



NATIONAL VETERANS AFFAIRS COUNCIL

American Federation of Government Employees, Affiliated with the AFL-CIO

NATIONAL GRIEVANCE

NG-5/2/2025

Date: May 2, 2025

To: Denise Biaggi-Ayer
Executive Director
Office of Labor Management Relations
U.S. Department of Veterans Affairs
Denise.Biaggi-Ayer@va.gov
valmrlitigation@va.gov
Sent via electronic mail only

From: Shalonda Miller, Staff Counsel, National Veterans Affairs Council (#53) (“NVAC”), American Federation of Government Employees, AFL-CIO (“AFGE”)

RE: **Third National Grievance against the Department of Veterans Affairs for bypassing and failing to bargain in good faith with the Union concerning the “Deferred Resignation Program”**

STATEMENT OF THE CHARGES

Pursuant to the provisions of Article 43, Section 11 of the Master Agreement Between the Department of Veterans Affairs and the American Federation of Government Employees (2023) (“MCBA”), American Federation of Government Employees/National Veterans Affairs Council (“NVAC” or “the Union”) is filing this National Grievance against you and all other associated officials and individuals acting as agents on behalf of the Department of Veterans Affairs (“Department” or “VA”) for bypassing and failing to bargain in good faith with the Union concerning its Deferred Resignation Program 2.0 (“DRP 2.0”) offer.

Specifically, the Department violated, and continues to violate, Articles 2, 3, 47, and 49 of the MCBA, 5 U.S.C. §7114(a), 5 U.S.C. §7116(a), and any and all other relevant articles, laws, regulations, and past practices not herein specified. The Union reserves the right to supplement this National Grievance based upon the discovery of new evidence or information of which it is not presently aware, or otherwise, as necessary.

STATEMENT OF THE CASE

Unfortunately, the Department’s foolhardy attempts to erode collective bargaining persist. Following the unlawful implementation of the “*Fork in the Road*” deferred resignation program instigated by the U.S. Office of Personnel Management (“OPM”) in January 2025, the Department has elected to extend the program under the moniker, “DRP 2.0.”¹ On April 4, 2025, the Department’s Office of the Chief Human Capital Officer (“OCHCO”) issued a Bulletin directly to VA employees notifying them of another opportunity to participate in a voluntary resignation program which would allow approved employees to be placed on paid administrative leave until September 30, 2025, and who would then commit to either resign

¹ The NVAC has already filed two National Grievances over the original DRP program, that is, “NG-1/29/25” and “NG-2/7/25.” Those Grievances are now consolidated and pending arbitration. The Union incorporates by reference the allegations and arguments set forth in NG-1/29/25 and NG-2/7/25, as if fully set forth herein.

from federal service or retire.² Similar to the previous *Fork in the Road* (hereinafter referred to for clarity as “DRP 1.0”) program, the announcement purports that electing to participate in the program would shield employees from any return to office requirements and planned reductions in force. *Id.* The Bulletin also advised that previous requests to participate in DRP 1.0 would not suffice as evidence of opting in to DRP 2.0. *Id.* The Bulletin also referenced a “Deferred Resignation Portal” through which employees could apply to DRP 2.0. *Id.* The opt-in period for the new program was noted as April 7, 2025 to April 30, 2025 at 5:00pm eastern time. *Id.*

On April 24, 2025, OCHCO issued a *revised* Bulletin, notifying VA employees that **all VA employees**, “with the exception of re-employed annuitants and part-time employees” (emphasis removed) would be eligible for DRP 2.0.³ This change allowed employees in mission-critical roles, including physicians, nurses, pharmacists, and social workers,⁴ to resign or retire in droves, despite their previous exemption from the program. The potential impact of an expansion to these occupations in particular is deeply concerning to the delivery of patient care. Specifically, the hurried and insensitive nature of this expansion threatens to undermine the essential services that our nation’s veterans depend on daily. The revised Bulletin also provided that the opt-in period for DRP 2.0 been extended to May 16, 2025. *Id.* An accompanying “FAQs” spreadsheet further explained that full-time probationary employees were also eligible for the program.⁵

Once again, the Department extended this offer directly to bargaining unit employees without notifying the Union or attempting to engage in good faith bargaining. Notably, the Union’s January 29, 2025 demand to bargain remains in effect and applies to DRP 2.0. In addition to OCHCO’s communications, senior leaders within VA shared their own communications concerning this subject. For example, on April 24, 2025, the Network Director of Veterans Integrated Service Network (“VISN”) 10 sent a PowerPoint presentation to VISN 10 Local Unions reiterating the points and policies announced by the OCHCO Bulletins.⁶ Although the presentation was shared with VISN 10 Unions, no bargaining took place at the VISN level.⁷ Most alarming, the presentation included a chart which asserted that VA-wide, **6,448** employees had responded to the DRP 2.0 offer as of April 18, 2025. *Id.* at 6.

Violations

Dealing directly with bargaining unit employees on matters involving conditions of employment for which there is an obligation to notify and bargain with the Union, such as DRP 1.0 or DRP 2.0, constitute an unlawful bypass in violation of the Federal Service Labor-Management Relations Statute (“the Statute”) and the MCBA. This conduct constitutes unlawful interference with the Union’s role as the exclusive representative of bargaining unit employees. *See* 5 U.S.C. §7114(a)(1).

By dealing directly with bargaining unit employees concerning conditions of employment and bypassing the Union, the Department violated 5 U.S.C. §7114(a)(1) and 5 U.S.C. §7116(a)(1), (5) and (8). By unilaterally implementing changes in conditions of employment without satisfying its duty to bargain in good faith with the Union, the Department once again violated Articles 47 and 49 as well as its statutory

² Attached as Exhibit A.

³ Attached as Exhibit B.

⁴ According to internal data, there were approximately 16,588 physicians; 55,548 nurses; 8,576 pharmacists; and 14,648 social workers in AFGE bargaining unit positions as of October 2024. This creates the potential for a loss of more than 95,000 positions through the DRP offerings.

⁵ Attached as Exhibit C.

⁶ Attached as Exhibit D.

⁷ The parties’ MCBA establishes mid-term bargaining at the national, intermediate (VISN), and local levels, as outlined in Article 47, Sections 2, 3, and 4. However, due to the VA-wide scope of DRP programs, the level of recognition for such matters is national.

obligation to bargain in good faith. Lastly, the Department's failure to comply with relevant contractual and statutory obligations violate Articles 2 and 3.

In sum, the Department violated and continues to violate Articles 2, 3, 47, and 49 of the MCBA, 5 U.S.C. §7114(a), 5 U.S.C. §7116(a), and any and all other relevant articles, laws, regulations, and past practices not herein specified.

Remedy Requested

The Union requests the following remedies:

- To return to the *status quo ante*;
- To rescind the April 4 and April 24 OCHCO Bulletins;
- To cease and desist from further direct dealings with bargaining unit employees;
- To make-whole any AFGE bargaining unit employees adversely affected by its unlawful actions to include back pay, interest, and attorney's fees;
- To fully comply with the MCBA and the Statute;
- To issue a remedial electronic notice posting, signed by the VA Secretary, to all AFGE bargaining unit employees concerning its unfair labor practices; and,
- To agree to any and all other remedies appropriate in this manner.

Time Frame and Contact

This is a National Grievance, and the time frame for resolution of this matter is not waived until the matter is resolved or settled. If you have questions, please contact the undersigned counsel.

