

APPLICATION FOR PHASED RETIREMENT

HEADQUARTERS SUPPLEMENTAL SHEET

Employee Name _____

Applications for Phased Retirement submitted by NASA Headquarters employees must also be signed by the Official in Charge (OIC) of the organization. The supervisor shall forward the application, including this sheet, to the OIC for review and signature. After signing, the OIC shall return the application to the supervisor. The supervisor shall submit the application to the Headquarters Human Resources Management Division (HRMD) for routing to the Director, Human Resources Management Division.

Basic Criteria for approving or denying Phased Retirement applications:

- (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.

I certify that the basic criteria on which approval or denial of this phased retirement application will be made have been met and recommend approval of this application.

Official in Charge Name and Title

Official in Charge Signature and Receipt Date

Comments: