

Garrison Basis for VERA/VSIP:

TO BE COMPLETED BY EMPLOYEE

I request approval to voluntarily separate from federal service as indicated by the selection below:

Only select one (1).

VERA to include VSIP (Early Retirement with incentive)

VERA only (Early Retirement without an incentive)

VSIP (An incentive in conjunction with resignation or voluntary/regular retirement)

I have read the information on Voluntary Separation Incentive Pay (VSIP) provided at <http://cpol.army.mil/library/permis/6316.html> and understand that this is a management decision and I must receive command approval in response to my request. I also understand the restrictions on returning to Federal Service and requirement for repayment of any VSIP should I be reemployed within five years from my separation date.

I understand that by accepting a firm VSIP/VERA offer, I am ineligible for registration in the DOD Priority Placement Program and no additional placement assistance will be afforded to me for continued employment.

My desired date of separation from
Federal Service:

Position Title

Series

Grade

Printed Name

Date

Signature

TO BE COMPLETED BY GARRISON COMMANDER OR DEPUTY

Garrison Commander or Deputy
Recommendation:

Approval

Disapproval

Reason for Disapproval

Signature