

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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March 3, 2021

Board Memo 016-2021 USPS HQ Announces Division Alignment, District Restructurings and Limited Voluntary Early Retirement (VER)

Executive Board,

Today, the Postal Service notified NAPS Headquarters of Postmaster General Louis DeJoy's announcement (see below) for a new series of phased organizational changes to improve the USPS ability to implement strategies and drive success by creating three core business functions and centralizing the administrative support functions at the Area and District levels into Postal Headquarters. USPS is further aligning the core business functions into four areas within Retail & Delivery and two regions within Mail Processing and Logistics.

The USPS announcement does not initiate a reduction-in-force (RIF). Over the next two months, the Postal Service will be engaged in specific activities to complete the staffing changes for the final phase of its restructure. The announcement of the final structure and staffing is planned for May. However, as a part of its reduction-in-force avoidance activities, the Postal Service is offering a Voluntary Early Retirement (VER). The VER offering is for eligible career employees who are executive and administrative schedule (EAS-15 to EAS-26) pay scales working in Headquarters, Headquarters related facilities, area and district offices. The VER offering is not offered to employees in the Inspection Service, Vehicle Maintenance, nor any plant or post office employees. The VER offer will not be incentivized. Employees will be notified of these changes through USPS memos and employee all hands meetings.

The Postal Service will provide additional information and details to NAPS regarding these organizational changes, including consulting with NAPS on any potential impacts to EAS positions and active NAPS members. As more information becomes available, NAPS will provide timely and relevant updates to the Executive Board and post the same on the NAPS website—naps.org. Please share this memo and attachments with your membership.

Thank you and stay safe.

NAPS Headquarters

USPS District & Division Structures (March 2021)

**(Retail and Delivery
Operations & Logistics and
Processing Operations)**

District & Division Structure (March 2021)

Retail & Delivery Operations (4 Areas, 50 Districts)

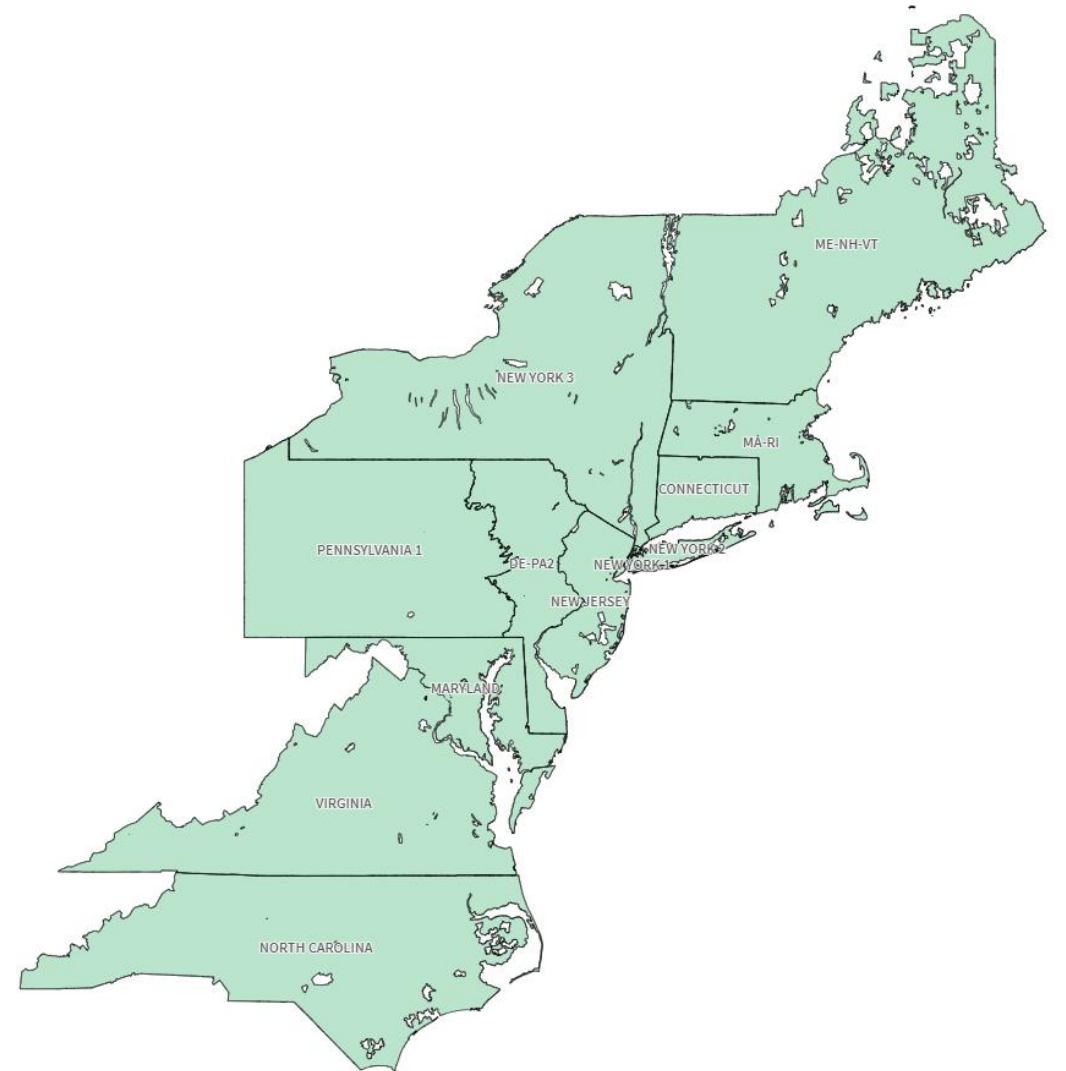
New district territories will closely align to state boundaries. Districts will align with the communities we serve and provide familiar boundaries for employees, customers and stakeholders.

Logistics (4 Regions, 13 Divisions) & Processing Operations (2 Regions, 13 Divisions)

To ensure alignment, Logistics and Processing Operations has 13 divisions. Each area is supported by three or four processing and logistics divisions. No divisions will span across more than one area. Logistics is aligned to 4 regions.

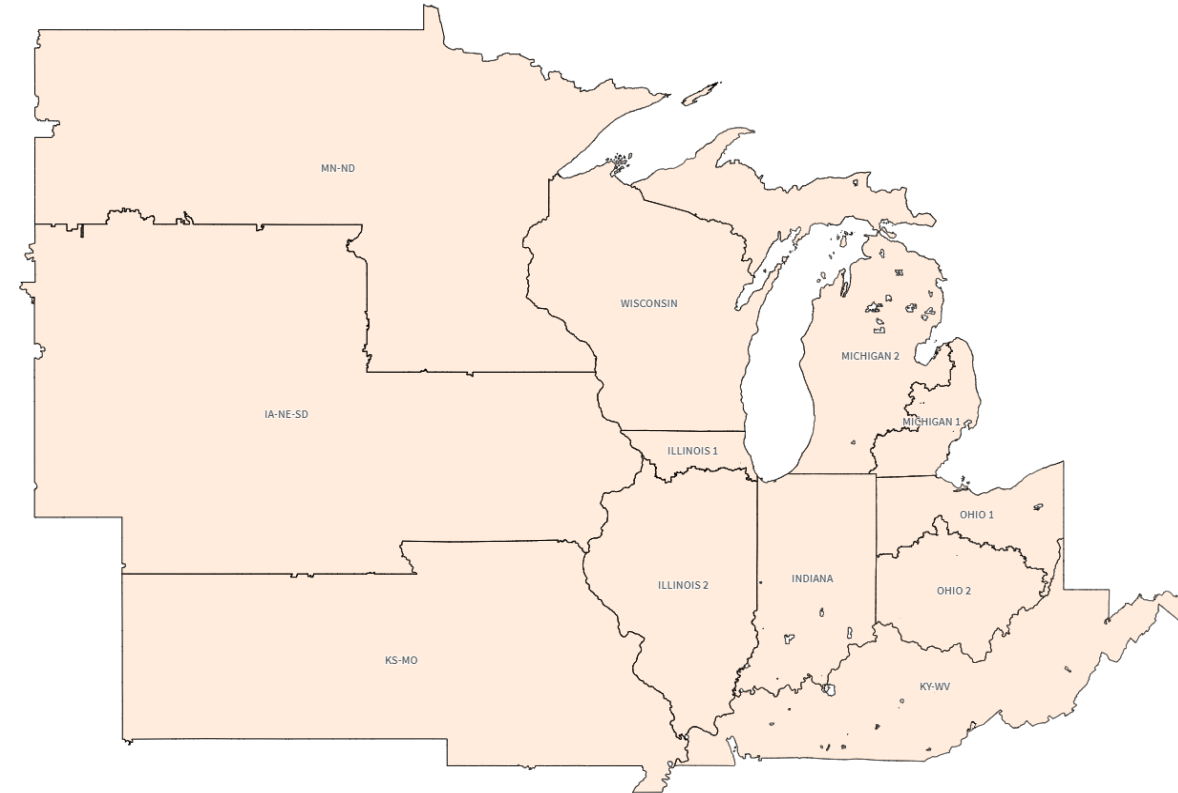
Delivery & Retail Atlantic Area

Connecticut: 060-069	DE-PA2: 180-199
MA-RI: 010-029	Maryland: 200, 202-212, 214-219
ME-NH-VT: 030-059	New Jersey: 070-089
New York 1: 100-104, 112	New York 2: 110, 111, 113-119
New York 3: 105-109, 120-149	North Carolina: 270-289
Pennsylvania 1: 150-179	Virginia: 201, 220-246



