

19 July 1999

CEHR-E (690-300)

MEMORANDUM FOR DIRECTORS AND CHIEFS OF SEPARATE OFFICES, HQUSACE,
COMMANDERS/DIRECTORS, MAJOR SUBORDINATE
COMMANDS AND FIELD OPERATING ACTIVITIES

SUBJECT: VSIP/VERA Audit Trail Checklist

1. Reference memorandum, CEHR/CEAO, 13 Sep 96, subject: Voluntary Separation Incentive Pay (VSIP) Survey Results (enclosed).
2. The purpose of the VSIP program was delineated in above reference. As clarification when using VSIP, you must first abolish a position and then identify the individual scheduled for involuntary separation. A mock RIF, while not mandatory, does establish an excellent audit trail.
3. An Audit Trail Checklist was attached to the referenced memo. The checklist was recommended for use during future VSIP opportunities. It was also pointed out that use of the checklist would assist each USACE activity in ensuring that required approvals were documented prior to offering separation incentives and that an adequate audit trail was maintained.
4. During a recent review of VSIP/VERA program administration, we found that appropriate documentation of program requests and approvals was not sufficient. It was recommended that a comprehensive audit trail checklist be implemented within USACE to help ensure the program is properly administered.
5. We have created a more comprehensive checklist. Effective immediately, use of the attached checklist is mandatory. The most common deficiencies which we need to ensure are corrected follow:
 - a) Insufficient audit trail identifying the employee scheduled for involuntary separation. To be sufficient, the documentation must consider any available vacancies.
 - b) Documentation of commander approval for VSIPs effective outside the window period. You are reminded VERA separations are not authorized outside the window period without prior approval of DoD.
 - c) Identification of position abolished which cannot be filled until the two year savings is achieved.

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- d) Evidence to support tie breaking decisions.
6. VSIP/VERA program audits will be included in all command inspections; divisions are expected to inspect their districts.

FOR THE COMMANDER:

Encl

/s/ Russell L. Fuhrman
RUSSELL L. FUHRMAN
Major General, USA
Deputy Commander

CHECKLIST FOR VSIP/VERA PROGRAM ADMINISTRATION

Purpose: This checklist will be completed upon approval of each VSIP/VERA and retained by the CPAC. This will ensure documentation of VSIP/VERA program administration is maintained in a single location at the activity.

- _____ Copy of VSIP/VERA Request with justification for action, to include cost analysis, as applicable.
- _____ VSIP Approval (Approval Authority delegated to District Commanders).
- _____ VERA Approval (DoD approval required).
- _____ Announcement of VSIP/VERA Opportunity to Workforce, including Instructions for Submitting Applications.
- _____ Copies of information provided to workforce regarding VSIP eligibility, restrictions, etc. (e.g., local newsletters, electronic mail, town hall meetings, etc.)
- _____ Applications for VSIP/VERA.
- _____ Copies of communications with management regarding applications received, identification of positions which can be abolished (and which cannot), possible reassignment of personnel, etc.
- _____ Documentation of Approval/Disapproval (including tie breaking procedures).
- _____ Copies of SF 50s documenting VSIP.
- _____ Documentation of tie-breaking procedures and cases.
- _____ Documentation of Severance Pay Calculation.
- _____ Documentation of approvals for separations outside the window for VSIP. (As a reminder, there is no authority to separate employees outside the window for VERA.)
- _____ Documentation on employees saved from involuntary separation. (Running a mock RIF provides an excellent audit trail on why or why not someone was separated.)
- _____ Documentation that a position previously encumbered by an employee who accepted VSIP is flagged or otherwise annotated for the position to remain vacant for the required minimum 2 year period.

_____ Copies of SF-52 for Retirement/Resignation, with required remarks and employee's signature.

_____ Documentation of disposition of applicant's position (Documentation shows abolishment or reassignment of surplus employee with subsequent position abolishment. Again, mock RIF provides a good audit trail.)

_____ Copies of VERA reports submitted to higher headquarters.

_____ Copies of SF 50 of VSIP'd and VERA'd employee (to show closure).