



Program Overview

The Department of Defense allocates to Department of the Navy (DON) the number of incentives that can be approved during each fiscal year under the Voluntary Separation Incentives Program (VSIP)/Voluntary Early Retirement Authority (VERA). These allocations are further distributed by DON to heads of Echelon I and II Major Commands for use within their subordinate activities. When an Activity needs to offer VSIP incentives to downsize or restructure, they will coordinate with their Major Command to obtain the authorizations.

Responsibilities

The HRO/Activity will:

- Contact the [CBC point of contact](#) prior to requesting VSIP authority from the major command if proposed dates for VSIP/VERA windows are included in the request. (The purpose of the notification is to ensure the CBC can deliver on the proposed dates. No notification is required if dates are not being proposed.)
- Brief employees about the VSIP/VERA initiative (e.g. reason for VSIP, timeline, process, etc.).
- Advise employees that they can view the amount of their VSIP entitlement in the Total Workforce Management Service (TWMS) under the Benefits/Leave menu. The VSIP amount provided in TWMS is not adjusted for any previous severance pay the employee may have received. Advise employees that some VSIP calculations may not be accurately displaying in TWMS. The final amount of the VSIP entitlement will be calculated by the CBC when the retirement is processed.
- Advise employees that retirement annuity calculations based on VERA will be prepared for employees during the VSIP window. VERA annuity calculations are not prepared in conjunction with an interest only survey.
- Upon receipt of VSIP/VERA authority from the Major Command, coordinate with the CBC to:
 - Establish dates for the windows.
 - Provide copies of VSIP/VERA authority letters issued by the Major Command.
 - Obtain copies of CBC standardized retirement marketing material and annuity computation form for the window.
 - Schedule VSIP/VERA briefings, if applicable.
 - Issue VSIP/VERA offer letters to Activity employees. A suggested paragraph and references about retirement and benefits to include in the letter is as follows:

Encl: (1) CBC 12830-19, Benefits Information for Employees Applying For a Voluntary Early Retirement (VERA) and/or Voluntary Separation Incentive Pay (VSIP)



Encl: (2) CBC 12830-17, Request for Retirement Annuity Computation When an Activity Has Authority to Offer Voluntary Incentive Pay

Enclosure (1) provides information that will answer many of your questions about retirement. The Civilian Benefits Center (CBC) will provide you with a retirement annuity computation, unless one was provided to you within the last 12 months with a projected retirement date through the current calendar year. If you have not received an annuity computation within the last 12 months, complete enclosure (2) and fax it to the CBC at (757) 396-7826 by the date listed on the form.

If you are approved for a VSIP with retirement, you will complete a retirement application. The retirement application and checklist is available on the Office of Civilian Human Resources (OCHR) Portal page at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/Retirement.aspx>. To access the OCHR Portal, you must use a computer with a .mil, .edu or .gov environment and your Department of Defense (DoD) Common Access Card (CAC). If prompted, select your email certificate. If this is your first time accessing the Portal, you will be required to complete a simple registration.

You can view the amount of your VSIP entitlement in the Total Workforce Management Service (TWMS) under the "Benefits/Leave" menu. You can access TWMS at <https://twms.navy.mil/login.asp>. The VSIP amount provided in TWMS is not adjusted for any previous severance pay you may have received. The final amount of your VSIP entitlement will be calculated by the CBC when your retirement is processed.

If you have any questions about retirement, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866 359 5277. You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, and contact telephone number but please do not include Privacy Act Information such as date of birth or Social Security number.

- Once VSIP/VERA offers have been made:
 - Issue VSIP/VERA approval letters to employees and provide a copy of each letter to the CBC.
 - Ensure employees approved for a VSIP complete and sign the appropriate VSIP agreement form; sign the form as the HRO representative and send the original form to the CBC for retirements or to the servicing OCHR Operations Center for resignations.
 - [DD Form 2903-1, Voluntary Separation Incentive Pay Agreement Lump Sum Payment](#); or
 - [DD Form 2903-2, Voluntary Separation Incentive Pay Agreement Bi-Weekly Installment Payment](#); or
 - [DD Form 2903-3, Voluntary Separation Incentive Pay Agreement 6-Month Installment Payment](#).



- Create a Request for Personnel Action (RPA) in the Defense Civilian Personnel Data System (DCPDS) for retirements and resignations. The notes section of the RPA must identify whether the VSIP or VERA is as a result of downsizing or restructuring.
- Route the RPA for retirement to the CBC DCPDS inbox NV_R_Retire_Death.
- Route the RPA for resignation to the inbox designated by the servicing OCHR Operations Center.
- Refer the employee to the CBC for retirement counseling and assistance with completing the retirement application.

The CBC will:

- Participate in the coordination of the dates for VSIP/VERA windows with the HRO/Activity to ensure the work is completed within established timeframes.
- Provide standardized retirement marketing material and the retirement annuity request form to the HRO/Activity.
- Prepare retirement annuity estimates within mutually agreed timeframes.
- Provide on-site employee retirement briefings, if requested.
- Provide counseling about retirement benefits and assist the employee with the completion of the retirement application.
- Process the RPA for retirement with VSIP in DCPDS and ensure that the employee's election regarding the VSIP payment option is followed.

Additional Information:

[DOD Instruction NUMBER 1400.25, Volume 1702, June 13, 2008 Administratively reissued April 1, 2009](#)

[CBP 12800.2 Common Business Process for Voluntary Separation Incentive Pay and Voluntary Early Retirement Actions by the Civilian Benefits Center](#)

[CBC 12830-19 Benefits Information for Employees Applying for VERA/VSIP](#)