Filed by,



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cc: Alma L. Lee, President, AFGE/NVAC
William Wetmore, Chairperson, Grievance and Arbitration Committee, AFGE/NVAC
Thomas Dargon, Jr., Deputy General Counsel, AFGE/NVAC

Exhibit A



U.S. Department of Veterans Affairs

Office of the Chief Human Capital Officer

VA Central Office
Washington, DC

April 4, 2025

OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (OCHCO) BULLETIN

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

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, 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 April 30, 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 April 30, 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 Power App located at [Deferred Resignation Portal](#) no later than 5:00p.m. ET on April 30, 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. Eligibility / 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 ineligible for VA DRP, unless approved for an exception at the VACO level.
- 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 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 PV card, "Employee agrees to turn in all VA equipment and property on or before the latter of [DATE SHOULD NOT BE SOONER THAN July 1], 2025, or seven days after signing this agreement if Employee is age 40 or over, 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 should be no sooner than July 1, 2025, or seven days after signing this agreement if employee is age 40 or over, whichever is later, and their date of separation via retirement or resignation. 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. Consider a message along the lines of "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

Exhibit B



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

Exhibit C

Topic	Question	Answer
Benefits	If I choose to relocate while on leave, will I have the option to change my insurance?	Employees participating in the VA Deferred Resignation Program are unable to change duty locations. However, while on administrative leave, if you have a qualifying life event (QLE), you will be able to continue to make changes to your FEHB. You can find information on QLEs in the FEHB Handbook - https://www.opm.gov/healthcare-insurance/healthcare/reference-materials/reference/federal-employees-receiving-premium-conversion-tax-benefits/ .
VA Deferred Resignation Program	Which occupations could be restricted from being eligible for the VA deferred resignation program?	All VA employees except part-time and reemployed annuitants may apply for the VA DRP. On April 4, 2025, the Office of Chief Human Capital Officer (OCHCO) provided guidance and a list of exempted positions VA determined critical to VA operations. Employees in these positions may still apply; however, the Approving Official will review all such requests based upon ability to continue to accomplish the mission and reserves the right to deny participation based on mission need. At this time, there is no appeal process.
VA Deferred Resignation Program	Is the VA DRP open to SES?	Yes, the VA Deferred Resignation Program (DRP) is open to SES.
VA Deferred Resignation Program	How does VA determine which positions are included or excluded from the program? a. Does the agency plan to provide a listing of include and/or excluded positions? b. If an employee is denied participating in this program but feels like his/her position should be included, is there any appeal process or POC who can discuss the exclusion?	All VA employees except part-time and reemployed annuitants may apply for the VA DRP. On April 4, 2025, the Office of Chief Human Capital Officer (OCHCO) provided guidance and a list of exempted positions VA determined critical to VA operations. Employees in these positions may still apply; however, the Approving Official will review all such requests based upon ability to continue to accomplish the mission and reserves the right to deny participation based on mission need. At this time, there is no appeal process.
VA Deferred Resignation Program	If an employee elects to participate in this program with the intent to utilize OPM's Early Retirement program but is later found ineligible for retirement (age, service time, etc.), will they be allowed to rescind their election to participate?	In the event that you are determined to not be eligible for VERA via the VA DRP, you do not have to sign the agreement, which would result in a rescission of your request. Alternatively, if not eligible for VERA, you may still elect to participate in the VA DRP and resign on 9/30/2025. Administrative leave will begin on the date stated in your VA DRP Agreement for those approved to participate, so you will know your eligibility before this time.
VA Deferred Resignation Program	Are there changes to employee rights associated with a deferred resignation vs. a reduction in force that can be provided?	Employees participating in the VA DRP enter into an agreement with the Agency that describes rights and responsibilities for program participation.
VA Deferred Resignation Program	After accepting a deferred resignation, is there a timeframe in which the employee can change their mind, and continue employment?	Employees participating in the VA DRP enter into an agreement with the Agency that describes rights and responsibilities for program participation. The agreements will contain language that the employee agrees to resign or retire in exchange for not being subject to furlough, termination, or reduction in force as a result any agency reorganizaiton or realignment. An employee can decline to sign the agreement and withdraw from participation.
VA Deferred Resignation Program	Do employees need to inform their supervisors if they accept the deferred resignation?	If you apply and are approved for participation in VA DRP, your supervisor will be notified. Your supervisor will need to make adjustments to workload as well as provide the you with the effective date of the administrative leave. Administrative leave will begin on the date stated in your VA DRP Agreement.
HR Personnel Actions	During the Resignation period, are employees eligible for Career Ladder Promotion and Within Grade Increases (WGI)?	The VA DRP allows employees who participate to continue to earn full pay and benefits through their deferred resignation date, to include WGIs, if applicable. Employees remain eligible for career ladder promotions under DRP but they are not autoamtic or guaranteed.

Retirement	If an employee is not old enough for retirement, but has 25+ years with the federal government and take this resignation, will they still be able to retire when they are eligible at 60?	An employee with 25+ years of creditable service is eligible to participate in the Voluntary Early Retirement Authority (VERA) that is being offered with this DRP. If an employee chooses to only participate in the DRP and not apply for retirement and does not apply for a refund of their retirement contributions from OPM, they can be eligible for future retirement benefits at age 60. Former federal employees apply for retirement benefits directly through the Office of Personnel Management (OPM) and should consult with OPM when they are ready to apply for their retirement benefits.
Benefits	If I am currently on paid parental leave (PPL) and decide to resign, do I still need to fulfill my 12-week work obligation prior to been placed on Admin Leave or will the obligation be completed while on administrative leave?	The VA Deferred Resignation Agreement states that consistent with law, the agency may agree to waive any remaining service requirements from taking paid parental leave.
VA Deferred Resignation Program	If I accept the VA Deferred Resignation Program, will I be required to waive my Merit Systems Protection Board (MSPB), Equal Employment Office (EEO) and Negotiated Grievance rights?	Yes, voluntary participation in the VA DRP would result in agreement to waive certain appeal rights. The agreement for the DRP should be read in full prior to signature, including consultation with personal legal or other advisors if the employee chooses.
DRP Agreement	I received a relocation incentive; will I need to pay it back if I chose to resign via the VA DRP?	Per the terms in the VA Deferred Resignation Agreement and consistent with law, the agency will agree to waive any debt owed to VA pursuant to a recruitment incentive, student loan repayment, or other service agreement. Any remaining service requirements from taking paid parental leave are also waived.
DRP Agreement	Will my student loan repayment will it be forgiven if DRP is approved? - The contract states 1) I will remain with the VA until January 31, 2026, and; 2)That if I leave the VA voluntarily I will need to pay back whatever was paid by the VA.	Per the terms in the VA Deferred Resignation Agreement and consistent with law, the agency will agree to waive any debt owed to VA pursuant to a recruitment incentive, student loan repayment, or other service agreement. Any remaining service requirements from taking paid parental leave are also waived.
Retirement	I have 10 yrs of service but will be turning 60 in August. Is there an option to take the deferred resignation but still activate my pension at age 62 as a deferred pension?	Yes, future retirement benefits may be applied for at age 62 directly with the Office of Personnel Management (OPM), if you do not apply for a refund of your retirement deductions when you separate. When you are approaching the age that you want to apply for retirement, please consult with OPM on the process in place for application at that time: www.opm.gov .
Retirement	Will the deferred resignation have an impact on those who have a pending retirement scheduled for FY25?	If an employee accepts the VA DRP offer, they must elect to retire by 9/30, which is the end of FY25. If an employee does not submit retirement paperwork to VA by 9/30, they have 30 days after 9/30 to submit their application to VA for processing by VA. After 30 days, they must apply for retirement directly with the Office of Personnel Management (OPM). If an employee does not apply for an immediate retirement if they are eligible when they separate from VA, there may be breaks in benefits coverage or an individual may lose eligibility to continue benefits into retirement.
Benefits	How does electing into the VA DRP impact my sick leave, annual leave days and Health Benefits?	If you are approved to participate in the VA DRP, you would continue earning the same salary and accrue leave while on administrative leave. There would be no change to your health benefits during the administrative leave period.
Benefits	Can an employee elect into VA DRP, then take accrued annual leave or sick leave for an extended period of time prior to the start of administrative leave? For example, take a few weeks to a couple of months off once applied for the DRP.	The rules surrounding leave still apply. Participation in the VA DRP does not change the leave request/approval process for time prior to the start of administrative leave. However, as outlined in the bulletin and Deferred Resignation Program Agreement, employees and supervisors are expected to complete certain actions, such as turning in equipment and completing performance appraisals, before employee's separation from service.
VA Deferred Resignation Program	Are employees with not-to-exceed (NTE) appointments eligible for VA DRP? For instance, if an employee's not to exceed date is 9/30/2025 (the VA DRP resignation date), would they be eligible for VA DRP?	All paid full time VA employees may apply to participate in VA DRP. If your position is a NTE, and your NTE is before September 30, 2025, your appointment would end and not be extended until September 30, 2025. For example, if your NTE was August 15, 2025 and you were approved to participate in VA DRP, your resignation date would be August 15, 2025.

