

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 19-02

28 August 2002

VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)

FOR

ELIGIBLE GARRISON APPROPRIATED FUND CIVILIAN EMPLOYEES

OPEN WINDOW

28 AUGUST – 10 SEPTEMBER 2002

1. Purpose. Fort Polk has been authorized Voluntary Early Retirement Authority (VERA) by the Office of the Secretary of Defense. This bulletin opens a window of opportunity to allow eligible Garrison employees who occupy specific occupational series and grades to apply for Voluntary Early Retirement (VERA). **Employees who applied to the VERA Canvass under CPB 16-02 and currently occupy one of the targeted series and grades, must apply to this announcement to receive consideration for approval of VERA.** Employees on temporary promotion should review the targeted listing for the series and grades of their permanent position of record. Employees must be eligible for VERA on or before 28 February 2003 and must be willing to remain on the rolls until that date. A listing of the targeted occupational series and grades is located at Attachment 1.

2. Reason. The A-76 Commercial Activities Initial Decision to award a large portion of the work currently being performed by civilian employees to a contractor has resulted in the necessity to reduce the workforce. The use of VERA is an attempt to minimize the number of involuntary separations, demotions, or relocations to a different commuting area under reduction in force procedures.

3. Eligibility for VERA.

a. In order to be eligible to retire under VERA by the date of separation, employees must:

--complete at least 20 years of creditable service and be at least age 50; or complete at least 25 years of creditable service, regardless of age on or before 28 February 2003;

--serve in a position covered by the Command's offer;

--have been employed continuously by the Department of Defense (DoD) for at least the 31-day period ending on the date on which the Command requests VERA.;

--apply during the designated window period and receive approval from the Command; and

--not meet any of the ineligibility categories listed below.

b. Employees who fall under any of the following categories are not eligible for voluntary early retirement:

--have not been employed continuously by the Department of Defense (DoD) for at least the 31-day period ending on the date on which the agency requests VERA.

--are serving under time-limited appointments; or

--are in receipt of a decision of involuntary separation for misconduct or unacceptable performance.

4. Approval Process. The Director of the Civilian Personnel Advisory Center and Management Officials will determine if approval of the VERA application will reflect one employee saved from separation, demotion, or relocation to a different commuting area under RIF procedures. The Commander or his designee may approve the early retirement only if one of these results can be achieved for each early retiree approved. An individual management decision will be made on each application received, and each applicant will be notified regarding approval or disapproval of their application. If the number of eligible applicants exceeds the number that can be approved due to the authorized number received from the Office of the Secretary of Defense, offers will be made in seniority order within the targeted occupational series and grades using the service computation date for leave. Veteran's preference and tenure are not considered in this process.

5. Not an entitlement. Employees are reminded that the primary purpose of the VERA is to encourage employees to leave the rolls voluntarily. At a minimum the result of a VERA should reflect one employee saved from separation, demotion or relocation to a different commuting area, under RIF procedures, for each early retiree. VERA is not an employee entitlement. Consequently, disapproval of an employee's request for VERA is not a grievable matter and does not serve as a basis for a complaint or appeal.

6. Application Procedures. All eligible employees who voluntarily desire to apply for VERA must complete the application at Attachment 2. Completed applications must be submitted to the Civilian Personnel Advisory Center, ATTN: VERA/VSIP Program Coordinator, Building 413, Fort Polk, LA no later than **10 September 2002**. Employees for whom VERA is approved must be prepared to remain on the rolls until February 28, 2003.

7. Questions on any aspect of this program should be directed to the Labor Relations Specialist at 531-1840/6805.

Attachments
as

//ORIGINAL SIGNED//
DONALD R. MALLETT
Director Civilian Personnel
Advisory Center

DIST I

VERA Targeted Series & Grades

PP	Series	Grade
GM	0801	13
GS	0028	09
GS	0030	07
GS	0101	12
GS	0189	05
GS	0204	05
GS	0204	06
GS	0204	07
GS	0301	07
GS	0301	09
GS	0301	10
GS	0301	11
GS	0301	12
GS	0301	13
GS	0303	03
GS	0303	04
GS	0303	05
GS	0303	06
GS	0303	07
GS	0305	09
GS	0318	04
GS	0318	05
GS	0318	06
GS	0318	07
GS	0326	03
GS	0332	08
GS	0335	07
GS	0341	11
GS	0342	07
GS	0342	10
GS	0343	09
GS	0343	11
GS	0343	12
GS	0343	13
GS	0346	12
GS	0391	12
GS	0510	11
GS	0525	06
GS	0560	09
GS	0802	09
GS	0802	10
GS	0802	11
GS	1084	09
GS	1106	05
GS	1152	07
GS	1152	09
GS	1170	09
GS	1173	07
GS	1410	12
GS	1411	05

