



Yolonda Jones - 2A <yolonda.jones@gsa.gov>

Notice of Intent of Reduction in Force

1 message

GSA Acting Administrator <ActingAdministrator@notify.gsa.gov>

Mon, Feb 24, 2025 at 6:07 PM

To: yolonda.jones@gsa.gov



GSA team,

On Friday, GSA placed the first phase of employees who opted to take the Deferred Resignation Program (DRP) on paid administrative leave to begin their next chapter. I want to congratulate those employees on their decision and thank them for their service to GSA. Many more employees are still working through the DRP process, which will conclude at the end of March. As I have shared with you before, the DRP was the first step in GSA's effort to refocus, modernize, and streamline the agency.

We are now proceeding with the next step of this process, in support of the Presidential Executive Order: *Implementing The President's Department of Government Efficiency Workforce Optimization Initiative*, dated February 11, 2025. This serves as notice that the agency will be conducting a Reduction in Force (RIF) and is seeking approval from Office of Personnel Management (OPM) to also obtain a Voluntary Early Retirement Authority (VERA). More information to impacted business units and employees will be forthcoming.

I offer my sincere and heartfelt gratitude for all GSA employees impacted by this decision. I appreciate your service to this nation, as well as my best wishes for the next stages of your lives and careers. I promise you that GSA will continue to do everything in our power to make your departure fair and dignified.

Thank you,

Stephen Ehikian
Acting Administrator / Deputy Administrator



U.S. General Services Administration

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Yolonda Jones - 2A <yolonda.jones@gsa.gov>

Announcement For Voluntary Early Retirement Authority (VERA)

1 message

GSA Acting Administrator <ActingAdministrator@notify.gsa.gov>
To: yolonda.jones@gsa.gov

Mon, Mar 10, 2025 at 1:01 PM



GSA team,

We are making progress in support of the Presidential Executive Order: *Implementing The President's Department of Government Efficiency Workforce Optimization Initiative*. Since my last update to you on February 24, the agency has initiated significant reductions and restructuring across several business units to gain efficiencies, eliminate redundancy, and improve alignment with Administration and agency priorities. I offer my sincere and heartfelt gratitude for the work of all GSA employees impacted by these decisions. I am working closely with senior leaders across GSA to reshape and refocus organizational units as quickly as possible following these departures. I am confident that these changes will return GSA to our founding principles of ensuring the federal government operates with efficiency, fiscal responsibility, and accountability.

Let me be clear that the effort to refocus the work of GSA and reorganize the agency is still underway. We are working closely with the Office of Personnel Management (OPM) as we identify areas for additional restructuring and reductions in force (RIF) in the coming weeks.

As we prepare for additional restructuring and reductions, it is important to share that GSA has received authority from OPM to offer Voluntary Early Retirement Authority (VERA) to all eligible employees, including those impacted by the RIF. VERA is a strictly voluntary option that allows eligible employees to retire early and is often used by agencies undergoing reductions and restructuring as a means of achieving their workforce goals with less disruption to individuals and work units. We have also requested VSIP and are optimistic about it being approved in the near future. The Office of Human Resources Management will be sending additional information on the VERA, eligibility requirements, and procedures and will share VSIP updates as available.

I encourage each of you to consider your options as we move forward. The new GSA will be slimmer, more efficient, and laser-focused on efficiency and high-value outcomes. Thank you all for your service to GSA and whether you stay with the agency or not, I wish you the best.

Thank you,

PRESIDENTIAL ACTIONS

Implementing The President's "Department of
Government Efficiency" Workforce Optimization Initiative

The White House

February 11, 2025

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered:

Section 1. Purpose. To restore accountability to the American public, this order commences a critical transformation of the Federal bureaucracy. By eliminating waste, bloat, and insularity, my Administration will empower American families, workers, taxpayers, and our system of Government itself.

Sec. 2. Definitions. (a) "Agency" has the meaning given to it in section 3502 of title 44, United States Code, except that such term does not include the Executive Office of the President or any components thereof.

(b) "Agency Head" means the highest-ranking official of an agency, such as the Secretary, Administrator, Chairman, or Director, unless otherwise specified in this order.

(c) "DOGE Team Lead" means the leader of the Department of Government Efficiency (DOGE) Team at each agency, as defined in Executive Order 14158 of January 20, 2025 (Establishing and Implementing the President's "Department of Government Efficiency").

(d) "Employee" has the meaning given to it by section 2105 of title 5, United States

Code, and includes individuals who serve in the executive branch and who qualify as employees under that section for any purpose.

