

## **Restructuring Information Handbook Module 1**

### **Planning and Alternatives for Restructuring**

#### **Unit H, Detailed Index to the Restructuring Information Handbook (August 2003 version)**

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**Introduction** The U.S. Office of Personnel Management developed the **Restructuring Information Handbook** to assist Federal agencies in identifying the mandatory statutory and regulatory procedures that apply to restructuring situations.

The Handbook also offers agencies options for minimizing or even eliminating the disruption that often results from restructuring.

There is no requirement for Federal agencies to use this Handbook. Also, the United States Court of Appeals for the Federal Circuit stated in **James v. Von Zemenszky**, 284 F.3D 1310 (2002), that: “. . . OPM’s Restructuring Information Handbook is not a formal regulation, but merely an informal statement of agency views.”

The structure of the Handbook assists the user in locating as much or as little restructuring information as the user needs. Some Modules contain only one **Unit** in addition to the two index units, while other Modules have two or more Units.

For subjects with mandatory statutory or regulatory requirements, **Unit A (Mandatory Requirements)** provides the user with a crash course on the subject in Section 1, and also with detailed information, complete with citations of requirements contained in law and regulation.

When appropriate, **Unit B (Guidance)** provides the user with useful guidance, including key appeals decisions from appellate bodies such as the Merit Systems Protection Board.

The summaries of appeals decisions are guidance prepared by individual OPM employees. The appeals summaries do not represent official summaries approved by OPM, the Board, or other appellate organizations, and are not intended to provide legal counsel or to be cited as legal authority. Instead, the appeals summaries inform and help the user locate relevant appellate precedents on a specific downsizing subject.

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**Unit F (Basic Index to Module)** and **Unit G (Detailed Index to Module)** help the user readily locate information within a specific Module.

Other Modules may contain additional Units, such as **Unit C (Appeals Index)**, and **Unit D (Samples)**.

Finally, Module 1 contains **Unit H, (Detailed Index to the Restructuring Information Handbook)**.

We welcome comments on the Restructuring Information Handbook.

Send any comments and suggestions to the Center for Talent and Capacity Policy at (202) 606-0960; FAX (202) 606-2329; or e-mail Thomas A. Glennon at taglenno@opm.gov.

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### **Planning and Alternatives for Restructuring**

#### **Detailed Index to the Restructuring Information Handbook (August 2003 version)**

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**Introduction** Restructuring Information Handbook Module 1 provides guidance to help an agency develop a restructuring plan, and also to minimize any resultant involuntary separations or demotions of the agency's employees. Module 1 consists of four Units: (1) Unit B, "Guidance," (2) Unit F, "Basic Index to Module 1," (3) Unit G, "Detailed Index to Module 1," and (4) Unit H, "Detailed Index to the Restructuring Information Handbook." This is the August 2003 version of Unit H.

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		DATE BEFORE ACTION EMPLOYEE SEPARATES BY OTHER ACTION	7-A-12-7	A	5/1/2002	
		DATE BEFORE ACTION EMPLOYEE SEPARATES BY RESIGNATION	7-A-12-7	A	5/1/2002	
		DATE BEFORE ACTION EMPLOYEE SEPARATES BY RETIREMENT	7-A-12-7	A	5/1/2002	
		DATE BEFORE ACTION EMPLOYEE SEPARATES BY TRANSFER	7-A-12-7	A	5/1/2002	
		DATE EMPLOYEE IS REMOVED FOR DECLINING RELOCATION	7-A-12-3	A	5/1/2002	
		DATE EMPLOYEE IS SEPARATED BY RIF	7-A-12-1	A	5/1/2002	
		EMPLOYEE ACCEPTS GROUP I OR II COMPETITIVE POSITION IN ANY AGENCY	7-A-12-9	A	5/1/2002	
		EMPLOYEE ACCEPTS GROUP I OR II EXCEPTED POSITION IN ANY AGENCY	7-A-12-9	A	5/1/2002	

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7 CTAP	ELIGIBILITY FOR CTAP PRIORITY	ENDING DATE OF CTAP ELIGIBILITY-COMMITMENT TO VOLUNTARILY SEPARATE	DATE AGENCY ACCEPTS RESIGNATION APPLICATION FROM DISPLACED EMPLOYEE	7-A-12-8-(a)	A	5/1/2002
			DATE AGENCY ACCEPTS RETIREMENT APPLICATION FROM DISPLACED EMPLOYEE	7-A-12-8-(a)	A	5/1/2002
			DATE AGENCY CANCELS CTAP ELIGIBILITY FOR SURPLUS EMPLOYEE	7-A-12-8-(b)	A	5/1/2002
			INCLUDES VOLUNTARY SEPARATION TO RECEIVE A BUYOUT	7-A-12-8-(a)	A	5/1/2002
			SURPLUS EMPLOYEE WHO SUBMITS RESIGNATION APPLICATION CAN RETAIN CTAP	7-A-12-8-(b)	A	5/1/2002
			SURPLUS EMPLOYEE WHO SUBMITS RETIREMENT APPLICATION CAN RETAIN CTAP	7-A-12-8-(b)	A	5/1/2002
			ENDING DATE OF CTAP ELIGIBILITY-OPTION	7-A-12-10	A	5/1/2002
		MANDATORY CONDITIONS- EMPLOYEE	EMPLOYEE DECLINES GROUP I OR II COMPETITIVE POSITION IN AGENCY	7-A-12-10	A	5/1/2002
			EMPLOYEE DECLINES GROUP I OR II EXCEPTED POSITION IN AGENCY	7-A-12-10	A	5/1/2002
			FILES APPLICATION WITHIN APPLICABLE TIME FRAME	7-A-10-1-(e)	A	5/1/2002
			MUST BE WELL-QUALIFIED FOR VACANCY	7-A-10-1-(g)	A	5/1/2002
			MUST HAVE CURRENT PERFORMANCE APPRAISAL OF LEVEL III OR HIGHER	7-A-10-1-(b)	A	5/1/2002
			MUST MEET DEFINITION OF SURPLUS EMPLOYEE OR DISPLACED EMPLOYEE	7-A-10-1-(a)	A	5/1/2002
			MUST STILL BE ON AGENCY'S ROLLS	7-A-10-1-(a)	A	5/1/2002

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7 CTAP	ELIGIBILITY FOR CTAP PRIORITY	MANDATORY CONDITIONS-EMPLOYEE	PROVIDES PROOF OF CTAP ELIGIBILITY	7-A-10-1-(f)	A	5/1/2002
		MANDATORY CONDITIONS-EXCEPTION FOR EMPLOYEE	NO PERFORMANCE APPRAISAL IN POSITION EXCLUDED BY OPM ACTION	7-A-10-1-(b)	A	5/1/2002
			NO PERFORMANCE APPRAISAL IN POSITION EXCLUDED BY REGULATION	7-A-10-1-(b)	A	5/1/2002
		MANDATORY CONDITIONS-VACANCY	EMPLOYEE MUST APPLY FOR VACANCY	7-A-10-1-(c)	A	5/1/2002
			VACANCY HAS NO GREATER POTENTIAL THAN EMPLOYEE'S PRESENT POSITION	7-A-10-1-(c)-(2)	A	5/1/2002
			VACANCY IS AT OR BELOW GRADE LEVEL OF EMPLOYEE'S PRESENT POSITION	7-A-10-1-(c)-(1)	A	5/1/2002
			VACANCY IS IN SAME LOCAL COMMUTING AREA AS RIF ACTION	7-A-10-1-(c)	A	5/1/2002
		OPTION-VACANCY	VACANCY IS IN DIFFERENT LOCAL COMMUTING AREA FROM EMPLOYEE	7-A-10-1-(d)-(1)	A	5/1/2002
	ELIGIBILITY FOR CTAP PRIORITY-COMPETITIVE SERVICE POSITION	DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING NOTICE	PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	7-A-8-2-(b)	A	5/1/2002
			RIF SEPARATION NOTICE	7-A-8-1-(b)	A	5/1/2002
		DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING POSITION	HOLDS COMPETITIVE SERVICE GS-15 OR LOWER POSITION	7-A-8-1-(a)	A	5/1/2002
			HOLDS COMPETITIVE SERVICE TENURE GROUP I OR GROUP II POSITION	7-A-8-1	A	5/1/2002
		SURPLUS COMPETITIVE SERVICE EMPLOYEE-QUALIFYING NOTICE	CERTIFICATION OF EXPECTED SEPARATION	7-A-5-1-(b)	A	5/1/2002

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7	ELIGIBILITY FOR CTAP PRIORITY-COMPETITIVE SERVICE POSITION	SURPLUS COMPETITIVE SERVICE EMPLOYEE-QUALIFYING NOTICE	NOTICE OF POSITION ABOLISHMENT	7-A-5-3-(b)	A	5/1/2002
			NOTICE THAT EMPLOYEE IS ELIGIBLE FOR DISCONTINUED SERVICE RETIREMENT	7-A-5-2	A	5/1/2002
			OTHER NOTICE STATING THAT POSITION IS SURPLUS	7-A-5-3-(b)	A	5/1/2002
		SURPLUS COMPETITIVE SERVICE EMPLOYEE-QUALIFYING POSITION	HOLDS COMPETITIVE SERVICE GS-15 OR LOWER POSITION	7-A-5-1-(a)	A	5/1/2002
			HOLDS COMPETITIVE SERVICE GS-15 OR LOWER POSITION	7-A-5-2-(a)	A	5/1/2002
			HOLDS COMPETITIVE SERVICE TENURE GROUP I OR GROUP II POSITION	7-A-5-1	A	5/1/2002
	ELIGIBILITY FOR CTAP PRIORITY-EXCEPTED SERVICE POSITION	OPTION	HOLDS COMPETITIVE SERVICE TENURE GROUP I OR GROUP II POSITION	7-A-5-2	A	5/1/2002
			AGENCY OPTION TO PROVIDE CTAP PRIORITY TO EXCEPTED POSITIONS	7-A-7-1	A	5/1/2002
			ONLY TO EXCEPTED SERVICE POSITIONS IN SAME LOCAL COMMUTING AREA	7-A-7-1	A	5/1/2002
		SURPLUS EXCEPTED SERVICE EMPLOYEE-EXTENT OF	ONLY TO EXCEPTED SERVICE POSITIONS UNDER SAME APPOINTING AUTHORITY	7-A-7-1	A	5/1/2002
			ONLY TO PERMANENT EXCEPTED SERVICE POSITIONS	7-A-7-1	A	5/1/2002
			CERTIFICATION OF EXPECTED SEPARATION	7-A-7-1-(b)	A	5/1/2002
			NOTICE OF POSITION ABOLISHMENT	7-A-7-3-(b)	A	5/1/2002

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7 CTAP	ELIGIBILITY FOR CTAP PRIORITY-EXCEPTED SERVICE POSITION	SURPLUS EXCEPTED SERVICE EMPLOYEE-QUALIFYING NOTICE	NOTICE THAT EMPLOYEE IS ELIGIBLE FOR DISCONTINUED SERVICE RETIREMENT	7-A-7-2-(b)	A	5/1/2002	
			OTHER NOTICE STATING THAT POSITION IS SURPLUS	7-A-7-3-(b)	A	5/1/2002	
			PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	7-A-7-5-(b)	A	5/1/2002	
	ELIGIBILITY FOR CTAP PRIORITY-EXCEPTED TO	DISPLACED ELIGIBLE EXCEPTED SERVICE EMPLOYEE-QUALIFYING NOTICE	SURPLUS EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	RIF SEPARATION NOTICE	7-A-7-4-(b)	A	5/1/2002
				HOLDS EXCEPTED SERVICE GS-15 OR LOWER POSITION WITHOUT TIME LIMIT	7-A-7-1-(a)	A	5/1/2002
			DISPLACED ELIGIBLE EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	7-A-9-2-(b)	A	5/1/2002
				RIF SEPARATION NOTICE	7-A-9-1-(b)	A	5/1/2002
			DISPLACED ELIGIBLE EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	CTAP ONLY IF ELIGIBLE FOR STATUTORY NONCOMPETITIVE APPOINTMENT	7-A-9-1-(c)	A	5/1/2002
				HOLDS EXCEPTED SERVICE GS-15 OR LOWER POSITION WITHOUT TIME LIMIT	7-A-9-1-(a)	A	5/1/2002
			SURPLUS ELIGIBLE EXCEPTED SERVICE EMPLOYEE-QUALIFYING NOTICE	CERTIFICATION OF EXPECTED SEPARATION	7-A-6-1-(b)	A	5/1/2002
				NOTICE OF POSITION ABOLISHMENT	7-A-6-3-(b)	A	5/1/2002
				NOTICE THAT EMPLOYEE IS ELIGIBLE FOR DISCONTINUED SERVICE RETIREMENT	7-A-6-2-(b)	A	5/1/2002
			SURPLUS ELIGIBLE EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	OTHER NOTICE STATING THAT POSITION IS SURPLUS	CTAP ONLY IF ELIGIBLE FOR STATUTORY NONCOMPETITIVE APPOINTMENT	7-A-6-3-(b)	A
	CTAP ONLY IF ELIGIBLE FOR STATUTORY NONCOMPETITIVE APPOINTMENT	7-A-6-1-(c)			A	5/1/2002	

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7	CTAP	ELIGIBILITY FOR CTAP PRIORITY-EXCEPTED TO	SURPLUS ELIGIBLE EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	HOLDS EXCEPTED SERVICE GS-15 OR LOWER POSITION WITHOUT TIME LIMIT	7-A-6-1	A	5/1/2002
	LEGAL BASIS FOR CAREER TRANSITION ASSISTANCE PLAN	PRESENT REGULATORY AUTHORIZATION	CTAP REGULATIONS PUBLISHED IN SUBPART 5 CFR 330-F	7-A-2-1-(a)	A	5/1/2002	
		SUNSET DATE-ORIGINAL	ORIGINAL SUNSET DATE WAS SEPTEMBER 30, 1997	7-A-2-2	A	5/1/2002	
		SUNSET DATE-REMOVED BY JUNE 4, 2006 FR 29895 REGULATIONS	INTERIM 330-F REGULATIONS REMOVED CTAP SUNSET DATE	7-A-2-2	A	5/1/2002	
		SUNSET DATE-REVISED	FIRST REVISED SUNSET DATE WAS SEPTEMBER 30, 1999	7-A-2-2	A	5/1/2002	
			SECOND REVISED SUNSET DATE WAS SEPTEMBER 30, 2001	7-A-2-2	A	5/1/2002	
	NOTICE-CTAP	AGENCY RESPONSIBILITY-ADVISE CTAP APPLICANTS IN WRITING	AGENCY DECISION TO SELECT DIFFERENT SURPLUS OR DISPLACED APPLICANT	7-A-13-5-(b)	A	5/1/2002	
			RESULTS OF CTAP APPLICATION	7-A-13-4	A	5/1/2002	
			RESULTS OF SECOND REVIEW OF NOT WELL-QUALIFIED DETERMINATION	7-A-13-5-(a)	A	5/1/2002	
			WHETHER OR NOT CTAP APPLICANT WAS WELL-QUALIFIED FOR POSITION	7-A-13-4	A	5/1/2002	
		REQUIREMENT TO NOTIFY EMPLOYEES ELIGIBLE FOR CTAP	CTAP INFORMATION MAY BE CONTAINED IN ATTACHEMENT TO RIF NOTICE	7-A-13-2	A	5/1/2002	
		REQUIREMENT TO NOTIFY EMPLOYEES ELIGIBLE FOR CTAP-QUALIFYING NOTICE	CES NOTICE	7-A-13-2	A	5/1/2002	
			OTHER OFFICIAL NOTICE THAT IDENTIFIES EMPLOYEE AS SURPLUS	7-A-13-2	A	5/1/2002	

