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(b) (3)**Date:** 06/20/2006**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-28 VOLUNTARY SEPARATIONS

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REVISION SUMMARY: 20 June 2006

This regulation supersedes AR 20-28, dated 16 September 2005.

AR 20-28 is revised in order to delete information pertaining to the United Services Employment and Reemployment Rights Act (USERRA). This information is now incorporated into AR 20-6. This revision also reflects the D/CIA's decision, effective 13 October 2005, to establish the National Clandestine Service.

Boldfaced text in this regulation indicates revisions.

This regulation was written by DS/CSC/HR/Strategy and Programs Group/HR Policy Staff, HR Policy@DA.

28. (U) VOLUNTARY SEPARATIONS

(U//AIUO) SYNOPSIS. This regulation states policy and responsibilities concerning employees who voluntarily resign or retire from the Agency. It also includes guidance on employment verification, disclosure of Agency affiliation to prospective employers, and exit processing.

a. (U) AUTHORITY. Sections 6 and 8 of the Central Intelligence Agency Act of 1949, 50 U.S.C. §§ 403g and 403j, as amended.

b. (U//AIUO) POLICY**(1) GENERAL**

(a) An employee who intends to resign or retire from the Agency must give at least two weeks written notice, if possible.

APPROVED FOR RELEASE
DATE: JAN 2008

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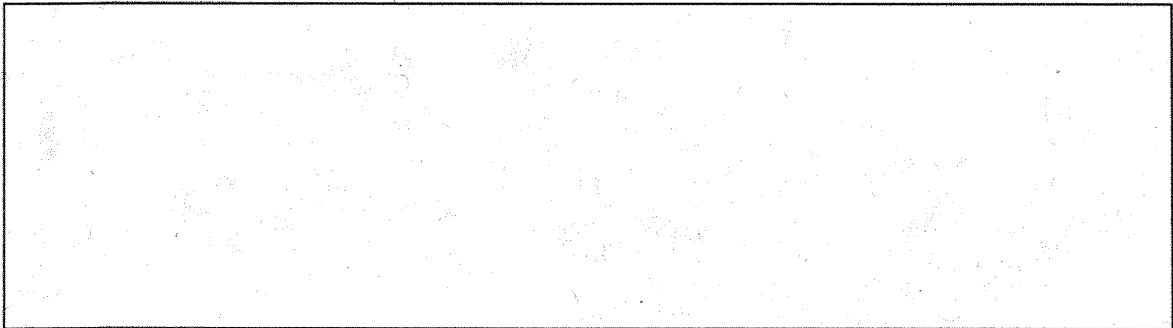
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- (b) The effective date of resignation or retirement is the last day the employee is present for duty, except in the following circumstances:
- (1) An employee who resigns or retires while on leave of absence (including leave without pay) ordinarily will specify the resignation or retirement date. A request to have a resignation retroactively effective is subject to review by Human Resources (HR). In no case may the resignation be effective earlier than the date the employee specifies. Employees who retire while on leave without pay must meet the creditable service requirements of their retirement system. If the employee sets an effective date that includes a period for which leave has not been approved, that period is either charged to annual leave or considered as absence without leave (AWOL) at the Agency's discretion.
 - (2) The actual resignation or retirement date may be extended to grant the unused leave when an employee resigns or retires in circumstances where the granting of accrued annual or sick leave is proper. Granting annual leave immediately prior to separation, when it is known in advance that the employee is to be separated, is limited to cases where exigencies of the service require such action (for instance, when the Agency determines that the employee's absence is necessary to protect the health or safety of the employee or others in the office). (See AR 13-1.)
 - (3) An employee whose termination has been proposed may be given the opportunity to resign or, if qualified, retire at any time before the effective date of the termination.
- (2) **SEPARATION WITH REEMPLOYMENT RIGHTS.** An employee normally resigns when leaving to accept employment with another Federal department or agency without a break in service. The separation is effective on the day before the new appointment. An Agency employee may be separated with the grant of a reemployment right upon Chief, Human Resources (C/HR) approval and mutual agreement between the hiring and the losing agency. This right is for a fixed term unless otherwise specified by the C/HR and may be exercised by the employee's timely application for reemployment.
- (3) **PREPARATION OF RESUMES OR APPLICATIONS**
- (a) Any employee may seek guidance from the Center for Career Transition, HR, on resume preparation.
 - (b) All employees separating from the Agency must be made aware of the following:
 - (1) Separating employees may:
 - (a) Discuss in generic terms applicable experience, language capability, and foreign area knowledge.
 - (b) Discuss beginning and ending salaries.
 - (c) Use regional terms to identify geographic areas where the employee has worked, such as the United States, Europe, East Asia, or Latin America.
 - (d) Discuss clearances in general terms, avoiding references to special

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compartmented accesses.

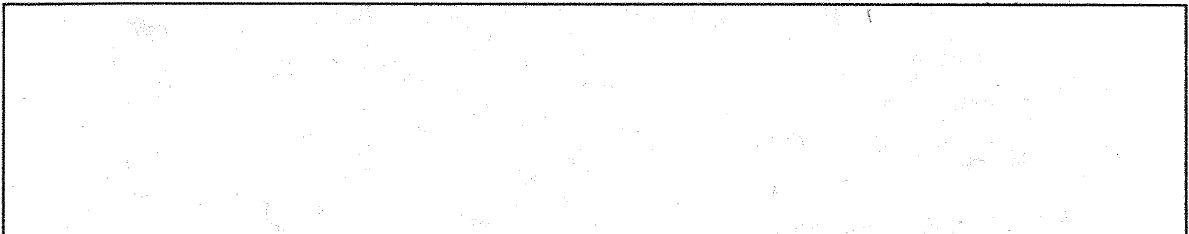
- (e) Discuss non-Agency-unique training.
- (2) Separating employees may not disclose classified or sensitive information when describing Agency employment, including:
 - (a) Information regarding intelligence sources and methods or liaison activities or relationships.
 - (b) Agency-unique pay grades ([redacted])
[redacted]
 - (c) The location of any covert Agency facilities.
 - (d) Components below the office level (in the **National Clandestine Service** [NCS] list only the "**National Clandestine Service**" [cover permitting]).
 - (e) Any specific or otherwise sensitive budget data or specific number of employees supervised.



