

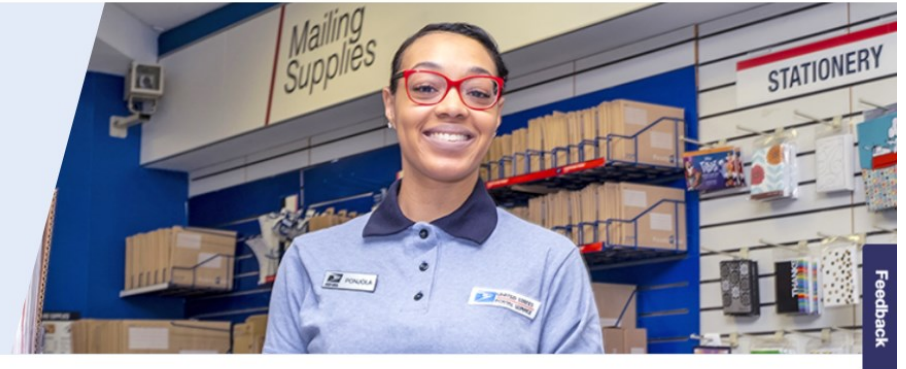
The screenshot shows the LiteBlue website interface. At the top, there is a navigation bar with the LiteBlue logo and several tabs: Home, Apps, Inside USPS, and MyHR. A red arrow points to the MyHR tab. Below the navigation bar, there is a main content area. On the left, a large banner titled "HERO is Retired" provides information about the updated MyHR homepage, including a list of features and a "Visit MyHR today" link. To the right of this banner is a "LINK" section with a "Subscribe" button and an image of a redesigned money order. Below the banner, there are several sections: "Human Resources" with links for MyHR, COVID-19 Resources, and Retiree (highlighted with a red arrow); "Featured Topics" with links for Career Conferences, Informed Delivery, and LEADing Together; "Employee Apps" with links for ePayroll, IM Barcode Generator, My Contact Information, Self-Service PIN Reset, Self-Service Profile, and Virtual timecard; and "USPS Publications" with links for the latest issue of The Eagle and the Delivering for America postcard archive.

1. Log into the official [LiteBlue](https://liteblue.usps.gov/wps/myportal) page: <https://liteblue.usps.gov/wps/myportal>
2. Once you enter your Employee Identification number, password, and verify through your chosen method of multifactor authentication (MFA) you will land on the page above.
3. To access the information for either the Voluntary Early Retirement (VER) or Optional Retirement with In-centive, click one of the methods to get to “MyHR” (see red arrows above).

INFORMATION ON THE LITEBLUE WEB PAGES IS CREATED AND MAINTAINED BY THE USPS!

Welcome, Charles!

Elevate your employee experience with streamlined and centralized access to a wealth of personalized Human Resources information and tools. Access available apps, and stay up-to-date with the latest MyHR news and updates.



My Topics

Learning

Explore learning opportunities and resources to enhance your professional development.



Career Development

Develop plans and pursue career advancements.



Note: You have reached the maximum number of 5 favorite apps. Please edit your selections to be able to add more.

1. Click on “Retirement above (see red arrow).
2. A dropdown menu will appear.



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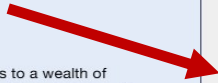
Retirement

Retirement

- [Deferred Retirement](#)
- [Disability Retirement](#)
- [Discontinued Service Retirement](#)
- [Optional Retirement](#)
- [Thrift Savings Plan \(TSP\)](#)
- [Voluntary Early Retirement \(VER\)](#)

Planning for Retirement

- [Civilian Buy Back](#)
- [Military Buy Back](#)
- [Military Service Credit](#)
- [Prior Federal Service Credit](#)
- [Service History](#)



Feedback

My Topics

Learning

Explore learning opportunities and resources to enhance your professional development.



Career Development

Develop plans and pursue career advancements.



