



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

11 OCT 2005

SFAE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority and Allocations for National Security Personnel System--Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) for Fiscal Year 2006

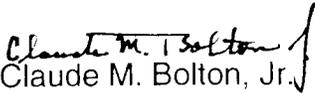
In accordance with the memorandum from the Administrative Assistant to the Secretary of the Army, September 20, 2005, subject as above (Enclosure 1), which delegated authority to me to distribute 134 allocations for use by the U.S. Army Acquisition Support Center (ASC). I have chosen to delegate that authority to you and no further.

Your organization will receive allocations as indicated on the enclosed notification form from the Acquisition Support Center (Enclosure 2). All VSIP actions must be processed in accordance with enclosed Department of Defense (DoD) guidance. Employees accepting this special buyout offer must be off your organizational rolls by April 3, 2006. You will convey to those employees that their acceptance of this offer is binding and irrevocable. The Director, ASC, will consider exceptions on an individual basis for retirement after April 3, 2006. Close coordination with your servicing Civilian Personnel Advisory Center is required.

To ensure that the ASC/Program Executive Office community uses all allocations, provide my point of contact at ASC with confirmation of your planned reductions by e-mail no later than December 1, 2005. This will also meet DoD audit trail and reporting requirements.

If you are unable to use your full complement of allocations, notify ASC as soon as possible to allow for redistribution to another Program Executive Office or Project Management Office.

My point of contact is Mr. Reid Williamson, Human Resources Management Division, ASC, commercial (703) 805-1019, DSN 655-1019, or e-mail: j.reid.williamson@us.army.mil.


Claude M. Bolton, Jr.
Army Acquisition Executive

Enclosures

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PROGRAM MANAGER, UNIT OF ACTION

PROGRAM DIRECTOR, GROUND BASE MIDCOURSE DEFENSE JOINT
PROGRAM OFFICE

DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER



20 SEP 2005

MEMORANDUM FOR HONORABLE CLAUDE M. BOLTON, JR., U.S. ARMY
ACQUISITION EXECUTIVE

SUBJECT: Delegation of Authority and Allocations for National Security Personnel System – Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA)

1. References:

a. Memorandum, ASA(M&RA), 29 January 2004, subject: National Security Personnel System – Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA).

b. Memorandum, ODCS G-1, September 08, 2005, subject: Voluntary Separation Incentive Pay (VSIP) for Fiscal Year 2006

2. Reference 1a. delegated VSIP and VERA authority to the Administrative Assistant to the Secretary of the Army and Major Army Commands for GS-15 and below (or equivalent) positions. This memorandum further delegates this authority and 134 allocations to the U.S. Army Acquisition Executive for use by the U.S. Army Acquisition Support Center (ASC) with the exception of the positions in the National Capital Region competitive area that will be managed by the Human Resource Management Directorate (HRMD). The authority may be further delegated, in writing, to the lowest practicable level, but not lower than the local Commander, Activity Head, or equivalent.

3. The authority 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. Employees receiving the buyouts must be off the rolls no later than 30 September 2006. It is critical that ASC not exceed its 134 allocations and apply consistent criteria in determining approvals and payment of incentives, to include satisfying all local labor relations obligations.

4. It should be made clear to employees and managers that employees will not be coerced to apply for the incentive, retire or resign. Compliance with DOD guidance and procedures pertaining to VSIP and VERA is mandatory. Although Fiscal Year 06 quarterly reporting requirements will be accomplished through the Defense Civilian

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Personnel Data System, it is important that the Administrative Assistant maintain execution data throughout the Fiscal Year. The enclosed quarterly report is due to HRMD no later than five days after the end of each quarter.

5. My point of contact is Ms. Sherri Vauls Ward, Director, HRMD at (703) 602-2220.


SANDRA R. RILEY

Encl

FY06 VERA/VSIP
Execution Report
_____ Quarter

Please complete the following information every quarter and either fax to DSN 332-5457 or (703) 602-5457 or e-mail to tracey.richardson@hqda.army.mil.

1. Number of VSIPs (buyouts) executed this quarter (optional/voluntary/early retirement with incentive pay; or voluntary resignation with incentive pay):

2. Allocations being returned (do not need): _____

3. Remaining allocations (i.e. plan to use but not yet approved): _____

4. Number of VERA actions approved: _____

5. *Number of allocations used for Base Realignment and Closure (BRAC):

6. **Number of allocations used for Non-appropriated fund positions:

*/** NOTE: There is no limit on these actions; however, use of these authorities requires reporting in accordance with NDAA for FY 2004.