



TRANSITION QUESTIONS & ANSWERS

NCCDPHP

The information provided in this document has been compiled to provide involuntarily RIF'd CDC employees answers to commonly asked questions.

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nccdphpcomms@cdc.gov

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Disclaimer: *Nothing in this document should be taken as a directive or official guidance to take any action. The goal of this document is to ensure that answers to frequently asked questions are provided to staff. Anything in this document may be superseded by guidance from OPM, HHS, and/or OHR.*

General Information

Overview of Reduction in Force (RIF)

[Reductions in Force \(RIF\)](#) | [Summary of Reduction in Force Under OPM's Regulations](#) | [Reduction in Force](#) | [Downgrading or Separation Benefits](#) | [Learning About Transfer of Function](#) | [Resources & Templates](#)

Q: Can I appeal my RIF if I sign my notice?

A: Signing your RIF notice does **not waive your appeal rights**. You still retain the right to:

- File an appeal with the **Merit Systems Protection Board (MSPB)** [MSPB Appeals](#)
- File an **EEO complaint**, if applicable. For EEO matters, contact: EEOSC.eeoinfo@hhs.gov

Contact Information for HR

Q: How can I reach HR after I no longer have CDC network access?

A: You can contact the CDC HR Customer Service Help Desk at 770-488-1725 or email HRCS@cdc.gov. For benefits-specific inquiries, contact BESO@cdc.gov.

Severance and Compensation

[Severance Pay](#) | [Severance Pay Estimation Worksheet](#) | [Severance Pay Calculator - TimeTrex](#)

General Severance and Compensation Questions

Q: How long will it take to receive severance pay after separation?

A: Severance pay is generally processed automatically upon separation. While OPM regulations do not specify an exact timeline, agencies typically issue payment within **1 - 2 pay periods (2 - 4 weeks)** following the effective separation date. However, processing may take up to **45 - 60 days**, depending on staffing levels and backlog. [5 CFR §550.705](#)

Q: How will we know that severance will be paid out, especially since so many HR personnel have been let go?

A: Even with reduced HR staff, severance payments are the responsibility of the agency. The agency is liable for distributing the severance pay according to regulations ([5 U.S.C. 5595](#) and [5 CFR 550.709](#) provides more details on the accrual and payment of severance pay).

Q: Is there anyone in HR who can review our individual calculations for severance?

A: We recommend you use the **GRB Platform's Severance Pay Calculator** for estimates. HR may not be able to provide individual reviews due to workload. To access the calculator, log into the [GRB Platform](#). You may need to create an account if you do not already have one.

Q: How is severance pay calculated?

A: Severance pay is **determined on the basis of the rate of basic pay at the time of separation and years of creditable service**. If the employee is over 40 years of age, an age adjustment allowance is also a part of the formula.

An employee is entitled to a basic severance pay allowance of one week's basic salary for each year of creditable service up to 10 years, two weeks salary for each year of service thereafter, and 25% of the applicable amount for each full 3 months of creditable service beyond a whole year. An age adjustment allowance is computed on the basis of 2.5 percent of the basic allowance for each 3 full months of age over 40 years.

For example, if an employee is 45 years and 2 months old with 20 years of creditable service with a basic weekly salary of \$1,000, the severance pay fund would be computed as follows:

Basic Allowance:

\$1,000 (weekly salary) x 10 (first 10 years) = \$1,000 (weekly salary) x 2 x 10 (years in excess of 10)

Age Adjustment Allowance:

\$30,000 (basic allowance) x 5 (years over 40) x 10% = \$15,000
Severance Pay Fund: \$30,000 (basic allowance) + \$15,000 (age adjustment allowance) Total \$45,000

This calculator may also be helpful: [Fed Severance Pay Calculator](#)

Q: What salary is used to determine severance pay?

A: Your **current basic pay + locality pay** is used. Premium pay (e.g., overtime or bonuses) is excluded. [5 CFR §550.707](#)

Q: If I receive a RIF letter indicating eligibility for severance pay but I am eligible for DSR, what should I do?

A: If you are eligible for Discontinued Service Retirement (DSR), you are not eligible for severance pay even if you do not apply for DSR ([OPM DSR Guide](#)).

Q: Do you have a timeline for receiving severance pay? Annual leave lump sum payouts?

A: Lump sum annual leave is typically paid on the first pay date following separation (e.g., June 20 for June 2 separations). Severance begins the next pay period and is retroactive if delayed.

Q: Who is eligible to receive severance pay?

A: Employees with:

- [At least 12 months of continuous service](#)
- No immediate retirement eligibility (e.g., DSR, MRA+10, military retirement)
- Not on a time-limited appointment

Q: If I have 1 year and 8 months of service, am I eligible for severance pay?

