document the SF 50 unless the employee was issued a Notice of Removal or Notice of Proposed Removal prior to submitting a request for voluntary separation.
- (2) For employees who have not completed their trial period, if an agency-initiated separation action was in process prior to the employee’s submission of a resignation or retirement, no agency reasons for or comments regarding the action may be placed on the SF 52, the SF 50, in the Official Personnel Folder or Employee Performance Folder.
- (3) HR representatives must promptly (no later than five business days after the effective date) initiate processing of resignations they receive. This is critical to ensure the prompt processing of separation-related benefits forms and payments to the employee.

D. Reinstatement of former employees. A former employee who would like to return to work with TSA after his/her separation has taken effect must follow required reinstatement hiring procedures. *This is true regardless of how much time has passed, and regardless of whether the personnel action documenting the separation has been entered into the HR personnel information system.* A former employee may not work for *any* period of time after his/her separation effective date in *any* TSA location unless and until his/her reinstatement has been authorized and processed by the OHC.

E. If a former employee is erroneously directed or allowed to work after the effective date of his/her separation and before proper reinstatement, the TSA official responsible for allowing this to occur must provide the Assistant Administrator (AA) of his/her organization with written documentation explaining the circumstances and obtain the AA’s approval to compensate the former employee ***before*** submitting such compensation request to OHC.

F. Transfers: An employee who accepts an offer of employment from another Federal agency is expected to notify TSA in advance of the transfer effective date so the transfer to the gaining agency can be coordinated and to avoid a break or overlap in service and/or benefits. If the employee changes his/her mind about transferring and wishes to remain with TSA, his/her

**TSA MANAGEMENT DIRECTIVE No. 1100.30-20
ACCEPTING/PROCESSING VOLUNTARY
(EMPLOYEE-INITIATED) SEPARATIONS**

request to cancel the transfer process will be subject to the conditions in Section 6B of this directive. If an employee reports to work for another Federal agency without notifying TSA, TSA will consider the act of reporting to the other agency as constituting a separation request, and TSA will separate the employee on the day before he/she reported to the new agency, unless dual Federal employment or other arrangements have been authorized in advance by TSA.

G. Benefits-related considerations of separation effective date.

- (1) The information provided below is necessarily brief. Employees should contact their HR representative for more comprehensive information related to benefits.
- (2) Federal Employees Health Benefits (FEHB) and Federal Employees' Group Life Insurance (FEGLI) premiums are not prorated when an employee separates before the end of his/her final assigned tour of duty in the pay period.
- (3) If an employee separates before completing his/her final assigned tour of duty in a pay period, then the employee will not earn any annual or sick leave for that pay period.
- (4) An employee who received an Annual Leave Recruitment Incentive and resigns or retires before completing 12 months of continuous service with TSA retains credit for any accrued annual leave and may receive this leave paid out as a lump sum, as appropriate. The employee is not, however, entitled to retain the additional service credit used to determine annual leave accrual. TSA will subtract the additional service credit from the employee's total creditable service, and a new service computation date for leave will be established before the employee separates. See [TSA MD 1100.57-3, *Recruitment, Relocation and Retention Incentives*](#), for more information.
- (5) In most cases, an employee who signed a service agreement for a benefit such as agency-paid relocation expenses, training payments, recruitment incentives, or similar incentives, will be obligated to repay a prorated portion of the benefit if he/she separates before the terms of the agreement have been fulfilled. Refer to the TSA policy applicable to the benefit involved for specific information on repayment conditions and requirements.
- (6) An employee who is retiring may want to consider the date his/her Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) annuity will commence before selecting an effective date for his/her retirement.
- (7) If the separating employee returns to Federal service within 3 calendar days, the period of time off of TSA's payroll and employment records (rolls) does not count as a break in service for Federal benefits coverage purposes. However, he/she may be required to refund all or a portion of the lump sum payment for accrued annual leave when returning to Federal service, depending on the period of time off the rolls and the number of hours of annual leave included in the lump-sum payment.

**TSA MANAGEMENT DIRECTIVE No. 1100.30-20
ACCEPTING/PROCESSING VOLUNTARY
(EMPLOYEE-INITIATED) SEPARATIONS**

- (8) Unless authorized by the AA/OHC, employees are not eligible to receive performance awards, pay increases, or any other pay-related payments effective after the date of separation.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



Richard A. Whitford, Assistant Administrator
for Human Capital

5-14-08
Date

Filing Instructions: File 200.1.1

Effective Date: 5-14-08

Review Date: 5-14-10

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Area Directors, Senior Field Executives, Federal Security Directors, Special Agents in Charge, Administrative Officers, and TSA affiliated HR Offices

Point-of-Contact: Office of Human Capital, TSA-OHC-Policy@dhs.gov