



DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
ALEXANDRIA, VA

22332-0340



REPLY TO
ATTENTION OF

TAPC-CPF-S

6 AUG 1993

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Separation Pay Implementing Instructions

1. References:

a. Memorandum, ASA(M&RA), 10 May 93, subject: Use of Voluntary Separation Incentive Pay.

b. Message, SAFM-BUO-C, 191432Z May 93, subject: Funding Procedures for Voluntary Separation Incentive Bonuses.

2. The Department of Defense (DOD) implementing instructions for Civilian Separation Pay are contained in the Civilian Assistance and Re-Employment (CARE) Program Implementing Instruction dated 1 Jun 93. The attached Army implementing guidance is effective immediately and any previous guidance which contradicts this policy should be disregarded. For ease of reference, the Army guidance corresponds (by paragraph number) with the DOD instructions. The Acting Secretary of the Army has delegated approval authority for civilian separation pay to the Assistant Secretary of the Army (Manpower & Reserve Affairs). This authority will not be further delegated.

3. Questions regarding the interpretation or application of the attached guidance should be directed to Ms. Vicki Hines, DSN 221-1334, commercial (703) 325-1334 or Ms. Pat Stepper, DSN 221-1340, commercial (703) 325-1340.

4. Questions pertaining to Nonappropriated Fund matters should be directed to Ms. Pat Turner, DSN 221-7763 or commercial (703) 325-7763.

Attachment

for *James E. Hilz*
JOSEPH E. GALBRAITH
Director, Civilian Personnel
Management

TAPC-CPF-S

SUBJECT: Civilian Separation Pay Implementing Instructions

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5 Aug 93

HEADQUARTERS, DEPARTMENT OF THE ARMY
IMPLEMENTING INSTRUCTIONS
CIVILIAN SEPARATION PAY

A. Policy.

1. b. Separation pay will be offered regardless of RIF size (i.e., one or more projected separations) where such incentive will avoid involuntary separations.

c. The offer of separation pay will be expanded across installation/command lines where such action will prevent or minimize involuntary separations.

B. Authority.

1. The Assistant Secretary of the Army for Manpower and Reserve Affairs has been delegated approval authority for both Appropriated Fund and Nonappropriated Fund (NAF) separation pay plans. This authority will not be further delegated.

2. Requests for Voluntary Early Retirement Authority (VERA) will be prepared in accordance with FPM Supplement 351-1, Appendix B, and submitted to the U.S. Total Army Personnel Command (PERSCOM), ATTN: TAPC-CPF-S, 200 Stovall Street, Alexandria, Virginia 22332-0340.

C. Employee Eligibility.

2. In the case of special salary rates, exception authority rests with the Assistant Secretary of the Army for Manpower and Reserve Affairs. Requests will be submitted to PERSCOM.

3. Requests for exception to offer separation pay to SES employees must be submitted to HQDA SES Office (SAMR-CP-SES) with justification that the voluntary separation(s) will avoid a RIF.

5. If an employee in receipt of a specific RIF separation notice voluntarily requests an incentive and signs a statement that he/she understands that receipt of separation pay negates any other entitlement, the RIF notice may be withdrawn and the separation pay request may be processed.

7. Exception authority rests with the Assistant Secretary of the Army for Manpower and Reserve Affairs. Requests must be submitted to PERSCOM.

D. Procedures.

1. Coordination and Approval.

a. Estimates required by this paragraph will be requested by HQDA as needed, prior to or concurrent with Civilian Employment Plans.

aa. Army Approval Procedures. Authorization to use voluntary separation incentives will be granted based on the demonstration of a specific RIF impact. Requests will be submitted through MACOMs to PERSCOM (address in B.2. above) for processing. NAF requests will be submitted to U.S. Army Community and Family Support Center, ATTN: CFSC-HRP (Ms. Pat Turner), Alexandria, Virginia 22310-0523. The request must contain the following information:

(1) circumstances justifying incentive pay, including the reason(s) for the reduction action such as fiscal constraints, changes in work load, cuts in programs, etc.;

(2) proposed window dates to offer separation incentives;

(3) any known or projected expansion of separation incentives, (i.e., to other installations, across MACOM lines, or to other DOD components). Specific requests for expansion authority must include the information specified in d. below. If proposed expansion is beyond the geographical area, the request must address permanent change of station offset/savings and request for exception to DOD Priority Placement Program restrictions;

(4) number of positions to be eliminated and number of projected involuntary separations;

(5) proposed issuance date and effective date of separation notices.

b. The responsible installation commander will make the required notification of the appropriate CARE Zone Office.

c. Commanders must obtain HQDA authority prior to the implementation of any RIFs, including those where the involuntary separation of less than 50 and as few as 1 appropriated fund employee is projected. Guidance on the new clearance requirements is contained in HQDA message, DAPE-ZA 041600Z AUG 93, subject: Clearance Requirements for Managing Civilian Personnel Reductions. Provisions of AR 5-10 also apply for RIFs involving 50 or more projected involuntary separations.

d. If RIF authority is granted, not later than 30 days after issuance of RIF notices, MACOMs will provide PERSCOM with a plan to expand the offer of incentives to other DOD installations

in order to create vacancies for placement of employees scheduled to be separated. Such plans will include the specific activities/locations to which expansion is requested, and the title, series and grade of employees needing placement assistance.

3. Processing Personnel Actions. The nature of action and authority codes in AR 215-3 will be used for NAF employees.

E. Funding. Funding instructions for intra-Army separation pay offers are contained in SAFM-BUO-C message, 191432Z May 93, Subject: Funding Procedures for Voluntary Separation Incentive Bonuses. NAF funding will be the local command responsibility.

H. Reporting Requirements. Using the format attached to the DOD instructions, MACOMs will report the use of separation pay to PERSCOM (NAF report should be submitted to CFSC-HRP) not later than 60 days after the separation pay offer terminates.