



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
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MCHR-C

7 SEP 2022

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 2023 Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay Guidance

1. References:

a. DoDI 1400.25, Volume 1702, Jun 13, 08, subject: DoD Civilian Personnel Management System: Voluntary Separation Programs, Administratively reissued 1 Apr 09.

b. Memorandum, DAPE-ZB, 22 May 20, subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay – Implementing Guidance.

c. Matrix of U.S. Army Medical Command Delegated Civilian Human Resources Authorities, Version 2021-01, 1 Oct 2021, *Delegation # 33 VERA/VSIP/VSIP Phase II Authority* (or most current version).

2. It is critical that the U.S. Army Medical Command (MEDCOM) 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 FY23.

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 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.

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4. The MEDCOM Chief of Staff is the sole approval authority for all command and OneStaff VERA/VSIP/VSIP II requests. Commanders/Activity Heads and OneStaff Deputy Chiefs of Staff have the authority to deny VERA/VSIP/VSIP II applications at their level if they determine that such incentives do not serve the best interests of the government.

5. Effective 1 Oct 2022, MEDCOM opens the FY23 VERA/VSIP/VSIP II buyout incentives application window through 31 Aug 2023.

a. Applicants approved for buyout incentives may elect to retire any time, but no later than 30 Sep 2023.

b. Commanders/Activity Heads and the MEDCOM Troop Command S-1 may establish internal submission suspense dates prior to the 31 Aug 2023 window closure date to ensure applications are processed in a timely manner. The establishment of separate or shorter application windows is not authorized.

c. Applications received after 31 Aug 2023 will not be accepted.

6. The FY23 VSIP/VSIP II buyout incentive amount is *up to the lesser of \$25,000 or the amount an employee would be entitled to under the severance pay formula*. The amount of separation incentive is not negotiable.

7. FY23 VERA/VSIP/VSIP II approval is subject to local funding availability.

a. 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 Enclosure 1.

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

FOR THE COMMANDER:

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