

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

CIVILIAN PERSONNEL
Bulletin No. 30-11

7 September 2011

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)
AND
VOLUNTARY EARLY RETIREMENT (VERA)
CANVASS OF
ELIGIBLE GARRISON APPROPRIATED FUNDED CIVILIAN EMPLOYEES**

1. **Purpose.** The purpose of this bulletin is to solicit employees' interest in receiving VSIP in conjunction with optional retirement, voluntary early retirement or resignation. This solicitation is limited to permanent Garrison employees. Temporary and Term employees are not eligible.
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 and VERA are being considered to assist us achieve Fort Polk's share of the mandated reductions.
3. **VSIP.** VSIP is a 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, voluntary early retirement or optional retirement. It is offered at the discretion of management. The employee's expressed interest does not commit the employee to a particular course of action. The employee's request for VSIP or VERA consideration is strictly voluntary. Employees may withdraw their expressed interest at any point by notifying their immediate supervisor. Employees who are approved for VSIP and/or VERA will receive personalized counseling regarding their benefits. The window of opportunity to indicate interest is 7 September 2011 through 6 October 2011.
4. **Eligibility for VSIP.**
 - 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.

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. **VSIP 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).

- MRA varies based on year of birth. Employees may determine their respective MRA by using the following website:
[https://www.abc.army.mil/Retirements/FERSEligibility For Retirement.htm](https://www.abc.army.mil/Retirements/FERSEligibility%20For%20Retirement.htm).

7. Eligibility for Voluntary Early Retirement (CSRS and FERS).

- Be 50 with 20 years of service; or
- Any age with 25 years of service;
- Be serving on an appointment without time limitation;
- Been continuously employed within DoD for more than 30 days before the date on which the determination to conduct a workforce reduction or restructuring action is approved;
- Not received a specific RIF separation notice; or a decision notice of involuntary separation for misconduct or unacceptable performance; and
- Not retiring as a result of declining a transfer of function, directed reassignment, or other management-initiated relocation outside the commuting area.

8. Retirement Questions. Contact the centralized Army Benefits Center-Civilian (ABC-C) for answers to individual retirement questions. The telephone number is 1-877-276-9287, or an employee may access the ABC-C on the web at www.abc.army.mil. All employees regardless of retirement eligibility should establish their personal identification number (PIN). The PIN is necessary for retirement processing in addition to the processing of health benefits and thrift savings plan determinations.

9. Approval Process. VSIP and VERA applications are not automatically approved. Approvals will be on a case-by-case basis considering (a) the number of employees expressing interest; (b) the remaining structure of the organizations involved; (c) current DoD/DA/IMCOM restrictions or conditions for approval; (d) seniority as determined by the service computation date for leave. **Employees are expected to be off the rolls on 28 January 2012.**

10. Not an Entitlement. Employees are reminded that the primary purpose of the VSIP/VERA 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.

11. Application Procedures. All eligible employees who voluntarily desire to apply for VSIP in conjunction with optional retirement, voluntary early retirement or resignation

must complete the application at Attachment 1. Completed applications must be submitted to the Civilian Personnel Advisory Center, ATTN: VSIP Program Coordinator, Building 3304, Fort Polk, Louisiana no later than **close of business on 6 October 2011**.

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

Attachment
as

DONALD R. MALLETT
Director,
Civilian Personnel Advisory Center

VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP)
AND
VOLUNTARY EARLY RETIREMENT (VERA)

EMPLOYEE INFORMATION

Date Requested: _____

Employee Name: _____ Employee SSAN: _____

Duty Phone: _____ Current Permanent Job Title, Series & Grade: _____

EMPLOYEE INTEREST

I am indicating **interest** for the Voluntary Separation Incentive Program (VSIP) under the following option (**check one**):

Optional Retirement
(30 years of service at age 55 or
20 years of service at age 60 or
5 years of service at age 62 or
for FERS 10 years service at MRA)

Voluntary Early Retirement
(25 years of service at any age or
20 years of service at age 50)

Resignation

I am not interested in retiring or resigning at this time.

I am not interested in VERA absent VSIP.

I understand that completion of this form does not obligate me to retire or resign and that I will be provided an opportunity to withdraw this form during the approval process with the CPAC.

EMPLOYEE CERTIFICATION

Date: _____

Signature: _____