



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

REPLY TO  
ATTENTION OF

25 JUL 1996

AMCPE-CE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Voluntary Separation Incentive Pay (VSIP) Plans and Procedures

1. Reference Memorandum, AMCPE-CE, 06 December 1995, Subject: Voluntary Separation Incentive Pay (VSIP) Guidance.
2. As promised in referenced memorandum, we have developed sample VSIP implementation plans and procedures. These sample plans are enclosed and should be used as a guide in developing your future plans.
3. During the course of our reshape program evaluation audits, we have found that few installations had formal plans or procedures in place for offering VSIP to employees. This may have led to many of the documentation and consistency problems found during our audits.
4. Although all of the provisions in these sample plans may not be appropriate for every installation, you may tailor these plans to meet your specific needs. Establishment of procedures for execution of VSIP will help to ensure documentation is adequate and audit trails are consistently maintained. Any VSIP procedures established should be in place before the VSIP window opens. All bargaining unit obligations should be satisfied prior to implementation. Procedures should include how abolishments or surplus employees will be identified, the method for approving applications, and provide for documentation that clearly supports that the person being saved truly needed to be saved.
5. If you have questions or comments about any of this information, please feel free to contact Nancy Nachreiner at DSN 767-5129, Commercial (703) 767-5129. If you have established VSIP procedures that you would like to share with others in the command, please forward a copy to Mrs. Nachreiner. We welcome any contributions.
6. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

Encl  
as

  
GEORGE L. JONES  
Deputy Chief of Staff  
for Personnel

AMCPE-CE

SUBJECT: Voluntary Separation Incentive Pay (VSIP) Plans and Procedures

DISTRIBUION:

COMMANDER

U.S. ARMY INDUSTRIAL OPERATIONS COMMAND, ATTN: AMSIO-HR  
U.S. ARMY AVIATION AND TROOP COMMAND, ATTN: AMSAT-B-R  
U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND, ATTN: AMSEL-PT  
U.S. ARMY MATERIEL COMMAND, ATTN: AMCPE-O  
U.S. ARMY MISSILE COMMAND, ATTN: AMSMI-PT-CP  
U.S. ARMY SECURITY ASSISTANCE COMMAND, ATTN: AMSAC  
U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND, ATTN: AMSTA-P  
U.S. ARMY TEST AND EVALUATION COMMAND, ATTN: AMSTE-PE-C  
U.S. ARMY SIMULATION, TRAINING AND INSTRUMENTATION COMMAND,  
ATTN: AMSTI-RP  
U.S. ARMY CHEMICAL, BIOLOGICAL DEFENSE COMMAND  
U.S. ARMY ARMAMENT RD&E CENTER, ATTN: SMCAR-HRC  
U.S. ARMY ABERDEEN PROVING GROUND SUPPORT ACTIVITY, STEAP-CP  
U.S. ARMY SOLDIER SYSTEMS COMMAND, ATTN: SATNC-B  
ANNISTON ARMY DEPOT, ATTN: SDSAN-DPCA  
CORPUS CHRISTI ARMY DEPOT, ATTN: SDSCC-P  
DUGWAY PROVING GROUND, ATTN: STEDP-CI  
JEFFERSON PROVING GROUND, ATTN: STEJP-PE  
LETTERKENNY ARMY DEPOT, ATTN: SDSLE-BC  
BLUE GRASS ARMY DEPOT, ATTN: SIOBG-HR  
MCALESTER ARMY AMMUNITION PLANT, ATTN: SMCMC-PT  
PINE BLUFF ARSENAL, ATTN: SMC PB-PC  
RED RIVER ARMY DEPOT, ATTN: SDSRR-R  
ROCK ISLAND ARSENAL, ATTN: SMCRI-PC  
SAVANNA ARMY DEPOT, ATTN: SDSLE-VP  
SENECA ARMY DEPOT, ATTN: SDSTO-SEC  
SIERRA ARMY DEPOT, ATTN: SDSSA-CP  
TOBYHANNA ARMY DEPOT, ATTN: SDSTO-Z  
TOOELE ARMY DEPOT, ATTN: SDSTE-RSH  
VINT HILL FARMS STATION, ATTN: SELVH-CA-CP  
WATERVLIET ARSENAL, ATTN: SMCWV-PC  
WHITE SANDS MISSILE RANGE, ATTN: STEWS-PO  
YUMA PROVING GROUND, ATTN: STEYP-CP

