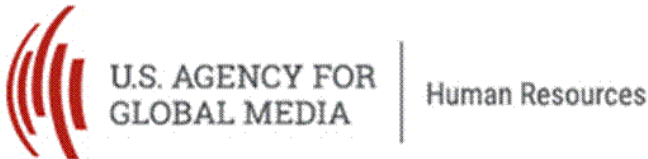


From: HR Customer Service
Sent: Monday, June 30, 2025 12:42 PM
To: All Staff
Subject: Limited Buyout/Early Retirement Opportunity
Attachments: Things to Know about Applying for this Buyout-Early Retirement Opportunity Attachment.pdf; USAGM VSIP-VERA Application - June 2025.pdf



Limited Buyout/Early Retirement

The U.S. Agency for Global Media has a limited number of Voluntary Separation Incentive Payments (VSIP or “buyout”) available and is offering another opportunity for the employees. The period during which applications must be submitted begins **today, Monday, June 30, 2025, and ends on Wednesday, July 2, 2025, at 11:59pm Eastern Standard Time (EST)**. Employees also may use the Voluntary Early Retirement Authority (VERA or “early-out retirement”) in conjunction with VSIP separations during this open period.

Voluntary Separation Incentive Payments (VSIPs or BUYOUTS)

As part of the USAGM’s ongoing restructuring efforts, the agency is offering a **limited number of VSIPs or buyouts on a first-come, first-serve basis**. The agency will accept the first 150 eligible applications received.

Voluntary Early Retirement Authority (VERA or EARLY-OUT RETIREMENT)

The agency is now also offering **an unlimited number of VERAs or early-out retirements** which can be used by most civil service employees covered by the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS), including those Foreign Service National (FSN) employees who are covered by the CSRS, to retire at an earlier age and/or with less service than they normally would need to retire.

Most civil service and eligible FSN employees who are at least 50 years of age with 20 years of service or who have 25 years of service regardless of age are eligible for early-out retirement. Excluded from this VERA authority are employees who have not been continuously on the agency’s rolls since **March 11, 2024**; are serving under time-limited appointments; are in receipt of a decision of involuntary separation for misconduct or unacceptable performance.

There is no provision for early-out retirement for employees covered by the Foreign Service retirement systems, Foreign Service Retirement and Disability System (FSRDS) and Foreign Service Pension System (FSPS).

Employees covered by CSRS who are considering retirement under the VERA option should note that their annuities would be reduced by approximately 2 percent for every year they are under age 55 when they retire. There is no age-based reduction for early retirement under FERS, but employees under the age of 55 who voluntarily transferred to FERS from CSRS will have the CSRS portion of their annuity reduced.

Early-out retirement may be used in combination with an approved buyout.

Subject to the eligibility rules listed herein, employees eligible for retirement, including retirements under VERA, are eligible to apply for buyouts.

Employees who are approved for a buyout or early retirement under this offer must agree to separate from the agency, and the federal government writ large, on or before **September 30, 2025**. In other words, separations will be effective **September 30, 2025**.

Please review the attached document for more information on what you should know before requesting a buyout.

If you would like to take this opportunity, please complete the attached form and email it to HRCustomerService@usagm.gov no later than 11:59 PM on **July 2, 2025**. As a reminder, VSIPs/buyouts will be approved on a first-come, first-serve basis. All eligible applications for eligible VERAs/early retirements may be approved.

Employees approved for a buyout and/or early retirement will be contacted by the Office of Benefits to schedule an appointment to initiate the retirement or resignation process.

General Benefits inquiries may be sent to HRBenefits@usagm.gov.

Employees who accepted the **Deferred Resignation Offer** or are in receipt of a **Reduction in Force Notification, (who are outside of the competitive area in Washington, DC), are not eligible** to participate in this buyout opportunity/early retirement.

Things to Know about Applying for this Buyout and Early Retirement Opportunity

- Before submitting a request for a buyout and/or early retirement, please be sure to read this message in its entirety.
- A buyout/early retirement application request **must be** submitted to the HRCustomerService@usagm.gov on or before **July 2, 2025 11:59 PM** to be considered.
- Employees who are approved for a buyout or early retirement under this offer must agree to separate from the agency, and the federal government writ large, on or before **September 30, 2025**. In other words, separations will be effective **September 30, 2025**.
- Approved buyouts will be paid in a lump sum after the separation. The gross amount paid will be equal to the amount of severance pay for which an employee would be eligible or \$25,000, whichever is less.
- The most the agency is authorized to pay under the current VSIP authority is \$25,000.
- For more information about how amounts are calculated, refer to the section of this announcement entitled “Calculating Buyout Amounts.”
- It must be emphasized that the buyout is **not an entitlement**. Approval of a buyout must be consistent with the needs of the agency.
- The agency reserves the right to determine which buyout applications will be approved and to assign the separation date for each individual based on organizational needs.
- An employee may withdraw their buyout/early retirement application within three (3) business days of submitting it to the Office of Human Resources (OHR) by sending a written withdrawal request to OHR at HRCustomerService@usagm.gov. After this three-day period, the submitted application will be considered an irrevocable commitment to resign or retire effective September 30, 2025.
- **Applications will be accepted from employees USAGM-wide in the following job series and pay plans as listed in the table below.**