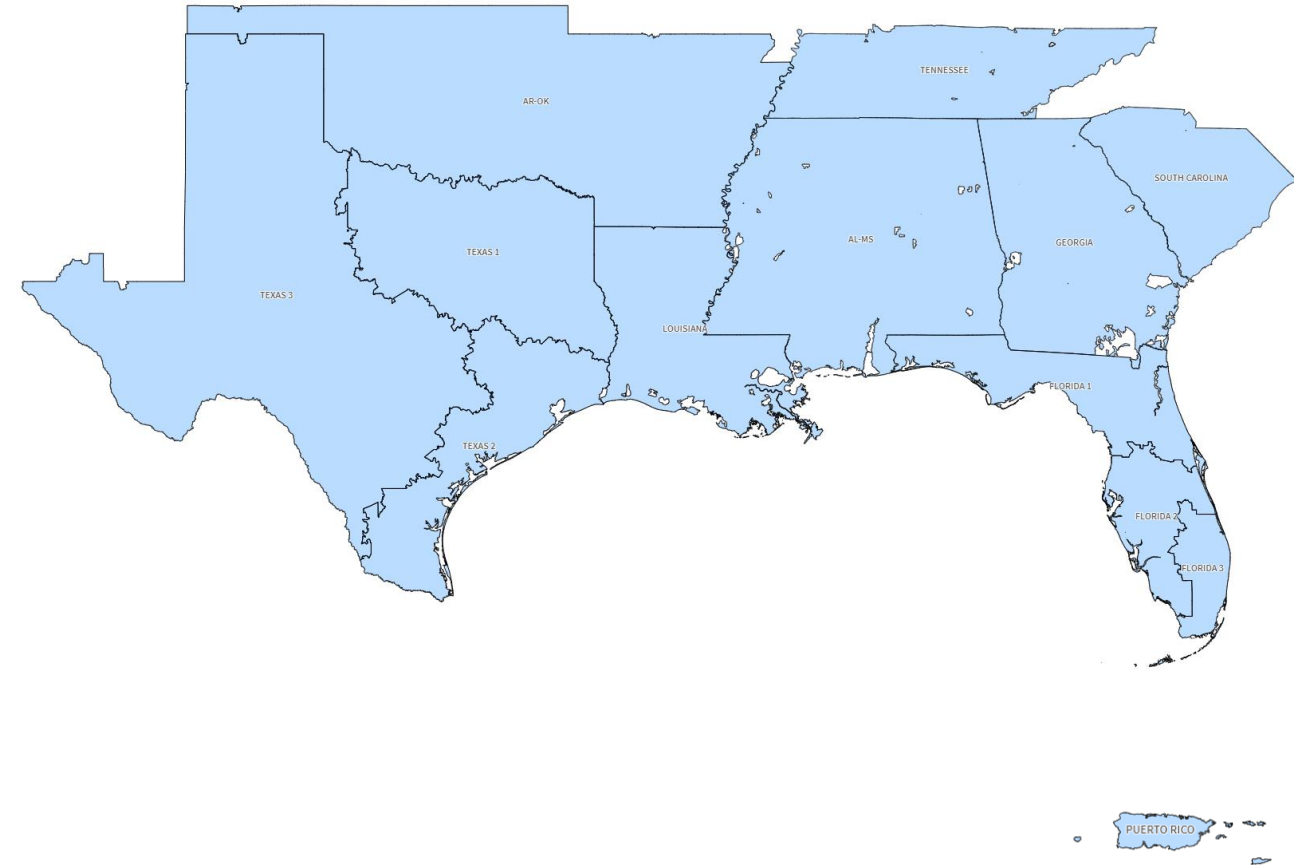
Delivery & Retail Central Area

IA - NE - SD: 500-516, 520-528, 570-577, 680, 681, 683-693	Illinois 1: 600-603, 606-608, 610, 611
Illinois 2: 604, 605, 609, 612-620, 622-629	Indiana: 460-479
KS - MO: 630, 631, 633-641, 644-648, 650-658, 660-662, 664-679	KY - WV: 247-268, 400-418, 420-427
Michigan 1: 480-485, 492	Michigan 2: 486-491, 493-499
MN - ND: 550, 551, 553-567, 580-588	Ohio 1: 434-436, 439-449, 458
Ohio 2: 430-433, 437, 438, 450-457	Wisconsin: 530-532, 534, 535, 537-549



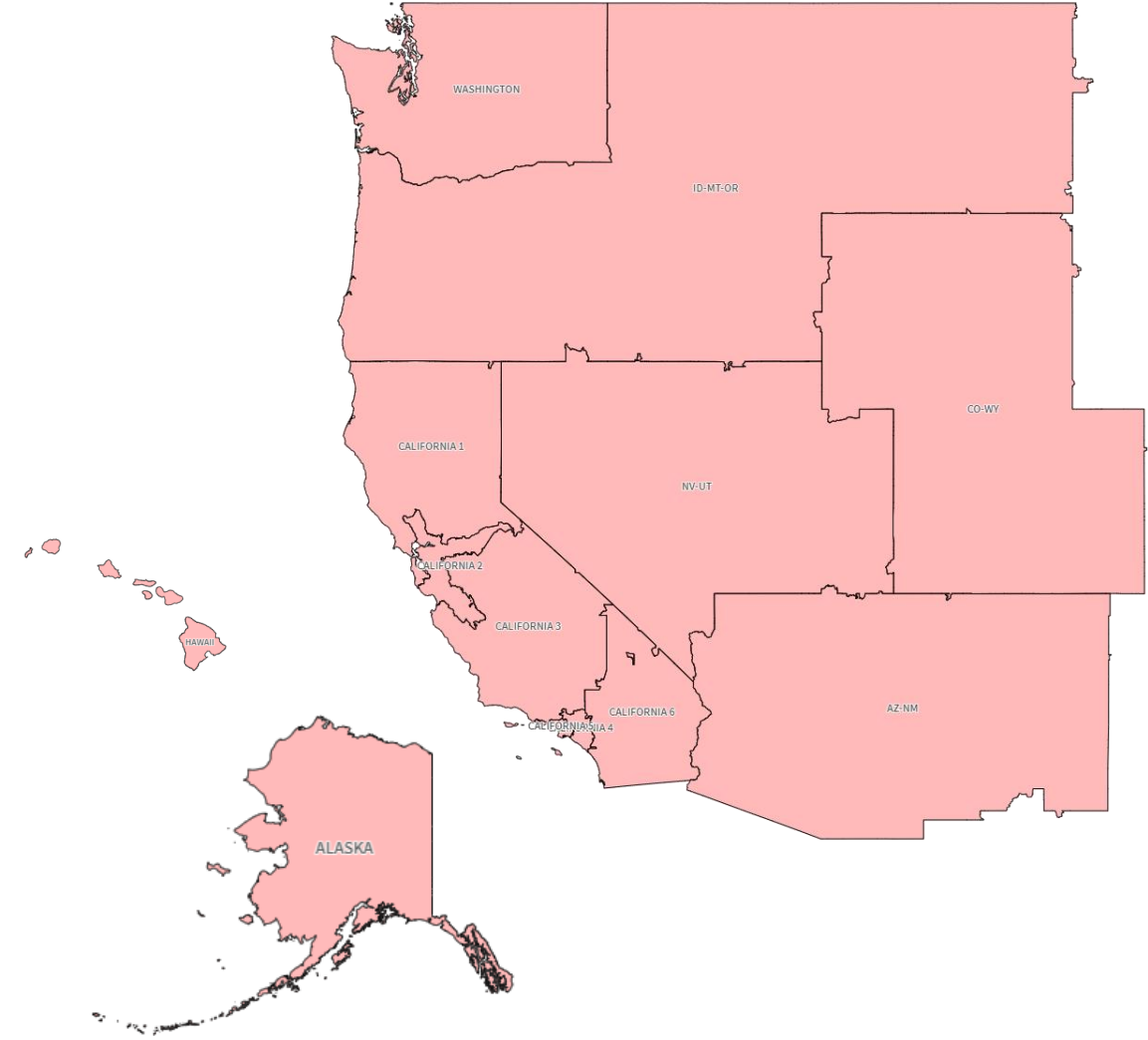
Delivery & Retail Southern Area

AL - MS: 350-352, 354-369, 386-397	AR - OK: 716-731, 733-741, 743-749
Florida 1: 320-327, 344	Florida 2: 328, 329, 335-339, 341, 342, 346, 347
Florida 3: 330-334, 349	Georgia: 300-319, 398
Louisiana: 700, 701, 703-708, 710-714	Puerto Rico: 006-009
South Carolina: 290-299	Tennessee: 370-374, 376-385
Texas 1: 750-764, 766, 767	Texas 2: 770, 772-779, 783-785
Texas 3: 765, 768, 769, 780-782, 786-799	

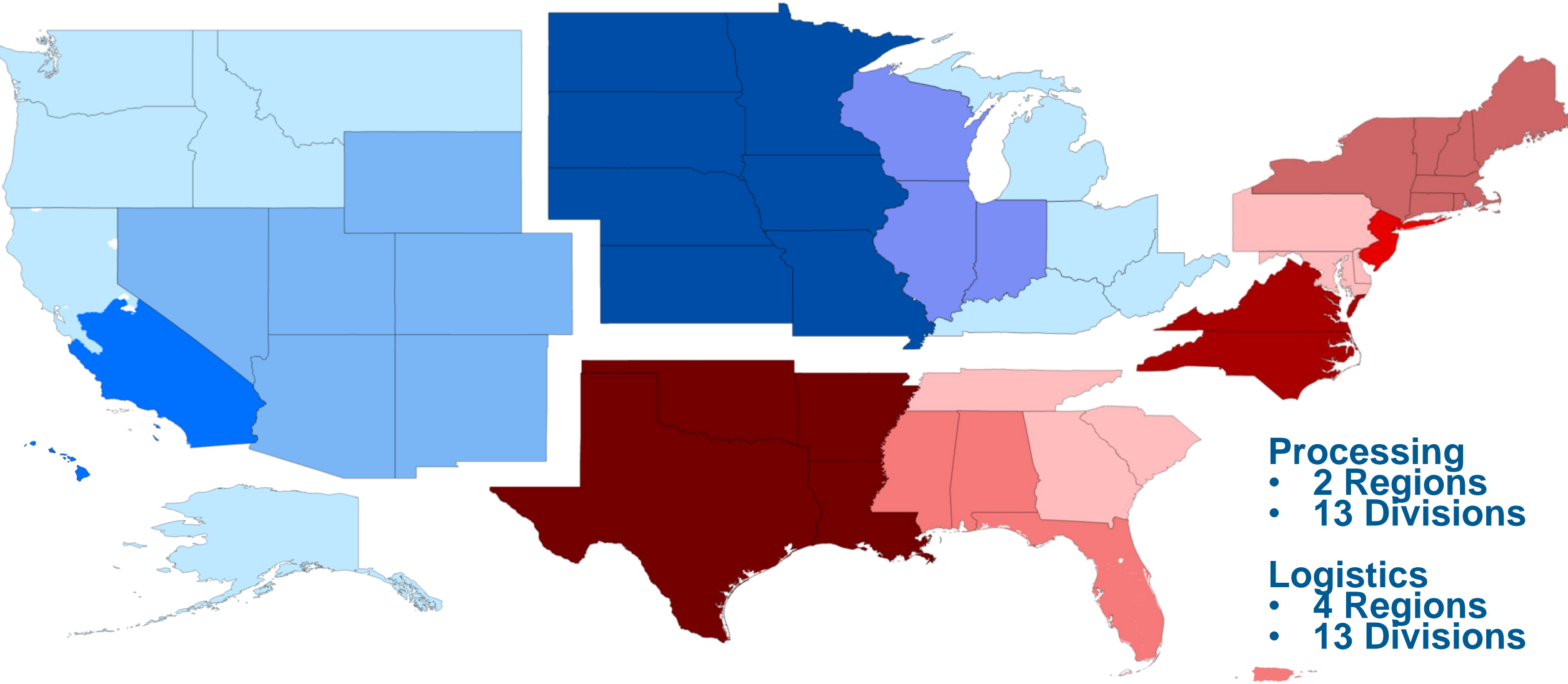


Delivery & Retail WestPac Area

Alaska: 995-999	AZ - NM: 850-853, 855-857, 859, 860, 863-865, 870, 871, 873-875, 877-884
California 1: 940-944, 949, 954-961	California 2: 945-948, 950-952
California 3: 913-916, 930-937, 939, 953	California 4: 910-912, 917, 918, 926-928
California 5: 900-908	California 6: 919-925
CO - WY: 800-816, 820-831	Hawaii: 967-969
ID - MT - OR: 590-599, 832-838, 970-979	NV - UT: 840, 841, 843-847, 890, 891, 893-895, 897, 898
Washington: 980-986, 988-994	



