

From: [Defense Civilian Personnel Advisory Service](#)
To:
Subject: DCPAS Message 2025026 - DoD Agency Specific Information About Voluntary Early Retirement Authority and the Deferred Resignation Program Wednesday,
Date: February 5, 2025 8:33:31 AM

DCPAS Message 2025026

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Mr. Daniel J. Hester //Signed 2/5/2025//

SUBJECT: Department of Defense Agency Specific Information About Voluntary Early Retirement Authority and the Deferred Resignation Program

ACTION: Disseminate to Department of Defense (DoD) Human Resources Managers and Practitioners

REFERENCES:

1. Acting Director, U.S. Office of Personnel Management (OPM) Memorandum, "Guidance Regarding Deferred Resignation Program" dated January 28, 2025, <https://chcoc.gov/sites/default/files/OPM%20Guidance%20Memo%20re%20Deferred%20Resignation%20Program%2001-28-25%20FINAL.pdf>
2. OPM email, "A Fork in the Road," dated February 02, 2025, <https://www.opm.gov/fork>
3. Acting Director, OPM Memorandum, "Legality of Deferred Resignation Program" dated February 4, 2025, <https://chcoc.gov/sites/default/files/OPM%20Memo%20Legality%20of%20Deferred%20Resignation%20Program%202-4-2025%20FINAL.pdf>

BACKGROUND: OPM released the memorandum at reference (1) announcing the Deferred Resignation Program (DRP), which provides all Federal employees with an option to submit a deferred resignation letter with resignation no later than September 30, 2025. This is a voluntary program intended to assist with streamlining and restructuring the Federal Government. Frequently Asked Questions for this program can be found at: [Frequently Asked Questions](#).

OPM further grants Federal agencies the authority to utilize the Voluntary Early Retirement Authority (VERA) (reference 3) as tool to assist with restructuring in conjunction with the DRP. The Department will make exemptions to the DRP based on national security risks. While VERA is currently offered as part of this program, DoD will continue to strategically utilize it as a workforce shaping incentive where appropriate. Voluntary Separation Incentive Pay falls outside the parameters of the DRP and has not been identified as option at this time.

What is the Voluntary Early Retirement Authority?

VERA is management tool that temporarily lowers the age and service requirements to increase the number of employees who are eligible for retirement during periods of substantial restructuring, reshaping, downsizing, or reorganization. This authority allows agencies to avoid or lessen the impact of involuntary reductions that are necessary due to known budgetary shortfalls and/or to address positions that are no longer needed due to mission changes or different skills requirements.

Who Can authorize VERA?

In accordance with DoD Instruction 1400.25 Volume 1702, "DoD Civilian Personnel Management System: Voluntary Separation Programs," dated June 13, 2008, and section 9902(g) of title 5, United States Code, the Secretaries of the Military Departments, and the Director of Washington Headquarters Services (WHS) acting for the Heads of the DoD Components outside the Military Departments, are delegated the authority to approve early retirement for employees occupying positions up to the General Schedule (GS)-15 level (or equivalent). These authorities may be redelegated in writing to the lowest practicable level, but not lower than the local installation commander or activity head.

The DoD Components shall submit requests for executive-level early retirement to the Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy for transmittal to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)). Approval requests concerning Defense Intelligence Senior Executive Service and Defense Intelligence Senior Leader employees must be coordinated with the Under Secretary of Defense for Intelligence before being submitted to PDUSD(P&R) for approval.

Are All Employees Eligible for a VERA?

DoD employees covered by the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS) must meet the specific eligibility requirements to be approved for VERA. The employee must:

1. Meet the minimum age and service requirements -

- At least age 50 with at least 20 years creditable Federal service, OR
- Any age with at least 25 years creditable Federal service.
- Have served in a position covered by the OPM authorization for the minimum time specified by OPM;
- Serve in a position covered by the agency's VERA plan; and
- Separate by the close of the early-out period.

Where Can I find More Information About VERA?

For additional information regarding the VERA program, contact your Component program manager for VERA. Questions regarding VERA eligibility should be directed to Component Benefits Centers or Offices.

Additional literature on the VERA program may be found at the websites below.

<https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/vera_guide.pdf

DoD employees who wish to resign should select "Reply" to the OPM email and must reply from their government account. A reply from an account other than a government account will not be accepted. Further, employees should remain cognizant that the last day to accept the DRP is Thursday, February 6, 2025.

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