DIRECTOR

U.S. ARMY RESEARCH LABORATORY, ATTN: AMSRL-D  
INTERNATIONAL COOPERATIVE PROGRAMS ACTIVITY  
U.S. ARMY RESEARCH OFFICE, ATTN: AMXRO-HR  
INTELLIGENCE AND TECHNOLOGY SECURITY ACTIVITY

CF:

CRANE ARMY AMMUNITION ACTIVITY, ATTN: NSWC-06  
U.S. ARMY FORT BELVOIR, ATTN: ANFB-CP

**SAMPLE PROCEDURES FOR IMPLEMENTING  
VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)**

These sample procedures are provided for use as a guide in developing appropriate procedures for VSIP implementation at your installation. It is not expected that all of the provisions in these sample plans will be appropriate for every installation. The intent is to provide you with a sample that may be tailored to meet your specific needs.

Each sample begins with management identification of the positions to be abolished followed by the identification of surplus employees by CPO using retention data. However, it would be acceptable to allow management to identify the surplus employees instead of the CPO. This is just one example of where the procedures in the sample plans can be tailored to meet the needs and desires of your installation.

Using the procedures in Sample 1, much of the responsibility for approving VSIP rests with the Civilian Personnel Office (CPO). In general, the CPO would approve VSIP applications when a surplus employee qualified for reassignment into the vacancy that would result from the VSIP approval. Only when no qualified surplus employee was available for reassignment would management make a determination concerning the VSIP application. CPO would place surplus employees into VSIP vacancy using a process similar to that used during Reduction in Force; management would not be given the opportunity to select employees for vacancies or approve placements made by CPO.

Using the procedures in Sample 2, the responsibility for approving VSIP rests with management. When the VSIP window opens, CPO would provide management with a list of surplus employees who need to be placed. As VSIP applications are received, CPO would forward them to management for decision on approval/disapproval and identification of appropriate VSIP savings. Placements and savings would depend on the decisions made by management on each VSIP application.

While you are free to modify these sample procedures to meet your needs, you should ensure that the procedures you establish include how abolishments or surplus employees will be identified, the method for approving applications, and provide for documentation that clearly supports that the person being saved truly needed to be saved. Procedures should be in place before the VSIP window opens and you should ensure all bargaining unit obligations are satisfied prior to implementation.

Enclosure

# SAMPLE 1

## **PROCEDURES FOR IMPLEMENTING VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)**

1. This memorandum of understanding (MOU) governs procedures for identifying surplus employees, implementing a VSIP window, and for placing employees into vacancies following the window. This MOU will expire 120 days following closure of the VSIP window.

2. The parties agree:

a. During any reduction of personnel, attrition will be used to the maximum extent possible to minimize the number of potential adverse impacts. However, this MOU does not limit management's right to conduct a reduction in force.

b. These procedures apply to positions in the Headquarters, Any Command only. The Any Town Depot and Everytown Arsenal are not covered by these procedures.

c. Each Deputy Chief of Staff or Separate Office Chief (DCS/SOC) will identify, by TDA paragraph and line number, the positions which will continue to exist in their FY97 TDA and those that will be surplus.

d. The Civilian Personnel Office (CPO) will use the Automated Civilian Personnel System (ACPERs) table of organization codes (Table 30) and seniority as the basis for determining the employees assigned to surplus positions. For this program, seniority will be defined as Reduction in Force (RIF) retention factors; however an employee's service computation date (SCD) will not be adjusted for performance appraisal credit.