Series/Pay Plans

GS-0018	GS-0340	GS-0830	GS-1106
GS-0080	GS-0341	GS-0855	GS-1411
GS-0086	GS-0343	GS/FP/FE-0856	GS-1412
GS-0089	GS-0346	GS-0905	GS-1601
GS-0201	GS/ES-0391	GS/GG/FP/ES-1001	GS-1640
GS-0260	GS-0501	GS-1035	GS-1712
GS/ES-0301	GS-0510	GS/GG-1071	GS-1810
GS-0303	GS-0560	GS/GG/FP-1082	GS-2001
GS-0308	GS-0801	GS-1084	GS-2010
GS-0318	GS-0810	GS-1102	GS-2210
			WB-3940

Calculating Buyout Amounts

Approved buyouts will be paid in a lump sum after separation. The gross amount paid will be equal to the amount of

severance pay for which an employee would be eligible or \$25,000, whichever is less.

To estimate the amount of the buyout for which an individual is eligible, use the following formula:

Severance pay = basic severance allowance + age adjustment allowance.

- **Basic Severance Allowance:** One week's basic pay at the time of separation for each of the first 10 years of creditable civilian service (no credit is allowed for military service unless it interrupts otherwise creditable civilian service), and two weeks' basic pay for each year of creditable service beyond 10 years. In computing years of creditable service, credit is given for each full year; 25 percent of a year is given for each three months that exceeds one or more full years.
- **Age Adjustments Allowance:** 10 percent of the total basic severance allowance for each year over 40 years of age at the time of separation, with credit for fractions of a year at 25 percent for each three months.

Categories of Employees Ineligible for a VSIP/Buyout

- Employees who opted in the Deferred Resignation Program;
- Employees who have received a reduction-in-force or other separation notice prior to applying for a buyout or who are subject to mandatory retirement within seven months from the date of this notice;
- Employees who have not been continuously employed by the Executive Branch of the federal government for a continuous period of at least three years;
- Employees who are serving on time-limited appointments;
- Re-employed annuitants;
- Employees with a disability that would make them eligible for disability retirement;
- Employees who previously have received any voluntary separation incentive from the federal government;
- Employees who are covered by statutory re-employment rights and who are on transfer employment with another organization; and
- Employees who:
 - During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was to be paid;
 - During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation bonus was or is to be paid; or
 - During the 12-month period preceding the date of separation, performed service for which a retention bonus was to be paid.

Important Information about Restrictions on Subsequent Employment

An individual who has received a VSIP or buyout and accepts any employment for compensation with the government of the United States (including work as a Purchase Order Vendor (POV) or under a Personal Services Contract (PSC) or other direct contract) within five (5) years after the date of the separation on which the payment is based shall be required to pay, before the individual's first day of employment, the entire amount of the incentive payment to the agency that paid the incentive payment.

You may apply for the buyout and/or early retirement by sending the completed application to HRCustomerService@usagm.gov.

Contact Information

For additional information, please contact OHR by email at HRCustomerService@usagm.gov or for general Benefits information at HRBenefits.gov.



**VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY EARLY
RETIREMENT AUTHORITY (VERA) APPLICATION**

First Name: _____

Last Name: _____

Office: _____

Personal Email: _____

Cell/Home Phone: _____

Work Email: _____

I am requesting: (check all that apply)

____ **Voluntary Separation Incentive Payment (VSIP)/buyout**

____ **Voluntary Early Retirement (VERA)**

VSIP

I hereby request to (pick one) **RETIRE** ____ or **RESIGN** ____ with a voluntary separation incentive payment (VSIP) under the Agency's June 30, 2025, Limited Buy Out/Early Retirement Opportunity Notice. By applying for this VSIP, I understand that I am bound by all the terms and conditions contained in the June 30, 2025, Buy Out/Early Retirement Opportunity Notice and applicable regulations.

By signing this application, I am volunteering to separate from the Agency and the Federal Government. I understand that my decision to retire or resign is entirely voluntary and has not been coerced. I also understand that, if I am approved to receive the separation incentive, this application serves as my commitment to retire or resign on **September 30, 2025**.

I further understand that, if I receive a VSIP and later accept employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work as a Purchase Order Vendor or under a personal services contract or other direct contract, I must repay the ENTIRE amount of the VSIP to the Agency before my first day of reemployment.

VERA

____ If I am not approved for the separation incentive, I am still requesting an early retirement.

____ If I am not approved for the separation incentive, I am NO longer requesting an early retirement.

I understand that I will have three (3) business days after my submission date to withdraw my application. If I am not approved to receive the voluntary separation incentive; I understand that I will not be bound by this election to retire or resign.

Employee Signature: _____

Date: _____