Logistics & Processing Operations



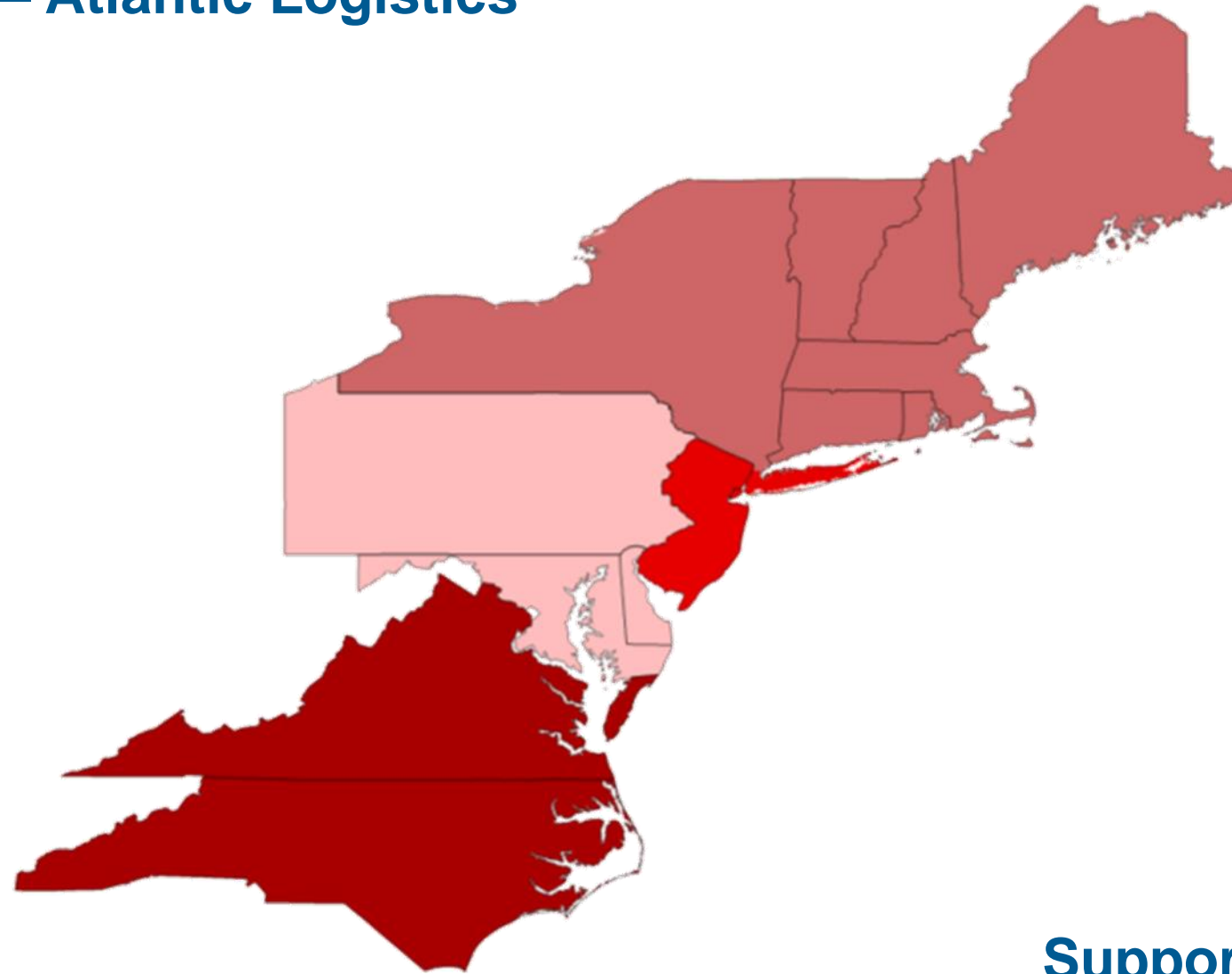
Processing
• 2 Regions
• 13 Divisions

Logistics
• 4 Regions
• 13 Divisions

Eastern Processing – Atlantic Logistics

Divisions

- **NEW ENGLAND**
(CT-MA-ME-NH-RI-VT-UPSTATE NY)
- **NEW YORK METRO**
(5 BURROUGHS AND NEW JERSEY)
- **CHESAPEAKE**
(DE-MD-PA)
- **SOUTH ATLANTIC**
(NC-VA)

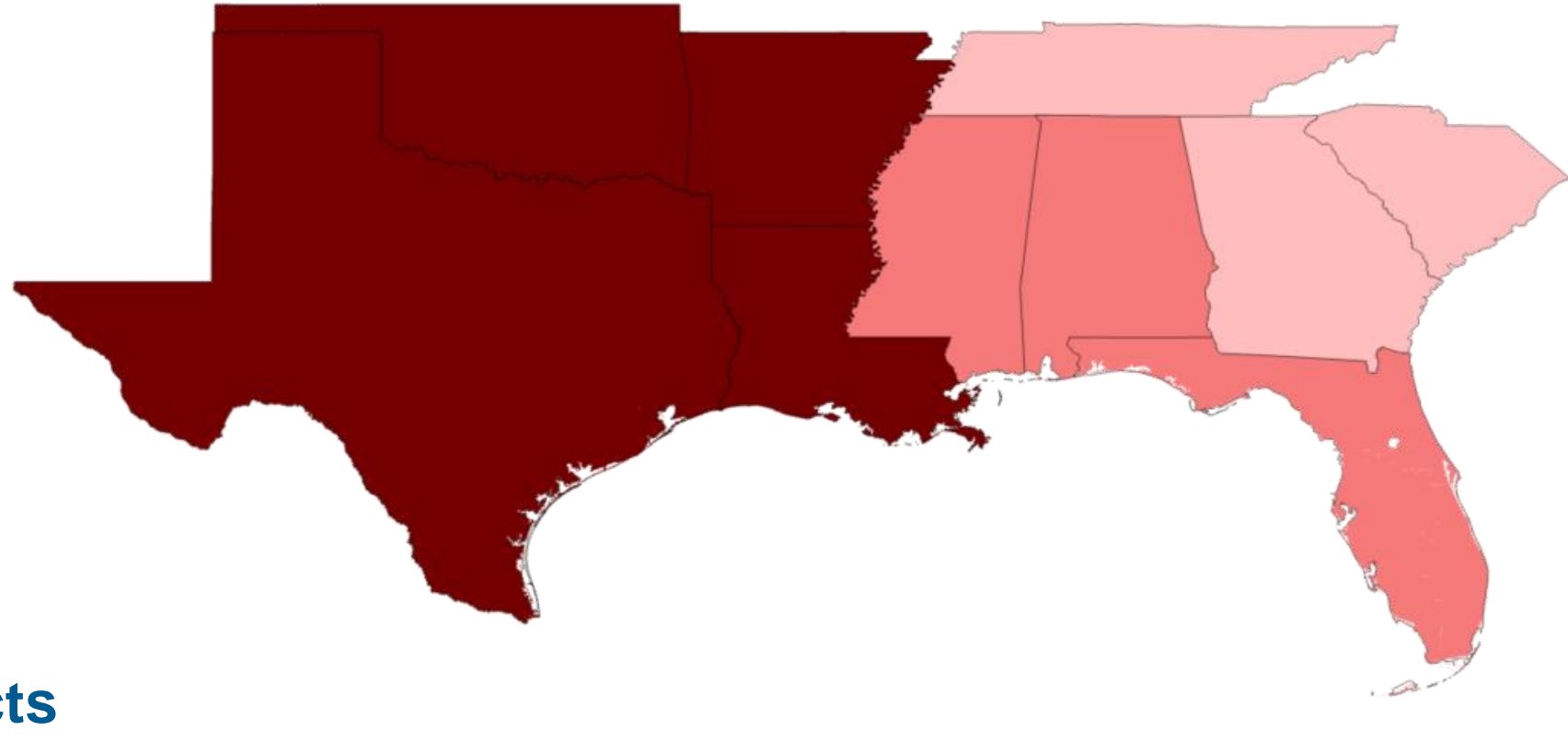


Supports 12 Districts

Eastern Processing – Southern Logistics

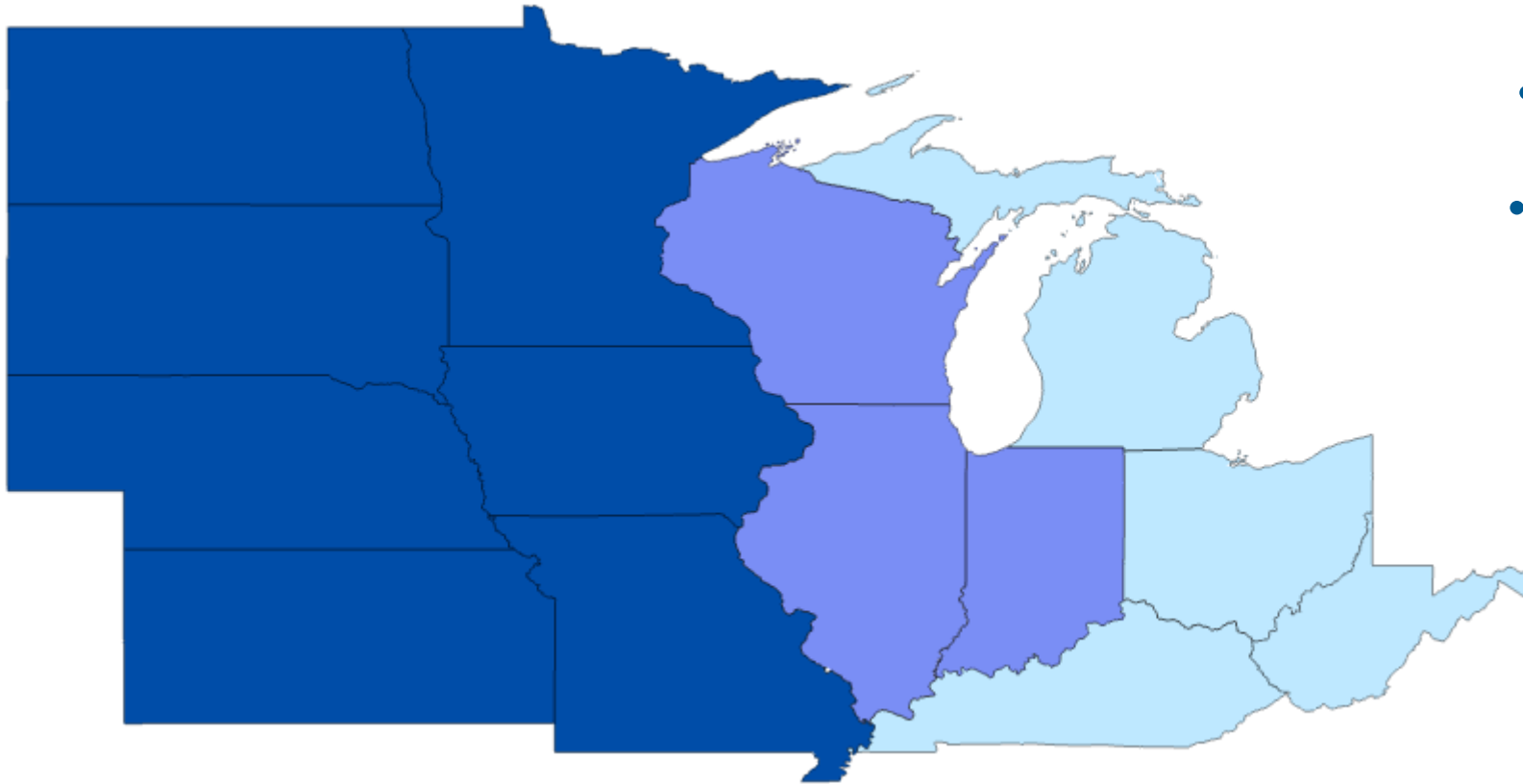
Divisions

- **SOUTHEAST**
(GA-TN-SC)
- **GULF ATLANTIC**
(AL-FL-MS-PR)
- **SOUTHWEST**
(AR-LA-OK-TX)



