



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 establishes Transportation Security Administration (TSA) policy regarding Voluntary Early Retirement Authority. This directive is TSA policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.53-6, *Voluntary Early Retirement Authority*, dated February 2, 2009.

SUMMARY OF CHANGES: Section 3, Authorities, and Section 5, Responsibilities, were revised to remove references to expired documents and authorities. These references were also generalized to prevent the need to update the directive when a new Voluntary Early Retirement Authority is authorized.

1. **PURPOSE:** This directive provides TSA policy and procedures on 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 (ATSA)
 - B. [Applicable VERA Authorization from the Office of Personnel Management](#)
4. **DEFINITIONS:** There are no definitions.
5. **RESPONSIBILITIES:**
 - A. Management is responsible for applying the provisions of this directive and accompanying handbook in a fair and equitable manner.
 - B. Assistant Administrators, Area Directors and Office Directors are responsible for approving all internal voluntary early retirement plans, and changes to such plans. (Generally, one plan should apply to an entire line of business.)
 - C. The Office of Human Capital (OHC) is responsible for providing quarterly reports to DHS regarding the use of any Voluntary Early Retirement Authority.
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:** Please refer to the [TSA Handbook to TSA MD 1100.53.6, Voluntary Early Retirement Authority \(VERA\)](#).

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL

Signed

9/24/2009

Richard A. Whitford
Assistant Administrator for Human Capital

Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Associate Director, Area Directors, Deputy Area Directors, Federal Security Directors, Special Agents in Charge, and Office Directors

Point of Contact: Office of Human Capital Policy, TSA-OHC-Policy@dhs.gov