



OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

13 SEP 2004

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Department of Defense – Voluntary Separation Incentive Pay (VSIP)
Allocations for Fiscal Year (FY) 2005

This memorandum addresses a change in VSIP allocations for FY 2005. The VSIP and Voluntary Early Retirement Authority policy, dated December 30, 2003, is unchanged. In accordance with section 9902(i) of title 5, United States Code (U.S.C.), annual usage of both downsizing and restructuring buyouts within the Department is limited to 25,000. (Legislation does not limit actions resulting from Base Realignment and Closure activity.) Based on projected FY 2004 end-strength, the Military Departments and the Fourth Estate are provided the following buyout allocations for FY 2005: Army – 8,135, Navy – 6,983, Air Force – 5,870, and the Fourth Estate – 4,012.

As specified in the attached policy memorandum and DoD 1400.25-M, Civilian Personnel Manual, Subchapter 1702, “Voluntary Separation Programs” currently in coordination, the Military Departments and the Washington Headquarters Services (WHS), acting for the Fourth Estate, are responsible for assigning allocations to organizations under their purview and ensuring the allocations are not exceeded, including application to senior level positions (Senior Executive Service, Senior Level, Scientific and Technical, Defense Intelligence Senior Level, Defense Intelligence Senior Executive Service and those pay-banded positions above the GS-15).

All quarterly reporting requirements for FY 2005 will be accomplished through automated methods. Future use of these authorities for Base Realignment and Closure purposes may require additional reporting in accordance with 5 U.S.C. 9902(i).

If you require additional information, please contact the Civilian Personnel Management Service, Civilian Assistance and Re-Employment Division at (703) 696-1799, (DSN: 426).


Ellen E. Tunstall
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Civilian Personnel Policy

Attachment:
As stated