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7	CTAP		REQUIREMENT TO NOTIFY EMPLOYEES ELIGIBLE FOR CTAP-QUALIFYING NOTICE	PROPOSED SEPARATION NOTICE FOR DECLINING RELOCATION	7-A-13-2	A	5/1/2002
				RIF SEPARATION NOTICE	7-A-13-2	A	5/1/2002
	TERMINOLOGY-CTAP	DEFINITION	AGENCY	7-A-4-1	A	5/1/2002	
			COMPONENT	7-A-4-2	A	5/1/2002	
			DISPLACED EMPLOYEE	7-A-4-3	A	5/1/2002	
			ELIGIBLE EMPLOYEE	7-A-4-4	A	5/1/2002	
			LOCAL COMMUTING AREA	7-A-4-5	A	5/1/2002	
			REORGANIZATION	7-A-4-6	A	5/1/2002	
			SPECIAL SELECTION PRIORITY	7-A-4-7	A	5/1/2002	
			SUITABILITY	7-A-4-8	A	5/1/2002	
			SURPLUS EMPLOYEE	7-A-4-9	A	5/1/2002	
			VACANCY	7-A-4-10	A	5/1/2002	
			WELL-QUALIFIED EMPLOYEE	7-A-4-11	A	5/1/2002	
		EXPLANATION-AGENCY	EXECUTIVE DEPARTMENT AS DEFINED IN 5 U.S.C. 105	7-A-4-1	A	5/1/2002	
			GOVERNMENT CORPORATION AS DEFINED IN 5 U.S.C. 105	7-A-4-1	A	5/1/2002	
			INCLUDES OFFICE OF INSPECTOR GENERAL	7-A-4-1	A	5/1/2002	
			INDEPENDENT ESTABLISHMENT AS DEFINED IN 5 U.S.C. 105	7-A-4-1	A	5/1/2002	
		EXPLANATION-EMPLOYEE EMPOWERMENT	EMPLOYEE RECEIVES SELECTION PRIORITY BY APPLYING FOR VACANCY	7-A-3-4	A	5/1/2002	
		EXPLANATION-LOCAL COMMUTING AREA	NO MILEAGE STANDARD FOR LOCAL COMMUTING AREA	7-A-4-5	A	5/1/2002	
			REFERENCE TO 3-A-7-8	7-A-4-5	A	5/1/2002	

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7 CTAP	TERMINOLOGY-CTAP	EXPLANATION-REASONABLE OFFER	ELIGIBILITY FOR SEVERANCE PAY OR DISCONTINUED SERVICE RETIREMENT	7-A-15-17	A	5/1/2002	
			EXPLANATION-SUITABILITY	AGENCY CONSIDERS IN TERMS OF INTERFERING WITH EFFECTIVE SERVICE	7-A-4-8-(b)	A	5/1/2002
				AGENCY CONSIDERS IN TERMS OF MISSION ACCOMPLISHMENT	7-A-4-8-(a)	A	5/1/2002
		AGENCY CONSIDERS IN TERMS OF PREVENTING EFFECTIVE SERVICE		7-A-4-8-(b)	A	5/1/2002	
		AGENCY CONSIDERS IN TERMS OF REGULATORY BAR TO EMPLOYMENT		7-A-4-8-(b)	A	5/1/2002	
		AGENCY CONSIDERS IN TERMS OF STATUTORY BAR TO EMPLOYMENT		7-A-4-8-(b)	A	5/1/2002	
		AGENCY DETERMINES ON BASIS OF CHARACTER AND CONDUCT		7-A-4-8	A	5/1/2002	
		EXPLANATION-VACANCY		DEFINITION APPLIES EVEN IF AGENCY DOES NOT ISSUE ANNOUNCEMENT	7-A-4-10	A	5/1/2002
			EXPLANATION-WELL-QUALIFIED EMPLOYEE	DOES NOT NECESSARILY MEET DEFINITION OF BEST-QUALIFIED	7-A-4-11-(a)	A	5/1/2002
		DOES NOT NECESSARILY MEET DEFINITION OF HIGHLY-QUALIFIED		7-A-4-11-(a)	A	5/1/2002	
		IS PHYSICALLY QUALIFIED WITH ACCOMMODATION		7-A-4-11-(b)-(3)	A	5/1/2002	
		MAY SATISFACTORILY PERFORM DUTIES OF POSITION UPON ENTRY		7-A-4-11-(b)-(5)	A	5/1/2002	
		MEETS ALL APPLICABLE SELECTIVE FACTORS		7-A-4-11-(b)-(2)-(i)	A	5/1/2002	

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7	CTAP	TERMINOLOGY-CTAP	EXPLANATION-WELL-QUALIFIED EMPLOYEE	MEETS ANY SPECIAL OPM-APPROVED QUALIFYING CONDITION	7-A-4-11-(b)-(4)	A	5/1/2002	
			MEETS APPROPRIATE QUALITY RATING FACTOR LEVELS	7-A-4-11-(b)-(2)-(i)	A	5/1/2002		
			MEETS BASIC ELIGIBILITY REQUIREMENTS FOR POSITION	7-A-4-11-(b)-(1)	A	5/1/2002		
			MEETS BASIC QUALIFICATIONS FOR POSITION	7-A-4-11-(b)-(1)	A	5/1/2002		
			RATED ABOVE MINIMALLY QUALIFIED AND EXCEEDS MINIMUM QUALIFICATIONS	7-A-4-11-(b)-(2)-(ii)	A	5/1/2002		
5	FURLOUGH	ADVERSE ACTION FURLOUGH	ADVERSE ACTION REGULATIONS REQUIRED-CONTINUOUS FURLOUGH	LESS THAN 31 CONTINUOUS CALENDAR DAYS	5-A-9-1	A	8/1/2003	
			ADVERSE ACTION REGULATIONS REQUIRED-DISCONTINUOUS FURLOUGH	LESS THAN 23 DISCONTINUOUS WORKDAYS	5-A-9-1	A	8/1/2003	
			ADVERSE ACTION REGULATIONS-EXCLUSION	PREESTABLISHED CONDITIONS OF EMPLOYMENT	5-A-9-2	A	B	8/1/2003
			NOTICES-ADVERSE ACTION	AGENCY MUST PROVIDE DUE PROCESS RIGHT TO RESPOND	5-A-9-4	A	8/1/2003	
				AGENCY MUST STATE REASON FOR FURLOUGH	5-A-9-4	A	8/1/2003	
				REQUIRES MINIMUM 30 DAYS NOTICE OF ADVERSE ACTION FURLOUGH	5-A-9-4	A	8/1/2003	
			NOTICES-ADVERSE ACTION-EXCEPTION TO BASIC NOTICE REQUIREMENTS	EXCEPTION MAY APPLY TO TIME FOR EMPLOYEE'S RESPONSE TO PROPOSAL	5-A-9-5-(b)	A	8/1/2003	
				EXCEPTION TO MINIMUM NOTICE BECAUSE OF UNFORSEEABLE CIRCUMSTANCES	5-A-9-5	A	B	8/1/2003
				UNFORSEEABLE CIRCUMSTANCES INCLUDES ACTS OF GOD	5-A-9-5-(a)-(2)	A	B	8/1/2003

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5 FURLOUGH	ADVERSE ACTION FURLOUGH	NOTICES-ADVERSE ACTION-EXCEPTION TO BASIC NOTICE REQUIREMENTS	UNFORSEEABLE CIRCUMSTANCES INCLUDES SUDDEN EMERGENCIES	5-A-9-5-(a)-(3)	A B	8/1/2003	
			UNFORSEEABLE CIRCUMSTANCES INCLUDES SUDDEN EQUIPMENT BREAKDOWN	5-A-9-5-(a)-(1)	A B	8/1/2003	
		PROCEDURES	SAME 5 CFR 752 PROCEDURES USED FOR OTHER ADVERSE ACTIONS	5-A-9-1	A B	8/1/2003	
		PROCEDURES-ESTABLISHING COMPETITIVE LEVEL(S)	AGENCY MUST INFORM EMPLOYEE BASIS FOR SELECTION TO BE FURLOUGHED	5-A-9-3	A	8/1/2003	
			REFERENCE TO 3-A-9 OF RIH 3	5-A-9-3	A	8/1/2003	
			WHEN SOME BUT NOT ALL EMPLOYEES ARE FURLOUGHED FROM LEVEL	5-A-9-3	A	8/1/2003	
		APPEALS-FURLOUGH APPEALS TO MSPB	ADDITIONAL INFORMATION ON FILING APPEALS TO MSPB	REFERENCE TO MSPB WEBSITE AT WWW.MSPB.GOV	5-A-7-1-(c)	A	8/1/2003
				BOARD MAY ORDER APPROPRIATE CORRECTIVE ACTION	5-A-7-4	A	8/1/2003
			CORRECTIVE ACTION ON APPEAL-ACTION REVERSED OR MODIFIED	INTERIM RELIEF	5-A-7-5	A	8/1/2003
			FURLOUGH APPEALS INDEX	FURLOUGH APPEALS FROM RIF APPEALS DATABASE	5-C	C	8/1/2003
	GRIEVANCES-BASIC RIGHT TO GRIEVE RIF FURLOUGH	NEGOTIATED GRIEVANCE PROCEDURE IN LIEU OF RIF APPEAL TO MSPB	5-A-8-1	A	8/1/2003		
	GRIEVANCES-CORRECTIVE ACTION	ARBITRATOR MAY ORDER APPROPRIATE CORRECTIVE ACTION	5-A-8-6	A	8/1/2003		
	GRIEVANCES-EXCEPTION TO BASIC RIGHT TO GRIEVE RIF FURLOUGH	AGENCY MUST ADVISE EMPLOYEE OF OPTION TO GRIEVE OR APPEAL	5-A-8-4	A	8/1/2003		

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5 FURLOUGH	APPEALS-FURLOUGH APPEALS TO MSPB	GRIEVANCES-EXCEPTION TO BASIC RIGHT TO GRIEVE RIF FURLOUGH	CHOICE OF GRIEVANCE OR APPEAL WITH ALLEGATION OF DISCRIMINATION	5-A-8-1	A	8/1/2003
			CHOICE OF GRIEVANCE OR APPEAL WITH ALLEGATION OF DISCRIMINATION	5-A-8-3	A	8/1/2003
			PROCEDURE FIRST INITIATED IN WRITING DETERMINES PROCEDURE	5-A-8-4	A	8/1/2003
		GRIEVANCES-FILING PROCEDURES	PROCEDURES CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	5-A-8-5	A	8/1/2003
			GRIEVANCES-TIME LIMITS FOR FILING ELECTION OF PROCEDURE	NEGOTIATED AGREEMENT MAY NOT CHANGE TIME LIMITS FOR ELECTION	5-A-8-5	A
		GRIEVANCES-TIME LIMITS FOR FILING GRIEVANCE	NO APPEAL BEFORE EFFECTIVE DATE OF RIF FURLOUGH ACTION	5-A-8-5	A	8/1/2003
			TIME LIMITS CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	5-A-8-2	A	8/1/2003
		INFORMATION TO EMPLOYEE	ADDRESS OF BOARD OFFICE WHERE APPEAL IS FILED	5-A-7-3-(e)	A	8/1/2003
			ANY LIMIT TO APPEAL FROM NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-3-(b)	A	8/1/2003
			ANY RIGHT TO GRIEVE UNDER A NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-3-(d)	A	8/1/2003
			COPY OF MSPB OPTIONAL APPEALS FORM 283	5-A-7-3-(g)	A	8/1/2003
			COPY OR ACCESS TO BOARD'S 5 CFR 1201 APPEALS REGULATIONS	5-A-7-3-(f)	A	8/1/2003
			NOTICE OF 30 DAYS TIME LIMIT TO FILE APPEAL	5-A-7-3-(a)	A	8/1/2003

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5 FURLOUGH	APPEALS-FURLOUGH APPEALS TO MSPB	INFORMATION TO EMPLOYEE	OPTION TO APPEAL IN LIEU OF NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-3-(c)	A	8/1/2003	
		NO RIGHT TO APPEAL	EMPLOYEE ACCEPTS OFFER OF POSITION TO POSITION AT SAME GRADE	5-A-7-1-(a)	A	8/1/2003	
		RIGHT TO APPEAL-ACTION	RIF FURLOUGH	5-A-7-1	A	8/1/2003	
		RIGHT TO GRIEVE FURLOUGH-BASIC	NEGOTIATED GRIEVANCE PROCEDURE IN LIEU OF RIF APPEAL TO MSPB	5-A-7-1-(b)	A	8/1/2003	
		RIGHT TO GRIEVE FURLOUGH-EXCEPTION TO BASIC EXCLUSIVE GRIEVANCE	CHOICE OF GRIEVANCE OR APPEAL WITH ALLEGATION OF DISCRIMINATION	5-A-7-1-(b)	A	8/1/2003	
			OPTION TO APPEAL IN LIEU OF NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-1-(b)	A	8/1/2003	
			TIME LIMITS CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	5-A-7-1-(b)	A	8/1/2003	
			TIME LIMITS FOR APPEAL	30 DAYS FROM DAY AFTER EFFECTIVE DATE OF ACTION	5-A-7-2	A	8/1/2003
				NO APPEAL BEFORE EFFECTIVE DATE OF RIF FURLOUGH ACTION	5-A-7-2	A	8/1/2003
		ASSIGNMENT RIGHT TO ANOTHER POSITION	RIF PROCEDURES-RIF FURLOUGH ACTION	ONLY IF EMPLOYEE HAS NO RIF ASSIGNMENT RIGHT	5-A-6-1-(a)	A	8/1/2003
	COVERAGE UNDER OPM'S RIF FURLOUGH REGULATIONS	COMPETING EMPLOYEES COVERED BY RIF REGULATIONS	EMPLOYEE ELIGIBLE TO BE PLACED IN TENURE GROUPS I, II, OR III	5-A-4-1-(b)	A	8/1/2003	
		EXCLUSION-FROM ADVERSE ACTION FURLOUGH REGULATIONS	PREESTABLISHED CONDITIONS OF EMPLOYMENT	5-A-4-2	A B	8/1/2003	
		EXCLUSION-FROM RIF FURLOUGH REGULATIONS	PREESTABLISHED CONDITIONS OF EMPLOYMENT	5-A-4-2	A B	8/1/2003	
		EXCLUSIONS-RIF FURLOUGH REGULATIONS	FOREIGN NATIONAL APPOINTED UNDER 22 U.S.C. 3968	5-A-4-4-(f)	A B	8/1/2003	

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5 FURLOUGH	COVERAGE UNDER OPM'S RIF FURLOUGH REGULATIONS	EXCLUSIONS-RIF FURLOUGH REGULATIONS	NATIONAL GUARD TECHNICIAN	5-A-4-4-(a)	A	8/1/2003	
			NON-EXECUTIVE BRANCH POSITION NOT SUBJECT TO COMPETITIVE SERVICE	5-A-4-4-(c)	A	8/1/2003	
			POSITION REQUIRING SENATE ADVISE AND CONSENT CONFIRMATION	5-A-4-4-(d)	A	8/1/2003	
			REEMPLOYED ANNUITANT	5-A-4-4-(e)	A	8/1/2003	
			SENIOR EXECUTIVE SERVICE	5-A-4-4-(b)	A	8/1/2003	
			EXECUTIVE BRANCH EMPLOYEES SAME COVERAGE AS FOR OTHER RIF ACTIONS	5-A-4-1-(a)	A	8/1/2003	
			MODIFIED-RIF FURLOUGH REGULATIONS	ADMINISTRATIVE LAW JUDGES COVERED BY 5 CFR 930-B	5-A-4-3-(a)-(1)	A	8/1/2003
				POSITIONS COVERED BY INDIAN PREFERENCE	5-A-4-3-(a)-(2)	A B	8/1/2003
				POSTAL SERVICE NON-PREFERENCE ELIGIBLES NOT COVERED BY REGULATIONS	5-A-4-3-(b)	A B	8/1/2003
			FURLOUGH DECISIONS	NON-EXECUTIVE BRANCH EMPLOYEES MANAGEMENT RIGHTS	POSTAL SERVICE PREFERENCE ELIGIBLES COVERED BY REGULATIONS	5-A-4-3-(b)	A B
	SAME COVERAGE AS FOR OTHER RIF ACTIONS	5-A-4-1-(b)			A	8/1/2003	
	DATE WHEN EMPLOYEES ARE RECALLED FROM FURLOUGH	5-A-2-1-(d)			A	8/1/2003	
	HOW LONG A FURLOUGH WILL LAST	5-A-2-1-(b)			A B	8/1/2003	
	RIGHT TO TAKE OTHER PERSONNEL ACTIONS INCLUDING RIF	5-A-2-3			A	8/1/2003	
	WHETHER A FURLOUGH IS NECESSARY	5-A-2-1-(a)			A	8/1/2003	

