

For: FSA Servicing Human Resources Offices

Processing Voluntary Early Retirement Authority (VERA) Actions

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Notice PM-2843 announced the opportunity for eligible employees to voluntarily apply for VERA or “early out” with an effective separation date on or after December 30, 2011, but not later than February 3, 2012.

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 has notified 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	Distribution
June 1, 2012	All FSA Servicing Human Resources Offices

Notice PM-2848

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.

IF Federal or county employee is retiring early under...	THEN use NOA code...	AND authority codes...	AND add remark code...
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 to determine the appropriate block to enter the authorization number in Schedule D of SF-2801 or SF-3107.

IF the employee retires under voluntary early retirement...	AND is covered by...	THEN on Schedule D of...
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 FSA. Provide VERA approval number 2011-034, and include the beginning and ending dates of the VERA period.

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.

Notice PM-2848

2 Processing Personnel Actions (Continued)

E Additional Information and Contacts

Servicing HR offices shall obtain the appropriate contact according to the following.

IF there are questions about...	THEN contact...
EmpowHR processing	the 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">• 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• Sharon Harrell by either of the following:<ul style="list-style-type: none">• telephone at 202-401-0584• e-mail at sharon.harrell@wdc.usda.gov. <p>Note: The TTY numbers are:</p> <ul style="list-style-type: none">• 202-205-9057• 816-926-7440.

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