

Voluntary Early Retirement (VER)

January 31, 2018; February 28, 2018 or March 31, 2018

Clerks and Mail Handlers

Steps At-a-Glance

The VER process requires very careful thinking on the part of eligible employees. To help you make an informed decision, please review the following quick steps and important dates. Use this summary of the instructions spelled out in the VER Offer Letter in conjunction with the annuity estimate and any other forms in the VER Offer Packet to make an informed decision.

Dates	What Happens	What Should You Do?
January 8, 2018	Postal Service announces VER offer for the following effective dates: January 31, 2018, February 28, 2018 or March 31, 2018.	If you are VER eligible, make sure your address of record is accurate.
January 8 - 12, 2018	Annuity Estimates and VER Offer Packets are mailed out to VER eligible employees.	Review the estimate carefully and consider your retirement options. Additionally, read through the information provided on the Organization Change Management and LiteBlue webpages.
January 8, 2018 to January 26, 2018	VER eligible employees must decide whether to apply for retirement during this period.	Acknowledgement of Irrevocability and Application for Immediate Retirement forms must be received at the (Human Resources Shared Service Center) HRSSC no later than 8:30 PM EST on January 26, 2018. You will be mailed additional forms required to complete the retirement process and information needed to schedule your retirement information session. Complete all required forms, and send to the HRSSC per instructions provided.
January 26, 2018	Required documents must be received no later than 8:30 PM EST on January 26, 2018, by the HRSSC to take advantage of VER offer.	Submit Retirement forms to take advantage of offer. DON'T MISS THIS DEADLINE!
January 31, 2018	VER Effective date for eligible employees who choose this date.	
January 8, 2018 to February 23, 2018	VER eligible employees must decide whether to apply for retirement during this period.	
February 23, 2018	Required documents must be received no later than 8:30 PM EST on February 23, 2018, by the HRSSC to take advantage of VER offer.	Submit Retirement forms to take advantage of offer. DON'T MISS THIS DEADLINE!
February 28, 2018	VER Effective date for eligible employees who choose this date.	
January 8, 2018 to March 23, 2018	VER eligible employees must decide whether to apply for retirement during this period.	
March 23, 2018	Required documents must be received no later than 8:30 PM EST on March 23, 2018, by the HRSSC to take advantage of VER offer.	Submit Retirement forms to take advantage of offer. DON'T MISS THIS DEADLINE!
March 31, 2018	VER Effective date for eligible employees who choose this date.	