



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".

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 |

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|-------|-----|------------------|-----|----------------------------------|
| 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 |

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|-------|-----|-------------------|-----|----|----------------------------------|
| 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 |
| ASC 3 | ARD | Phoenix, AZ | 342 | 13 | Support Services Supervisor |
| ASC 3 | ARD | Sacramento, CA | 341 | 13 | Administrative Officer |
| ASC 3 | ARD | San Diego, CA | 341 | 13 | Administrative Officer |

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|-------|--------------------------|-------------------|------|----|---------------------------------|
| 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.