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5 FURLOUGH	FURLOUGH DECISIONS	MANAGEMENT RIGHTS	WHICH POSITIONS ARE FURLOUGHED	5-A-2-1-(c)	A B	8/1/2003	
		RESTRICTIONS ON USE OF RIF FURLOUGH	1 YEAR MAXIMUM TIME LIMIT FOR RIF FURLOUGH	5-A-2-2	A B	8/1/2003	
			AGENCY MUST PLAN TO RECALL FURLOUGHED EMPLOYEE TO SAME POSITION	5-A-2-2	A B	8/1/2003	
	LEGAL BASIS FOR FURLOUGH	HISTORY-FURLOUGH COVERED IN THE VETERANS' PREFERENCE ACT OF 1944	CIVIL SERVICE COMMISSION DEFINED RIF AND ADVERSE ACTION FURLOUGHS	5-A-1-1	A	8/1/2003	
			FURLOUGH CODIFIED IN SECTION 14	5-A-1-1	A	8/1/2003	
			THE LAW DID NOT DISTINGUISH BETWEEN SHORT AND LONG FURLOUGHS	5-A-1-1	A	8/1/2003	
	NOTICE-FURLOUGH	PRESENT AUTHORIZATION RIF PROCEDURES-EMPLOYEE'S STATUS DURING RIF FURLOUGH NOTICE PERIOD	5 U.S.C. 7511 THROUGH 7514	5-A-1-1	A	8/1/2003	
			ANNUAL LEAVE-VOLUNTARY OR INVOLUNTARY	5-A-5-5-(c)-(2)	A B	8/1/2003	
			LEAVE WITHOUT PAY-VOLUNTARY OR INVOLUNTARY	5-A-5-5-(c)-(2)-(ii)	A	8/1/2003	
			NONPAY STATUS-VOLUNTARY OR INVOLUNTARY	5-A-5-5-(c)-(2)-(iii)	A	8/1/2003	
			RETAIN EMPLOYEE IN ACTIVE DUTY STATUS WHEN POSSIBLE	5-A-5-5-(c)-(1)	A	8/1/2003	
			RIF PROCEDURES-EXCEPTION TO RIF FURLOUGH NOTICE PERIOD	AGENCY MUST OBTAIN OPM APPROVAL FOR EXCEPTION	5-A-5-5-(b)	A	8/1/2003
				REFERENCE TO RIH MODULE 3	5-A-5-5-(b)	A	8/1/2003
				SMALLER NOTICE PERIOD MUST COVER AT LEAST 30 DAYS	5-A-5-5-(b)	A	8/1/2003
				RIF PROCEDURES-RIF FURLOUGH NOTICE PERIOD	MINIMUM 60 DAYS SPECIFIC RIF NOTICE	5-A-5-5	A

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5 FURLOUGH	NOTICE-FURLOUGH	RIF PROCEDURES-RIF FURLOUGH NOTICE PERIOD	SAME RIF NOTICE PERIOD APPLIES TO CONTINUOUS AND DISCONTINUOUS	5-A-5-5-(a)	A	8/1/2003
		RIF PROCEDURES-RIF FURLOUGH NOTICES	REFERENCE TO SAMPLE FURLOUGH NOTICES IN 5-B-5-5	5-A-5-5-(c)	A	8/1/2003
	RECALL FROM FURLOUGH	EMPLOYEE FAILS TO RESPOND TO RECALL NOTICE	AGENCY SHOULD TRY TO CONTACT EMPLOYEE	5-A-10-4	A	8/1/2003
			POSSIBLE SEPARATION FOR ABANDONMENT	5-A-10-4	A	8/1/2003
			POSSIBLE SEPARATION FOR ABSENT WITHOUT LEAVE	5-A-10-4	A	8/1/2003
		RECALL ORDER FROM ADVERSE ACTION FURLOUGH	AGENCY RECALLS EMPLOYEES WITHOUT REGARD TO RETENTION STANDING	5-A-10-3	A	8/1/2003
		RECALL ORDER FROM RIF FURLOUGH	AGENCY RECALLS EMPLOYEES BASED ON HIGHEST RETENTION STANDING	5-A-10-1	A	8/1/2003
			AGENCY USES COMPETITIVE LEVEL FOR RECALL ORDER	5-A-10-1	A	8/1/2003
	SELECTING EMPLOYEES FOR RELEASE	SUBSEQUENT RIF ACTION	NEW MINIMUM 60 DAYS RIF NOTICE PERIOD	5-A-10-2	A	8/1/2003
			NEW RIF ACTION	5-A-10-2	A	8/1/2003
		RIF PROCEDURES	AGENCY MUST DETERMINE WHETHER EMPLOYEE HAS ASSIGNMENT RIGHT	5-A-5-1	A	8/1/2003
			AGENCY MUST ESTABLISH COMPETITIVE LEVEL	5-A-5-1	A	8/1/2003
			AGENCY MUST PLAN TO RECALL FURLOUGHED EMPLOYEE TO SAME POSITION	5-A-5-2	A	8/1/2003
			RIF PROCEDURES-1 YEAR TIME LIMIT	1 YEAR MAXIMUM TIME LIMIT FOR RIF FURLOUGH	5-A-5-2-(a)	A
			1 YEAR TIME LIMIT APPLIES TO CONTINUOUS AND DISCONTINUOUS FURLOUGH	5-A-5-2-(b)	A	8/1/2003

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5	FURLOUGH SELECTING EMPLOYEES FOR RELEASE	RIF PROCEDURES-1 YEAR TIME LIMIT	BEGINS ON FIRST DAY OF FURLOUGH	5-A-5-2-(c)	A	8/1/2003
			ENDS ON LAST DAY OF FURLOUGH	5-A-5-2-(c)	A	8/1/2003
		RIF PROCEDURES-ASSIGNMENT RIGHT IN CONTINUOUS RIF FURLOUGH	NO ASSIGNMENT RIGHT BASED ON LESS THAN 90 DAYS FURLOUGH	5-A-6-4	A	8/1/2003
		RIF PROCEDURES-ASSIGNMENT RIGHT IN DISCONTINUOUS RIF FURLOUGH	NO ASSIGNMENT RIGHT BASED ON DISCONTINUOUS RIF FURLOUGH	5-A-6-5	A	8/1/2003
		RIF PROCEDURES- CONSIDERATION OF UNDUE INTERRUPTION IN RIF FURLOUGH	DISPLACEMENT OF FURLOUGHED EMPLOYEE TO DIFFERENT COMPETITIVE LEVEL	5-A-6-3-(b)(1)	A	8/1/2003
			RECALL OF DISPLACED EMPLOYEES FROM ASSIGNMENT DURING FURLOUGH	5-A-6-3-(b)(2)	A	8/1/2003
		RIF PROCEDURES- ESTABLISHING COMPETITIVE LEVELS	AGENCY ESTABLISHES COMPETITIVE LEVELS BEFORE RIF FURLOUGH	5-A-5-3	A	8/1/2003
			REFERENCE TO RIH MODULE 3	5-A-5-3	A	8/1/2003
			SAME COMPETITIVE LEVELS USED WITH SEPARATIONS AND DOWNGRADINGS	5-A-5-3	A	8/1/2003
		RIF PROCEDURES-POTENTIAL RIGHT OF ASSIGNMENT TO ANOTHER POSITION	RIF FURLOUGH ONLY IF EMPLOYEE HAS NO ASSIGNMENT RIGHT	5-A-6-2	A	8/1/2003
		RIF PROCEDURES-RELEASE FROM COMPETITIVE LEVEL.	NO RIF SEPARATION IF LOWER EMPLOYEE IS ON FURLOUGH FROM SAME LEVEL	5-A-5-4-(a)	A	8/1/2003
			RELEASE OF ALL NONCOMPETING EMPLOYEES BEFORE COMPETING EMPLOYEES	5-A-5-4-(b)	A	8/1/2003

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5	FURLOUGH	SELECTING EMPLOYEES FOR RELEASE	RIF PROCEDURES-RELEASE FROM COMPETITIVE LEVEL.	RELEASE OF COMPETING EMPLOYEES IN INVERSE RETENTION ORDER	5-A-5-4-(b)	A	8/1/2003	
			RIF PROCEDURES-RIF FURLOUGH ACTION	ONLY IF EMPLOYEE OFFER OF RIF ASSIGNMENT	5-A-6-1-(b)	A	8/1/2003	
			RIF REGULATIONS REQUIRED-FURLOUGH	MORE THAN 23 DISCONTINUOUS WORKDAYS	5-A-5-1	A	8/1/2003	
	TERMINOLOGY-FURLOUGH			MORE THAN 30 CONSECUTIVE CALENDAR DAYS	5-A-5-1	A	8/1/2003	
			DEFINITION	UNDUE INTERRUPTION	5-A-6-3	A	8/1/2003	
			DEFINITION-CONTINUOUS ADVERSE ACTION FURLOUGH	LESS THAN 31 CONSECUTIVE CALENDAR DAYS	5-A-3-2-(b)	A	8/1/2003	
			DEFINITION-CONTINUOUS RIF FURLOUGH	MORE THAN 30 CONSECUTIVE CALENDAR DAYS	5-A-3-1-(a)	A	8/1/2003	
			DEFINITION-DISCONTINUOUS ADVERSE ACTION FURLOUGH	LESS THAN 23 DISCONTINUOUS WORKDAYS	5-A-3-2-(a)	A	8/1/2003	
			DEFINITION-DISCONTINUOUS RIF FURLOUGH	MORE THAN 23 DISCONTINUOUS WORKDAYS	5-A-3-1-(b)	A	8/1/2003	
			EXPLANATION-DISCONTINUOUS FURLOUGH	SAME FURLOUGH PROCEDURES APPLY TO CONTINUOUS AND DISCONTINUOUS	5-A-3-3	A	B	8/1/2003
8	ICTAP	AGENCY CTAP PLANS		SOME OR ALL FURLOUGH DAYS ARE NONCONSECUTIVE	5-A-3-3	A	B	8/1/2003
			CAREER TRANSITION SERVICES-EMPLOYEES ELIGIBLE FOR SERVICES	ALL SURPLUS AND DISPLACED COMPETITIVE SERVICE EMPLOYEES	8-A-8-1-(b)	A	10/1/2002	
				ALL SURPLUS AND DISPLACED EXCEPTED SERVICE EMPLOYEES	8-A-8-1-(b)	A	10/1/2002	
			CAREER TRANSITION SERVICES-TRANSITION SERVICES REQUIRED IN PLAN	ALL SURPLUS AND DISPLACED SES EMPLOYEES	8-A-8-1-(b)	A	10/1/2002	
				ORIENTATION SESSION ON CTAP AND ICTAP	8-A-8-1-(b)	A	10/1/2002	

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8 ICTAP	AGENCY CTAP PLANS	CAREER TRANSITION SERVICES- TRANSITION SERVICES REQUIRED IN PLAN	ORIENTATION SESSION ON ICTAP	8-A-8-3	A	10/1/2002
		OPM REQUIREMENT	AGENCY MUST SEND APPROVED CTAP PLAN TO OPM	8-A-8-1-(a)	A	10/1/2002
	APPEALS-ICTAP (INCLUDING GRIEVANCES AND COMPLAINTS)	NO RIGHT TO APPEAL ICTAP ISSUE TO MSPB	MSPB APPELLATE JURISDICTION DEFINED BY STATUTE AND REGULATIONS	8-A-15-2	A	10/1/2002
		OPM OVERSIGHT OF ICTAP	OPM IS RESPONSIBLE FOR OVERSIGHT OF ICTAP PROGRAM	8-A-15-1	A	10/1/2002
			OPM MAY REVIEW AN AGENCY'S ICTAP ACTIVITY	8-A-15-1-(a)	A	10/1/2002
			OPM PROVIDES TECHNICAL ASSISTANCE TO AGENCIES ON ICTAP	8-A-15-1-(b)	A	10/1/2002
		OPTION-OTHER POSSIBLE PROCEDURES FOR ICTAP DISPUTES	COMPLAINT THROUGH EEO PROCESS	8-A-15-3-(b)	A	10/1/2002
			COMPLAINT TO HIRING AGENCYS INSPECTOR GENERAL	8-A-15-3-(a)	A	10/1/2002
			PROHIBITED PERSONNEL PRACTICE COMPLAINT TO SPECIAL COUNSEL	8-A-15-3-(c)	A	10/1/2002
	BACKGROUND AND PURPOSE OF ICTAP	OTHER SELECTION PRIORITY PROGRAMS-INTERAGENCY PLACEMENT PROGRAM	5 CFR 330-C REMOVED BY JUNE 4, 20066 FR 29895 REGULATIONS	8-A-2-3	A	10/1/2002
		OTHER SELECTION PRIORITY PROGRAMS-REEMPLOYMENT PRIORITY LIST	DISPLACED EMPLOYEES HAVE SELECTION PRIORITY OVER OUTSIDE HIRES	8-A-2-4	A	10/1/2002
		PURPOSE OF CTAP	ACTIVELY ASSIST ALL SURPLUS AND DISPLACED EMPLOYEES	8-A-2-1-(a)	A	10/1/2002
			INTRA-AGENCY SELECTION PRIORITY FOR DISPLACED COMPETITIVE EMPLOYEES	8-A-2-1-(b)	A	10/1/2002

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8	ICTAP	BACKGROUND AND PURPOSE OF ICTAP	PURPOSE OF ICTAP	EMPLOYEE EMPOWERMENT APPROACH TO RECEIVE SELECTION PRIORITY	8-A-1-4-(a)	A	10/1/2002
				INTERAGENCY SELECTION PRIORITY FOR DISPLACED COMPETITIVE EMPLOYEES	8-A-2-1-(b)	A	10/1/2002
	DC GOVERNMENT CORRECTIONS EMPLOYEES	ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION	1 YEAR AFTER CLOSING OF LORTON CORRECTIONAL COMPLEX	8-A-17-6-(a)	A	10/1/2002	
			1 YEAR AFTER CLOSING OF LORTON CORRECTIONAL COMPLEX	8-A-17-6	A	10/1/2002	
			DATE AGENCY CANCELS OTHER SEPARATION NOTICE BY NON-CONDUCT ACTION	8-A-17-6-(b)		10/1/2002	
			DATE AGENCY CANCELS RIF SEPARATION NOTICE	8-A-17-6-(b)	A	10/1/2002	
			DATE BEFORE RIF OR SIMILAR ACTION EMPLOYEE SEPARATES BY RESIGNATION	8-A-17-6-(d)	A	10/1/2002	
			DATE BEFORE RIF OR SIMILAR ACTION EMPLOYEE SEPARATES BY RETIREMENT	8-A-17-6-(d)	A	10/1/2002	
			DATE EMPLOYEE ACCEPTS GROUP I OR II COMPETITIVE POSITION IN ANY AGENCY	8-A-17-6-(c)	A	10/1/2002	
			DATE EMPLOYEE ACCEPTS GROUP I OR II EXCEPTED POSITION IN ANY AGENCY	8-A-17-6-(c)	A	10/1/2002	
			DATE EMPLOYEE SEPARATES BY INVOLUNTARY ACTION NOT RELATED TO CLOSURE	8-A-17-6-(e)	A	10/1/2002	
			ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION IN SPECIFIC AGENCY	DATE EMPLOYEE DECLINES GROUP I OR II EXCEPTED POSITION IN AGENCY	8-A-17-6-(f)-(1)	A	10/1/2002

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8 ICTAP	DC GOVERNMENT CORRECTIONS EMPLOYEES	ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION IN SPECIFIC AGENCY	DATE EMPLOYEE FAILS TO RESPOND TO OFFER OR INQUIRY FROM AGENCY	8-A-17-6-(f)-(2)	A	10/1/2002
		ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION-IN SPECIFIC AGENCY	DATE EMPLOYEE DECLINES GROUP I OR II COMPETITIVE POSITION IN AGENCY	8-A-17-6-(f)-(1)	A	10/1/2002
		EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION FOUR	MUST BE FOUND QUALIFIED FOR VACANCY	8-A-17-3-(d)	A	10/1/2002
		EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION ONE	RECEIVED RIF-RELATED SEPARATION NOTICE FROM LORTON CLOSURE	8-A-17-3-(a)-(1)	A	10/1/2002
		EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION THREE	FILES APPLICATION APPLICATION WITHIN APPLICABLE TIME FRAME	8-A-17-3-(c)	A	10/1/2002
		EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION TWO	HAS NOT BEEN APPOINTED TO GROUP I OR II BOP POSITION	8-A-17-3-(b)	A	10/1/2002
	ELIGIBILITY FOR ICTAP PRIORITY	BEGINNING DATE OF ICTAP ELIGIBILITY	DATE AGENCY IS UNABLE TO RESTORE VIA THE RPL UNDER 5 CFR 330.204	8-A-6-2	A	10/1/2002
			DATE EMPLOYEE RECEIVES RIF SEPARATION NOTICE	8-A-6-1	A	10/1/2002
			DATE OF GUARD'S DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR 8456	8-A-6-5	A	10/1/2002
			DATE OF NOTICE THAT DISABILITY ANNUITY IS OR WILL BE TERMINATED	8-A-6-3	A	10/1/2002
			DATE OF PROPOSED SEPARATION NOTICE FOR DECLINING RELOCATION	8-A-6-4	A	10/1/2002
			DATE OF RESERVIST'S DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR 8456	8-A-6-5	A	10/1/2002
			ENDING DATE OF ICTAP ELIGIBILITY	1 YEAR FOLLOWING RIF SEPARATION DATE	8-A-7-1	A

