

Application for Voluntary Early-Out Retirement

Important: Carefully read procedures before completing and submitting this application to HRD.

Employee Last, First, and Middle Name (print and use official payroll record name):	Employee Contact Information:
	Office Phone Number:
	Cell/Mobile Number:
Position Identification (position title, pay plan, series, and grade):	Work E-Mail Address (Example: bsmith@usda.gov):
Agency (check):	Organizational Unit (Deputy Area and Division/Staff):
<input type="checkbox"/> - Foreign Agricultural Service (FAS)	
Duty Station (city and State):	
Type of Application:	Proposed Separation Date (must be between July 29 and October 3, 2011):
<input type="checkbox"/> - Early Retirement (without incentive)	Employee's preferred date: _____, 2011 (month and day)
<u>Statement of Understanding, If Applying for Early Retirement:</u>	
My decision to retire early is entirely voluntary and has not been coerced. I understand that I can withdraw my application to retire at any time before the effective date.	
By signing this document you are acknowledging you have read and understand the terms and conditions of this application.	
Employee Signature:	Date of Application: