

**UNITED STATES DEPARTMENT OF AGRICULTURE**


Farm Service Agency  
Washington, DC 20250

**Notice PM-2809**

**For:** FSA Servicing HR Offices

**Processing Voluntary Early Retirement Authority (VERA) Actions**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Notice PM-2807 announced an opportunity for eligible employees to voluntarily apply for VERA or “early out” with an effective separation date beginning July 29, 2011.

**B Purpose**

This notice provides instructions to servicing Human Resources (HR) offices for processing personnel actions for retirements using VERA granted by OPM authority number 2011-034 for Federal and county employees. This includes the following:

- documenting and processing personnel actions
- processing VERA personnel actions
- documenting retirement applications
- contact information for NFC
- retirement and benefit information.

**Note:** Non-Federal employees are referred to as “county” throughout this notice.

**C Notification**

HRD will notify applicants approved for VERA by e-mail. Servicing HR offices can provide employees with computations of VERA-estimated retirement annuity. Formal counseling sessions:

- are also available for employees and their spouses
- can be scheduled by contacting their servicing HR office.

**Disposal Date**

January 1, 2012

**Distribution**

All FSA Servicing HR Offices

## Notice PM-2809

### 2 Processing Personnel Actions

#### A Nature of Action (NOA) Codes

Servicing HR offices shall use the following NOA codes for coding SF-52 and processing through EmpowHR/NFC.

<b>IF Federal or county employee is retiring early under...</b>	<b>THEN use NOA code...</b>	<b>AND authority codes...</b>	<b>AND add remark code...</b>
CSRS	303, Retirement – Special Option	V3P and AZM (OPM VERA 2011-034)	499, Voluntary Early Retirement (OPM VERA 2011-034).
FERS		USM and AZM (OPM VERA 2011-034)	

#### B Documenting Voluntary Early Retirement

Servicing HR offices shall use the following table to determine the appropriate block to check and authorization number to enter in Schedule D of SF-2801 or SF-3107.

<b>IF the employee retires under voluntary early retirement...</b>	<b>AND is covered by...</b>	<b>THEN on Schedule D of...</b>
NOA code 303	CSRS or CSRS offset	SF-2801, Section A, block 8, item k, ENTER “OPM VERA 2011-034”.
	FERS	SF-3107, Section A, block 9, item f, ENTER “OPM VERA 2011-034”.

#### C Documenting OPM Waiver of FEHB Coverage Requirement

OPM has waived the 5-year requirement for continuing health insurance for employees separating under VERA.

Agencies must attach a memorandum to the employee’s retirement application stating that the employee meets requirements for a pre-approved waiver by OPM as set forth in OPM’s specific instructions to the Agency. Provide the VERA approval number 2011-034, and include the beginning and ending dates of the VERA period.

## 2 Processing Personnel Actions (Continued)

### D Continuing Life Insurance Into Retirement

OPM has **not** waived the 5-year requirement for continuing life insurance into retirement. Therefore, retiring employees must have been insured under the FEGLI Program for either of the following to continue coverage into retirement:

- the 5 years of service immediately before retirement
- all of their service during which they were eligible for FEGLI coverage, if less than 5 years.

### E Additional Information and Contacts

Servicing HR offices shall use the following table to obtain the appropriate contact.

IF there are questions about...	THEN contact...
EmpowHR processing	Help Desk at 816-823-3996.
FERS and CSRS benefits	<p>1 of the following employees in the Benefits and Performance Management Section, HRD:</p> <ul style="list-style-type: none"> <li>• Dana Candler by either of the following: <ul style="list-style-type: none"> <li>• telephone at 816-926-6117</li> <li>• e-mail at <b>dana.candler@kcc.usda.gov</b></li> </ul> </li> <li>• Patty Gepford by either of the following: <ul style="list-style-type: none"> <li>• telephone at 816-926-6259</li> <li>• e-mail at <b>patricia.gepford@kcc.usda.gov</b></li> </ul> </li> <li>• Darla Hensley by either of the following: <ul style="list-style-type: none"> <li>• telephone at 202-401-0681</li> <li>• e-mail at <b>darla.hensley@wdc.usda.gov</b></li> </ul> </li> <li>• Sharon Black by either of the following: <ul style="list-style-type: none"> <li>• telephone at 202-401-0584</li> <li>• e-mail at <b>sharon.black@wdc.usda.gov</b></li> </ul> </li> </ul> <p><b>Note:</b> The TTY numbers are:</p> <ul style="list-style-type: none"> <li>• 202-205-9057</li> <li>• 816-926-7440.</li> </ul>

**2 Processing Personnel Actions (Continued)**

**F Retirement Packages**

Servicing HR offices shall forward retirement packages by UPS to the following address.

USDA, NFC  
Attn: Retirement Section  
Fringe Benefit Processing Unit  
13800 Old Gentilly Road  
New Orleans, LA 70129