

STAFFING

- 1. REASON FOR ISSUE:** To update Department of Veterans Affairs (VA) procedures regarding staffing and recruitment.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on staffing. The page in this issuance replaces the corresponding page number in VA Handbook 5005. Appendix IV-F is amended to clarify the definition of VSIP and to delete the age and service requirement from the VSIP Fact Sheet. Revised text is contained in [brackets]. This change will be incorporated into the electronic version of VA Handbook 5005 that is maintained on the [Office of Human Resources Management Web site](#).
- 3. RESPONSIBLE OFFICE:** Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5005, Staffing.
- 5. RESCISSIONS:** None.

CERTIFIED BY:

/s/
Roger W. Baker
Assistant Secretary for
for Information and Technology

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
John U. Sepúlveda
Assistant Secretary for
for Human Resources and Administration

APPENDIX F. VOLUNTARY SEPARATION INCENTIVE PAYMENT FACT SHEET

1. GENERAL. [Upon approval from the U.S. Office of Personnel Management, VA and other departments/agencies may offer voluntary separation incentive payments (VSIPs or buyouts)] to employees who are in surplus positions or have skills that are no longer needed in the workforce, as an incentive to [] separate. [A VSIP is a lump-sum payment of] up to \$25,000 or an amount equal to the amount of severance pay an employee would be entitled to receive, whichever is less. Employees may separate by resignation, optional retirement, or by voluntary early retirement if authorized.

2. EMPLOYEE ELIGIBILITY. An employee is eligible to [receive an offer] for a [VSIP] provided he/she [meets] ALL of the following conditions:

a. Serving under an appointment without time limitations;

[]

[b.] Currently employed by the Federal Government for a continuous period of 3 years;

[c.] Serving in a position covered by an agency VSIP offer;

[d.] Applied for and received approval for a VSIP under an agency VSIP plan; and

[e.] Not included in any of the ineligibility categories identified in paragraph 3 below.

3. INELIGIBILITY. Employees in the following categories are not eligible for [VSIP]. Employees who:

a. Are reemployed annuitants;

b. Have a disability such that the individual is or would be eligible for disability retirement;

c. Are in receipt of a decision notice of involuntary separation for misconduct or unacceptable performance;

d. Previously received any VSIP from the Federal Government;

e. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid or is to be paid;

f. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid; or

g. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid or is to be paid.