



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 23103
APO AE 09136-3103

IMEU-MWR

19 July 2016

MEMORANDUM FOR

Assistant Chief of Staff, G9, IMCOM-Europe
Commanders of United States Army Garrisons in Europe

SUBJECT: IMCOM-Europe 2016 Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay Program for Family and Morale, Welfare, and Recreation Employees

1. Supersession: This memorandum supersedes memorandum, IMCOM-Europe, IMEU-MWR, 11 July 2016, subject as above.

2. References:

- a. AR 215-3, Nonappropriated Funds Personnel Policy.
- b. Memorandum, HQDA, SAMR, 12 February 2016, subject: Delegation of Civilian Human Resources Authorities, Version 02-2016, effective February 12, 2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegation #22.
- c. Memorandum, HQDA, SASA, 25 April 2014, subject: Delegation of Authority—Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay, and Voluntary Separation Incentive Pay Phase II (ref 1b, matrix #13).
- d. Memorandum, HQDA, SAMR, 6 June 2014, subject: Delegation of Authority—Voluntary Early Retirement Authority (VERA) for Nonappropriated Fund (NAF) Employees ([ref 1b](#), [matrix #26](#)).
- e. Memorandum, IMCOM, IMHR-C, 5 August 2014, subject: Policy Memorandum 690-14—Delegation of Authority for Approval of Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP).

3. Background. The fiscally constrained operating environment and force structure cuts the Army is facing require IMCOM-Europe to take prudent actions to avoid, or at least reduce, the harmful consequences of the impending reductions in funding for family and morale, welfare, and recreation (FMWR) programs. IMCOM-Europe must find innovative ways to become more effective and efficient while providing a high standard of customer service to our Soldiers, Families, Civilian employees, retirees, and survivors.

4. VERA and VSIP Authorization. According to the delegated authorities ([refs 1a thru e](#)) and to mitigate the potential adverse effects of budget uncertainty ([para 2](#)) in 2017, the

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Director, IMCOM-Europe, approved the use of VERA and VSIP on 11 July 2016. Together with his approval, he announced that the window for applications would open on 12 July 2016 and close on 3 August 2016. That window will now remain open until 17 August 2016.

a. IMCOM-Europe will accept applications for VERA and VSIP from employees currently assigned to IMCOM-Europe and garrison appropriated-fund (APF) and nonappropriated-fund (NAF) FMWR positions from 12 July 2016 (opening date) to 17 August 2016 (closing date).

b. To be approved for VERA or VSIP, the employee's requested separation date must be effective no later than 31 October 2016.

c. The Assistant Chief of Staff (ACoS), G9, IMCOM-Europe, and garrison commanders will ensure that all FMWR employees receive this memorandum along with its enclosures to help these employees understand their options and make informed decisions.

d. Garrisons will submit their employees' applications through the ACoS, G9, IMCOM-Europe, to the Director, IMCOM-Europe, for VSIP approval and through the Director, IMCOM-Europe, to the CG, IMCOM, for VERA approval.

5. IMCOM-Europe VERA and VSIP Program Details. VERA and VSIP are management tools used to lessen the adverse effect of a reduction, reorganization, or both. The approval of VERA or VSIP is not an employee entitlement. Employees should be reminded that the primary purpose of VERA and VSIP is to encourage individuals to leave the Army's civilian-employee rolls voluntarily through early retirement, optional retirement, or resignation. VERA and VSIP may be approved only if the appropriate criteria are met. Consequently, disapproval of an employee's request is not grievable and does not provide a basis for a complaint or an appeal. The enclosed instructions ([encls 1 and 2](#)) provide more details.

a. The number of VERA and VSIP approvals granted during this window (12 Jul thru 17 Aug) will be determined on a case-by-case basis after considering all of the following:

- (1) The number of employees applying.
- (2) The needs of the organization.
- (3) The current (DOD, Army, or HQ IMCOM) restrictions or conditions for approval.
- (4) The seniority of the individual as determined by the service-computation date for leave.