VA Deferred Resignation Program	What process will be used to determine which positions will be approved, for example will seniority be considered in the requests?	All VA Employees except part-time and reemployed annuitants may apply for the VA DRP. On April 4, 2025, the Office of Chief Human Capital Officer (OCHCO) provided guidance and a list of exempted positions VA determined critical to VA operations. Employees in these positions may still apply; however, the Approving Official will review all such requests based upon ability to continue to accomplish the mission and reserves the right to deny participation based on mission need. At this time, there is no appeal process.
VA Deferred Resignation Program	What is the difference between OPM Deferred Resignation/Fork in the Road DRP and VA DRP?	OPM DRP was offered to the entire federal workforce while VA DRP is targeted to our Agency. VA DRP allows you to elect VERA (if eligible), retire, or resign; however, you would need to meet eligibilities for VERA or traditional retirement no later than September 30, 2025. All occupations may apply for VA DRP; however, positions on Attachment A may require additional approval levels.
VA Deferred Resignation Program	I'm not sure if I'm eligible for VA DRP. What should I do?	All full time VA employees may apply to participate in VA DRP. If your position is covered on Attachment A, your request may require additional review before a final determination. If you would like consideration for VA DRP, you should submit your request through the VA DRP Request Portal.
DRP Agreement	When will administrative leave start?	Administrative leave will begin on the date stated in your VA DRP Agreement. The date in your agreement will be set at management's discretion but can be no earlier than the effective date of the agreement. The effective date of the agreement is either the date of the last signature or, for employees over 40 years of age, seven days after the date of the last signature.
DRP Agreement	What is the 7-day period to revoke the VA DRP Agreement?	This is the period of time employees over 40 have to change their mind after signing an agreement. This timeframe is required by law.
Retirement	If I already began my retirement paperwork and have a retirement date can I withdraw that and submit a request for the VA DRP?	Yes you may request to participate in VA DRP. You would need to apply for and be approved to participate in the VA DRP. Please contact your retirement office, the VHA RSSO, VBA Retirement Office, or NCA Retirement Office, and let them know you are applying for DRP consideration. Should your request to participate in the VA DRP not be approved, you could continue with your retirement application absent the DRP.
RTO	If I submit an application to elect into the VA DRP, do I have to Return to Office (RTO)?	If you already have assigned space, you would continue to report to the office until the agreement is signed by all parties and is past the rescission period if you are over 40 years old. If you do not yet have space assigned, you would be considered to be a pending exception for RTO and would be delayed until your participation is fully adjudicated--either completed or opted out. Because the consolidated lists of employees opting in may not be shared until May16, employees must provide screenshots of their opt-in to their supervisors to fall under this category. Space will not be held during this process.
Administrative Leave	Will I be required to work during the deferred designation period?	This will be determined by your supervisor and the needs of the service as your work is reassigned. Some positions may require those participating in the VA DRP to continue to work longer than others in order to avoid disruption to operations while others may enter administrative leave status more quickly. Administrative leave will begin on the date specified in the VA DRP agreement.
Administrative Leave	Will I still be paid bi-weekly until September 2025?	As administrative leave is a paid leave status, like annual leave, employees will continue to receive all benefits accrual as well as salary payments as they have been prior to electing participation in the VA DRP.
Administrative Leave	Will there be a special coding in VATAS or just regular administrative leave?	Instructions relating to proper coding of administrative leave in VATAS for the VA DRP has been provided to timekeepers.
Benefits	Will you still accrue annual leave and sick leave while on administrative leave?	Yes, you will still accrue annual and sick leave while on administrative leave.
Benefits	Will the administrative leave still count towards retirement?	Yes, time spent in an administrative leave status is considered creditable service for retirement.
Benefits	If you take the resignation, does it impact your Service Computation Date (SCD)?	The VA DRP allows employees who participate to continue to earn full pay and benefits through their deferred resignation date, to include time towards creditable service. No changes would result to a Service Computation Date (SCD) based solely on participation in the program.

Benefits	If an employee elects delayed resignation under the VA DRP and subsequently buys back their military time while on administrative leave, will the employee's military time be credited for retirement purposes?	Yes, as long as it is paid-in-full, and accounted for by DFAS, prior to separation. It is recommended that military service deposits are paid in full at least 60 days prior to separation.
Benefits	I know I'll receive compensation for any regular leave, but will I get credited for my sick leave balance?	As administrative leave is a paid leave status, like annual leave, employees will continue to receive all benefits accrual. Sick leave balances are not paid out upon separation and would either be frozen and reactivated upon re-employment in the Federal government or would be utilized to calculate additional Federal service for retirement purposes.
Benefits	If I am an employee in my first year, can I take the VA Deferred Resignation, and obtain a full year of federal service if my anniversary date is before September 30, 2025?	Full time probationary period employees are eligible for participation in the VA DRP. While on administrative leave associated with the VA DRP, you will continue to accrue benefits and creditable service to include towards tenure.
Benefits	Can employees still contribute to TSP during the administrative leave period if they choose the delayed resignation?	Employees on administrative leave can who participate to continue to earn full pay and benefits through their deferred resignation date, to include continuation of to make TSP contributions.
Benefits	If I accept the VA Deferred Resignation Program, will my FEGLI Life Insurance continue?	Your current FEGLI enrollment will continue while you are on administrative leave. When you separate from federal service, your FEGLI enrollment is continued for 31 days automatically at no cost to you. Upon separation from federal service, you have the right to convert your FEGLI coverage to an individual (non-FEGLI) policy. Your servicing HR office is responsible for providing you with FEGLI conversion information and instructions upon your separation. You can continue FEGLI coverage as a retiree if you meet certain eligibility and enrollment requirements.
Benefits	If I accept the VA Deferred Resignation Program, and placed on administrative leave, will I be placed in Consolidated Omnibus Budget Reconciliation Act (COBRA)?	The Federal employee equivalent to COBRA is referred to as Temporary Continuation of Coverage (TCC). While on administrative leave, your Federal Employee Health Benefits (FEHB) enrollment continues. Once you separate from service, you will have the option to enroll in TCC, if you are eligible; employees are not automatically enrolled in TCC. Your servicing HR office is responsible for providing you with information on and enrolling you in TCC, should you choose to enroll.
Benefits	Will my healthcare cover my dependents if I elect to participate in the VA Deferred Resignation Program?	Your FEHB enrollment will not be impacted by participation in the VA DRP, as you are placed in a paid administrative leave status. If you currently have coverage for your dependents through your current FEHB elections, these elections will continue, subject to program eligibility rules, during the period of administrative leave.
Benefits	If a deferred resignation employee has a Flexible Spending Account (FSA), will they still have access to utilize the funds until the end of the calendar year, or when their employment ends on 9/30/2025? Does the access to the funds in the account end? If the employee does not exhaust their FSA, will they have to pay it back?	An employee participating in the VA DRP is placed on administrative leave and continues to receive their pay, similar to if one was on annual leave, until the date of their resignation. This means that FSA deductions will continue from their salary and enrolled employees can use FSA funds for qualified health care and dependent care FSA expenses through the date of separation from service. Expenses incurred after separation from federal service are no longer eligible for reimbursement. When an employee separates from federal service, they do not have to pay back any exhausted funds and they do not receive a refund of funds not used. For information specific to FSAs after retirement or resignation, please visit fsafeds.gov and review their FAQ section on separating from federal service: www.fsafeds.gov .
Benefits	When a federal employee resigns, one is eligible for +31 days of continued FEHB paid by the government. Is there any projected change to this benefit if one accepts the deferred resignation? (Ex. 9/30/2025, FEHB continues through the last day of the pay period, 10/04/25, and then is extended for 31 days, the last day is 11/4/2025)	No, there are no changes to FEHB regulations upon separating from federal servicing, including the 31 days of continued FEHB post resignation through the VA DRP

