

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
Bulletin No. 29-11

23 August 2011

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)
FOR ELIGIBLE FORSCOM APPROPRIATE FUND CIVILIAN EMPLOYEES
OPEN WINDOW – 23- 30 AUGUST 2011**

1. **Purpose.** The purpose of this bulletin is to open a window of opportunity to allow eligible employees employed in **FORSCOM** activities to apply for Voluntary Separation Incentive Pay (VSIP) in conjunction with optional retirement or resignation. Employees must be eligible and willing to retire or resign on 30 September 2011 and must occupy a position that is among the targeted series and grades located at Attachment 1.

2. **Reason.** The Army has been directed to reduce its Civilian on-board strength to meet funded targets established by the Secretary of Defense and reflected in the President's Budget. VSIP is being offered in an attempt to avoid the necessity to invoke Reduction-in-Force procedures to achieve Fort Polk's share of the mandated reductions.

3. **VSIP.** VSIP is lump-sum payment or installments, which is equivalent to an employee's severance pay entitlement, up to a maximum of \$25,000 paid upon voluntary resignation or optional retirement.

4. **Eligibility.**

a. Employees are **eligible** for VSIP provided they are:

- U.S. citizens as defined by 5 U.S.C. 9902(g);
- Serving under an appointment without time limitation;
- Have been continuously employed by the Department of Defense for at least 12 months;
- Eligible for either optional retirement or resignation; and
- Serving in a position covered by the offer.

b. The following categories of employees are **ineligible** to receive VSIP;

- Reemployed annuitants;
- Employees with a disability such that the individual is or would be eligible for disability retirement;
- Employees in receipt of a decision notice of involuntary separation for misconduct or unacceptable performance;

- Employees occupying “hard to fill” positions;
- During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation bonus was paid, or is to be paid;
- During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
- During the 12-month period preceding the date of separation, performed service for which a retention bonus was paid, or is to be paid; and
- Employees who have previously received any VSIP from the Federal Government.

5. Restrictions.

a. Employees who accept VSIP are ineligible for registration in the DoD Priority Placement Program.

b. Employees who accept VSIP have restrictions placed on future employment with the Federal government. An employee, who accepts VSIP and accepts employment with the Federal Government within 5 years after the date of separation, must repay the entire amount of the incentive to the Department of the Army. Moreover, a DoD employee who takes VSIP is not allowed by DoD policy to return to DoD or enter into a personal services contract for one year after separation, even if the employee repays the incentive, unless a waiver is granted by the Assistant Secretary of the Army.

6. Eligibility for Optional Retirement.

- Be age 62 with 5 years of service;
- Be age 60 with 20 years of service;
- Be age 55 with 30 years of service.
- FERS Minimum Retirement Age (55 or older) with 10 years of service (reduced annuity).

7. Approval Process. The Director of the Civilian Personnel Advisory Center and Management Officials will determine if approval of the VSIP application will preclude the necessity for the application of RIF procedures by reducing the number of involuntary separations. The Commander or his designee may approve the incentive only if the applicable criteria are met. An individual management decision will be made on each application received, and each applicant will be notified regarding approval or

disapproval of their application. If the number of eligible VSIP applicants exceeds the number that can be approved due to funding limitations, offers will be made in seniority order using the service computation date for leave. Veteran's preference and tenure are not considered in this process. It is anticipated that not more than four approvals will be necessary to avoid the necessity to invoke RIF procedures.

8. **Not an Entitlement.** Employees are reminded that the primary purpose of the VSIP authority is to encourage employees to leave the rolls voluntarily. The incentive may only be approved if the appropriate criteria are met. This incentive is not an employee entitlement. Consequently, disapproval of an employee's request for VSIP is not a grievable matter and does not serve as a basis for a complaint or appeal.

9. **Application Procedures.** All eligible employees who voluntarily desire to apply for VSIP in conjunction with optional retirement or resignation must complete the application at Attachment 2. Completed applications must be submitted to the Civilian Personnel Advisory Center, ATTN: VSIP Program Coordinator, Building 3334, Fort Polk, Louisiana no later than **close of business on 30 August 11.**

10. Questions regarding any aspect of this program should be directed to a Human Resources Specialist at 531-4020.

Attachments
as

//original signed//
DONALD R. MALLETT
Director,
Civilian Personnel Advisory Center

VSIP TARGETED SERIES AND GRADES

PAY PLAN	SERIES	GRADE
GS	560	13
GS	560	12
GS	560	11
GS	501	13
GS	501	12
GS	501	11
GS	343	13
GS	343	12
GS	343	11

APPLICATION FOR VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)

PURPOSE. This application form is to be used by FORSCOM employees to apply for Voluntary Separation Incentive Pay (VSIP).

INSTRUCTIONS: Complete Items 1-7, as applicable; initial all remarks found at Item 8; and sign and date the application. Submit the completed form during the period 23 through 30 August 2011, to the Civilian Personnel Advisory Center, ATTN; VSIP Coordinator, Building 3304, Fort Polk, Louisiana.

1. PRINTED NAME: _____ PHONE: _____

2. EMPLOYING ORGANIZATION: _____

3. POSITION TITLE, SERIES, PAY PLAN AND GRADE: _____

4. I voluntarily request VSIP, and I intend to separate by one of the following means, if otherwise eligible: (Check and initial either a or b)

a. _____ **Resignation**

b. _____ **Optional Retirement (Please *initial* one below)**

_____ **Age 62 with 5 years**

_____ **Age 60 with 20 years**

_____ **Age 55 with 30 years**

_____ **FERS Minimum Retirement Age (55 or older) with 10 years of Service**

_____ **Retirement Eligibility Date**

5. If my VSIP application is disapproved: (Please *initial* one below)

_____ I want to withdraw my request to leave the rolls voluntarily.

_____ I do not want to withdraw my request to leave the rolls voluntarily.

6. If my VSIP application is approved, my VSIP pay option is: (*Initial* one)

_____ Lump sum payment

_____ Bi-weekly payments

_____ Installment payments

7. **Understandings. I clearly understand, agree and certify that: (You must *initial each line*)**

_____ the approval of my VSIP application is not automatic and is subject to all regulatory requirements, and I may not grieve/appeal the disapproval of my application.

_____ if my VSIP application is approved, I must be eligible for retirement or resignation by 30 September 2011 and agree to remain on the rolls until 30 September 2011.

_____ the offering of VSIP is to avoid the necessity to invoke RIF procedures, therefore, if my application is approved, I cannot withdraw VSIP application after the VSIP approval process is completed.

_____ if I indicated in paragraph 5 above that I would not leave the rolls voluntarily without VSIP and my request for VSIP is disapproved, my request to leave the rolls voluntarily will become inactive and, should it become necessary, I will be included in the RIF.

_____ I have read the contents of the bulletin and am aware of all requirements, conditions and restrictions incurred by my accepting the offered incentives.

(Employee's Signature)

(Date)

Attachment 2