

HIANG TECHNICIAN RESIGNATION FORM

NAME:

FORWARDING ADDRESS:

CIVILIAN E-MAIL:

RESIGNATION DATE:

REASON:

BENEFITS OUT-PROCESSING BRIEF:

Download a copy of your electronic Official Personnel Records (eOPF) **prior** to your separation date <https://eopf.opm.gov/nationalguard/>. See HRO's website for download instructions.

If you currently have Federal Employee Health Benefits (FEHB), your coverage will terminate effective the last day of the pay period in which you separate.

If you currently have FEHB, you become eligible for Temporary Continuation of Coverage (TCC) when you separate from service (unless separation is due to gross misconduct), and are not otherwise eligible to continue FEHB coverage – see page 2 of this form. You must apply for TCC NLT 60 days after separation.

If you currently have Federal Employees Group Life Insurance (FEGLI), your coverage will terminate automatically upon separation. You can apply to convert FEGLI to an individual policy by requesting a form SF 2819 from HRO. Your application must be mailed to OFEGLI NLT 31 days after separation.

You can review your Thrift Savings Plan (TSP) options at <https://www.tsp.gov/changes-in-your-career/leaving-the-federal-government>.

Government Purchase Card (GPC) holders & Billing/Approving Officials, please send an email with the following information to NGHIUSPFOGPCAOPC@army.mil:

Rank/Grade/Full Name
Email/Phone
Unit/Organization

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

HIANG Supervisors: Send completed resignation form to:
ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil

HIARNG Supervisors: Send completed resignation form to:
ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil & initiate a NOAC 317 RPA in DCPDS

****Please take a moment to provide us feedback by filling out our exit survey at the following link****
<https://docs.google.com/forms/d/e/1FAIpQLSfOKD1I2KtbLHgXXmdNo1NHKTagT6qLLI53LcsOscp3NVhJIQ/viewform>

or scan QR Code