A: Yes, **you are eligible for severance pay if you have at least 12 months of continuous service**, unless you are also eligible for a retirement pension. Length of service affects the amount, not the eligibility.

Q: If I'm eligible for DSR or MRA+10 retirement, do I still get severance?

A: No. If you're eligible for an **immediate annuity**, including DSR or MRA+10, you're not eligible for severance pay even if you choose not to retire. [5 CFR §550.703](#)

Q: Is it important for employees to understand their eligibility for severance pay?

A: Yes, it is crucial for employees to understand that **if they are eligible for retirement based on their years of service and minimum age**, they will **not** qualify for severance pay, even if they are not interested in retiring.

Q: Can you summarize the key takeaway regarding retirement eligibility and severance?

A: The **key takeaway is that if you are eligible for retirement due to your age and years of service, you are not eligible for severance pay**, regardless of your retirement intentions.

Q: What is the main point regarding eligibility for severance pay for those considering retirement?

A: Anyone eligible for retirement, regardless of whether they choose to retire or believe they are not eligible, will not be eligible for severance pay.

Q: When will we be receiving severance, and do I need to take any action to make sure I receive it?

A: Severance pay is generally processed automatically upon separation. While OPM regulations do not specify an exact timeline, agencies typically issue payment within **1 – 2 pay periods (2 – 4 weeks)** following the effective

separation date. However, processing may take up to **45 – 60 days**, depending on OHR staffing levels and backlog.
[5 CFR §550.705](#)

Q: Can I get severance pay if I receive a military retirement?

A: No, individuals who are receiving military retirement pay are generally not eligible for severance pay. This is because severance is intended for those being involuntarily separated and not receiving other forms of ongoing military compensation, such as retirement benefits. [5 CFR §550.703](#)

Q: What should I do if there are errors in my performance awards as noted in my RIF letter?

A: You should contact the email address provided in the RIF letter for corrections. The performance ratings in the letters do not affect severance pay eligibility.

Annual Leave and Awards

Q: Can I use my sick leave to extend my retirement date?

A: No, you cannot use sick leave to extend your retirement date. However, you can use unused annual leave to bridge the gap to your eligibility date.

Q: When will I receive my annual leave lump-sum payout?

A: Lump-sum annual leave is typically **paid on the first pay date after the pay period of separation**. For a June 2 separation, you can expect a June 20 payout (subject to agency payroll processing). The lump-sum **annual leave payment is subject to Social Security (if applicable), Medicare, federal, and state tax deductions**.

Q: When will 2024 performance awards be paid?

A: NCCDPHP's performance awards are due to be completed pay period 10 (week ending 5/3/25).

Retirement Information

Please refer to the OPM website for all official guidance related to retirement.

[Retirement Services - OPM.gov](#) | [Types of Retirement](#) | [Former Employees](#) | [Leaving the Federal Government](#) | [The Thrift Savings Plan \(TSP\)](#)

The [Government Retirement Benefits \(GRB\) Platform](#) provides 24/7 access to your health benefits and retirement information. You can only sign in using your government email address.

Impacted employees will receive an email from their assigned retirement specialist with separation instructions and a copy of their final reviewed application. If employees need to follow up, they should reply directly to that email. However, they should not delay their date of separation while waiting to hear back from OHR and should only contact the retirement specialist if necessary.

If you still have CDC network access and are unable to access the GRB Platform, you may submit form [SF3107](#) to the CDC Service Desk at the [Benefits Inquiry - Employee Center](#).

If you no longer have CDC network access, you may submit form [SF3107](#) to HRCS@cdc.gov.

Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Payment (VSIP)

- Employees **who applied and are eligible for VERA with VSIP before April 19, 2025** will have an effective separation date of April 19, 2025.
- Employees **who applied and are eligible for VERA with VSIP after April 19, 2025 and before May 9, 2025**, will separate on the date they became eligible.

- Employees **who apply and are approved for VERA with VSIP are not eligible for administrative leave.**

Regular/Immediate Retirement with VSIP

- Employees who apply and are eligible for regular/immediate retirement **with** VSIP, will have an effective separation date no later than May 9, 2025.
- Employees will receive an approval/disapproval on their VSIP package.
- Employees **approved for regular/immediate retirement with VSIP are eligible for administrative leave from the date of VSIP approval through May 9, 2025**, and should inform their supervisor if the application is approved.

VSIP Only

- Employees will receive an approval/disapproval of their VSIP package and should inform their supervisor if the application is approved. The date of their separation will be no later than May 9, 2025.
- Employees who apply and are eligible for VSIP only are eligible for administrative leave **from the date of VSIP approval** through May 9, 2025.