(1) CPO will compile a list of the surplus positions not identified on the FY97 TDA. The list will contain the series, grade and Table 30 organization code for each surplus position.

(2) Within the same organization code, series and grade, CPO will use seniority to determine the employees assigned to the surplus positions. For positions which have been designated as part of the Army Acquisition Corps, this designation must also be used when identifying the position which will no longer have work after FY97. Due to the widely diverse nature of positions assigned to the 0301 series, competitive level codes (CLC) will be used to make the determinations for these positions in addition to organization code, series and grade. The position of the most junior employee within the same organization code, series and grade will be identified surplus regardless of TDA paragraph and line number or job number. Nothing in this section will prohibit management from exercising its right to assign work.

(3) CPO will maintain lists of all surplus employees by grade and seniority. Within each grade, all employees assigned to surplus positions will be listed in seniority order from most senior to least senior.

e. VSIP application procedures:

(1) Employees interested in VSIP will complete a VSIP survey form and return it to the CPO. If the number of survey forms received exceeds the number of incentives which can be offered, offers will be made in seniority order. Submission of this survey form will only indicate an employee's interest in VSIP, however, it is not binding.

(2) On a daily basis, CPO will evaluate all previous and new requests (based on date of receipt), for VSIP to determine eligibility.

(3) If it is determined that an employee's request for VSIP can be granted, the CPO will notify the employee and the employee will be given one work day to accept or decline VSIP.

(4) If an employee accepts VSIP, he/she will be required to sign a binding statement on a Request for Personnel Action (SF-52) confirming that the employee understands the restrictions associated with VSIP.

(5) If an employee does not make a decision within the time frame given, the CPO will consider this to be a declination. To receive further consideration for VSIP after a declination, the employee will have to submit a new survey form.

(6) If an employee is eligible for VERA or optional retirement, an Application for Immediate Retirement (SF 2801) will be submitted to the CPO within five work days of the employee's acceptance.

f. All requests for VSIP will be evaluated by CPO using the following procedures:

(1) Employees who have received a notice of proposed removal will not be eligible for VSIP.

(2) CPO will review the VSIP request to determine whether there are any surplus employees who are in the same series and grade as that of the employee requesting VSIP. If there is a surplus employee in the same series and grade, the VSIP request will be approved.

(3) If there are no surplus employees who are in the same series and grade as that of the employee requesting VSIP, CPO will determine whether there are any surplus employees who

meet the basic qualification requirements for the position of the employee requesting VSIP (as established by the Office of Personnel Management). CPO will use the most recent application and other information in the employee's Official Personnel Folder to determine employee qualifications. If there is an employee who meets the basic qualifications, the VSIP request will be approved.

(4) In situations where there are no surplus employees who are in the same series and grade, or who meet the basic qualification requirements for the position of the employee requesting VSIP, CPO will contact the DCS/SOC of the employee requesting VSIP for a decision concerning the request. The DCS/SOC will have four options:

(a) Retraining. The DCS/SOC may choose to retrain an employee who does not qualify for the position which would be vacated by the employee requesting VSIP. If the DCS/SOC chooses this option, the retraining opportunity will be announced for no more than five working days to all employees in HQ who are at the grade level of the position to be filled. Eligible volunteers will be those who occupy either surplus positions, or positions to which employees in surplus positions could be assigned. Provided the CPO can identify at least three eligible volunteers for the retraining opportunity, one of the volunteers must be selected. If fewer than three eligible employees volunteer, the DCS/SOC may withdraw the retraining option.

(b) Reclassification of the Position. Under this option, the DCS/SOC may choose to reclassify the position of the employee requesting VSIP to a different series or grade where there may still be available surplus employees who could be placed into the reclassified vacancy. If the position is changed to a series and/or grade where there are still surplus employees available, the procedures in paragraph 2e(2) and 2e(3) will apply. If the position is changed to a series and/or grade where there are no surplus employees available, the procedures in paragraph 2e(4) will apply.