Note: You have reached the maximum number of 5 favorite apps. Please edit your selections to be able to add more.

MyHR Apps



Edit



View All

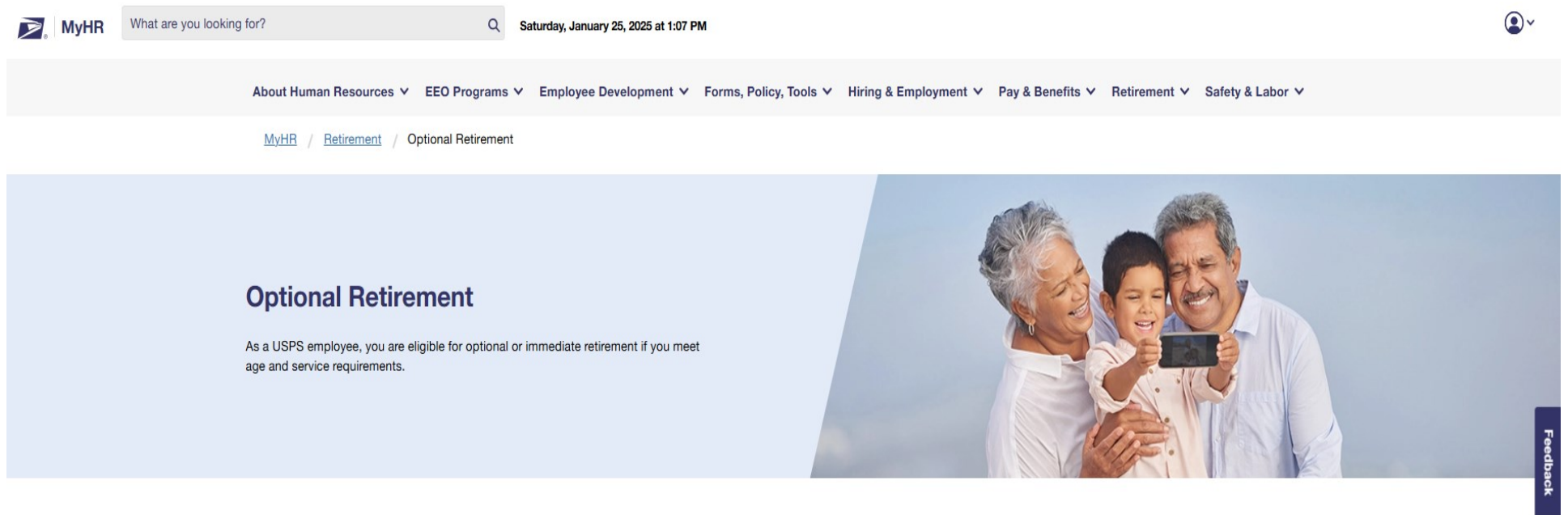
[Help](#)

1. Depending on which type of retirement you are trying to take, click on the appropriate link.

- If you have met the qualifications for an optional retirement—you will want the information on the “Optional Retirement with Incentive”. So click on “Optional Retirement” (Red Arrow) .
- If you are an employee who would be eligible under the “Voluntary Early Retirement” (At least 50 years of age with at least 20 years of service, or at any age with at least 25 years of service. At least 5 years MUST be creditable civilian service, not military service. You may use military service to meet the balance of service required for eligibility) click “Voluntary Early Retirement” (Green Arrow).

Optional Retirement with Incentive

Below is a screenshot of the top of the webpage of what an employee who is seeking the “Optional Retirement with Incentive” will see. This page will have **USPS created** information on this type of retirement, links to join webinars, key dates for the incentive, links to “eRetire” for employees to begin the process and register for counseling, and more.