****Please note:** All VSIP information above is specific to the HHS-wide VSIP only. If you have been approved for a CDC VSIP outside of this effort, please refer to your CDC VSIP letter.

VERA Only

- Employees who apply for and are eligible for VERA only between now and April 19, they will have an effective separation date of April 19, 2025.
- Employees who apply and are eligible for VERA only after April 19, 2025, and before May 9, 2025, they will separate on the date they become eligible.
- Employees who apply and are approved for VERA only are *not* eligible for administrative leave.

Q: What is VERA and who qualifies?

A: VERA is the Voluntary Early Retirement Authority, a federal program that allows eligible employees to **retire early** during restructuring or downsizing. You may qualify if:

- You are at least 50 years old with 20+ years of creditable service, or
- You have 25+ years of service at any age

VERA is typically offered temporarily during workforce reshaping efforts. [OPM VERA Guidance](#)





Q: What is VSIP and who qualifies?

A: VSIP is a lump-sum **incentive payment** (up to \$25,000 before taxes) to encourage employees to voluntarily separate or retire. Eligibility includes:

- At least **3 years of continuous service**
- Not reemployed within 5 years after receiving VSIP. If you are reemployed with the federal government within 5 years you must repay the VSIP incentive. [5 U.S.C. §3521–3525](#)

Q: I have applied and been approved for VERA with VSIP. Am I eligible for administrative leave?

A:

Situation	Eligible for Admin Leave?
VERA + VSIP	 No
Regular Retirement + VSIP	 Yes (from approval date through May 9, 2025)
VSIP Only (not retiring)	 Yes (from approval date through May 9, 2025)
VERA Only	 No

Q: I have been applied for and am eligible for regular/immediate retirement with VSIP. When will my effective separation date be?

A: Your separation date will be no later than May 9, 2025. Employees approved for regular/immediate retirement with VSIP are eligible for administrative leave from the date of VSIP approval through May 9, 2025, and should inform their supervisor if the application is approved.

Q: I have applied for and am eligible for VSIP. When am I eligible for administrative leave?

A: Employees who apply and are eligible for VSIP only are eligible for administrative leave **from the date of VSIP approval** through May 9, 2025. Administrative leave should be coordinated with supervisors and/or CIO administrative staff, and employees should allow time for a smooth transition of work prior to starting administrative leave.

Q: Due to the OHR shortages, will there be enough time to process all retirements applications prior to June 2? Some people have not had the opportunity to speak with a specialist to confirm what date they should put for the final separation depending on the retirement type and did not want to delay submitting the paperwork: DSR-involuntary separation, MRA10.

A: All retirements will be processed with the requested effective date by OHR. Because of the volume of retirements, **employees will not have an opportunity for a one-on-one discussion with a retirement specialist before submitting application.** Applicants **should not** delay submitting retirement applications while waiting for a consultation. Once the retirement application is assigned, a specialist will be contact during processing with any questions/issues.

Q: If completion of retirement paperwork is delayed, will access to GRB be extended?

A: No, a delay in completing retirement paperwork does not typically extend access to the GRB system, you will have the option to submit your documents through HRSD. However, we recommend you submit your paperwork well in advance.

Retirement Eligibility and Options

[Retirement Services - OPM.gov](#)

Q: Can I postpone my retirement to age 62 to avoid a reduction in my annuity?

A: Yes, as a federal employee eligible for MRA+10 retirement, you can postpone your annuity start date to age 62 to avoid the 5% per year reduction.

Q: What is Discontinued Service Retirement (DSR), and who qualifies?

A: DSR is a type of **involuntary retirement** available to federal employees separated through RIF or similar actions. To qualify, you must:

- Be at least **50 years old with 20+ years of creditable service**, or
- Have **25+ years of service at any age**
- Be separated **against your will**, not for misconduct [OPM Chapter 44 - Discontinued Service Retirement](#)

Q: If I am eligible for DSR but do not apply, can I receive severance?

A: No. **Eligibility alone** for an immediate annuity, including DSR, disqualifies you from severance even if you don't apply. [5 CFR §550.703](#)

Q: What is the difference between MRA + 10 deferred and MRA + 10 postponed retirements?

A: FERS federal employees who do not reach their minimum retirement age (MRA) with at least 30 years of service, and who are considering an early retirement may have to choose between pension deferral, pension postponement and MRA +10. MRA +10 deferred allows a FERS employee to retire at their minimum retirement age with at least 10 years of creditable service with a reduction to their pension. MRA +10 postponed allows postponement of annuity until full eligibility, avoiding the five percent per year pension reduction. [Deferred vs. Postponed Retirement](#)

Q: What should be the retirement effective date for immediate retirement eligible employees?

