



U.S. Department of Veterans Affairs

Office of the Chief Human Capital Officer

VA Central Office
Washington, DC

Revised April 24, 2025

OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (OCHCO) BULLETIN

SUBJECT: Department of Veterans Affairs (VA) Deferred Resignation/ Retirement Program (DRP)

The OCHCO VA DRP Bulletin is revised effective April 24, 2025, to include the DRP Agreement referenced in paragraph three below, Frequently Asked Questions on the VA DRP, and clarification that any VA employee with the exception of re-employed annuitants and part-time employees may submit a VA DRP request through the Portal. Employees in occupations listed in Attachment A may submit a request to participate in VA DRP. All requests will be reviewed for eligibility and approved or disapproved based on the procedures and criteria listed in this Bulletin. Employees approved for VA DRP with signed DRP agreements do not have to comply with return to in-person work requirements, if duties allow. Further, the DRP opt-in period is extended from April 30, 2025, until May 16, 2025.

1. PURPOSE: This OCHCO Bulletin provides guidance regarding an opportunity for Department of Veterans Affairs (VA) employees to resign or retire as part of VA's deferred resignation/retirement program (DRP) prior to reductions in force later this fiscal year.

2. PROCEDURES: VA is providing employees an opportunity to resign or retire under VA DRP no later than September 30, 2025. In exchange for immediate or deferred resignation or retirement, the employee will not be required to comply with return to in-person work policies if duties allow, will not be subject to a reduction in force, and may be approved for a period of administrative leave prior to the effective date of their resignation or retirement. The employee and the management official approving the resignation or retirement under workforce restructuring will sign an agreement that will be placed in the employee's eOPF for recordkeeping.

The period to opt-in is from April 7 to **May 16, 2025**. Previous requests to participate in the Office of Personnel Management's (OPM) DRP will not suffice as evidence of opting in to this opportunity. Instead, new requests to participate in VA's DRP must be submitted and will be reviewed by the HR servicing office and supervisor. No requests to participate received after 5:00p.m. ET on **May 16, 2025**, will be considered.

Re-employed annuitants are not eligible to resign/retire under these procedures. Part-time employees are not eligible to resign/retire under these procedures. Probationary employees are eligible for VA DRP.

An employee approved for VA DRP must resign or retire by September 30, 2025, and if retiring under Voluntary Early Retirement Authority (VERA) must meet eligibility requirements on or before September 30, 2025. An employee approved for VA DRP may not be placed on administrative leave prior to the VA DRP agreement being signed and the expiration of the revocation period for employees 40 years and older (as applicable). The only exception is for employees already on administrative leave when requesting DRP.

OPM has granted the VA VERA in conjunction with DRP. Eligible employees may retire under VERA. Those serving under an appointment that is time limited, such as Title 38 Senior Executive Service Equivalents appointed under 38 U.S.C. § 7306, are not eligible for VERA. To be eligible for VERA, an employee must be at least age 50 with at least 20 years creditable Federal service or any age with at least 25 years creditable service, have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA (April 1, 2025), hold a position that is not a time-limited appointment, and have not received a final removal decision based upon misconduct or unacceptable performance.

3. REQUIRED ACTIONS: Servicing Human Resources (HR) offices, management officials, and any individual accepting the offer to resign/retire through VA DRP must fully comply with all guidance in this Bulletin:

- a. Employees requesting to resign/retire through VA DRP must submit the request utilizing the PowerApp located at [Deferred Resignation Portal](#) no later than 5:00p.m. ET on **May 16, 2025**, or if an employee does not have access to the Deferred Resignation Portal, they must advise their supervisor of the request to resign/retire through VA DRP in writing. For employees who do not have access to the Deferred Resignation Portal, supervisors must promptly submit any requests to resign/retire in the Portal on the employee's behalf. Submitting an application/request does not immediately grant approval to participate or approval of administrative leave.
- b. The servicing HR office will contact the employee and acknowledge receipt of the VA DRP resignation/retirement request. The servicing HR office will confirm with management that the employee is eligible to resign/retire through VA DRP.
- c. Attachment A lists the occupational series and position titles that may be exempted from the VA DRP.
- d. VA DRP Approval.

- 1) Employees in positions that are not listed in Attachment A are eligible for VA DRP and are approved at the management level (First-level SES).
- 2) Employees in positions that are listed in Attachment A that do not provide direct care or do not support the direct care of Veterans are eligible for VA DRP and may be approved at the management level (First-level SES). Approval authority may be retained above the management level.
- 3) Employees in positions that are listed in Attachment A that provide direct care, or that support the direct care of Veterans are subject to additional review. Employees may submit a request for DRP, however, approval rests with respective Administration Under-Secretaries/Assistant Secretaries/Key Officials.

e. VA DRP Process / Criteria.

