



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 22061-5000



WTR
S: 6 May 94

04 MAR 1994

ATBO-CE (690-300)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority - Reduction in Force (RIF) and
Voluntary Separation Incentive Pay (VSIP)

1. References:

- a. Message, HQDA, DAPE-CPE, 171955Z Feb 94, SAB. (Encl 1)
- b. Memorandum, HQ TRADOC, ATBO-CE, 13 Dec 93, subject:
Voluntary Separation Incentives Pay (VSIP) Authority.

2. Authority to approve reductions in force, which result in separations of fewer than 50 permanent civilian employees and to offer VSIP is delegated to TRADOC Commanders and Activity Heads. This authority cannot be redelegated. VSIP funding is the responsibility of the installation/activity.

3. Sixty day notification to HQDA is required prior to issuing RIF letters. Information and format for notification packages is at Encl 2. Notification packages must be received at HQ TRADOC, ATBO-CE, not later than 6 May 94 in order to meet notification timelines.

4. VSIP windows must be open at least 30 days prior to issuing RIF notices. Weekly and monthly reporting requirements contained in ref 1b continue.

5. Specific guidance on projecting FY 95 VSIP/RIF requirements will be forwarded under separate cover.

6. POC is Alice Ward, DSN 680-5247.

FOR THE COMMANDER:

2 Encls

Walter J. Bryde, Jr.
WALTER J. BRYDE, JR.
Major General, GS
Deputy Chief of Staff for
Base Operations Support

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HQDA WASHINGTON DC//DAPE-CPE//

AIG 9150

UNCLAS

SUBJ: DELEGATION OF AUTHORITY - REDUCTION IN FORCE (RIF) AND VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)

- A. DAPE-ZA MSG DTD 0416CCZ AUG 93, SUBJ: CLEARANCE REQUIREMENTS FOR MANAGING CIVILIAN PERSONNEL REDUCTIONS.
 B. TAPC-CPF-S MEMORANDUM, SUBJ: CIVILIAN SEPARATION PAY IMPLEMENTING INSTRUCTIONS, 6 AUG 93.
 C. OASD MEMORANDUM, SUBJ: CIVILIAN ASSISTANCE AND RE-EMPLOYMENT (CARE) PROGRAM IMPLEMENTING INSTRUCTION, 1 JUN 93.

1. THIS MSG RESCINDS REF. A, INCORPORATES AND UPDATES GUIDANCE PREVIOUSLY CONTAINED THEREIN, AND PROVIDES NEW RIF APPROVAL/NOTIFICATION REQUIREMENTS. IT ALSO AMENDS PARAGRAPHS B AND D (REGARDING VSIP APPROVAL AUTHORITY) OF HQDA'S AUG 93 IMPLEMENTING INSTRUCTIONS FOR CIVILIAN SEPARATION PAY, TRANSMITTED BY REF B.

2. ON 2 NOV 93, OSD DELEGATED TO DOD COMPONENTS AUTHORITY TO APPROVE RIF. ACTING ASSISTANT SECRETARY OF THE ARMY FOR MANPOWER AND RESERVE AFFAIRS ((ASA(M&RA))) HEREBY REDELEGATES TO MACOM COMMANDERS/HEADS OF INDEPENDENT REPORTING ACTIVITIES (IRA) AUTHORITY TO APPROVE ACTIONS INVOLVING INVOLUNTARY SEPARATION BY RIF, OR TRANSFER OF FUNCTION (TOF) OUTSIDE THE COMMUTING AREA, OR FEWER THAN ~~50~~ 50 DIRECT HIRE, PERMANENT, U.S. CITIZEN EMPLOYEES. THE AUTHORITY MAY BE REDELEGATED NO LOWER THAN COMMANDERS AND HEADS OF SUBORDINATE ACTIVITIES. THIS DELEGATION DOES NOT APPLY TO RIF/TOF ACTIONS INVOLVING SES MEMBERS.

3. ASA(M&RA) RETAINS APPROVAL AUTHORITY FOR ACTIONS INVOLVING INVOLUNTARY SEPARATION BY RIF, OR TOF OUTSIDE THE COMMUTING AREA, OF SD OR MORE DIRECT-HIRE, PERMANENT, U.S. CITIZEN EMPLOYEES, INCLUDING ACTIONS ASSOCIATED WITH BASE REALIGNMENT AND CLOSURE (BRAC). SUCH REQUESTS MUST BE SUBMITTED/APPROVED IAW AR 5-10 AND PREVIOUSLY ESTABLISHED SUBMISSION GUIDANCE. REQUESTS WILL CONTAIN NOTIFICATION OF PROPOSED VSIP USE AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) REQUESTS, AS APPROPRIATE.

4. ASA(M&RA) ALSO REDELEGATES VSIP AUTHORITY EXCLUDING SES POSITIONS TO MACOM COMMANDERS/HEADS OF IRA (TO INCLUDE EXPANSION OF VSIP TO OTHER ARMY ACTIVITIES). THE AUTHORITY MAY BE REDELEGATED TO LOWEST PRACTICAL LEVEL. USE OF VSIP MUST COMPLY WITH GUIDANCE AND CRITERIA OF REFS B AND C. EXPANSION OF VSIP ACROSS DOD COMPONENT LINES IS COVERED IN SECTION B2(B) (3) OR REF C.

