

## Appendix L – Separation Management Requirements

| Changes to Separation Management Requirements from Version 2.0              |              |               |
|---|--------------|---------------|
| Requirement   | Changes Made | Reason        |
| SEP27 Conduct exit processing upon separation of an employee.               | Priority     | Policy Update |
| SEP38 Subscribe to applicable OPM policy listservs through the OPM website. | Added        | Policy Update |

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The Shared Service Center *may* have a role in providing and operating the facility or system to address the functionality, transaction, or process described by these requirements in accordance with the priority specified.

If an SSC chooses to offer services for any of the non-core services, it must meet the applicable mandatory requirements at the time such services are provided to the customer.

Nothing in these requirements implies or authorizes the performance of inherently governmental functions by non-governmental entities.

| Primary Reference  | Unique ID | Requirements Description  | Type   | Priority  | Who                           | Process Linkage            | Process Linkage                      | Process Linkage                   | Process Linkage |
|--|-----------|---|--------|-----------|-------------------------------|----------------------------|--------------------------------------|-----------------------------------|-----------------|
| 5 USC, 2951  | SEP1      | Provide documentation of separation actions to OPM IAW 5 USC, 2951.   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation |                                      |                                   |                 |
| 5 CFR 715.202  | SEP2      | Accept an employee's resignation IAW 5 CFR 715.202.   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation |                                   |                 |
| 5 USC, 8336; 5 CFR 831.1203 and 1204, 5 CFR 841,842, 844.103, 201, and 204 | SEP3      | Accept an employee's application for retirement IAW 5 USC, Chapters 83 and 84.                                    | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation | 10.1.4 Provide Separation Support |                 |
| 5 CFR 315.804 and 805  | SEP4      | Support the Agency in an employee's termination during a probationary/trial period IAW 5 CFR 315.804 and 315.805. | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation | 10.1.4 Provide Separation Support |                 |
| 5 CFR 352, Subpart C   | SEP5      | Detail an employee to an international organization IAW, 5 CFR 352 Subpart C.                                     | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation | 10.1.4 Provide Separation Support |                 |
| 5 CFR 352.304,307, and 309   | SEP6      | Transfer an employee to an international organization IAW 5 CFR 352, Subpart C.                                   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation | 10.1.4 Provide Separation Support |                 |
| 5 CFR 352.505 and 508  | SEP7      | Notify an employee regarding reemployment rights under and IAW 5 CFR 352.   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.4 Provide Separation Support    |                                   |                 |

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|---|-----------|---|--------|-----------|-------------------------------|----------------------------|---|--------------------------------------|-----------------------------------|
| 5 CFR 715.201   | SEP8      | Ensure that an employee leaving a position in one branch of the government to commence employment with another branch of the government resigns his or her current position rather than transferring between the positions. | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation        |                                      |                                   |
| 5 CFR 353.106(a)  | SEP9      | Inform an employee in the uniformed services being separated of his rights and obligations IAW 5 CFR 353 and USERRA.  | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation        | 10.1.4 Provide Separation Support    |                                   |
| 5 CFR 359   | SEP10     | Remove a career Senior Executive Service appointee from the SES IAW 5 CFR 359.  | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.2 Conduct Workforce Shaping Activities | 10.1.3 Determine Terms of Separation | 10.1.4 Provide Separation Support |
| 5 USC, 8335 and 8425  | SEP11     | Separate an employee subject to the mandatory separation provisions IAW 5 USC, Chapters 83 and 84.  | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation        | 10.1.4 Provide Separation Support    |                                   |
| 5 CFR 353.104; 5 USC, 8116(b) and 8151  | SEP12     | Inform an employee being separated as a result of a compensable injury of his rights, obligations, and benefits IAW 5 CFR 353 and DOL Publication CA 810 and 5 USC, Chapter 81.   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation        | 10.1.4 Provide Separation Support    |                                   |
| 5 CFR 353.105; DOL Publication CA 810   | SEP13     | Maintain records for all injured employees IAW 5 CFR 353 and DOL Publication CA 810.  | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation        | 10.1.4 Provide Separation Support    | 10.1.6 Conduct Exit Processing    |
| 5 CFR 831.1205 and 844.202  | SEP14     | File an agency-initiated application for disability retirement IAW 5 USC, Chapters 83 and 84.   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation        |                                      |                                   |
| 5 CFR 731.302, 304, 402; 5 CFR 752.403 and 432.105; 5 USC 4303 and 7513 ;5 USC 7521; 5 CFR 930.214; 5 CFR 731.404 | SEP15     | Process a proposed separation action IAW 5 CFR 731 and 5 USC 7513.  | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation | 10.1.3 Determine Terms of Separation        |                                      |                                   |