(c) Elimination of the Position. Under this option, the DCS/SOC may choose to eliminate a position to allow the employee's VSIP request to be approved. The DCS/SOC would have two alternatives under this option <Note: there are only two alternatives if a PPP exception is not granted allowing permanent promotion into VSIP vacancies to save other employees from involuntary separation; if no PPP exception is received, alternative 2 is not available>:

1. Eliminate the position vacated by the employee requesting VSIP and accomplish the work using existing office resources. Elimination of the position would result in an involuntary separation, however, the DCS/SOC may

approve an employee's VSIP request under this option in lieu of an involuntary separation. If the DCS/SOC chooses this option, the position is eliminated from the FY97 TDA and DCS's FY97 target strength is reduced by one.

2. Designate the position vacated by the employee requesting VSIP for elimination with the potential for filling the vacancy after the VSIP window closes. The position can only be filled by an employee of the activity prior to the expiration of the DOD Priority Placement Program (PPP) exception. If the DCS/SOC chooses this option, s/he may be required to eliminate another position within the DCS/SOC.

a. If an employee currently assigned to the DCS/SOC is selected and the number of surplus employees is not reduced, then the DCS/SOC can attempt to fill the subsequent vacancy with an employee of the activity using the procedures described in paragraph 2e(4)(b)2 above.

b. If selection for a vacancy will reduce this number of surplus employees, the DCS/SOC will not be required to eliminate a vacant position and no further competitive recruitment would be allowed. (The list will be reduced if the selectee is either a surplus employee or an employee who occupies a position to which a surplus employee could be assigned using the procedures in paragraph 2f above.)

c. If selection will not reduce the number of surplus employees, the DCS/SOC must eliminate a vacant position within the DCS/SOC from the FY97 TDA and the DCS/SOC's FY97 target strength will be reduced by one. If the DCS/SOC has no vacant position which can be eliminated, the recruitment action must be cancelled and the position eliminated from the FY97 TDA. Elimination of the position would result in an involuntary separation, however, approval of the employee's initial VSIP request under this option in lieu of an involuntary separation avoids the potential for adverse impact.

d. All recruitment actions associated with this option must be completed prior to the expiration date of the PPP exception.

e. After expiration of the PPP exception, the DCS/SOC will have a 30 day window of opportunity to consider retraining a surplus employee (if any are still available) under the provisions of paragraph 2e(4)(a) above for any vacant positions designated for elimination under this option that could not be filled using the PPP exception. All retraining personnel actions (SF-52 & SF-50) must be completed no later than 30 days after the expiration of the PPP exception.

(d) Denial of VSIP. If the position which would be vacated by the employee requesting VSIP is critical to mission accomplishment and the work could not be adequately accomplished using one of the options, the DCS/SOC must deny the VSIP request.

(e) All decisions made by the DCS/SOC with regard to the VSIP application, including reclassification of positions, elimination of positions, denial of VSIP applications, etc., must be thoroughly documented in writing.

(5) For a position designated as part of the Army Acquisition Corps (AAC), only an AAC member may be assigned to it. As a result, for AAC positions where an employee is requesting VSIP, CPO must also determine whether there are any surplus employees who are members of the AAC. Only an AAC employee on the list may be assigned to an AAC vacancy. AAC positions may not be considered for retraining opportunities.

g. Once the VSIP window closes, existing vacancies created by VSIP losses will be utilized to place employees who otherwise face involuntary separation from Federal service based on a lack of work after FY97. CPO will make assignments to VSIP vacancies using the following procedures:

(1) In situations where there are several vacancies to which surplus employees could be assigned, current organizational assignment and placement opportunities for other surplus employees will be considered in addition to seniority to maximize placement of surplus employees and minimize disruption to the work force.

(2) To the extent possible surplus employees will be placed in positions either at their current grade in their current series, or in positions at their current grade in a different series for which they meet basic qualification requirements established by the Office of Personnel Management.

