



## U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, D.C. 20410-0001

August 25, 2005

THE SECRETARY

The Honorable Linda M. Springer  
Director, Office of Personnel Management  
1900 E Street, NW - Room 5A09  
Washington, DC 20415

Dear Ms. Springer:

The purpose of this letter is to request approval of the use of Voluntary Separation Incentive Payments (VSIP) or buyouts in the U.S. Department of Housing and Urban Development, Office of Administration. This authority is requested to offer up to 99 buyouts from October 1, 2005, through December 31, 2005.

The Office of Administration is currently over its allocated full-time equivalent (FTE) ceiling. The Department is requesting authority to offer buyouts to assist the office in reducing its current FTE to meet established FTE ceilings for Fiscal Year 2005 and to constructively address workforce imbalances. Enclosed is the formal request and justification for buyout authority.

If you have any questions, please contact Barbara J. Edwards, Deputy Assistant Secretary for Human Resource Management, at (202) 708-3946. Faxed responses may be sent to Ms. Edwards on (202) 708-3030.

Sincerely,

A handwritten signature in black ink, appearing to read "Alphonso Jackson", with a horizontal line extending to the right.

Alphonso Jackson

Enclosure

## Request For Voluntary Separation Incentive Buyout Authority (VSIP)

Agency: Department of Housing and Urban Development Component(s): Administration

Date of Request: AUG 25 2005

### 1. The reason for the voluntary separation incentive payment (VSIP) request.

The Office of Administration is currently over its allocated full-time equivalent (FTE) ceiling. VSIPs are an effective means of reaching the FTE ceiling without having to fill behind the vacated positions.

The Office of Administration started Fiscal Year (FY) 2005 with an FTE allocation of 792 and was in the process of staffing up when the allocation was reduced to 708. In addition, it is anticipated that effective October 1, 2005, the Office of the Chief Procurement Officer will become a separate organization and will no longer be part of the Office of Administration. With the effective date of that reorganization, the Office of Administration will have an FTE allocation of 575, which will place the office further over its authorized ceiling.

Also, the Office of Administration field components, Administrative Service Centers (ASCs), developed a staffing plan that provides on-site administrative support to offices with 50 employees or more. Smaller offices will not have any on-site administrative support. The positions listed in the ASCs/Administrative Resources Division (ARDs) will not be filled if they are vacated. These positions were not identified in the most recent staffing plan. The majority of the field positions identified for buyouts are in HUD's smaller offices.

Other identified positions represent positions in excess of the Office of Administration's current needs. If the identified positions become vacant through normal attrition, retirement, or buyout, they will not be refilled. This would allow the office to move any available FTEs to address skill gaps and priority hires within the office.

### 2. Identification of the specific positions and functions to be reduced or eliminated, identified by organizational unit, geographic location, occupational category, grade level, and any other factors related to the position, such as skills and knowledge.

Region	Organizational Unit	Duty Station	Series	Grade	Position Title
ASC 1	ARD	Boston, MA	303	7	Administrative Assistant
ASC 1	ARD	Boston, MA	342	11	Support Services Specialist
ASC 1	HRD	Boston, MA	203	4	Personnel Clerk
ASC 1	ARD	Manchester, NH	342	12	Support Services Specialist
ASC 1	ARD	Providence, RI	342	12	Support Services Specialist
ASC 1	ARD	Hartford, CT	303	5	Administrative Clerk
ASC 1	ARD	Hartford, CT	342	12	Support Services Specialist

