

**(DATE)**

**Employee Name and  
Address**

**SUBJECT:** VER Status

You have submitted your name to the APWU as provided by the December 19, 2003, Memorandum of Agreement regarding Voluntary Early Retirement (VER). You do not meet the eligibility requirements for this VER offer for the reason checked below:

- 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 are or will become optionally eligible by December 31, 2005, the VER effective date.

**Manager, Human Resources**