(3) Management will not be given the opportunity to select employees to fill VSIP vacancies, nor will surplus employees be given the opportunity to choose the vacancy to which they want to be assigned.

h. Each surplus employee who was able to be placed will receive a memorandum advising of the position to which s/he will be assigned and the effective date of the assignment.

i. CPO will process SF-50's, Notifications of Personnel Action, to effect the assignment of each surplus employee to a VSIP vacancy.

j. Effective date of separation.

(1) Employees may select an effective date of separation at any time during the VSIP window.

(2) If the VSIP window closes during a pay period, an employee may request that their separation date be extended to the end of the pay period so that full leave credit is given for that pay period.

(3) If an employee is not eligible for VERA or optional retirement during the window, but will become eligible prior to the expiration date of DOD's authority to offer VERA, the employee may request that their separation date be extended beyond the window to the first available date, which will provide for an immediate annuity, after meeting VERA or optional retirement eligibility requirements. This request must be submitted during the window period.

(4) Except for the above exceptions, employees must be off the rolls by the close of the window period, unless the Commander grants an exception. DCS/SOCs are responsible for recommending approval or disapproval of employee requests to separate beyond the closing date of the window. This must only be recommended for those employees who need to be retained beyond the close of the window to meet critical mission needs. Funds must be available to pay these employees for the additional period of time. The Commander will make final decisions concerning separation dates beyond the close of the window.

k. VERA/VSIP termination. The Commander may terminate VERA prior to the close of the window period if the number of acceptable VERA applications received exceeds the number of affected employees facing separation or demotion. The Commander may terminate VSIP prior to the close of the window period if the number of acceptable VSIP applications received exceeds the number of employees facing involuntary separation.

3. Whenever language in this MOU refers to specific duties or responsibilities of specific employees or management officials, it is intended only to provide a guide as to how a situation will be handled. It is agreed that the Employer retains the sole discretion to assign work and to determine who will perform the function discussed.

## SAMPLE 2

### **PROCEDURES FOR IMPLEMENTING VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)**

1. This memorandum of understanding (MOU) governs procedures for identifying surplus employees, executing a VSIP window, and placing employees into vacancies following the window. This MOU will expire 120 days following closure of the VSIP window.

2. The parties agree:

a. During any reduction of personnel, attrition will be used to the maximum extent possible to minimize the number of potential adverse impacts. However, this MOU does not limit management's right to conduct a reduction in force.

b. These procedures apply to positions in the Headquarters, Any Command only. The Any Town Depot and Everytown Arsenal are not covered by these procedures.

c. Each Deputy Chief of Staff or Separate Office Chief (DCS/SOC) will identify, by TDA paragraph and line number, the positions which will continue to exist in their FY97 TDA and those that will be surplus.

d. The Civilian Personnel Office (CPO) will use the Automated Civilian Personnel System (ACPERS) table of organization codes (Table 30) and seniority as the basis for determining the employees assigned to surplus positions. For this program, seniority will be defined as Reduction in Force (RIF) retention factors; however an employee's service computation date (SCD) will not be adjusted for performance appraisal credit.

(1) CPO will compile a list of the surplus positions not identified on the FY97 TDA. The list will contain the series, grade and Table 30 organization code for each surplus position.

(2) Within the same organization code, series and grade, CPO will use seniority to determine the employees assigned to the surplus positions. For positions which have been designated as part of the Army Acquisition Corps, this designation must also be used when identifying the position which will no longer have work after FY97. Due to the widely diverse nature of positions assigned to the 0301 series, competitive level codes (CLC) will be used to make the determinations for these positions in addition to organization code, series and grade. The position of the most junior employee within the same organization code, series and grade will be identified surplus regardless of TDA paragraph and line number or job number. Nothing in this section will prohibit management from exercising its right to assign work.

(3) CPO will maintain lists of all surplus employees by organization, grade and seniority. Within each organization and grade, all employees assigned to surplus positions will be listed in seniority order from most senior to least senior.

e. VSIP application procedures:

(1) Employees interested in VSIP will complete a VSIP survey form and return it to the CPO. If the number of survey forms received exceeds the number of incentives which can be offered, offers will be made in seniority order. Submission of this survey form will only indicate an employee's interest in VSIP, however, it is not binding.

