DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF

IMHW-RM

OCT 03 2016

MEMORANDUM FOR ALL DIRECTORATES AND STAFF OFFICES

SUBJECT: Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) Interest Survey

1. References:

(a) IMCOM Policy Memorandum 690-14, 18 Aug 13.

(b) Annex B to FRAGO 01 to OPORD 16-086, 24 Aug 16.

2. The purpose of this letter is to survey eligible civilian employees to determine if there is any interest in either VERA or VSIP. Accordingly, employees may indicate their interest on the attached application. Please ensure that a copy of this letter with enclosure is distributed to each employee in your department.

3. Per reference (a), the Department of the Army has the authority to offer annual separation incentives VERA and VSIP.

4. To be eligible for VERA a Federal employee must be at least 50 years old with 20 or more years of creditable service, or any age with 25 years of creditable service.

5. The authority to use VSIP provides eligible employees, under reference (a), with the opportunity to voluntarily separate from the Federal service and receive an incentive equal to their severance pay, not to exceed $25,000.

6. This interest survey is open from 3 October to 1 November 2016. The Employee Separation Incentive Interest Application can be submitted via email to usarmy.wheeler.imcom-pacific.list.rmo-hi@mail.mil, Subject Line: VERA/VSIP Survey. Survey may also be hand carried to:

Resource Management Office
742 Santos Dumont Avenue, Bldg 108
Schofield Barracks, Hawaii 96857

7. The attached interest application must be completed and submitted no later than 1 November 2016.

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8. **Note: An indication of interest does not guarantee approval for VERA or VSIP**. A buyout (VSIP) or an early retirement is not an employment entitlement. Approval will be based on the eligibility of the employee and mission requirements of the command for workforce restructuring, downsizing, or delayering, as set forth by reference (a).

9. Point of contact for questions and information regarding VERA and VSIP is Mr. Vincent M. Brown, Chief of Manpower Division at 656-1680.

Encl

SHARI MADRID
Resource Management Officer