ASC 1	ARD	New York, NY	342	12 Support Services Specialist
ASC 1	ARD	New York, NY	301	14 Project Management Specialist
ASC 1	ARD	New York, NY	342	13 Support Services Supervisor
ASC 1	ARD	New York, NY	303	7 Administrative Assistant
ASC 1	ARD	New York, NY	303	5 Office Services Clerk
ASC 1	ARD	Newark, NJ	342	12 Support Services Specialist
ASC 1	ARD	Buffalo, NY	303	7 Administrative Assistant
ASC 1	ARD	Buffalo, NY	303	7 Administrative Assistant
ASC 1	ARD	Philadelphia, PA	342	12 Support Services Specialist
ASC 1	ARD	Philadelphia, PA	342	13 Support Services Supervisor
ASC 1	ARD	Philadelphia, PA	343	12 Management Analyst
ASC 1	ARD	Philadelphia, PA	303	7 Administrative Assistant
ASC 1	ARD	Baltimore, MD	342	12 Support Services Specialist
ASC 1	ARD	Washington, DC	342	12 Support Services Specialist
ASC 1	ARD	Pittsburgh, PA	342	12 Support Services Specialist
ASC 1	ARD	Richmond, VA	303	7 Administrative Assistant
ASC 1	ARD	Charleston, WV	342	9 Support Services Specialist
ASC 1	ARD	Chicago, IL	303	7 Administrative Assistant
ASC 1	ARD	Chicago, IL	342	12 Support Services Specialist
ASC 1	ARD	Chicago, IL	342	13 Support Services Supervisor
ASC 1	ARD	Chicago, IL	301	12 Project Management Specialist
ASC 1	HRD	Chicago, IL	303	5 Clerk
ASC 1	ARD	Cincinnati, OH	341	13 Administrative Officer
ASC 1	ARD	Cleveland, OH	342	12 Support Services Specialist
ASC 1	ARD	Cleveland, OH	303	7 Administrative Assistant
ASC 1	ARD	Grand Rapids, MI	303	7 Administrative Assistant
ASC 1	ARD	Grand Rapids, MI	342	12 Support Services Specialist
ASC 1	ARD	Milwaukee, WI	303	7 Administrative Assistant
ASC 1	ARD	Minneapolis, MN	303	7 Administrative Assistant
ASC 1	ARD	Detroit, MI	303	7 Administrative Assistant
ASC 1	ARD	Detroit, MI	342	12 Support Services Specialist
ASC 2	ARD	Albuquerque, NM	341	12 Administrative Officer
ASC 2	ARD	Atlanta, GA	305	5 Mail Clerk
ASC 2	ARD	Atlanta, GA	303	7 Administrative Assistant
ASC 2	ARD	Atlanta, GA	343	12 Management Analyst
ASC 2	ARD	Birmingham, AL	303	7 Administrative Assistant
ASC 2	ARD	Columbia, SC	303	4 Clerk
ASC 2	ARD	Dallas, TX	342	12 Support Services Specialist

