

**For:** RMA Employees in Kansas City, RSO's, and Compliance Field Offices

**RMA Voluntary Early Retirement**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice announces an opportunity for eligible RMA employees located in the following locations to apply for voluntary early retirement:

- Deputy Administrator for Research and Development (DARD)
- RSO's
- Compliance Field Offices (CFO's).

See subparagraph 2 C for positions targeted for voluntary early retirement.

**B**

**Additional Information and Counseling**

Employees shall use the following table to obtain the appropriate contact for counseling services.

| <b>IF located in...</b>  | <b>THEN contact...</b>                               |
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| <ul style="list-style-type: none"> <li>• DARD</li> <li>• Kansas City CFO</li> </ul>            | Charlene White or Kelly<br>Broadway at 816-926-6643. |
| <ul style="list-style-type: none"> <li>• RSO's</li> <li>• CFO's, except Kansas City</li> </ul> | Darla Hensley at 202-418-9021.                       |

|                      |   |
|----------------------|---|
| <b>Disposal Date</b> | <b>Distribution</b>                         |
| October 1, 1999      | All RMA employees in DARD, RSO's, and CFO's |

## Notice PM-2127

### 2 Opportunity for Voluntary Early Retirement

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#### A

##### Dates

Eligible RMA employees in DARD, RSO's, and CFO's may apply for voluntary early retirement through September 17, 1999, **without** any incentive payment.

**Effective separation dates must be no later than September 30, 1999.**

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#### B

##### Purpose of Voluntary Early Retirement

The purpose of a voluntary early retirement is to voluntarily achieve reductions.

Requesting a voluntary early retirement does not automatically entitle an employee to a voluntary early retirement. See subparagraph E.

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#### C

##### Targeted Positions

Employees in the following positions may apply for voluntary early outs, provided they also meet the eligibility requirements in paragraph 3.

- RSO employees at GS-13 and below
  - CFO employees at GS-13 and below
  - DARD employees who are in the:
    - Fiscal Operations and Systems Division in the GS-525 series at GS-8 and below
    - Product Development Division or Research and Evaluation Division in the GS-1101 series at GS-13 and below.
- 

#### D

##### Application Procedures

To be considered for a voluntary early retirement, eligible employees shall submit SF-52 through their supervisor to HRD or KCMO-PD **by COB, September 17, 1999**. If the employee's SF-52 is not received within HRD or KCMO-PD by the deadline, the employee will not be considered for a voluntary early retirement.

RSO and CFO employees (excluding Kansas City employees) shall FAX requests to HRD at 202-418-9121.

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## Notice PM-2127

### 2 Opportunity for Voluntary Early Retirement (Continued)

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#### **D Application Procedures (Continued)**

Kansas City employees shall do either of the following:

- bring requests in person to KCMO-PD, the Employee and Labor Relations Branch, 8700 State Line Rd. 3<sup>rd</sup> floor
- FAX requests to KCMO-PD at 816-926-6156.

HRD and KCMO-PD shall send each employee an acknowledgement letter or e-mail message when his or her SF-52 is received. All employees will subsequently be notified if their requests are approved or not approved. If approved, an application for retirement must be submitted to the servicing personnel office.

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#### **E Approval Criteria**

Requesting a voluntary early retirement does not automatically entitle an employee to a voluntary early retirement. The number of voluntary early retirements to be accepted will be limited so that the Agency can maintain necessary service levels. If more employees volunteer for early retirements within an office than are necessary, early retirements shall be approved by the earliest service computation date.

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### 3 Eligibility for Voluntary Early Retirement

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#### **A Eligible Employees**

CSRS and FERS employees are eligible for an immediate annuity under voluntary early retirement:

- if they are at least age 50 with 20 years of service
- at any age with 25 or more years of service.

**Note:** Employees must meet the eligibility requirements by the separation date.

CSRS employees:

- must have served in a position covered by CSRS for at least 1 year out of the 2 years immediately before retirement
- will have the basic annuity reduced by 2 percent for each year (1/6 of 1 percent for each full month) an employee is under age 55 at the time of retirement. This is a permanent reduction in the annuity.

Under FERS, there is no age reduction for voluntary early retirement; but, if an employee who transferred to FERS is entitled to a CSRS component, the CSRS component is subject to the 2-percent-age-reduction rule if the employee is under age 55.

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## Notice PM-2127

### 3 Eligibility for Voluntary Early Retirement (Continued)

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#### B

##### Ineligible Employees

The following employees are not eligible for voluntary early retirement:

- employees who have not been continuously on RMA's rolls since July 4, 1999
  - employees serving under time-limited appointments
  - employees in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance.
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#### C

##### Continuing Health Insurance into Retirement

OPM has waived the 5-year requirement for continuing health insurance into retirement for eligible employees retiring under early retirement authority. Employees who were enrolled in a FEHB plan as of October 1, 1996, are eligible to continue FEHB into retirement.

Employees enrolled after October 1, 1996, or who are eligible for voluntary retirement or retirement under MRA+10, may request that OPM waive the FEHB eligibility requirement on a case-by-case basis.

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#### 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:

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

##### Reporting Requirements

FSA is required to maintain records on the use of the voluntary early retirement authority.

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