- 1) Approval process will flow through management officials to the designated approving official if they are not one and the same. Management and Approving Officials may disapprove all requests for VA DRP.
- 2) Management and Approving Officials should consider the criticality of the position, impact on the continuity of the mission, recent staff departures and current staffing ratios, and the receipt of any special pay or incentives among other considerations in approving, disapproving or recommending the approval of VA DRP.

f. The VA DRP Agreement includes the following language in paragraph 2 regarding return of equipment and property such as PIV card, "Employee agrees to turn in all VA equipment and property on or before [SHOULD BE NO EARLIER THAN JUNE 1 AND NO LATER THAN JULY 1], 2025, but no earlier than the effective date of this agreement, as directed by Employee's supervisor." When stipulating the date, the employee and supervisor should ensure there is sufficient time for the employee to complete performance appraisals prior to separation, access employee records such as MyPay, eOPF, VATAS, FEHB, FEGLI, TSP, complete retirement paperwork (e.g., GRB), and to complete financial disclosure and reporting information before separation from VA and loss of access to systems and information.

g. Agreements must be signed by the employee and an agency management official, returned to the servicing HR office, and retained in the employee's personnel record.

h. The signed agreement (signed by the employee and their management official) will document the agreed upon date the employee will begin administrative leave, which is at the discretion of management, but may be no

earlier than the effective date of the agreement. The employee's timekeeper will ensure their leave is coded in VAs Time and Attendance System (VATAS).

i. The servicing HR office is responsible for processing the notification of personnel action in VA's HR system of records and working with the employee and the employee's supervisor to complete all customary offboarding actions to properly separate the employee from federal service after the employee's resignation or retirement date. VA will follow all applicable obligations related to resignations and retirements from Federal service.

j. HR offices shall upload Agreements into the employee's eOPF using the Form Type Personnel Action/Support Doc and Form Description Resignation Document (Other than SF52) and using the date of the management official's signature as the effective date.

k. Employees must set an out-of-office message in Outlook upon commencement of their administrative leave that states "Thank you for your message. I am on extended leave and unavailable to respond to your message. Please contact (XXX) for further assistance."

l. For separating employees who hold security clearances, de-briefing must occur prior to departure via the VACO Special Security Office within the Office of Security and Preparedness (OSP).

m. An indicator has been developed to include on the employee record for individuals who have elected VA DRP. The indicator will ensure all employees in the Program are being tracked in VA's HR system, HR Smart, and that standard forms are processed timely to affect the employee's resignation/retirement.

4. NEXT STEPS: HR Officers must share this information with their staff and first line supervisors and managers.

Attachment A

VETERANS HEALTH ADMINISTRATION

Series	Occupation
0060	Chaplain
0080	Security Administration (Police Chief, Physical Security Specialist, Personnel Security, Compliance Officer in 0080)
0081	Fire Protection and Prevention (Fire Fighter)
0083	Police
0101	Addiction Therapist
0101	Rehabilitation Counselor
0101	Social Science Specialist (Crisis Responder)

0101	Supervisory Social Science Specialist (Veterans Crisis Line and Crisis Responder)
0102	Peer Support Apprentice/Peer Specialist
0180	Psychology
0182	Marriage and Family Therapist
0183	Licensed Professional Mental Health Counselor
0185	Social Work
0301	Correspondence Analyst (Triage - Veterans Crisis Line and IVC IEN Veteran and Family Member Programs)
0301	Medical Administration Specialist (Administrator On Duty (AOD))
0301	Veteran Outreach Program Specialist
0340	Program Management Officer (IVC IEN Customer Service and Veteran and Family Member Programs)
0340	Program Manager (IVC IEN Customer Service and Veteran and Family Member Programs)
0344	Program Assistant (IVC IEN Customer Service)
0382	Telephone Operating (Telephone Operators)
0503	Medical Reimbursement Technician (Office of Community Care)
0601	Acupuncturist
0601	Blind Rehabilitation Specialist
0601	Cytotechnologist
0601	General Health Science (Chiropractors, Expanded Function Dental Auxiliary)
0601	Health Science Specialist (Veterans Crisis Line)
0601	Histopathology Technologist
0601	Nuclear Medicine Technologist
0601	Supervisory Health Science Specialist (Veterans Crisis Line)
0601	Health Aid and Technician/Registered Respiratory Therapist
0602	Medical Officer (Physician)
0603	Physician Assistant
0610	Nurse (All Assignments)
0620	Practical Nurse
0620/0640	Telehealth Clinical Technician (TCT)/Health Technician (Telehealth Clinical)
0621	Nursing Assistant
0622	Medical Supply Technician (Sterile Processing)
0630	Dietitian
0631	Occupational Therapist
0633	Physical Therapist
0635	Corrective Therapist
0636	Rehabilitation Therapy Assistant/Physical Therapy Assistant and Rehabilitation Therapy Assistant/Occupational Therapy Assistant
0640	Health Aid and Technician

