

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

CIVILIAN PERSONNEL
BULLETIN NO. 08-04

13 February 2004

VOLUNTARY EARLY RETIREMENT
AND
VOLUNTARY SEPARATION INCENTIVE PAY
FOR MEDDAC, DENTAC, VETCOM EMPLOYEES

1. Based on Section 9902(i) of title 5, United States Code (U.S.C.), as enacted by section 1101 of the National Defense Authorization Act for Fiscal Year 2004, Public Law 108-136 (November 24, 2004), the MEDCOM/OTSG has authority to continue to offer special workforce restructuring buyouts during FY-04. This buyout authority is for GS-15 (or equivalent) and below positions. Workforce restructuring means offering buyouts and early retirements to employees and reshaping those positions to meet mission needs, to achieve one or more reductions in strength; to correct skill imbalances; or to reduce the number of high-grade, managerial, supervisory, or similar position. The application and use of the special buyout and early retirement authorities must be tied directly to workforce restructuring actions where management offers the buyouts to create vacancies that will be reshaped to meet critical mission needs of the Department. This authority may be used with optional retirements, early retirements, and resignations, and you must leave the rolls not later than 31 March 2004, unless an exception is granted. MEDCOM/OTSG has authority to offer approximately 166 special workforce restructuring buyouts during FY 04.

2. All special buyouts and early retirements under the delegated authority must adhere to the guidance below:

a. Special Buyout Authority Eligibility:

- Be US citizen employees as defined by 5 U.S.C. 5597.
- Be serving under an appointment without time limitation.
- Have been employed by the Federal Government for a continuous period of at least 12 months
- Not be a reemployed annuitant.
- Not have a pending or approved application for disability retirement.

b. Special Early Retirement Eligibility:

- Employees must have completed 25 years of service; or become 50 years of age and completed 20 years of service before date of retirement.

- Only employees on DoD rolls on or before December 30, 2003, are eligible to receive a special early retirement.

3. Special Buyout and Early Retirement Authority Conditions:

- A buyout recipient is required to repay the entire amount of the buyout (buyout amount before taxes and deductions) if reemployed by a Federal agency within five years of receiving the buyout. This includes employment through a personal services contract.
- When the number of employees applying for the special buyout exceeds the authority available to the Component, applications will be processed in order of seniority using the leave service computation date.
- Under the special buyout authority, position restructuring will be restricted to that position vacancy created by application of the buyout.
- Eligible employees would leave the rolls not later than 31 March 2004. Exceptions may be made for employees who attain optional/early retirement eligibility during third or fourth quarter FY 04 or for employees who are engaged in mission essential work that must continue through FY 04.

4. The Employee Application and Supervisory Endorsement are attached. If you are eligible and interested in optional retirement, early retirement (VERA), or resignation, and VSIP, you and your immediate supervisor must complete and sign the Employee Application, provide the Supervisory Endorsement, if applicable, and submit to **Charlotte Strother, MEDDAC, Resource Management Division, NO LATER THAN CLOSE OF BUSINESS ON 23 February 2004.** If your supervisor approves your application, it will be forwarded to the MEDDAC Commander, Colonel Swann, or the DENTAC Commander, Colonel Mackenzie, or the VETCOM Commander, Major Smith for approval/disapproval, as appropriate. If approved by the appropriate Commander, it will be forwarded to MEDCOM for final approval.

5. Should you have any questions, please contact Bobbie Vaziri at 531-6500. As always, your cooperation is appreciated.

Encls
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DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

**Voluntary Separation Incentive Payment for Reshaping
(Employee Application and Supervisory Endorsement)**

To be completed by applicant for Voluntary Separation Incentive Payment (VSIP) –PLEASE TYPE:

Name: _____ Social Security Number: _____

Organization: _____ Occupational Series and Grade: _____

Service Computation Date: _____

Date Eligible for Optional or Early Retirement (must be on or before 30 Sep 04): _____

Projected Date and Type of Separation VSIP (must be on or before 31 Mar 04, unless waived by supervisor on next page):

DATE: _____ **Optional Retirement** _____ **VERA** _____ **Resignation** _____

Employee's Signature

Date

To be completed by Supervisor – PLEASE TYPE:

I approve the employee application for a VSIP. The vacated position will be restructured from

_____ to _____
(TDA #, Para/Line #, Series/Grade/Title) (TDA #, Para/Line #, Series/Grade/Title)

_____ or the position will be abolished.

The reasons for the change are as follows:

_____ Changing mission requirements of the organization requires position change.

_____ To convert the position to non-supervisory, in keeping with current goals to flatten Federal organizations and to reduce management hierarchies.

_____ Current incumbent fails to meet changing qualification requirements for the position (e.g, newly imposed educational requirement for GS-1102).

_____ To reduce overall organizational costs.

_____ To change the structure of the organization.

_____ The position needs changing as a result of accretion/assignment of duties.

_____ Other:

Supervisor's Signature

Date

Type Name:
Title and Pay Grade:
Phone Number:

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***Please complete the following if the employee has requested a separation date after 31 March 2004:**

I approve the employee's request for retirement or resignation after 31 March 2004, but before 30 September 2004 for the following reason(s):

Supervisor's Signature

Type Name:

Title and Pay Grade:

Phone Number:

Date