

Guide to Voluntary Early Retirement



Voluntary Early Retirement Authority

VERA

Purpose

To provide Transportation Security Administration (TSA) employees guidance on voluntary early retirement.

Background

The U.S. Office of Personnel Management (OPM) recently approved TSA's request for a new Voluntary Early Retirement Authority (VERA), which provides TSA the ability to utilize VERA through September 30, 2018.

VERA provides agencies the option to offer voluntary early retirement when restructuring or reducing the size of their organizations. The use of VERA is an option for increasing voluntary attrition in agencies undergoing substantial organizational change (e.g., involuntary workforce reductions [IWR], reorganization, reshaping, or delayering). Besides providing an incentive for employees to voluntarily retire to avoid potential IWR actions, the agency may also offer VERA to employees in safe positions that could then provide placement opportunities for employees occupying surplus positions.

Notification Procedures

TSA employees cannot submit TSA Form 1148, *Voluntary Early Retirement Notice of Interest*, until they have received written notification from the Office of Human Capital (OHC) that they have been identified as potentially eligible for voluntary early retirement consideration. Only employees who have been notified by OHC that they are potentially eligible to retire under VERA may submit TSA Form 1148 and request a retirement annuity estimate through the OHCAccess Help Desk via email to HelpDesk@mailserver-hraccess.tsa.dhs.gov or fax number 1-877-872-7993.

Key Information

For further details on the process, please read the following TSA Management Directive (MD) on the TSA iShare [TSA MD 1100.53-6, *Voluntary Early Retirement Authority*](#).

Questions about upcoming VERA announcements should be directed to the VERA point of contact (POC) established by your assigned Business Management Office (BMO).

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Basic Eligibility Requirements

To be eligible to apply for voluntary early retirement, an employee must meet one of the following age/service requirements:

- 25 years of service at any age
- 20 years of service and be at least 50 years of age

Employees *may not* be eligible for voluntary early retirement if:

- They are serving under time-limited appointments
- They are in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance
- They have not been continuously on TSA's employment rolls since May 1, 2017

For further details on eligibility requirements, please read the applicable TSA broadcast message announcing the VERA window.

OHC will provide a written notification to employees who have been identified as being potentially eligible for voluntary early retirement consideration.

TSA employees interested in voluntary early retirement must complete a *Voluntary Early Retirement Notice of Interest* form and submit it directly to the OHCAccess Help Desk via email to HelpDesk@mailserver-hraccess.tsa.dhs.gov or fax to 1-877-872-7993 within the timeframe identified in the publication announcing the VERA window.

VERA Window Announcements

TSA Broadcast Message (To Be Announced).

More Information

[Voluntary Early Retirement Frequently Asked Questions \(FAQs\) \(last updated on 8/4/2017\)](#)

[TSA MD 1100.53-6, *Voluntary Early Retirement Authority*](#)

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Forms

[TSA Form 1148, *Voluntary Early Retirement Notice of Interest*](#)

Job Aids

The following job aid is a useful tool for employees seeking information on next steps for retirement processing. The job aid includes links to the forms you will need to complete and the mailing address to submit your retirement application: [Now That You've Decided To Retire - What's Next?](#)

In order to prevent delays with retirement processing, it is important to submit a healthy retirement package. Employees covered under the Federal Employees Retirement System (FERS, FERS-RAE, and FERS-FRAE) may view the following tutorial to assist in submitting a complete and accurate retirement application: [Completing a 'Healthy' Retirement Application Package](#)

Related Links

Employees may review [OPM's Retirement Frequently Asked Questions \(FAQs\)](#) and [OPM's Retirement Information Center](#) to help determine whether retiring under VERA suits their financial needs.

If you have any questions or comments, please contact the OHCAccess Help Desk at 1-877-872-7990 or email at helpdesk@mailserver-hraccess.tsa.dhs.gov.