

APPLICATION FOR VOLUNTARY SEPARATION INCENTIVE PAY
(VSIP)
FOR GARRISON CIVILIAN EMPLOYEES

PURPOSE: This form is to be used by Garrison employees to apply for voluntary optional retirement or resignation with Voluntary Separation Incentive Pay (VSIP).

INSTRUCTIONS: Complete items 1 through 5, sign, and date this application. Submit this completed form, along with completed retirement application (if retiring) and a completed Request for Personnel Actions (SF 52) stating the conditions under which you are retiring or resigning to receive the VSIP. These documents must be submitted during the period 15 May 2000 through 15 Jun 2000, to the Civilian Personnel Advisory Center, ATTN: Sherri Collier, VSIP Program Coordinator, Building 413, Fort Polk, Louisiana.

1. NAME: _____ PHONE: _____

2. EMPLOYING LOCATION IN GARRISON: _____

3. POSITION TITLE, PAY PLAN, AND GRADE: _____

4. I am voluntarily requesting VSIP. I intend to separate by:

_____ Resignation effective _____ (if VSIP is approved),
_____ Optional Retirement effective _____ (if VSIP is approved)

I meet the following conditions now (or will meet by effective date of separation):

_____ Age 62 with 5 years of creditable service.
_____ Age 60 with 20 years of creditable service.
_____ Age 55 with 30 years of creditable service.
_____ Federal Employees Retirement System (FERS) Minimum Retirement Age.
_____ Other (Specify) _____.

5. Please check all that apply:

- I am a permanent employee.
- I am a reemployed annuitant.
- I am receiving a retention allowance.
- I am covered by a written service agreement resulting from permanent change of station, training, or in receipt of a recruitment or relocation bonus.
- I have a pending or approved application for disability retirement.

6. I understand that by accepting VSIP I become ineligible for the following:

- a. Being reemployed by DOD or entering into a personal services contract within one year after separation, even if I repay the entire incentive;
- b. Being reemployed with the Federal Government within five (5) years after the effective date of my resignation or retirement, unless I repay the entire amount of the VSIP;
- c. Registration in the Department of Defense Priority Placement Program;
- d. Severance Pay (if otherwise eligible); and
- e. Discontinued Service Retirement (if otherwise eligible).

7. I understand that this is a request only and in no way is management obligated to approve it if, in so doing, the intended purpose of VSIP would not be met.

8. I understand that I may not grieve disapproval of my application for VSIP.

9. I understand and agree that if my application for VSIP is approved, I will be separated (by resignation or retirement) not later than 30 September 2000.

10. I understand that if my application for VSIP is NOT approved, my Request for Personnel Actions (SF 52) (requesting resignation or retirement) will be returned without action and I will remain employed.

(Employee's Signature)

(Date)