A: Your retirement date should be determined in consultation with a retirement specialist. This specialist can help you choose a date that aligns with your eligibility and desired retirement plan.

Q: Who can complete my L564 Form (that verifies I have been working beyond age 65)?

A: Your assigned retirement specialist will complete the **L564** form (proof of employment past age 65). You'll be notified when they're assigned.

Q: Can I use sick time to extend my administrative leave to get to my retirement date?

A: No. Sick time cannot be used to extend administrative leave. You may use any accrued annual leave to "bridge the gap" to retirement eligibility.

Q: Do I need to connect to the CDC Network to access eOPF?

A: Yes. Everyone who was RIF'd on April 1, 2025, has access to their equipment and the network through May 23, 2025. You will lose access to their eOPF (electronic Official Personnel Folder) upon separation from the federal government. It's recommended that employees print copies of their eOPF documents before separating.

CDC transitioned to a new eOPF platform on May 2, 2025. The New Modernized Electronic Official Personnel Folder (eOPF) is designed to enhance efficiency and improve the user experience.

What is changing for you?

You will still be able to view, download, and print your personnel documents as before. However, you'll notice a refreshed, more user-friendly interface along with several improvements:

- Preview documents without downloading the PDF
- Easier navigation
- Simplified print and download functions
- New system URL

How do you access the new modernized eOPF?

The new URL is <https://opf.opm.gov>

What happens after the migration?

Your personnel documents will be available in the new modernized eOPF system.

If you have any questions or concerns, please contact [HR IT Systems Inquiry - Employee Center](#) and select the subtopic "Electronic Official Personnel Folder (eOPF)."

Discontinued Service Retirement (DSR) Process

- DSR is a retirement option for those involuntarily separated through Reduction in Force (RIF). Employees must submit their retirement application through the Government Retirement Benefits (GRB).
- Employees who are eligible for DSR (whether or not they choose to apply for retirement) are *not* eligible for severance pay.

- More information on DSR and age requirements can be found here: [Chapter 44 - Discontinued Service Retirement](#).

Retirement Application Process

Q: Where do I submit my application for retirement?

A: Applications for retirement should be submitted through the [GRB Platform](#).

- If you still have CDC network access and are unable to access the GRB Platform, you may submit form [SF3107](#) to the CDC Service Desk at the [Benefits Inquiry - Employee Center](#).
- If you no longer have CDC network access, you may submit form [SF3107](#) to HRCS@cdc.gov.

Q: If I lose access to the CDC network, how will I receive communication regarding my retirement?

A: The retirement office will communicate through personal emails and phone numbers. You can provide your personal contact information in your retirement application to ensure you receive updates.

Health Insurance and Benefits Post-Retirement

[Healthcare](#) | [Post-Retirement](#)

Q: What if I want to submit my Medicare fee now? Can I do that before my retirement is finalized?

A: You typically cannot submit the Medicare fee until your retirement is processed. However, if you need an urgent submission, you can submit a ticket through HRSD to request the form.

Q: For those who submitted applications for discontinued early retirement, will HR be contacting us before June 2 to discuss our applications and answer our questions? When will HHS or CDC send the OPM form 1510, which certifies that we were not given a reasonable offer?

A: Due to the volume of all retirement types, it is likely that you will not be contacted prior to your DSR being processed; you will be notified when it is processed and/or if there are any issues with service credit or benefits that need to be discussed. [The OPM Form 1510 \(Certification of Agency Offer of Position and Required Documentation\)](#) is completed by the retirement specialist as part of the package before it is sent to OPM.

Q: Will my Federal Employees Health Benefits (FEHB) coverage continue after retirement?

A: Yes, if you meet all of the following:

- Enrolled in FEHB for the **5 years immediately before retirement** (or for the full period of federal service if less than 5 years)
- Eligible for and receive an **immediate retirement annuity**

Coverage continues **without interruption**, and the government continues to contribute to the premium. [OPM - FEHB for Retirees](#)

Q: If I separate (not retire), how long will my FEHB coverage last?

A: You receive **31 days of free coverage** after separation. After that, you may elect **Temporary Continuation of Coverage (TCC)** for up to **18 months**, but you must pay the full premium (102% of the cost). [FEHB TCC Overview](#)

Q: Will health coverage automatically cancel if I do nothing after the 31-day period?

A: Yes. If no TCC election is made, your FEHB coverage will automatically terminate after 31 days.

Q: Will I need to work an additional five years to be eligible for FEHB if I return to federal service?

