

**U.S. Army Training and Doctrine Command (TRADOC)
Fiscal Year 2021 Voluntary Early Retirement Authority and Voluntary Separation
Incentive Pay Program Guidance**

References:

- 1) Title 5 United States Code, sections 5595© and 9902(f);
- 2) Department of Defense Instruction, 1400.25, Volume 1702, Voluntary Separation Programs, administratively reissued 1 April 2009;
- 3) Army Regulation 690-300, Civilian Personnel Employment, Chapter 21;
- 4) Memorandum, ATBO-C, 25 June 2019, subject: Delegation of Civilian Human Resources Authorities, Matrix 02-2017;
- 5) Memorandum, DAPE-ZB, subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay – Implementing Guidance.

Authority to approve voluntary early retirement (VERA) and voluntary separation incentives (VSIP) for TRADOC employees occupying positions up to the GS-15 level (or equivalent) is delegated to the GO/SES level, in accordance with (IAW) reference 4.

Commanders/commandants retain the flexibility to manage the workforce within existing authorizations and funding levels, including restructuring or reshaping the workforce to meet mission requirements.

VERA/VSIP may be used to reduce the number of personnel employed or to restructure the workforce to meet mission objectives without reducing the overall number of personnel.

The following should be considered when determining if VERA and/or VSIP is appropriate during reorganization or restructuring actions:

- a. Timeframe of reorganization or restructure plan.
- b. The size and scope of the reorganization, to include which positions, if any, will be abolished.
- c. Reason for the reorganization or restructure plan, such as funding, strategic restructuring goals or mission related changes.
- d. Skill sets and competencies necessary to meet strategic goals.
- e. Cost benefit analysis.

FY21 VERA/VSIP Guidance:

In order to ensure adequate use of resources, the following restrictions and guidance apply to all TRADOC organizations:

There should be compelling **business** reasons to offer VSIP. The resulting vacancy shall be restructured, abolished or used to save a surplus employee. Position restructuring is restricted to the vacancy created by the application of the buyout.

If the position is being restructured, there must be a significant change in the duties/skills. Such as:

- To a lower grade;
- A higher grade with a different skill set (such as an IT Specialist (Customer Support), GS-2210-09 to an IT Specialist (Network), GS-2210-11). ***Requires HQ G1/G8 review/approval.**
- To a different series when the incumbent is **not** minimally qualified for the restructured position;
- The same series and grade with a different skill set if the incumbent does **not** currently possess the skills (e.g., IT Specialist, GS-2210-12 with mainframe skills requirements restructured to a GS-2210-12 with network skills requirements);
- An entry level grade (trainee/target position) if the series and competencies remain the same, the target grade must be lower than the former grade.; **OR**
- An entry level grade (trainee/target position) in the same series or different series to correct a skills imbalance (such as an Accountant, GS-510-12 restructured to a Systems Accountant, GS-510-07 with full performance at the GS-12, to recruit individuals with up-to-date technology skills). ***Will require detailed justification.**

Restructured positions are expected to be filled within 12 months of the incentive/separation action being processed, unless there is a valid reason for delay, such as a hiring freeze (which must be documented).

Table(s) of Distribution and Allowances (TDA(s)) must be updated to reflect any changes resulting from the use of incentives.

When the number of employees applying for VSIP exceeds the offers available, applications will be processed in order of seniority using the service computation date for leave.

The fill of restructured positions are not automatic exceptions to the hiring restrictions.

All employees receiving VSIP must be off the rolls no later than **30 September 2021** but it is recommended to set your off the roll date within the 2nd or 3rd quarters of FY21 in order to recoup the payout.

No additional funds will be made available. All activities must support VERA/VSIP within their FY21 civilian pay program.

Managers and supervisors are accountable and responsible for proper use of VERA/VSIP authority.

Critical points:

- Buyout recipients are prohibited from reemployment by a DoD agency within 12 months of receiving a separation incentive. Reemployment by any Federal agency within 5 years of receiving a separation incentive, including under a personal services contract, requires repayment of the gross amount of the approved separation incentive. The aforementioned information must be communicated in writing to all employees receiving a VSIP.
- Receipt of a buyout or early retirement is **not an employee entitlement** and should not be used as a reward.
- VERA/VSIP may not be offered to employees who have received a decision notice of involuntary separation for misconduct or unacceptable performance.
- Employees are not eligible for VERA/VSIP if covered by a written service agreement such as, but not necessarily limited to, those required in conjunction with permanent change of station (PCS), training, student loan repayments, critical acquisition positions, or recruitment, relocation, or retention incentives.
- Employees on Schedule C, Excepted Appointments, are not eligible for the buyout.
- Voluntary early retirements (VERA) may be used alone (i.e., not in conjunction with a buyout).
- The buyout may be paid in a lump sum or in installments. Under installments, the employee may receive the buyout in bi-weekly payments in equal amounts at a rate selected by the employee (not to exceed 1 year from date of separation) or receive one half of their buyout 6 months following their separation, and the remaining half 6 months later.

Proper Record Retention:

All CoEs/Activities will maintain documentation for all VERA and/or VSIP windows to include the following:

- Supporting documentation for establishing window parameters, IAW reference 5, paragraph 5d.

- Window announcement.
- All applications received.
- Documentation of approvals, denials and employee withdrawals.
- Any supporting documentation used as a basis for decision making.
- For positions that were restructured, a copy of the personnel action (SF50) of newly recruited employee(s) to show the restructured position(s) were filled within 12 months and copies restructured position backfill spreadsheet submitted to HQ TRADOC, G1.
- Copy of subsequent TDA, or at a minimum, a copy of the approved documentation showing the restructures have been submitted for TDA update IAW approved VERA and/or VSIP.

Equal Employment Opportunity:

The use of these incentives will be based upon merit, without regard to race, ethnicity, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation, genetic information or other non-merit-based factor.