The screenshot shows the top of the USPS MyHR website. At the top left is the USPS logo and 'MyHR' text. Next to it is a search bar with the placeholder text 'What are you looking for?' and a magnifying glass icon. To the right of the search bar is the date and time: 'Saturday, January 25, 2025 at 1:07 PM'. On the far right is a user profile icon with a dropdown arrow. Below this is a horizontal navigation menu with the following items: 'About Human Resources', 'EEO Programs', 'Employee Development', 'Forms, Policy, Tools', 'Hiring & Employment', 'Pay & Benefits', 'Retirement', and 'Safety & Labor', each with a dropdown arrow. Below the navigation menu is a breadcrumb trail: 'MyHR / Retirement / Optional Retirement'. The main content area features a large blue header with the title 'Optional Retirement' and a sub-header 'Optional Retirement with Incentive'. Below the sub-header is a paragraph: 'As a USPS employee, you are eligible for optional or immediate retirement if you meet age and service requirements.' To the right of the text is a large image of an elderly couple and a young child looking at a smartphone together. On the far right edge of the page is a vertical 'Feedback' button.

Optional Retirement with Incentive

The Postal Service is currently offering an Optional Retirement with an incentive of \$15,000 (part-time employees will receive a prorated amount).

Optional Retirement Incentive Eligibility

The following **career full time, part-time flexible, and part-time regular employee populations are eligible:**

- Clerk craft
- Mail handler craft
- Motor Vehicle Services craft
- Maintenance craft



Below is a screenshot of the middle of the page of what an employee will see who is seeking the “Optional Retirement with Incentive”. This page will have **USPS created** information on this type of retirement, links to join webinars, key dates for the incentive, links to “eRetire” for employees to begin the process and register for counseling, and more.

- Maintenance craft
- Information Technology and Accounting Service Centers craft
- National Postal Professional Nurses craft
- Human Resources Shared Service Center craft (HRSSC) (Greensboro)
- HQ Facility Services craft (Washington)
- Administration and Building Support craft (Merrifield)
- National Material Customer Service Center craft (Topeka)

Participation in the Optional Retirement incentive for the National Postal Professional Nurses, Human Resources Shared Service Center (HRSSC), HQ Facility Services, Administration and Building Support, and the National Material Customer Service Center will be capped at 10% of eligible employees. National caps for Motor Vehicle Services craft and Maintenance craft have been set at 12% of eligible employees. If more than the designated cap request retirement, the incentive will be granted based upon federal service seniority.

Non-career employees, letter carriers, rural carriers, and non-bargaining (EAS) employees are **not** included in the retirement incentive. Additionally, employees who voluntarily resign from the Postal Service are not eligible for the incentive.

Optional Retirement Seminar

Day: Every Wednesday

Time: 9am – 11am EST

[Join](#)

Time: 6pm – 8pm EST

[Join](#)

Schedule a free retirement counseling session by:

- Visiting [eRetire](#), a web-based application that allows employees to plan for and begin their retirement activities.
- Contacting the HRSSC at (877) 477-3273, option 5.

Optional Retirement Incentive Key Dates

Retirement Eligibility Mailbox: January 24, 2025

Below is a screenshot of a lower portion of the webpage of what an employee will see who is seeking the “Optional Retirement with Incentive”. This page will have **USPS created** information on this type of retirement, links to join webinars, key dates for the incentive, links to “eRetire” for employees to begin the process and register for counseling, and more. There is more on this webpage, to see the remainder of the page please login to view.

Optional Retirement Incentive Key Dates

Retirement Eligibility Mailing: January 31, 2025

- Eligible employees will be sent a hard-copy notification to their home addresses on record via First-Class Mail on or around January 31, 2025.

Optional Retirement acceptance/irrevocability deadline: March 7, 2025

- Employees who choose to take advantage of the incentive for Optional Retirement can apply by completing and submitting the required documents to the Human Resources Shared Service Center (HRSSC). Signed documents must be received no later than 8:30 p.m. ET on March 7, 2025.

