

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

E-DPM Bulletin No. 26A-79

SUBJECT: Voluntary Early Retirement (Early Out)

Date: January 4, 2012

This bulletin may be accessed electronically at www.dchr.dc.gov , by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s): 26A

1. Introduction

By letter dated December 30, 2011, the U.S. Office of Personnel Management (OPM) approved the D.C. Department of Human Resources' request for an extension of the use of the voluntary early retirement authority ("early out") within the District government. Under this renewed authority, eligible District government employees, except those occupying excluded positions, may voluntarily apply for early retirement during the authorized period, **January 3, 2012 through December 31, 2012**.

All retirements under this option must be truly voluntary. Subordinate agency heads within District government agencies must take all possible steps to ensure that no coercion is exercised against employees who are eligible to retire.

2. Applicability

This early out authority applies to all eligible employees covered by the Civil Service Retirement System (CSRS) who have been continuously employed by the District government since at least **August 3, 2009**.

3. Determining Retirement Eligibility

- a. To be eligible for voluntary, easy and early retirement under the CSRS, an employee must meet one of the following minimum age and service requirements:
 - (1) Fifty (50) years of age and 20 years of creditable service; or
 - (2) Any age and 25 years of creditable service.
- b. The employee must have attained the age requirement for retirement eligibility on his or her last birthday prior to the effective date of retirement. If an employee indicates that his or her birth date as recorded in the Official Personnel Folder (OPF) or on the

Note: E-DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Benefits and Retirement Administration, DCHR (202) 442-7627

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Bulletin Expires: December 31, 2012

most recent Personnel Action Form SF-50 (or equivalent form) is incorrect, he or she must provide the personnel office with a copy of the birth certificate showing the correct birth date.

Note: If the retiring employee is under age 55, the basic life annuity rate is reduced by one-sixth of one percent for each full month (two percent a year), if any, he or she is under age 55. The annuity rate so determined will not be increased when the annuitant reaches age 55.

4. Personnel Action Requirements

a. Retirement Counseling

Affected employees should contact their personnel office to receive retirement counseling.

b. Continuation of Federal Benefits

As in other retirement situations, eligible employees must have participated in the federal employees health benefits (FEHB) program and the federal life insurance (FGLI) program for the 5 years of service immediately before retirement in order to continue coverage under those programs in retirement.

c. Forms

- (1) The personnel action form used to separate employees who are retiring under this authority should use the following (or equivalent) personnel action and nature of action codes:

<u>Block</u>	<u>Code</u>
5-B	303; Retirement - Special Option
5-D or Remarks	RET 5 U.S.C. § 8336 (d)(2) and § 831.114 of Title 5, Code of Federal Regulations (CFR); OPM Auth 2012-018

- (2) For each voluntary early retirement, the individual retirement record (Standard Form 2806) must show the appropriate CSRS authority. The following statement must appear on the last line of the service history portion of the form: "RET 5 U.S.C. § 8336 (d)(2); OPM Authority Number 2012-018."

5. Exclusions

- a. Critical positions may be excluded from this early retirement authority.

- (1) A "critical position" is defined as a position whereby non-performance of the duties of that position would adversely affect the fulfillment of the mission or

function of an agency, office, or department, or any other lesser organizational component.

- (2) Each subordinate agency **must** notify in writing the Director of the D.C. Department of Human Resources (DCHR) and each employee occupying an excluded position of any such exclusion or limitation.
- b. The following criteria may be used by a personnel authority or an agency under the personnel authority of the Mayor to identify critical positions in the agency:
- (1) The position is the only position of its kind in the agency, office, department, or any lesser organizational component;
 - (2) The position is the sole supervisory position in the agency, office, department, or any lesser organizational component;
 - (3) The position is a court-ordered position; or
 - (4) The position is essential to the carrying out of the mission or functions of the agency.

5. Report to the OPM

The District government is required to furnish a report on the use of this authority that provides the number of retirements, the average age of all retirees, the number of employees separated, and the number of employees (by category) who left by attrition of all types (*i.e.*, by resignation, other retirements, *etc.*).

The Associate Director, Benefits, Retirement and Staffing Services, DCHR, will compile this information for activity in agencies subordinate to the Mayor and from other participating personnel authorities for inclusion in the report to the OPM. If no eligible employees choose to retire voluntarily under this authority, we must report this fact as well as the number of employees separated.

Within 5 days following the end of each pay period, each participating personnel authority must fill out the attached Voluntary Early Retirement Authority (VERA) separation report form and forward it to:

D.C. Department of Human Resources
Benefits, Retirement and Staffing Services
441 4th Street, N.W., Suite 340N
Washington, D.C. 20001
Attention: Karla Kirby, Associate Director

This form must be completed and forward for all separations that occur during the authorized early retirement period from January 3, 2012 to December 31, 2012.

6. Retirement Awards

At the discretion of the employing agency, employees eligible for voluntary early and early retirement who retire under this early retirement authority may be granted a *retirement award* in accordance with the provisions of section 1904.7 of Chapter 19 of the D.C. personnel regulations, Incentive Awards; and Subtitle A – Bonus and Special Pay Limitation, of the Fiscal Year 2012 Budget Support Act of 2011 (Act), effective September 14, 2011 (D.C. Law 19-21).



Shawn Y. Stokes
Director

Attachment: Report Form – Voluntary Early Retirement Authority No. 2012-018