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8	ICTAP	ELIGIBILITY FOR ICTAP PRIORITY	ENDING DATE OF ICTAP ELIGIBILITY	1 YEAR FOLLOWING SEPARATION DATE FOR DECLINING RELOCATION	8-A-7-2	A	10/1/2002
			1 YEAR FROM DATE AGENCY IS UNABLE TO RESTORE FROM COMPENSABLE INJURY	8-A-7-3	A	10/1/2002	
			1 YEAR FROM DATE OF DISABILITY ANNUITY TERMINATION NOTICE	8-A-7-4	A	10/1/2002	
			DATE AGENCY ACCEPTS RESIGNATION APPLICATION FROM DISPLACED EMPLOYEE	8-A-7-8	A	10/1/2002	
			DATE AGENCY ACCEPTS RETIREMENT APPLICATION FROM DISPLACED EMPLOYEE	8-A-7-8	A	10/1/2002	
			DATE BEFORE ACTION EMPLOYEE SEPARATES BY NON-DSR RETIREMENT	8-A-7-7	A	10/1/2002	
			DATE BEFORE ACTION EMPLOYEE SEPARATES BY RESIGNATION	8-A-7-7	A	10/1/2002	
			DATE BEFORE ACTION EMPLOYEE SEPARATES BY TRANSFER	8-A-7-7	A	10/1/2002	
			DATE BEFORE ACTION RIF SEPARATION NOTICE IS CANCELED	8-A-7-6-(a)	A	10/1/2002	
			DATE BEFORE ACTION SEPARATION NOTICE FOR RELOCATION IS CANCELED	8-A-7-6-(b)	A	10/1/2002	
			DATE BEFORE RIF EMPLOYEE ACCEPTS TIME-LIMITED POSITION IN ANY AGENCY	8-A-7-5	A	10/1/2002	
			DATE EMPLOYEE ACCEPTS GROUP I OR II COMPETITIVE POSITION IN ANY AGENCY	8-A-7-5	A	10/1/2002	

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8	ICTAP	ELIGIBILITY FOR ICTAP PRIORITY	ENDING DATE OF ICTAP ELIGIBILITY	DATE EMPLOYEE ACCEPTS GROUP I OR II EXCEPTED POSITION IN ANY AGENCY	8-A-7-5	A	10/1/2002	
			ENDING DATE OF ICTAP ELIGIBILITY-5 CFR 330-D RESTRICTED POSITIONS	2 YEARS FROM RIF SEPARATION DATE UNDER A-76 CONTRACTING OUT OF WORK	8-A-7-11	A	10/1/2002	
			ENDING DATE OF ICTAP ELIGIBILITY-AGENCY OPTION	DATE EMPLOYEE DECLINES GROUP I OR II COMPETITIVE POSITION IN AGENCY	8-A-7-9	A	10/1/2002	
				DATE EMPLOYEE DECLINES GROUP I OR II EXCEPTED POSITION IN AGENCY	8-A-7-9	A	10/1/2002	
				DATE EMPLOYEE FAILS TO RESPOND TO AGENCY INQUIRY FOR POSITION	8-A-7-10	A	10/1/2002	
			ENDING DATE OF ICTAP ELIGIBILITY-EXCEPTION RETAINS ICTAP ELIGIBILITY	EMPLOYEE ACCEPTS TIME-LIMITED POSITION IN ANY AGENCY AFTER SEPARATION	8-A-7-5	A	10/1/2002	
			MANDATORY CONDITIONS-EMPLOYEE	FILES APPLICATION WITHIN APPLICABLE TIME FRAME	8-A-5-6	A	10/1/2002	
				MUST BE WELL-QUALIFIED FOR VACANCY	8-A-5-8	A	10/1/2002	
				MUST HAVE CURRENT PERFORMANCE APPRAISAL OF LEVEL III OR HIGHER	8-A-5-3	A	10/1/2002	
				MUST MEET DEFINITION OF DISPLACED EMPLOYEE	8-A-5-2	A	10/1/2002	
				PROVIDES PROOF OF ICTAP ELIGIBILITY	8-A-5-7	A	10/1/2002	
				MANDATORY CONDITIONS-EXCEPTION FOR EMPLOYEE	NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON COMPENSABLE INJURY	8-A-5-3-(a)-(1)	A	10/1/2002
					NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON DISABILITY ANNUITY	8-A-5-3-(a)-(2)	A	10/1/2002

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8	ICTAP	ELIGIBILITY FOR ICTAP PRIORITY	MANDATORY CONDITIONS- EXCEPTION FOR EMPLOYEE	NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON MILITARY RESERVE TECH	8-A-5-3-(a)-(3)	A	10/1/2002		
				NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON NATIONAL GUARD TECH	8-A-5-3-(a)-(3)	A	10/1/2002		
				NO PERFORMANCE APPRAISAL IN POSITION EXCLUDED BY OPM ACTION	8-A-5-3-(b)	A	10/1/2002		
				NO PERFORMANCE APPRAISAL IN POSITION EXCLUDED BY REGULATION	8-A-5-3-(b)	A	10/1/2002		
			MANDATORY CONDITIONS- VACANCY	EMPLOYEE MUST APPLY FOR VACANCY	8-A-5-4	A	10/1/2002		
				VACANCY HAS NO GREATER POTENTIAL THAN EMPLOYEE'S PRESENT POSITION	8-A-5-4-(b)	A	10/1/2002		
				VACANCY IS AT OR BELOW GRADE LEVEL OF EMPLOYEE'S PRESENT POSITION	8-A-5-4-(a)	A	10/1/2002		
				VACANCY IS IN SAME LOCAL COMMUTING AREA AS RIF ACTION	8-A-5-5	A	10/1/2002		
				ELIGIBILITY FOR ICTAP PRIORITY-FROM COMPETITIVE SERVICE POSITION	DISPLACED COMPETITIVE SERVICE EMPLOYEE- COMPENSABLE INJURY	COMPENSATION FOR INJURY HAS TERMINATED	8-A-4-5-(b)	A	10/1/2002
						FORMER AGENCY IS UNABLE TO RESTORE VIA THE RPL UNDER 5 CFR 330.204	8-A-4-5-(c)	A	10/1/2002
	WAS SEPARATED BECAUSE OF COMPENSABLE INJURY OR ILLNESS	8-A-4-5-(a)	A			10/1/2002			
	DISPLACED COMPETITIVE SERVICE EMPLOYEE-DISABILITY ANNUITY	DISABILITY ANNUITY IS OR WILL BE TERMINATED	8-A-4-6-(b)			A	10/1/2002		

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8	ICTAP ELIGIBILITY FOR ICTAP PRIORITY-FROM COMPETITIVE SERVICE POSITION	DISPLACED COMPETITIVE SERVICE EMPLOYEE-DISABILITY ANNUITY	RETIRED UNDER DISABILITY ANNUITY	8-A-4-6-(a)	A	10/1/2002
		DISPLACED COMPETITIVE SERVICE EMPLOYEE-DSR RETIREMENT	EMPLOYEE RECEIVED SPECIFIC NOTICE OF RIF SEPARATION	8-A-4-8-(a)	A	10/1/2002
			EMPLOYEE RETIRED UNDER DISCONTINUED SERVICE RETIREMENT OPTION	8-A-4-8-(b)	A	10/1/2002
			EMPLOYEE WHO RETIRED ON DSR ABOLISHMENT NOTICE NOT ICTAP ELIGIBLE	8-A-4-8-(b)	A	10/1/2002
		DISPLACED COMPETITIVE SERVICE EMPLOYEE-MILITARY RESERVE TECHNICIAN	IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR 8456	8-A-4-9	A	10/1/2002
		DISPLACED COMPETITIVE SERVICE EMPLOYEE-NATIONAL GUARD TECHNICIAN	IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR 8456	8-A-4-9	A	10/1/2002
		DISPLACED COMPETITIVE SERVICE EMPLOYEE- NONQUALIFYING NOTICE	CES	8-A-4-1-(c)	A	10/1/2002
		DISPLACED COMPETITIVE SERVICE EMPLOYEE- NONQUALIFYING POSITION	ADMINISTRATIVE LAW JUDGE	8-A-4-1	A	10/1/2002
			SENIOR LEVEL POSITION UNDER 5 CFR 334-E	8-A-4-1	A	10/1/2002
		DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING NOTICE	A DISPLACED EMPLOYEE INCLUDES AN EMPLOYEE WHO DECLINED A RIF OFFER	8-A-4-1-(a)	A	10/1/2002
			DOD EMPLOYEE WHO SEPARATES VIA VOLUNTARY RIF UNDER 5 U.S.C. 3502(f)	8-A-4-1-(b)	A	10/1/2002
			FINAL NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-2	A	10/1/2002

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8 ICTAP	ELIGIBILITY FOR ICTAP PRIORITY-FROM COMPETITIVE SERVICE POSITION	DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING NOTICE	PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-2	A	10/1/2002	
			RIF SEPARATION NOTICE	8-A-4-1	A	10/1/2002	
			HOLDS COMPETITIVE SERVICE GS-15 OR LOWER POSITION	8-A-4-1	A	10/1/2002	
		DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING POSITION	HOLDS COMPETITIVE SERVICE TENURE GROUP I OR GROUP II POSITION	8-A-4-1	A	10/1/2002	
			EMPLOYEE RECEIVED SPECIFIC NOTICE OF RIF SEPARATION	8-A-4-7-(a)	A	10/1/2002	
			EMPLOYEE RETIRED ON RIF EFFECTIVE DATE	8-A-4-7-(b)	A	10/1/2002	
			DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING NOTICE	8-A-4-10-(c)	A	10/1/2002	
	ELIGIBILITY FOR ICTAP PRIORITY-FROM EXCEPTED SERVICE POSITION	DISPLACED EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	FINAL NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-10-(c)	A	10/1/2002	
			PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-10-(c)	A	10/1/2002	
			RIF SEPARATION NOTICE	8-A-4-10-(c)	A	10/1/2002	
	ICTAP APPLICATION PROCEDURES	EMPLOYEE RESPONSIBILITY	DISPLACED EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	HOLDS EXCEPTED SERVICE GS-15 OR LOWER POSITION WITHOUT TIME LIMIT	8-A-4-10-(a)	A	10/1/2002
			ICTAP ONLY IF ELIGIBLE FOR STATUTORY NONCOMPETITIVE APPOINTMENT	8-A-4-10-(b)	A	10/1/2002	
			APPLICATION INCLUDES PROOF OF ICTAP ELIGIBILITY	8-A-12-1-(b)	A	10/1/2002	
			APPLIES FOR POSITION IN SAME LOCAL COMMUTING AREA	8-A-12-1-(a)	A	10/1/2002	
FILES APPLICATION WITHIN APPLICABLE TIME DEADLINE			8-A-12-1-(b)	A	10/1/2002		

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8	ICTAP	ICTAP APPLICATION PROCEDURES	ENDING DATE OF ICTAP ELIGIBILITY	ICTAP ELIGIBILITY CONTINUES THROUGH LIFE OF VACANCY ANNOUNCEMENT	8-A-12-2	A	10/1/2002
			ICTAP SELECTIONS-AGENCY RESPONSIBILITY	MUST SELECT CTAP ELIGIBLE EMPLOYEE BEFORE EXTERNAL CANDIDATES	8-A-14-2	A	10/1/2002
			ICTAP SELECTIONS-EXCEPTIONS FOR EMPLOYEES OF SAME AGENCY	SELECTION FROM CTAP ELIGIBLE	8-A-14-6-(b)	A	10/1/2002
				SELECTION FROM OTHER CURRENT AGENCY EMPLOYEES	8-A-14-6-(c)	A	10/1/2002
				SELECTION FROM RPL	8-A-14-6-(a)	A	10/1/2002
		ICTAP SELECTIONS-ICTAP ELIGIBILITY ONLY APPLIES TO OTHER AGENCIES		ICTAP ELIGIBLE EMPLOYEE HAS NO ICTAP RIGHTS TO FORMER AGENCY	8-A-14-6	A	10/1/2002
		ICTAP SELECTIONS-NO ICTAP ELIGIBLE EMPLOYEES APPLY		AGENCY MAKES SELECTION FROM AMONG ALL APPLICANTS	8-A-14-4	A	10/1/2002
		ICTAP SELECTIONS-NO ICTAP ELIGIBLE EMPLOYEES ARE WELL-QUALIFIED		AGENCY MAKES SELECTION FROM AMONG ALL APPLICANTS	8-A-14-5	A	10/1/2002
		ICTAP SELECTIONS-TWO OR MORE ICTAP ELIGIBLE EMPLOYEES		AGENCY MAKES SELECTION FROM ICTAP ELIGIBLES	8-A-14-3	A	10/1/2002
		PROOF OF ICTAP ELIGIBILITY		AGENCY STATES IT IS UNABLE TO RESTORE VIA THE RPL UNDER 5 CFR 330.204	8-A-13-6	A	10/1/2002
				DOCUMENTATION OF DSR AFTER RECEIPT OF RIF SEPARATION NOTICE	8-A-13-9	A	10/1/2002
				DOCUMENTATION OF RETIREMENT ON RIF SEPARATION EFFECTIVE DATE	8-A-13-8	A	10/1/2002
				NOTICE OF TERMINATION OF DISABILITY ANNUITY	8-A-13-7	A	10/1/2002

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8 ICTAP	ICTAP APPLICATION PROCEDURES	PROOF OF ICTAP ELIGIBILITY	PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-13-4	A	10/1/2002	
			RIF SEPARATION NOTI CE	8-A-13-2	A	10/1/2002	
			SF-50 EVIDENCING REMOVAL FOR DECLINING RELOCATION	8-A-13-5	A	10/1/2002	
			SF-50 EVIDENCING RIF SEPARATION	8-A-13-3	A	10/1/2002	
			IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR 8456	8-A-13-10	A	10/1/2002	
		PROOF OF ICTAP ELIGIBILITY-MILITARY RESERVE TECHNICIAN	IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR 8456	8-A-13-10	A	10/1/2002	
		ICTAP SELECTIONS-EXCEPTIONS TO ORDER OF SELECTION	ACTION UNDER INTERGOVERNMENTAL PERSONNEL ACT	ACTION TAKEN UNDER AUTHORITY OF 5 CFR 334	8-A-10-20	A	10/1/2002
			APPOINTMENT OF DISABLED VETERANS (NCLUDING CP, CPS, AND XP)	NOT SUBJECT TO ICTAP	8-A-10-5	A	10/1/2002
			APPOINTMENT TO EXCEPTED SERVICE POSITION	EXCEPTED SERVICE POSITIONS ARE NOT COVERED BY ICTAP	8-A-10-9	A	10/1/2002
				INCLUDES ALL EXCEPTED SERVICE APPOINTMENTS	8-A-10-9	A	10/1/2002
	CTAP SELECTIONS		NOT SUBJECT TO ICTAP	8-A-10-2	A	10/1/2002	
		DC GOVERNMENT CORRECTIONS EMPLOYEES	DISPLACED EMPLOYEES ELIGIBLE UNDER P.L. 105-274	8-A-10-26	A	10/1/2002	
		DETAIL ACTION-INTERAGENCY	FILLING OF POSITION UNDER APPROPRIATE DETAIL AUTHORITY	8-A-10-21	A	10/1/2002	
		DOD SPOUSE PREFERENCE ELIGIBLES	APPOINTMENT UNDER AUTHORITY OF 10 U.S.C. 1784	8-A-10-27	A	10/1/2002	
		EXCEPTED POSITIONS BROUGHT INTO COMPETITIVE SERVICE	CONVERSION TO COMPETITIVE COVERED BY 5 CFR 316.701(b)	8-A-10-17	A	10/1/2002	

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8 ICTAP	ICTAP SELECTIONS- EXCEPTIONS TO ORDER OF SELECTION	EXTENSION OF TEMPORARY APPOINTMENT UP TO TOTAL PERIOD ALLOWED	VACANCY ANNOUNCEMENT MUST STATE EXTENSION WAS POSSIBLE	8-A-10-14	A	10/1/2002
		EXTENSION OF TERM APPOINTMENT UP TO TOTAL PERIOD ALLOWED	VACANCY ANNOUNCEMENT MUST STATE EXTENSION WAS POSSIBLE	8-A-10-14	A	10/1/2002
		FORMAL TRIAL RETIREMENT PROGRAM	FORMER EMPLOYEE MUST APPLY FOR REEMPLOYMENT WITHIN TIME LIMITS	8-A-10-12	A	10/1/2002
		INTERNAL MOVEMENT OF CURRENT AGENCY EMPLOYEES	COVERS INSERVICE PLACEMENT ACTIONS	8-A-10-4	A	10/1/2002
		JOB SWAPS-INTERAGENCY	JOB SWAP PLAN MUST BE APPROVED BY OPM	8-A-10-22	A	10/1/2002
			POSITION MUST NOT HAVE HIGHER GRADE	8-A-10-22	A	10/1/2002
			POSITION MUST NOT HAVE HIGHER PROMOTION POTENTIAL	8-A-10-22	A	10/1/2002
		NONCOMPETITIVE CONVERSION FROM EXCEPTED POSITION	EXCEPTED APPOINTMENT MUST PROVIDE FOR NONCOMPETITIVE CONVERSION	8-A-10-10-(a)	A	10/1/2002
		NONCOMPETITIVE CONVERSION OF POSITION INTO COMPETITIVE SERVICE	GOVERNMENT ASSUMPTION OF PRIVATE ENTERPRISE COVERED BY 5 CFR 316.701	8-A-10-16	A	10/1/2002
			GOVERNMENT ASSUMPTION OF PUBLIC ENTERPRISE COVERED BY 5 CFR 316.701	8-A-10-16	A	10/1/2002
		NONCOMPETITIVE INTERAGENCY MOVEMENT OF EMPLOYEES	INTERAGENCY MASS TRANSFER	8-A-10-11	A	10/1/2002
			INTERAGENCY REALIGNMENT	8-A-10-11	A	10/1/2002
			INTERAGENCY TRANSFER OF FUNCTION	8-A-10-11	A	10/1/2002
		OFFER OF POSITION IN SETTLEMENT OF DISPUTE	EXCEPTION DOES NOT APPLY TO INFORMAL COMPLAINT STATE	8-A-10-13	A	10/1/2002

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8	ICTAP	ICTAP SELECTIONS- EXCEPTIONS TO ORDER OF SELECTION	OFFER OF POSITION IN SETTLEMENT OF DISPUTE	FINAL SETTLEMENT OF FORMAL ACTION SUBJECT TO THIRD PARTY DECISION	8-A-10-13	A	10/1/2002
			PLACEMENT OF SES MEMBER INTO DIFFERENT PERSONNEL SYSTEM	PLACEMENT IS AUTHORIZED BY 5 U.S.C. 3594 AS GUARANTEED PLACEMENT	8-A-10-19	A	10/1/2002
			POSITIONS RESTRICTED TO VETERANS	POSITIONS RESTRICTED UNDER 5 U.S.C. 3310	8-A-10-28	A	10/1/2002
			REAPPOINTMENT TO SPECIAL SKILLS POSITION	HARD-TO-FILL POSITIONS REQUIRE UNIQUE SKILLS AND EXPERIENCE	8-A-10-15	A	10/1/2002
			REEMPLOYMENT RIGHTS	INCLUDES EMPLOYEES WITH STATUTORY OR REGULATORY REEMPLOYMENT RIGHTS	8-A-10-6	A	10/1/2002
			REINSTATEMENT-INTERAGENCY OF ICTAP ELIGIBLE EMPLOYEE	EMPLOYEE MUST NOT HAVE SEPARATED BECAUSE OF PERFORMANCE OR CONDUCT	8-A-10-24-(b)	A	10/1/2002
				POSITION MUST NOT HAVE HIGHER PROMOTION POTENTIAL	8-A-10-24-(a)	A	10/1/2002
			RIF ACTION	ACTION TAKEN UNDER AUTHORITY OF 5 CFR 351	8-A-10-8	A	10/1/2002
			RPL SELECTIONS	NOT SUBJECT TO ICTAP	8-A-10-3	A	10/1/2002
			TEMPORARY APPOINTMENTS OF LESS THAN 121 DAYS	121 DAY LIMIT INCLUDES ALL EXTENSIONS OF TEMPORARY APPOINTMENT	8-A-10-7	A	10/1/2002
			TRANSFER OF FUNCTION ACTION	ACTION TAKEN UNDER AUTHORITY OF 5 CFR 351-C	8-A-10-8	A	10/1/2002
			TRANSFER-INTERAGENCY OF ICTAP ELIGIBLE EMPLOYEE	EMPLOYEE MUST NOT HAVE SEPARATED BECAUSE OF PERFORMANCE OR CONDUCT	8-A-10-23-(b)	A	10/1/2002
				POSITION MUST NOT HAVE HIGHER PROMOTION POTENTIAL	8-A-10-23-(a)	A	10/1/2002
			VARIATION OF OPM REGULATIONS	VARIATION UNDER AUTHORITY OF CIVIL SERVICE RULE 5 CFR 5.1	8-A-10-18	A	10/1/2002

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8	ICTAP	ICTAP SELECTIONS-EXCEPTIONS TO ORDER OF SELECTION	VOLUNTARY INTERAGENCY TRANSFER UNDER MEMORANDUM OF UNDERSTANDING	BOTH AGENCIES AND ALL TRANSFERRING EMPLOYEES MUST AGREE TO TRANSFER	8-A-10-25	A	10/1/2002
		ICTAP SELECTIONS-ORDER OF SELECTION	AGENCY RESPONSIBILITY-FIRST IN ORDER-MANDATORY	AGENCY SELECTS RPL ELIGIBLES BEFORE OTHER EXTERNAL CANDIDATES	8-A-9-1-(a)	A	10/1/2002
			AGENCY RESPONSIBILITY-FOURTH IN ORDER-OPTION	ANY OTHER CANDIDATE FOR POSITION	8-A-9-1-(d)	A	10/1/2002
			AGENCY RESPONSIBILITY-SECOND IN ORDER-OPTION	AGENCY SELECTS DISPLACED EMPLOYEES BEFORE OTHER EXTERNAL CANDIDATES	8-A-9-1-(b)	A	10/1/2002
			AGENCY RESPONSIBILITY-THIRD IN ORDER-MANDATORY	DISPLACED DC CORRECTIONS EMPLOYEES ELIGIBLE UNDER 5 CFR 330-K	8-A-9-1-(c)-(2)	A	10/1/2002
				DISPLACED EMPLOYEES ELIGIBLE FOR ICTAP	8-A-9-1-(c)-(1)	A	10/1/2002
		COVERED ACTIONS		AGENCY MUST CLEAR ICTAP BEFORE EMPLOYING PRIVATE SECTOR TEMPORARIES	8-A-9-3	A	10/1/2002
				COMPETITIVE APPOINTMENTS FROM DELEGATED EXAMINING AUTHORITY	8-A-9-2-(a)	A	10/1/2002
				COMPETITIVE APPOINTMENTS FROM OPM REGISTERS	8-A-9-2-(a)	A	10/1/2002
				INTERAGENCY TRANSFER OF EMPLOYEES	8-A-9-2-(c)	A	10/1/2002
				NONCOMPETITIVE APPOINTMENTS TO THE FEDERAL SERVICE	8-A-9-2-(b)	A	10/1/2002
				REINSTATEMENT OF EMPLOYEES	8-A-9-2-(d)	A	10/1/2002
				TIME-LIMITED COMPETITIVE APPOINTMENTS OF 121 DAYS OR MORE	8-A-9-2-(e)	A	10/1/2002

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8 ICTAP	ICTAP SELECTIONS-ORDER OF SELECTION	COVERED ACTIONS-EXCEPTION	INTERAGENCY TRANSFER OF EMPLOYEES BY MASS TRANSFER	8-A-9-2-(c)	A	10/1/2002	
			INTERAGENCY TRANSFER OF EMPLOYEES BY REALIGNMENT	8-A-9-2-(c)	A	10/1/2002	
			INTERAGENCY TRANSFER OF EMPLOYEES BY TRANSFER OF FUNCTION	8-A-9-2-(c)	A	10/1/2002	
			REINSTATEMENT OF DISPLACED FORMER EMPLOYEES AS AGENCY OPTION	8-A-9-2-(d)	A	10/1/2002	
			TIME-LIMITED COMPETITIVE APPOINTMENTS OF 120 DAYS OR LESS	8-A-9-2-(e)	A	10/1/2002	
			LEGAL BASIS FOR INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN	PRESENT REGULATORY AUTHORIZATION	ICTAP REGULATIONS PUBLISHED IN SUBPART 5 CFR 330-G	8-A-2-1-(b)	A
	NOTICE-ICTAP		SUNSET DATE-ORIGINAL	ORIGINAL SUNSET DATE WAS SEPTEMBER 30, 1997	8-A-2-2	A	10/1/2002
			SUNSET DATE-REMOVED BY JUNE 4, 20066 FR 29895 REGULATIONS	INTERIM 330-G REGULATIONS REMOVED ICTAP SUNSET DATE	8-A-2-2	A	10/1/2002
			SUNSET DATE-REVISED	FIRST REVISED SUNSET DATE WAS SEPTEMBER 30, 1999	8-A-2-2	A	10/1/2002
				SECOND REVISED SUNSET DATE WAS SEPTEMBER 30, 2001	8-A-2-2	A	10/1/2002
			AGENCY RESPONSIBILITY-ADVISE ICTAP APPLICANTS IN WRITING	AGENCY DECISION TO SELECT DIFFERENT SURPLUS OR DISPLACED APPLICANT	8-A-8-6-(b)	A	10/1/2002
				RESULTS OF ICTAP	8-A-8-6	A	10/1/2002
				RESULTS OF SECOND REVIEW OF NOT WELL-QUALIFIED DETERMINATION	8-A-8-6-(a)	A	10/1/2002

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8	ICTAP	NOTICE-ICTAP	AGENCY RESPONSIBILITY- ADVISE ICTAP APPLICANTS IN WRITING	WHETHER OR NOT ICTAP APPLICANT WAS WELL- QUALIFIED FOR POSITION	8-A-8-6	A	10/1/2002	
			NOTIFICATION OF VACANCIES- AGENCY FAILS TO PROVIDE ICTAP NOTICE	AGENCY MUST CONTACT OPM FOR POSSIBLE CORRECTIVE ACTION	8-A-8-4	A	10/1/2002	
			NOTIFICATION OF VACANCIES- AGENCY RESPONSIBILITY	NOTIFY ICTAP-ELIGIBLE EMPLOYEES OF VACANCIES	8-A-8-5	A	10/1/2002	
				NOTIFY ICTAP-ELIGIBLE EMPLOYEES OF WELL-QUALIFIED STANDARD	8-A-8-5	A	10/1/2002	
				REANNOUNCE POSITION IF MORE THAN 6 MONTHS AND NOT ENTERED ON DUTY	8-A-8-5-(b)	A	10/1/2002	
				REANNOUNCE POSITION IF MORE THAN 90 DAYS SINCE CERTIFICATE ISSUED	8-A-8-5-(a)	A	10/1/2002	
				REQUIREMENT TO NOTIFY EMPLOYEES ELIGIBLE FOR CTAP	CTAP INFORMATION MAY BE CONTAINED IN ATTACHMENT TO RIF NOTICE	8-A-8-2	A	10/1/2002
				AGENCY RESPONSIBILITY	APPLY OMB'S DIRECTIVES ON EMPLOYEES' A-76 FIRST REFUSAL RIGHTS	8-A-16-4-(b)	A	10/1/2002
					COOPERATE WITH STATE WORKFORCE INVESTMENT ACT RETRAINING UNITS	8-A-16-4-(c)	A	10/1/2002
					NOTIFY ELIGIBLE EMPLOYEES OF AVAILABLE TRANSITION ASSISTANCE PROGRAMS	8-A-16-4-(a)	A	10/1/2002
			ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-BEGINNING DATE	DATE EMPLOYEE RECEIVES RIF SEPARATION NOTICE	8-A-16-5	A	10/1/2002	
			ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-ENDING DATE	2 YEARS FROM RIF EFFECTIVE DATE	8-A-16-5	A	10/1/2002	
				DATE AGENCY CANCELS RIF SEPARATION NOTICE	8-A-16-3-(b)	A	10/1/2002	
		PREFERENCE ELIGIBLES SEPARATED FROM RESTRICTED POSITIONS						

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8	ICTAP PREFERENCE ELIGIBLES SEPARATED FROM RESTRICTED POSITIONS	ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-ENDING DATE	DATE BEFORE RIF EMPLOYEE SEPARATES BY RESIGNATION	8-A-16-3-(b)	A	10/1/2002		
			DATE BEFORE RIF EMPLOYEE SEPARATES BY RETIREMENT	8-A-16-3-(b)	A	10/1/2002		
			DATE BEFORE RIF EMPLOYEE SEPARATES BY TRANSFER	8-A-16-3-(b)	A	10/1/2002		
			DATE BEFORE RIF EMPLOYEE SEPARATES FOR OTHER REASON	8-A-16-3-(b)	A	10/1/2002		
			DATE EMPLOYEE ACCEPTS GROUP I OR II COMPETITIVE POSITION IN ANY AGENCY	8-A-16-3-(b)	A	10/1/2002		
			DATE EMPLOYEE ACCEPTS GROUP I OR II EXCEPTED POSITION IN ANY AGENCY	8-A-16-3-(b)	A	10/1/2002		
			ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-QUALIFYING CONDITION	EMPLOYEE IS PREFERENCE ELIGIBLE	8-A-16-1	A	10/1/2002	
				RIF RESULTS FROM CONTRACTING OUT OF WORK UNDER OMB CIRCULAR A-76	8-A-16-3-(c)	A	10/1/2002	
			ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-QUALIFYING NOTICE	RIF SEPARATION NOTICE	8-A-16-3-(b)	A	10/1/2002	
			ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-QUALIFYING POSITION	HOLDS COMPETITIVE SERVICE TENURE GROUP I OR 11 POSITION	8-A-16-3-(a)	A	10/1/2002	
			TERMINOLOGY-DC GOVERNMENT CORRECTIONS EMPLOYEES	DEFINITION	PRIORITY CONSIDERATION	8-A-17-4	A	10/1/2002
					QUALIFIED	8-A-17-5	A	10/1/2002
					VACANCY	8-A-17-2	A	10/1/2002
					RECEIVED RIF SEPARATION NOTICE FROM LORTON CLOSURE	8-A-17-3-(a)-(1)	A	10/1/2002
	EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION ONE							

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8 ICTAP	TERMINOLOGY-DC GOVERNMENT CORRECTIONS EMPLOYEES	EXPLANATION-PRIORITY CONSIDERATION	SAME BASIC SELECTION PRIORITY AS ICTAP ELIGIBLE EMPLOYEE	8-A-17-4-(a)	A	10/1/2002
			SAME ICTAP EXCEPTION ACTIONS APPLY TO DC CORRECTIONS EMPLOYEES	8-A-17-4-(b)	A	10/1/2002
			SAME ICTAP ORDER OF SELECTION IN FILLING POSITIONS WITH EXTERNAL HIRES	8-A-17-4-(c)	A	10/1/2002
			SELECTION PRIORITY EXTENDS NATIONWIDE	8-A-17-4-(d)	A	10/1/2002
		EXPLANATION-QUALIFIED EMPLOYEE	IS PHYSICALLY QUALIFIED WITH ACCOMMODATION	8-A-17-5-(b)	A	10/1/2002
			MAY SATISFACTORILY PERFORM DUTIES OF POSITION UPON ENTRY	8-A-17-5-(d)	A	10/1/2002
			MEETS ALL APPLICABLE SELECTIVE PLACEMENT FACTORS	8-A-17-5-(a)	A	10/1/2002
			MEETS ANY SPECIAL OPM- APPROVED QUALIFYING CONDITION	8-A-17-5-(c)	A	10/1/2002
			MEETS BASIC ELIGIBILITY REQUIREMENTS FOR POSITION	8-A-17-5-(a)	A	10/1/2002
			MEETS BASIC QUALIFICATIONS FOR POSITION	8-A-17-5-(a)	A	10/1/2002
	EXPLANATION-VACANCY	VACANCY DOES NOT INCLUDE LAW ENFORCEMENT POSITIONS IN BOP PROGRAM	8-A-17-2	A	10/1/2002	
		VACANCY INCLUDES NON-LAW ENFORCEMENT BOP POSITIONS	8-A-17-2	A	10/1/2002	
		AGENCY	8-A-3-1-(a)	A	10/1/2002	
	TERMINOLOGY-ICTAP	DEFINITION	DISPLACED EMPLOYEE	8-A-3-2	A	10/1/2002
			ELIGIBLE EMPLOYEE	8-A-3-3	A	10/1/2002

