



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
PACIFIC DIRECTOR'S OFFICE  
UNIT 35007  
APO AP 96376-5007

November 16, 2009

MEMORANDUM FOR DODEA PACIFIC EDUCATORS AND ADMINISTRATORS

SUBJECT: Voluntary Early Retirement Authority (VERA) for DoDEA  
Professional Educators and Administrators in the Pacific Area

Dr. Miles has approved the DoDEA Pacific Area to grant up to 60 voluntary early retirements this school year to assist with the placement of excess employees. The authority is limited to:

- 50 DoDDS-Pacific educators
- 5 DDESS-Pacific educators
- 5 Pacific-wide administrators

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

1. Be serving on a permanent appointment. Employees on time-limited appointments (Not-To-Exceed or NTE) are not eligible.
2. Continuously employed by DoD for more than 30 days.
3. Not be in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance.
4. Meet the age and service requirements for a VERA (any age with 25 years or more of service or age 50 with 20 years or more of service).

Applications for VERA will be accepted **through January 8, 2010**. We only expect to issue this one-time opportunity for VERA. Should we receive more than 55 applications from DoDDS/DDESS teachers and more than 5 Pacific-wide administrators for VERA, management will determine the VERA offers based on the applicant's current teaching or administrator categories and the applicant's service computation date (SCD). If necessary to reduce the VERA applicants to 60, individuals encumbering positions matching teaching categories of excess educators will be selected first by SCD date.

Educators **who meet retirement eligibility prior to August 25, 2010**, and are offered a VERA must retire no later than **August 25, 2010**, and need to submit their retirement application packet prior to the end of the school year.

Educators who wish to apply for VERA, but are **not eligible for retirement prior to the start of the school year 2010-2011 (August 25, 2010)**, and will meet retirement

eligibility under VERA by **September 30, 2010**, can submit a VERA application. However, the educator will need to submit a LWOP request from **August 25, 2010**, through September 30, 2010, along with his or her VERA retirement packet with a retirement date no later than **September 30, 2010**. Educators need to sign and date the application acknowledging that if VERA is offered and accepted, he or she cannot withdraw or cancel the VERA decision and the VERA election is considered irrevocable.

We do not anticipate that Voluntary Separation Incentive Pay (VSIP) will be offered this year. VSIP, generally referred to as a "buy-out," is a payment equivalent to an employee's severance pay entitlement, up to \$25,000. While the VSIP will not be offered, educators may apply for VERA.

To apply for a VERA, educators should complete the attached form and provide it to their principal or supervisor, no later than **January 8, 2010**.

VERA is a one-time 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 in the Pacific Area to avoid the use of reduction-in-force procedures and create vacancies to place excess teachers and administrators in the Pacific and Europe due to expected changes in student enrollments.

Questions on VERA eligibility requirements or retirement benefits should be directed to the servicing district Human Resources team:

Guam – Pauline Barcinas (644-5941)  
Japan – Ed Bennis (644-5860)  
Korea – Amina Hamilton (644-5854)  
Okinawa – Carol Nouchi (644-5800)



Diana J. Ohman  
Director

Attachment:  
As stated

**DODEA-PACIFIC  
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 DoDEA Pacific administrator or teacher and have been assigned in DoDEA Pacific for at least 30 calendar days. I understand that I must retire between the dates of **June 18, 2010** and **August 30, 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 25 and September 30, 2010. I understand that I must submit a request for LWOP beginning on **August 30, 2010**, 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-Pacific educator and have been assigned in DoDDS-Pacific 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/Superintendent 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 DoDEA Pacific Human Resources Division for the following category(s):

Teaching Category(s) \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_