



Career Transition Resources for Separating Employees



Planning Your Next Steps

As you transition from your role with the IRS, we want to ensure you have the resources and support needed for future success. This guide provides information about your benefits, potential career opportunities, and next steps.

Unemployment Benefits Overview

Recently separated employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. Some states require a one-week waiting period before an individual qualifies for payments. In general, the law of the state in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits.

Agencies or employees should submit questions to the appropriate state (or District of Columbia) office. The Department of Labor's website provides general information about unemployment compensation at [How Do I File for Unemployment Insurance](#). The [CareerOneStop](#) website provides information on finding unemployment benefits by state.

Documents to have ready:

- › Social Security card
- › Official notice of recent employment with a federal agency
- › SF-50 form of separation or notice of nonpay status (if applicable)
- › Earning and leave statements or similar documents that indicate employment history

The IRS Human Capital Office automatically sends appropriate verification files to state unemployment offices.

Accessing Earning and Leave Statements

Obtain your latest W-2 form and Earning and Leave statement from the National Finance Center (NFC) by accessing the [Employee Personal Page \(EPP\)](#). If you forgot your username or password, use the automated tools to request via online or by email. Employees who do not have an alternate email address established, and cannot retrieve their password may contact NFC at 1-855-632-4468 and select option #1 for EPP.

Thrift Savings Plan (TSP)

For information on TSP withdrawal options, visit the [TSP website](#) and read the booklet [Distributions \(PDF 371KB\)](#).

Grade/Band Retention

There are two types of [grade/band retention](#): **mandatory** and **optional**. For a period of 2 years, an employee entitled to mandatory or afforded optional grade/band retention retains the benefits of the grade/band held immediately before being placed in a lower grade/band. This means that an employee's retained grade/band is treated as their grade/band for all pay administration purposes even though the employee is assigned to a lower-graded/banded position description and performing lower-graded/banded work.

A General Schedule (GS) employee on grade retention may be eligible for annual pay adjustments and within-grade increases (WGI) that become due in the retained grade. The retained grade/band is not used in any further reduction in force (RIF) procedure, or to determine whether an employee is exempt from the Federal Labor Standards Act (FLSA). [\(5 CFR 536.205\)](#)

An IRS Payband System (IR) employee on band retention is eligible to earn performance-based increases (PBIs) in the higher retained payband based upon performance in the permanent lower paybanded position of record. An IR employee reduced to a lower GS grade is no longer entitled to PBIs, but may be eligible for annual pay adjustments and upcoming WGIs in the retained GS grade.

[\(IRM 6.536.1.3.4 \(5\)\)](#)

At the end of the 2-year period of grade retention, the employee then becomes potentially eligible for mandatory pay retention. [\(5 CFR 536.301\(a\)\(1\)\)](#)

Pay Retention

There are two types of pay retention: **mandatory** and **optional**. An employee afforded pay retention retains their rate of basic pay when that pay rate would have otherwise been reduced. An employee who is entitled to mandatory or afforded optional pay retention is entitled to keep a rate of basic pay which may otherwise be reduced. The retained rate continues until a terminating event occurs. [\(IRM 6.536.1.4.8\)](#)

A retained rate of basic pay is based upon the highest applicable rate range (includes locality or special rate (SR)) and may exceed the maximum step of the grade of the position to which the employee is assigned. However, it may not exceed the rate payable for Level IV of the Executive Schedule nor may it exceed 150% of the maximum rate (i.e., step 10) of the highest applicable rate range of the employee's new position of record. [\(IRM 6.536.1.4.6\)](#)

A retained rate is considered to be an employee's rate of basic pay for pay administration purposes to include computing or applying retirement deductions, life insurance premiums, premium pay, severance pay and other similar provisions as described in [5 CFR 536.307](#). [\(IRM 6.536.1.4.7\)](#)

Note: *Employees are on either grade/band or pay retention and each benefit has different entitlements and regulations. However, there are circumstances where employees become entitled to pay retention while also serving a period of grade/band retention.*

Education and Training Opportunities

- › If you are interested in enhancing your skills, the U.S. Department of Labor's [CareerOneStop.org](#) offers free courses and certifications.
- › Scholarships may be available for further education at [Federal Employee Education & Assistance Fund \(FEEA\)](#).

Networking & Professional Growth

- › Leverage [LinkedIn](#), [Idealist](#), [Indeed](#), alumni networks, and professional associations to stay connected and discover new opportunities.
- › Consider joining government retiree or federal employee alumni groups to maintain connections.