Supports 13 Districts

Western Processing – Central Logistics

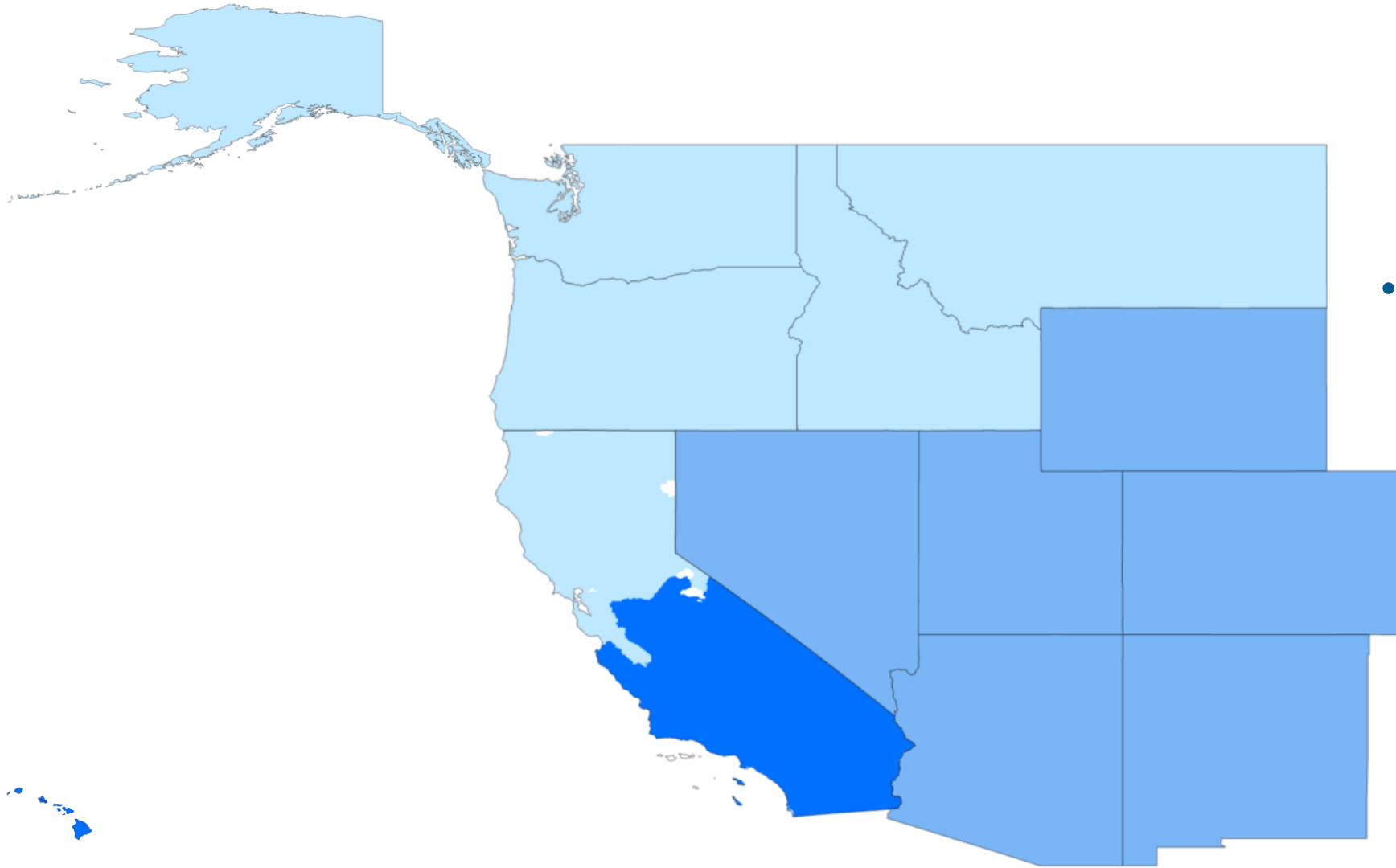


Divisions

- **LAKESHORES**
(KY-MI-OH-WV)
- **WESTSHORES**
(IN-IL-WI)
- **MIDWEST**
(IA-KS-MN-MO-ND-NE-ND)

Supports 12 Districts

Western Processing – WestPac Logistics



Divisions

- **WESTERN**
(AZ-CO-NM-NV-UT-WY)
- **PACIFIC NORTHWEST**
(AK-ID-MT-OR-WA-NORTHERN CALIFORNIA)
- **SOUTHERN CALIFORNIA**
(HI-SOUTHERN CALIFORNIA)

Supports 13 Districts



March 3, 2021

OFFICERS

SUBJECT: Transforming the Postal Service—Restructuring Update

Last fall, we initiated a series of phased organizational changes to improve our ability to implement strategies and drive success by creating three core business functions and centralizing the administrative support functions at the area and district level into Headquarters. We further aligned the core business functions into four areas within Retail and Delivery Operations and two regions within Logistics and Processing Operations.

Centralizing the administrative support functions enables the Headquarters organization to focus on strategy and planning, while Retail and Delivery Operations areas, and Logistics and Processing Operations regions focus on operational execution.

The next phase of our organizational restructuring includes a district consolidation plan, centralization of Area and District Marketing functions, and realignment of the Logistics and Processing Operations divisions:

- **District Consolidation Plan:** The existing 67 districts will be consolidated to 50 districts. New district territories will closely align to state boundaries. Districts will align with the communities we serve and provide familiar boundaries for employees, customers and stakeholders.
- **Centralization of Marketing functions:** The Marketing functions previously performed at the Area and District levels will be centralized into the Chief Customer and Marketing organization, including Consumer and Industry Affairs and the Bulk Mail Entry Units (BMEUs). In May, the District Retail function will be centralized into the Headquarters Retail and Delivery function. In the interim, the Retail teams will be assigned to one of the 50 District Managers.
- **Realignment of Logistics and Processing Operations:** To ensure alignment between Retail and Delivery Operations, and Logistics and Processing Operations, a thirteenth division will be created. Processing Operations is organized into two regions, each geographically aligned with two retail and delivery areas; and divided into six or seven divisions for a total of 13 divisions. Logistics is organized into four regions, each geographically aligned to one retail and delivery area; and divided into three or four divisions for a total of 13 divisions. No divisions or regions will span across more than one area.

New territory maps and lists of districts and divisions are depicted in the attachment.

As a part of our reduction-in-force (RIF) avoidance activities, we are offering a Voluntary Early Retirement (VER) option to most eligible non-bargaining employees at Headquarters, Headquarters-related, area and district offices. The VER offer will not be incentivized.

The VER offering provides an option for our employees to consider as we move through this phase of our organizational restructure. Below are the key dates for the VER offering; additional information is available on the [VER webpage](#) through LiteBlue:

- VER Mailings: March 2, 2021
- VER Acceptance/Irrevocability Deadline: April 16, 2021
- VER Effective Date: April 30, 2021

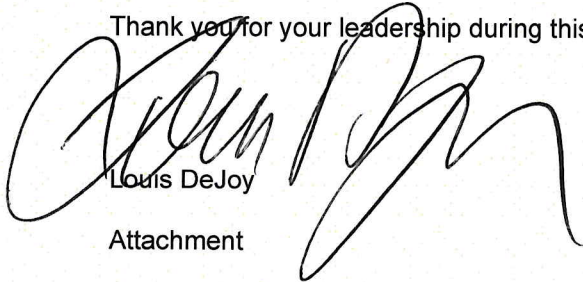
Over the next two months, we will be engaged in specific activities to complete the staffing changes for the final phase of our restructure. The announcement of the final structure and staffing is planned for May 2021.

We will continue to provide regular and ongoing messages about these organizational changes. In addition, we have created new webpages on our Blue and LiteBlue platforms that provide information to our employees regarding our organizational changes.

On the Preparing for Change—Employee Support page you will find information about the organizational change, including timelines, guidance for leading and navigating change, career planning resources, and VER and general retirement information.

These organizational changes will strengthen our mission and commitment to serve the American people by improving efficiency and streamlining decision making throughout the organization. By bringing better operating and business strategies along with greater investment, we can strengthen our public service mission, achieve service excellence, and place the Postal Service on a path toward financial sustainability.

Thank you for your leadership during this phase of our transformation.



Louis DeJoy

Attachment

Previous District	Support Staff will report to	Area
Albany	New York 3	Atlantic
Appalachian	Kentucky-West Virginia	Central
Baltimore	Maryland	Atlantic
Capital	Maryland	Atlantic
Central PA	Pennsylvania 1	Atlantic
Connecticut Valley	Connecticut	Atlantic
Greater Boston	Massachusetts-Rhode Island	Atlantic
Long Island	New York 2	Atlantic
New York	New York 1	Atlantic
Northern New England	Maine-New Hampshire-Vermont	Atlantic
Northern New Jersey	New Jersey	Atlantic
Northern Virginia	Virginia	Atlantic
Philadelphia	Delaware-Pennsylvania 2	Atlantic
Richmond	Virginia	Atlantic
South Jersey	New Jersey	Atlantic
Triboro	New York 1	Atlantic
Westchester	New York 3	Atlantic
Western New York	New York 3	Atlantic
Western PA	Pennsylvania 1	Atlantic
Central Illinois	Illinois 2	Central
Chicago	Illinois 1	Central
Detroit	Michigan 1	Central
Gateway	Kansas-Missouri	Central
Greater Indiana	Indiana	Central
Greater Michigan	Michigan 2	Central
Hawkeye	Iowa-Nebraska-South Dakota	Central
Kentuckiana	Kentucky-West Virginia	Central
Lakeland	Wisconsin	Central
Mid America	Kansas-Missouri	Central
Northern Ohio	Ohio 1	Central
Northland	Minnesota-North Dakota	Central
Ohio Valley	Ohio 2	Central
Alabama	Alabama-Mississippi	Southern
Arkansas	Arkansas-Oklahoma	Southern
Atlanta	Georgia	Southern
Caribbean	Puerto Rico	Southern
Dallas	Texas 1	Southern
Fort Worth	Texas 1	Southern
Greater South Carolina	South Carolina	Southern
Greensboro	North Carolina	Southern
Gulf Atlantic	Florida 1	Southern
Houston	Texas 2	Southern