(e) "Immigration enforcement" means the investigation, enforcement, or assisting in the investigation or enforcement of Federal immigration law, including with respect to Federal immigration law that penalizes a person's presence in, entry, or reentry to, or employment in, the United States, but does not include assisting individuals in applying for immigration benefits or efforts to prevent enforcement of immigration law or to prevent deportation or removal from the United States.

(f) "Law enforcement" means:

(i) engagement in or supervision of the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law; or

(ii) the protection of Federal, State, local, or foreign government officials against threats to personal safety.

(g) "Temporary employee" has the meaning given to it in 5 C.F.R. part 316.

(h) "Reemployed annuitant" has the meaning given to it in 5 C.F.R. part 837.

Sec. 3. Reforming the Federal Workforce to Maximize Efficiency and Productivity. (a)

Hiring Ratio. Pursuant to the Presidential Memorandum of January 20, 2025 (Hiring Freeze), the Director of the Office of Management and Budget shall submit a plan to reduce the size of the Federal Government's workforce through efficiency improvements and attrition (Plan). The Plan shall require that each agency hire no more than one employee for every four employees that depart, consistent with the plan and any applicable exemptions and details provided for in the Plan. This order does not affect the standing freeze on hiring as applied to the Internal Revenue Service. This ratio shall not apply to functions related to public safety, immigration enforcement, or law enforcement. Agency Heads shall also adhere to the Federal Hiring Plan that will be promulgated pursuant to Executive Order 14170 of January 20, 2025 (Reforming the Federal Hiring Process and Restoring Merit to Government Service).

(b) Hiring Approval. Each Agency Head shall develop a data-driven plan, in consultation with its DOGE Team Lead, to ensure new career appointment hires are in highest-need areas.

(i) This hiring plan shall include that new career appointment hiring decisions shall be made in consultation with the agency's DOGE Team Lead, consistent with applicable law.

(ii) The agency shall not fill any vacancies for career appointments that the DOGE Team Lead assesses should not be filled, unless the Agency Head determines the positions should be filled.

(iii) Each DOGE Team Lead shall provide the United States DOGE Service (USDS) Administrator with a monthly hiring report for the agency.

(c) **Reductions in Force.** Agency Heads shall promptly undertake preparations to initiate large-scale reductions in force (RIFs), consistent with applicable law, and to separate from Federal service temporary employees and reemployed annuitants working in areas that will likely be subject to the RIFs. All offices that perform functions not mandated by statute or other law shall be prioritized in the RIFs, including all agency diversity, equity, and inclusion initiatives; all agency initiatives, components, or operations that my Administration suspends or closes; and all components and employees performing functions not mandated by statute or other law who are not typically designated as essential during a lapse in appropriations as provided in the Agency Contingency Plans on the Office of Management and Budget website. This subsection shall not apply to functions related to public safety, immigration enforcement, or law enforcement.

(d) **Rulemaking.** Within 30 days of the date of this order, the Director of the Office of Personnel Management (OPM) shall initiate a rulemaking that proposes to revise 5 C.F.R. 731.202(b) to include additional suitability criteria, including:

(i) failure to comply with generally applicable legal obligations, including timely filing of tax returns;

(ii) failure to comply with any provision that would preclude regular Federal service, including citizenship requirements;

(iii) refusal to certify compliance with any applicable nondisclosure obligations, consistent with 5 U.S.C. 2302(b)(13), and failure to adhere to those compliance obligations in the course of Federal employment; and

(iv) theft or misuse of Government resources and equipment, or negligent loss of material Government resources and equipment.

(e) **Developing Agency Reorganization Plans.** Within 30 days of the date of this order, Agency Heads shall submit to the Director of the Office of Management and Budget a report that identifies any statutes that establish the agency, or subcomponents of the agency, as statutorily required entities. The report shall discuss whether the agency or any of its subcomponents should be eliminated or consolidated.

(f) Within 240 days of the date of this order, the USDS Administrator shall submit a report to the President regarding implementation of this order, including a recommendation as to whether any of its provisions should be extended, modified, or terminated.

Sec. 4. Exclusions. (a) This order does not apply to military personnel.

(b) Agency Heads may exempt from this order any position they deem necessary to meet national security, homeland security, or public safety responsibilities.

(c) The Director of OPM may grant exemptions from this order where those exemptions are otherwise necessary and shall assist in promoting workforce reduction.

Sec. 5. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department, agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

THE WHITE HOUSE,
February 11, 2025.

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