

VERA/VSIP Employee Checklist

This table provides a list of tasks to complete for the VERA/VSIP Application Process. If you have questions about the steps listed, please contact your supervisor, Human Resources Liaison (HRL), or the Civilian Human Resources Center (CHRC) for further information.

VERA/VSIP Employee Checklist		
Activity	Instruction	Timeframe
<input type="checkbox"/> Confirm your eligibility for VERA/VSIP	<ul style="list-style-type: none"> ✓ Confirm you meet the age and service requirements ✓ Confirm you meet the requirements listed on the VERA/VSIP application ✓ Contact your HRL representative or the CHRC with further questions 	NLT 21 Feb
<input type="checkbox"/> Fill out and submit VERA/VSIP application	<ul style="list-style-type: none"> ✓ Download the application from http://www.capmed.mil/EmployeeServices/J1Manpower/SitePages/VERAVSIP.aspx ✓ Fill out Part 1 of the VERA/VSIP application ✓ Submit to your Department Head 	NLT 21 Feb
<input type="checkbox"/> Fill out ABC-C paperwork	<ul style="list-style-type: none"> ✓ Download the ABC-C application at https://www.abc.army.mil ✓ Complete and turn in retirement paperwork to ABC-C 	NLT 21 Feb
If Approved ...		
<input type="checkbox"/> Receive Letter of Approval from the NCR-MD	<ul style="list-style-type: none"> ✓ You will receive a letter confirming your approval for VSIP and/or VERA 	NLT 9 May
<input type="checkbox"/> Submit final ABC-C application with Letter of Approval from NCR-MD	<ul style="list-style-type: none"> ✓ Send ABC-C a copy of your Letter of Approval ✓ Send ABC-C your retirement paperwork if you haven't already done so 	NLT 12 May
<input type="checkbox"/> Ensure submission of RPA	<ul style="list-style-type: none"> ✓ Manager or Admin sends Retirement RPA to CHRC for processing 	NLT 12 May
<i>If NOT approved...</i>	<ul style="list-style-type: none"> ✓ Withdraw retirement paperwork from ABC-C ✓ Contact your Department Head for questions 	NLT 14 May
If ABC-C Confirms Eligibility...		
<input type="checkbox"/> Contact HRL	<ul style="list-style-type: none"> ✓ Contact HRL representative to begin out-processing 	NLT 14 May
<i>If NOT found eligible...</i>	<ul style="list-style-type: none"> ✓ Withdraw retirement paperwork from ABC-C ✓ Contact the CHRC for questions (JTFCAPMED.CHRC@health.mil) 	NLT 14 May

For further information, please contact your CHRC representative at
301-319-8387 or dha.bethesda.ncr-medical.mbx.ncr-md-chrc@mail.mil.