

Voluntary Separation Incentive Payment (VSIP) Confirmation

This is to inform you that your application for the Voluntary Separation Incentive Payment (VSIP) has been **APPROVED**. Due to the volume of applications and in an effort to afford **all** employees who applied the opportunity to receive the incentive payment, the amount approved for all applicants has changed from \$25,000 to **\$10,000**.

I confirm my application for VSIP which includes the following:

- I accept the \$10,000 incentive payment.
- I agree to separate no earlier than Monday, September 16, 2019 and no later than Friday, September 27, 2019 or I understand that I would forfeit the VSIP payment.
- I understand the incentive payment will be made approximately 2-4 weeks after separation.
- My decision to resign or retire is voluntary and has not been coerced.
- I understand that if I return to federal service within 5 years of the date of separation on which the VSIP is based, I must repay the entire amount of the VSIP to my former agency before my first day of reemployment.
- I understand that I am giving up selection priority for federal employment under the Career Transition Assistance Program (CTAP) and Interagency Career Transition Assistance Program (ICTAP).
- I understand that I may be giving up unemployment benefits (depending on your State's rules).

I wish to withdraw my application for VSIP.

Print Name

X

Signature and Date (electronic signatures are acceptable)

Response due by Monday, August 26, 2019 at 5:00PM EDT

Please complete and return this form as a PDF email attachment to ERS-DR-VV@usda.gov by 5:00PM EDT on Monday, August 26, 2019.

Employees who plan to retire:

A signed and fully completed CSRS/FERS Application for Retirement must be received no later than **Monday, September 9, 2019** or there may be delays in processing your retirement and incentive payment.

Please click the link below to download a complete retirement package. If you need assistance, please contact your servicing Retirement Specialist.

CSRS

<https://axon.ars.usda.gov/HRD/Pages/Retirement-and-Benefits.aspx>

FERS

<https://axon.ars.usda.gov/HRD/Pages/Retirement-and-Benefits.aspx>