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8	ICTAP	TERMINOLOGY-ICTAP	DEFINITION	LOCAL COMMUTING AREA	8-A-3-4	A	10/1/2002	
				SPECIAL SELECTION PRIORITY	8-A-3-5	A	10/1/2002	
				VACANCY	8-A-3-6	A	10/1/2002	
					WELL-QUALIFIED EMPLOYEE	8-A-3-7	A	10/1/2002
			EXPLANATION-AGENCY	EXECUTIVE DEPARTMENT AS DEFINED IN 5 U.S.C. 105	8-A-3-1-(a)	A	10/1/2002	
		GOVERNMENT CORPORATION AS DEFINED IN 5 U.S.C. 105		8-A-3-1-(a)	A	10/1/2002		
		INCLUDES OFFICE OF INSPECTOR GENERAL		8-A-3-1-(a)	A	10/1/2002		
		INDEPENDENT ESTABLISHMENT AS DEFINED IN 5 U.S.C. 105		8-A-3-1-(a)	A	10/1/2002		
		JUDICIAL BRANCH AGENCIES ARE NOT COVERED BY ICTAP		8-A-3-1-(b)	A	10/1/2002		
		LEGISLATIVE BRANCH AGENCIES ARE NOT COVERED BY ICTAP		8-A-3-1-(b)	A	10/1/2002		
		POSTAL SERVICE IS NOT COVERED BY ICTAP		8-A-3-1-(b)	A	10/1/2002		
		QUASI-GOVERNAMENTAL AGENCIES ARE NOT COVERED BY ICTAP		8-A-3-1-(b)	A	10/1/2002		
		TENNESSEE VALLEY AUTHORITY IS NOT COVERED BY		8-A-3-1-(b)	A	10/1/2002		
				EXPLANATION-LOCAL COMMUTING AREA	NO MILEAGE STANDARD FOR LOCAL COMMUTING AREA	8-A-3-4-(a)	A	10/1/2002
					OVERSEAS LOCAL COMMUTING AREA IS DEFINED ON SAME BASIS	8-A-3-4-(b)	A	10/1/2002
				EXPLANATION-SPECIAL SELECTION PRIORITY	REFERENCE TO 3-A-7-8	8-A-3-4	A	10/1/2002
					ICTAP DOES NOT APPLY TO CERTAIN PERSONNEL ACTIONS COVERED IN 8-A-10	8-A-3-5-(a)	A	10/1/2002

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8	ICTAP	TERMINOLOGY-ICTAP	EXPLANATION-SPECIAL SELECTION PRIORITY	ICTAP DOES NOT APPLY TO INTERNAL PERSONNEL ACTIONS COVERED IN 7-A-14	8-A-3-5-(b)	A	10/1/2002
			EXPLANATION-VACANCY	DAYS DOES NOT MEAN NUMBER OF CALENDAR DAYS INCUMBENT WILL WORK	8-A-3-6-(a)	A	10/1/2002
				DAYS MEANS NUMBER OF CALENDAR DAYS FOR WHICH POSITION IS ESTABLISHED	8-A-3-6-(a)	A	10/1/2002
		EXPLANATION-WELL-QUALIFIED EMPLOYEE	DEFINITION APPLIES EVEN IF AGENCY DOES NOT ISSUE ANNOUNCEMENT	8-A-3-6-(b)	A	10/1/2002	
			DOES NOT NECESSARILY MEET DEFINITION OF BEST-QUALIFIED	8-A-3-7-(a)	A	10/1/2002	
			DOES NOT NECESSARILY MEET DEFINITION OF HIGHLY-QUALIFIED	8-A-3-7-(a)	A	10/1/2002	
			IS PHYSICALLY QUALIFIED WITH ACCOMMODATION	8-A-3-7-(b)-(3)	A	10/1/2002	
			MAY SATISFACTORILY PERFORM DUTIES OF POSITION UPON ENTRY	8-A-3-7-(b)-(5)	A	10/1/2002	
			MEETS ALL APPLICABLE SELECTIVE PLACEMENT FACTORS	8-A-3-7-(b)-(2)	A	10/1/2002	
			MEETS ANY OPM-APPROVED SPECIAL QUALIFYING CONDITION	8-A-3-7-(b)-(4)	A	10/1/2002	
			MEETS APPROPRIATE QUALITY RANKING FACTOR LEVELS	8-A-3-7-(b)-(2)-(i)	A	10/1/2002	
			MEETS BASIC ELIGIBILITY REQUIREMENTS FOR POSITION	8-A-3-7-(b)-(1)	A	10/1/2002	
		MEETS BASIC QUALIFICATIONS FOR POSITION	8-A-3-7-(b)-(1)	A	10/1/2002		
		RATED ABOVE MINIMALLY QUALIFIED AND EXCEEDS MINIMUM QUALIFICATIONS	8-A-3-7-(b)-(2)-(ii)	A	10/1/2002		

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8 ICTAP	TERMINOLOGY-PREFERENCE ELIGIBLES SEPARATED FROM RESTRICTED POSITIONS	DEFINITION	RESTRICTED POSITIONS	8-A-16-2	A	10/1/2002
		EXPLANATION-RESTRICTED POSITIONS	DEFINED IN 5 U.S.C. 3310	8-A-16-2	A	10/1/2002
			INCLUDES CUSTODIAN POSITIONS	8-A-16-2-(a)	A	10/1/2002
			INCLUDES ELEVATOR OPERATOR POSITIONS	8-A-16-2-(b)	A	10/1/2002
			INCLUDES GUARD POSITIONS	8-A-16-2-(c)	A	10/1/2002
		INCLUDES MESSENGER POSITIONS	8-A-16-2-(d)	A	10/1/2002	
		VACANCIES-REPORTING TO OPM	REPORT CONTENT-GENERAL REQUIREMENT FOR ANNOUNCEMENT	DEADLINE FOR APPLICATION	8-A-11-2	A
	OTHER INFORMATION SPECIFIED BY OPM			8-A-11-2	A	10/1/2002
	POSITION CLASSIFICATION SERIES			8-A-11-3-(a)	A	10/1/2002
	POSITION GRADE OR PAY PLAN			8-A-11-2	A	10/1/2002
	POSITION LOCATION			8-A-11-2	A	10/1/2002
	REPORT CONTENT-REQUIREMENT FOR ELECTRONIC FILE ANNOUNCEMENT		POSITION TITLE	8-A-11-2	A	10/1/2002
			BASIS FOR AGENCY TO RATE CANDIDATES FOR VACANCY	8-A-11-3-(h)	A	10/1/2002
			BRIEF DESCRIPTION OF DUTIES	8-A-11-3-(g)	A	10/1/2002
			CLOSING DATE OF ANNOUNCEMENT OR RECRUITING BULLETIN	8-A-11-3-(c)	A	10/1/2002
			DUTY STATION	8-A-11-3-(b)	A	10/1/2002
			EEO STATEMENT	8-A-11-3-(m)	A	10/1/2002

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8	ICTAP	VACANCIES-REPORTING TO OPM	REPORT CONTENT- REQUIREMENT FOR ELECTRONIC FILE ANNOUNCEMENT	INFORMATION ON AGENCY'S DEFINITION OF WELL-QUALIFIED	8-A-11-3-(l)	A	10/1/2002	
				INFORMATION ON SUBMITTING PROOF OF ICTAP ELIGIBILITY	8-A-11-3-(l)	A	10/1/2002	
				INSTRUCTIONS ON HOW TO APPLY FOR THE VACANCY	8-A-11-3-(j)	A	10/1/2002	
				INSTRUCTIONS ON HOW TO CLAIM VETERANS' PREFERENCE	8-A-11-3-(k)	A	10/1/2002	
				NAME OF AGENCY THAT ISSUED ANNOUNCEMENT OR RECRUITING BULLETIN	8-A-11-3-(d)	A	10/1/2002	
				OPENING DATE OF ANNOUNCEMENT OR RECRUITING BULLETIN	8-A-11-3-(c)	A	10/1/2002	
				POSITION CLASSIFICATION SERIES	8-A-11-3-(a)	A	10/1/2002	
				POSITION GRADE OR PAY PLAN	8-A-11-3-(a)	A	10/1/2002	
				POSITION TITLE	8-A-11-3-(a)	A	10/1/2002	
				QUALIFICATION REQUIREMENTS INCLUDING KSA(S)	8-A-11-3-(e)	A	10/1/2002	
				STARTING PAY FOR VACANCY	8-A-11-3-(f)	A	10/1/2002	
				VACANCY ANNOUNCEMENT NUMBER	8-A-11-3-(e)	A	10/1/2002	
				WHAT MATERIALS THE APPLICANT SHOULD FILE	8-A-11-3-(i)	A	10/1/2002	
				REQUIREMENT TO REPORT COMPETITIVE SERVICE VACANCIES	INCLUDES TIME-LIMITED POSITIONS LASTING 121 OR MORE DAYS	8-A-11-1-(a)	A	10/1/2002
					REANNOUNCE POSITION IF MORE THAN 6 MONTHS AND NOT ENTERED ON DUTY	8-A-11-1-(d)	A	10/1/2002

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8	ICTAP	VACANCIES-REPORTING TO OPM	REQUIREMENT TO REPORT COMPETITIVE SERVICE VACANCIES	REANNOUNCE POSITION IF MORE THAN 90 DAYS SINCE CERTIFICATE ISSUED	8-A-11-1-(c)	A	10/1/2002
				WHEN AGENCY ACCEPTS APPLICATIONS FROM EXTERNAL CANDIDATES	8-A-11-1	A	10/1/2002
			REQUIREMENT TO REPORT COMPETITIVE SERVICE VACANCIES-EXCEPTION	RESINSTATEMENT OF ICTAP ELIGIBLE EMPLOYEE FROM DIFFERENT AGENCY	8-A-11-1	A	10/1/2002
				TRANSFER OF ICTAP ELIGIBLE EMPLOYEE FROM DIFFERENT AGENCY	8-A-11-1	A	10/1/2002
1	PLANNING	CAREER TRANSITION ASSISTANCE PROGRAMS TO INCREASE VOLUNTARY ATTRITION	AGENCY CAREER TRANSITION SERVICES-ELIGIBILITY	DISPLACED EMPLOYEES	1-B-6-2	B	2/1/2003
				SURPLUS EMPLOYEES	1-B-6-2	B	2/1/2003
			AGENCY CAREER TRANSITION SERVICES-OPTIONS	ACCESS TO CAREER TRANSITION SERVICES AT ALL LOCATIONS	1-B-6-2	B	2/1/2003
				ACCESS TO INFORMATION ON CAREER TRANSITION SERVICES FOR DISABLED	1-B-6-2	B	2/1/2003
				CONTINUED ACCESS TO CAREER TRANSITION SERVICES AFTER RIF SEPARATION	1-B-6-2	B	2/1/2003
				EMPLOYEE ASSISTANCE PROGRAMS AVAILABLE TO ELIGIBLE EMPLOYEES	1-B-6-2	B	2/1/2003
				EXCUSED ABSENCES TO USE CAREER TRANSITION SERVICES	1-B-6-2	B	2/1/2003
				ORIENTATION SESSION ON CAREER SERVICES FOR ELIGIBLE EMPLOYEES	1-B-6-2	B	2/1/2003
				RETRAINING OPPORTUNITIES FOR ELIGIBLE EMPLOYEES	1-B-6-2	B	2/1/2003

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1 PLANNING	CAREER TRANSITION ASSISTANCE PROGRAMS TO INCREASE VOLUNTARY ATTRITION	AGENCY CAREER TRANSITION SERVICES-OPTIONS	SPECIAL CAREER TRANSITION PRIORITY FOR INDIVIDUAL AGENCY COMPONENTS	1-B-6-2	B	2/1/2003	
		CAREER TRANSITION ASSISTANCE PROGRAMS-PART FOUR	REEMPLOYMENT PRIORITY LIST	1-B-6-1	B	2/1/2003	
		CAREER TRANSITION ASSISTANCE PROGRAMS-PART ONE	CAREER TRANSITION SERVICES	1-B-6-1	B	2/1/2003	
		CAREER TRANSITION ASSISTANCE PROGRAMS-PART THREE	INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN	1-B-6-1	B	2/1/2003	
		CAREER TRANSITION ASSISTANCE PROGRAMS-PART TWO	CAREER TRANSITION ASSISTANCE PLAN	1-B-6-1	B	2/1/2003	
	CASE STUDY ON PROVIDING ASSISTANCE TO DISPLACED EMPLOYEES	EXTENSIVE COMMITMENT TO COMMUNICATION	COMMUNICATION TO EMPLOYEES		1-B-10-7	B	2/1/2003
			COMMUNICATION WITH UNION		1-B-10-7	B	2/1/2003
			COMMUNICATION WITHIN AGENCY		1-B-10-7	B	2/1/2003
		EXTENSIVE COMMITMENT TO OUTPLACEMENT PROGRAMS	PROVIDED COMMUNICATION OPTIONS		1-B-10-5	B	2/1/2003
			PROVIDED COMPUTERS		1-B-10-5	B	2/1/2003
			PROVIDED FACILITIES		1-B-10-5	B	2/1/2003
			PROVIDED SUPPLIES		1-B-10-5	B	2/1/2003
			TRANSITION CENTER STAFFED BY AGENCY EMPLOYEES		1-B-10-5	B	2/1/2003
			TRANSITION CENTER STAFFED BY CONTRACTOR EMPLOYEES		1-B-10-5	B	2/1/2003
EXTENSIVE COMMITMENT TO TRAINING AND RETRAINING	AGENCY COORDINATED SERVICES UNDER WORKFORCE INVESTMENT ACT		1-B-10-6	B	2/1/2003		

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1 PLANNING	CASE STUDY ON PROVIDING ASSISTANCE TO DISPLACED EMPLOYEES	EXTENSIVE COMMITMENT TO TRAINING AND RETRAINING	AGENCY OFFERED COLLEGE LEVEL COURSES	1-B-10-6	B	2/1/2003
			AGENCY OFFERED CONTINUING EDUCATION COURSES	1-B-10-6	B	2/1/2003
		HRO AND EEO ROLE	ADVISED ON POLICY ISSUES	1-B-10-4	B	2/1/2003
			DEVELOPED ESTIMATES FOR DIRECT RIF COSTS	1-B-10-4	B	2/1/2003
			DRAFTED RIF-RELATED NOTICES	1-B-10-4	B	2/1/2003
			INITIATED VERA REQUEST TO OPM	1-B-10-4	B	2/1/2003
			MANAGED CONTRACT FOR AGENCY'S CAREER TRANSITION ASSISTANCE CENTER	1-B-10-4	B	2/1/2003
			PROVIDED STAFF FOR AGENCY'S CAREER TRANSITION ASSISTANCE CENTER	1-B-10-4	B	2/1/2003
			LABOR-MANAGEMENT COOPERATION	AGENCY BARGAINING TEAM HAD SPECIFIC FUNDED OPTIONS TO OFFER	1-B-10-2	B
		LESSONS FROM THE CFC CLOSURE	AGENCY BARGAINING TEAM HAD SUPPORT OF TOP MANAGEMENT	1-B-10-3	B	2/1/2003
			AGENCY BARGAINING TEAM PROVIDED UNION WITH REGULAR UPDATES	1-B-10-3	B	2/1/2003
			RESULTED IN COMPREHENSIVE ASSISTANCE PROGRAM	1-B-10-3	B	2/1/2003
			UNION BARGAINING TEAM OBTAINED MAXIMUM AVAILABLE ASSISTANCE PACKAGE	1-B-10-3	B	2/1/2003
			COMMITMENT OF MANAGEMENT TO MULTI-YEAR STRATEGIC PLAN	1-B-10-8	B	2/1/2003

