

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 Jun 2019
<input type="checkbox"/> Fill out and submit VERA/VSIP application	<ul style="list-style-type: none"> ✓ Download the application from http://www.capmed.mil/Employeeeservices/ ✓ VERA VSIP FY 2019 ✓ Fill out Part 1 of the VERA/VSIP application ✓ Submit to your Department Head 	NLT 21 Jun 2019
<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 Jun 2019
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 06 Sep 2019
<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 09 Sep 2019
<input type="checkbox"/>	<ul style="list-style-type: none"> ✓ Complete DD2903 (if approved for VSIP) send to CHRC for signature at: USARMY.RIA.CHRA-NC.mbx.chrc-ria-inbox@mail.mil ✓ Once CHRC-RI has verified/signed/returned DD2903 to employee, employee MUST add social security number and written initials to DD2903 then send document to ABC-C 	NLT 13 Sep 2019
<i>If NOT approved...</i>	<ul style="list-style-type: none"> ✓ Withdraw retirement paperwork from ABC-C ✓ Contact your Department Head for questions 	NLT 13 Sep 2019
If ABC-C Confirms Eligibility...		
<input type="checkbox"/> Contact HRL	<ul style="list-style-type: none"> ✓ Contact HRL representative to begin out-processing 	NLT 30 Sep 2019
<i>If NOT found eligible...</i>	<ul style="list-style-type: none"> ✓ Withdraw retirement paperwork from ABC-C ✓ Contact the CHRC for questions: dha.bethesda.ncr-medical.mbx.ncr-md-chrc@mail.mil 	NLT 13 Sep 2019

VSIP FORMS DD2903s must be forwarded to email address:
USARMY.RIA.CHRA-NC.mbx.chrc-ria-inbox@mail.mil by the appropriate
CHRC representative prior to sending to ABC.

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