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b. [Enclosure 3](#) provides the application for APF employees to request VERA or VSIP. [Enclosure 4](#) provides the application for NAF employees to request VERA or VSIP. Employees who decide to apply for VERA or VSIP must submit their requests in time for the applicable supervisor to receive it by 1200 Central European Time (CET), 17 August 2016.

c. The employee's supervisor must complete the supervisor's recommendation portion of the employee request form ([encl 3](#) or [encl 4](#)), and the garrison director of family and morale, welfare (DFMWR) must complete the VERA or VSIP recommendation form ([encl 5](#)) and request a garrison commander endorsement memorandum.

d. In coordination with their servicing civilian personnel advisory centers (CPACs), garrison DFMWRs will determine VERA and VSIP eligibility for employees with APF retirement plans.

e. In coordination with their servicing NAF CPACs, garrison DFMWRs will determine VERA or VSIP eligibility for employees with NAF retirement plans.

f. The garrison DFMWR will send each finalized application package (with supervisor, DFMWR, and garrison commander (endorsement memo) recommendations) to the ACoS, G9, IMCOM-Europe, in time for the ACoS, G9, to receive it by 1800 CET, 18 August 2016.

6. POCs. The POCs are Ms. Schweitzer, military 314-544-9136, civilian 0049-(0)611-143-544-9136, or e-mail: mary.k.schweitzer.naf@mail.mil and Mr. Gasparino, military 314-544-9577, civilian 0049-(0)611-143-544-9577, or e-mail: daniel.a.gasparino.naf@mail.mil.

FOR THE DIRECTOR:



BEVERLY D. MCALISTER
Acting Chief of Staff

5 Encls

1. [APF VERA and VSIP Instructions](#)
2. [NAF VERA and VSIP Instructions](#)
3. [APF VERA and VSIP Application](#)
4. [NAF VERA and VSIP Application](#)
5. [Recommendation and Review Form](#)

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IMCOM-Europe VERA and VSIP Instructions for Employees Covered by an Appropriated Fund Retirement System

1. Eligibility for Voluntary Early Retirement Authority (VERA). To be eligible for VERA, an appropriated-fund (APF) employee must be at least 50 years old and have completed 20 years of creditable service or be of any age with at least 25 years of creditable service. In addition, the employee must—

- a. Be serving under an appointment without time limitation.
- b. Have been continuously employed by the DOD for more than 30 days before the date on which the determination to conduct a workforce reduction or restructuring action is approved.
- c. Not have received a reduction-in-force (RIF) separation notice or a decision notice of involuntary separation for misconduct or unacceptable performance.
- d. Not be retiring as a result of declining a transfer of function, a directed reassignment, or a management-initiated relocation outside the commuting area.
- e. Be rated “Fully Successful” or higher on his or her last evaluation report.

2. Eligibility for Voluntary Separation Incentive Pay (VSIP). To be eligible, an APF employee must be a U.S. citizen who has served under an appointment without time limitation and has been employed by the DOD for a continuous period of at least the 12 months immediately before the effective date of separation.

3. Ineligibility. An APF employee is ineligible for VERA or VSIP when he or she—

- a. Is a reemployed annuitant according to Title 5 (chap 83, subchap III or chap 84, subchap III) or according to any other retirement system for employees of the Federal Government (other than DOD).
- b. Is or would be eligible for disability retirement under a Federal retirement system.
- c. Has accepted a position with another Federal agency.
- d. Has received a specific notice of RIF separation.
- e. Has declined to relocate with his or her position or declined a transfer of function.
- f. Has received a decision notice of involuntary separation for misconduct or unacceptable performance.
- g. Has previously received a VERA or VSIP buyout.