PP	Series	Grade
GS	1411	06
GS	1601	11
GS	1670	11
GS	1702	07
GS	1702	09
GS	1712	07
GS	1740	09
GS	1740	12
GS	1740	13
GS	1910	07
GS	1910	10
GS	2001	09
GS	2001	10
GS	2003	08
GS	2003	09
GS	2003	11
GS	2005	04
GS	2005	05
GS	2005	06
GS	2005	07
GS	2005	08
GS	2101	07
GS	2101	10
GS	2102	03
GS	2102	05
GS	2102	06
GS	2210	07
GS	2210	09
GS	2210	11
GS	2210	12
WG	2502	10
WG	2604	11
WL	2604	10
WG	2805	10
WS	2805	10
WG	2810	10
WG	2854	10
WG	2854	11
WL	2854	10
WG	3105	07
WL	3106	09
WG	3306	11
WG	3414	11
WG	3610	10
WG	3701	10
WG	3703	10
WG	3806	10
WG	3809	10
WG	4206	07
WG	4206	09
WG	4607	09
WS	4701	09

PP	Series	Grade
WS	4701	10
WG	4715	05
WG	4715	10
WG	4737	10
WG	4742	08
WG	4742	09
WG	4749	07
WG	4749	08
WG	4749	09
WG	4749	10
WL	4749	10
WS	4801	14
WG	4804	09
WG	5306	10
WS	5306	10
WG	5309	10
WG	5402	10
WS	5402	10
WL	5413	06
WG	5701	08
WG	5703	06
WG	5703	08
WG	5704	05
WG	5704	08
WS	5705	06
WG	5716	10
WS	5716	10
WG	5801	10
WG	5803	05
WG	5803	10
WG	5803	11
WG	5803	12
WL	5803	11
WS	5803	10
WS	5803	11
WS	5803	12
WG	5823	09
WG	5823	10
WL	5823	10
WS	5823	10
WG	6610	08
WG	6904	05
WL	6904	05
WG	6907	05
WG	6907	06
WL	6907	06
WS	6907	05
WS	6907	06
WG	6910	06
WG	6912	06
WL	6912	06

APPLICATION FOR VOLUNTARY EARLY RETIREMENT (VERA)

PURPOSE: This application form is to be used by Garrison employees to apply for Voluntary Early Retirement (VERA).

INSTRUCTIONS: Complete items 1-4; initial all remarks found at item 5; initial the appropriate remark at item 6; and sign and date the application. Submit the completed form during the period to the Civilian Personnel Advisory Center, ATTN: VERA/VSIP Coordinator, Building 413, Fort Polk, Louisiana.

1. PRINTED NAME: _____ PHONE: _____

2. EMPLOYING ORGANIZATION: _____

3. POSITION TITLE, SERIES, PAY PLAN AND GRADE: _____

(NOT temporary promotion position)

4. I voluntarily request VERA. I am: (check one below)

____ **Age 50 with 20 years** **OR** ____ **Any age with 25 years**

5. **I clearly understand, agree and certify that: (please initial each line)**

____ the approval of my VERA application is not automatic and is subject to all regulatory requirements, and I may not grieve/appeal the disapproval of my application;

____ I occupy a position that is among the targeted occupational series and grades;

____ I am eligible for VERA on or before February 28, 2003 and agree to remain on the rolls until February 28, 2003;

____ I have read the contents of the bulletin and am aware of all requirements and conditions incurred by my accepting the offered early retirement.

6. **Please initial ONE of the following:**

____ I applied for VSIP under CPB 16-02 indicating that if my VERA request is approved, but my VSIP request is disapproved, I want to withdraw my request for VERA, and I will participate in the reduction in force; **OR**

____ I applied for VSIP under CPB 16-02 indicating that, if my VERA request is approved, but my VSIP request is disapproved, I do not want to withdraw my request for VERA, and I will leave the rolls with voluntarily early retirement on 28 Feb 03; **OR**

____ I did not apply to CPB 16-02.

(employee's signature)

(date)