



Request for Voluntary Separation Incentive Payments (VSIP)

Agency:

Covered Component(s):

1. Identify the time period during which VSIPs may be paid (end date).....
2. Identify the maximum number of VSIPs to be paid.....
3. Identify the maximum amount to be offered (up to \$25,000).....
4. Describe how the organization will operate without the eliminated/restructured positions and functions. Briefly explain in 250 words or less.

5. Provide a current and proposed organizational chart showing the expected changes to the organization's structure after completing the VSIP plan..... **Attached**
6. If the agency is requesting, or will request, VERA, briefly describe how that authority will be used in conjunction with VSIP.

7. If also offering VSIPs under another statutory authority, briefly describe how VSIPs are being used under that authority.

8. In Columns 1 to 3, identify the specific positions that will be eliminated/restructured by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills and knowledge gaps you are seeking to address. In Column 5, identify the positions or categories of employees to whom the VSIP will be offered in order to achieve the reductions/reshaping specified in columns 1 to 3. **[NOTE: Column 5 may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)]** **(Attach additional pages as needed)**

Positions to be Eliminated/Restructured				Positions to be Included in the VSIP Offering
(1) Organizational Unit(s)	(2) Geographic Location(s)	(3) Occupational Category (i.e., title, series, grade, and any other position-related factors such as skills or functions)	(4) Indicate whether position(s) will be eliminated or restructured	(5) Scope/Category of employees who will be offered VSIP
Human Resources Department	Washington, DC Dallas, TX	Human Resources Assistant, GS-203-4 (limited to positions performing transactional processing work)	Eliminated	Offer will include all positions identified in columns 1-3. In addition, the offer will include the following positions: GS-203-4 positions in the Services Division, limited to positions that perform transactional processing work, and further limited to those who are currently eligible for early or regular optional retirement.

Agency:

Agency Contact Information & Signature of Requesting Official

Name: Email: Phone:

Name of Requesting Official: Title of Requesting Official:

Signature of Requesting Official (or attach signed cover memo): _____ Date:

OMB Concurrence (OMB Use Only)

Concur

Do Not Concur

OMB Official's Name: OMB Official's Title:

OMB Official's Signature: _____ Date:

OPM Decision (OPM Use Only)

Approved

Disapproved

VSIP Authorization #: Approval Period: to

Approving Official's Name: Approving Official's Title:

Approving Official's Signature: _____ Date:

Please submit to:

Mailing Address: Deputy Associate Director
Talent Acquisition, Classification, and
Veterans Programs
U.S. Office of Personnel Management
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Washington, DC 20415

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