Louisiana	Louisiana	Southern
Mid Carolinas	North Carolina	Southern
Mississippi	Alabama-Mississippi	Southern
Oklahoma	Arkansas-Oklahoma	Southern
Rio Grande	Texas 3	Southern
South Florida	Florida 3	Southern
Suncoast	Florida 2	Southern
Tennessee	Tennessee	Southern
Alaska	Alaska	WestPac
Arizona	Arizona-New Mexico	WestPac
Bay Valley	California 2	WestPac
Central Plains	Iowa-Nebraska-South Dakota	Central
Colorado/Wyoming	Colorado-Wyoming	WestPac
Dakotas	Iowa-Nebraska-South Dakota	Central
Honolulu	Hawaii	WestPac
Los Angeles	California 5	WestPac
Nevada Sierra	Nevada-Utah	WestPac
Portland	Idaho-Montana-Oregon	WestPac
Sacramento	California 2	WestPac
Salt Lake City	Nevada-Utah	WestPac
San Diego	California 6	WestPac
San Francisco	California 1	WestPac
Santa Ana	California 4	WestPac
Seattle	Washington	WestPac
Sierra Coastal	California 3	WestPac

QUESTIONS AND ANSWERS ON BENEFITS, PAY, AND LEAVE UNDER VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)

Updated February 2021

1. [CSRS & FERS INFORMATION](#)
2. [SOCIAL SECURITY](#)
3. [THRIFT SAVINGS PLAN \(TSP\)](#)
4. [MEDICARE](#)
5. [FEDERAL EMPLOYEES' HEALTH BENEFITS \(FEHB\)](#)
6. [FEDERAL EMPLOYEES' GROUP LIFE INSURANCE \(FGLI\)](#)
7. [FEDERAL LONG TERM CARE INSURANCE PROGRAM \(FLTCIP\)](#)
8. [FEDERAL EMPLOYEES DENTAL & VISION INSURANCE PROGRAM \(FEDVIP\)](#)
9. [FLEXIBLE SPENDING ACCOUNT \(FSA\)](#)
10. [SICK LEAVE](#)
11. [ANNUAL LEAVE](#)

CSRS & FERS INFORMATION

Question 1. What is Voluntary Early Retirement Authority (VERA)?

Voluntary Early Retirement (VER), or "Early Out," as it is commonly referred to, is a strictly voluntary option that allows eligible employees to retire early by authority granted by the Office of Personnel Management (OPM).

Question 2. Where can I find the most current VER information?

Please visit: <https://liteblue.usps.gov/retire>

Question 3. Who is eligible for a VER?

Employees covered by the Civil Service Retirement System (CSRS) and employees covered by the Federal Employees Retirement System (FERS) are eligible for a VER, if they meet the following requirements:

1. At least 50 years of age with at least 20 years of service, or any age with at least 25 years of service, and
2. At least five (5) years MUST be creditable civilian service, not military service. Employees may use military service to meet the balance of service required for eligibility.
3. Hold a position covered by the VER offer.
4. Have been on the Postal Service's rolls for at least 31 days before the Postal Service's request to OPM for the applicable VER authority and have remained continuously on the Postal Service's rolls without a break in service since that time.
5. Employees who are in receipt of a final decision of removal based on misconduct or unacceptable performance on or before the VER effective date are not eligible for VER.

CSRS employees must have been employed under CSRS for at least one (1) year out of the last two (2) years, but the service need not be continuous.

Question 4. Are all employees who meet the above requirements eligible for the VER?

No. At the time of the VER offer, the specific category or categories of employees who are covered by the VER offer if they meet the other eligibility requirements will be announced. The Postal Service can only offer VER opportunities to the category or categories of employees authorized by OPM.

Question 5. What is the major difference between VER and Optional Retirement?

The age and service requirements are less under VER, than under optional retirement. Also, early retirement may carry a penalty in the annuity computation.

Question 6. If I meet the service requirement with 20 years of service, but not the age requirement, would my 50th birthday be the earliest date I could retire?

Yes, provided your birthday is within the VER offer window. For retirement purposes an employee legally meets the age requirement the day before a birthday. For example, an employee meeting the service requirement who will be 50 years old on May 1, would be eligible to retire if the last date of the VER offer is April 30.

Question 7. Is there a time period for retiring under the VER?

Yes, each VER offer has a 'window' during which applications will be accepted and one or more retirement effective dates. The window dates and retirement effective date(s) will be announced at the time of the VER offer.

Question 8. Can I cancel an application I submitted for disability retirement and take advantage of this VER offer now that I meet the eligibility requirements?

Yes, an application for disability retirement may be withdrawn at any time prior to approval from OPM. Also, applications may be submitted for more than one retirement for which you qualify (discontinued service, MRA, etc.), and OPM will review each separately.

Question 9. Can I use my accumulated annual or sick leave balance to meet the years of service requirement?

No, neither your annual nor your sick leave balance can be used to meet eligibility requirements.

Question 10. Am I eligible for the VER as a FERS covered employee who meets Minimum Retirement Age (MRA) with at least 10 years of service, but less than 20 years?

No, 20 years of service is the minimum to qualify for the VER. (You are eligible to retire under a FERS MRA + 10 optional retirement with a reduced annuity.)

Question 11. How much money can I expect to receive in retirement on a monthly basis?

If you are offered a VER opportunity, you will receive an estimate of the annuity you will receive as of the effective date for retirements processed under your offer.

Question 12. Will my annuity be reduced if I take the VER?

CSRS/CSRS Offset Covered Employees: If you are under age 55, your annuity will be computed using a voluntary optional retirement annuity calculation based on total creditable years and months of service and average high-3 salary. Then, your annuity will be reduced at the rate of two percent (2%) for each year (or by 1/6th of one (1%) percent for each full month) that you are under age 55. This reduction is permanent; your annuity is not recomputed when you reach age 55.

FERS Covered Employees with a Frozen CSRS Component: The portion of your annuity based on a benefit that you accrued and retain under CSRS frozen service is subject to the reduction mentioned above for CSRS/CSRS Offset covered employees.

FERS Covered Employees without a CSRS Component: No reduction.

Question 13. How is the high-3 average salary determined in computing an annuity?

Your high-3 average salary is the highest figure obtained by averaging your basic salary during any three (3) consecutive years of service, with each rate weighted by the length of time it was in effect. Basic salary includes higher-level pay and cost-of-living adjustments (COLAs), but does not include territorial cost of living allowance (TCOLA), overtime, bonuses, night differential, premium pay, military pay, lump sum terminal leave, or annual leave exchange payments, etc. In most cases, the last three (3) years of basic salary are the high-3 years. If you have a period of higher basic salary prior to the last three (3) years of employment, OPM will compute your annuity based on that earlier period, even if that period of service was with another federal agency. The high-3 calculation for part-time employees may differ; such employees may request a National Retirement Counseling System (NARECS) annuity estimate through the HR Shared Service Center (HRSSC) and the high-3 amount will be shown on it.

Question 14. When will my annuity start?

CSRS voluntary retirement annuities commence the first day of the month after the employee separates from service and meets the age and service requirements. Under the three-day rule, annuities of employees who serve in a pay status for three (3) days (or fewer) in the month of retirement commence on the day after separation or the day after pay ceases and the age and service requirements are met. For example, if your date of retirement is October 31st, your annuity commences on November 1st, or if your date of retirement is March 3rd your annuity commences on March 4th.

FERS voluntary retirement annuities commence the first day of the month after separation for retirement. Unlike CSRS, there is no special provision for employees who serve three days or less in the month of retirement or any provision allowing a voluntary retirement annuity to begin on the day after the last day of pay. For example, if your date of retirement is October 31st, your annuity commences on November 1st, or if your date of retirement is March 3rd, your annuity commences on April 1st.

Question 15. How can I get credit for time worked in a position for which no retirement contributions were deducted from my pay?

CSRS/CSRS Offset Covered Employees: If the service was performed before October 1, 1982, it is creditable in full toward retirement eligibility and in computing your annuity if you make a deposit. However, if you don't make a deposit for this service, your annuity will be reduced by ten percent (10%) of the amount of the unpaid deposit, plus interest. If the service was performed on or after October 1, 1982, it will be used to determine retirement eligibility, but is not creditable for annuity computation purposes unless you make a deposit, with interest, for this service.

FERS Covered Employees with a Frozen CSRS Component: The portion of your annuity based on a benefit that you accrued and retain under CSRS frozen service is subject to the creditability rules and calculations as mentioned above for CSRS/CSRS Offset covered employees.

FERS Covered Employees without a CSRS Component: If the service was performed before January 1, 1989, it will not count toward retirement eligibility or in computing your annuity unless a deposit, with interest, is made before the final adjudication of your retirement application. If the service was performed on or after January 1, 1989, it is not creditable under FERS, and a deposit cannot be made for this service.

Question 16. What impact will a previous withdrawal of my retirement contributions have on my retirement annuity?

CSRS/CSRS Offset Covered Employees: If you are a CSRS employee and you previously worked for the Postal Service or another federal agency where retirement deductions were withheld from your pay and later refunded to you, you can apply to make a *redeposit* of those funds for that period of service. CSRS covered employees whose refunded service ended *before* March 1, 1991 will receive retirement eligibility and annuity computation credit for the length of the refunded service. However, *unless the redeposit is paid in full, plus interest, your annuity will be actuarially reduced*, based on your age and the amount of redeposit. If the refunded service ended on or after March 1, 1991, you will receive credit for eligibility, but you must pay the redeposit in full, plus interest, to receive credit for the service in the annuity computation. [Note that the March 1, 1991, date applies to non-disability annuitants whose separation from service occurs on or after October 28, 2009; otherwise, the refunded service must have occurred prior to October 1, 1990].

FERS Covered Employees with a Frozen CSRS Component: The portion of your annuity based on a benefit that you have accrued and retain under CSRS frozen service is subject to the creditability rules and calculations as mentioned above for CSRS/CSRS Offset covered employees. For the portion of your annuity based on a benefit that you accrued under FERS, please see the next paragraph.

FERS Covered Employees without a Frozen CSRS Component: The 2009 National Defense Authorization Act (NDAA) changed the rule that FERS participants who took refunds of their retirement contributions irrevocably lost service credit for the period covered by the refund. Now, if you had a prior period of service covered by FERS and withdrew your FERS retirement contributions, you have the opportunity to make a redeposit of the amount refunded, plus interest, and receive credit for the refunded period of service under FERS. Retirement regulations have been announced that give you credit for determining your eligibility to retire even if you do not make a redeposit.

However, if the redeposit is not paid in full, plus interest, no credit is allowed for calculating your annuity.

Question 17. If I take the VER, will I be eligible to withdraw my retirement contributions and take a reduced annuity?

No. The Alternative Form of Annuity/Lump Sum option is presently available to only those employees documented to have a life-threatening affliction, and who separate with immediate entitlement to an annuity, other than a disability annuity.

