

DEPARTMENT OF HOMELAND SECURITY  
Transportation Security Administration

**VOLUNTARY EARLY RETIREMENT NOTICE OF INTEREST**

**INSTRUCTIONS:** Eligible employees interested in applying for early retirement under the TSA Voluntary Early Retirement Authority (VERA), including employees located at airports and field offices, must complete and submit this form through their designated VERA point-of-contact assigned by the Business Management Office to the OHCAccess Help Desk, fax number 1-877-872-7993, no later than 90 days prior to his/her requested retirement date. Specific questions and requests for annuity estimates should be directed to OHCAccess Helpdesk at (877) 872-7990 or email [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov).

**SECTION I. Employee Information**

Anticipated Date of Retirement: \_\_\_\_\_  
Printed Name (Last, First): \_\_\_\_\_  
Last 4 #s of SSN: \_\_\_\_\_  
Date of Birth (DOB): \_\_\_\_\_  
Service Computation Date (SCD): \_\_\_\_\_  
Position Title and Series: \_\_\_\_\_  
Organization (e.g. OSO, OFA, Airport Code): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II. OHC Approving Official**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PRIVACY ACT STATEMENT:** Authority: 49 U.S.C. §114(n). **Principal Purpose(s):** This information will be used to establish your eligibility for voluntary early retirement. **Routine Use(s):** This information may be shared in response to a request for discovery or for appearance of a witness when the information is relevant to the subject matter involved in a pending judicial or administrative proceeding, or for routine uses identified in the Office of Personnel Management's system of records, OPM/GOVT-1 General Personnel Records. **Disclosure:** Voluntary; failure to furnish the requested information may result in an inability to approve a voluntary early retirement. Failure to provide your SSN may result in a delay in determining your eligibility for early retirement.

*Previous editions of this form are obsolete*