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1 PLANNING	CASE STUDY ON PROVIDING ASSISTANCE TO DISPLACED EMPLOYEES	LESSONS FROM THE CFC CLOSURE	MAINTAINING EFFECTIVE COMMUNICATION TO ALL PARTIES IMPACTED BY	1-B-10-8	B	2/1/2003		
			PROVIDING EMPLOYEES WITH COMPREHENSIVE CAREER TRANSITION SERVICES	1-B-10-8	B	2/1/2003		
			PROVIDING EMPLOYEES WITH COMPREHENSIVE OUTPLACEMENT SERVICES	1-B-10-8	B	2/1/2003		
			PROVIDING EMPLOYEES WITH INTRA-AGENCY PLACEMENT OPTIONS	1-B-10-8	B	2/1/2003		
			PROVIDING EMPLOYEES WITH TRAINING AND RETRAINING OPPORTUNITIES	1-B-10-8	B	2/1/2003		
			PROVIDING EMPLOYEES WITH VERA OPTION	1-B-10-8	B	2/1/2003		
			PROVIDING EMPLOYEES WITH VSIP OPTION	1-B-10-8	B	2/1/2003		
			USING POSITION MANAGEMENT THROUGHOUT CLOSURE AND REALIGNMENT	1-B-10-8	B	2/1/2003		
			POSITIVE PLACEMENT ASSISTANCE WHILE IMPLEMENTING THE STRATEGIC PLAN	1-B-10-2	B	2/1/2003		
			SITUATION-CLOSURE OF THE FMS CHICAGO FINANCIAL MANAGEMENT CENTER	1-B-10-1	B	2/1/2003		
			CRITICAL MANAGEMENT CONSIDERATIONS IN DOWNSIZING	EVALUATING THE IMPACT OF A POSSIBLE RIF-CONSIDERATIONS	FLEXIBLE RIF OPTIONS CONSISTENT WITH GOALS OF STRATEGIC PLAN	1-B-4-2-(d)	B	2/1/2003
					MULTIPLE RESTRUCTURING OPTIONS CONSISTENT WITH STRATEGIC PLAN	1-B-4-2-(e)	B	2/1/2003
					SIZE OF RIF	1-B-4-2-(a)	B	2/1/2003

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1 PLANNING	CRITICAL MANAGEMENT CONSIDERATIONS IN DOWNSIZING	EVALUATING THE IMPACT OF A POSSIBLE RIF-CONSIDERATIONS	TARGETING POSITION ABOLISHMENTS	1-B-4-2-(c)	B	2/1/2003		
			TIMING OF RIF	1-B-4-2-(b)	B	2/1/2003		
			MANAGEMENT DECISIONS IF THE STRATEGIC PLAN RESULTS IN A RIF	MINIMIZE IMPACT OF RIF UPON WORKFORCE	1-B-4-1-(a)	B	2/1/2003	
			PREPARE EMPLOYEES FOR POSSIBLE RIF	1-B-4-1-(b)	B	2/1/2003		
			WORK TO MAXIMIZE BENEFITS OF STRATEGIC PLAN IN POST-RIF ORGANIZATION	1-B-4-1-(c)	B	2/1/2003		
		DEVELOPING THE RESTRUCTURING PLAN	ADDITIONAL RESTRUCTURING ASSISTANCE	AVAILABLE FROM OPM CONSULTING SERVICES	1-B-2-2-(a)	B	2/1/2003	
				AVAILABLE FROM OTHER AGENCIES THAT HAVE RESTRUCTURED	1-B-2-2-(b)	B	2/1/2003	
				AVAILABLE FROM PRIVATE SECTOR VENDORS	1-B-2-2-(c)	B	2/1/2003	
				EFFECTIVE STRATEGIC PLANNING	EFFECTIVE PLANNING IS NOT BASED ONLY ON SHORT RUN GOALS	1-B-2-5	B	2/1/2003
				HUMAN RESOURCE PROFESSIONALS IN STRATEGIC ALIGNMENT	COMPARE NEEDS ANALYSIS REVIEW OF PERSONNEL TO PRESENT WOKFORCE	1-B-2-10	B	2/1/2003
	DEVELOP OPTIONS TO MINIMIZE OR ELIMINATE ANY INVOLUNTARY SEPARATIONS	1-B-2-10	B		2/1/2003			
	DEVELOP STAFFING OPTIONS TO IMPLEMENT STRATEGIC PLAN	1-B-2-10	B		2/1/2003			
			USE NEEDS ANALYSIS REVIEW OF PERSONNEL NEEDED FOR STRATEGIC PLAN	1-B-2-10	B	2/1/2003		

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1 PLANNING	DEVELOPING THE RESTRUCTURING PLAN	NEEDS ANALYSIS REVIEW FROM THE HUMAN RESOURCES PERSPECTIVE	COMPARES STAFFING REQUIREMENTS OF PLAN TO CURRENT WORKFORCE	1-B-2-8	B	2/1/2003
			DETERMINES IF STRATEGIC PLAN REQUIRES STAFFING ADJUSTMENTS	1-B-2-8	B	2/1/2003
			DEVELOPS OPTIONS TO IMPLEMENT STRATEGIC PLAN	1-B-2-8	B	2/1/2003
			IDENTIFY NUMBERS AND TYPES OF POSITIONS NEEDED IN PLAN	1-B-2-8	B	2/1/2003
			OPTIONS TO MINIMIZE INVOLUNTARY SEPARATIONS AND DOWNGRADINGS	1-B-2-8	B	2/1/2003
			OTHER RESTRUCTURING CONSIDERATIONS	1-B-2-14	B	2/1/2003
			OTHER RESTRUCTURING FACTORS	1-B-2-14	B	2/1/2003
			PLAN FOR COMMUNICATION WITH EMPLOYEES	1-B-2-14	B	2/1/2003
			SCHEDULE INPUT FROM CUSTOMERS	1-B-2-14	B	2/1/2003
			STUDY LOCAL LABOR MARKETS	1-B-2-14	B	2/1/2003
		WORK TO MAINTAIN CONTINUOUS OPERATIONS DURING REORGANIZATION	1-B-2-14	B	2/1/2003	
		POSITION MANAGEMENT	1-B-2-12	B	2/1/2003	
		POSITION MANAGEMENT AND STRATEGIC ALIGNMENT	1-B-2-13	B	2/1/2003	
		SHAPING THE NEW ORGANIZATION	1-B-2-11	B	2/1/2003	
			HUMAN RESOURCE PROFESSIONALS WORK WITH MANAGERS TO IMPLEMENT PLAN			

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1 PLANNING	DEVELOPING THE RESTRUCTURING PLAN	STRATEGIC ALIGNMENT	VERIFIES THAT AGENCY IS PROGRESSING TO MEET GOALS OF STRATEGIC PLAN	1-B-2-9	B	2/1/2003
		STRATEGIC ALIGNMENT-PURPOSE	HOW TO IMPLEMENT STRATEGIC PLAN	1-B-2-3-(b)	B	2/1/2003
		STRATEGIC PLAN	HELPS MANAGERS DEVELOP SUBSTANTIVE ORGANIZATIONAL GOALS	1-B-2-4	B	2/1/2003
		STRATEGIC PLANNING AND ALIGNMENT	LINKS AGENCY'S GOALS AND OBJECTIVES TO TIME LINE	1-B-2-3	B	2/1/2003
		STRATEGIC PLANNING AND NEEDS ANALYSIS-NEEDS ANALYSIS REVIEW	IDENTIFY CONTINUING POSITIONS	1-B-2-7	B	2/1/2003
			IDENTIFY OPTIONS TO AVOID OR MINIMIZE INVOLUNTARY RIF ACTIONS	1-B-2-7	B	2/1/2003
			IDENTIFY SURPLUS POSITIONS	1-B-2-7	B	2/1/2003
		STRATEGIC PLANNING AND NEEDS ANALYSIS-PURPOSE OF NEEDS ANALYSIS	IDENTIFY AGENCY'S GOALS FOR NEXT 1 THROUGH 5 YEARS	1-B-2-6	B	2/1/2003
		STRATEGIC PLANNING-PURPOSE	IDENTIFYING ORGANIZATIONAL GOALS	1-B-2-3-(a)	B	2/1/2003
		TOP LEADERSHIP COMMITMENT	MANAGERS MUST BELIEVE IN AGENCY'S REORGANIZATION PLAN	1-B-2-1	B	2/1/2003
	DOWNSIZING ASSISTANCE FROM OPM	CONTACTING OPM FOR REIMBURSABLE SERVICES	OPM CONTACT OFFICE	1-B-11-1	B	2/1/2003
		RESTRUCTURING-RELATED REIMBURSABLE SERVICES AVAILABLE FROM OPM	ORGANIZATIONAL CONSULTANT	1-B-11-2	B	2/1/2003
			ORGANIZATIONAL TRANSFORMATION SERVICE	1-B-11-2	B	2/1/2003
			RESULTS-BASED CAREER TRANSITION SERVICES	1-B-11-2	B	2/1/2003

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1 PLANNING	DOWNSIZING ASSISTANCE FROM OPM	RESTRUCTURING-RELATED REIMBURSABLE SERVICES AVAILABLE FROM OPM	RIF PLANNING AND IMPLEMENTATION	1-B-11-2	B	2/1/2003	
			SUCCESSION PLANNING	1-B-11-2	B	2/1/2003	
	IMPLEMENTING THE RESTRUCTURING PLAN	COMMUNICATIONS ISSUES	WORKFORCE RETENTION	1-B-11-2	B	2/1/2003	
			IMPORTANT TO UPDATE ALL EMPLOYEES ON STATUS OF PLAN	1-B-3-3	B	2/1/2003	
			EXAMPLES OF EFFECTIVE COMMUNICATION	ANSWER EMPLOYEES' QUESTIONS ABOUT STRATEGIC PLAN	1-B-3-2-(b)	B	2/1/2003
			ASSURE CUSTOMERS THAT PLAN WILL IMPROVE QUALITY OF AGENCY'S WORK	1-B-3-2-(f)	B	2/1/2003	
			ASSURE EMPLOYEES THAT PLAN WILL IMPROVE QUALITY OF AGENCY'S WORK	1-B-3-2-(f)	B	2/1/2003	
			ENCOURAGE INPUT FROM EMPLOYEES TO BEST IMPLEMENT THE PLAN	1-B-3-2-(e)	B	2/1/2003	
			EXPLAIN STRATEGIC PLAN IN WRITING OR THROUGH MEETINGS	1-B-3-2-(a)	B	2/1/2003	
			SEND CONSISTENT MESSAGES TO EMPLOYEES CONCERNING THE PLAN	1-B-3-2-(d)	B	2/1/2003	
			SHARE ALL AVAILABLE INFORMATION CONCERNING STRATEGIC PLAN	1-B-3-2-(c)	B	2/1/2003	
			LABOR-MANAGEMENT COOPERATION	AGENCY SHOULD SEEK UNION INPUT IN PLAN	1-B-3-4	B	2/1/2003
				AGENCY SHOULD SEEK UNION SUPPORT FOR PLAN	1-B-3-4	B	2/1/2003

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1 PLANNING	IMPLEMENTING THE RESTRUCTURING PLAN	PLANNING FOR EFFECTIVE COMMUNICATION	COMMUNICATIONS ARE IMPORTANT FOR ALL EMPLOYEES IN REORGANIZATION	1-B-3-1	B	2/1/2003
		TECHNOLOGICAL SUPPORT TO ASSIST SURPLUS EMPLOYEES	CAN HELP DEVELOP WORKFORCE PLANNING MODELS	1-B-3-5	B	2/1/2003
			CAN PROVIDE OUTPLACEMENT INFORMATION FOR EMPLOYEES	1-B-3-5	B	2/1/2003
	MINIMIZING THE NEED FOR RIF	DETAIL EMPLOYEES TO OTHER AGENCIES ON A REIMBURSABLE BASIS	LIMITED OPTION	1-B-5-6	B	2/1/2003
		FREEZE HIRING AND PROMOTION ACTIONS	AGENCY MUST DETERMINE EXTENT OF FREEZE	1-B-5-2	B	2/1/2003
		FURLOUGHS-LONG FURLOUGHS	MAY BE CONTINUOUS OR DISCONTINUOUS	1-B-5-7-(a)	B	2/1/2003
			RIF FURLOUGHS COVERED BY 5 CFR PART 351	1-B-5-7-(a)	B	2/1/2003
			ADVERSE ACTION FURLOUGHS COVERED BY 5 CFR PART 752	1-B-5-7-(b)	B	2/1/2003
		FURLOUGHS-SHORT FURLOUGHS	MAY BE CONTINUOUS OR DISCONTINUOUS	1-B-5-7-(b)	B	2/1/2003
			INTERNAL PLACEMENT PROGRAMS FOR SURPLUS EMPLOYEES	CAN EFFECTIVELY PLACE SURPLUS EMPLOYEES	1-B-5-1	B
		MODIFY OR WAIVE QUALIFICATIONS	AGENCY MUST DETERMINE EMPLOYEE CAN PERFORM THE POSITION	1-B-5-10	B	2/1/2003
			NO WAIVER OF MINIMUM EDUCATION REQUIREMENTS	1-B-5-10	B	2/1/2003
			REFERENCE TO OPM QUALIFICATIONS STANDARD HANDBOOK	1-B-5-10	B	2/1/2003
		REASSIGN SURPLUS EMPLOYEES TO CONTINUING POSITIONS	ADVERSE ACTION FOR CAUSE IF SAME LOCAL COMMUTING AREA	1-B-5-8	B	2/1/2003

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1	PLANNING	MINIMIZING THE NEED FOR RIF	REASSIGN SURPLUS EMPLOYEES TO CONTINUING POSITIONS	ADVERSE ACTION NOT FOR CAUSE IF DIFFERENT LOCAL COMMUTING AREA	1-B-5-8	B	2/1/2003
			LEGITIMATE MANAGEMENT REASON REQUIRED FOR REASSIGNMENT	1-B-5-8	B	2/1/2003	
			MANAGEMENT RIGHT TO REASSIGN LIMITED ONLY BY AGENCY'S OWN POLICY	1-B-5-8	B	2/1/2003	
			NO SEPARATION BENEFITS FOR REASSIGNMENT IN SAME COMMUTING AREA	1-B-5-8	B	2/1/2003	
			REASSIGN TO POSITION IN DIFFERENT LOCAL COMMUTING AREA	1-B-5-8	B	2/1/2003	
			REASSIGN TO POSITION IN SAME LOCAL COMMUTING AREA	1-B-5-8	B	2/1/2003	
			REASSIGN TO POSITION IN SAME OR DIFFERENT COMPETITIVE AREA	1-B-5-8	B	2/1/2003	
			REASSIGN TO POSITION IN SAME OR DIFFERENT COMPETITIVE LEVEL	1-B-5-8	B	2/1/2003	
			REASSIGN TO POSITION IN SAME OR DIFFERENT CLASSIFICATION SERIES	1-B-5-8	B	2/1/2003	
			REASSIGN WITHOUT REGARD TO RETENTION STANDING	1-B-5-8	B	2/1/2003	
			REASSIGN WITHOUT REGARD TO VETERANS' PREFERENCE	1-B-5-8	B	2/1/2003	
			SEPARATION BENEFITS FOR REASSIGNMENT TO DIFFERENT COMMUTING AREA	1-B-5-8	B	2/1/2003	
			SEPARATE REEMPLOYED ANNUITANTS	AGENCY OPTION TO SAVE MONEY	1-B-5-5	B	2/1/2003

