



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1400**

JAN 10 2019

**MEMORANDUM FOR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY,
AMERICAS (STATESIDE, PUERTO RICO, GUAM)
PERMANENT SCHOOL LEVEL PROFESSIONAL EDUCATOR
POSITIONS**

**Subject: Announcement of Voluntary Early Retirement Authority and Voluntary
Separation Incentive Pay**

The Director, Department of Defense Education Activity (DoDEA) has authorized a Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Pay (VSIP) window. The window is open to all DoDEA Americas (Stateside, Puerto Rico, Guam) permanent school level professional educators from January 10, 2019, to February 1, 2019. The basis for this window is to minimize potential involuntary separations as a result of staff reductions caused by student enrollment fluctuations and to provide vacancies to reshape the workforce without resorting to the loss of a position. VERA and VSIP allocations will be limited and based on restructuring needs.

VERA and/or VSIP will be first approved for employees occupying excess positions. Once excess educators have accepted offers of VERA and/or VSIP, additional offers of VERA and/or VSIP may be offered in order of seniority using the service computation date-leave (SCD-LV) to create vacancies to place remaining excess employees. The application and use of the buyout must be tied directly to workforce restructuring actions in which management offers the buyout to create vacancies that shall be reshaped to meet mission objectives. This announcement does not apply to Principals, Assistant Principals, Instructional System Specialist (ISS) or any other above school level educator positions.

Permanent school level educators approved for VERA and/or VSIP will be required to separate from Federal Service no earlier than the last day of classroom instruction, but no later than June 30, 2019.

Voluntary Early Retirement (VERA): The use of VERA is a one-time opportunity for employees to retire early. To be eligible for VERA, the employee must meet the following conditions:

- 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:
 - o Be serving under an appointment without time limitation (permanent appointment);

- o 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;
- o Not have received a RIF separation notice, or a decision notice of involuntary separation for misconduct or unacceptable performance; and
- o Not be retiring as a result of declining a transfer of function, directed reassignment, or other management-initiated relocation outside the commuting area.
- o Must be rated Fully Successful or higher.

Employees approved for VERA and retiring under the Civil Service Retirement System (CSRS) are subject to an age reduction in their basic annuity benefit of 2 percent for every year they are under the age of 55. This is a permanent reduction. The annuity rate will not increase when the annuitant reaches age 55. There is no age reduction for employees covered by the Federal Employees Retirement System (FERS).

For additional information regarding VERA, employees should access the information in the Office of Personnel Management URL:

http://www.opm.gov/Reduction_in_Force/vera/vera01.asp.

Voluntary Separation Incentive Payment (VSIP) - VSIP is a payment made to eligible employees who agree to voluntarily separate through resignation, optional retirement, or early retirement. The VSIP payment is \$40,000 or the amount of severance pay you would receive under the standard formula used to compute severance pay, whichever is less. It may be paid in a lump sum or installments, but VSIP is taxable regardless of the payment option you choose. To be eligible for VSIP, the employee must meet the following conditions:

- Must be a U.S. citizen serving on an appointment without time limitation (permanent appointment) and have at least 12 months of continuous DoD employment.

Employees in the following categories are ineligible for the offer of VSIP:

- o A reemployed annuitant.
- o Is or would be eligible for disability retirement under a Federal retirement system.
- o Has accepted a position with another Federal agency.
- o Has received a specific notice of RIF separation.
- o Has declined to relocate with his or her position or declined a transfer of function.
- o Has received a decision notice of involuntary separation for misconduct or unacceptable performance.
- o Has previously received a buyout.

If you receive VSIP, certain restrictions apply to reemployment within the Federal Government.

1. You cannot be rehired by a DoD agency within 12 months of separation.
2. You cannot return to work for any Federal agency within 5 years, including NAF Instrumentalities or personal services contract, without repaying the full VSIP amount.
3. You may not register in the DoD Priority Placement Program (PPP) once approved for payment of VSIP.

Early Notice Incentive (ENI) - An ENI of \$1000 is being offered to resigning/retiring professional educators that submit an irrevocable resignation or retirement by February 1, 2019. Please note that permanent school level professional educators approved for VSIP are not eligible to receive the ENI. This offer of ENI will be published in separate announcement.

