



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO
ATTENTION OF

09 OCT 1998

AMCPE-CE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reshape Reporting Requirements

1. Reference memorandum, HQ AMC, AMCPE-ROC, 30 Sep 96, subject: Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) Reporting Requirements.
2. In our continuing efforts to streamline the reshape process, we are forwarding a new format for FY99 VERA reports and reiterating other reshape reporting requirements. Experience has shown that higher headquarters will no longer approve any actions related to reshape unless all reporting requirements have been satisfied. The information requested on these forms will capture the data required by higher headquarters and should ensure our actions are processed in the most timely manner possible.
3. The enclosed new VERA report format should be used to provide information to Department of Defense concerning use of any FY99 VERA authority. These final VERA reports must be submitted to AMC no later than 15 days after the VERA expires or terminates. Any overdue VERA reports for FY98 should be completed using the format contained in reference 1 and submitted immediately. Overdue VERA reports will delay the processing of future VERA requests.
4. Weekly VSIP reports continue to be due each Monday. A copy of the VSIP report format is at enclosure 2. It is unchanged from the format provided by reference. This information is needed to assist in tracking the progress of reshape actions and monitoring the voluntary attrition rates.
5. Activities that are granted RIF authority must complete the forms at enclosures 3 and 4. The form at enclosure 3 is due by close of business the day RIF notices are issued. The form at enclosure 4 is due no later than 7 calendar days after the effective date of the RIF. This information is needed to further track the progress of reshape actions and ensure that we can respond to congressional or other third party inquiries in a timely manner.

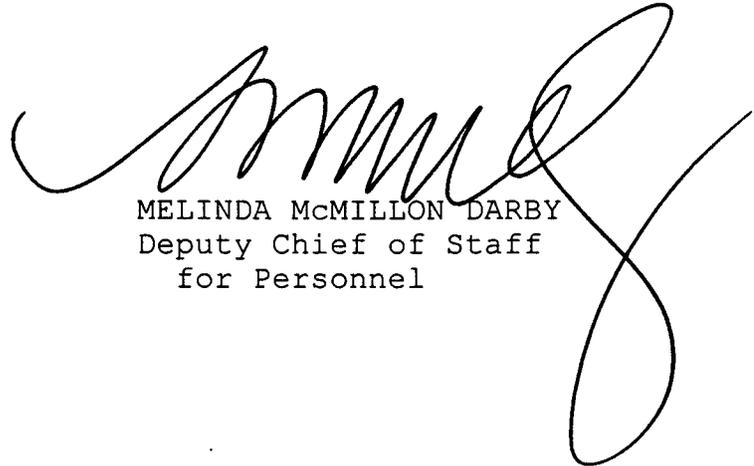
AMCPE-CE

SUBJECT: Reshape Reporting Requirements

6. The point of contact is Mrs. Nancy Nachreiner, DSN 767-5129, or Commercial (703) 617-5129.

7. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

A large, stylized handwritten signature in black ink, appearing to read 'Melinda', is positioned to the right of the typed name and title.

MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel

4 Encls
as

DISTRIBUTION:
AMC MSCs and CPACs/CPOs

**VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)
REPORT FORMAT¹**

A final report is due no later than 30 days after the expiration or termination of the VERA. Completed reports should be forwarded through command channels to HQDA for transmitting to the Defense Civilian Personnel Management Service, CARE Division, 1400 Key Boulevard, Suite B-200, Arlington, VA 22209-5144.

Supporting Civilian Personnel Office: _____

Voluntary Early Retirement Authority Number: _____

1. Number of voluntary early retirements - VSIP paid:

- (a) Total early retirees: _____
- (b) Average age of early retirees: _____
- (c) Average grade of early retirees: _____
- (d) Average amount of VSIP: _____

2. Number of voluntary early retirements - no VSIP paid:

- (a) Total early retirees: _____
- (b) Average age of early retirees: _____
- (c) Average grade of early retirees: _____

3. If RIF was used, number of employees affected:

- (a) Total RIF separations: _____
- (b) Total RIF downgrades: _____
- (c) Total RIF reassignments: _____

4. Attrition other than VERA:

- (a) Retirements: _____
- (b) Resignations: _____
- (c) Transfers: _____
- (d) Other: _____
- (e) Total: _____

5. Number of new employees placed in vacancies created by VERA: _____

¹Based on OPM Director's Memorandum, December 16, 1997, Subject: Approval of New Voluntary Early Retirement Authorities for Fiscal Year 1998.

**WEEKLY REPORT ON
VOLUNTARY SEPARATION INCENTIVE PAY
(VSIP) ACTIVITY**

SUBMITTING CPO _____ POI _____

ACTIVITY _____

DATES COVERED _____

NUMBER OF VSIP APPLICATIONS RECEIVED:

<u>OPTIONAL RETIREMENT</u>	<u>VERA</u>	<u>RESIGNATION</u>	<u>TOTAL</u>
_____	_____	_____	_____

NUMBER OF VSIP ACCEPTANCES:

<u>OPTIONAL RETIREMENT</u>	<u>VERA</u>	<u>RESIGNATION</u>	<u>TOTAL</u>
_____	_____	_____	_____

REMARKS: _____

Weekly reports must be received in HQ AMC, ATTN: AMCPE-ROC, NLT 0900 each Monday. Data will cover the preceding week and will be cumulative. If data has changed from previous reports (i.e., an employee who had previously accepted VSIP later declines, etc.), please annotate your report accordingly in the remarks section above.

FAX REPORTS TO DSN 767-9710; Commercial (703) 617-9710.

REPORT ON ISSUANCE OF REDUCTION IN FORCE (RIF) NOTICES

(Submit to AMCPE-ROC NLT COB on day notices are issued)

Date RIF Notices Issued: _____

RIF Effective Date: _____

Total Number of RIF Notices Issued: _____

Breakdown by Types of RIF Notices Issued :
(must equal total number of notices issued)

RIF Involuntary Separations: _____

RIF Demotions: _____

RIF Reassignments: _____

Competitive Level
Placements: _____

CPAC Point of Contact: _____
Name Telephone Number (DSN)

CPOC Point of Contact: _____
Name Telephone Number (DSN)

FINAL REDUCTION IN FORCE (RIF) STATISTICS

(Submit to AMCPE-ROC NLT 7 calendar days after the RIF effective date)

RIF Effective Date: _____

Actual RIF Involuntary Separations: _____
(include any DSR takers)

Actual RIF Demotions: _____

Actual RIF Reassignments: _____

Actual Competitive Level
Placements: _____

CPAC Point of Contact: _____
Name Telephone Number (DSN)

CPOC Point of Contact: _____
Name Telephone Number (DSN)