Benefits	How would accepting the resignation impact an employee on FMLA, LWOP, or PPL? Can they take the resignation while still being on these leave types?	An employee on FMLA, FMLA-PPL, or LWOP status would be placed on administrative leave effective the date they sign the agreement and complete required actions (i.e., turning in of government equipment, etc.). Leave under the FMLA is not applied to days designated as holidays and other nonworkdays when the employee would be excused from duty. An employee's entitlement to FMLA or FMLA-PPL will be terminated effective the date stated on the signed agreement. The agreement signed indicates service obligations for PPL will be waived.
Clearing Station	Should employees who opt into VA DRP and are not continuing to perform their work duties turn in their equipment, have accesses removed, or engage in any of the standard out-processing protocols?	The employee's supervisor will provide guidance based on the employee's particular situation. Per the OCHCO Bulletin dated April 4, 2025, employees will turn in all VA equipment and property on or before the latter of the date specified in their VA DRP Agreement, but no earlier than the effective date of the agreement, as directed by Employee's supervisor.
VA Deferred Resignation Program	Can the agency deny participation in the VA DRP if someone chooses that option?	Yes, regardless of occupation, the Approving Official may deny a request to participate in DRP based upon ability to continue to accomplish the mission.
VA Deferred Resignation Program	Are newly hired employees still within their probationary period allowed to participate in the VA Deferred Resignation Program? Are there any unique circumstances or information that applies to probationary employees?	Full time probationary period employees are eligible for participation in the VA DRP. There are no specific provisions to the program that pertain only to probationary employees; rather, the program is uniform in its offerings to both probationary and non-probationary employees.
VA Deferred Resignation Program	If the Agency determines to exclude certain positions from the VA DRP, will the employees on those positions will be protected in case of a RIF, furlough, etc.?	Inclusion on an exemption list for participation in the VA DRP does not automatically prevent future actions being taken in regards to a RIF, furlough, or other restructuring strategy.
VA Deferred Resignation Program	What will be my pay scale under the VA DRP? Will my Leave and Earnings Statement change from my current pay?	There would be no impact to your pay scale. Participants in the VA DRP would continue to receive their same rate of pay while on administrative leave.
VA Deferred Resignation Program	Who should I contact if any issues arise out of the VA DRP?	Your Servicing HR Office can be contacted should you have questions once placed on administrative leave.
VA Deferred Resignation Program	If a person is on a detail, is the process different?	If on a detail, the position of record would be reviewed to determine eligibility in the VA DRP. There is no change to the process and/or requirements for participation.
VA Deferred Resignation Program	Does VA DRP apply to part time employees?	VA DRP is available to all full-time VA employees. Re-employed annuitants and those on part-time work schedules are not eligible for VA DRP. Probationary employees who are full-time employees are eligible for VA DRP.
DRP Agreement	If VA DRP is selected, will the time between now and the end of September will still count towards the Public Service Loan Forgiveness program?	This determination would be made by the Department of Education; however, employment verification checks would reflect employment in the Federal government until the date of resignation or retirement.
Future Federal Employment/Outside Employment	If an individual resigns through the VA DRP, can they take a new position with VA or another federal agency while on administrative leave?	No. Acceptance of a federal position between signing the VA DRP agreement and the date of retirement or resignation is a breach of the agreement and VA will immediately effectuate retirement (if eligible) or removal. Additionally, in accordance with 5 USC 5533, an individual is not entitled to receive basic pay from more than one position for more than an aggregate of 40 hours of work in one calendar week (Sunday through Saturday). As employees participating in the VA DRP would continue to receive pay while on administrative leave, they would not be eligible to receive pay from a secondary position with the federal government. However, employees may accept non-federal employment during the deferred resignation period provided it does not violate the Standards of Ethical Conduct for Employees of the Executive Branch at 5 CFR part 2635 or other applicable federal laws, or any supplemental Standards of Ethical Conduct for Employees or regulations of the Department of Veterans Affairs.

Future Federal Employment/Outside Employment	If an employee resigns via VA DRP and wants to work for the federal government in the future, do tenure and leave get reinstated?	Subject to creditable service regulations, prior service is assessed to determine appropriate tenure and leave category anytime a previous federal employee returns to federal service. Annual leave accruals would be paid out in lump sum at the time of resignation/retirement. Sick leave accruals may be utilized in some cases for retirement calculations. For employees who resign, sick leave accruals would be maintained, should you return to federal service in the future. The VA DRP would not impact this and regular creditable service rules would be applied upon reinstatement.
Future Federal Employment/Outside Employment	If I participate in VA DRP and later get hired back in the government will I have to repay back what I received?	No. The VA DRP places employees on an approved leave status. There would be no repayment if you apply and are hired into the government after resignation. If an employee's annual leave balance is paid out and they return to Federal service prior to the time in which the annual leave would have been exhausted, they are responsible for paying back the annual leave balance (e.g., paid out for 6 weeks of annual leave. Return four weeks later. Must pay back remaining two weeks of annual leave balance). See VA Handbook 5007, Part IV, Chapter 6, Para 3, Reemployment. However, acceptance of a federal position between signing the VA DRP agreement and the date of retirement or resignation is a breach of the agreement and VA will immediately effectuate retirement (if eligible) or removal.
Future Federal Employment/Outside Employment	Will we still have access to CTAP and other such programs?	No. Participation in the VA DRP does not provide entitlement under the Career Transition Assistance Program (CTAP) or Interagency Career Assistance Program (ICTAP).
Future Federal Employment/Outside Employment	Are there any prohibitions from rehiring an employee who accepts the VA DRP and later reapplies for the same position if there is a future vacancy?	There is no prohibition from seeking Federal employment after the date of retirement or resignation. However, acceptance of a federal position between signing the VA DRP agreement and the date of retirement or resignation is a breach of the agreement and VA will immediately effectuate retirement (if eligible) or removal.
HR Personnel Actions	During the Resignation period, will we receive a mid-year performance evaluation?	If the employee has been under their performance plan a minimum of 90 days, and performed enough work to be evaluated, the rater should complete a progress review prior to employee's departure, if possible. If the employee is unavailable to sign for the progress review, the rater can annotate on the appraisal form that the employee is unavailable for signature, e.g., employee on administrative leave per the VA DRP.
HR Personnel Actions	For those that participate in the VA DRP and are on administrative leave until 9/30/25, how is the End Of Year close out for performance handled?	If an employee had been under a communicated performance plan for a minimum of 90-calendar days, and worked enough to warrant a rating, the employee's rater will complete a final rating at the end of the performance rating cycle. If the employee is unavailable to provide a self-assessment and/or to sign for the final appraisal, their rater should annotate such on the performance appraisal form, e.g., employee on administrative leave per VA DRP.
Retirement	For employees who are eligible for retirement but elect to participate in the Deferred Resignation Program, are they able to submit their retirement package at any time while on this program or do they need to wait until the end of the program?	You will continue to accrue retirement benefits during the deferred resignation period. Should you elect to retire (either voluntary early retirement or immediate regular retirement, depending on your eligibility) before your final resignation date, your retirement election date will override the deferred resignation date. You may wait until the end of the VA DRP period or choose to retire during that period.
Retirement	Is VA planning to offer any additional incentives or payouts for employees considering a voluntary early retirement?	At this time, the only program being offered is the VA DRP. VERA has been approved for those positions eligible for the DRP. Individuals on time limited appointments, such as Title 38 Senior Executive Service (SES) Equivalent (EQV) positions appointed under 38 U.S.C. § 7306, are not eligible for VERA.
Retirement	How would election into the VA DRP affect the disability retirement application if the disability retirement application not approved before the resignation date?	Any active disability retirement adjudications pending with the Office of Personnel Management (OPM) at the time of resignation will continue uninterrupted. OPM will notify employees directly regarding the outcome of their applications. If separated through the resignation process, an employee's active employment benefits will terminate, but may be reinstated at the time disability retirement is approved, if eligibility requirements are met, in accordance with disability retirement regulations. Of note, acceptance of a federal position between signing the VA DRP agreement and the date of retirement or resignation is a breach of the agreement and VA will immediately effectuate retirement (if eligible) or removal.

Retirement	I will have 24 years of federal service in May 2025. Is there an incentive to retire early, or will I still receive the penalties if I do so?	<p>An employee must meet both age and service requirements to be eligible for the VERA. Currently, VA has authority to offer VERA in conjunction with the VA DRP.</p> <p>Eligibility for VERA is:</p> <ul style="list-style-type: none"> -Age 50 with 20+ years -Any age with 25+ years <p>There are no penalties under VERA for early retirement.</p>
Retirement	I'm not sure how the program works but is there anyone who can tell me about VERA (Voluntary Early Retirement Authority)?	The following resource is a good place to start when understanding VERA: https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/ . For additional questions about this program, you should contact your respective retirement office: For VHA and Staff Offices please contact the VHA Retirement Shared Service Office at VHARSSO@va.gov or 866-330-7366. For VBA employees, please contact: RETIRE.VBAJACHRC@va.gov or at 1- 855-898-1404. For NCA employees, please contact: (317) 916-3660 or Alicia.Almodovar2@va.gov.
Retirement	If I elect the deferred resignation, would this affect my future pension through OPM?	No. Electing the VA DRP will not affect an employee's years of service for retirement purposes if they return to federal service at a later date or choose to retire once they are eligible.
Retirement	I could retire at any time. Is there a benefit to me to retire now?	This is a decision you will need to weigh based on your personal situation. The VA DRP allows some who are eligible for an immediate or early voluntary retirement and who may have already been planning retirement this year to get a jumpstart on that phase of their life while continuing to accrue benefits in the period between now and September 30, 2025.
Retirement	I have a question about the resignation. Will we still be able to collect the gap money that will get us to age 62 to collect social security ?	Employees who are eligible and accept the VERA offer in conjunction with the DRP will be eligible to receive the FERS supplement from their Minimum Retirement Age (MRA), which ranges from 55 to 57 depending on the year, when they become eligible for the social security benefit.
Retirement	Is electing into the VA Deferred Resignation Program the same as requesting Early or Deferred Retirement?	No, the VA DRP is a program separate from early or deferred retirement. The VA DRP allows you to set a resignation date in the future but is not tied to retirement. Other retirement options, like VERA, are available for use in conjunction with the VA DRP, though, providing retirement eligibility requirements are met.
Retirement	If an employee has been with the agency for only 15 years but is not of retirement age, what happens to their retirement opportunities if they accept this offer? Are there any caveats, potential ramifications or pitfalls for employees in the scenario provided?	<p>An employee must meet both age and service requirements to retire under an immediate retirement or VERA. With only 15 years of federal service, an employee would not be eligible for VERA. If they accept the VA DRP, they would be paid their salary and earn creditable service if covered by retirement through the resignation date of 9/30/2025.</p> <p>An employee who separates through the DRP that is not eligible for an immediate retirement or VERA and who does not apply for a refund of their retirement deductions will retain their service credit for retirement. If they meet age requirements in the future, and do not return to federal service, they can apply for their retirement benefits directly from OPM</p>