Retirement Estimates - Employees requesting retirement annuity estimates and a Voluntary Separation Incentive Payment (VSIP) calculation should submit a request to CHRA's Army Benefits Center (ABC-C) no later than February 1, 2019. Note: Requests will be worked in the order they are received. Employees are encouraged to submit requests as early as possible.

There are three ways to submit an estimate request to the Army Benefits Center – Civilian (ABC-C):

1. Employee Benefits Information System (EBIS) website at: www.ebis.army.mil.
2. Call DSN: 520-2222, (785) 240-ABCC (2222), or (877) 276-9287. DoDEA Specialists are available from 0730 to 1630 (CT), Monday through Thursday.
3. DoDEA Email Inquiry - usarmy.riley.CHRA-HQS.mbx.abcc-DoDEA-Inquiries@mail.mil.

When requesting the estimate, please include:

- o Personal email
- o Personal phone number
- o Survivor annuity? Full, Partial or None
- o Military Service? Yes/No; Deposit paid or unpaid

For additional retirement related information, we recommend you visit the “Eligibility Requirement” section applicable to your retirement plan on the ABC-C website at www.abc.army.mil.

Civilian Career Brief (CCB) – The CCB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, Defense Civilian Personnel Data System (DCPDS), Notification of Personnel Action/Standard Form (SF)-50s and Training Application Systems. You may review your data contained in the DCPDS and take steps, if necessary, to add, update, or correct the data. The sections of data reported on the CCB are a concise reflection of your work experience, education, training, awards, professional licenses and certifications, performance ratings, foreign language proficiency, and other data regarding the your federal civilian service, to include your service computation date, veterans preference and appointment type. Employees are encouraged to visit their CCB at: <https://acpol.army.mil/ako/cpolmain/>. There are screen shots attached to assist you with accessing your CCB. We encourage all employees to review their CCB personal data as soon as possible to identify any discrepancies. Discrepancies are reported through the CCB link.

VERA/VSIP Submission – Employees who wish to request VERA and/or VSIP, under this announcement must submit their application request (Attachment 1) no later than February 1, 2019, to: Gordon.Harmon@am.dodea.edu. Your principal must endorse your application for VERA and/or VSIP. There is no guarantee that requests for VERA and/or VSIP will be approved.

Upon receipt of your request for VERA and/or VSIP, the Human Resources Office (HRO) will verify your eligibility. A request for VERA and/or VSIP under this announcement is not a commitment to accept VERA and/or VSIP. If you are approved for a VERA and/or VSIP you will receive a written offer. Acceptance of that individual written specific offer of VERA and/or VSIP will constitute a commitment by the employee and is irrevocable. If you are disapproved for a VERA/VSIP you will be notified at the end of the VERA/VSIP process.

Please submit your completed request to Gordon Harmon, Chief, DoDEA Americas Human Resources via e-mail at: Gordon.Harmon@am.dodea.edu, by February 1, 2019.



Christine G. Megee
Chief, Human Resources Division

Attachment:
As stated

MEMORANDUM FOR DoDEA HUMAN RESOURCES

Subject: VERA and/or VSIP Application Request

I request that I be approved for a specific offer of VERA and/or VSIP. I understand that I must occupy a position that has been declared excess or a position which if vacated, would clearly result in eliminating the need to involuntarily separate a DoDEA employee. I further understand that I may separate no earlier than the last day of classroom instruction for SY 2018/19, but no later than June 30, 2019, to be eligible for this offer.

I am applying for: (check one)

VERA ONLY: _____ VSIP ONLY: _____ VERA/VSIP: _____

PRINT NAME: _____

AREA: _____ DISTRICT: _____

SCHOOL: _____

CURRENT TEACHING CATEGORY: _____

HAVE YOU EVER RECEIVED SEVERANCE PAY AS A FEDERAL EMPLOYEE?

NO _____ YES _____

IF YES, PROVIDE THE DATE: _____

HAVE YOU EVER RECEIVED VSIP? NO _____ YES _____

IF YES, PROVIDE THE DATE _____

Employee Signature:

Signature

Date

Principal Endorsement:

I certify that the employee has not received a decision notice of involuntary separation for misconduct or poor performance.

Signature

Date

You must submit this completed application request no later than February 1, 2019, to: Gordon.Harmon@am.dodea.edu.