0640	Health Technician (Audiology), (Speech-Language Pathology), & (Audiology & Speech Language Pathology)
0640	Health Technician (Dietetics)
0640	Health Technician (Hearing Instrument Specialist)
0640	Health Technician (Massage Therapy)
0640	Health Technician (Ophthalmology)
0640	Health Technician (Optometry)
0640	Health Technician (Podiatrist)
0640	Health Technician (Telehealth Clinical)
0644	Clinical Laboratory Scientist
0645	Medical Technician (Medical Laboratory Technician)
0645	Medical Technician (Phlebotomy)
0646	Histopathology Technician
0646	Pathology Technician
0647	Diagnostic Radiologic Technologist
0648	Therapeutic Radiologic Technologist
0649	Medical Instrument Technician
0660	Pharmacist
0661	Pharmacy Technician
0662	Optometrist
0665	Audiologist
0665	Audiologist/Speech Language Pathologist
0665	Speech Language Pathologist
0665	Speech Pathology and Audiology
0667	Orthotist and Prosthetist
0668	Podiatrist
0669	Medical Records Administration
0671	Health System Specialist
0672	Prosthetic Representative
0673	Hospital Housekeeping Management
0675	Medical Records Technician
0679	Medical Support Assistance
0680	Dental Officer (Dentist)
0681	Dental Assistant
0682	Dental Hygienist
0683	Dental Laboratory Aid and Technician
0690	Industrial Hygiene (Industrial Hygienist)
0801	Healthcare Engineer
0803	Safety Engineer
0856	Electronics Technician

0858	Biomedical Engineer
0901	Legal Administrative Specialist (Member Services and IVC IEN Veteran and Family Member Programs)
0962	Contact Representative (IVC IEN Veteran and Family Member Programs)
0998	Claim Examiner
1306	Health Physics (Health Physicist and Radiation Safety Officer)
1601	Biomedical Equipment Support Specialist
1712	Training Specialist (IVC IEN Customer Service)
1715	Vocational Rehabilitation Specialist/Vocational Development Specialist
2151	Dispatching
2805	Electrician
3566	Custodial Worker (Housekeeping Aids)
4204	Pipefitting (Pipe Fitters)
4206	Plumbing
4701	Miscellaneous General Maintenance and Operations Work
4742	Utility Systems Repairer-Operator
4749	Maintenance Mechanic
4805	Medical Equipment Repairer
5026	Pest Controller
5306	Air Conditioning Equipment Mechanic
5309	Heating and Boiler Plant Equipment Mechanic
5313	Elevator Mechanic
5317	Laundry and Dry Cleaning Equipment Repairing
5352	Industrial Equipment Mechanic
5402	Boiler Plant Operating
5406	Utility Systems Operating
5408	Wastewater Treatment Plant Operating
5409	Water Treatment Plant Operating
5415	Air-Conditioning Equipment Operating
5703	Motor Vehicle Operator (Limited to patient transportation)
5716	Engineering Equipment Operating
6907	Materials Handler
7304	Laundry Worker
7404	Cook (Cook and Cook Supervisor)
7408	Food Service Worker (Food Service Worker and Food Service Worker Supervisor)
Any	Veterans Crisis Line
Any	Canteen- Veterans Canteen Service
	VETERANS BENEFITS ADMINISTRATION
0101	Rehabilitation Counselor

0828	Construction Analyst (Specialty Adapted Housing)
0901	General Legal and Kindred
0996	Veterans Claims Examiner
1171	Appraisers (Specialty Adapted Housing Agents)
1715	Vocational Rehabilitation Specialist
	BOARD OF VETERANS APPEALS
VLJ	Veterans Law Judges
0905	Decision-Drafting Attorneys and Supervisory Counsel
0905	General Attorneys
	NATIONAL CEMETERY ADMINISTRATION
0301	Program Specialist (Cemetery Manager)
0301	Program Specialist (Scheduling Office & MPS Only)
0303	Program Support Assistant (Scheduling Office & MPS Only)
0303	Program Support Assistant (Cemeteries Only)
0341	Administrative Officers (Cemeteries Only)
1630	Cemetery Administration Specialists
4701	Maintenance/Operations Supervisor
4749	Maintenance Worker/Mechanic
4754	Cemetery Caretaker
5003	Gardener
5703	Motor Vehicle Operator
5705	Tractor Operator
5716	Engineering Eqpt Operator
5803	Heavy Mobile Equip Repairer/Mechanic
5823	Automotive Worker/Mechanic