



**DEPARTMENT OF THE NAVY**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**(MANPOWER AND RESERVE AFFAIRS)**  
**1000 NAVY PENTAGON**  
**WASHINGTON, D.C. 20350-1000**

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MEMORANDUM FOR DISTRIBUTION

Subj: VOLUNTARY SEPARATION INCENTIVE AND VOLUNTARY EARLY  
RETIREMENT AUTHORITY

Encls: (1) Major Claimant Allocation List  
(2) Department of Defense Implementing Guidance

The Department of Defense (DoD) has delegated to the Department of Navy (DON) authority to establish permanent downsizing and restructuring Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) programs. We are in turn delegating VSIP and VERA approval authority to the heads of Echelon I & II commands for positions up to the GS-15 level (and equivalent). DoD has allocated the DON 7,135 VSIPs. There is no limitation on the use of VERA so long as the actions are consistent with the attached DoD guidance.

Enclosure (1) lists your allocation for Fiscal Year 2004 (FY04). It is up to each major claimant to monitor their allocations within each of their activities. Allocations are based on the population of the major claimant. DON will hold about 1,000 of the allocations in the event of an emergency. New allocations will be provided each year.

Each major claimant will be required to report quarterly, allocation usage to the Office of Civilian Human Resources (OCHR). OCHR will ensure that allocations are effectively used and reallocated as necessary.

Enclosure (2) is DoD's implementing guidance for VSIP and VERA usage. Please ensure appropriate distribution to those individuals involved in the requesting, reporting and monitoring of the VSIP and VERA.

The point of contact for the implementation and reports regarding the usage of VSIPs and VERAs is Ms. Carla Beach. She can be reached on (202) 764-0745 or email [carla.beach@navy.mil](mailto:carla.beach@navy.mil).

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Distribution:  
Echelon I & II  
DCPPs