ASC 2	ARD	Fort Worth, TX	303	7	Administrative Support Assistant
ASC 2	ARD	Fort Worth, TX	303	7	Administrative Support Assistant
ASC 2	ARD	Fort Worth, TX	303	7	Administrative Support Assistant
ASC 2	ARD	Greensboro, NC	303	6	Administrative Clerk
ASC 2	ARD	Greensboro, NC	342	12	Support Services Specialist
ASC 2	ARD	Greensboro, NC	342	12	Support Services Specialist
ASC 2	ARD	Houston, TX	342	12	Support Services Specialist
ASC 2	ARD	Jackson, MS	342	12	Support Services Specialist
ASC 2	ARD	Jacksonville, FL	303	7	Administrative Assistant
ASC 2	ARD	Knoxville, TN	303	7	Administrative Assistant
ASC 2	ARD	Louisville, KY	303	7	Administrative Assistant
ASC 2	ARD	Lubbock, TX	342	12	Support Services Specialist
ASC 2	ARD	Memphis, TN	341	12	Administrative Officer
ASC 2	ARD	Miami, FL	342	11	Support Services Specialist
ASC 2	ARD	Nashville, TN	303	7	Administrative Assistant
ASC 2	ARD	New Orleans, LA	342	12	Support Services Specialist
ASC 2	ARD	Oklahoma City, OK	303	4	Clerk
ASC 2	ARD	Oklahoma City, OK	342	12	Support Services Specialist
ASC 2	ARD	Oklahoma City, OK	342	12	Support Services Specialist
ASC 2	ARD	San Antonio, TX	303	7	Administrative Support Assistant
ASC 2	ARD	San Juan, PR	303	7	Administrative Assistant
ASC 2	ARD	San Juan, PR	342	11	Support Services Specialist
ASC 2	ARD	Shreveport, LA	342	12	Support Services Specialist
ASC 2	ARD	Tampa, FL	341	12	Administrative Officer
ASC 2	ARD	Tulsa, OK	342	12	Support Services Specialist
ASC 2	HRD	Atlanta, GA	201	12	Human Resources Specialist
ASC 3	ARD	Des Moines, IA	342	12	Support Services Specialist
ASC 3	ARD	Kansas City, KS	303	7	Administrative Assistant
ASC 3	ARD	Kansas City, KS	303	7	Administrative Assistant
ASC 3	ARD	Omaha, NE	342	12	Support Services Specialist
ASC 3	ARD	St. Louis, MO	342	12	Support Services Specialist
ASC 3	ARD	Denver, CO	303	7	Administrative Assistant
ASC 3	ARD	Denver, CO	303	7	Administrative Assistant
ASC 3	ARD	Las Vegas, NV	341	12	Administrative Officer
ASC 3	ARD	Los Angeles, CA	342	12	Support Services Specialist
ASC 3	ARD	Phoenix, AZ	342	11	Support Services Specialist
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ASC 3	ARD	Sacramento, CA	341	13	Administrative Officer
ASC 3	ARD	San Diego, CA	341	13	Administrative Officer

ASC 3	ARD	San Francisco, CA	303	7	Administrative Assistant OA
ASC 3	ARD	San Francisco, CA	342	12	Support Services Specialist
ASC 3	ARD	Portland, OR	303	7	Administrative Assistant
ASC 3	ARD	Seattle, WA	303	7	Administrative Assistant
OBAS	Budget Division	Washington, DC	560	13	Budget Analyst
OBAS	Budget Division	Washington, DC	343	12	Management Analyst
OAMS	Trans & Mgmt Svcs Branch	Washington, DC	301	12	Program Specialist
OAMS	Publications Branch	Washington, DC	1060	13	Photographer
OAMS	Space Design Branch	Washington, DC	301	14	Space Management Specialist
OAMS	Space Design Branch	Washington, DC	343	14	Management Analyst
OAMS	Prop & Sup Br (Warehse)	Washington, DC	2010	13	Inventory Management Specialist
OAMS	Property & Supply Br	Washington, DC	303	5	Clerk
OAMS	Tele Services Branch	Washington, DC	343	12	Management Analyst
OAMS	Trans & Mgmt Svcs Branch	Washington, DC	301	12	Management Analyst
OAMS	Immediate Office	Washington, DC	343	15	Management Analyst
A/S	Immediate Office	Washington, DC	301	11	Staff Assistant

**3. A description of the categories of employees who will be offered incentives, identified by organizational unit, geographic location, occupational category, grade level, and any other factors related to the position, such as skills and knowledge.**

**Organizational Unit: Geographic Location: Series: Grade: Skills and Knowledge:**

See #2 above

**4. The time period during which incentives may be paid.**

The time period is October 1, 2005 through December 31, 2005.

**5. The number and maximum amount of voluntary separation incentive payments to be offered.**

The number is 99. The maximum amount that will be paid is \$25,000.

**6. A narrative description of how the organization will operate without the eliminated or restructured positions and functions.**

- The Office of Administration field components (Administrative Service Centers) developed a staffing plan that provides on-site administrative support to offices with 50 employees or more. Smaller offices will not have any on-site administrative support.
- The work performed by the two staff members identified in the Budget Division will be redistributed to the remaining five Budget Analysts in the Budget Division.

