

3 FAM 2550 RESIGNATIONS AND DEATHS

3 FAM 2551 GENERAL

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

An employee is free to resign at any time and to propose the effective date of resignation. A Civil Service employee is free to set the effective date for his or her resignation. The actual effective date of resignation for Foreign Service employees, other than chiefs of mission, is determined by the provisions of 3 FAH-1 H-2500. A resignation is binding on an employee once submitted, except that the Department, in its discretion, may permit the employee to withdraw the resignation at any time before it has become effective.

3 FAM 2552 RESPONSIBILITY

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

The Office of Civil Service Personnel (PER/CSP) is responsible for processing the necessary papers regarding the resignation or death of a Civil Service employee.

The Office of Career Development and Assignments (PER/CDA) and the Office of Retirement and Career Transition (PER/RCT) are responsible for processing the necessary papers regarding resignations and deaths for Foreign Service personnel.

3 FAM 2553 PROCEDURES AND GUIDELINES

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

Procedures and guidelines for the processing of resignations and separations as a result of the employee's death are published in 3 FAH-1 H-2500.

3 FAM 2554 THROUGH 2559 UNASSIGNED