



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

MAY 27 2014

Memorandum

To: All Indian Affairs Information Technology Employees
Office of the Deputy Assistant Secretary – Indian Affairs

From: Thomas Thompson
Deputy Assistant Secretary – Management 

Subject: VERA/VSIP Application for Employees within the Indian Affairs Information Technology

We are offering another opportunity for employees within the Indian Affairs Information Technology organizations within the Office of the Deputy Assistant Secretary – Indian Affairs and the Bureau of Indian Affairs to apply for the Voluntary Early Retirement Authority (VERA or “early out”) and/or the Voluntary Separation Incentive Payment (VSIP or “buy out”) programs under the authority granted to this organization by the U.S. Office of Personnel Management on February 27, 2013. The VERA and VSIP programs have helped the Information Technology offices adjust to the Fiscal Year 2014 budget while continuing to support our strategic plan and meet the needs of Indian Country.

This opportunity is only open to employees within the Information Technology offices under the Office of the Deputy Assistant Secretary – Management and the Bureau of Indian Affairs. Other employees within the Indian Affairs organization are not eligible during this period and should not apply. You should be aware that not all employees will be eligible for these programs. Please contact your servicing Human Resources Office to determine your eligibility and options.

The time period for individuals to submit an application for either of these programs begins June 1, 2014 and ends July 25, 2014. All employees who are approved for the early retirement and/or buyout must be off the roles no later than July 31, 2014. When completing your application, you will need to indicate the date you wish to resign or retire from Federal service. Individuals will be contacted once a decision has been made on their application. If you are approved for a VERA and/or VSIP, you will need to complete all necessary paperwork, including VSIP agreement (if applicable) and submit these documents to your servicing Human Resources Office so that your retirement or resignation can occur on the date you have requested.

The decision to apply for a buyout or early retirement is a personal and voluntary decision. Interested employees should contact their servicing Human Resources Office for a retirement

estimate and/or counseling as soon as possible, prior to making any final decision regarding their future. You may contact the following individuals within your organization for further information and counseling:

AS-IA Employees	Toni Milmoe	(703) 390-6713	toni.milmoe@bia.gov
BIA Employees	Carl Renville	(503) 231-6710	carl.renville@bia.gov

Employees may visit the following link to find additional information and complete the application process:

<http://www.bia.gov/WhoWeAre/AS-IA/OHCM/veravsip/index.htm>

Supervisors should ensure that employees without e-mail and internet access receive this information and any other notifications that follow to allow them to make informed decisions.

The decision to retire or resign from Federal service is a personal decision for you and your family and you need to have all the information available in order to make that decision. Please contact your servicing Human Resources Office or the individuals identified above if you have questions and they can provide you with additional information and updates on the process as necessary.

This will likely be the final offering of the VERA/VSIP programs for Indian Affairs Information Technology employees. As noted previously, not every employee will be eligible for this opportunity, so you should obtain as much information as you can from your servicing Human Resources Office to determine your eligibility and options.

Your service and commitment to Federal service and Indian Affairs is very much appreciated by your co-workers and those individuals who benefits from the services provided by this organization to Indian Country.