



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2748 WORTH ROAD
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30 SEP 2021

MEMORANDUM FOR

Commanders, MEDCOM Major Subordinate Commands
Deputy Chiefs of Staff, OTSG/MEDCOM OneStaff
Directors, OTSG/MEDCOM OneStaff

SUBJECT: U.S. Army Medical Command Fiscal Year 2022 Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay Guidance

1. References:

a. DoDI 1400.25, Volume 1702, 13 June 2008, (DoD Civilian Personnel Management System: Voluntary Separation Programs), Administratively reissued 1 Apr 2009.

b. DAPE-ZB memorandum (Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay – Implementing Guidance), 22 May 2020.

c. Matrix of U.S. Army Medical Command Delegated Civilian Human Resources Authorities, Version 2019-01, 10 January 2019, *Delegation # 34 VERA/VSIP/VSIP Phase II Authority* (or most current version).

2. As the U.S. Army Medical Command (MEDCOM) continues with restructuring efforts and transition of Civilians to the Defense Health Agency, it is critical that we utilize workforce shaping tools appropriately in the best interest of the Government, and only when final organizational decisions are made. This memorandum and enclosure establish procedural guidance on the use of Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) and VSIP II for workforce reshaping, restructure, and downsizing initiatives during FY22.

3. Workforce reshaping programs are management tools, not employee entitlements. Voluntary separation incentives may be used to downsize or restructure the civilian workforce and to create vacancies for the placement of employees impacted by Reduction-in-Force (RIF). Downsizing incentives may be offered when the acceptance of an incentive avoids civilian involuntary separations. Restructuring may be used in situations where there is a valid need to modify the major duties, occupational series, and/or grade of a position or multiple positions, to meet future mission needs.

4. The MEDCOM Chief of Staff is the sole approval authority for all command VERA/VSIP/VSIP II requests. He/She retains the sole authority to approve or deny all VERA/VSIP/VSIP II applications for OTSG/MEDCOM OneStaff personnel. Commanders/Activity Heads have the authority to deny VERA/VSIP/VSIP II applications if they determine that such incentives do not serve the best interests of the government.

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5. Effective 1 Oct 2021, MEDCOM opens the FY22 VERA/VSIP/VSIP II buyout incentives application window through 31 Aug 2022.

a. MEDCOM will accept VERA/VSIP applications submitted from subordinate Activities below the Regional Health Command (RHC) level only when the applicant is assigned to a position identified for abolishment and the Activity has submitted a formal request to conduct a RIF to MEDCOM. The MEDCOM Director, Civilian Human Resources Directorate, G-1/4/6, is granted the authority to return without action applications from subordinate Activities below the RHC level that do not meet this criteria.

b. Applicants approved for buyout incentives may elect to retire any time, but no later than 30 Sep 2022.

c. Commanders/Activity Heads and the MEDCOM OneStaff Business Office may establish internal submission suspense dates prior to the 31 Aug 2022 window closure date to ensure applications are processed in a timely manner. The establishment of separate or shorter application window is not authorized.

d. Applications received after 31 Aug 2022 will not be accepted.

6. The FY22 VSIP/VSIP II buyout incentive amount is *up to the lesser of \$40,000 or the amount an employee would be entitled to under the severance pay formula*. The amount of separation incentive is not negotiable.

7. FY22 VERA/VSIP/VSIP II approval is subject to local funding availability.

a. The Integrated Resourcing Incentive System funding model provides MEDCOM organizations with the resources up front for all civilian pay/awards/VSIP requirements. These organizations reap the cost savings by using the VSIP severance process. Organizations are encouraged to use VSIP buyouts to reach their civilian end-strength targets.

b. Approved VSIP applicants are encouraged to retire/resign as early as possible before the end of the fiscal year, allowing organizations to leverage hire-lag funds to mitigate the financial burden of funding the buyouts.

8. In coordination with MEDCOM Manpower Directorate, organizations will ensure their Table of Distribution and Allowances is updated to reflect the restructure changes or position abolishment based on approved VERA/VSIP/VSIP II buyouts. The MEDCOM Civilian Human Resources Directorate will provide a copy of all approved applications to MEDCOM Manpower and MEDCOM G-8.

9. Detailed provisions and procedures for initiating and processing workforce restructuring and downsizing buyouts are included at Tab B.

10. The point of contact for this memorandum is Ms. Eileen M. McFarland at (210) 466-5996 or email: eileen.m.mcfarland.civ@mail.mil.

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FOR THE COMMANDER:

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Chief of Staff