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|--|-----------|---|--------|-----------|-------------------------------|---|--------------------------------------|-----------------------------------|-----------------|
| P.L 105-270;5 USC                        | SEP16     | Assist in RIF procedures resulting from A-76 studies IAW the Federal Activities Reform Act of 1998 and 5 USC.                             | Policy | Mandatory | Shared Service Center/ Agency | 10.1.2 Conduct Workforce Shaping Activities |                                      |                                   |                 |
| 5 CFR 359.602 and 603                    | SEP17     | Process reduction in force of SES IAW 5 CFR 359.  | Policy | Mandatory | Shared Service Center/ Agency | 10.1.2 Conduct Workforce Shaping Activities |                                      |                                   |                 |
| 5 CFR 351 Subpart C                      | SEP18     | Complete an interagency transfer of function IAW 5 CFR 351.   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.2 Conduct Workforce Shaping Activities |                                      |                                   |                 |
| 5 CFR 351 and 353                        | SEP19     | Support a reduction in force IAW 5 CFR 351 and any other appropriate regulations.   | Policy | Mandatory | Shared Service Center/ Agency | 10.1.2 Conduct Workforce Shaping Activities |                                      |                                   |                 |
| 5 CFR 930.215                            | SEP20     | Support a reduction in force for administrative law judges IAW 5 CFR 930.215 and any other appropriate regulations.                       | Policy | Mandatory | Shared Service Center/ Agency | 10.1.2 Conduct Workforce Shaping Activities |                                      |                                   |                 |
| 5 USC, Chapter 63; 5 CFR 353.106 and 208 | SEP21     | Process personnel actions (including leave) for employees on duty with the uniformed services or who have sustained compensable injuries. | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation                  | 10.1.3 Determine Terms of Separation |                                   |                 |
| 5 CFR Part 353, Subpart B                | SEP22     | Provide support for the uniformed service provisions found in 5 CFR Part 353, Subpart B.  | Policy | Mandatory | Shared Service Center/ Agency | 10.1.1 Initiate Separation                  | 10.1.3 Determine Terms of Separation |                                   |                 |
| 5 CFR 353.209                            | SEP23     | Discharge an employee returning from absence due to duty in the uniformed services only for cause IAW 5 CFR 353.209.                      | Policy | Mandatory | Shared Service Center/ Agency | 10.1.3 Determine Terms of Separation        | 10.1.1 Initiate Separation           | 10.1.4 Provide Separation Support |                 |

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|-------------------------------|-----------|--|------------|-----------|-------------------------------|--------------------------------------|---|-----------------|-----------------|
| 5 USC 5514; 5 CFR 179         | SEP24     | Notify payroll of an employee's known outstanding debts to the Government upon separation of the employee.   | Policy     | Mandatory | Shared Service Center/ Agency | 10.1.3 Determine Terms of Separation | 10.1.6 Conduct Exit Processing              |                 |                 |
| 5 CFR 353.104                 | SEP25     | Inform an employee of his rights, obligations, and benefits relating to Government employment when separating because of uniformed service or compensable injury.  | Policy     | Mandatory | Shared Service Center/ Agency | 10.1.4 Provide Separation Support    |   |                 |                 |
| 5 CFR 178                     | SEP26     | Process claims for the compensation due a beneficiary of a deceased employee IAW 5 CFR 178.  | Policy     | Mandatory | Shared Service Center/ Agency | 10.1.4 Provide Separation Support    | 10.1.6 Conduct Exit Processing              |                 |                 |
| Best Business Practice        | SEP27     | Conduct exit processing upon separation of an employee.  | Policy     | Mandatory | Shared Service Center/ Agency | 10.1.6 Conduct Exit Processing       |   |                 |                 |
| 5 USC, 3502;5 CFR 351         | SEP28     | Support activities associated with a reduction in force.   | Technology | Critical  | Shared Service Center/ Agency | 10.1.1 Initiate Separation           | 10.1.2 Conduct Workforce Shaping Activities |                 |                 |
| 5 USC, 6302(g); 5 CFR 630.212 | SEP29     | Allow a career employee to use accrued annual leave and remain on the agency's rolls past the effective date of separation due to a relocation if the employee's retention would allow the employee to attain eligibility for an immediate annuity and/or establish eligibility to continue health benefits into retirement. | Technology | Useful    | Shared Service Center/ Agency | 10.1.3 Determine Terms of Separation |   |                 |                 |
| Best Business Practice        | SEP30     | Track a separation date.   | Technology | Mandatory | Shared Service Center/ Agency | 10.1.3 Determine Terms of Separation |   |                 |                 |
| Best Business Practice        | SEP31     | Provide career transition assistance.  | Service    | Mandatory | Shared Service Center/ Agency | 10.1.4 Provide Separation Support    |   |                 |                 |
| Best Business Practice        | SEP32     | Support severance pay per eligibility guidelines.  | Technology | Mandatory | Shared Service Center/ Agency | 10.1.4 Provide Separation Support    |   |                 |                 |

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|------------------------|-----------|--|------------|-----------|-------------------------------|-----------------------------------|-----------------|-----------------|-----------------|
| Best Business Practice | SEP33     | Communicate to employees that they are eligible to file for unemployment compensation.                                       | Policy     | Mandatory | Shared Service Center/ Agency | 10.1.4 Provide Separation Support |                 |                 |                 |
| Best Business Practice | SEP34     | Provide employees with an SF 8 Unemployment Compensation Form.   | Service    | Mandatory | Shared Service Center/ Agency | 10.1.4 Provide Separation Support |                 |                 |                 |
| Best Business Practice | SEP35     | Capture employee's position and organizational knowledge, intellectual capital, and job-related information upon separation. | Technology | Useful    | Shared Service Center/ Agency | 10.1.5 Conduct Knowledge Transfer |                 |                 |                 |
| Best Business Practice | SEP36     | Notify appropriate personnel of separation tasks to be performed.  | Service    | Mandatory | Shared Service Center/ Agency | 10.1.6 Conduct Exit Processing    |                 |                 |                 |
| Best Business Practice | SEP37     | Support employee exit process.   | Technology | Critical  | Shared Service Center/ Agency | 10.1.6 Conduct Exit Processing    |                 |                 |                 |
| Best Business Practice | SEP38     | Subscribe to applicable OPM policy listservs through the OPM website.  | Policy     | Mandatory | Shared Service Center/ Agency | All Activities                    |                 |                 |                 |



UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
1900 E Street, NW  
Washington, DC 20415