

**Voluntary Separation Incentive Program/Voluntary Early Retirement Authority (VSIP/VERA)
Naval Education and Training Professional Development and Technology Center (NETPDTC) Brief
of
20 DEC 00
QUESTIONS & ANSWERS**

1. Q – What is the status of the rest of NETPDTC functions to be announced for Commercial Activities (CA) Study?

A - We still expect that the rest of the NETPDTC's functions will be announced. Even if the rest of NETPDTC is announced in June or July 2001 timeframe, it may be 3 to 4 years before any VSIP offers would occur based on the CA process. If NETPDTC is issued additional budget cuts between now and then that would require additional downsizing before a CA decision could be achieved, additional VSIPs would occur under normal procedures for Reduction-In-Force (RIF) avoidance associated with budget cuts.

2. Q – Can employees who currently receive premium pay also receive a VSIP?

A – Yes. The Commanding Officer has the authority to waive Navy policy which otherwise prohibits such.

3. Q – Will the command offer additional VSIPs at a later date?

A – Possibly. Another round of VSIPs could be offered if a Chief of Naval Education and Training (CNET) imposes additional budget marks or CA study results move us towards a RIF. VSIPs are used by management as a RIF avoidance tool.

4. Q – Will employees in positions being realigned to CNET be offered a VSIP?

A – Employees being realigned to CNET are unlikely to receive a separation incentive offer because they do not occupy excess series or if they do occupy an excess series, they fall too low on the VSIP eligible list based on Leave Service Computation Date (LSCD).

5. Q – When will employees be realigned to CNET?

A – Tentative date for realignment is 14 January 2001.

6. Q – Since employees were to be notified by 15 December 2000 whether they were approved for separation in January 2001, what happens now that date has passed?

A – We did not receive VSIP authority from CNET until 18 December 2000 so notification by 15 December 2000 was not possible. Also, we have not received VERA yet. These events hampered our attempts to let anyone separate by early January 2001.

7. Q – Are there any series/grades that will be impacted outside of Codes N6 or N72?

A – Yes. The GS-343 series. All VSIP interested employees in NETPDTC are ranked on the VSIP eligible list based on LSCD. Several GS-343's are outside of N6 and N72.

8. Q – When does the 30-day notice prior to separation start? When SF-52 is signed? When offer is made?

A – Now that we have VSIP approval and expect VERA within the week, we can make tentative offers for February 2001. We will meet the 30-day notice period we cited in our first email by calling these individuals this week. There may be one or two individuals who want to be released in January. We are working with them.

9. Q – Are employees who expressed a preference to separate on 30 September 2001 (or after 3 April 2001) excluded from consideration for a VSIP requiring separation by 3 April 2001?

A – No. All employees who expressed an interest in a VSIP are considered based on seniority regardless of their preferred date of separation.

10. Q – Can I call someone to find out where I stand on the VSIP eligible list?

A – You may call Mr. McGowan @ DSN 922 or CMMML 850-452-1001, ext 1618, or Ms. Lewis at ext 1407 to find out your relative standing within your series and grade level.

11. Q – What series are excess?

A – You may call Mr. McGowan or Ms. Lewis to find out the current excess series.

12. Q – Can an employee who occupies a GS-334 series, but qualifies for a GS-343 series, be considered for a GS-343 VSIP?

A – No. Only employees who currently occupy an excess series can be considered for VSIP.

13. Q – Will tentative VSIP notification offers be made to employees only while they are at work?

A – No. Employees will be contacted at home if necessary. Employees in excess series who are going out of town should notify Rita Rone at 452-1001, ext 1615, Angie Lewis, ext 1407, or Bruce Windsor at ext 1614 of a phone number at which they can be reached.

14. Q – If an employee is notified today (20 December 2000) that he/she has been selected to receive a VSIP, how long does the employee have to make a decision?

A – Due to time constraints, employees need to make a decision by COB on 22 December 2000 or as soon as possible. If an employee is on leave and cannot be contacted, he/she will not be bypassed. N83 will wait to finalize the tentative list when all employees under consideration of an offer for separation not later than 3 April 2001 have been contacted and can make their decision.

15. Q – Can an employee revoke his/her decision to accept a VSIP?

A – Technically, because a retirement or resignation is a voluntary action initiated by the employee, it may be withdrawn at any time prior to the effective date. We hope if an offer is made and agrees to a tentative separation date that the employee will take it seriously and not withdraw unless a serious personal hardship would result.

16. Q – If NETPDTC doesn't achieve necessary reductions, when will the RIF process begin?

A – CNET policy allows for a 120 day RIF notice, which would start the process in the June 2001 timeframe.

17. Q – If a VSIP offer is made and attrition increases, can management rescind the offer?

A – Yes. Until management officially approves a VSIP, it can be rescinded. However, an appropriate number of VSIP offers are being withheld pending attrition so we won't get into a situation where we have to rescind of a VSIP offer.

18. Q – Will VSIP offers be made to remote units?

A – Yes.

19. Q – What happens if insufficient employees volunteer for VSIP’s at the remote units?

A – Efforts are presently underway to place excess employees at remote locations in conjunction with the VSIP offering. Hopefully, any RIF will be minimized or eliminated by the use of VSIP and aggressive placement action in those remote units. Note: Employees at the remote units are in a separate competitive area for RIF purposes, and any RIF that may take place in a remote unit will not displace someone in Pensacola. We are actively working remote site plans to avoid involuntary separations just like we are here in Pensacola.

20. Q – What happens to employees whose positions are abolished as a result of NMCI or declared excess as a result of CA?

A – CNET’s policy with regard to NMCI requires that no employee be involuntarily separated as a result of NMCI implementation. Affected employees will be placed in other positions. If you happen to be in an NMCI position and receive a VSIP offer, it will be because of a CA-related budget mark – not NMCI. Results from the pending CA study will be known in 1 to 2 years and could prompt another round of SIP offers at Final Decision. Current VSIP authority expires 30 September 2001. If additional efforts are required to avoid a RIF driven by CA decision, we have to ask for authority again to make offers, which we would do.

21. Q – Will employee’s who are not in excess series receive a VSIP offer?

A – No, not during this first round of offers (1 January to 3 April 2001). The reason all employee’s were initially given the opportunity to apply for a VSIP was to cover us in the event insufficient employees volunteered who occupy excess series. The VSIP offer may be expanded to other series if employees in the excess series decline the offer of VSIP. Due to the number of volunteers in these series, we don’t anticipate having to go to other “non-excess” series.

22. Q – Did NETPDTC get enough VSIP volunteers to cover necessary reductions?

A – Yes.