



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

April 4, 2025

MEMORANDUM FOR ALMAJCOM-FOA-DRU-FLDCOM-CCMD/CC
SAF/AM
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FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1660

SUBJECT: Implementation of Department of Defense Deferred Resignation Program and
Voluntary Early Retirement Authority

References: (a) Secretary of Defense, "Initiating the Workforce Acceleration & Recapitalization Initiative," 28 March 2025
(b) USD(P&R), "Guidance on Department of Defense Deferred Resignation Program," 1 April 2025

In furtherance of references (a) and (b) Department of the Air Force (DAF) civilian employees have the opportunity to participate in the Department of Defense Deferred Resignation Program (DRP) and/or Voluntary Early Retirement Authority (VERA). DoD DRP provides a generous opportunity for employees to be placed on paid administrative leave for several months prior to resigning or retiring. VERA provides an opportunity for eligible employees to retire under reduced age and service requirements. Employees may elect DoD DRP in conjunction with VERA or regular retirement or may elect retirement pursuant to VERA without participating in the DoD DRP. Similarly, an employee may elect DoD DRP without being eligible for VERA or regular retirement.

The DoD DRP and VERA programs will open beginning Monday, April 7, 2025, and close at 23:59 EST Monday, April 14, 2025.

To reduce the size of our civilian workforce by 5-8% in the coming months and strategically restructure, the DAF will execute a broad outreach campaign to maximize employee awareness and opportunity to participate in these voluntary programs. DAF supports a large portion of the workforce participating in these programs **while ensuring the Air Force and Space Force maintain operational readiness and the ability to perform mission essential functions. Employees are not approved for DRP immediately upon application.**

The following categories are exempt from DoD DRP and VERA participation:
1) Non-Appropriated Fund employees; 2) Foreign Local National employees; 3) Dual-Status

Military Technicians; 4) Highly Qualified Experts; 5) Re-Employed Annuitants; 6) Childcare and youth program employees; and 7) Flight instructors (aircraft and simulators).

Probationary employees **are** eligible to participate in the DoD DRP.

In order to ensure operational readiness, once the open period to participate in DoD DRP and VERA closes, DAF will evaluate participation across individual units and functional communities and **may implement additional exemptions**. Consideration for additional exemptions will be based on the impact to readiness and the performance of mission essential functions. Should the DAF need to exempt employees from participating in these programs, employees electing VERA will be prioritized.

Employees pending approval or approved for DoD DRP and/or VERA or regular retirement will not be subject to Return to In-Person Work requirements. Employees who accept the deferred resignation offer, and who are approved for DRP will be placed on paid administrative leave no earlier than May 1, 2025, pursuant to written agreement between the employee and the DAF to resign or retire no later than September 30, 2025. Retiring employees will **not** be extended until December 31, 2025.

As DoD DRP and VERA programs are implemented, all MAJCOMs, FLDCOMs, FOAs and DRUs are directed to execute the following actions:

- a. Ensure eligible employees are aware of the opportunity to apply for DoD DRP and/or VERA.
- b. Request a deadline extension no later than April 21, 2025, for employees who could not meet the response deadline and were on approved absence for the entire DoD DRP and VERA offer period (April 7, 2025 – April 14, 2025). This includes employees who are members of the reserve component and serving on active duty orders during the offer period and wish to participate. Anyone requesting a deadline extension must include a copy of their timecard submission verifying their leave status throughout the DRP timeframe. This information is for planning purposes, while DAF is pending further guidance from DoD on how to proceed with missed consideration opportunities.
- c. Ensure that all applicable labor relations obligations are met in the implementation of this memorandum.

Additional guidance will be jointly issued by AF/A1C and SF/S1C.

The points of contact for this action are Ms. Stephanie Fallarme-Dove, AF/A1CT, stephanie.fallarme-dove@us.af.mil (USAF) and Ms. Marisela Rivera-Resio, SF/S1CP, marisela.rivera-resio@spaceforce.mil (USSF).

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