

VER Timeline
Maintenance, Motor Vehicle, City Carrier, and Rural Carrier Crafts
(excluding Electronic Technicians)

Dates	Events
Friday, August 22, 2008	Voluntary Early Retirement Approval (VERA) from Office of Personnel Management.
Friday, September 05, 2008	Begin National Communication of Voluntary Early Retirement (VER) information announcing implementation strategy and timeline.
Friday, September 05, 2008	Begin employee informational communications with VER eligible employees announcing implementation strategy and timeline.
Friday, September 05, 2008	Telecon with Area Managers and HR Organization Change Management (OCM).
Thursday, August 28, 2008	OCM will provide Eagan and Human Resources Shared Services Center (HRSSC) with a list of VER eligible employees
Thursday, August 28, 2008, thru Wednesday, October 15, 2008	HRSSC/Topeka Supply Management Center begins to prepare VER offer packages to VER eligible employees.
Friday, October 10, 2008	Eagan will begin mailing annuity estimate.
Wednesday, October 15, 2008	Topeka Supply Management Center to mail VER offer packages to VER eligible employees.
Monday, October 20, 2008 thru Friday, November 21, 2008	VER window period. Retirement information sessions to be provided to employees.
Friday, November 21, 2008	Decision to retire is irrevocable.
Monday, November 24, 2008, thru Friday, December 19, 2008	HRSSC completes RTR validation, processes VER retirement applications, and provides list of applicants by areas and districts to OCM.
Tuesday, January 6, 2009 thru Saturday, January 31, 2009	HRSSC notifies employees of the disposition of their request for VER and sends approval/disapproval notices.
Monday, February 16, 2009	HRSSC provides OCM with names and EIN of employees accepting VER.
Saturday, February 28, 2009	VER effective date.
Saturday, February 28, 2009	Implementation of VER complete.