- Question 18. How can I receive credit for military service if I'm receiving military retired pay?**
To receive credit, you must waive your retired pay and you must make a post-1956 deposit, unless your retirement is based on exception criteria. Contact the Human Resources Shared Service Center (HRSSC) at 1-877-477-3273, option 5, TDD/TTY 1-800-877-8339 if you were injured in combat or in the line of duty.
- Question 19. When should I make my Post-1956 military deposit?**
Completed deposits plus applicable interest are required before retirement; however, you may initiate this payment while completing the retirement application package. If you currently have a military deposit in progress through payroll deductions or periodic lump sum payments, contact the HRSSC at 1-877-477-3273, option 5, TDD/TTY 1-800-877-8339 to determine the remaining balance of your military deposit.
- Question 20. Where can I find more information about the VERA and retirement in general?**
If you are eligible for retirement under the VERA, you will receive further information from the HRSSC, which is your source for retirement information while you are an employee. To learn more about retirement, OPM (a separate government agency that administers federal retirement plans) provides extensive information. Do NOT call OPM. They cannot respond to questions from employees. Refer to OPM's web site at www.opm.gov/retire.
- Question 21. If applicable, will CSRS voluntary contributions I previously made be refunded to me?**
If you have elected to make CSRS Voluntary Contributions, there will be no automatic refund, but you may apply for a refund (including a rollover to a traditional Individual Retirement Account [IRA], a Roth IRA, or an eligible employer plan) any time before you receive an annuity based on these contributions. Otherwise, your CSRS annuity will be increased according to the Voluntary Contribution regulations.
- Question 22. If I separate from the Postal Service under a VER, can I apply for unemployment compensation?**
Yes. At the time of retirement, you will receive an SF-8, Notice to Federal Employees About Unemployment Insurance, advising you of your right to file a claim for unemployment compensation. While any employee who is separated may apply for unemployment compensation, most states exclude from eligibility those applicants who have voluntarily retired from employment. Furthermore, Federal law requires states to reduce the weekly unemployment amount by the weekly amount of any government or other pension, retirement, or retired pay.
- Question 23. If I separate from the Postal Service under a VER, am I entitled to severance pay?**
No. If you voluntarily retire from the Postal Service, you are not entitled to severance pay.

[NOTE: Questions 24 through 30 apply to FERS Covered Employees Only]

- Question 24. Can I still receive the Special Retirement Supplement as a FERS covered employee with a CSRS component?**
Yes, if you had one (1) full calendar year of service subject to FERS and otherwise meet the requirements.
- Question 25. Can my FERS basic benefit also be reduced because of earnings over the earnings test limit?**
No. Your FERS basic benefit cannot be reduced because of earnings over the earnings test limit.

Question 26. What is the FERS Special Retirement Supplement?

It is an annuity supplement only for FERS covered employees paid by OPM, which estimates the Social Security benefit earned by your FERS covered years of service. It is paid until you become eligible for a Social Security benefit at age 62. However, under VER, this supplement is payable only if you have reached your MRA - your earliest optional retirement age, which ranges from 55 to 57, depending upon your year of birth. If you are retiring at less than your MRA, the supplement will not be paid until you reach your MRA.

FERS employees are eligible for the FERS Special Retirement Supplement if they retire:

- at MRA with 30 years of service;
- at age 60 with 20 years of service; or
- at age 50 with 20 years of service or any age with 25 years of service in an early voluntary retirement (in a RIF, major reorganization, or transfer of function) or in an involuntary (discontinued service) retirement.

This supplement is payable only if you have reached your MRA. If you are separating before reaching your MRA the supplement will not be paid until you reach your MRA. If you are eligible for the supplement it cannot be paid until your retirement application has been adjudicated by OPM.

Question 27. How is the Special Retirement Supplement computed?

The supplement is computed as if you were age 62 and eligible for a Social Security benefit when the supplement begins. By law, OPM first estimates what your full career (40 years) Social Security benefit would be. Then it calculates the amount of your civilian service under FERS and reduces the estimated full career Social Security benefit accordingly. For example, if your estimated full career Social Security benefit is \$1,000 monthly and you have worked 30 years under FERS, OPM will divide 30 by 40 (0.75) and multiply (\$1,000 x 0.75 = \$750 monthly). The result would be your Special Retirement Supplement, before any reductions.

Question 28. Do salary or wages earned after I retire affect the Supplement?

Yes. Your Special Retirement Supplement, like Social Security benefits, is subject to an earnings test. It is reduced if you earn more than the exempt amount of earnings (determined each year by Social Security) in the immediately preceding year. Under OPM rules, the earnings history does not include certain monies you may receive, and these amounts are not included in the earnings test:

- earnings during the year in which an employee separates for an immediate retirement,
- pensions or annuities paid as retirement income, including a FERS annuity,
- your terminal annual leave payment, or a separation incentive.

Question 29. How long will I continue to receive the Special Retirement Supplement?

The Special Retirement Supplement will continue until the earlier of (1) the last day of the month before the first month for which you would be entitled to Social Security benefits, or (2) the last day of the month in which you reach age 62.

Question 30. Can I continue to get the Special Retirement Supplement after age 62 if I'm not eligible or I don't apply for Social Security benefits?

The supplement ends at age 62, regardless of whether or not you receive benefits from Social Security.

SOCIAL SECURITY

- Question 1. How would a VER affect my Social Security benefits?**
In terms of Social Security, taking a VER is the same as Optional Retirement. If you qualify for Social Security, you may receive full benefits beginning between age 65 and 67, depending on your date of birth. You may apply to receive actuarially reduced benefits as early as age 62.
- Question 2. Will my Social Security benefit be reduced under the Windfall Elimination Provision because I receive a CSRS annuity?**
Your Social Security benefit may be reduced under the Windfall Elimination Provision (WEP). WEP lowers the percentages used to compute benefits for all workers who have less than 30 years of Social Security-covered employment and who have earned an annuity from employment not covered by Social Security, such as a CSRS annuity. The Social Security Administration publishes information on this provision on its website: <http://www.ssa.gov/gpo-wep/>.
- Question 3. What is the Government Pension Offset?**
This provision in the Social Security law affects the Social Security benefit of a CSRS retiree who did not pay Social Security taxes but expects to receive a Social Security benefit as a spouse or surviving spouse. This provision does NOT affect CSRS Offset and FERS covered annuitants. The Social Security Administration publishes information on this provision on its website: <http://www.ssa.gov/gpo-wep/>.
- Question 4. How do I obtain more information about Social Security?**
Social Security offers several pamphlets, books and fact sheets. For more information or to obtain free publications, contact your local Social Security office, or call 1-800-772- 1213, or refer to the website: <http://www.ssa.gov>.

THRIFT SAVINGS PLAN (TSP)

- Question 1. Can I withdraw from TSP without an early withdrawal penalty?**
If you separate for Federal Government in the year you turn 55 or older, you can withdraw funds from your TSP account without the 10% early withdrawal penalty for not being 59½.
- Question 2. What happens to my TSP loan after retirement?**
If you have an outstanding TSP loan when you retire, you have 90 days after date of retirement to pay the loan in full. If not paid in full, it becomes income for that year and you will be subjected to the taxes according to the date the loan was issued.
- Note:** TSP cannot process a withdrawal from your TSP account until your loan has been closed.
- Question 3. When I die after retirement, who receives the remaining balance of my TSP?**
If you do not file a Designation of Beneficiary form for your TSP account before the date of your death, your entire account will be distributed according to the order of precedence required by law.
- Question 4. If I rollover my TSP account to an Individual Retirement Account (IRA) after retirement, can I roll the funds back to TSP?**
Yes. TSP will accept both transfers and rollovers of tax-deferred money from traditional Individual Retirement Arrangements (IRAs), SIMPLE IRAs, and eligible employer plans such as a 401(k) or 403(b) into the traditional balance of your account.
- TSP will accept only transfers (i.e., direct rollovers) of qualified and non-qualified Roth distributions from Roth 401(k)s, Roth 403(b)s, and Roth 457(b)s into the Roth balance of your account. If you don't already have a Roth balance in your existing TSP account, the transfer will create one.
- Question 5. How can I find out how much I can get monthly from TSP?**
You can visit the TSP Payment and Annuity Calculator:
<https://www.tsp.gov/PlanningTools/Calculators/retirementCalculator.html>.
- Question 6. What is the Required Minimum Distribution (RMD) for TSP?**
The RMD age was changed to 72. This change only applies to individuals that have not attained age 70 ½ by December 31, 2019.
- Question 7. If I retire under a VER, are there any special TSP advantages, penalties or rules?**
There are no differences in TSP provisions for retirement under VER versus separation or optional retirement. You will have the same withdrawal choices and tax consequences as any other separated or retired employee with the same separation or retirement date and age.
- Question 8. If I retire under a VER, can I continue to contribute to TSP?**
No. Following retirement, you are not eligible to make additional contributions to or borrow money from your TSP account. You may continue to reallocate money among the TSP funds.
- Question 9. If I retire under a VER, can I withdraw funds from my TSP?**
Yes. If you retire, you will receive extensive information regarding your TSP withdrawal options and whether you may leave your money in TSP.
- Question 10. How long will it take me to get my money from TSP?**
Withdrawal of funds may take at least two (2) months following separation and after the receipt of properly completed forms by TSP.
- If you have an outstanding TSP loan, this would delay any TSP withdrawal because you cannot withdraw funds from your TSP account until you have repaid your loan in full or until your loan has been declared a taxable distribution.

Question 11. If I withdraw money from my TSP account, will I have to pay taxes?

If you retire before the year that you reach age 55, then any amount that you withdraw from your TSP account before you reach age 59½ is subject to an early withdrawal penalty tax of ten percent (10%). However, this penalty tax does not apply to amounts received under certain withdrawal options, such as an annuity or rollover to an IRA.

Question 12. Does my spouse have any rights concerning how I withdraw my TSP funds?

Your spouse does have certain rights as explained in TSP materials you will receive.

Question 13. Where can I find more information about TSP?

If you are eligible for VER retirement, you will receive further information from the HRSSC, which is your source for such information while you are an employee. After you separate, you must contact the TSP Service Office for assistance with your TSP account or if you have TSP questions. It is extremely important to inform the TSP Service Office of any changes in your address. A change of address form is included in the withdrawal package sent to you by the HRSSC. Contact the TSP Service Office at 1-877-968-3778, TDD (for deaf and hard of hearing participants) use 1-877-847-4385; or access the TSP website at www.tsp.gov.

MEDICARE

Question 1. Am I eligible for Medicare?

Generally, you are eligible for Medicare if you or your spouse worked for at least 10 years in Medicare-covered employment and you are age 65 or older and a citizen or permanent resident of the United States.

Question 2. What Happens If I Don't Take Part B as Soon as I'm Eligible?

If you didn't take Part B at age 65 because you were covered under FEHB as an active employee (or you were covered under your spouse's group health insurance plan and he/she was an active employee), you may sign up for Part B (without an increased premium) within 8 months from the time you or your spouse stop working or are no longer covered by the group plan. If you are retired and reach the age of 65 and don't enroll for Medicare Part B and decide to enroll later, you will be subjected to 10% penalty for every year over the age of 65. This penalty is permanent.