Original signed documents must be mailed to the Human Resources Shared Service Center (HRSSC):

HRSSC VER Processing
PO Box 970600
Greensboro, NC 27497-0600

Retirement effective date: April 30, 2025.

- Retirement effective date for employees who accepted the Optional Retirement incentive will be April 30, 2025.



For information regarding the Voluntary Early Retirement and Incentive offer, please visit the [VER Webpage](#).

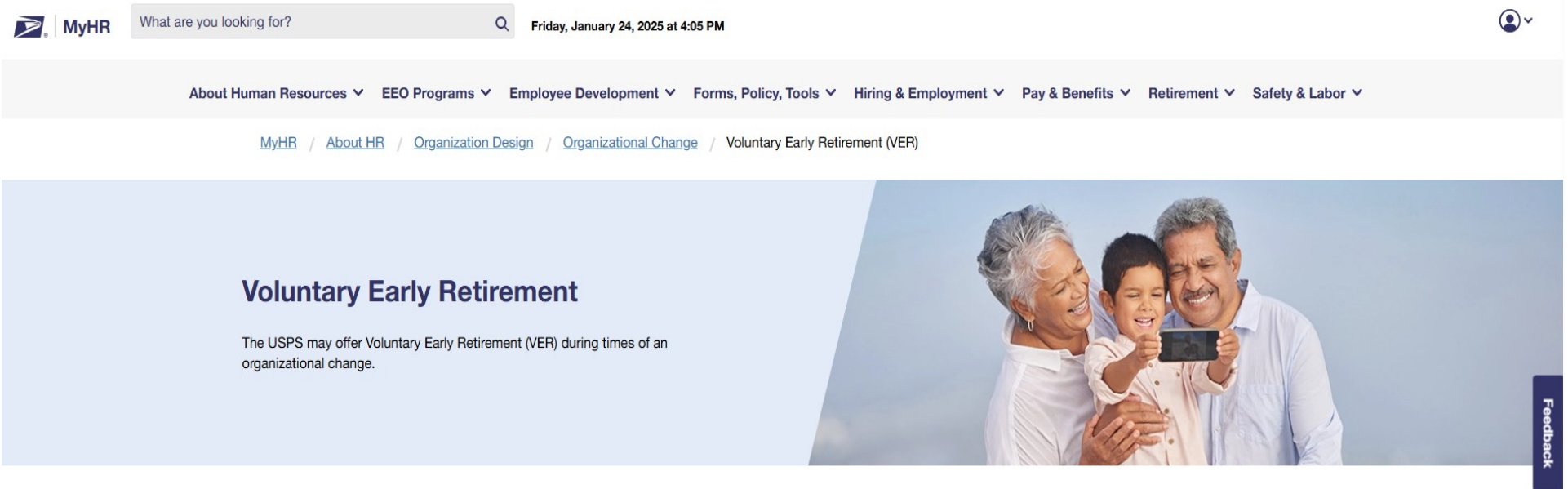
Optional Retirement



Determining Your Eligibility

Voluntary Early Retirement

Below is a screenshot of the top of the webpage of what an employee who is seeking the “Voluntary Early Retirement (VER)” will see. This page will have **USPS Created** information on this type of retirement, links to join webinars, key dates for the incentive, links to “eRetire” for employees to begin the process and register for counseling, and more.



The screenshot shows the top of the USPS MyHR website. At the top left is the USPS logo and "MyHR". A search bar contains the text "What are you looking for?". To the right of the search bar is the date and time: "Friday, January 24, 2025 at 4:05 PM". On the far right is a user profile icon. Below the search bar is a navigation menu with the following items: "About Human Resources", "EEO Programs", "Employee Development", "Forms, Policy, Tools", "Hiring & Employment", "Pay & Benefits", "Retirement", and "Safety & Labor". Below the navigation menu is a breadcrumb trail: "MyHR / About HR / Organization Design / Organizational Change / Voluntary Early Retirement (VER)". The main content area features a large blue header with the title "Voluntary Early Retirement" and a sub-header "The USPS may offer Voluntary Early Retirement (VER) during times of an organizational change." To the right of the text is a photograph of an elderly couple and a young child smiling and looking at a smartphone. A vertical "Feedback" button is located on the right side of the page.

