

## VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP)

<b>Agency:</b>		
<b>Date of Agency Request:</b>	<b>VSIP Approval Authority Number:</b>	
<b>Time Period for VSIP</b>	<b>Open Date:</b>	<b>Expiration Date:</b>

**References:** [5 U.S.C 3521-25](#); [5 CFR 576](#); [Section 1313 of P.L. 107-296](#)

**Instructions:** Use this worksheet to review voluntary separation incentives.

[Quick Link to "Case File Summary/Comments:"](#)

Y	N	Review Item	Comments
		Agency obtained approval from OPM to offer voluntary separation incentives. ( <a href="#">5 CFR 576.102(a)</a> )	
		<p>Agency offered voluntary separation incentives to employees who meet all eligibility requirements and consistent with the authority approved by OPM (<a href="#">5 CFR part 576</a> and <a href="#">section 1313 of P.L. 107-296</a> for DoD only)</p> <ul style="list-style-type: none"> <li>• Serving in a position covered by the VSIP plan (i.e., in the specific geographic area, organization, series, and grade)</li> <li>• Currently employed by Executive Branch for a continuous period of at least 3 years</li> <li>• Has 25 years of service or at least age 50 with 20 years of service</li> <li>• Serving in appointment without time limit</li> <li>• Has not received a decision notice of involuntary separation for misconduct or poor performance</li> <li>• Separated voluntarily during the open period of the authority</li> <li>•</li> </ul>	
		<p>* Note: Employees are ineligible for VSIP if they:</p> <ul style="list-style-type: none"> <li>• Are reemployed annuitants</li> <li>• Have a disability that provides eligibility for disability retirement</li> <li>• Previously received any VSIP from the Federal Government</li> <li>• During the 36-month period preceding the date of separation, performed</li> </ul>	

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		<p>service for which a student loan repayment benefit was or is to be paid</p> <ul style="list-style-type: none"> <li>• During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was or is to be paid</li> <li>• During the 12-month period preceding date of separation, performed service for which a retention incentive was or is to be paid</li> </ul>	
		<p>Agency offered VSIP consistent with OPM-Approved Authority</p> <ul style="list-style-type: none"> <li>• Agency has established time period for accepting VSIP applications and ending date for retirement or separation</li> <li>• No VSIP separation past the ending date</li> <li>• Agency accepted all VSIP applications from all eligible employees, including military active duty, employees on leave without pay, details, etc.</li> </ul>	
		<p>Agency notified OPM of any changes in the condition that served as the basis for the approval of the voluntary separation incentive payments. (<a href="#">5 CFR 576.104</a>)</p>	
		<p>Agency ensured employees are not coerced into VSIP separation/retirement. Any instances of coercion was appropriately addressed with corrective action(s). (<a href="#">5 CFR 576.103 (f)</a>)</p>	
<p><b>Effectiveness and Efficiency Items – Relates to Focus Area 1 – Workforce Planning: Agency leadership identifies the HC required to meet organizational goals, conducts analyses to identify competency and skill gaps, develops strategies to address HC needs and close competency and skill gaps, and ensures the organization is structured effectively.</b></p>			
<b>Y</b>	<b>N</b>	<b>Review Item</b>	<b>Comments</b>
		<p>Prior to requesting VSIP from OPM, the Agency considered how VSIP would assist the Agency in reaching a specific goal in human capital planning. For example, when the Agency (or an agency component) is undergoing substantial restructuring or downsizing, offering VSIP is a more cost-effective and less disruptive plan than involuntary actions such as reduction in force.</p>	
		<p>The Agency has a comprehensive strategic workforce plan that addresses current and future human capital needs. The workforce plan/VVIP implementation plan helps the agency gather and develop data needed to</p>	

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		submit a formal request for VSIP authority to OPM.	
		Agency has a formal selection procedure accepting applications for VISP. The procedures and decision makings are impartial and adheres to merit system principles.	
		The agency monitors the implementation of its VSIP and communicates the status, which includes human capital data, measures, and milestones, with key stakeholders and business partners.	
		The Agency assessed its VSIP usage to determine the impact of involuntary reductions, whether it has voided or lessened the impact on the Agency from budgetary shortfalls, and addressed positions no longer needed due to mission changes or different skill requirements.	
<b>Case File Summary/Comments:</b>			

**Reviewer/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_