Job Boards

USAJOBS: As the official federal government job board, USAJOBS is a primary resource for federal jobs, including those in the competitive service, where reinstatement opportunities might exist.

CivicMatch: This site specializes in connecting top public sector talent with essential state and local government jobs nationwide.

Indeed: A global job site that helps job seekers find employment and employers find talent.

LinkedIn: A professional social media platform designed for networking, job searching, and career development.

Monster: An online job search and recruiting platform that connects job seekers with potential employers.

CareerBuilder: A global job, end-to-end human capital solutions company that connects job seekers with employers.

ZipRecruiter: An online employment marketplace that connects job-seekers with employers.

Clearancejobs: A career website that connects job seekers with a security clearance with potential employers.

FlexJobs Corporation: A job board specializing in remote, work-from-home, and flexible employment opportunities.

Glassdoor: This is a platform that connects job seekers with employers, offering job listings, company reviews, salary information, and a community for professionals to connect and discuss work-related topics.

Simply Hired: A job search engine that aggregates job listings from various sources, including company websites, job boards, and online classifieds.

Snagajob: A job board focusing on hourly work and entry-level positions.

TheLadders.com: A job board that focuses on professional and executive level jobs.

Google for jobs: A search engine that allows job seekers to discover and apply for jobs directly in Google Search results.

Additional Resources for IRS Employees

Federal Assistance Programs (TANF, SNAP, etc.):

www.benefits.gov

Temporary Assistance for Needy Families (TANF): Low-income individuals may be eligible for cash assistance through the TANF program. Supplemental Nutrition Assistance Program (SNAP): SNAP provides food assistance for those who meet eligibility criteria.

Social Security: www.ssa.gov

Terminated employees may qualify for Social Security benefits if they meet specific work history and eligibility requirements. Contact the Social Security Administration (SSA) for more information on Social Security benefits.

U.S. Office of Personnel Management (OPM):

www.opm.gov

Contact OPM if you are eligible for federal retirement benefits, including Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).

U.S. Department of Labor: www.dol.gov

Contact DOL, for information about severance pay requirements, eligibility, and how it might impact unemployment benefits.

Federal Employee Health Benefits (FEHB):

www.opm.gov/healthcare-insurance

If you were enrolled in FEHB, you may be eligible to continue coverage under the Temporary Continuation of Coverage (TCC) program.

FedSupport: <https://fedsupport.org/>

The FedSupport Hub is a centralized and reliable resource where you can find answers to your questions, share critical information, and build community.

Employee Assistance Program (EAP):

[*EAP Share Point](#) (IRS Network Access Only)

A free benefit program for all IRS employees, including immediate family members. It provides four (4) free confidential counseling services, referrals to local resources and counseling health, financial, legal, work-life solutions, and online support.

EAP provides a separate, toll-free line for CI and their family members at 888-270-8958.

IRS Separation Resources:

<https://www.jobs.irs.gov/separation>

Various resources for employment information, benefits, potential career opportunities, and next steps.

U.S. Department of Veterans Affairs (VA):

<http://www.va.gov>

The VA provides numerous benefits and services for veterans, including healthcare, disability compensation, educational support, and vocational rehabilitation.

U.S. Department of Labor (DOL) - Veterans Employment and Training Service (VETS):

<https://www.dol.gov/agencies/vets>

VETS provides employment services, job training, and resources specifically for veterans, including career counseling and job search assistance.

Hiring Our Heroes (HOH): <http://www.hiringourheroes.org>

HOH is an initiative by the U.S. Chamber of Commerce Foundation that helps veterans and their families find meaningful employment through job fairs, mentorship programs, and other resources.

Disabled American Veterans (DAV): <http://www.dav.org>

DAV offers free services to veterans, including assistance with applying for benefits, job placement services, and support for veterans with disabilities.

American Legion: <http://www.legion.org>

The American Legion offers job resources, including veteran-friendly employers and career fairs. They also provide a wealth of other services to veterans.

Vet Center: <https://www.vetcenter.va.gov>

Vet Centers are community-based counseling centers that provide a wide range of social and psychological services.

Veterans Crisis Line: <https://www.veteranscrisisline.net>

The Veterans Crisis Line provides 24/7 support with a live connection for veterans, their families and friends via website or by dialing 988-1 or texting 838255.