

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

CIVILIAN PERSONNEL  
BULLETIN NO. 09-01

1 March 2001

**VOLUNTARY EARLY RETIREMENT, VOLUNTARY REDUCTION IN FORCE  
AND  
VOLUNTARY SEPARATION INCENTIVE PAY  
SURVEY FOR GARRISON EMPLOYEES**

1. As a result of the requirement to conduct a whole base Commercial Activities (CA) study of Garrison activities, a determination has been made that regardless of the outcome, a reduction-in-force (RIF) will be required to implement the decision. The RIF will either implement the Fort Polk Most Efficient Organization (MEO), if the in-house workforce is the winner, or its Residual Efficient (REO), if a contractor is the winner. The size of the RIF will be contingent upon the outcome of the CA decision. If the in-house workforce wins, the RIF will be small. Conversely, if the contractor wins, the RIF will be major.

2. In order to minimize the impact of the RIF, the Command is considering (a) requesting authorization for Voluntary Early Retirement (VERA); (b) offering Voluntary Reduction-in-Force (VRIF), and (c) offering Voluntary Separation Incentive Pay (VSIP). At this time, the use of these tools will include all occupational series and grades. **Based on the results of this survey, and if we obtain the necessary approval, further consideration will be given to limiting or targeting VERA, VRIF, and VSIP to specific occupational series or grade levels to prevent a workload/skill distribution imbalance.**

3. The purpose of this survey is to **determine general interest** in VERA, VRIF, and VSIP. Your response to this survey is not binding and the information will not be used to force you to retire, resign or otherwise be separated from your position as a result of your participation in the survey. The decision regarding VERA, VRIF, and VSIP is strictly voluntary. **If you are eligible and interested in VERA, VRIF and/or VSIP, you must complete and return the appropriate survey(s) to the CPAC, ATTN: Ms. Sherri Collier, Building 413, 4071 Radio Road, Fort Polk, Louisiana 71459-5341, not later than March 19, 2001. If**

approval is later obtained for VERA, you must complete the required paperwork and file an application during the announced window period. Likewise, you must also file an application during the announced window period for VRIF and VSIP

4. Attached are survey forms for VERA, VRIF and VSIP. Please read each carefully, and if you are eligible and interested, return the appropriate survey forms(s) as set forth in paragraph 3 above. Should you have any questions, please contact your servicing personnel advisor at 531-4020. As always, your cooperation is appreciated.

Encls  
as

**//ORIGINAL SIGNED//**  
DONALD R. MALLETT  
Director Civilian Personnel  
Advisory Center

**VOLUNTARY EARLY RETIREMENT (VERA) SURVEY  
FOR GARRISON EMPLOYEES**

**PURPOSE:** This form is to be used by Garrison employees to indicate their interest in Voluntary Early Retirement (VERA).

**ELIGIBILITY REQUIREMENTS:** In order to be eligible to retire under VERA by the date of separation, employees must:

--complete at least 20 years of creditable service and be at least age 50; or complete at least 25 years of creditable service, regardless of age. **NOTE:** This requirement must be met to allow retirement on or before **July 31, 2002.**

--serve in a position covered by an agency offer;

--have been employed continuously by the Department of Defense (DoD) for at least the 31-day period ending on the date on which the agency requests VERA.

--apply during the designated window period and receive approval from the agency; and

--not meet any of the ineligibility categories listed below.

**INELIGIIBLITY FOR EARLY RETIREMENT:** Employees who fall under any of the following categories are not eligible for voluntary early retirement:

--have not been employed continuously by the Department of Defense (DoD) for at least the 31-day period ending on the date on which the agency requests VERA.

--are serving under time-limited appointments; or

--are in receipt of a decision of involuntary separation for misconduct or unacceptable performance

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VOLUNTARY EARLY RETIREMENT (VERA) SURVEY  
FOR GARRISON EMPLOYEES (continued)

Name \_\_\_\_\_ Organization \_\_\_\_\_

1. Check one of the following:

\_\_\_\_\_ I am eligible and interested in VERA.

\_\_\_\_\_ I will be eligible for VERA on \_\_\_\_\_ and am  
interested. (DATE)

\_\_\_\_\_ I am eligible, but undecided about VERA because:  
(fill-in is optional) \_\_\_\_\_

\_\_\_\_\_ I will be eligible for VERA on \_\_\_\_\_ (DATE), but  
undecided about VERA because: (fill-in optional) \_\_\_\_\_

2. Please CHECK all that apply:

\_\_\_\_\_ I WOULD LIKE AN ANNUITY COMPUTATION.

\_\_\_\_\_ I AM RETIRED MILITARY.

\_\_\_\_\_ I HAVE OPTIONAL LIFE INSURANCE.

3. Please fill in the following information:

MY CURRENT SICK LEAVE BALANCE IS \_\_\_\_\_.

MY CURRENT HEALTH PLAN IS \_\_\_\_\_.

4. I understand that completing this form is purely voluntary and that I am under no obligation to retire. I further understand that the information requested is necessary to obtain an annuity estimate for VERA.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return this form to Ms. Sherri Collier at the CPAC,  
Building 413, 7041 Radio Road, Fort Polk, LA 71459-5341 not  
later than March 19, 2001.

**VOLUNTARY REDUCTION IN FORCE (VRIF) SEPARATION SURVEY  
FOR GARRISON EMPLOYEES**

**PURPOSE:** This form is to be used by Garrison employees to indicate their interest in Voluntary Reduction-in-Force (VRIF).

