

MEMORANDUM FOR Directors and Chiefs of HQ Fort Monroe Activities

SUBJECT: Voluntary Separation Incentive Pay (VSIP) Window

1. Fort Monroe will open a VSIP window during the period 18-29 January 2000. Our intent is to use VSIP as a means to assist in achieving programmed budget reductions for the remainder of FY00 and FY01. There are no plans at this time to open another VSIP window this fiscal year.
2. I will retain authority to approve VSIP applications. Directors and Chiefs of Special Staff Offices will review VSIP requests and provide recommendations regarding an off-setting position to abolish for each employee VSIP.
3. Eligible civilian employees assigned to HQ Fort Monroe who wish to optionally retire or resign may apply for VSIP during the open window. Approval decisions will be made by 18 February 2000.
4. Employees whose VSIP applications are approved must retire or resign between 1 March and 3 May 2000. Approved VSIP applications will be funded by DRM. The Civilian Personnel Advisory Center will provide advice and assistance on computations and questions related to VSIP. Applications procedures are provided in the enclosure.

Encl

  
Edward D. Miller, Jr.  
Colonel, Signal Corps  
Commanding