Retirement	Will the people who elect the deferred resignation (and not eligible for retirement) be given the information on how to withdraw their FERS balance (if wanted)?	<p>Yes. If you are leaving your Federal job and want a refund of your retirement contributions, you can get an application from your personnel office, complete it, and return it to them. If you are no longer in the Federal service, you can acquire the appropriate application from the OPM website.</p> <p>Application for Refund of Retirement Deductions (FERS), Standard Form (SF) 3106</p> <p>If you have been separated for 30 days or less, submit your application to your servicing personnel office.</p> <p>If you have been separated more than 30 days, submit your application to the Office of Personnel Management (OPM).</p> <p>U.S. Office of Personnel Management Retirement Operations Center Post Office Box 45 Boyers, PA 16017</p> <p>Please note that if you apply for a refund of your retirement deductions, you will lose your eligibility for future retirement benefits unless you return to federal service and redeposit your retirement funds with interest.</p>
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Exhibit D

V10 April ELC HR

VA



U.S. Department of Veterans Affairs

VA Healthcare Systems - Serving Indiana, Michigan and Ohio

Executive Order Impacts

Reforming the Federal Hiring Process and Restoring Merit to Government Service (14170)

Federal Civilian Hiring Freeze (Effective for 90 days, expires on 4/20/25)

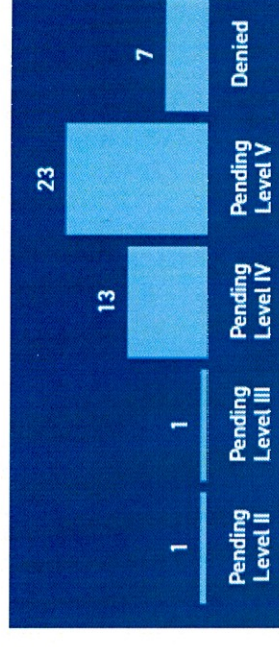
- Updated Blanket Exemption list
 - 39 Occupational Series
 - 3rd listing pending
- Priority Exemption Requests
 - 45 submitted for VISN 10 (as of 4/17/25)
 - 7 denied (4 became exempted and allowed to be recruited for)
 - 23 pending the Secretary of VA, 13 pending Dr. Braverman then go to the Secretary

Deferred Resignation Program

- "Fork in the Road"
- 159 Employees on AA from V10
- DRP 2.0 Currently Active until 4/30/25 at 5pm (Slide 8)

"Department of Government Efficiency" Workforce Optimization Initiative - RIF

- FY19 Staffing levels
- Tiger Team working on RIF clean up
- April 14th plan for agency RIF (ARRP) due
- June 2025 finalizing the positions/employees subject to the RIF and notifications to be shortly after.



Executive Order Impacts

Labor Management Financial Cost of Labor Processes

Facility	Number Union Officials
506- Ann Arbor	22
515 – Battle Creek	10
538 – Chillicothe	7
539 – Cincinnati	21
541 – Cleveland	8
757 – Columbus	17
552 – Dayton	42
553 – Detroit	19
583 – Indianapolis	13
610 – NIHS	14
655 - Saginaw	4
Total	177

Performance Plan Language Updates to ECF's

VHA is implementing required changes to employee performance plans pursuant to Executive Order 14151, OCHCO Bulletin, and VACO policy memorandum dated March 18, 2025 (attached). Performance plans will not consider diversity, equity, inclusion, and accessibility (DEI/DEIA) factors, goals, policies, mandates, or requirements. Changes are required in the performance plans of all supervisors and managers and changes may be required for other employees if content needs to be removed or replaced.

No later than close of business local time **Wednesday, April 23, 2025**, facilities must complete a certification memorandum, certifying all performance plans have been reviewed and are compliant with the attached memorandum. Please use the attached template, signed by the Medical Center Director.

Agency Hours	5,731
Union Hours	23,472
Agency Compensation	\$444,095.19
Union Compensation	\$1,818,845.28



RTO DATA

Facility	Number of Employees to RTO	RTO Letter Issued for 4/14 Return	RTO Letter NO	No Space Identified	Outside V10
487	706	244	227	235	431
506	680	167	84	429	76
515	419	332	78	9	41
538	262	203	55	4	24
539	481	341	48	92	40
541	1459	868	538	53	362
552	855	298	509	48	494
553	383	309	60	14	16
583	672	379	163	130	91
610	405	341	41	23	21
655	441	354	76	11	15
757	375	323	43	9	21
Grand Total 4/14/2025	7138	4159	1922	1057	1632
Grand Total 4/10/2025	7210	3302	516	3392	1235
Difference	-72	857	1406	-2335	397



VA

U.S. Department of Veterans Affairs
VA Healthcare Systems - Serving Veterans, Military and Civilian

Interim RA Telework submitted after 1/20/25

Interim RA Telework submitted after 1/20/25		
Duty Station	Total Requests	Approved Interim
Ann Arbor	64	37
Battle Creek	32	10
Chillicothe	20	19
Cincinnati	46	32
Cleveland	83	56
Columbus	72	20
Dayton	61	50
Detroit	32	13
Indianapolis	65	51
NIHS	58	28
Saginaw	12	10
VISN – 487	166	140
Grand Total	711	466
CHANGE from 4/11	19	93

* as of 4/14/25

VHA Interim Guidance – Reasonable Accommodation Requests for Remote Work or Regular, Recurring Telework (VIEWS 12721690)

Due to a significant increase in the volume of requests for telework or remote work as a reasonable accommodation, VHA is currently developing a dedicated consolidated approach for the handling of these specific accommodation requests.

Accept reasonable accommodation requests related to remote work or telework as they come in, to include acknowledgement, requesting appropriate medical documentation (as needed), and ensuring that medical documentation sufficiently addresses the functional limitations and the impact on the essential functions of the requestor's position of record.

RAC works with supervisors to grant interim accommodation as appropriate, including the issuance of VA Form 0857c.

RACs should also inform the requestor of the approval of the interim accommodation pending further evaluation and determinations on their request.

Final determinations will be completed once a Deciding Management Official is assigned.