**GENERAL:**

--Section 1103 of the Defense Authorization Act of 2000 extends the authority of DoD to allow the release of an employee who volunteers for separation in a reduction-in-force (RIF) even though the employee is not otherwise subject to the separation under RIF.

--Voluntary RIF separation can be effected only during formal RIF, that is, where official RIF notices will be used.

--Both employees must be in the same competitive area.

--Matches of RIF separation volunteers with those affected by the formal RIF will be based on the similarity of their positions. Any position affected by the RIF can be identified for placement of a RIF separation volunteer, if separation of the RIF volunteer would result in the cancellation of the RIF separation action, and the subsequent placement of a RIF-affected employee. The placement cannot result in promotion.

**ELIGIBILITY AND CONDITIONS:**

a. Only U.S. citizen employees of the DoD, who meet the definition of competing employee in 5 Code of Federal Regulations 351.203, are eligible for voluntary separation participation. In addition, RIF separation volunteers:

--must be serving under an appointment without time limitation,

--may not be reemployed annuitants, and

--may not have a pending or approved application for disability retirement.

b. RIF separation volunteers are ineligible for registration in the Priority Placement Program, non-federal hiring incentives, and voluntary separation incentives. RIF separation volunteers

VOLUNTARY REDUCTION IN FORCE (VRIF) SEPARATION SURVEY  
FOR GARRISON EMPLOYEES (continued)

who are reemployed by the Federal government are subject to the rules governing repayment of severance pay.

c. RIF separation volunteers will be treated as involuntary RIF separations, will all entitlements, except for those set forth in b above.

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Organization \_\_\_\_\_

1. Check one of the following:

- I AM ELIGIBLE AND INTERESTED IN VOLUNTARY RIF SEPARATION
- I AM ELIGIBLE, BUT UNDECIDED ABOUT VOLUNTARY RIF SEPARATION BECAUSE: (fill-in is optional)

\_\_\_\_\_

\_\_\_\_\_

2. Please answer the following:

- MY OFFICIAL JOB TITLE IS \_\_\_\_\_.
- THE SERIES AND GRADE OF MY POSITION IS \_\_\_\_\_.

3. I understand that completing this form is purely voluntary and that I am under no obligation to volunteer for RIF separation.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return this form to Ms. Sherri Collier at the CPAC, Building 413, 7041 Radio Road, Fort Polk, LA 71459-5341 not later than March 19, 2001.

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP) SURVEY  
FOR GARRISON EMPLOYEES**

**PURPOSE:** This form is to be used by Garrison employees to indicate their interest in Voluntary Separation Incentive Pay (VSIP).

**ELIGIBILITY:** Employees are eligible for VSIP provided they are:

- U.S. citizens, an exception exists for non U.S. citizens employed under the Panama Canal Employment System;
- Eligible for either VERA, optional retirement or resignation;
- Serving under an appointment without time limitation; and
- Have been continuously employed by the Federal government for at least 12 months.

**ELIGIBILITY FOR VERA**

Complete at least 20 years of creditable service and be at least age 50; or complete at least 25 years of creditable service, regardless of age. **NOTE:** This requirement must be met to allow retirement on or before **July 31, 2002**.

**ELIGIBILITY FOR OPTIONAL RETIREMENT - NOTE:** This eligibility must be met to allow retirement on or before **JULY 31, 2002**.

**Civil Service Retirement System (CSRS).** Under the CSRS, employees may retire on an immediate annuity if the following requirements are met:

- Be age 62 with 5 years of service;
- Be age 60 with 20 years of service;
- Be age 55 with 30 years of service.

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP) SURVEY**

**FOR GARRISON EMPLOYEES (continued)**

**Federal Employee Retirement System.** Under FERS, employees may retire on an immediate annuity if the following requirements are met:

--Be age 62 with 5 years of service;

--Be age 60 with 20 years of service;

--Be Minimum Retirement Age (never less than 55), with 10 years of service (reduced annuity).

**INELIGIBILITY.** The following categories of employees are ineligible to receive VSIP:

--Reemployed annuitants;

--Employees with a pending or approved application for disability retirement;

--Employees occupying "hard to fill" positions;

--Employees receiving a retention allowance;

--Employees covered by a written service agreement resulting from a permanent change of station (PCS), training, or receipt of a recruitment or relocation bonus.

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FOR GARRISON EMPLOYEES (continued)

Name \_\_\_\_\_ Organization \_\_\_\_\_

Position Title, Pay Plan, Series and Grade:

\_\_\_\_\_

1. Check one of the following:

\_\_\_\_\_ I AM ELIGIBLE FOR AND INTERESTED IN VOLUNTARY SEPARATION INCENTIVE PAY.

\_\_\_\_\_ I AM ELIGIBLE, BUT UNDECIDED ABOUT VOLUNTARY SEPARATION INCENTIVE PAY BECAUSE: (fill-in is optional)

\_\_\_\_\_

2. Please answer the following:

IF VSIP IS APPROVED, I WOULD SEPARATE BY:

\_\_\_\_\_ RESIGNATION

\_\_\_\_\_ VERA

\_\_\_\_\_ OPTIONAL RETIREMENT UNDER CSRS

\_\_\_\_\_ OPTIONAL RETIREMENT UNDER FERS

\_\_\_\_\_ VOLUNTARY REDUCTION IN FORCE

3. I understand that completing this form is purely voluntary and that I am under no obligation to vacate my position by retirement, resignation or voluntary RIF separation merely for having completed this survey form.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return this form to Ms. Sherri Collier at the CPAC, Building 413, 7041 Radio Road, Fort Polk, LA 71459-5341 not later than March 19, 2001.