A: No, you do not need to work an additional five years. You will be eligible for FEHB upon rehire, based on your previous service. [OPM - Reemployed Annuitants](#)

Q: What happens to my Health Care FSA or Limited Expense FSA if I separate?

A: Your FSA account **ends on the date of separation**. You can only claim eligible expenses **incurred before that date**. No grace periods or carryovers apply. [FAQs - FSAFEDS](#)

Administrative Leave and Employment Status

[Administrative Leave](#)

Policies on Administrative Leave

Q: Can I approve an invoice that I received in IPP after April 1?

A: Please consult with your supervisor or HR for guidance on approving invoices during administrative leave.

Q: Can I apply for another job while on administrative leave?

A: You may **not apply for lateral reassignments** within CDC once you've received a RIF notice. However, applying for **external jobs** (including other federal agencies) is allowed ([U.S. Office of Government Ethics \(OGE\)](#)). For job-seeking ethics guidance, contact:

- Joseph Jenkins (Director, CDC Ethics): qwz8@cdc.gov
- Rita Bray Turner (Deputy Director, CDC Ethics): hfa3@cdc.gov

Employment Verification and Documentation

Q: Who can complete my L564 Form (that verifies I have been working beyond age 65)?

A: You will receive a notice letting you know that a retirement specialist has been assigned to your case. This person will complete the [L564 Form \(Request for Employment Information\)](#) for you.

Outside Employment During Administrative Leave

- **POCs:**

Ethics Office: Joseph Jenkins
Director
Ethics and Integrity Office (EIO)
Email: qwz8@cdc.gov
Office: 404-718-8230

Rita Bray Turner
Deputy Director
Ethics and Integrity Office (EIO)
Email: hfa3@cdc.gov
Office: 770-488-1433

- **U.S. Office of Government Ethics (OGE):** Offers extensive resources on ethics rules, including those related to seeking employment and post-employment activities.

Health Insurance and COBRA

[Healthcare](#) | [Eligibility](#)

General Benefits Information

Q: What happens to my Health Care FSA (HCFSA) or my Limited Expense Health Care FSA (LEX HCFSA) when I separate or retire?

A: If you separate or retire before the end of the calendar year, your HCFSA or LEX HCFSA will terminate as of the date of your separation or retirement. There are no extensions. Any eligible health care expenses incurred prior to the date of separation will still be reimbursed but those incurred after are not reimbursable. For more information, please visit [FSAFEDS](#).

Temporary Continuation of Coverage (TCC)

[Temporary Continuation of Coverage](#)

Q: How do I request FEHB Temporary Continuation of Coverage after the 31-day gap?

A: You will need to submit a request for TCC. Please contact HR for the necessary forms and instructions.

Q: How do employees check the box for temporary continuation of coverage (TCC) after separation?

A: Employees will receive a separation package from HR that includes information on how to sign up for TCC. You can also fill out the [SF 2809](#) form in advance of your separation date.

Q: How much temporary coverage will I receive after my separation?

A: Every employee receives 31 days of coverage after separation. This information can be found in your separation package, but you do not have to wait to receive it. You can submit a SF-2809 enrollment form for TCC 30-60 days in advance of your anticipated separation date.

Q: Is temporary coverage automatic or do I need to sign up for it?

A: It is not automatic. You need to fill out an [SF-2809 enrollment form](#) to elect the 31 days coverage.

Q: Is temporary coverage free?

A: Employees are responsible for paying their part of the premium. They may stay within the same plan, but they are not obligated too.

Q: Can you confirm for how long health insurance will continue?

A: If retiring, FEHB will continue automatically for life, no interruptions in coverage; if separating, coverage is extended at no cost for 31 days, beginning first day of pay period after separation.

Health Insurance Coverage Timeline

Q: Will health insurance automatically cancel after 31 days if we do not do anything?

A: Yes, health insurance will automatically cancel after 31 days unless you take action to extend it.

Returning Equipment and Office Items

Procedures for Returning CDC Equipment

[List of Departure Task](#) | [CDC Customer - IT Equipment Returns are Easy!](#)

Q: How do I return my CDC equipment?

A: You may return your badge by visiting an office in-person (listed below) or return the card to a supervision or CIO Management Official **Smart Card**. To return your **laptop**, please submit [IT Equipment Returns](#) form. You may then drop off your equipment in person or ship your equipment.

Drop-off:

- Atlanta/Hyattsville campuses: [Customer Care Center](#).
- Other locations: Return to your campus IT department.