(4) VERIFICATION OF EMPLOYMENT

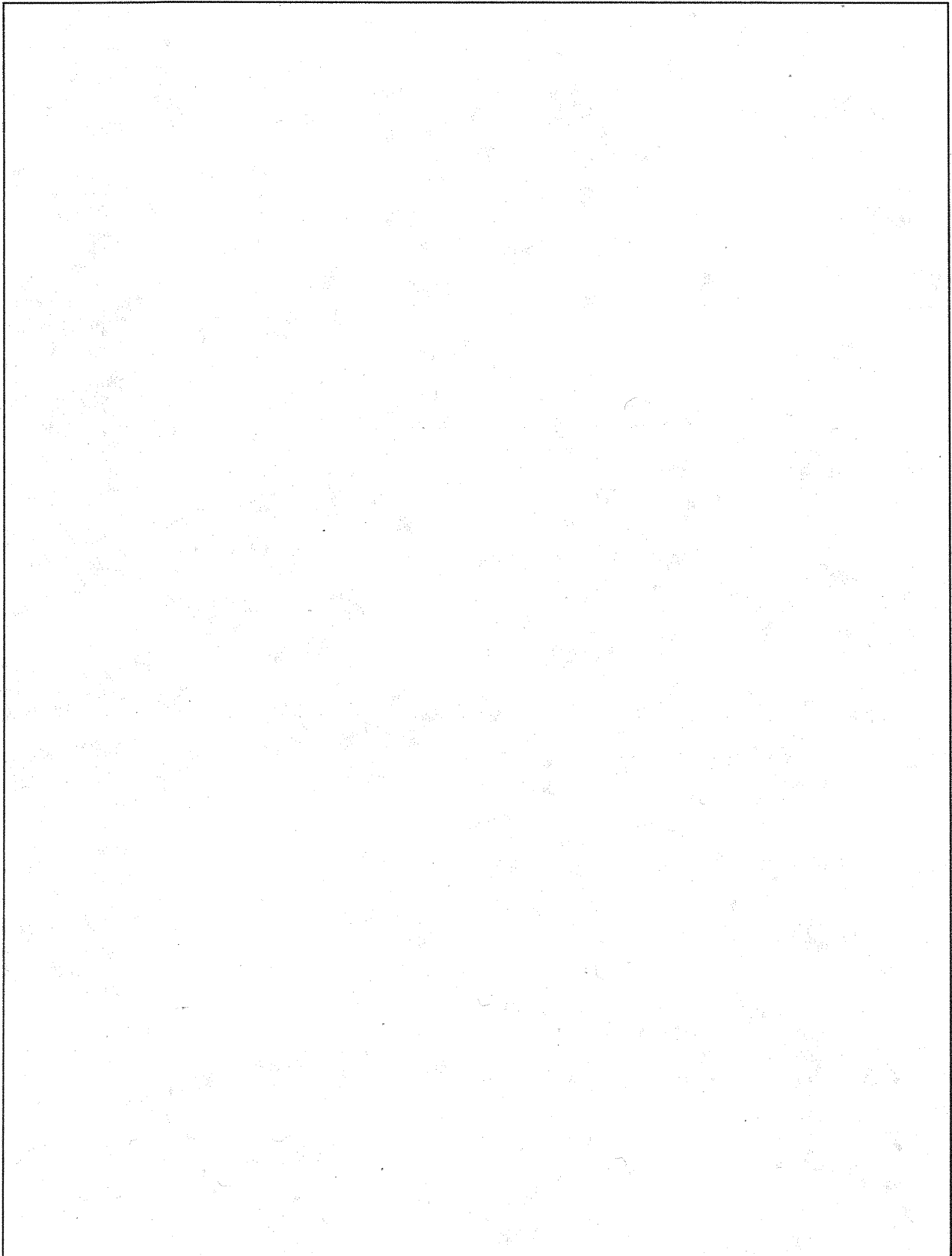
- (a) To protect the privacy and confidentiality of personal information, only written employment verification requests will be accepted. All requests must include a signed release statement from the employee. Separating employees should not provide the names of supervisors or other Agency employees. The supervisor is always listed as the "Chief, Human Resources." A separating overt employee may request current fax numbers from HR/Pay & Benefits or use the following mailing address for verification of employment:

Central Intelligence Agency
Human Resources
Washington, D.C. 20505
ATTENTION: Employment Verification



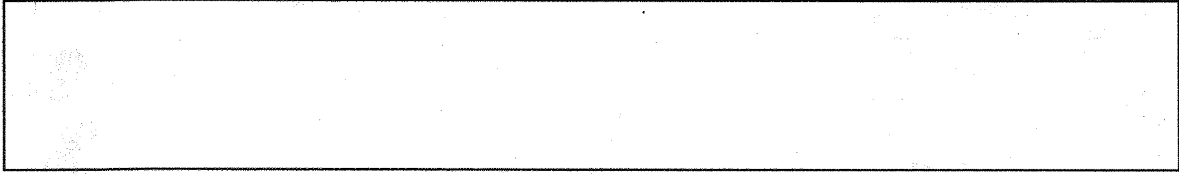
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