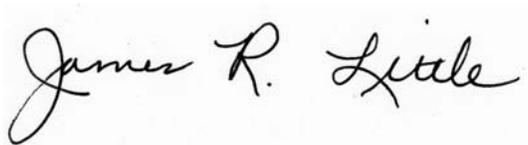


**For:** All Alabama, Louisiana, and Mississippi FSA Employees

**Extending Application Period for Voluntary Separation Incentive Payment (VSIP)  
and Voluntary Early Retirement Authority (VERA) for AL, LA, and MS Employees**

Approved by: Administrator



**1 Overview**

**A Purpose**

Because of the impact of Hurricane Katrina on business operations and employees' personal situations, FSA has extended the VSIP/VERA application period announced in Notice PM-2477 for employees in the severely impacted States of AL, LA, and MS.

**B Specific Change**

The opportunity for all eligible employees listed in Notice PM-2477 in AL, LA, and MS to voluntarily apply for VSIP has been extended by 2 weeks to September 20, 2005, with an effective separation date of no earlier than October 15, 2005, and no later than November 3, 2005. Eligible employees in these 3 States who wish to apply should fax FSA-334 to HRD no later than midnight on September 20, 2005.

**Important:** The changes in this notice apply **only** to employees in AL, LA, and MS.

**2 Previously Submitted Applications**

**A Separations Dates Before October 15**

For employees who have already submitted applications with a proposed separation date before October 15, the separation date will automatically be changed to October 15, if the application is approved. Employees who wish to change to a date other than October 15 (October 16 through November 3) must submit a corrected FSA-334. Complete FSA-334 with the new proposed separation date, write "CORRECTED" at the top of the FSA-334 and fax to HRD no later than midnight on September 20, 2005.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2006	All AL, LA, and MS FSA Employees; State Office relay to County Offices

## Notice PM-2483

### 2 Previously Submitted Applications (Continued)

#### B Changing or Withdrawing Applications

Employees who have already submitted applications but now have reassessed their personal situation and no longer wish to resign or retire may submit a withdrawal FSA-334. Write “WITHDRAW” at the top of FSA-334, **originally submitted to apply for VSIP/VERA**, complete blocks 12A and 12B and fax to HRD as soon as possible but no later than the proposed separation date. **If original is not available, use a new form, make sure to complete the identifying information in blocks 1 through 9B.**

### 3 Further Considerations for Extensions

#### A Requesting Authority Extension

FSA recognizes that this 2-week extension may not provide sufficient time for employees in the hardest hit locations to receive communications, assess their situations, obtain fax access, and submit new or corrected applications. However, this is the maximum amount of relief the Agency currently has the authority to offer. The OPM authority that has been granted to FSA for offering VSIP/VERA ends on November 3. FSA is requesting a modification to that authority to allow an additional 30 calendar days for the separation window. That would allow this extension to be expanded until December 3. If successful in obtaining that authority a subsequent notice will be issued. While optimistic that OPM would approve such a request, based on the impact of the natural disaster, all eligible and interested employees are encouraged to apply by the deadline of September 20 since there are no assurances that the request for an expanded offer window will be approved.