5. DUE TO CONTINUED HIGH SENSITIVITY OF ADVERSE PERSONNEL ACTIONS, HQDA REQUIRES INFORMATION TO KEEP SECRETARIES OF ARMY AND DEFENSE ADVISED, INFORM APPROPRIATE MEMBERS OF CONGRESS IN ADVANCE, RESPOND TO QUERIES AND DEFEND ACTIONS TAKEN. HQDA MUST BE NOTIFIED: (A) AT LEAST 60 DAYS PRIOR TO ISSUANCE OF RIF NOTICES FOR RIFS APPROVED AT LOWER LEVELS (I.E., ALL RIF/TOF INVOLVING SEPARATION/TRANSFER OF FEWER THAN 50 EMPLOYEES, INCLUDING BRAC RELATED ACTIONS); AND (B) AT LEAST TWO WEEKS IN ADVANCE OF RELEASE OF 50 OR MORE TEMPORARIES.

6. ACTIVITIES MUST SUBMIT ADVANCE NOTIFICATION, INCLUDING BRAC ACTIONS, THROUGH THEIR MACOMS TO U.S. TOTAL ARMY PERSONNEL COMMAND (PERSCOM), ATTN: TAPC-CPF-S, 200 STOVALL STREET, ALEXANDRIA, VA 22332-0340. PERSCOM WILL FORWARD BRAC ACTIONS TO THE HQDA BRAC OFFICE (DAIM-BO) FOR PROCESSING. PERSCOM POC IS PEGGY SMITH AT (703) 325-5011. IN ADDITION TO INFORMATION REQUIRED UN PARA 7 BELOW, SUBMIT AN INFORMATION FOR MEMBERS OF CONGRESS (INC) AND MEMORANDUM FOR CORRESPONDENTS (MFC) WITH QUESTIONS AND ANSWERS WITH NOTIFICATIONS FOR BRAC RIF ACTIONS OR RIF ACTIONS THAT COMBINE BRAC AND ANOTHER RIF ACTION.

7. ADVANCE NOTIFICATION MUST INCLUDE: (A) ACTIVITY(S) INVOLVED; (B) REASON(S) FOR ACTION; (C) NUMBER OF POSITIONS TO BE ELIMINATED; (D) NUMBER IF PROJECTED INVOLUNTARY SEPARATIONS; AND (E) A STATEMENT THAT VSIP WILL BE USED (OR JUSTIFICATION FOR NON-USE). THIS STATEMENT SHOULD INCLUDE (A) ORGANIZATION (S)/LOCATION(S) AFFECTED; (B) PROPOSED WINDOW DATES; (C) NUMBER OF INCENTIVES

APPROVED FOR PAYMENT; (D) KNOWN OR PROJECTED EXPANSIONS OF INCENTIVES (E.G., INTRA-ARMY, ACROSS MACOM LINES, ETC.); AND PROPOSED RIF NOTICE ISSUE AND EFFECTIVE DATES. VERA REQUESTS MUST BE SUBMITTED IF CRITERIA IN FPM SUPP 351-1, APPENDIX B, ARE MET. INFORMATION IN THE NOTIFICATION MUST BE UPDATED BASED ON RESULTS OF VSIP/VERA USAGE AND PROVIDED TO PERSCOM BY MESSAGE PRIOR TO ISSUANCE OF RIF SEPARATION NOTICES.

8. ADDRESSEES MUST CONTINUE TO SUBMIT A WEEKLY REPORT ON USE OF VSIP. REPORT SHOULD BE CUMULATIVE AND FAXED TO DSN 221-3524 OR COMM 703-325-3524 TO REACH PERSCOM NLT COB EACH TUESDAY STARTING WITH FIRST TUESDAY AFTER APPLICATIONS FOR VSIP HAVE BEEN APPROVED. INCLUDE: (A) OPENING AND CLOSING DATES OF INCENTIVE WINDOW; (B) TOTAL NUMBER OF SEPARATION INCENTIVES AUTHORIZED; (C) NUMBER OF APPLICATIONS RECEIVED; AND (D) NUMBER OF APPLICATIONS APPROVED TO DATE BY CATEGORY ((I.E., OPTIONAL RETIREMENT, EARLY RETIREMENT (IF VERA AUTHORIZED) AND RESIGNATION)).

9. OSD VSIP REPORTING REQUIREMENTS REMAIN IN EFFECT. REPORT OF ACTIONS TAKEN AND ASSOCIATED COSTS/SAVINGS MUST BE SUBMITTED NO LATER THAN 60 DAYS AFTER WINDOW(S) CLOSES TO PERSCOM. USE FORMAT IN REF C.

10. PRIOR TO ANNOUNCING CIVILIAN FURLOUGHS OF ANY SIZE OR LENGTH, SUBMIT REQUESTS FOR CLEARANCE TO REACH PERSCOM A MINIMUM OF 60 DAYS BEFORE PROJECTED ISSUE DATE OF FURLOUGH NOTICES.

11. CONTINUE TO FORWARD VERA REQUESTS THRU COMMAND CHANNELS TO PERSCOM FOR PROCESSING. OFFICE OF PERSONNEL MANAGEMENT APPROVAL OF VERA IS REQUIRED BEFORE VSIP CAN BE OFFERED TO EARLY RETIREES.

12. ACTIVITIES ARE REMINDED TO USE RIF ONLY AS LAST RESORT TO ACHIEVE LONG TERM SAVINGS.

PEGGY SMITH, PERS MGMT SPEC
SAMR-CPP-SM, 325-5011

C. A. SMITH, DIR OF CIV PER 54237