



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON

6 Jan 2012

MEMORANDUM FOR ELIGIBLE EMPLOYEES

FROM: CIVILIAN PERSONNEL OFFICE, AIR FORCE DISTRICT OF WASHINGTON

SUBJECT: Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) Program (**SUSPENSE: 3 Feb 12**)

1. This memorandum transmits a second opportunity for Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) for employees serviced by the AFDW Civilian Personnel Office. The basis for voluntary separation incentives is to avoid potential involuntary separations as a result of recent budgetary constraints. We are accepting applications from employees in all occupational series. Eligibility determinations will be based on matching positions of separating employees with incumbents occupying positions being abolished. This opportunity is open to all AFDW-serviced civilian employees. We encourage you to consider the following information.
2. Our initial analysis indicates that the acceptance of VERA/VSIP offers would prevent potential involuntary separations. As a result, we will **accept employee applications for the VERA/VSIP from 9 January 2012 through 3 February 2012. Applications must be returned to the AFDW Civilian Personnel Office, Suite 5300, Jones Building, 1500 W. Perimeter Road Joint Base Andrews, MD 20762 (email address: afdwr.restructuring@afncr.af.mil) by COB 3 Feb 12.** An application for VERA/VSIP is at Attachment 2. All employees offered an incentive are expected to voluntarily separate on **30 Apr 12**.
3. Employees are encouraged to fully consider their separation options. Please validate retirement eligibility **before** completing the VERA/VSIP application. To receive retirement counseling, contact the Benefits and Entitlements Service Team (BEST). You can obtain information on how to reach a BEST counselor and the phone system on the Air Force Personnel Services (AFPERS) website at <https://gum-crm.csd.disa.mil/app/home>, keyword search 5828. Instructions for using the Employee Benefits Information System (EBIS) to obtain retirement estimates may be found at <https://gum-crm.csd.disa.mil/app/home>, keyword search 4872. Applying for this opportunity does not guarantee that you will receive VERA/VSIP approval. Application approval will be based on a variety of factors, including the number of employees who volunteer. **Employees should not take premature actions that are irrevocable or incur financial obligations prior to receiving a firm incentive offer.**
4. Submission of a VERA/VSIP application is irrevocable unless the employee can provide proof of an extreme hardship or extraordinary circumstances. Few exceptions will be made. This is imperative in order to avoid two major program disruptions. We encourage each applicant to thoroughly consider his or her decision prior to submitting an application.

5. If approved for VERA/VSIP, employees will receive a written notice of approval. Interested retirement-eligible employees are encouraged to begin preliminary retirement planning. The VERA/VSIP Fact Sheet explains eligibility procedures and retirement options. (Attachment 1)

6. For additional information on separation incentives, please visit our website at: www.afdw.af.mil and click on the "Civilian Force Restructuring" icon or call the AFDW Civilian Personnel Office at (240) 612-5868.



MARCUS L. LEA
Civilian Personnel Officer, AFDW

Attachments:

1. VERA/VSIP Fact Sheet
2. VERA/VSIP Application