U.S. Department of Veterans Affairs
VA Healthcare Systems Serving Veterans, Military and Civilian

VA

DRP 2.0

Current VA total of responses as of 4/18/25

	VHACO/N etwork Office	Facility	Total
VISN 1	21	278	299
VISN 2	32	239	271
VISN 4	18	201	219
VISN 5	27	163	190
VISN 6	39	247	286
VISN 7	71	262	333
VISN 8	68	423	491
VISN 9	36	215	251
VISN 10	68	523	591
VISN 12	36	246	282
VISN 15	31	230	261
VISN 16	63	191	254
VISN 17	34	312	346
VISN 19	46	284	330
VISN 20	36	248	284
VISN 21	35	280	315
VISN 22	59	336	395
VISN 23	35	265	300
VHACO	750	0	750
Total	1505	4943	6448

Opened Round 2 on 4/7/25 to 4/30/25 by 5pm

Approval Process for those on exemption list, will go to

First level SES

Top 20 Occ Series

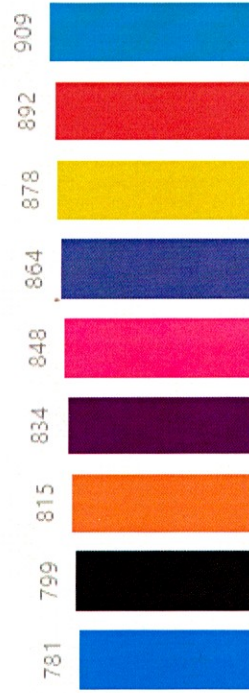
Occ. Series	Occupational Series Title	Employees	Occ. Series	Occupational Series Title	Employees
0610	Nurse	753	0671	Health System Specialist	178
0996	Veteran Claims Examining	638	0901	General Legal and Kindred Administration	172
0679	Medical Support Assistance	626	0503	Financial Clerical and Assistance	121
0201	Human Resources Management	521	0601	General Health Science	116
0343	Management and Program Analyst	496	0620	Practical Nurse	115
0303	Miscellaneous Clerk and Assistant	403	0602	Physician	108
0301	Miscellaneous Administration and Program	351	0341	Administrative Officer	104
2210	Information Technology Management	248	0203	Human Resources Assistance	104
0185	Social Work	226	0501	Financial Administration and Program	97
1102	Contracting	188	2010	Inventory Management	86



U.S. Department of Veterans Affairs
VA Healthcare Systems - Serving Veterans, Military and Civilian

VISN 10 Retirement Eligibility Tracker

Current Month VERA Eligibility	
781	2.50%



Current Month Retirement Eligibility	
4723	15.10%



● Current Month
 ● May
 ● June
 ● July
 ● August
 ● September
 ● October
 ● November
 ● December



U.S. Department of Veterans Affairs
VA Healthcare Systems: Serving Veterans, Whistleblowers and Others

Tiger Team Data Updates

Appointment Authority

Tenure

Performance Rating

Vet Preference

Credible Service

Competitive Level

4/30 firm deadline to have complete



VA

U.S. Department of Veterans Affairs
VA Healthcare Systems • Training Institute, Management and Care

TENURE SUMMARY

(Percent Review Complete vs Records Still Need Reviewing)



VA

U.S. Department of Veterans Affairs
VA Web Sites: Veterans, Veterans, and Veterans

VETERANS PREFERENCE RIF SUMMARY

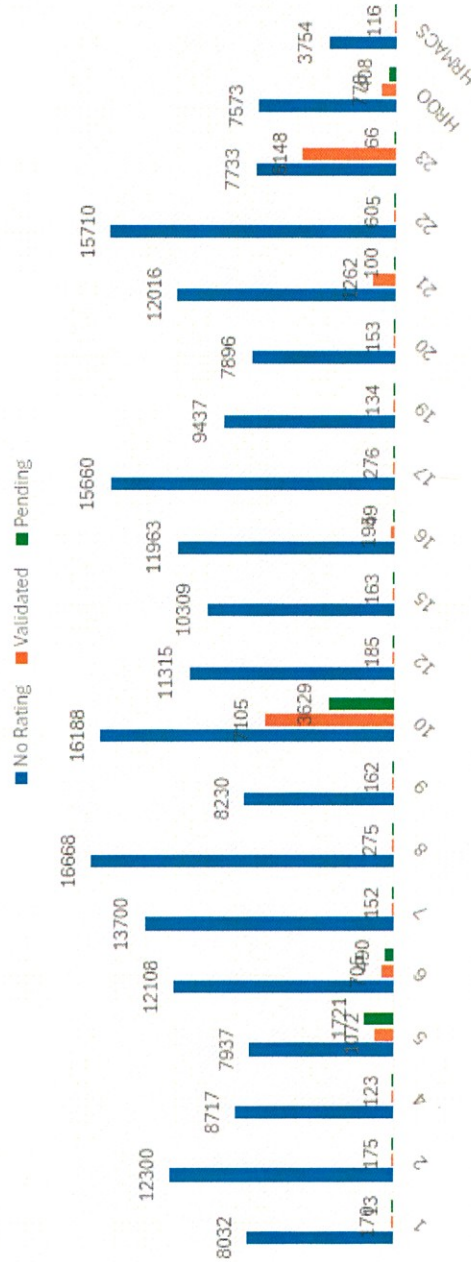
(Percent Review Complete vs Records Still Need Reviewing)



PERFORMANCE RATINGS

Employees missing a rating in one or more years

VISN/Org	No Rating	Validated	Pending
1	8032	170	13
2	12300	17	5
4	8717	12	3
5	7937	1072	1721
6	12108	705	490
7	13700	15	2
8	16668	27	5
9	8230	16	2
10	16188	7105	3629
12	11315	18	5
15	10309	16	3
16	11963	195	49
17	15660	27	6
19	9437	13	4
20	7896	15	3
21	12016	1262	100
22	15710	60	5
23	7733	5148	66
HROO	7573	778	408
HRMACS	3754	11	6
TOTALS	217246	16682	6525



U.S. Department of Veterans Affairs
Veterans Health Administration
VA Healthcare - PCN 4

VA

Pending Guidance

- Labor Exec Orders
- Realignment Memo (3/6/25)
- Reasonable Accommodation Process
- RIF 101 Training
- DRP Routing Process
- RTO – Parking Consideration
- Probationary Employees



U.S. Department of Veterans Affairs
VA Healthcare Systems, Serving Veterans, Military and Civilian

VHA Recruitments, TJO/FJO, EOD over 90 Days as of 4/15/25

	Active Recruitments	Active Recruitments with a Selection	Percentage of Recruitments with a Selection/Offer	TJO	FJO	FY25 Total Completed Recruitment Requests
V01	1473	625	42.43%	331	93	1190
V02	1255	519	41.35%	278	70	768
V04	861	502	58.30%	228	94	773
V05	573	293	51.13%	154	46	561
V06	2807	1250	44.53%	708	232	1931
V07	408	291	71.32%	155	12	1387
V08	1863	1176	63.12%	740	192	2649
V09	1046	562	53.73%	309	99	1153
V10	1493	859	57.54%	546	122	2068
V12	865	499	57.69%	234	78	1269
V15	812	376	46.31%	186	64	825
V16	991	520	52.47%	304	75	1205
V17	1744	1054	60.44%	335	60	1414
V19	2099	865	41.21%	551	138	1346
V20	1218	632	51.89%	402	115	1492
V21	1615	839	51.95%	574	125	1812
V22	2594	1342	51.73%	711	263	2313
V23	1248	719	57.61%	343	146	965
Total	24965	12923	53.04%	7089	2024	25121



VA

U.S. Department of Veterans Affairs
VA Healthcare Systems - Serving Veterans, Military and Civilian

External Hires

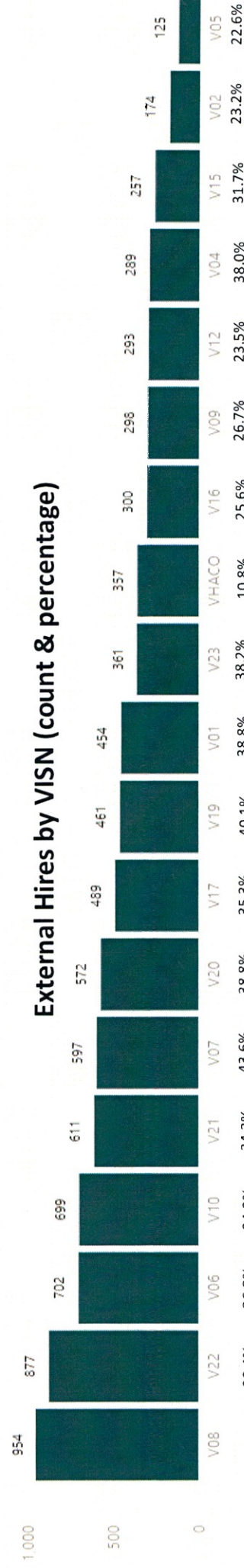
*as of 4/15/25

VHA External Hires by FY

VHA External Hire % by FY



External Hires by VISN (count & percentage)



U.S. Department of Veterans Affairs
VA Healthcare Systems - Serving Veterans, Military, and Others