Shipping (for employees >50 miles from campus):

- Remote staff living >50 miles from a CDC campus may return items via a FedEx shipment. Staff should complete the [IT Equipment Returns form](#) including the C/I/O program's FedEx # which you or someone from your team will have to provide them. OCIO's vendor, Goodwill, will send a shipping label and box for staff to pack up their laptops and accessories, then drop them off at a nearby FedEx location. We will also create a ServiceNow ticket on behalf of staff for tracking purposes.

Smart Card Offices

Locations	Services	Contact Information	Address
CDC Anchorage	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	CDC PCIF Anchorage Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Anchorage 4055 Tudor Centre Dr, Anchorage, AK 99508
CDC Atlanta (Roybal)	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Atlanta Hours of Operation: 8:00 a.m. – 12:00 p.m. (last customer serviced at 11:45 a.m.) and 1:00 p.m.-4:00 p.m. (last customer serviced at 3:45 p.m.)	Roybal Campus (Clifton) 1600 Clifton Rd, Bldg 21, 2nd Floor Atlanta, GA 30329
District at Chamblee (formerly University Office Park)	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Atlanta Hours of Operation: 8:00 a.m. – 12:00 p.m. (last customer serviced at 11:45 a.m.) and 1:00 p.m.-4:00 p.m. (last customer serviced at 3:45 p.m.)	District at Chamblee 2877 Brandywine Rd 1st Floor Atlanta, GA 30341
CDC Cincinnati	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Cincinnati Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Cincinnati 1150 Tusculum Ave, Taft-Main, Suite 141, Cincinnati, OH 45226
CDC Cincinnati Hamilton	PIN reset and certificates updates	CDC PCIF Cincinnati Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Cincinnati Hamilton 5555 Ridge Ave, Rm 200 Cincinnati, OH 45213
CDC Ft. Collins	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Fort Collins Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Fort Collins 3156 Rampart Rd Bldg. 401, Room 1-303 Ft. Collins, CO 80521
CDC Hyattsville	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Hyattsville Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Hyattsville 3311 Toledo Rd, Room 2250 Hyattsville, MD 20782
CDC Morgantown	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Morgantown Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Morgantown 1095 Willowdale Rd, Room OAMS Morgantown, WV 26505
CDC Pittsburgh	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Pittsburgh Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Pittsburgh 626 Cochran's Mill Rd, Bldg 140, Room 201d Pittsburgh, PA 15236
CDC Durham	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Durham Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Durham 4024 Stirrup Creek Drive NCHS Room 103 Durham, NC 27703
CDC San Juan	Enrollment (Incl. External Smart Card binding), issuance, PIN reset,	CDC PCIF San Juan	CDC San Juan 1324 Calle Cañada San Juan, PR 00920

Locations	Services	Contact Information	Address
	certificates update, and renewals Local Printing: Yes	Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	
CDC Spokane	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: Yes	CDC PCIF Spokane Hours of Operation: 8:00 a.m. – 4:00 p.m. (please send an email to request an appointment)	CDC Spokane 315 East Montgomery Ave, Spokane, WA 99207
CDC Washington DC	Issuance, PIN reset and certificates update	CDC PCIF Washington DC Hours of Operation: Thursdays 9:00 a.m. – 12:00 p.m. (please send an email to request an appointment)	CDC Washington Office 400 7th St SW, 5W Washington, DC 20024
HHS Regional Office Boston	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Boston, MA
HHS Regional Office Chicago	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Chicago, IL
HHS Regional Office Dallas	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Dallas, TX
HHS Regional Office Denver, CO	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Denver, CO
HHS Regional Office Kansas City	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Kansas City, MO
HHS Regional Office New York	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	New York, NY
HHS Regional Office Philadelphia	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Philadelphia, PA
HHS Regional Office San Francisco	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	San Francisco, CA
HHS Regional Office Seattle	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Seattle, WA
OMHA Cleveland Office	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Cleveland, OH
OMHA Irvine Office	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Irvine, CA
OMHA Miami Office	Enrollment (Incl. External Smart Card binding), issuance, PIN reset, certificates update, and renewals Local Printing: No	Email: smartcard@cdc.gov so that an appointment can be coordinated and scheduled	Miami, FL

Locations	Services	Contact Information	Address
	certificates update, and renewals Local Printing: No		

Please contact the [CDC Service Desk](#) with any questions about equipment returns or reference this [guide](#).

Q: What should I do with my Purchase Card?

A: Stop using cards immediately to reconcile transactions. Destroy purchase cards and submit documentation to your Authorizing Official. The CDC Purchase Card Office will close accounts.

Q: What should I do with my Travel Charge Card?

