

For: FSA Employees

Guidance on Voluntary Early Retirement Authority (VERA) Application Withdrawal

Approved by: Acting Administrator



1 Overview

A Background

Notice PM-2843 announced the opportunity and encouraged all eligible employees to voluntarily apply to separate through early retirement. If needed workforce reductions are achieved, FSA can increase the chances to potentially avoid the use of other adverse workforce reduction strategies and furloughs.

B Purpose

This notice provides clarification on the timeframe/deadline for withdrawing FSA VERA applications.

Notes: All dates, instructions, and other guidance remain unchanged.

See Notice PM-2843 for other details about the FSA VERA offering.

2 VERA Information

A Supervisor's Responsibility

Supervisors **must** provide this notice to temporarily absent employees, including employees on official military duty, so the employees are informed about the early-out application opportunity.

B VERA Electronic Application Procedures

To be considered for early retirement, employees must submit a completed application at <https://wdcprod80.sc.egov.usda.gov/vvas>

Employees shall submit an application in consideration of the guidance offered in Notice PM-2843, Exhibits 2 and 3. If the VERA application is **not** received in HRD **between December 5, 2011, and by no later than 11:59 p.m. Central Time (C.T.) on December 23, 2011**, the VERA application will **not** be considered.

Disposal Date	Distribution
July 1, 2012	All FSA Employees; State Offices relay to County Offices

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2 VERA Information (Continued)

C Changes and Withdrawal

To make changes to a submitted application or to withdraw an application, applicants shall follow instructions in Exhibit 1.

Note: To change the separation date, applicants must access the VSIP/VERA Automated System (VVAS), withdraw the application, then resubmit a revised application with the corrected separation date.

Employees may **withdraw** applications until **11:59 pm C.T. on February 3, 2012, or up until 11:59 pm C.T. on their effective separation date**, whichever date comes first. An application may not be withdrawn after the employee's effective separation date.

Example: An employee's effective separation date is Friday, January 13, 2012. The employee has up until 11:59 pm C.T. on Friday, January, 13, 2012, to have **completed** withdrawing the VERA application using VVAS.

If an employee selects to withdraw the VERA application, the employee should immediately notify their servicing personnel office's Benefits Specialist, as well as their administrative officer.

D Contact for Application Changes and Withdrawal

For questions about the application and changes, employees may contact Marvin Jones, Talent and Acquisition Branch, HRD, by either of the following:

- telephone at 202-401-0432
- e-mail at marvin.jones@wdc.usda.gov.

3 Additional Retirement Information

A Additional Information and Counseling

For general information on the early-out authority and about this notice, employees may contact Shenita Wells, Policy and Accountability Branch, HRD, by either of the following:

- telephone at 202-401-0568
- e-mail at shenita.wells@wdc.usda.gov.

Employees shall refer to subparagraph B for the appropriate HRD point-of-contact to respond to questions about retirement eligibility, SCD date, or other retirement benefit related questions. Because of the anticipated level of interest, employees are encouraged to request calculations as soon as possible.

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3 Additional Retirement Information (Continued)

A Additional Information and Counseling (Continued)

Additional information about early retirement, benefits, and employment after voluntary early retirement is available at <http://www.opm.gov/employ/vera/vera01.asp>.

To help employees make this important decision, access the retirement calculator at <https://connecthrusdaauth.gdcii.com/>.

HR representatives can provide employees with computations of an estimated retirement annuity. Formal counseling sessions are also available for employees and their spouses, and can be scheduled by contacting their servicing HR office.

Important: Application must be received in HRD for consideration for approval. Employees must also complete retirement application and additional separation documents to retire after being approved for early out.

B Contacts

IF employed in...	THEN for retirement information and/or an application for retirement contact...
FSA State or County Office	State Administrative Officer (AO).
Kansas City duty station	<p>either of the following employees in the Benefits and Performance Management Section, HRD:</p> <ul style="list-style-type: none"> • Dana Candler by either of the following: <ul style="list-style-type: none"> • telephone at 816-926-6117 • e-mail at dana.candler@kcc.usda.gov • Patty Gepford by either of the following: <ul style="list-style-type: none"> • telephone at 816-926-6259 • e-mail at patricia.gepford@kcc.usda.gov. <p>Note: The TTY number is 816-926-7440.</p>
all other duty stations	<p>Sharon Harrell, Benefits and Performance Management Section, HRD, by either of the following:</p> <ul style="list-style-type: none"> • telephone at 202-401-0584 • e-mail at sharon.harrell@wdc.usda.gov. <p>Note: The TTY number is 202-205-9057.</p>

Using VVAS to Submit a VERA Application Online

Access VVAS for the first time according to the following.

Step	Action
1	Click the hyperlink https://wdcprod80.sc.egov.usda.gov/vvas to access VVAS.
2	CLICK " I agree " on the eAuthentication Screen.
3	Enter eAuth user ID and password and CLICK " Login ".
4	Enter your SSN (twice) and CLICK " Submit ". Note: This will only be required the first time VVAS is accessed.
5	Click the hyperlink " Statement of Understanding " to review the statement.
6	Close the window by clicking the "x" in the upper right corner.
7	Select " I agree " to continue.
8	The VVAS Offers Screen will be displayed.
9	Click the hyperlink " I want to apply for this offer ".
10	The VERA application form will be displayed.
11	Enter all required information marked with a red asterisk (*) and any optional information on the screen.
12	CLICK " Submit ".
13	VVAS will display the confirmation message.
14	CLICK " Confirm " to continue the submission.
15	VVAS will display a receipt for the submitted application.
16	An e-mail notification will be sent to the e-mail addresses (office and alternate) specified on the application form earlier.
17	Click the " View Application Detail " button on the receipt screen and then the hyperlink " Print Details " on the detail screen to print the application that was submitted.
18	Click the hyperlink " HomePage " to return to the VVAS offers screen.
19	Select the " Logout of eAuth " or " Exit VVAS " menu option to exit VVAS.

Withdraw the VERA application according to the following.

Step	Action
1	Click the hyperlink https://wdcprod80.sc.egov.usda.gov/vvas to access VVAS.
2	CLICK " I agree " on the eAuthentication Screen.
3	Enter eAuth user ID and password and CLICK " Login ".
4	VVAS will display the VVAS offers screen.
5	CLICK the hyperlink " View your submitted application ".
6	VVAS displays the submitted application receipt.
7	CLICK the " Withdraw application " button.
8	VVAS displays the withdraw confirmation message.
9	CLICK the " Confirm " button.
10	The system displays a withdraw receipt. An e-mail notification will be sent to the e-mail addresses (office and alternate) specified on the application form.
11	CLICK the hyperlink " HomePage " to return to the VVAS offers screen.
12	Select the " Logout of eAuth " or " Exit VVAS " menu option to exit VVAS.