



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000



MEMORANDUM FOR DoDDS-EUROPE TEACHERS AND ADMINISTRATORS

SUBJECT: Voluntary Early Retirement Authority (VERA) for DoDDS-Europe Professional Educators

1. Dr. Miles has given approval to grant voluntary early retirements this school year to address the impact of excess employees. The authority is limited to no more than 100 DoDDS-E educators. NSPS employees are not included in this approval. The use of VERA is an opportunity for educators to retire early without reduction-in-force procedures or being identified as excess. The use of VERA will help to ensure that there are sufficient vacancies to avoid the use of reduction-in-force procedures by creating vacancies to place excess educators.

There is NO Voluntary Separation Incentive Pay (VSIP) offered.

To be eligible for a VERA, the employee must meet the following conditions:

- a. Be serving on a permanent appointment. Employees on time-limited appointments (Not-to-Exceed or NTE) are not eligible.
- b. Have been continuously employed by DoD for more than 30 days.
- c. Not be in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance.
- d. Meet the age and service requirement (the current school year counts toward eligibility for time in service) for a VERA (any age with 25 years or more of service or age 50 with 20 years or more of service).
- e. For educators who wish to apply for VERA, but are **not eligible for VERA retirement by the start of the school year 2010-2011 (August 11, 2010)**, but they will meet retirement eligibility under VERA by **September 30, 2010**, can submit a VERA application. However, the educator will also need to submit a LWOP request from the first day of school year, through September 30, 2010, along with the VERA retirement application with a retirement date no later than **September 30, 2010**.

2. CSRS employees who are granted VERA will have an age reduction of 2% for each year they are under age 55. There is no age reduction for FERS employees. Additional information regarding retirement under CSRS and FERS is available from the CSRS and FERS Handbook (links are listed below).

3. Application for VERA will be accepted between **November 16, 2009 through January 8, 2010**. After reviewing applications, management will authorize the VERA based on DoDDS-E mission need, the applicant's current teaching/administrator certification categories, and the applicants' service computation dates (SCD). There is no guarantee that applications will be approved.

4. To apply for a VERA, educators should complete the attached form and provide it to their supervisors **for submission no later than January 8, 2010**. The application is NOT a commitment to accept VERA. That commitment will be made when a VERA offer is made and accepted by the individual employee.

5. Notification of approval of individual VERA applications and offers will be issued as soon as possible, after determining the individual's eligibility for early retirement and mission needs. Employees will be **required to accept or decline their VERA offer no later than January 29, 2010**.

6. For additional information regarding VERA, educators should access the information included in the Weekly Packet of November 17, 2009 and review the attached information sheet. General information on retirement may be viewed at <http://www.eu.dodea.edu/hr/employees.php#retirement>. Also, for your convenience, links to the Office of Personnel Management CSRS and FERS Retirement Handbook information are listed below:

<http://www.opm.gov/asd/hod/pdf/C040.pdf>

<http://www.opm.gov/asd/hod/pdf/C041.pdf>

<http://www.opm.gov/asd/hod/pdf/C042.pdf>

<http://www.opm.gov/asd/hod/pdf/C043.pdf>

<http://www.opm.gov/asd/hod/pdf/C044.pdf>

7. Questions on VERA eligibility requirements or retirement benefits should be directed to the appropriate district Human Resources specialists:

Bavaria – Becky Sousa, 338-7538

Heidelberg – Laura Miedema, 338-7537

Isles – Jeanne Garrett, 338-7373

Kaiserslautern – Denise Ricker, 338-7534

Mediterranean – Laura Miedema, Acting 338-7537

NC Bresell

Dr. Nancy C. Bresell
Director, DoDDS-Europe

Attachment:
As stated

**DODS-EUROPE
APPLICATION FOR VOLUNTARY EARLY RETIREMENT AUTHORITY**

NAME: _____

SCHOOL/OFFICE: _____

CURRENT POSITION: _____

___ I am applying for Voluntary Early Retirement Authority (VERA) based on my eligibility to retire prior to the start of the school year 2010-11.

