

(DATE)

**Employee Name and
Address**

SUBJECT: Disapproval of Voluntary Early Retirement (VER) Request

You have submitted a retirement application for the current VER offer. You do not meet the eligibility requirements for this VER offer. The disapproval of your VER request was made based on the following reason:

- You do not meet the age and service requirements. To meet the requirements you must:
 - Be age 50 or older as of **March 1, 2004** with at least 20 years of creditable service* as of **February 29, 2004** ; or
 - Have at least 25 years of creditable service* as of **February 29, 2004**; or
 - Be a FERS employee, eligible for a reduced or postponed minimum retirement age (MRA)+10 retirement with at least 20 years of creditable service* as of **February 29, 2004**.

* Creditable service must include at least five years of creditable *civilian* career and non-career service. Military service is also creditable once the five-year creditable civilian service requirement has been met.
- You do not appear on the list of “**Additional Employees**” as defined by the APWU Contract Extension, VER provision.
- You are eligible for optional retirement.
- Your retirement application was not received in a timely manner.
- You are in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance.

Manager, Human Resources