



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

JUN 26 2014

SFAE-HRMD

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Reference memorandum, Office of the Administrative Assistant to the Secretary of the Army (OAASA), 11 Jun 14, subject: Delegation of Authority-Voluntary Separation Incentive Pay and Voluntary Early Retirement Authority (enclosure).
2. In accordance with the referenced memorandum from the AASA, I delegate approval authority for the VSIP and VERA programs to the United States Army Acquisition Support Center (USAASC) Program Executive Officers (PEOs) and the Direct Reporting Program Managers (DRPMs) under my authority. This authority may not be further redelegated. The delegation authorizes the (USAASC) PEOs and DRPMs to approve VSIP of up to \$25,000 and VERA to employees occupying positions up to the GS-15 level or equivalent.
3. Participation in the VERA and VSIP program is voluntary. Employees will not be coerced to retire, resign, or apply for the incentive. You are encouraged to establish separation dates early in the fiscal year to show cost savings and prudent fiscal accountability.
4. The authority may be used to reduce the number of personnel employed to avoid or lessen the impact of a reduction in force. It may also be used to restructure the workforce to meet mission objectives without reducing the overall number of personnel.
5. The management and approval of these buyouts will be in accordance with Army and Department of Defense policy. The OAASA, Human Resources Management Division (HRMD) will monitor compliance and program evaluation through the personnel and pay systems. You are responsible for maintaining sufficient documentation for each case approved and providing a copy to HQ, USAASC-HRMD for archiving. You will remain cognizant of and accountable for all actions taken pursuant to the delegated authority.
6. This memorandum supersedes all previous versions and expires on 3 April 2017, unless earlier modified or rescinded.

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7. The point of contact is Mrs. Regina Posey, Human Resources Management Division,
Headquarters, USAASC, (703) 805-1019, DSN 655-1019, or e-mail:
regina.a.posey.civ@mail.mil.



Heidi Shyu
Army Acquisition Executive

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