

12351
N831
22 Nov 00

MEMORANDUM FOR ALL CIVILIAN FULL-TIME PERMANENT EMPLOYEES

Subj: OFFICIAL APPLICATION PERIOD FOR THE VOLUNTARY SEPARATION
INCENTIVE PROGRAM (VSIP)

Ref: (a) CNET ltr 5450 Ser OS83/0187 of 17 Nov 00 (NOTAL)

Encl: (1) VSIP Application
(2) Information Sheet "Voluntary Separation Incentive
Program"
(3) General Retirement Information

1. NETPDTC plans to offer separation incentives as a result of FY01 budget reductions associated with A-76 competition projected savings. The use of separation incentives and Voluntary Early Retirement Authority (VERA) is intended to aid in avoiding negative impact on personnel during this fiscal year. Employees being realigned to CNET Headquarters as advised by reference (a) are not entitled to this offer.

2. Limited separation incentives and voluntary early retirement will be offered in the following occupational series:

GS-0303	GS-0335	GS-0856	GS-1071	GS-2005	WG-6907
GS-0318	GS-0343	GS-1001	GS-1082	GS-2010	WS-9003
GS-0326	GS-0344	GS-1020	GS-1084	GS-3502	
GS-0334	GS-0391	GS-1060	GS-1702	WG-4715	

3. A condition of receiving a separation incentive is that the recipient agrees to voluntarily separate on a date determined by NETPDTC management. This date will fall between 1 January 2001 and 30 September 2001. Separation dates will be determined based on mission and budget requirements. Employees will indicate the date they would like to retire or resign. Management will consider employee desires, however, final determination will be made based on the factors cited. Employees choosing to retire or resign without a monetary incentive may do so following the normal process.

4. Employees interested in an incentive must complete and email enclosure (1) to SIP-VERA.NETPDTC@CNET.NAVY.MIL not later than 1 December 2000. The SIP Application is a Microsoft Word Document. To submit via email, use the following instructions: Step 1) Double click on attachment 1 to open application. Step 2)

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Complete the form tabbing through the boxes. The boxes expand as you type. Step 3) Click file, save as, type your last name as the file name and then save to the hard drive or a disk. Step 4)

Create a new email message addressed to SIP-VERA.NETPDTC@CNET.NAVY.MIL, attach your renamed SIP application and click send. Email submissions are preferred; however, you may still print and fax your application to DSN 922-1081/COM (850) 452-1081, NETPDTC, Code N831, Attention: Mr. Bruce McGowan.

An electronic version of the application form and all supporting information detailed in enclosures (2) and (3) are available on the CREST website <http://wwwnt.cnet.navy.mil/crest/> as well. All employees who are considering voluntary separation with an incentive are encouraged to read all the information. Also, employees can obtain retirement information from the Office of Personnel Management (OPM) website at <http://www.opm.gov>. Individual retirement benefits can be computed using the retirement calculations tool available on the CREST website under "Compensation and Benefits".

5. At this time, NETPDTC does not anticipate a requirement to open the VSIP window again during fiscal year 2001. Employees wishing to be considered for an incentive between 1 January 2001 and 30 September 2001 should apply now. Each applicant will be sent an email acknowledgement that his or her application has been received from the NETPDTC/SIP Account Manager within 48 hours.

6. Where the number of employees applying for separation pay exceeds the number of offers available and it has been determined that the use of separation pay for any group of employees will result in the avoidance of an involuntary separation, applications within that group will be processed in order of seniority using the Service Computation Date (SCD) for leave. Employees approved for VSIP/VERA will be notified in writing of selection or non-selection at least 30 days prior to separation date. The only exception will be for those employees approved for separation in January 2001. These employees will be notified not later than 15 December 2000. Upon notification, the employee will be required to sign an agreement to voluntarily separate not later than the date established by management officials included in the written agreement. A Request for Personnel Action (SF 52) for retirement or resignation, signed by the employee, will also be required to execute the VSIP.

7. For additional information or assistance, contact your immediate supervisor, Mr. Bruce McGowan at DSN 922-1001 X1618/COM (850) 452-1001 X1618 or Ms. Rita Rone at DSN 922-1001 X1615/COM (850) 452-1001 X1615.

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8. Supervisors will ensure that every NETPDTC federal civil service employee in the work center is aware of this offer as soon as possible but not later than 27 November 2000. Supervisors are to provide assistance to all employees, ensuring they have access to electronic information and get any questions answered. A hard copy of the correspondence is being routed to each department for further distribution as necessary.

M.L. MORAN

Copy to:
HRO (09A2, 09233)
CNET
AFGE Locals 1960 and 53