

Instructions for Using Voluntary Early Retirement Authority (VERA)

1. VERA is used to reduce the number of personnel employed or to restructure the workforce to meet mission objectives. VERA may be approved for delayering, reorganization or reduction in force (RIF).
2. Management may open multiple or single windows to gather VERA applications. VERA announcements will include opening and closing dates, the number of anticipated VERAs and, if applicable, whether additional windows will be opened. Windows may be limited by the opening and closing date or by receipt of a specified number of applications for VERA, provided management included that information in the VERA announcement.
3. VERA may be based on occupation; grade or pay band; skills, knowledge or other factors related to the position such as organization or geographic location.
4. In situations where there are more applicants than VERA opportunities, the offers shall be processed in order of seniority using the Service Computation Date – Leave. If management chooses to use a different objective factor to determine order of seniority, that factor must be included in the VERA announcement.

Eligibility for VERA

An employee must be at least 50 years old and have completed 20 years of creditable service, or be any age with at least 25 years of creditable service. In addition, the employee must:

- (1) Be serving under an appointment without time limitation;
- (2) Have been continuously employed within DoD for more than 30 days before the date on which the determination to conduct a workforce reduction or restructuring action is approved;
- (3) Not have received a RIF separation notice, or a decision notice of involuntary separation for misconduct or unacceptable performance; and
- (4) Not be retiring as a result of declining a transfer of function, directed reassignment, or other management-initiated relocation outside the commuting area.
- (5) Must be rated Fully Successful or higher.

Check Sheet for Voluntary Early Retirement Authority (VERA)

Check Sheet should be completed in consultation with the Manager and the Servicing Civilian Personnel Advisory Center Human Resources Specialist.

1. _____ Identify reason for VERA (RIF, restructure or reorganization)
2. _____ Identify if reason is based on BRAC, TOF, A-76 or Other
3. _____ Determine opening and closing date for window(s) to accept VERA applications. Identify anticipated number of VERAs to be approved, if additional windows will be opened and proposed date employees must separate. If VERA is not approved with a VSIP, the early retirement date may be extended beyond the RIF date to allow employee to use annual leave to establish initial eligibility for VERA.
4. _____ Distribute VERA announcement to employees.
5. _____ Review applications to ensure eligibility.
6. _____ Identify employees who are approved for VERA.
7. _____ Establish effective date of separation based on reason for VERA.
8. _____ Notify approved employee.
9. _____ Documentation will be maintained in the Civilian Personnel Advisory Center.