



DRP Offboarding Instructions

You received guidance from your supervisor on the actions necessary to initiate the offboarding procedures. The instructions below are meant to supplement offboarding checklists and include information on how to access key self-service systems.

Offboarding procedures for NNSA, BPA, PMA, and field site employees may differ slightly from HQ guidance, so please follow local guidance for specific requirements.

Access to Information

DOE system access will be deactivated when you begin administrative (admin) leave. Admin leave will begin no later than Saturday, March 1, 2025, unless management has approved your request for an extension. Please take the following actions to ensure you have access to files and available training after your DOE system access has been deactivated.

Additionally, HC has established an external facing website on Energy.gov for DRP participants to reference after they begin admin leave. The site is in the process of being built it, but additional resources will be added. Please visit [Extended Administrative Leave Resources | Department of Energy](#) for regular updates.

Personnel Files (eOPF)

- You are strongly encouraged to download a PDF copy of your eOPF via [ESS](#) before starting admin leave. After you are placed on admin leave, you will no longer have access to your eOPF. The PDF will be password protected, please ensure you keep this password, or you will not be able to access the PDF in the future.
- Review your emergency contact information within [ESS](#), under the Personal Information tab, and make any needed updates.

Pay & Tax Information

- Create a login with username and password at www.mypay.dfas.mil.
- Make changes to address, direct/deposit, tax withholdings in myPay.
- Please review the [FAQs](#) on established TSP accounts, including ongoing contributions and outstanding loans.
 - If after you begin administrative leave or leave federal service you wish to change your TSP allocations, you will need to obtain a username and password from TSP.gov.

Training - Percipio

You will continue to have access to DOE's extensive catalog of eLearning resources, including topics on personal wellness, resume writing, interviewing, and numerous professional certifications to support you in transitioning to a new career. To access this resource, login with username and password at [PERCIPIO](#).



Retirement or Benefit Changes

- If you are retiring or will need to make benefit changes, before going on admin leave, you must register in FedHR by selecting the tab for “Login and User Name” and then follow the “New User” instructions at the bottom of the screen.
- You will be required to enter your last name, date of birth, and social security number. Once registered, participants can access the site from any computer within the United States (US) or US Territory. Use the appropriate link based on their Departmental Element:
 - HQ, Office of Inspector General (OIG) and Power Marketing Administrations participants must register using this link: [FedHR/DOE](#)
 - National Nuclear Security Administration (NNSA) including Naval Reactors must register using this link: [FedHR/DOENNSA](#)
- Enter your retirement request in FedHR Navigator 60-90 days in advance of your retirement date. The appropriate SHRO/SSC Benefits Branch will process the retirement as normal.
- If you are retiring from Bonneville Power Administration (BPA) must submit retirement applications 60-90 days in advance by contacting Benefits@bpa.gov.

Employee Assistance Program (EAP)

- As a reminder as a DOE employee, DOE’s EAP and its services are available to you and your immediate family at no cost and are confidential. Should you or a family member need individual counseling you may contact, at your discretion, the Federal Occupational Health (FOH) at 1-800-222-0364 (888-262-7848, hearing-impaired) for support.
- For online access to work-life information, family resources, health and wellness presentations and interactive searchable databases please visit [WorkLife4You: Member Login](#) and utilize registration code *USENERGY*.
- For online access to EAP information and resources, self-help assessments, webinars, podcasts, and more please visit [FOH4YOU](#).

Return Equipment

Return your assigned property, to include, but not limited to, keys to doors, computer, docking station, external camera, etc. Contact your Resource Manager for your DE’s government issued property/equipment return process.

ATAAPS Timekeeping (Updated)

- It is recommended that all DEs change their DRP participants to a standard 8-hour, 5-day work week beginning the first full pay period of admin leave.
- Submit your admin leave requests for each pay period you will be on admin leave before you start admin leave using the following information.
 - LN – Administrative Leave



- Other - "Approved by OPM and DOE Secretary due to Deferred Resignation Participation through 9/30/25 [or through 12/31/25 for employees who are retiring]
- Please account for Holidays, when submitting your admin leave requests (i.e. 72 hours if there is a Holiday in the PP).
- You are not required to login biweekly. DRP representatives in each Departmental Element will confer with payroll to ensure your timecards are certified biweekly.
- Supervisors should approve LN requests biweekly. Do not approve at once in the event there are updates to the DE's ATAAPS codes.

Performance Plans (NEW)

- Supervisors of employees who have enrolled in the DRP should complete mid-year performance reviews before the employee starts admin leave. If the employee is already on admin leave, the supervisor should complete the mid-year performance review and annotate DRP as the reason the employee is unavailable to sign.