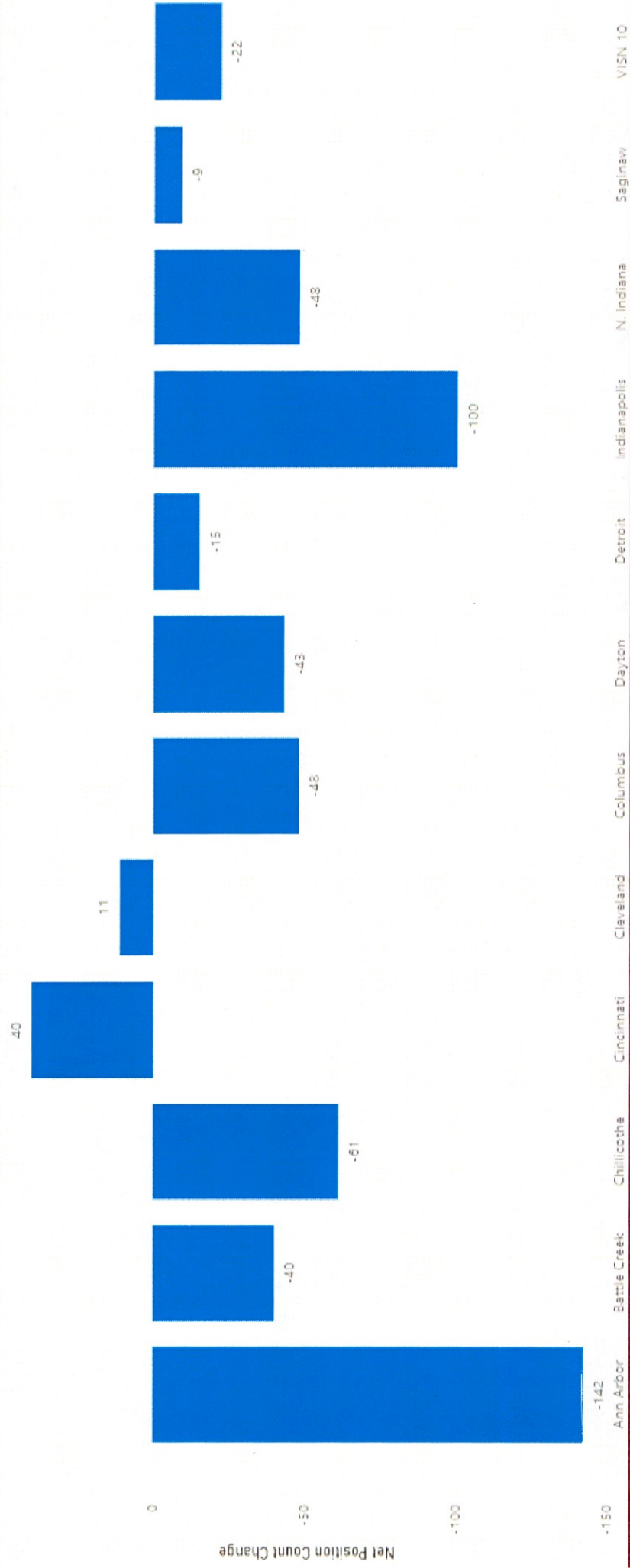
Applicant Declinations

Applicant Declined Offers – (41)			Position Types
Facility	Declined State of Government	Declined Other	MSA/AMSA & Supervisory AMSA Social Workers Nursing Assistant Physicians Health System Specialist Pathologist QM/ Patient Safety Manager Psychologist Diagnostic Radiologic Tech (DRT) LPN Physical Therapist RN Supervisory Medical Records Tech Peer Support Voc. Rehab Counselor Cardiac Sonographer
Ann Arbor	3	3	
Battle Creek	5	0	
Chillicothe	1	3	
Cincinnati	0	0	
Cleveland	7	0	
Columbus	4	5	
Dayton	5	5	
Detroit	4	4	
Indianapolis	1	1	
N. Indy	3	0	
Saginaw	2	1	
VISN SBU	1	0	
Grand Total 4/17/2025	41	22	
Change from 4/10/2025	1	7	



U.S. Department of Veterans Affairs
VA Healthcare Systems: Serving Veterans, Michigan and Ohio

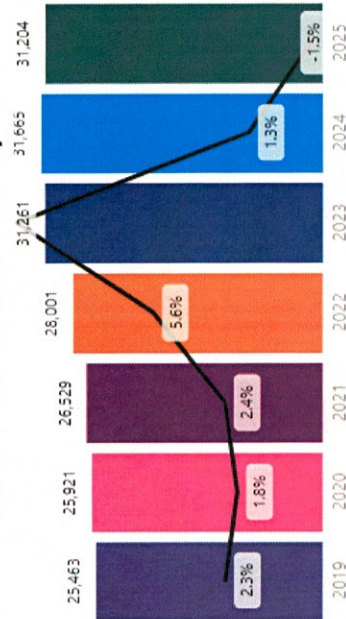
Net Position Count FY25



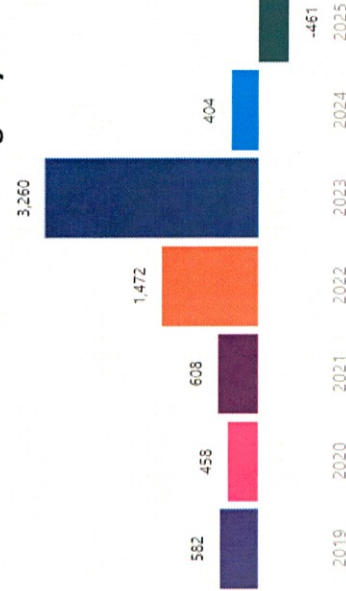
U.S. Department of Veterans Affairs
VA Healthcare Systems • Serving Veterans, Military and Their Families

FY 2019 to FY25 FTE Growth

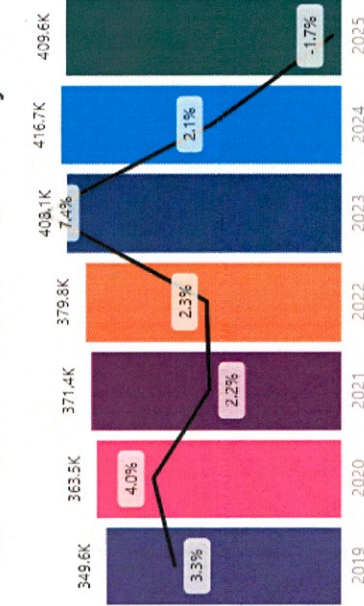
V10 Onboard and Growth Rate by FY



V10 Net Change by FY



VHA Onboard and Growth Rate by FY



VHA Net Change by FY



U.S. Department of Veterans Affairs
VA Healthcare Systems • Serving Veterans, Michigan and Ohio

VA

Mid – Year Performance Reviews

Overdue/On-going

- **FY25 Performance Plans created, communicated, and acknowledged by Employee and Rater for all employee NLT 30 calendar days from the beginning of the appraisal period (10/1/2024) or when assigned to a new position**

Progress Reviews:

1. **May 30th for employees who have been in their position long enough for a mid-point review, between 10/1/2024-9/30/2025.**

- The OPM mid-year progress review is required to be documented in ePerformance. The Progress review(s) can be viewed by opening the plan, navigating to the Plan Activity tab, and clicking on Progress Reviews. Only one progress review can be selected as "OPM Required." This is the review that will populate on the Progress Review section when viewing the PDF.

- The progress review is 100% complete when both the Rater and Employee have acknowledged and signed the review in ePerformance.

- During the progress review, the Rater is required to inform each employee whether their level of performance is currently Fully Successful/Satisfactory, or is less than Fully Successful/Satisfactory, by comparing actual performance against performance elements and standards (0750 and ECF plan types) or categories (2623 and 2623a plan types) established in their performance plan.

2. **Mid-Point between the rating start date and end date (9/30/2025) for employees that are new hires or have recently acquired new positions.**

- If the employee is less than Fully Successful/Satisfactory it is a requirement that the Supervisor is in contact with the local ERLR Team before meeting with the employee.

- Additional formal progress reviews or informal communication about an employee's progress in meeting performance standards are encouraged and may be conducted as appropriate throughout the appraisal period.

- To initiate the progress review, the task should be at "Rater- Pending Progress Review." If the task states, "Rater – Consider Progress Review Request," the task was generated by the employee. The Rater should approve or deny the request for a progress review and then conduct another progress review if required.

- Proficiency additional guidance: Plans that don't have a complete progress review on October 1 that are NOT on an approved Delay will not auto-release for employee self-assessment task. The proficiency will be routed to Human Resources and require additional supervisor attestation regarding the reason it was not complete.

