

IMCOM-Directorate Training (IDT) BUY-OUT APPLICATION (FY17)

APPROPRIATED FUND EMPLOYEES

(PART 1) EMPLOYEE PORTION

This constitutes my application for the workforce restructuring under the following category:

Optional Retirement

Resignation

Voluntary Early Retirement

Name

Service Computation
Date (Leave)

Telephone #

Position Title

Series

Grade

Organization

Directorate/Division/
Branch

Duty Station/ City/
State/Zip

Anticipated
Retirement/
Separation Date

Have you ever
received separation
incentive pay from
the Federal
Government?

Yes
No

Are you currently receiving
injury compensation
payments?

Yes
No

Have you ever
withdrawn money
from your retirement?

Yes
No

(If yes, answer the following question):

Have you paid it back
(CSRS only)?

Yes
No

DECLARATION: IF THE INCENTIVE IS APPROVED I UNDERSTAND THAT:

- By accepting the reduction buyout incentive I become ineligible for registration in the DoD Priority Placement Program, severance pay, and discontinued service retirement.

- I cannot be employed within DoD for 1 year after my separation date, and I must repay the full incentive amount if reemployed by the Federal Government under any type of appointment or under a personal services contract within 5 years after separation with an incentive.
- Use of these incentives is a management tool, not an employee entitlement.
- By signing this application, I attest that I am submitting it voluntarily.

Choice One (1) Only Lump sum payment at the time of separation.

Equal biweekly payments until my buyout are paid in full (not to extend beyond 1 year from the date of my separation).

One half of my payment 6 months after the date of my separation and the second half 6 months later.

Employee Signature Date

(PART 2) GARRISON RESOURCE MANAGEMENT OFFICE

Position Title Series Grade

Paragraph/Line No. Command Code/UIC

I certify that this is the same position that the incentive applicant is vacating and it will be abolished.

I understand that my agency must submit a request for personnel action to execute employee desired action effective: Date

Director, Resource Management Date

(PART 3) CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) DOCUMENTATION

Name

Eligibility: If Ineligible, please provide reason(s):

Eligible

Ineligible

Basic Salary: Service Computation Date (Leave)

VSIP Incentive Amount:

Civilian Personnel Advisory Center

Mailing Address:

Telephone Number

Fax Number

CPAC Representative

Date

CPAC
Representative
Name:

**(PART 4) FINAL DETERMINATION
(TO BE COMPLETED BY IDT)**

BUYOUT
APPROVED

BUYOUT
DISAPPROVED

Approved in connection with:

Optional Retirement
Voluntary Early Retirement

Resignation

If not approved, reason(s):

IDT Director
Approval Authority

Date