(2) The CPO will evaluate all requests for VSIP to determine eligibility.

(3) If it is determined that an employee's request for VSIP can be granted, the CPO will notify the employee and the employee will be given one work day to accept or decline VSIP.

(4) If an employee accepts VSIP, he/she will be required to sign a binding statement on a Request for Personnel Action (SF-52) confirming that the employee understands the restrictions associated with VSIP.

(5) If an employee does not make a decision within the time frame given, the CPO will consider this to be a declination. To receive further consideration for VSIP after a declination, the employee must submit a new survey form.

(6) If an employee is eligible for VERA or optional retirement, an Application for Immediate Retirement (SF 2801), will be submitted to the CPO within five work days of the employee's acceptance.

f. All requests for VSIP will be evaluated using the following procedures:

(1) Employees who have received a notice of proposed removal will not be eligible for VSIP.

(2) As applications are received, a list of applicants will be provided to each DCS/SOC. Each DCS/SOC is responsible for recommending who will be approved/disapproved, recommending approval/disapproval of any separation date beyond the close of the window and documenting who can be saved using the enclosed format. VSIP is a management tool to reduce or eliminate the need for a RIF. It is not an employee entitlement. VSIP should be approved only if it will save an employee from involuntary separation. Savings can be identified one of three basic ways:

(a) Abolish the VSIP taker's position. In this case the VSIP taker saves him/herself from involuntary separation. If a decision is made to leave a VSIP taker's position vacant in order to allow a surplus employee to remain in the current position (and in effect cancel the abolishment of the surplus employee's position), this should be documented as the VSIP taker saving him/herself. Management must provide written documentation to support this decision.

(b) Reassign a surplus employee into the position vacated by the VSIP taker (SF-52 should document that the position is vacant as a result of VSIP and there should be documentation to support the fact that the employee placed into the vacancy was surplus);

(c) Cancel the VSIP taker's position, establish a new position (i.e., different series and/or grade), and reassign a surplus employee into the position (SF-52 should document that the cancellation/establishment/reassignment is as a result of VSIP and there should be documentation to support the fact that the employee placed into the vacancy was surplus).

The type of application (i.e., optional retirement, early retirement, or resignation) is not a factor in the approval process. Seniority can only be used to break ties if there are two or more employees performing the same kind of work in the same organization and not all of the requests can be approved.

(3) In order to assist the DCS/SOC with identifying employees who can be saved from involuntary separation, the CPO will provide each DCS/SOC with a list of the surplus employees. These surplus employees are the ones who could face involuntary separation during a RIF. The employees that are identified as being saved must be on this list or the DCS/SOC must submit an Abolish SF-52 on the employee who is being saved. An employee can save himself/herself if s/he is on the list or his/her job is being abolished. If the DCS/SOC has more VSIP applicants than s/he is able to approve using surplus employees from within the DCS/SOC, s/he is free to select an employee from another DCS/SOC from the surplus list provided the losing organization concurs. If the losing organization cannot save the surplus employee selected, the concurrence of the losing organization is not required.

g. DCS/SOCs should hand-carry recommendations to the CPO by the established suspense dates. Late submissions will delay the employees' approvals and may also delay an employee's retirement or resignation date. The CPO will present the recommendations to the Commander for approval or disapproval. The Commander may choose to approve VSIP applications for employees even if the DCS/SOC recommended disapproval provided savings can be identified in other organizations.

h. As decisions are made and properly documented, CPO will prepare the approval and disapproval letters and submit them to the DCS/SOC for distribution to the employees. If the employee desired a date beyond the close of the window and it is not approved, the employee will be contacted to determine if the employee wishes to establish an earlier date or to withdraw the application.

i. Approved applicants will be contacted by the representatives of the CPO for an appointment to complete final processing of their retirement or resignation applications.