- **Reminder: when the employee has been on the plan for 90+ days and there has been a change in position, transfer to another VHA/Federal Agency, detail/temporary promotion of 90 days or more, or the rater leaves/changes positions then it's a requirement to complete a Summary (0750) or Special Ratings (ECF/2623/2723a) in ePerformance. These ratings are required even if the progress review was completed.**



U.S. Department of Veterans Affairs
VA Health Care System - Serving Veterans, Military and Civilian

Performance Plan Status

FY25 Performance Plans					
Facility	Employee Not On Plan	T5 & EFC Mid	T5 & ECF Mid Complete	2623's Mid	2623's Mid Complete
Ann Arbor	66	1,157	196	545	216
Battle Creek	9	1,185	110	384	30
Chillicothe	19	618	121	199	48
Cincinnati	11	1,195	120	742	74
Cleveland	75	2,305	448	876	270
Columbus	29	868	71	410	35
Dayton	20	1,013	246	296	177
Detroit	6	864	247	346	135
Indianapolis	17	1,257	237	759	77
N. Indy	5	873	138	229	54
Saginaw	20	460	140	174	16
VISN 10	5	508	68	8	2
Total	293	12,303	2,142	4,968	1,133



U.S. Department of Veterans Affairs
VA Healthcare Systems - Serving Veterans, Military and Civilians

EAP Contracts

Duty Station	Number of EAP Cases FY25	EAP Contract Expiration Date
Ann Arbor	76	7/31/2025
Battle Creek	64	6/30/2025
Chillicothe	16	9/27/2025
Cincinnati	0	5/31/2025 but may be extended to May 2027
Cleveland	97	Handled at the facility level
Columbus	24	8/31/2025
Dayton	47	J.E. Federal Enterprises, LLC. EAP Base Period 11-01-2024 - 10-31-2025 - Option Year One (OY1): 11/01/2025 to 10/31/2026 - Option Year Two (OY2): 11/01/2026 to 10/31/2027 - Option Year Three (OY3): 11/01/2027 to 10/31/2028 - Option Year Four (OY4): 11/01/2028 to 10/31/2029
Detroit	26	11/30/2025 - Renewal 5 year with 4 additional option years ending 11/30/2029
Indianapolis	68	12/31/2025
NIHS	0	5/30/2025
Saginaw	75	Current contract ends 5/31/2025 but the contract itself expires at the end of option year 4 on 5/31/2027
VISN - 487	NA	N/A - Goes through Cincinnati



U.S. Department of Veterans Affairs
VA Healthcare Systems - Serving Veterans, Military and Civilians

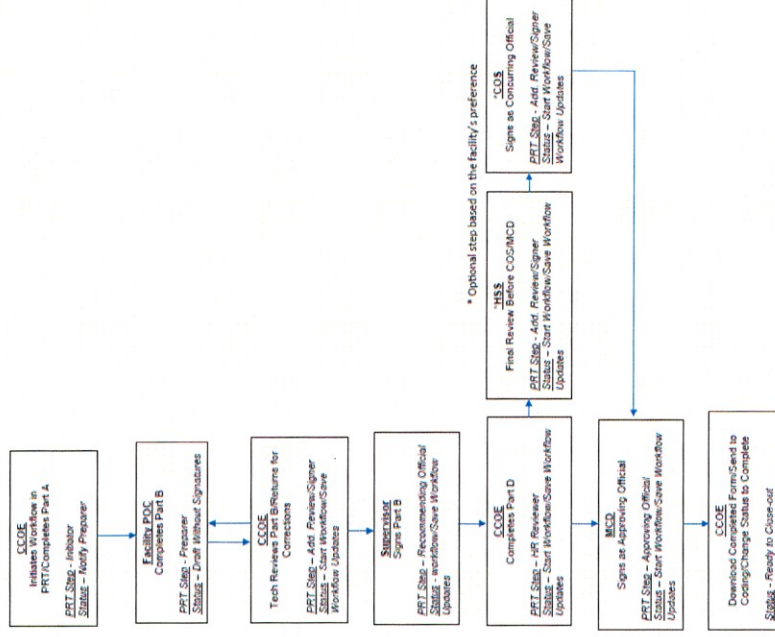
New Biennial Market Pay Review PRT Process

PRT Workflow for Biennials (List)

PRT Workflow for Biennials (Flow Chart)

1. **Initiator** – CCQE completes:
 - a. Part A
 - b. Attaches survey data
 - c. Factors 3 and 9
 - d. Recommended assignment (should stay the same for regular biennials)
 - e. Recommended pay table/tier
2. **Preparer** – Department AO completes:
 - a. Factors 1, 2, 4, 5, 6, 7, 8 & 10 (if applicable)
 - b. Recommended NPR amount
 - c. Attaches CV
 - d. Starts the workflow
3. **Additional Reviewer/Signer** – CCQE completes:
 - a. Technical Review of entire form ensuring responses to the 10 factors sufficiently address the prompts
 - b. Returns to department AO for corrections as needed
4. **Recommending Official** – Service Chief completes:
 - a. Signature in part B and adds comments as necessary
5. **HR-Reviewer** – CCQE completes:
 - a. Part D
6. ***Additional Reviewer/Signer** – HSS completes:
 - a. Final review before COS/MCD step
7. ***Additional Reviewer/Signer** – Concurring Official completes:
 - a. Signature as Concurring Official in part B and adds comments as necessary
8. **Approving Official** – MCD completes:
 - a. Base Pay + Approved Market Pay = Approved Annual Pay
9. **Ready to Close Out – Digital** – CCQE completes:
 - a. Download final file
 - b. Send to coding team (for biennials only) or to staffing team (for all others)
 - c. Change the PRT status to “complete”

*Optional step based on the facility's preference



U.S. Department of Veterans Affairs
VA Healthcare Systems - Serving Veterans, Military and Civilian

Questions?



U.S. Department of Veterans Affairs
VA Healthcare Systems: Serving Veterans, Military and Civilian

PIV

Effective May 7th, 2025, PCIF/PIV offices will no longer accept Driver's licenses or state-issued Identification (ID) cards that aren't REAL ID compliant.

A REAL ID compliant can be identified by a star in the upper right-hand corner, which may vary in design and color.

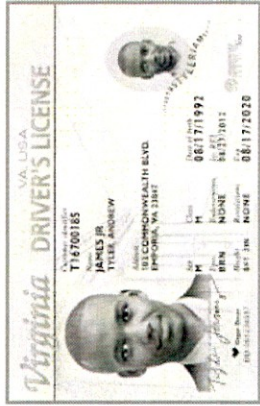


Bear + star symbol = REAL ID



Federal compliant? *Yes*

No star symbol = Not REAL ID



Federal compliant? *No*

Current HPT's Rotating	
Facility Name	Total HPT
Ann Arbor	145
Battle Creek	67
Chillicothe	82
Cincinnati	519
Cleveland	521
Columbus	82
Dayton	944
Detroit	120
Ft. Wayne/Marion/North Ind	66
Indianapolis	414
Saginaw	29

New 25-26 Listing of HPT's coming in June could be impacted needing PIV



U.S. Department of Veterans Affairs
Veterans Health Administration
VA Healthcare-425X.4

VA

PTI Best Practices

As of 4/15/25

Region / Station	Positions Vacant > 180 days with No Recruitment	All Vacancies with No Recruitment	Vacancy % by Region
<input checked="" type="checkbox"/> VISN10	278	1393	20.0%
655	4	61	6.6%
506	9	103	8.7%
757	6	60	10.0%
583	22	215	10.2%
515	7	58	12.1%
539	30	151	19.9%
541	51	241	21.2%
553	38	144	26.4%
538	23	83	27.7%
610	28	95	29.5%
552	54	171	31.6%
487	6	11	54.5%
Total	278	1393	20.0%

Overall Vacancy Percentage for HROO/MSN Positions vacant greater than 180 Days / No Recruitment

38%

Vacancy % by Region for Positions vacant > 180 Days without Recruitment
Action



National Average 38%, Down 4% from March briefing
VISN 10 20.0%, increased 2.7% from March briefing



U.S. Department of Veterans Affairs
VA Healthcare System • Serving Veterans, Military, and Ohio

Org Chart Status

POID Name	FTE	Average of Percent Completed
VISN 10	1,684.67	40.45%
Cleveland	6,221.89	45.94%
Detroit	2,701.58	50.39%
Indianapolis	3,336.53	55.35%
Northern Indiana	2,205.24	59.36%
Dayton	2,737.67	62.08%
Saginaw	1,682.96	70.86%
Battle Creek	2,179.37	73.06%
Ann Arbor	3,474.73	75.31%
Chillicothe	1,741.40	76.09%
Cincinnati	3,035.87	76.39%
Columbus	1,888.80	100.00%
Total	32,890.68	65.80%

