

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (VSIP)

I. Purpose

This Directive establishes the Department of Homeland Security's (Department or DHS) policy on Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) authority.

II. Scope

This Directive applies throughout DHS, unless exempted by statutory or federal regulatory authority.

III. Authorities

- A. Title 5, United States Code (U.S.C.), Chapter 35, Subchapter II, Voluntary Separation Incentive Payments
- B. 5 U.S.C. § 8336(d)(2)(D) Immediate Retirement for Civil Service Retirement System (CSRS)
- C. 5 U.S.C. § 8414(b)(1)(B) Early Retirement for Federal Employees' Retirement System (FERS)
- D. Title 5, Code of Federal Regulations (CFR), Part 576
- E. 5 CFR § 831.114, VERA for employees covered by CSRS, and 5 CFR Part 842.213 VERA for employees covered by FERS
- F. Office of Personnel Management (OPM) [Guide to Voluntary Early Retirement Regulations](#)
- G. OPM [Guide to Voluntary Separation Incentive Payments](#),
- H. OPM [Benefits Administration Letter \(BAL\) 12-312, Instructions Regarding Requirement for Agencies' Payments to the Civil Service Retirement and Disability Fund \(CSRDF\) in FY 2013 for VSIPs and VERAs Processing Costs per](#)

[P.L. 112-175, "Continuing Appropriations Resolution, 2013"](#), [Attachment 1: FY 2013 VERAs, VSIPs PROCESSING COSTS PER P.L. 112-74](#); [Attachment 2: Fedwire Instructions](#); and [Attachment 3: ACH Credit Instructions](#)

IV. Responsibilities

A. **DHS Chief Human Capital Officer (CHCO):**

1. Establishes departmental VERA and VSIP policy and guidance consistent with the statutes, regulations, and guidelines prescribed by OPM and the Office of Management and Budget (OMB).
2. Reviews and submits requests for VERA and/or VSIP to OPM, at his/her discretion, on behalf of the Department or Components, except for the Office of Inspector General (OIG).

B. **Component Heads:**

1. Oversee the development and implementation of VERA and VSIP plans in compliance with the policy and procedures outlined in this Directive, Instruction 254-06-001, any OPM or OMB policies, procedures, and guidance, and all applicable federal laws, rules, and regulations.
2. Engage CHCO and other DHS internal stakeholders (e.g., senior management, human resources directors, financial management, and other offices involved in the implementation of the action) early in the planning process for VERA and VSIP.
3. Review existing labor agreement(s) and ensure compliance with its bargaining obligations.

C. **Executive Director, Headquarters Human Resources Management and Services (HRMS)** assumes the responsibilities listed under the Component Heads section for all support Components with the exception of the National Protection and Programs Directorate (NPPD), OIG, and the Federal Law Enforcement Training Center (FLETC).

D. **Heads of NPPD, OIG, and FLETC** assume the responsibilities listed under the Component Heads section for their respective support Component.

V. Policy and Requirements

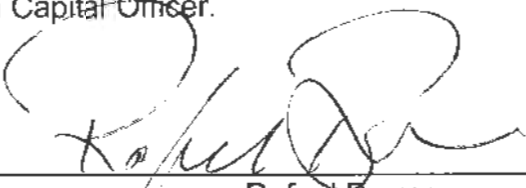
A. It is the policy of DHS to consider the use of VERA and VSIP authorities to mitigate the impact of a substantial organizational change (e.g., downsizing or restructuring) or to accomplish specific workforce restructuring goals (e.g., reduction of excess personnel, or the reduction of employees in positions with obsolete skills and the establishment of new positions with different skills).

B. At all stages of developing a VERA or a VSIP plan (or a combined VERA/VSIP plan), the Component considers whether a sudden increase in attrition can compromise the Component's:

1. Ability to effectively carry out its mission; and/or,
2. Available fiscal resources.

VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Human Capital Officer.



Rafael Borrás
Under Secretary for Management

2/5/13

Date