Records Management

- Move all federal records (including important working documents and drafts) from your OneDrive or your desktop into a shared location, such as SharePoint or a Shared Drive.
- Ensure your supervisor or qualified representative from your office has full access to the records including any necessary passwords for protected records.
- Ensure PII and CUI records are properly secured and available only to authorized holders or those with a lawful government purpose.
- Give your supervisor or qualified representative from your office any physical hard drives or removable media that was used for storing records.
- Check permissions applied to areas storing federal records to ensure members of your team can access them.

Ethics and Filing

Public Financial Disclosure Report Filers (OGE Form 278e)

To ensure you will have access [Integrity.gov](https://www.integrity.gov) (the 278 filing system) during your admin leave and subsequent separation from the Department, **please contact standardsconduct@hq.doe.gov to provide a personal email address.** This will allow you access to Integrity via a username, password, and authenticator app.

Please note the important details below:



- **Periodic Transaction reports:** While on admin leave, you are required to continue to file periodic transaction reports for any purchase, sale, or exchange of securities over \$1,000.
- **Annual report:** You must file your 2025 annual report **on or before May 15, 2025**, unless you have been granted an extension.
- **Termination report:** You must file a termination report within 15 days before, but no later than 30 days after, leaving a filing position, unless you have been granted an extension. You do not terminate from filing position until you resign (NLT September 30, 2025) or retire (NLT December 31, 2025).
- **Notification of Negotiation or Agreement for Post-Employment Compensation and Employment:** You must file [STOCK Act Notifications](#) for negotiations or agreements for employment or a compensation arrangement that will begin after leaving government service. You can, but are not required to, file a STOCK Act Notification for negotiations or agreements for employment or a compensation arrangement that will begin *before separation* from government service.
- **Senior Employee Termination Restrictions Form:** Senior employees (those with rate of basic pay of \$195,231) must email standardsofconduct@hq.doe.gov to receive a form to complete prior to separation date. You do not terminate from your filing position until you resign (NLT September 30, 2025) or retire (NLT December 31, 2025).

Confidential Financial Disclosure Report Filers (OGE Form 450)

- If you will start admin leave before the due date of your report, you are not required to submit the report. If you have already submitted an OGE Form 450 in 2025, nothing further is required.

All Employees Considering Outside Employment/Activities

- Even while on admin leave, all outside activity requests must be first signed by your supervisor or someone in your supervisory chain and then submitted for approval as follows:
 - DOE HQ employees should submit their forms to standardsofconduct@hq.doe.gov.
 - NNSA HQ employees duty stationed in the National Capital Region should submit their forms to NNSAEthicsNCR@nnsa.doe.gov.
 - NNSA HQ employees duty stationed in Albuquerque and all Office of Secure Transportation Employees should submit their forms too Ethics.ABQ@nnsa.doe.gov.
 - Employees who are duty stationed in field offices should submit forms to their field counsel – Field counsel contact information is available on [GC's Intranet page](#).
- Employees can access outside activity forms and information on GC's Intranet page: [Outside Employment / Activities | Department of Energy](#).



Security

Uncleared Personnel with HSPD-12 Credentials

Individuals in uncleared positions who possess a DOE issued HSPD-12 credential and are separating from DOE, must complete a [DOE F 473.4, Federal/Contractor Building Access Only \(BAO\) Termination Form](#). The form must be sent to the respective Cognizant Personnel Security Office.

Personnel with Clearances/Access to Classified Information

Security clearances must be administratively withdrawn. Within 3 working days prior to starting admin leave, individuals must complete [DOE F 472.12, Security Termination Statement](#) and return it to their respective Cognizant Personnel Security Office.

Physical Security

Below are additional physical security offboarding requirements. This is not an inclusive list as sites have different requirements. Please contact your security officer for 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 KSV-21 cards (Fortezza cards) for the STEs to the security officer. Return your HSPD-12 credential or local site badge to your security officer.
- Cancel classification/declassification officer authority.
- Destroy or return classification guides.

DOE Cognizant Personnel Security Offices

DOE Headquarters, Office of Security Vetting

- HSPD-12@hq.doe.gov (uncleared)
- PersonnelSecurity@hq.doe.gov (clearances)

Idaho Operations Office

- DOEIDPersonnelSecurity@id.doe.gov

Richland Operations Office

- DOE_Clearance_Process_Center@rl.gov

National Nuclear Security Administration, Office of Personnel and Facility Clearances

- PSDHD@nnsa.doe.gov



Naval Reactors, Personnel Security Office

- NRPERSEC.Helpdesk@nrp.doe.gov

Office of Science, Office of Safety and Security

- InformationReports@science.doe.gov

BPA and PMA

- Employees should follow local off-boarding procedures and check-in with local Personal Security Officers