



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

JAN 10 2019

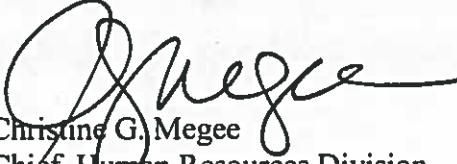
**MEMORANDUM FOR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY,  
AMERICAS (STATESIDE, PUERTO RICO, GUAM),  
PERMANENT SCHOOL LEVEL PROFESSIONAL EDUCATOR  
POSITIONS**

**Subject: Announcement of Early Notice Incentive - \$1,000**

An Early Notice Incentive (ENI) of \$1,000 is being offered to professional school level educators who choose to resign or retire from their position. This will be an irrevocable resignation or retirement from Federal Service no earlier than the last day of school, but no later than June 30, 2019. Educators can apply for both ENI and VERA and/or VSIP (this is announced under a separate memo). Please note that educators approved for VSIP are not eligible to receive the ENI.

Permanent school level educators approved for ENI will be required to complete the appropriate resignation request or retirement application before they will be separated from agency rolls. The ENI will not be processed if the educator has not completed the proper documentation for processing. Upon receipt of the appropriate documentation, DoDEA will initiate the \$1,000 award for each eligible employee.

To indicate your interest, please submit Attachment 1 to Gordon Harmon, Chief, Department of Defense Education Activity Americas Human Resources, via e-mail at: [Gordon.Harmon@am.dodea.edu](mailto:Gordon.Harmon@am.dodea.edu), by February 1, 2019.

  
Christine G. Megee  
Chief, Human Resources Division

Attachment:  
As stated

ATTACHMENT 1:

Subject: Request for Early Notice Incentive (ENI) of \$1,000

I am applying for: (check one)

RESIGNATION: \_\_\_\_\_

RETIREMENT: \_\_\_\_\_

I HAVE APPLIED FOR VERA AND/OR VSIP: YES \_\_\_\_\_ NO \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

AREA: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

CURRENT TEACHING CATEGORY: \_\_\_\_\_

**Employee Signature:** I acknowledge this will be an irrevocable resignation or retirement from Federal Service no earlier than the last day of school, but no later than June 30, 2019.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Principal Endorsement:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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