A: Ensure zero balance by visiting CitiManager at [Citi Commercial Cards](#) or contact Citibank at 1 (800) 790-7206. The account must be settled prior to separation. Employee should notify the Agency/Organization Program Coordinator (A/OPC), [Kver Reed](#) as soon as possible and when the account is settled to receive confirmation of cancellation. Destroy travel card or return to the following address: 4770 Buford highway, NE, MS S107-8, Atlanta, GA 30341-3717 to be destroyed.

Reemployment and Priority Lists

General Job Seeking Information

Q: Can I accept another job while I am on administrative leave?

A: Yes, but you will need to ensure compliance with federal ethics rules [U.S. Office of Government Ethics \(OGE\)](#).

- Joseph Jenkins: qwz8@cdc.gov, 404-718-8230
- Rita Bray Turner: hfa3@cdc.gov, 770-488-1433
- Ethics Training & Job-Seeking Rules: [OGE Job-Seeking Guidance](#)

Q: Can I write a CDC colleague a recommendation letter?

A: Yes, an official title and stationery may be used to respond to a request from an individual who seeks an employment recommendation or character reference if:

- The individual being recommended is seeking federal employment
- You have dealt with the individual recommended in the course of federal employment, and have personal knowledge of the ability or character of the individual making the request

You may not use or permit the use of your official title or affiliation in any manner that could reasonably be construed to imply that your agency or the government sanctions or endorses your personal activities or those of another person or organization.

Q: How can individuals get employment verification documentation? After separated, how will individuals receive their SF 50?

A: A separation package will be sent to all terminated employees with benefit docs, unemployment info, final SF50, etc.

Reemployment Priority List (RPL) Process

Q: How do I get on the Reemployment Priority List (RPL)?

A: OHR will send you information about the RPL process. If you have not received any information from OHR, you can register for CDCs RPL/PRL by sending an email with the following documents to the OHR Helpdesk at HRCS@cdc.gov:

- HHS RPL/PRL Registration Form
- Resume
- RIF Notice

- Last SF-50

Q: What is the timeline for applying for the reemployment priority list (RPL)?

A: There will be a timeline provided once you receive guidance on how to register for the RPL.

Q: What are CTAP and ICTAP?

A: The **Career Transition Assistance Plan (CTAP)** gives **selection priority** to surplus or displaced employees applying for jobs **within their current agency**, provided they:

- Are well-qualified
- Meet CTAP eligibility

[OPM CTAP Factsheet](#)

The **Interagency Career Transition Assistance Plan (ICTAP)** allows eligible separated employees to receive selection priority for jobs **at other federal agencies** when they meet all qualifications. [OPM ICTAP Guide](#)

Eligibility for Lateral Assignments

Q: Can I apply for a lateral position while on administrative leave?

A: You may **not apply for lateral reassignments** within CDC once you've received a RIF notice. However, applying for **external jobs** (including other federal agencies) is allowed ([U.S. Office of Government Ethics \(OGE\)](#)). For job-seeking ethics guidance, contact:

- Joseph Jenkins (Director, CDC Ethics): qwz8@cdc.gov
- Rita Bray Turner (Deputy Director, CDC Ethics): hfa3@cdc.gov

Communication and Documentation

Accessing Final SF-50 and Other Documentation

Q: Will we receive a copy of our official SF-50 separation form and final severance documentation?

A: Your **separation package** will include:

- Final SF-50 (Notice of Personnel Action)
- Unemployment documents
- Benefit transition materials

Delivery may occur **after your separation date** and will be sent to your personal email or mailing address. Please check with HR for a more specific timeline.

Q: What if my competitive area in the RIF letter is incorrect?

A: You should email HR to correct any errors in your competitive area, but this will not impact your severance pay eligibility.

Additional Resources

Links/Websites

- [The Employee's Guide to Career Transition](#)
- [GRB Platform](#)
- [Reduction in Force \(RIF\) Training Series - FedImpact - Federal Retirement Training CSRS/FERS](#)
- [Confidential Financial Disclosure Report \(OGE-450\) | NIH Ethics Program](#)
- [FSAFEDS](#)
- [CDC Customer - IT Equipment Returns are Easy!](#)
- [Chapter 44 - Discontinued Service Retirement](#)
- [Employee Assistance Program \(EAP\)](#)

- [Reduction in Force \(RIF\) Training Series - FedImpact - Federal Retirement Training CSRS/FERS](#)

Forms

- [SF2809 - Health Benefits Election Form](#)
- [OGE Form 450 - Confidential Financial Disclosure Report](#)
- [IT Equipment Returns - Employee Center](#)
- [FORM HHS-520 - Request for Approval of Outside Activity](#)
- [SF3107 - Application for Immediate Retirement](#)