4. Application. All eligible employees who voluntarily wish to apply for VSIP in conjunction with optional retirement, voluntary early retirement, or resignation must complete, sign, and submit their application to their supervisor by the closing date published in the announcement memorandum signed by the Director, IMCOM-Europe (currently, 1200 Central European Time (CET), 17 August 2016).

5. Questions. Employees with questions about retirement may contact the Army Benefits Center-Civilian (ABC-C) (tel: 1-877-276-9287 or online at www.abc.army.mil) All employees, regardless of retirement eligibility, should establish a personal identification number (PIN) on the ABC-C website. The PIN is necessary for retirement processing, processing of health benefits, and making Thrift Savings Plan determinations.

6. Reemployment Restrictions. APF employees who accept a VSIP cannot be reemployed within the DOD in a NAF or APF position for 12 months after separation. Employees who are reemployed in a NAF or APF position, including under a personal services contract, by a Federal agency within 5 years after accepting a VSIP buyout must repay the entire VSIP amount as a condition of reemployment. Waiver provisions may be in place under certain restricted circumstances or special hiring authorities.

7. Directorate-Level Evaluation. Staff directors at garrisons should—

a. Screen applications for eligibility before sending them to the POCs ([basic memo, para 5](#)) at the Office of the Assistant Chief of Staff (OACoS), G9, HQ IMCOM-Europe.

b. Consolidate applications from their directorates to determine if the position of the applicant requesting VERA or VSIP can help reduce the civilian employee on-board strength by abolishing the employee's position, reassigning a surplus employee to the position, or restructuring the position. Directors should submit applications that meet any of these three conditions in one batch.

c. Send completed applications (with the garrison DFMWR recommendation) to the OACoS, G9, HQ IMCOM-Europe, in time for them to be received by the closing date published in the announcement memorandum signed by the Director, IMCOM-Europe (currently, 1800 CET, 18 August 2016). The ACoS, G9, IMCOM-Europe, will review the applications before forwarding them to the POCs within the OACoS, G9, for processing.

8. IMCOM-Europe Processing. After the OACoS, G9, IMCOM-Europe, reviews each application for completeness and to determine whether or not the requester is eligible, the OACoS, G9, will coordinate the application with the OACoS, G1, IMCOM-Europe, to determine if approval of VERA or VSIP would be in accordance with DOD, Army, and IMCOM personnel-management policy. After the OACoS, G1, completes its review and provides its recommendation to the OACoS, G9, the ACoS, G9, will send the package with its recommendations to the Director, IMCOM-Europe, for final decision for VSIP and a recommendation to the CG, IMCOM, for final decision for VERA.

IMCOM-Europe VERA and VSIP Instructions for Employees Covered by the United States Army Nonappropriated Fund Employee Retirement Plan

1. Eligibility for Voluntary Early Retirement Authority (VERA). To be eligible for VERA, a nonappropriated fund (NAF) employee must have participated in the NAF retirement system for at least 1 year within the 2-year period immediately before his or her separation or retirement. The employee must also be at least 50 years old and have completed 20 years of creditable service or be of any age with at least 25 years of creditable service. In addition, the employee must—

- a. Be serving under an appointment without time limitation.
- b. Have been continuously employed by the DOD for more than 30 days before the date on which the determination to conduct a workforce reduction or restructuring action is approved.
- c. Not have received a business-based action (BBA) separation notice or a decision notice of involuntary separation for misconduct or unacceptable performance.
- d. Not be retiring as a result of declining a transfer of function, a directed reassignment, or a management-initiated relocation outside the commuting area.

2. Eligibility for Voluntary Separation Incentive Pay (VSIP). To be eligible, a NAF employee must be a U.S. citizen who has served under an appointment without time limitation and has been employed by the DOD for a continuous period of at least the 12 months immediately before the effective date of separation.