Question 3. Can I Change My FEHB Enrollment When I Become Eligible for Medicare?

Yes, you may change your FEHB enrollment to any available plan or option at any time beginning 30 days before you become eligible for Medicare. You may use this enrollment change opportunity only once. You may also change your enrollment during the annual open season, or because of another event that permits enrollment changes (such as a change in family status).

Note: You will continue to pay the same FEHB premiums, unless you change to another plan or option.

Question 4. If I Continue to Work Past Age 65, is My FEHB Coverage Still Primary?

Yes. Your FEHB coverage will be your primary coverage until you retire. After you retire and enroll in Medicare part B then Medicare is your primary and FEHB will be your secondary.

Question 5. How do I obtain more information about Medicare?

Call 1-800-MEDICARE (1-800-633-4227), or refer to the web site: www.medicare.gov

FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB)

Question 1. How can I carry FEHB into retirement?

To continue your FEHB enrollment into retirement, you must: (1) have retired on an immediate annuity; and (2) have been continuously enrolled (or covered as a family member) in any FEHB Program plan (not necessarily the same plan) for the five years of service immediately preceding retirement, or if less than five years, for all service since your first opportunity to enroll.

Question 2. Can you suspend FEHB?

Yes, under limited circumstances. As an annuitant, you can suspend your FEHB enrollment to enroll in a Medicare Advantage plan, TRICARE, CHAMPVA, Medicaid or a similar State-sponsored program of medical assistance for the needy or use Peace Corps health insurance coverage. Later, if you lose your other coverage, you may re-enroll in an FEHB plan effective the date coverage was lost. If you do not lose your other coverage but want to re-enroll in an FEHB plan, you may do so during Open Season.

Question 3. What will happen to my health benefits?

Your current health benefits coverage will transfer into retirement provided you meet the eligibility requirements of:

- retiring on an immediate annuity,
- and continuous coverage in the FEHB program for the five (5) years of service immediately preceding the date your annuity starts or since your first opportunity to enroll (if less than five years).

For employees who do not qualify under the preceding requirements, OPM has the authority to grant pre-approved waivers to employees who have been:

- Covered under the FEHB program continuously since the beginning date of the OPM-approved VER; and
- Retire during the OPM-approved VER period and take the VER offering.

If you qualify for a pre-approved waiver, the HRSSC will include the pre-approved waiver with your retirement application that is sent to OPM.

Question 4. What will happen to my health benefits if I don't meet the eligibility requirements described in the preceding question?

If you do not qualify under the eligibility requirements to transfer your health benefits into retirement as described in the preceding answer, and you do not qualify to receive a pre-approved waiver as described above, OPM has the authority to grant waivers to employees who fail to satisfy the five-year or first opportunity requirement due to exceptional circumstances. If you request a waiver, you must provide OPM with evidence that:

- you had intended to have FEHB coverage as a retiree;
- the circumstances that prevented you from meeting the 5-year or first opportunity requirement were essentially outside your control; and
- you acted reasonably to protect your right to continue FEHB coverage into retirement. (This includes reading and acting on information provided and requesting information if none is given automatically.)

If OPM does not approve your waiver request, you have two options, as follows:

- Convert to a nongroup contract (individual policy) with the carrier of the plan you are enrolled in at the time of your separation.
- Elect 18 months of coverage under the Temporary Continuation of Coverage (TCC) provisions of the FEHB Program.

The HRSSC will notify you that your group health insurance coverage will terminate and provide information about continuing your health insurance coverage beyond the 31-day temporary extension.

Question 5. Will my health benefits costs increase if they transfer into retirement?

Bargaining Employees: Yes, your premium payment will increase to the level paid by all other federal annuitants (and federal employees) rather than receiving the more favorable Postal Service employer health benefits contribution. This means the same health plan may be noticeably more costly for an annuitant than for a Postal Service employee.

Non-Bargaining Employees: No, you will pay the same premium as you paid while you were an employee. However, annuitants are paid on a monthly basis so you will pay them at the monthly rate.

As an annuitant, you would pay for health coverage through monthly withholding from your annuity, instead of paying through biweekly withholding from your paycheck (12 payments annually instead of 26 payments annually). Of course, each payment is higher when you pay on a monthly basis.

Tax regulations do not permit you to receive the tax break as an annuitant that you receive as an employee under the pretax payment of health insurance premiums provided by the Postal Service.

Question 6. Will coverage I have under TRICARE/CHAMPUS count toward the FEHB five (5) year or first opportunity requirement?

Yes, if you are covered under an FEHB enrollment at the time of retirement. In addition, you must have enrolled in the FEHB program within 60 days after you lost coverage under TRICARE for it to be considered part of the continuous FEHB coverage.

Question 7. What happens if I cancel my health benefits enrollment when I retire?

If you cancel your FEHB enrollment as an annuitant, you will NEVER be able to reenroll, unless you become reemployed in a position that conveys coverage.

Question 8. If I cancel my FEHB enrollment to be under my spouse's FEHB enrollment, will I be able to re-enroll under my own coverage at a later date?

Yes. As long as you are continuously covered under an FEHB enrollment, you remain eligible to make any of the same enrollment elections/changes that an active employee would be eligible to make.

Question 9. Will a period of health benefits termination due to leave without pay (LWOP) greater than 12 months count as a break in the continuous coverage necessary for continuing FEHB coverage into retirement?

No. The termination of your health benefits due to 365 days in LWOP status is not considered a break in the continuous coverage necessary for continuing FEHB coverage into retirement. However, the period during which the termination is in effect does not count toward satisfying the required five (5) years of continuous coverage. In addition, to meet eligibility requirements, you must have re-enrolled within 60 days of returning to pay status.

Question 10. Where can I find more information on health insurance in retirement?

If you are eligible for VER, you will receive further information from the HRSSC, which is your source for such information while you are an employee. Refer to OPM's website at www.opm.gov/insure/health.

Question 11. If I am not eligible to keep my FEHB for any reason, what are the options for continuing my health insurance coverage?

You have two options, as follows:

- Convert to a nongroup contract (individual policy) with the carrier of the plan you are enrolled in at the time of your separation.
- Elect 18 months of coverage under the Temporary Continuation of Coverage (TCC) provisions of the FEHB Program.

The HRSSC will notify you that your group health insurance coverage will terminate and provide information about continuing your health insurance coverage beyond the 31-day temporary extension.

The 31-day temporary extension of coverage begins the day after your regular coverage ends. However, if you are confined to a hospital on the 31st day of the temporary extension, your benefits will continue during confinement up to a maximum of 60 more days, unless you convert to a nongroup (individual) policy. These temporary extensions of coverage are without cost to you, and they apply to all covered family members.

Question 12. How do I apply for an individual policy?

When your enrollment terminates, the Postal Service must give you a notice of your right to convert to an individual policy on the SF 2810, Notice of Change in Health Benefits Enrollment. You should be provided with this notice immediately upon your enrollment termination, but no later than 60 days from the termination date.

To apply for conversion, complete the back of your copy of the SF 2810 and take or mail it to the carrier of your plan within 31 days from the date of the HRSSC's notice to you (part H of SF 2810), but no later than 91 days from the date your enrollment terminates (Part A, item 8 of SF 2810).

Question 13. How do I elect Temporary Continuation of Coverage (TCC)?

You must complete and submit SF 2809, Health Benefits Election Form, to the HRSSC within 60 days of the following, whichever is later:

- The date of separation.
- The date you received notification from the HRSSC about options available for continuing your health insurance coverage.

Question 14. What plan choices do I have under TCC?

You may choose any FEHB plan, option, or type of coverage that you are eligible to select. A list of participating plans and corresponding monthly premium rates is provided in the RI 70-5, Guide to Federal Benefits for TCC and Former Spouse Enrollees, which is available from the HRSSC or online at <http://www.opm.gov/insure/health/planinfo/guides/index.asp>. If you elect TCC, you will be responsible for the full premium cost plus a two percent (2%) administrative surcharge.

Question 15. If I elect one of the options available for continuing my health insurance coverage, when is coverage effective?

The effective date of coverage for both options is the day after the expiration of the 31-day temporary extension. When TCC expires after 18 months, you will be entitled to a free 31-day temporary extension of coverage for the purposes of converting to a nongroup contract (individual policy) with the plan.

Question 16. Where can I find more information on health insurance?

For additional information, you may go online at <http://www.opm.gov/insure/health/> or contact the HRSSC at 1-877-477-3273, option 5; TDD/TTY 1-800-877-8339

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI)

Question 1. How can I carry FEGLI into retirement?

You must have been enrolled into FEGLI basic and optional insurances for 5 consecutive years prior to your retirement date or since your first opportunity to enroll if less than 5 years.

Question 2. If I take the VER, I will not meet the five (5) year requirement to continue my FEGLI optional coverage. Can I convert this coverage to an individual policy?

Yes. After you are separated, the HRSSC issues SF 2819, Notice of Conversion Privilege, Federal Employees' Group Life Insurance Program. This notice advises that your group life insurance coverage will terminate and gives you information about your right to convert to an individual direct-pay policy. However, if you have assigned your life insurance coverage to another party, only the assignee (or assignees) may convert the insurance coverage.

Question 3. How do I convert my life insurance to a nongroup contract?

If you are eligible, complete the appropriate eligibility statement on SF 2819, Notice of Conversion Privilege, Federal Employees' Group Life Insurance Program, and mail it to the following address: OFEGLI, P.O. Box 8149, Long Island City, NY 11101-8149.

- You must mail your eligibility statement within:
 1. 31 days after you received notification from the HRSSC about your right to convert; or
 2. 60 days after the date of the terminating event, whichever is earlier.

Note: An individual policy will not include disability or accidental death or dismemberment benefits.

Question 4. How much will a nongroup life insurance contract cost?

The premiums for a nongroup life insurance contract will be determined by the type and amount of the coverage and your age and class of risk on the day following termination of your group coverage. You will be responsible for the total premium cost of the nongroup life insurance contract.

Question 5. If I elect to convert to a nongroup life insurance contract, when will coverage begin?

If you elect to convert to a nongroup life insurance contract, coverage and premium payments will be effective retroactive to the day after the 31-day temporary extension ended. Any insurance policy purchased under the conversion privilege is a private business transaction between you and the insurance company.

Question 6. What happens to my basic life insurance after I retire and reach age 65?

Basic life insurance is your salary at the time of retirement rounded to nearest \$1,000 plus an addition \$2,000.

- **If you choose no reduction**, you will continue to pay a premium and the policy will remain at full face value.
- **If you choose 50% reduction**, you will continue to pay premium and the policy will reduce 1% per month until it reaches 50% of face value.
- **If you choose 75% reduction**, you will not pay a premium, but the policy will reduce 2% per month until it reaches 25% of face value.

Question 7. What happens to Option A, Option B and Option C after I retire?

Depending on your life insurance elections, these additional coverages may decrease.

