

**Application  
Voluntary Early Retirement Authority (VERA) and/or  
Voluntary Separation Incentive Payment (VSIP)**

Applicant Name (please print)	Bureau	Office
Position Title	Pay Plan/Series/Grade/Band	Salary
Personal Contact Number	Personal email address	Work Phone Number
Supervisor's Name		Supervisor email
Proposed Effective Date of Resignation/Retirement		
<p>Type of Separation (see second page for retirement eligibility requirements)</p> <p>The effective date of your separation (Voluntary Retirement, Early Voluntary Retirement, or Resignation) cannot be earlier than March 18, 2025, the beginning of the window of opportunity. You may apply through April 17, 2025.</p> <p><b>You must be offboarded (via resignation or retirement) no later than Saturday, May 3, 2025.</b></p> <p style="padding-left: 40px;">Voluntary Retirement with VSIP</p> <p style="padding-left: 40px;">Voluntary Early Retirement (VERA) with VSIP</p> <p style="padding-left: 40px;">Resignation with VSIP</p> <p style="padding-left: 40px;">Voluntary Early Retirement (VERA) <b>without</b> VSIP</p>		
<p>I am interested in applying for the VSIP and/or VERA and hereby give my notice of intent to retire or resign no later than <b>May 3, 2025</b>. I have reviewed the <a href="#">VERA</a> and <a href="#">VSIP</a> eligibility requirements and meet all of the requirements. My decision to retire or resign is entirely voluntary and is not coerced.</p> <p>I understand that if I receive the VSIP, I will be responsible for repaying the gross amount of the VSIP to the Department of Commerce if I am reemployed by the Federal government (appointment, personal services contract or other direct contract) within five years of my separation date.</p>		
Signature		Date

Employee Notification	
Approved	Date
Effective date of resignation/retirement	
VSIP gross amount	
Disapproved	Date
Reason for Disapproval	

#### FERS Eligibility for Voluntary Retirement

- Minimum Retirement Age (MRA) with 30 years of Federal service. [MRA varies by year of birth](#)
- Age 60 with 20 years of Federal service
- Age 62 with 5 years of Federal service
- MRA with 10 years of Federal service. There is a permanent reduction in the annuity paid of 5% per year for each year that a FERS retiree is under age 62 at time of retirement under MRA + 10.

#### FERS Eligibility for Voluntary Early Retirement (VERA)

- Age 50 with 20 years of Federal service
- Any age with 25 years of service
- FERS Transferees under age 55 at the time of retirement will have a 2% per year reduction in the proton of their annuity computed under the CSRS annuity formula.

#### CSRS Eligibility for Voluntary Retirement

- Age 55 with 30 years of Federal service
- Age 60 with 20 years of Federal service
- Age 62 with 5 years of Federal service

#### CSRS Eligibility for Voluntary Early Retirement (VERA)

- Age 50 with 20 years of federal service

- Any age with 25 years of Federal service
- There is a permanent reduction in the annuity paid of 2% per year for each year a CSRS employee is under age 55 at the time of retirement.

### **Privacy Act Statement**

- Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.
- **AUTHORITY:** Government Organization and Employees, 5 U.S.C. § 3521 et seq., 5 U.S.C. § 8336(d)(2)(D), 5 U.S.C. § 8414(b)(1)(B), 5 C.F.R. § 576.
- **PURPOSE:** The primary purpose for providing the requested information on this form is to request processing under the Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Payment (VSIP) authority.
- **ROUTINE USES:** The Department of Commerce (Department) may also use the records to carry out any other responsibility arising out of its administration of the specific request. The information you furnish may be disclosed to officers and employees of the Department of Commerce with a need for the record to process this request; to the Office of Personnel Management, Merit Systems Protection Board, Equal Opportunity Employment Commission, or the Government Accountability Office for the purpose of properly administering Federal Personnel systems; to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation; to a congressional office in response to any inquiry made at the request of the individual to whom the record pertains; or the other Routine Uses as described in the Office of Personnel Management's System of Records Notice OPM/GOVT-1, *General Personnel Records* ([December 11, 2012, 77 FR 79694](#); modifications published [February 2, 2022, 87 FR 5874](#) and [August 17, 2023, 88 FR 56058](#)).
- **DISCLOSURE:** Furnishing the requested information is voluntary; however, failure to provide the requested information may result in a delay or inability of the Department of Commerce to process your application.