3. Ineligibility. A NAF employee is ineligible for VERA or VSIP when he or she—

- a. Is a reemployed annuitant.
- b. Is or would be eligible for disability retirement under any Federal employee retirement system.
- c. Has accepted a NAF or an APF position with another Federal agency.
- d. Has received a specific notice of BBA separation.
- e. Has declined to relocate with his or her position or declined a transfer of function.
- f. Has received a decision notice of involuntary separation for misconduct or unacceptable performance.
- g. Has previously received a VERA or VSIP buyout.

4. Other Restrictions for VSIP. In addition to the restrictions in [paragraph 3](#), other circumstances require a waiver before VSIP may be approved for NAF employees (for example, when the employee is covered by a written service agreement resulting from a permanent change of station or training; when the employee has received a recruitment, relocation, or retention bonus). NAF employees should check with their NAF human resources office to determine their VSIP eligibility.

5. Application. All eligible NAF employees who voluntarily wish to apply for VERA or VSIP in conjunction with optional retirement, voluntary early retirement, or resignation must complete, sign, and submit their application to their supervisor by the closing date published in the announcement memorandum signed by the Director, IMCOM-Europe (currently, 1200 Central European Time (CET), 17 August 2016).

6. Questions. Employees may contact the Human Resources Division, Assistant Chief of Staff, G9, HQ IMCOM, at e-mail: usarmy.jbsa.imcom-hq.mbx.g-9-hr-vera-vsip@mail.mil for answers to their retirement questions or to request an estimate.

7. Reemployment Restrictions. NAF employees who accept a VSIP buyout cannot be reemployed by the DOD in a NAF or APF position for 12 months after separation. Employees who are reemployed in a NAF or APF position, including under a personal services contract, by a Federal agency within 5 years after accepting a VSIP buyout must repay the entire VSIP amount as a condition of reemployment. Waiver provisions may be in place under certain restricted circumstances or special hiring authorities.

8. Directorate-Level Evaluation. Staff directors at garrisons should—

a. Screen applications for eligibility before sending them to the POCs ([basic memo, para 5](#)) at the Office of the Assistant Chief of Staff (OACoS), G9, HQ IMCOM-Europe.

b. Consolidate applications from their directorates to determine if the position of the applicant requesting VERA or VSIP can help reduce the civilian employee on-board strength by abolishing the employee's position, reassigning a surplus employee to the position, or restructuring the position. Directors should submit applications that meet any of these three conditions in one batch.

c. Send completed applications (with the garrison DFMWR recommendation) to the OACoS, G9, HQ IMCOM-Europe, in time for them to be received by the closing date published in the announcement memorandum signed by the Director, IMCOM-Europe (currently, 1800 CET, 18 August 2016). The ACoS, G9, IMCOM-Europe, will review the applications before forwarding them to the POCs within the OACoS, G9, for processing.

9. IMCOM-Europe Processing. After reviewing the packages, the ACoS, G9, IMCOM-Europe, will send them to the Director, IMCOM-Europe, for final decision for VSIP and a recommendation to the CG, IMCOM, for final decision for VERA.

IMCOM Europe Application for VERA or VSIP for Employees Covered by the Federal Employees Retirement System or the Civil Service Retirement System

**SECTION I — EMPLOYEE REQUEST
(To be completed by the employee.)**

1. I request approval to voluntarily separate from Federal service as indicated by the "X" below:
 - a. ____ Voluntary Early Retirement Authority (VERA) to include Voluntary Separation Incentive Pay (VSIP) (early retirement with an incentive).
 - b. ____ VERA only (early retirement without an incentive).
 - c. ____ VSIP only (an incentive in conjunction with resignation, voluntary retirement, or regular retirement).
2. I have read the information about VSIP provided by the United States Army Civilian Personnel Office at <http://cpol.army.mil/library/permis/6316.html> and understand that this is a management decision and I must receive command approval in response to my request. I also understand the restrictions on returning to Federal service and the requirement for repayment of any VSIP should I be reemployed within 5 years after my separation date.
3. I understand that by accepting a firm VSIP, VERA, or VSIP and VERA offer, I am ineligible for registration in the DOD Priority Placement Program and no additional placement assistance will be provided to me for continuing my current DOD employment.
4. My desired date for separation from Federal service is: _____ (DD MMM YY).