This is a voluntary application and I certify that I meet the eligibility requirements for an early retirement under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). I am a permanent DoDDS-Europe administrator or teacher and have been assigned in DoDDS-Europe for at least 30 calendar days. I understand that I must retire between the dates of **June 19th** and **August 11, 2010**. I understand that once I have been offered and accepted VERA, I may not withdraw or cancel my VERA decision - the VERA election should be considered irrevocable.

OR

___ I am applying for Voluntary Early Retirement Authority (VERA) based on my retirement eligibility between the dates of August 11 and September 30, 2010. I understand that I must submit a request for LWOP beginning the first day of the 2010-2011 school year through **September 30, 2010**, along with my retirement packet.

This is a voluntary application and I certify that I meet the eligibility requirements for an early retirement under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) by September 30, 2010. I am a permanent DoDDS-Europe educator and have been assigned in DoDDS-Europe for at least 30 calendar days. I understand that I must retire no later than September 30, 2010. I also understand that once I have been offered and accepted VERA, I may not withdraw or cancel my VERA decision - the VERA election should be considered irrevocable.

Employee Name

Principal/Superintendent Name

Employee Signature/Date Signed

Principal or Superintendent Certification:

This educator is not in receipt of a decision of involuntary separation for misconduct or unacceptable performance. If this educator retires under VERA, a recruitment action will be forwarded to the DoDDS-Europe Human Resources Division for the following category(s):

Backfill Teaching Category(s) _____

Remarks: _____

Signature/Date Signed

VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) AND DISCONTINUED SERVICE RETIREMENT (DSR)

Early retirements are a management tool that, in some instances, may reduce the number of involuntary separations or downgrades in an agency. There are two types of early retirements; **Voluntary Early Authority (VERA)** and **Discontinued Service Retirement (DSR)**. VERA is a voluntary action taken by an employee when identified by management as eligible for the offer of VERA. DSR provides an annuity for employees who are separated against their will (involuntary). DSR is not available or appropriate for employees who are separated for cause on charges of misconduct or delinquency. The employee must meet one of the age and service requirements below at separation for both VERA and DSR:

Age Requirements	Service Requirements
50 years of age	20 years of Service
Any age	25 years of service

For more information on VERA and DSR go to:

<http://www.opm.gov/asd/hod/pdf/C040.pdf>

<http://www.opm.gov/asd/hod/pdf/C041.pdf>

<http://www.opm.gov/asd/hod/pdf/C042.pdf>

<http://www.opm.gov/asd/hod/pdf/C043.pdf>

<http://www.opm.gov/asd/hod/pdf/C044.pdf>

<http://www.hq.navy.mil/shhro/trans/veranvsipfaq.htm>

EARLY RETIREMENT COMPARISON CHART

VERA	DSR
Completely Voluntary	Involuntary separation (The term involuntary separation means any separation against the will and without the consent of the employee other than separation for cause on charges of misconduct or delinquency)
Agency must be undergoing major RIF or major Reorganization, or major Transfer-of-Function that results in significant number of employees being separated or immediately reduced in pay	Examples if involuntary separation are: RIF, abolishment of position, lack of funds, liquidation of an office or of an entire agency, transfer of function outside the commuting area or inefficiency.
See http://dothr.ost.dot.gov/toolkit/WorkRestruct/VERA/vera.html	Employee must not have declined a reasonable offer of position in his agency for which qualified. Reasonable offer must be: <ol style="list-style-type: none"> 1. in employee's same commuting area, at same tenure & work schedule, and 2. not lower than 2 grades below current position.
<p>Before expiration date, employee must give agency SF 2801 (CSRS employees), SF3107 (FERS employees) or other commitment to retire and be separated or in LWOP status. If reemployed, annuity is not terminated.</p> <p>CSRS employees will have an age reduction of 2% for each year they are under age 55. Salary is reduced by amount of the annuity. There is no age reduction for retiring FERS employees.</p>	Employee may resign any time after receipt of official notice, if no reasonable offer is made. CSRS employees who retire on Discontinued Service will have an age reduction of 2% for each year they are under age 55. FERS employees retiring on Discontinued Service will not have annuity reduction. If reemployed in a covered position the annuity is terminated.