j. All decisions made by the DCS/SOC with regard to the VSIP application, including reclassification of positions, elimination of positions, denial of VSIP applications, etc., must be thoroughly documented in writing.

k. Once the VSIP window closes, existing vacancies created by VSIP losses will be utilized to place surplus employees who otherwise face involuntary separation from Federal service based on a lack of work after FY97.

l. Each surplus employee who was able to be placed will receive a memorandum advising of the position to which s/he will be assigned and the effective date of the assignment.

m. CPO will process SF-50's, Notifications of Personnel Action, to effect the assignment of each surplus employee to a VSIP vacancy.

n. Effective date of separation.

(1) Employees may select an effective date of separation at any time during the VSIP window.

(2) If the VSIP window closes during a pay period, an employee may request that their separation date be extended to the end of the pay period so that full leave credit is given for that pay period.

(3) If an employee is not eligible for VERA or optional retirement during the window, but will become eligible prior to the expiration date of DOD's authority to offer VERA, the employee may request that their separation date be extended beyond the window to the first available date, which will provide for an immediate annuity, after meeting VERA or optional retirement eligibility requirements. This request must be submitted during the window period.

(4) Excluding the above exceptions, employees must be off the rolls by the close of the window period, unless the DCS/SOC recommends a later separation date and the Commander

approves the later date. DCS/SOCs are responsible for recommending approval or disapproval of employee requests to separate beyond the closing date of the window. This must only be recommended for those employees who need to be retained beyond the close of the window to meet critical mission needs. Funds must be available to pay these employees for the additional period of time. The Commander will make final decisions concerning separation dates beyond the close of the window.

o. VERA/VSIP termination. The Commander may terminate VERA prior to the close of the window period if the number of acceptable VERA applications received exceeds the number of affected employees facing separation or demotion. The Commander may terminate VSIP prior to the close of the window period if the number of acceptable VSIP applications received exceeds the number of employees facing involuntary separation.

3. Whenever language in this MOU refers to specific duties or responsibilities of specific employees or management officials, it is intended only to provide a guide as to how a situation will be handled. It is agreed that the Employer retains the sole discretion to assign work and to determine who will perform the function discussed.

VOLUNTARY SEPARATION INCENTIVE PAY (VSIP) APPLICATION  
SUPERVISORY RECOMMENDATION

INFORMATION ON THE VSIP APPLICANT:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PP, SERIES, AND GRADE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DESIRED SEPARATION DATE: \_\_\_\_\_

SUPERVISORY RECOMMENDATION:

VSIP RECOMMENDATION: \_\_\_\_\_  
(APPROVAL/DISAPPROVAL)

IF VSIP DATE BEYOND CLOSE OF WINDOW: \_\_\_\_\_  
(APPROVAL/DISAPPROVAL)

INFORMATION ON THE EMPLOYEE WHO IS BEING SAVED:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PP, SERIES, AND GRADE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

HOW SAVINGS WILL BE REALIZED: \_\_\_\_\_  
(ABOLISH JOB, REASSIGN SURPLUS, ETC.)

SIGNATURE OF SUPERVISOR:

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

PRINTED/TYPED NAME: \_\_\_\_\_

RESERVED FOR CPO USE:

ACTION TAKEN: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

VSIP AMOUNT: \_\_\_\_\_ SEVERANCE  
PAY AVOIDED: \_\_\_\_\_

**\*\*SEE REVERSE FOR REQUIRED DOCUMENTATION\*\***

#### REQUIRED DOCUMENTATION

1. If you are recommending disapproval of this VSIP request, please add the reasons below or on an attachment.
2. If the saved employee is not on the list of surplus employees, please attached an Abolish SF-52.
3. If the employee has requested a separation date beyond the close of the window, please document the critical management reasons for retaining the employee below or on an attachment.
4. If the saved employee is not in your organization, attach an SF-52 to reassign the employee to include the losing organization's concurrence.