Option A – Gives you an additional \$10K

- **If you continue it in retirement**, you will pay a premium and the policy value will remain the same, but the premium will increase every 5 years until you reach age 65. Once you reach age 65, you will no longer pay a premium, however, your policy will reduce 2% per month until it reaches 0% of face value.

Option B - multiples of your salary & **Option C** - for spouse and children (up to age 22)

- **If you choose no reduction multiples**, you will pay a premium and the policy will remain at full face value, but the premium will continue to increase every 5 years.
- **If you choose full reduction multiples**, you will continue to pay a premium and the policy will remain at full face value, but the premium will continue to increase every 5 years. At age 65, you will not pay a premium, but the policy will reduce 2% per month until it reaches 0% of face value.

Question 8. Will the SF 2823, Designation of Beneficiary form filed in my electronic Official Personnel Folder (eOPF) remain valid after I retire?

Yes. Any valid designation on file in your eOPF will remain valid unless your annuity terminates, or you change or cancel the designation. Changes or cancellations after retirement must be submitted directly to the OPM. You can review Standard Forms 2823 (if applicable) in your eOPF on a non-postal computer at www.liteblue.usps.gov.

Question 9. Where can I determine the cost of FEGLI in retirement?

You may compute the cost of your premiums using OPM's FEGLI Calculator at <https://www.opm.gov/retirement-services/calculators/fegli-calculator>

FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)

- Question 1. Can I enroll in FLTCIP after retirement?**
Yes. There is no 5-year requirement for continuing FLTCIP into retirement. Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. You must apply to find out if you are eligible to enroll. For more information about the FLTCIP, please contact LTCFeds at 1 800-582-3337.
- Question 2. Can family members enroll into FLTCIP?**
Yes. Qualifying relatives include your spouse, domestic partner, adult children, parents and parents-in-law (of employees only) are allowed to apply for to see if they are eligible to enroll.
- Question 3. What happens to my long-term care insurance if I am involuntarily separated by the RIF and I'm not eligible for retirement?**
This will not affect your FLTCIP coverage. Your coverage will remain in effect if you continue to pay premiums. If you pay your premiums through payroll deduction, you will need to contact Long Term Care Partners at 1-800-LTCFEDS (1-800-582-3337), TTY 1-800-877-8339 to make other billing arrangements. You may also complete the Billing Change Form which can be found at <http://www.ltcfeds.com>.
- Question 4. Where can I find additional information about FLTCIP?**
You can find additional information at <http://www.ltcfeds.com> or by calling Long Term Care Partners at 1-800-582-3337, TTY 1-800-877-8339.

FEDERAL EMPLOYEES DENTAL & VISION INSURANCE PROGRAM (FEDVIP)

- Question 1. Can I continue my FEDVIP dental and/or vision coverage into retirement?**
Yes. Your FEDVIP coverage automatically continues when you retire if you are enrolled as an employee. There is no 5-year requirement for continuing FEDVIP into retirement. To be eligible for FEDVIP as a retiree, you must have retired with an immediate annuity (note: a FERS Minimum Retirement Age plus 10 annuity, postponed, counts as an immediate annuity). You can enroll in a FEDVIP dental plan and/or a FEDVIP vision plan for the first time as a retiree, even if you were never enrolled as an employee, if you have an immediate annuity. *Note: Those in receipt of a deferred annuity are not eligible to enroll in FEDVIP.*
- Question 2. Can I cancel my FEDVIP enrollment when I retire from the Federal government?**
You can only cancel your FEDVIP dental or vision enrollment during the annual Open Season, or when you have a qualifying life event.
- Question 3. Will my premiums change when I retire?**
No, your premiums or benefits will not change after retirement. Your premiums, however, will be post-tax and will be withheld from your monthly annuity.

Tax regulations do not permit you to receive the tax break as an annuitant that you receive as an employee under the pretax payment of health insurance premiums provided by the Postal Service.
- Question 4. Do I need to contact BENEFEDS to let them know that I have retired and FEDVIP premiums need to come out of my annuity payments instead of my Postal Service paycheck?**
You are not required to contact BENEFEDS. However, you can speed up the process of having premiums withheld from your annuity (so you have to catch up on fewer premiums) by contacting BENEFEDS.

In most cases, changing from payroll deduction to annuity deduction is automatic, but may take one to three months to occur because premiums cannot be deducted from your annuity while you are receiving "special" or "interim" pay. Once your annuity is finalized, premium deductions will begin, assuming your annuity is sufficient to cover the premiums.

If you miss one or more premium payments before your annuity is final, BENEFEDS may send you a direct bill which you must pay. If you do not pay the bills, your coverage may be cancelled.
- Question 5. If I'm not enrolled now, and I retire, can I enroll during retirement?**
Yes, you can enroll during an Open Season as an annuitant.
- Question 6. What happens to my dental and/or vision insurance (FEDVIP) if I am involuntarily separated by the RIF and I'm not eligible for retirement with an immediate annuity?**
You cannot enroll or continue FEDVIP enrollment after you leave the Postal Service. There is no 31-day temporary extension of coverage or opportunity to convert to private coverage. Your coverage ends on the last day of the pay period in which you separate. If you are only eligible for deferred retirement (this means you cannot receive a retirement annuity immediately, but you can receive an annuity at a future date) you cannot enroll in or continue FEDVIP.
- Question 7. How do I contact BENEFEDS, and where can I find additional information about FEDVIP?**
You can find additional information at <https://www.benefeds.com> or by calling 1-877-888- FEDS (3337), TTY 1-877-889-5680.

FLEXIBLE SPENDING ACCOUNT (FSA)

Question 1. Am I eligible to participate in FSA in retirement?

No. By law, annuitants cannot participate in any FSA programs, including FSAFEDS. FSAs are a way of setting aside pre-tax salary for reimbursement of eligible expenses. Annuitants receive annuities, which are not salary.

Question 2. What happens to your FSA funds when you retire?

- a. Your Health Care FSA or Limited Expense Health Care FSA will terminate as of the date of your retirement. There are no extensions. Any eligible health care expenses incurred prior to the date of retirement will still be reimbursed, but those incurred after the separation date are not reimbursable, even if you accelerated your allotments.
 - o You have until April 30 of the following year to submit claims towards your current year and carryover balance. Any balances remaining for which claims were not submitted by April 30 will be forfeited.
- b. Your Dependent Care FSA (DCFSA) remaining balance can continue to be used to pay for eligible dependent care expenses until your account balance is depleted or the end of the calendar year, whichever comes first.
 - o ***Please note, in order to take advantage of the grace period for your DCFSA, you must be actively employed and making allotments through December 31 of the Benefit Period.***

Question 3. Can annuitants participate in FSAFEDS?

No. Under the IRS Code, annuitants (other than reemployed annuitants whose employment status is full-time) cannot participate in FSA.

Question 4. Where can I find additional information about FSA?

You can find additional information by contacting FSAFEDS at www.fsafeds.gov or by calling 1-877-372-3337 (TTY: 1-866-353-8058).

SICK LEAVE

- Question 1. Will I get a lump sum payment of my excessive sick leave at retirement?**
No, accumulated hours of sick leave are not paid in a lump sum at the time of retirement. Sick leave hours are converted into creditable service.
- Question 2. How is sick leave converted into retirement?**
Your sick leave is converted to years, months, and days that are added to your total actual service at retirement eligibility using the 2080 Sick Leave Conversion Chart (<https://liteblue.usps.gov/humanresources/retirement/Sick-leave-conversion-chart.jpg>). Your annuity will be computed only using years and months of service, any remaining days are dropped off.
- Note:** One year of creditable service is equal to 2080 sick leave hours.
- Question 3. Can I request to use the excess in days of sick leave prior to the effective date of retirement?**
You should **be cautious** when using sick leave that appears to be time for which you will not receive credit. The annuity estimate you received is an estimate, and OPM is the agency that adjudicates your retirement.
- Question 4. Does sick leave count towards FERS Annuity Supplement?**
No, while calculating the Special Supplement Annuity, sick leave hours are not included.
- Question 5. If I separate from the Postal Service under a VER, what will happen if I am indebted to the Postal Service for advanced sick leave?**
If you are indebted to the Postal Service for unearned annual or advanced sick leave, you must refund the amount paid for the unearned leave. If you do not refund the amount of the indebtedness, deductions will be made from any funds that you are due upon your separation.

ANNUAL LEAVE

- Question 1. What is a terminal leave check?**
Terminal leave check is a lump sum payment reflecting earned annual leave or allowed maximum carryover at your time of separation.
- Question 2. Is there a maximum earned annual leave I can receive in a terminal leave check?**
Non-bargaining employees: can be paid for earned annual leave over the carryover limit of 560 hours.

Bargaining employees: the maximum annual leave that can be paid in a terminal leave check is 440 hours.

As of Leave Year 2021, the maximum annual leave that can be paid in a terminal leave check for bargaining employees (craft) has been temporarily changed to 520, and for non-bargaining employees to 640 plus any unused, earned annual leave. This is a temporary change, and unless otherwise noted, it will expire on 12/31/2021.
- Question 3. When is terminal leave paid?**
Terminal leave is paid at the salary rate in effect at the time of the employee's separation. Terminal leave payment can be direct deposited.
- Question 4. How long to receive the terminal leave check after retirement?**
The terminal leave check is due one or two pay periods after the effective date of retirement or two pay periods after the separation action is processed.
- Question 5. If I separate from the Postal Service under a VER, what will happen to my earned and unused annual leave?**
You may be eligible for a lump sum payment of accumulated annual leave carried over from the previous year (annual leave earned and unused in the current year, including amounts over the carryover maximum; as well as any unused donated leave), and, for full-time and part-time regular employees, holidays that fall within the terminal leave period. (Ref: ELM 512). Note: Annual leave in excess of the carryover limit cannot be carried forward in the next leave year.
- Question 6. If I separate from the Postal Service under a VER and have earned and unused annual leave, will I be paid holiday leave for any holidays that occur after my separation date but before my annual leave would be exhausted?**
Yes. Annual leave is spread over the appropriate number of days following your separation date and extended one day for each postal holiday that occurs during that time period. For example, if you have 160 hours of earned and unused annual leave and two holidays would occur in the four weeks (40 hours per week) after the date of your separation, you would receive terminal leave pay for 176 hours (160 hours of earned and unused annual leave plus 16 hours of holiday leave).
- Question 7. What effect will participation in the Annual Leave Exchange Program have on my terminal leave payment?**
As stated in the letters notifying individuals of their eligibility to participate in the Annual Leave Exchange Program:

"When an employee retires or separates from the Postal Service before earning sufficient leave to cover the amount exchanged, the excess leave exchanged will be offset against the previously accumulated leave balance when calculating the employee's terminal annual leave payment."
- Question 8. If I separate from the Postal Service under a VER, what will happen if I am indebted to the Postal Service for unearned annual leave?**
If you are indebted to the Postal Service for unearned annual or advanced sick leave, you must refund the amount paid for the unearned leave. If you do not refund the amount of the indebtedness, deductions will be made from any funds that you are due upon your separation. If those funds due upon your separation are insufficient to cover the debt, the Postal Service may use other means to collect the debt.