



ATTACHMENT III

DATE:

TO: Deputy Director
Office of Human Resources

THRU: _____
(Name of IC Executive Officer)

FROM: _____
(Employee Name), (Official Title, Pay Plan, Series & Grade)

SUBJECT: Voluntary Separation Incentive Payments (VSIP) Request(s) and/or
Voluntary Early Retirement Authority (VERA)

This is to request approval to receive the Voluntary Separation Incentive Payment (VSIP) and, if appropriate, to retire under the current Voluntary Early Retirement Authority. I understand that to receive the VSIP, I must voluntarily separate from Federal service. If approved, I will separate effective _____ (date not later than April 3, 2004). My separation will

be: Voluntary Resignation Optional Retirement Voluntary Early Retirement

Employee Signature

TO BE COMPLETED BY IC EXECUTIVE OFFICER

Initiative (check the one that applies): A-76/Competitive Sourcing or Administrative Restructuring

IC Executive Officer's concurrence of eligibility*:

Concur Non-concur

EO Signature _____ IC _____

(*Send to the Office of Human Resources, attention Christine M. Steyer, Bldg. 1, Room B161)

TO BE COMPLETED BY OFFICE OF HUMAN RESOURCES

Concur Non-concur

HR Representative's Signature _____ Date _____