**Revised plan submitted to OPM.**

## Request For Voluntary Separation Incentive Payment (VSIP) Authority

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**Date of Request:** August 25, 2005

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The Office of Administration is currently over the allocated FTE. These voluntary separations are an effective means of reaching our FTE ceiling without having to fill behind the vacated positions.

The Office of Administration started FY 2005 with an FTE allocation of 792 and was in the process of staffing up when the allocation was reduced to 708. In addition, the Office of Administration anticipates that effective October 1, 2005, the Office of the Chief Procurement Officer will become a separate organization and will no longer be part of the Office of Administration. With the effective date of that reorganization, the Office of Administration will have an FTE allocation of 575, which will place us over our FTE allocation.

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OAMS	Trans & Mgmt Svcs Branch	Washington, DC	301	12	Management Analyst
OAMS	Immediate Office	Washington, DC	343	15	Management Analyst
A/S	Immediate Office	Washington, DC	301	11	Staff Assistant
OSEP	Motor Pool Branch	Washington, DC	301	12	Supervisory Motor Pool Specialist
OSEP	Motor Pool Branch	Washington, DC	5703	09	Motor Vehicle Operator
OSEP	Motor Pool Branch	Washington, DC	5703	08	Motor Vehicle Operator
OSEP	Motor Pool Branch	Washington, DC	5703	08	Motor Vehicle Operator
	Compensation, Performance And Organization Management Div	Washington, DC	201	13	Human Resources Specialist
	Compensation, Performance and Organization Management Div	Washington, DC	201	11	Human Resources Specialist
	Compensation, Performance and Organization Management Div	Washington, DC	201	9	Human Resources Specialist
	Executive Personnel Management Division	Washington, DC	201	13	Human Resources Specialist
	Executive Personnel Management Division	Washington, DC	201	12	Human Resources Specialist
	HR Policy Research and Development Div	Washington, DC	201	13	Human Resources Specialist
	HR Policy Research and Development Div	Washington, DC	201	13	Human Resources Specialist
	Labor and Employee Relations Division	Washington, DC	201	13	Human Resources Specialist
	Labor and Employee Relations Division	Washington, DC	201	13	Human Resources Specialist
	Employee Service Center	Chicago, IL	201	12	Personnel Management Specialist
	Employee Service Center	Chicago, IL	201	11	Personnel Management Specialist

HR	Staffing and Classification Division	Washington, DC	201	13	Human Resources Specialist
HR	Staffing and Classification Division	Washington, DC	201	12	Human Resources Specialist
HR	Staffing and Classification Division	Washington, DC	301	12	Personnel Services Specialist

**3. A description of the categories of employees who will be offered incentives, identified by organizational unit, geographic location, occupational category, grade level, and any other factors related to the position, such as skills and knowledge.**

**Organizational Unit: Geographic Location: Series: Grade: Skills and Knowledge:**

Listing identified above in #2.

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**4. The time period during which incentives may be paid.**

The time period is November 1, 2005 through December 31, 2005.

**5. The number and maximum amount of voluntary separation incentive payments to be offered.**

The number is 99. The maximum amount that will be paid is \$25,000.

**6. A narrative description of how the organization will operate without the eliminated or restructured positions and functions.**

- The Office of Administration field components (Administrative Service Centers) developed a staffing plan that provides on-site administrative support to offices with 50 employees or more. Smaller offices will not have any on-site administrative support.
- The work performed by the two staff identified in the Budget Division will be redistributed to the remaining five Budget Analysts in the Budget Division.
- Positions in the Office of Human Resources will help achieve our current FTE limitations.
- The remaining identified are excess positions, which would not be filled.

**7. A proposed organization chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.**

There will be no change in the organizational structure of the Office of Administration.

**8. If the agency has requested, or will request, voluntary early retirement authority (VERA), a description of how that authority will be used in conjunction with VSIP.**

VSIP authority would be used in conjunction with VERA Authority # 2006-010.

**9. If the agency is offering separation incentives under any other statutory authority, a description of how that authority is being used.**

No other authority is being used.