

**EXPANDED VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP)
WORK-FORCE SURVEY**

Under the authority of 5 USC 5597, DoD implemented an expanded Voluntary Separation Incentive Program (VSIP). Separation incentives and voluntary early retirement have been offered to employees in permanent continuing positions to create vacancies for the placement of DoD employees from other activities who are subject to involuntary separation by RIF. The purpose of this survey is to identify employees who might be willing to retire or resign if: (1) they receive a cash incentive; and (2) DoD can place a surplus employee in their position. Do not return this survey unless you will be interested within the next 4 months.

Please refer to the attached information sheet and decide if you are interested in the VSIP. **THIS IS NOT AN APPLICATION FOR RETIREMENT OR RESIGNATION.** It is only a preliminary survey of employee interest. Your Human Resources Division (HRD) and Human Resources Service Center (HRSC) will use the results of the survey to determine which kinds of position are potentially available for the placement of surplus DoD employees.

If surplus employees are available for placement in your position, the HRD or HRSC will contact you and offer you individual retirement counseling and specific information about the amount of your incentive payment and annuity, if appropriate. At that time you will have the opportunity to submit a formal VSIP application. If the number of employees who are interested in the VSIP exceeds the number of available surplus employees, applications will be accepted in order of seniority based on Leave Service Computation Date (LSCD).

If you respond to this survey and are later allowed to submit an application for retirement or resignation under the VSIP, your position will be offered to a qualified surplus employee. Your incentive will not be approved until the employee accepts the job offer. You may withdraw your application for voluntary separation at any time prior to acceptance of the job offer by the surplus employee.

**RETURN TO: This form is to be submitted to your servicing
HRO Satellite Office.**

I am interested in the VSIP Program. If you can identify a surplus DOD employee who would be willing to assume my position, please contact me. At that time I will either submit a VSIP application or withdraw from further consideration. I understand that until you determine that a surplus employee is available for my job, you will not be in a position to offer retirement counseling or give more specific information on the amount of my incentive. I also understand that returning this form does not obligate me to retire or resign nor does it obligate DoD to pay me a separation incentive.

NAME _____ SSN _____

ORGANIZATION _____ DUTY PHONE _____

PERMANENT JOB TITLE, SERIES & GRADE _____

EARLIEST DATE INTERESTED IN RETIREMENT/SEPARATION _____

SIGNATURE _____ DATE _____