

Department of Defense

Deferred Resignation Program with Voluntary Early Retirement Authority

Approval Process

1. References:

- a. Secretary of Defense Memorandum, “*Initiating the Workforce Acceleration & Optimization & Recapitalization Initiative*,” dated March 28, 2025 (attached)
- b. PTDO (USD(P&R)) Memorandum, “*Guidance on Department of Defense Deferred Resignation Program*,” dated April 1, 2025 (attached)

2. Background: References (1) and (2) provide background on the Department of Defense (DoD) Deferred Resignation Program (DRP) and Voluntary Early Retirement Authority (VERA) offer. DoD Components will approve employees who meet the VERA eligibility requirements for voluntary early retirement.

3. DRP With VERA Approval Process:

- a. Upon receipt of the of the names of employees who apply for DoD DRP, Components will verify that there is no approved DRP exemption that covers the applicants and approve those who apply and are not covered by an exemption.
- b. Components will then identify those who intend to use VERA – either separately or as part of the DoD DRP.
- c. Those employees should be referred to the Component Benefits Center or Office to validate mandatory age and service requirements.
 - i. Employees meeting the eligibility requirements will be provided a notice from the Component approving the VERA request and will then complete their retirement application (see attached Sample).
 - ii. Those who apply for VERA in conjunction with DoD DRP will be required to sign the DoD DRP separation agreement.
 - iii. For those accepting DoD DRP with VERA, the VERA approval notice along with the retirement application will be sent to the Component Benefits Center or Office for processing and employee will be placed on administrative leave as specified in the separation agreement.
 - iv. Employees who do not meet eligibility requirements will be notified in writing that they do not meet VERA eligibility but are still eligible for DoD DRP (provided they are not covered by an exemption). If employee is still interested in DoD DRP, the employee should sign the DRP agreement and placed on administrative leave.
- d. VERA effectives dates may not extend beyond September 30, 2025.

VERA Approval Template

MEMORANDUM FOR [EMPLOYEE NAME]

SUBJECT: Approval of Deferred Resignation Program (DRP) and Voluntary Early Retirement Authority (VERA)

Congratulations. Your request for the DRP and VERA have been approved with a separation date of _____.

Please sign the DRP agreement and complete the retirement application attached to this notification and submit both documents to _____ along with copy of this approval letter as soon as possible.

For additional information on retirement, you may visit the _____ Human Resources Services website at _____.

Employees may also contact the _____ Benefits Center via email at (Insert Benefits Center/Office Address) or by phone: _____ for questions regarding the completion of your retirement package.

NAME
Component POC

DRP Agreement
Retirement application