



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON, DC 20310-0300

5/9/12

DAPE-CPZ

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Voluntary Separation Incentive Pay (VSIP) Phase II

1. References:

a. Department of Defense Instruction, DoDI 1400.25, Volume 1702, DoD Civilian Personnel Management System: Voluntary Separation Programs, April 1, 2009.

b. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), subject: Delegation of Civilian Human Resources Authorities, Version 03-2011, effective December 14, 2011: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegation Number 28, Authority to Approve Lump Sum Severance Payments to Eligible Employees; Delegation Number 29, Authority to Authenticate Personnel Actions; and Number 30, Increased Annual Premium Pay Limitations for Calendar Year (CY), dated December 15, 2011.

c. Department of Defense, Priority Placement Program (PPP) Handbook, July 2011.

2. Reference 1.b. republished delegated authority to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army, to determine when and to what extent activities will participate as potential gaining activities under the VSIP Phase II program and for activities outside the continental United States, the authority to extend, up to 180 days, the time period required for scheduled separation under the VSIP Phase II program.

3. This memorandum provides general information on the VSIP Phase II program and encourages its use throughout the Army. Specific guidance can be found in the DoDI 1400.25, Volume 1702, DoD Civilian Personnel Management System: Voluntary Separation Programs, <http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1702.pdf>.

4. VSIP Phase II allows non-downsizing activities to offer a separation incentive and early retirement to their employees who may otherwise not have an opportunity to participate. The VSIP Phase II program authorizes managers at non-downsizing activities to offer a buyout to create vacancies for employees who are registered in the DoD Priority Placement Program (PPP) as Priority 1 candidates and are scheduled for Separation due to reduction in force (RIF).

DAPE-CPZ

SUBJECT: Voluntary Separation Incentive Pay (VSIP) Phase II

5. Priority 1 candidates are registered for VSIP Phase II at different times dependent upon when they are scheduled to be released. The various timeframes include:

01. Registrant is within 120 days of separation and has received a RIF separation notice or is scheduled to receive a notice.

02. Registrant has not received a RIF separation notice and/or is within 121 – 180 days of separation and has been approved for referral to all Components by the Component Coordinator.

03. Same as "02" except the registrant is not within 180 days of separation. Approval is required by the Component Coordinator and referral is restricted to Army. Registrants "03" may be considered only if there are no "01" or "02" registrants to be referred.

6. Non-downsizing activities interested in participating in the VSIP Phase II program should survey their employees to see if anyone is interested in applying for VSIP. If there is a positive response to the survey, the non-downsizing human resources office (HRO) submits a PPP requisition to match the positions of the interested surveyed employees. If the PPP requisition results in a Priority 1 registrant, the non-downsizing HRO will contact the surveyed employees to offer them the opportunity to formally apply for VSIP Phase II. When the non-downsizing activity receives the VSIP Phase II application, it will initiate joint qualifications with the downsizing activity. Once the non-downsizing activity makes their selection, they will contact the downsizing HRO requesting them to extend the job offer.

7. VSIP Phase II applications are not considered approved until the PPP registrant accepts the employment offer and a reporting date has been set.

8. Offers to registrants outside the commuting area are authorized only when there are no qualified candidates in the commuting area. Separation payments and any reimbursable travel and transportation costs will be paid by the downsizing activity where the PPP registrant was being displaced by RIF.

9. To be eligible for buyouts under VSIP Phase II, employees outside the Continental United States (OCONUS) who are subject to the 5-year limitation on overseas employment must be within six (6) months of completing a standard 3-year tour. The time frame is prorated based on the time frame of the tour. Additional procedures for OCONUS employees can be found in the DoDI 1400.25, Volume 1702, Enclosure 3.3.b.(2).

DAPE-CPZ

SUBJECT: Voluntary Separation Incentive Pay (VSIP) Phase II

10. My point of contact for this action is Ms. Beth Helmer, (703) 806-3866/DSN 656-3866 or e-mail elizabeth.a.helmer2.civ@mail.mil.

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