_____ Signature	_____ Printed Name	_____ Date (DD MMM YY)
_____ Position Title, Occupational Series, Grade (Pay Band)		

**SECTION II — SUPERVISOR RECOMMENDATION
(To be completed by the immediate supervisor.)**

1. Supervisor Recommendation: I recommend: ____ approval or ____ disapproval.
2. Reason for disapproval (if applicable):

_____ Signature	_____ Printed Name	_____ Date (DD MMM YY)
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IMCOM Europe Application for VERA or VSIP for Employees Covered by the United States Army Nonappropriated Fund Employee Retirement Plan

**SECTION I — EMPLOYEE REQUEST
(To be completed by the employee.)**

1. I request approval to voluntarily separate from Federal service as indicated by the “X” below:
 - a. ____ Voluntary Early Retirement Authority (VERA) to include Voluntary Separation Incentive Pay (VSIP) (that is, early retirement with an incentive).
 - b. ____ VERA only (that is, early retirement without an incentive).
 - c. ____ VSIP only (that is, an incentive in conjunction with resignation, voluntary retirement, or regular retirement).
2. I have read the information about VSIP provided by the United States Army Civilian Personnel Office at <http://cpol.army.mil/library/permis/6316.html> and understand that this is a management decision and I must receive command approval in response to my request. I also understand the restrictions on returning to Federal service and the requirement for repayment of any VSIP should I be reemployed within 5 years after my separation date.
3. I understand that by accepting a firm VSIP, VERA, or VSIP and VERA offer, that no additional placement assistance will be provided to me for continuing my current DOD employment.
4. My desired date for separation from Federal service is: _____ (DD MMM YY).

Requestor Signature

Printed Name

Date (DD MMM YY)

Position Title, Occupational Series, Grade (Pay Band)

**SECTION II — SUPERVISOR RECOMMENDATION
(To be completed by the immediate supervisor.)**

1. Supervisor recommendation: I recommend: ____ approval or ____ disapproval.
2. Reason for disapproval (if applicable):

Supervisor Signature

Printed Name

Date (DD MMM YY)

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IMCOM Europe Recommendation and Review Form for Applications for VSIP or VERA from APF and NAF Employees

Section I — Director Recommendation*

(To be completed by the director of the garrison directorate of family and morale welfare, and recreation (DFMWR) or the Assistant Chief of Staff, G9, IMCOM-Europe.)

***NOTE:** The Office of the Assistant Chief of Staff (OACoS), G9, HQ, IMCOM-Europe, will also review applications and recommendations by the directors before sending the requests to the Director, IMCOM-Europe with final recommendations.

1. Name (First MI. Last) of applicant for VERA or VSIP: _____
2. Applicant's position title and assigned organization.
 - a. Position Title: _____
 - b. Branch, Directorate: _____
 - c. Garrison (USAG XX) or OACoS, G9, IMCOM-Europe: _____
3. Identify any of the special evaluation criteria for VSIP and VERA that may apply.
 - a. ____ Position will be abolished.
 - b. ____ Position will be restructured (Resulting vacancy will undergo a change in grade, major duties, occupation or supervisory status).
 - c. ____ Approval will allow the directorate to reassign and not separate a surplus employee. If so, identify who that person is:
 - (1) Name (First MI. Last): _____
 - (2) Current position (duty title, branch, division): _____
4. I recommend the Director, IMCOM-Europe—
 - a. ____ Approve this request.
 - b. ____ Disapprove this request.
5. Provide any additional comments or justification:

(Signature) _____ (Date) _____
(FIRST MI. LAST) _____
(Position Title, USAG XX) _____

Encl 5
(Encl 2 to USAG Cdr transmittal and endorsement memo)