

General Information for Bargaining Unit Employees That May Be Separating From EPA

February 2026

BEFORE A POTENTIAL SEPARATION

1. Setup access to Employee Express via personal email address login:

- 1.1. Login to Employee Express on your work computer using your PIV card and pin:
<https://www.employeeexpress.gov/>
- 1.2. Click on “Home Address” in the left menu.
- 1.3. Add your personal email address in the box “Alternative Email Address” and ideally you should use a personal email that has a Login.gov account, if you have one already (you likely do as it was needed to use USAJobs.gov). Click save.
- 1.4. Logout.
- 1.5. On your personal device (laptop or phone) to go to <https://www.employeeexpress.gov/>
- 1.6. Click, “Sign in with LOGIN.GOV”
- 1.7. Use your Login.gov credentials to log in or create a LOGIN.GOV account using the personal email address you added to your Employee Express profile.
- 1.8. Employee Express will then ask you to confirm some personal information to link your LOGIN.GOV account to your Employee Express profile (e.g. Date of birth, social security number).
- 1.9. In certain situations, Employee Express will need to postal mail you a code to your home address on file in Employee Express to confirm your identity.
- 1.10. Once the process is complete, you can access Employee Express from a personal device. If terminated, you will need this access to provide pay records to apply for unemployment.

Note: Also in Employee Express, on the left menu, click on “Federal Employee Benefits Statement” to see important severance details, including the payout amount of unused vacation time and cost of health insurance if purchased after separation (they may add a 2% fee to this amount).

2. Download your eOPF file:

Note: you can ONLY access eOPF while employed at EPA with access rights to the EPA network. To receive these records post termination, you will need to request them from OPM.

- 2.1. Login to eOPF on your government supplied computer
- 2.2. Select all files by checking the checkbox in the top left of the table showing the files
- 2.3. Click on “DOWNLOAD”
- 2.4. A message will appear on the screen with a link to the “PRINT STATUS” page, and click on that or use the menu on the left to go to “PRINT STATUS”
- 2.5. Click on the Request ID to download the file.

IMPORTANT: the downloaded file is password protected and the password is your date of birth year followed by the download ID. Example: your DOB is 7/4/2000 and the download ID is 654321. The password is 2000654321. Be sure to record this password and try opening the file! You might take a photo of the screen with your cell phone to record the ID.

3. Remove any non-work-related personal documents from your work laptop

3.1. Generally, you should not keep any personal documents on your work laptop, but if you do have such information stored on the government owned device, then you may want to remove these now (e.g. pay stubs, resume, SF50, W-2 tax forms, etc.).

3.2. Once terminated, you will not have access to your government supplied devices.

4. Consider removing personal items from your workspace

4.1. If you have personal items in your office workspace that you will want to retain, begin putting those items aside and maybe bring some items, or all, home now.

4.2. For the in-office termination, staff was given time to go to their workspace to collect their personal belongings with Divisional management supervising (and an opportunity to say goodbye to colleagues), however it is a stressful situation and the time allotted may be at management's discretion. So, take time now to consider what personal property of yours might need to be removed from the office and plan accordingly.

5. Make Connections with Coworkers and Work Colleagues

5.1. While you're still engaged at work and interacting with colleagues, consider how you might later want to connect with these people if you are terminated.

5.2. One common option is to use LinkedIn to connect with colleagues, which is a great way to build your professional network, stay in touch socially, and find future employment.

POST SEPARATION

1. Annual Leave Payment

Those that separate from EPA are reporting the annual leave payout is taking 8 to 10 weeks to process and receive payment.

2. Annuity Payment Refund

You have the option to request your annuity payments be refunded. Your separation letter should have the HR contact for this. It will likely take months to receive the refund. See

<https://www.opm.gov/retirement-center/fers-information/former-employees/>

3. Employee Express

You will continue to temporarily have access to Employee Express, however, that will cease at some point. It's not entirely clear when access is terminated, but access seems to end about 30 days after your last paycheck.

4. Severance Payments

If you receive severance pay upon separation, note that this is paid out in bi-weekly installments, in amounts equal to your normal pay schedule, until the severance total is fulfilled. It is not a lump-sum payment.

5. More Questions

If you have questions post separation you can contact your former HR Director or email the general HR address: HRbenefits@epa.gov