



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
WASHINGTON DC 20310

05 MAY 2009

SFAE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority-Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA)

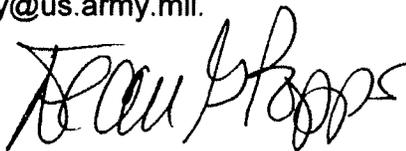
In accordance with the memorandum from the Administrative Assistant to the Secretary of the Army (AASA), dated March 31, 2009, subject as above (Enclosure 1), I have been delegated the authority to distribute 138 allocations to the U.S. Army Acquisition Support Center (USAASC). I have chosen to delegate that authority to the Program Executive Officers (PEOs), Joint PEOs, and Direct Reporting Program Managers under my authority. This authority may not be further delegated.

Your organization will receive allocations as indicated on the enclosed notification form from the USAASC (Enclosure 2). Process all VSIP actions in accordance with the new Department of Defense guidance issued on August 12, 2008 (Enclosure 3).

Employees accepting this offer must be off your organizational rolls no later than (NLT) September 3, 2009 for Civil Service Retirement System employees and NLT August 30, 2009 for Federal Employees Retirement System employees. You will convey to those employees that their acceptance of this offer is binding and irrevocable. The Director, USAASC, will consider requests for exception to this date on an individual basis after September 3, 2009. Close coordination with your servicing Civilian Personnel Advisory Center is required during the process.

To ensure that USAASC will be able to use its full VSIP allocation, provide my point of contact at USAASC with confirmation of your planned reductions and re-shape actions. If you are unable to use your full complement of allocations or require additional allocations, notify USAASC by June 15, 2009. Document and provide the approved 2009 VERA/VSIP requests to USAASC on the enclosed form on a monthly basis (Enclosure 4). There will be an AASA year-end VSIP program evaluation audit trail and reporting requirement.

My point of contact is Ms. Eartha Henry, Human Resources Management Division, USAASC, commercial (703) 805-1046, DSN 655-1046, or e-mail: eartha.henry@us.army.mil.



Dean G. Pops
Army Acquisition Executive

Enclosures

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CHEMICAL MATERIALS AGENCY

CF:

DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER

*I insist that Senior
officials use these
incentives properly and
with justification*