



TSA MANAGEMENT DIRECTIVE No. 1100.53-6
VOLUNTARY EARLY RETIREMENT AUTHORITY

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive, related Handbook and attachments establishes Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.53-6, *Voluntary Early Retirement Authority*, dated September 24, 2009.

SUMMARY OF CHANGES: Section 4, Definitions, were added to the handbook; Section 5, Responsibilities, were revised to add Assistant Administrator for Human Capital (AA/OHC), Program Office and Business Management Offices (BMO) roles; and added further detail to remaining listed responsibilities. Administrative changes were made throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures on the use of the Voluntary Early Retirement Authority (VERA).
2. **SCOPE:** This directive applies to all TSA employees.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub L. 107-71
 - B. [Applicable VERA Authorization from the U.S. Office of Personnel Management \(OPM\)](#)
4. **DEFINITIONS:** See [TSA Handbook 1100.53-6, Voluntary Early Retirement Authority](#).
5. **RESPONSIBILITIES:**
 - A. Assistant Administrators (AAs) are responsible for:
 - (1) Developing all internal voluntary early retirement plans designed to restructure or reduce the size of their current organizations; and
 - (2) Coordinating the restructuring of positions with the Office of Human Capital (OHC) Position Management and Classification Branch.
 - B. The AA/OHC is responsible for:
 - (1) Establishing the scope (e.g. organizational component, geographical area and occupational series and pay band) and specified timeframes to offer voluntary early retirement to eligible employees based on specific workforce restructuring and/or downsizing goals;

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- (2) Approving and overseeing implementation plans identified by AAs to use VERA for restructuring (including reorganization or delaying) or to reduce the size of the workforce; and
- (3) Notifying OPM if further use of VERA will no longer accomplish the objectives stated in the agency's request for authority.

C. OHC is responsible for:

- (1) Notifying employees who are eligible for voluntary early retirement;
- (2) Collecting and tracking all Voluntary Early Retirement Notice of Interest forms submitted by employees identified as potentially eligible for voluntary early retirement;
- (3) Ensuring that voluntary early retirement requests include all necessary documentation and obtaining any missing information not initially provided;
- (4) Approving or disapproving all voluntary early retirement requests;
- (5) Providing retiring employees with information on employee pay and benefits;
- (6) Processing personnel actions for employees departing under VERA; and
- (7) Tracking each employee who separates under VERA.

D. Program Offices are responsible for paying the processing fee for every VERA application package submitted to OPM.

E. Management Officials are responsible for applying the provisions of this directive and accompanying handbook in a fair and equitable manner in order to restructure or reduce the size of their current organization to meet mission objectives.

F. BMOs are responsible for:

- (1) Designating a VERA point of contact upon receiving notification from the AA of intent to use VERA; and
- (2) Providing information and/or documentation requested by OHC as part of the VERA process.

6. POLICY: Consistent with the above-referenced authorities, TSA employees interested in applying for voluntary early retirement will be considered for retirement in accordance with the provisions of this directive.

7. PROCEDURES: See [TSA Handbook 1100.53-6, *Voluntary Early Retirement Authority*](#).

8. **APPROVAL AND EFFECTIVE DATE:** This directive is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

July 24, 2017

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

August 4, 2017

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resource Specialists

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