



**Department of Navy
Human Resources Service Center**

Request For Voluntary Separation Incentive Calculation

I would like to request a calculation of the amount of my Voluntary Separation Incentive.

Name: (last, first, middle)	SSN:	Activity:
Telephone Number:	Date of Expected Separation:	Have you ever received severance pay because you were separated through RIF? <input type="checkbox"/> yes <input type="checkbox"/> no

I would like the incentive calculation:

Sent by fax to _____

Sent by mail to _____

FAX THIS FORM TO YOUR SERVICING HRSC AT THE NUMBER LISTED ON THE BACK OF THIS FORM

FOR COMPLETION BY THE HRSC

An estimate of the gross amount of your Voluntary Separation Incentive is:	
The estimate is calculated based on a civilian service computation date of:	

If your application for Voluntary Separation Incentive is approved the amount of the incentive will be recalculated and the service computation date verified prior to the authorization of the incentive.

Remember the amount shown above is a gross amount. The check that you receive will not be the amount listed above. The Defense Finance and Accounting Service (DFAS) will make deductions for:

- Federal taxes
- State taxes
- Medicare
- Social Security, if you are a FERS or CSRS Offset (CSRS + FICA) employee

You must include the full amount of the incentive as income for income tax purposes. Depending upon your total income for the entire tax year you may owe extra taxes in addition to those initially withheld. Consult your tax advisor for complete information about taxes.

Benefits Counselor	Date
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HRSC ADDRESS LISTING

To determine your servicing HRSC and their fax number, please refer to block 48 on your SF-50, Notification of Personnel Action and match it to the corresponding 4-digit number below:

<p>2416</p> <p><input type="checkbox"/> HRSC Northwest 3230 Randall Way Silverdale, WA 98383-7952</p> <p>TTY number for hearing impaired: (360) 315-8065</p> <p>Fax: (360) 315-8185 DSN: 322-8185</p>	<p>2414</p> <p><input type="checkbox"/> HRSC Southwest 525 B Street, Suite 600, Code 43 San Diego, CA 92101-4418</p> <p>TTY number for hearing impaired: (619) 615-5649</p> <p>Fax: (619) 615-5548 DSN: 245-5548</p>
<p>2412</p> <p><input type="checkbox"/> HRSC Northeast 111 S Independence Mall East Philadelphia, PA 19106-2598</p> <p>TTY number for hearing impaired: (215) 408-5449</p> <p>Fax: (215) 408-5079 DSN: 243-5079</p>	<p>2417</p> <p><input type="checkbox"/> HRSC Southeast 9110 Leonard Kimble Road Stennis Space Center, MS 39522-0002</p> <p>TTY number for hearing impaired: (877) 854-3453 or (228) 813-1110</p> <p>Fax: (228) 813-1304 DSN: 446-1304</p>
<p>2418</p> <p><input type="checkbox"/> HRSC Pacific 178 Main Street, Bldg. 499 Honolulu, HI 96818-4048</p> <p>Fax: (808) 474-1289 DSN: 474-1289</p>	<p>2413</p> <p><input type="checkbox"/> HRSC East NNSY, Bldg. 17, Code 43 Portsmouth, VA 23709-5000</p> <p>TTY number for hearing impaired: (757) 396-7078.</p> <p>Fax: (757) 396-7826 DSN: 386-7826</p>
<p>2445</p> <p><input type="checkbox"/> HRSC Europe PSC 821, Box 121 FPO AE 09421-5000</p> <p>Fax: 001-44-208-385-5288</p>	

PRIVACY ACT STATEMENT

"Privacy Act Notice. We are authorized to request this information under 5 U.S.C. Chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. You are not required by law to provide this information, but if you do not provide it, it may not be possible to process the actions you request on this Web site."