**NASA TEMPLATE – APPLICATION FOR PHASED RETIREMENT**

NASA Employees must use this template to apply for Phased Retirement. Centers may require additional information or attachments – consult your Center Phased Retirement POC for assistance

*Employee: Submit application to supervisor*

*Supervisor: Submit via Human Resources to designated Approving Official*

NAME:

POSITION TITLE/SERIES/GRADE:

CENTER/ORGANIZATION:

SUPERVISOR:

**PART 1 – PROPOSED PHASED RETIREMENT TIME PERIOD AND WORK SCHEDULE**

REQUESTED BEGINNING DATE:

REQUESTED ENDING DATE: (no more than 2 years from beginning date)

* **GUIDELINES FOR SELECTING YOUR BEGINNING DATE**

Normally you should request a date at least 90 days from the date of your application, to allow sufficient time for approval and processing of your application. This date may be sooner if one or both of the following applies:

* You anticipate approval of your application in less than 30 days due to advance coordination
* You want to start your period of phased employment (half-time schedule) before your retirement paperwork is complete and submitted to OPM – ***in this case, the start of your Phased Retirement interim annuity will be delayed***

PROPOSED WORK SCHEDULE (Must = 40 hours)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Week 1** |  |  |  |  |  |
| **Week 2** |  |  |  |  |  |

If Center policy permits part-time employees to participate in an Alternative Work Schedule (AWS), and you would like to do so, indicate the AWS you would like (subject to supervisor approval).

**PART 2 – PROPOSED WORK AND MENTORING DURING PHASED RETIREMENT**

WORK TO BE PERFORMED DURING PHASED RETIREMENT PERIOD:

* Provide full description of projects/programs/deliverables.
* If work will be performed for another organization, attach an explanation as to how this will be managed (i.e., detail or reassignment), signed by the authorizing management officials in both organizations.
* If you are a supervisor, explain how the supervisory work will be performed, either:
  + Someone else will be assigned as supervisor; or
  + You will perform the supervisory responsibilities – in this case explain how this work will be accomplished on a half time schedule, and include a proposed work schedule that includes most days of the pay period.
* If you are a Senior Executive, your application must:
  + Identify a General Schedule position or duties you have arranged to perform during the Phased Retirement period, and
  + Include a statement that you are requesting a voluntary change to lower grade to the identified GS position

MENTORING PLAN (must include the following):

* + - * Knowledge to be transferred
      * To whom (may be individual(s), or groups)
      * Method(s) and schedule for conducting mentoring
        + May include direct mentoring to successor or other staff, developing or presenting training, developing policies or operating procedures, etc.
        + Normally the minimum 20% mentoring time must be completed each pay period; any exceptions must be explained here. Acceptable reasons for exception include:

Availability of individual(s) who will be mentored

Plan consists mostly of training that is not conducted each pay period

* + - * + ***NOTE: For exceptions, the 20% requirement must be met each quarter***.
* If mentoring will be performed in another organization, attach approval for the plan signed by the authorizing management officials in both organizations.

**PART 3 – APPLICANT CERTIFICATIONS AND SIGNATURE**

* I have received counseling and estimates from the NASA Shared Services Center (NSSC) and:
  + Have confirmed that I meet the eligibility requirements for Phased Retirement
  + Understand the impact of phased retirement as specific to me (including my annuity and other benefits and the effects of working as a part-time employee)
* If approved to participate in Phased Retirement, I must complete a separate retirement application, which must be completed and submitted through the NSSC to the Office of Personnel Management before my interim annuity under Phased Retirement will begin.

* My period of phased retirement is limited to the time period agreed to by me and the NASA Approving Official; I understand that entering phased retirement includes a commitment to enter full retirement by the end of this period.
* If considering outside employment, or other activity that may be related to my NASA employment, while in phased retirement status, I have consulted or will consult a NASA ethics attorney.
* I can withdraw my application any time prior to the date I enter Phased Retirement, but not thereafter.
* I may request an extension in writing before the end of the initial Phased Retirement period; denial of such request will not be grievable or appealable. My total time in Phased Retirement may not exceed 3 years.
* Return to regular employment is expected to be rare (unless I am selected for a new position through normal hiring procedures). My written request to do so must be approved by an authorized NASA official; denial of such request will not be grievable or appealable.
* My work schedule will be 40 hours per pay period; I may work in excess of 40 hours only under rare emergency circumstances which must be approved in advance.
* 20% of my time during Phased Retirement must be spent in approved mentoring activities.
* Before I enter Phased Retirement status, I must execute a written agreement that defines the conditions and commitments applicable to NASA and me in connection with my participation in Phased Retirement.

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Employee Signature Date

**PART 4 – PROCESSING AND APPROVAL**

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Supervisor Name and Title Supervisor Signature and Receipt Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by Human Resources Office – Name HR Receipt Date

**Basic Criteria for approving or denying Phased Retirement applications:**

(not including any Center-established criteria)

(1) Employee must meet basic eligibility requirements.

(2) There is a need for and opportunity for meaningful transfer of the employee’s knowledge as proposed in the mentoring plan; employee is a fit for the needed/proposed type(s) of mentoring.

(3) The proposed work is needed, available, suitable for a half-time schedule, and consistent with management determinations about deployment of positions and workload. Employee meets the qualifications requirements for any reassignment or detail.

(4) Any impact on the organization’s or Center's authorized funding levels has been considered and determined acceptable.

**\_\_\_\_\_ Application approved**

Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional requirements or conditions:

**\_\_\_\_\_ Application disapproved (explanation attached)**

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Approving Official Name and Title Approving Official Signature Date

***Upon decision, return completed application to Human Resources Office for dispositioning and processing***