VER Offer

The Postal Service is currently offering **Voluntary Early Retirement (VER)** with an incentive of \$15,000 (part-time employees will receive a prorated amount) to the following **eligible career full time, part-time flexible, and part-time regular employee populations:**

- Clerk craft
- Mail handler craft
- Motor Vehicle Services craft
- Maintenance craft
- Information Technology and Accounting Service Centers craft



Below is a screenshot of the middle of the page of what an employee will see who is seeking the “Voluntary Early Retirement (VER)”. In this view, you will find a link to a **USPS Created** “Frequently Asked Questions” (FAQs) document (Red Arrow), more information on a VER retirement, links to join webinars, key dates for the incentive, links to “eRetire” for employees to begin the process and register for counseling, and more.

- National Postal Professional Nurses craft
- Human Resources Shared Service Center craft (HRSSC) (Greensboro)
- HQ Facility Services craft (Washington)
- Administration and Building Support craft (Merrifield)
- National Material Customer Service Center craft (Topeka)

Participation in the Voluntary Early Retirement incentive for the National Postal Professional Nurses, Human Resources Shared Service Center (HRSSC), HQ Facility Services, Administration and Building Support, and the National Material Customer Service Center will be capped at 10% of eligible employees. National caps for Motor Vehicle Services craft and Maintenance craft have been set at 12% of eligible employees. If more than the designated cap request retirement, the incentive will be granted based upon federal service seniority.

Non-career employees, letter carriers, rural carriers, and non-bargaining (EAS) employees are **not** included in the VER. Additionally, employees who voluntarily resign from the Postal Service are not eligible for the incentive.

Register for a [Voluntary Early Retirement webinar](#) for information regarding voluntary early retirement, understanding and reading your annuity estimate, and an explanation of your benefits in retirement.

Schedule a free retirement counseling session by:

- Visiting [eRetire](#), a web-based application that allows employees to plan for and begin their retirement activities. When prompted, please use code 04 [REDACTED] to schedule your retirement counseling session.
- Contacting the HRSSC at (877) 477-3273, option 5.

[View VER Frequently Asked Questions](#)



Below is a screenshot of a lower portion of the webpage of what an employee will see who is seeking the “Optional Retirement with Incentive”. This page will have the information on this type of retirement, a link to a **USPS Created** “Frequently Asked Questions” (FAQs) document, links to join webinars, key dates for the incentive, links to “eRetire” for employees to begin the process and register for counseling, and more. There is more on this webpage, to see the remainder of the page please login to view.

Eligibility

If you are covered by the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS), you may be eligible for VER if you meet the following age and service requirements:

- At least 50 years of age with at least 20 years of service, or at any age with at least 25 years of service. At least 5 years MUST be creditable civilian service, not military service. You may use military service to meet the balance of service required for eligibility.
- Are an eligible **career full time, part-time flexible, and part-time regular employee in one of the below positions:**
 - Clerk craft
 - Mail handler craft
 - Motor Vehicle Services craft
 - Maintenance craft
 - Information Technology and Accounting Service Centers craft
 - National Postal Professional Nurses craft
 - Human Resources Shared Service Center craft (HRSSC) (Greensboro)
 - HQ Facility Services craft (Washington)
 - Administration and Building Support craft (Merrifield)
 - National Material Customer Service Center craft (Topeka)

For more information on FERS age and service requirements, consult the [Office of Personnel Management \(OPM\)](#).

For more information on CSRS age and service requirements, consult [OPM CSRS](#) and [CSRS Offset](#).



For information regarding the Optional Retirement Incentive please visit the [Optional Retirement Webpage](#).