Contact Information for Specific Inquiries (e.g., Ethics Office, HR)

- For questions, concerns or other general inquiries related to your RIF Notice, please email OHR-General-Inquiries@hhs.gov.
- For other inquiries for CDC OHR, please contact the HR Service Desk at [Executive Orders Inquiry - Employee Center](#). Once there, select the HR Service Subtopic for Reduction in Force (RIF) and submit a ticket to get an answer to any additional questions you have.
- Ethics – ethics@cdc.gov
- [CDC Service Desk](#)
- For Smart Card questions, email smartcard@cdc.gov or call the Smart Card Office at 404-639-3173.
- HHS Equal Employment Opportunity (EEO) Office – EEOSC.eeoinfo@hhs.gov
- The Ethics Division of the HHS Office of the General Counsel is pleased to announce a variety of optional virtual ethics training sessions that are available for all HHS employees this May through December. Training descriptions and registration links are provided below. Instructions for requesting a reasonable accommodation to attend a training are included at the end. If you have questions about any of these trainings, please contact Ethics.Training@hhs.gov. All times listed are Eastern.
- Ethics Rules Applicable to a Non-Federal Job Search: May 7, 11 AM-12:15 PM; May 14, 1-2:15 PM; May 29, 12-1:15 PM; June 26, 12-1:15 PM; July 31, 12-1:15 PM; September 25, 12-1:15 PM; October 30, 12-1:15 PM; November 20, 12-1:15 PM
- Political Activities and the Hatch Act: May 13, 1-2:30 PM
- Ethics Basics for Supervisors and Hiring Officials: June 12, 2-3:30 PM; September 9, 1-2:30 PM; December 3, 10:30 AM-12 PM

Ethics Rules Applicable to a Non-Federal Job Search

We are offering optional virtual training sessions for any employee interested in learning more about the ethics rules that apply when you are looking for a non-federal job or leaving federal employment. If you have been considering a transition from HHS to the private sector, or to state and local governments, these training sessions will help you navigate the ethics rules that apply. The training session content is identical each month. The sessions will be held live via Teams on the following dates and times (Eastern):

- Wednesday, May 7, 11 AM-12:15 PM
- Wednesday, May 14, 1-2:15 PM
- Thursday, May 29, 12-1:15 PM
- Thursday, June 26, 12-1:15 PM
- Thursday, July 31, 12-1:15 PM
- Thursday, September 25, 12-1:15 PM
- Thursday, October 30, 12-1:15 PM
- Thursday, November 20, 12-1:15 PM

To attend a session, please complete this [non-federal job search training registration form](#). Registration closes COB two days before the training date. Once you are registered, you will receive the training materials and Teams connection information the day before your scheduled training date. These sessions will continue on a near monthly basis in 2026 and beyond.

Political Activities and the Hatch Act

The Hatch Act places some limits on the ways in which federal employees may engage in political activities. Our optional virtual training on Political Activities and the Hatch Act will cover the Hatch Act basics, limitations that apply to all federal employees, additional limitations that apply to further restricted employees (career SES, administrative judges, and Commissioned Corps officers), and the specifics of how the Hatch Act applies to social media activities. The training session will be held live via Teams on the following date and time (Eastern):

- Tuesday, May 13, 1-2:30 PM

To attend a session, please complete this [Hatch Act training registration form](#). Registration closes COB two days before the training date. You will receive the training materials and Teams connection information the day before your scheduled training date. These sessions will continue regularly in 2026 and beyond.

Ethics Basics for Supervisors and Hiring Officials

We are offering an optional virtual ethics training for all supervisors and hiring officials. The training will focus on conflicts of interest, outside activities, misuse of position, and gifts as they apply to federal employees in those positions. The training sessions will be held live via Teams on the following dates and times (Eastern):

- Thursday, June 12, 2-3:30 PM
- Tuesday, September 9, 1-2:30 PM
- Wednesday, December 3, 10:30 AM-12 PM

To attend a session, please complete this [supervisor/hiring official training registration form](#). Registration closes COB two days before the training date. You will receive the training materials and Teams connection information the day before your scheduled training date. These sessions will continue quarterly in 2026 and beyond.

Reasonable Accommodations for OGC Ethics Division Trainings

Individuals in the OS, ACL, ASPR, and SAMHSA who need a Sign Language Interpreter should contact **OS EEOSC** at EEOSC.Interpreting@hhs.gov. Individuals in the OS, ACL, ASPR, and SAMHSA who need to request reasonable accommodations should contact **OS EEOSC** at EEOSC.Accommodations@hhs.gov or (202)795-7850. Individuals in other operating divisions should contact their reasonable accommodations offices.