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1 PLANNING	MINIMIZING THE NEED FOR RIF	SEPARATE TEMPORARY EMPLOYEES	AGENCY OPTION TO SAVE MONEY	1-B-5-4	B	2/1/2003
		TRAIN EMPLOYEES FOR OTHER POSITIONS IN AGENCY	BENEFITS BOTH AGENCY AND EMPLOYEES	1-B-5-11	B	2/1/2003
		VOLUNTARY CHANGE TO LOWER GRADE	SAVED GRADE IS OPTIONAL	1-B-5-9	B	2/1/2003
			SAVED PAY IS OPTIONAL	1-B-5-9	B	2/1/2003
		VOLUNTARY REDUCTION OF HOURS	BENEFITS BOTH AGENCY AND EMPLOYEES IN BUDGETARY CRISIS	1-B-5-3	B	2/1/2003
	OVERVIEW OF MODULE 1	GUIDANCE IN MODULE 1	HUMAN RESOURCES ROLE IN PLANNING FOR RESTRUCTURING ACTIONS	1-B-1-1	B	2/1/2003
		RELATED GUIDANCE IN MODULE 2	HUMAN RESOURCES ROLE IF AGENCY MUST CONDUCT RIF	1-B-1-2	B	2/1/2003
	TRAINING AND RETRAINING AS AN ATTRITION TOOL	DIFFERENCES BETWEEN TRAINING AND RETRAINING	RETRAINING PREPARES EMPLOYEES FOR DIFFERENT CAREERS	1-B-9-1	B	2/1/2003
			TRAINING HELPS EMPLOYEES TO BETTER PERFORM CURRENT POSITIONS	1-B-9-1	B	2/1/2003
		FEDERAL EMPLOYMENT INFORMATION AVAILABLE FROM OPM	WIA ALSO AVAILABLE TO EMPLOYEE WHO RECEIVES CES	1-B-9-5	B	2/1/2003
		INTERAGENCY RETRAINING	ADDITIONAL OPTIONS IN 5 U.S.C. 4103(b) FROM PL 103-226 (1994)	1-B-9-3	B	2/1/2003
		INTRA-AGENCY TRAINING AND RETRAINING	ADDITIONAL OPTIONS FROM SECTION 1331(a) OF PL 107-296 (2002)	1-B-9-2	B	2/1/2003
			ADDITIONAL OPTIONS IN 5 U.S.C. 4104(4) FROM PL 103-226 (1994)	1-B-9-2	B	2/1/2003
			ALLOWS AGENCY TO RETAIN EMPLOYEES FROM SURPLUS POSITIONS	1-B-9-2	B	2/1/2003

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1 PLANNING	TRAINING AND RETRAINING AS AN ATTRITION TOOL	RETRAINING OPTIONS UNDER THE WORKFORCE INVESTMENT ACT OF 1998	ADMINISTERED BY DEPARTMENT OF LABOR	1-B-9-5	B	2/1/2003	
			IMPLEMENTED THROUGH STATE PROGRAMS	1-B-9-5	B	2/1/2003	
			PROVIDES DISPLACED EMPLOYEE WITH CAREER COUNSELING	1-B-9-5	B	2/1/2003	
			PROVIDES DISPLACED EMPLOYEE WITH JOB SEARCH ASSISTANCE	1-B-9-5	B	2/1/2003	
			PROVIDES DISPLACED EMPLOYEE WITH RETRAINING OPTION	1-B-9-5	B	2/1/2003	
			PROVIDES DISPLACED EMPLOYEE WITH SKILLS ASSESSMENT	1-B-9-5	B	2/1/2003	
			PROVIDES DISPLACED EMPLOYEE WITH TRAINING OPTION	1-B-9-5	B	2/1/2003	
			WIA AUTHORIZED BY PL 105-220	1-B-9-5	B	2/1/2003	
			ONLY WHEN SPECIFICALLY AUTHORIZED BY LEGISLATION	1-B-9-4	B	2/1/2003	
			STATUTORY REQUIREMENTS FOR ELIGIBILITY	1-B-7-3	B	2/1/2003	
	VOLUNTARY EARLY RETIREMENT AS AN ATTRITION TOOL	EMPLOYEES ELIGIBLE FOR VERA	NEW VERA FLEXIBILITIES	FROM SECTION 1313(b) OF PL 107-296 (HOMELAND SECURITY ACT OF 2002)	1-B-7-2	B	2/1/2003
				SHAPING VERA	1-B-7-2	B	2/1/2003
			PURPOSE OF VERA OPTION	MANAGEMENT TOOL TO INCREASE VOLUNTARY ATTRITION IN REORGANIZATION	1-B-7-1	B	2/1/2003

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1	PLANNING	VOLUNTARY EARLY RETIREMENT AS AN ATTRITION TOOL	VERA IS NOT A VSIP	OPM APPROVAL OF VERA DOES NOT AUTOMATICALLY AUTHORIZE VSIP OPTION	1-B-7-5	B	2/1/2003
			VERA IS NOT DISCONTINUED SERVICE RETIREMENT	DSR IS INVOLUNTARY RETIREMENT	1-B-7-4	B	2/1/2003
				VERA IS VOLUNTARY RETIREMENT	1-B-7-4	B	2/1/2003
		VOLUNTARY SEPARATION INCENTIVE PAYMENTS AS AN ATTRITION TOOL	NEW VSIP FLEXIBILITIES	FROM SECTION 1313(b) OF PL 107-296 (HOMELAND SECURITY ACT OF 2002)	1-B-8-2	B	2/1/2003
				SHAPING VSIP	1-B-8-2	B	2/1/2003
			OPM WAIVER OF THE VSIP REPAYMENT REQUIREMENT UNDER PL 107-296	IN EMERGENCY APPLICANT HAS SKILLS DIRECTLY RELATED TO EMERGENCY	1-B-8-4	B	2/1/2003
			IN EMERGENCY APPLICANT WILL ONLY WORK ON TEMPORARY BASIS	1-B-8-4	B	2/1/2003	
			ONLY QUALIFIED APPLICANT FOR CRITICAL POSITION	1-B-8-4	B	2/1/2003	
	PL 107-296 REPAYMENT REQUIREMENT FOR FEDERAL REEMPLOYMENT AFTER VSIP		MANDATORY VSIP REPAYMENT FOR CONTRACT REEMPLOYMENT WITHIN 5 YEARS	1-B-8-3	B	2/1/2003	
			MANDATORY VSIP REPAYMENT FOR GOVERNMENT REEMPLOYMENT WITHIN 5 YEARS	1-B-8-3	B	2/1/2003	
		VSIP BACKGROUND	VSIP OPTION REQUIRES SPECIFIC STATUTORY AUTHORITY	1-B-8-1	B	2/1/2003	
		VSIP IS NOT VERA	OPM APPROVAL OF VSIP DOES NOT AUTOMATICALLY AUTHORIZE VERA OPTION	1-B-8-5	B	2/1/2003	
	3	RIF	ACTIONS FOLLOWING RELEASE FROM COMPETITIVE LEVEL	ASSIGNMENT RIGHT	EMPLOYEE ENTITLEMENT BEFORE SEPARATION OR RIF FURLOUGH	3-A-18-2	A

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3 RIF	ADMINSTRATIVE ASSIGNMENT	OPTION-ASSIGNMENT RIGHTS FOR EXCEPTED SERVICE EMPLOYEES	ASSIGNMENT ONLY TO POSITION FILLED UNDER SAME APPOINTING AUTHORITY	3-A-28-4-(b)	A B	12/1/2002	
			EXCEPTED EMPLOYEES HAVE NO ASSIGNMENT RIGHTS APART FROM OPTION	3-A-28-4-(a)	A B	12/1/2002	
		OPTION-BUMPING IN SAME SUBGROUP	ABSOLUTE RETENTION STANDING DETERMINES OFFER OF ASSIGNMENT	3-A-28-2	A	12/1/2002	
		OPTION-BUMPING RIGHTS FOR GROUP III EMPLOYEES	GROUP III EMPLOYEES HAVE NO ASSIGNMENT RIGHTS APART FROM OPTION	3-A-28-3-(a)	A B	12/1/2002	
			NO BASIS TO OFFER GROUP III EMPLOYEE ASSIGNMENT TO VACANCY	3-A-28-3-(a)	A B	12/1/2002	
			NO BASIS TO OFFER GROUP III EMPLOYEE RETREAT RIGHTS	3-A-28-3-(b)	A B	12/1/2002	
		OPTION-OFFER OF LESS THAN FT VACANCY TO FT EMPLOYEE	OFFER ONLY IN LIEU OF RIF SEPARATION	3-A-28-6-(b)	A	12/1/2002	
		OPTION-RESTRICTIONS	ASSIGNMENT OF COMPETITIVE EMPLOYEE ONLY TO COMPETITIVE POSITION	3-A-28-6-(d)	A B	12/1/2002	
			ASSIGNMENT OF EXCEPTED EMPLOYEE ONLY TO EXCEPTED POSITION	3-A-28-6-(e)	A B	12/1/2002	
			ASSIGNMENT OF FT EMPLOYEE ONLY TO FT POSITION	3-A-28-6-(b)	A	12/1/2002	
			ASSIGNMENT OF LESS THAN FT EMPLOYEE ONLY TO LESS THAN FT POSITION	3-A-28-6-(c)	A B	12/1/2002	
			DISPLACEMENT ONLY ON BASIS OF HIGHER RETENTION STANDING	3-A-28-6-(a)	A	12/1/2002	
				MUST BE UNIFORM AND CONSISTENT IN ANY ONE RIF	3-A-28-5	A	12/1/2002

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3 RIF	ADMINISTRATIVE ASSIGNMENT	OPTIONS-THREE ASSIGNMENT OPTIONS	MANAGEMENT RIGHT TO USE ANY OR NONE OF THREE OPTIONS	3-A-28-1	A	12/1/2002
	APPEALS-RIF APPEALS TO MSPB	CORRECTIVE ACTION ON APPEAL-ACTION REVERSED OR MODIFIED	BOARD MAY ORDER APPROPRIATE CORRECTIVE ACTION	3-A-33-4	A	12/1/2002
			INTERIM RELIEF	3-A-33-5	A	12/1/2002
		CORRECTIVE ACTION ON GRIEVANCE-ACTION REVERSED OR MODIFIED	ARBITRATOR MAY ORDER APPROPRIATE CORRECTIVE ACTION	3-A-34-6	A	12/1/2002
		INFORMATION TO EMPLOYEE	ADDRESS OF BOARD OFFICE WHERE APPEAL IS FILED	3-A-33-3-(e)	A	12/1/2002
			ANY LIMITS TO APPEAL FROM NEGOTIATED GRIEVANCE PROCEDURE	3-A-33-3-(b)	A	12/1/2002
			ANY RIGHT TO GRIEVE UNDER A NEGOTIATED GRIEVANCE PROCEDURE	3-A-33-3-(d)	A	12/1/2002
			COPY OF MSPB OPTIONAL APPEALS FORM 283	3-A-33-3-(g)	A	12/1/2002
			COPY OR ACCESS TO BOARD'S 5 CFR 1201 APPEALS REGULATIONS	3-A-33-3-(f)	A	12/1/2002
			NOTICE OF 30 DAYS TIME LIMIT TO FILE APPEAL	3-A-33-3-(a)	A	12/1/2002
			OPTION TO APPEAL IN LIEU OF NEGOTIATED GRIEVANCE PROCEDURE	3-A-33-3-(c)	A	12/1/2002
		NO RIGHT TO APPEAL	ASSIGNMENT TO POSITION AT SAME REPRESENTATIVE RATE	3-A-33-1-(d)	A B	12/1/2002
			COVERAGE UNDER NEGOTIATED GRIEVANCE PROCEDURE	3-A-33-1-(e)	A B	12/1/2002
		RIF APPEALS INDEX	COMPLETE INDEX TO RIF APPEALS DATABASE	3-C	C	6/1/2003

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3 RIF	APPEALS-RIF APPEALS TO MSPB	RIGHT TO APPEAL-ACTION	RIF FURLOUGH	3-A-33-1-(c)	A B	12/1/2002	
			RIF SEPARATION	3-A-33-1-(a)	A B	12/1/2002	
		RIGHT TO APPEAL-ACTION TO BE APPEALED	RIF DEMOTION	3-A-33-1-(b)	A B	12/1/2002	
		RIGHT TO GRIEVE-ACTIONS	SAME ACTIONS AS FOR RIF APPEAL	3-A-34-1	A	12/1/2002	
		RIGHT TO GRIEVE-BASIC	NEGOTIATED GRIEVANCE PROCEDURE IN LIEU OF RIF APPEAL TO MSPB	3-A-34-1	A	12/1/2002	
		RIGHT TO GRIEVE-EXCEPTION TO BASIC EXCLUSIVE RIGHT TO GRIEVE	CHOICE OF GRIEVANCE OR APPEAL WITH ALLEGATION OF DISCRIMINATION	3-A-34-3	A	12/1/2002	
			OPTION TO APPEAL IN LIEU OF NEGOTIATED GRIEVANCE PROCEDURE	3-A-34-4	A	12/1/2002	
			TIME LIMITS CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	3-A-34-5	A B	12/1/2002	
		RIGHT TO GRIEVE-EXCEPTION TO BASIC RIGHT TO GRIEVE-TIME LIMITS	FILE RIF APPEAL 30 DAYS FROM DAY AFTER EFFECTIVE DATE OF ACTION	3-A-34-5	A B	12/1/2002	
			NO APPEAL BEFORE EFFECTIVE DATE OF RIF ACTION	3-A-34-5	A B	12/1/2002	
		TIME LIMITS FOR APPEAL	30 DAYS FROM DAY AFTER EFFECTIVE DATE OF ACTION	3-A-32-2	A	12/1/2002	
			MSPB HAS RIGHT TO WAIVE FILING DEADLINE IF APPROPRIATE	3-A-32-2-(b)	A	12/1/2002	
			NO APPEAL BEFORE EFFECTIVE DATE OF RIF ACTION	3-A-32-2-(a)	A	12/1/2002	
		TIME LIMITS FOR FILING GRIEVANCE	TIME LIMITS CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	3-A-34-2	A	12/1/2002	
		CERTIFICATION OF EXPECTED SEPARATION	APPEAL	NO RIGHT TO APPEAL A CERTIFICATION	3-A-32-6	A	12/1/2002

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3 RIF	CERTIFICATION OF EXPECTED SEPARATION	CONDITION THAT IS NOT BASIS FOR CERTIFICATION	RELOCATION	3-A-32-3-(a)	A	12/1/2002	
			CONDITIONS REQUIRED FOR AGENCY TO ISSUE CERTIFICATION	EMPLOYEE HAS NOT FILED APPLICATION FOR RETIREMENT	3-A-32-3-(d)	A	12/1/2002
				EMPLOYEE WILL LIKELY BE SEPARATED BY RIF	3-A-32-3-(a)	A	12/1/2002
				LIMITED EMPLOYMENT OPPORTUNITIES IN LOCAL COMMUTING AREA	3-A-32-3-(b)	A	12/1/2002
				LIMITED FEDERAL EMPLOYMENT OPPORTUNITIES IN LOCAL COMMUTING AREA	3-A-32-3-(c)	A	12/1/2002
			CONTENT	ADDRESSED TO INDIVIDUAL EMPLOYEE	3-A-32-4-(a)	A	12/1/2002
		EXPECTED DATE OF RIF		3-A-32-4-(c)	A	12/1/2002	
		INFORMATION ON REEMPLOYMENT PRIORITY LIST		3-A-32-4-(e)	A	12/1/2002	
		INFORMATION ON STATE WORKFORCE INVESTMENT ACT PROGRAMS		3-A-32-4-(e)	A	12/1/2002	
		SIGNED BY APPROPRIATE OFFICIAL		3-A-32-4-(b)	A	12/1/2002	
		STATEMENT THAT ALL CONDITIONS FOR CERTIFICATION ARE MET		3-A-32-4-(d)	A	12/1/2002	
		MAXIMUM TIME LIMIT FOR CERTIFICATION OF EXPECTED SEPARATION		6 MONTHS BEFORE EXPECTED RIF DATE	3-A-32-2	A	12/1/2002
		PURPOSE	EARLY PARTICIPATION IN STATE WORKFORCE INVESTMENT ACT PROGRAM	3-A-32-1	A	12/1/2002	
			EARLY REGISTRATION FOR CAREER TRANSITION ASSISTANCE PLAN	3-A-32-7-(a)	A	12/1/2002	

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3 RIF	CERTIFICATION OF EXPECTED SEPARATION	PURPOSE	EARLY REGISTRATION FOR REEMPLOYMENT PRIORITY LIST	3-A-32-7-(b)	A	12/1/2002			
			NOT RIF NOTICE	3-A-32-5	A	12/1/2002			
	COMPETITIVE AREA	AGENCY DEFINITION	DEFINED BY AGENCY	NO CHANGE AT LEAST 90 DAYS PRIOR TO RIF DATE	3-A-7-11	A	12/1/2002		
				PUBLICATION IN AGENCY'S PERSONNEL REGULATIONS	3-A-7-10	A	12/1/2002		
				AGENCY RESPONSIBILITY	3-A-7-1-(a)	A	12/1/2002		
				ORGANIZATIONAL AND GEOGRAPHICAL BASIS	3-A-7-1-(b)	A	12/1/2002		
			LOCAL COMMUTING AREA	ORGANIZATIONAL AND GEOGRAPHICAL BASIS	3-A-7-2	A	B	12/1/2002	
					AGENCY RESPONSIBILITY TO DEFINE	3-A-7-8-(b)	A	12/1/2002	
			OPM APPROVAL OF COMPETITIVE AREA CHANGE WITHIN 90 DAYS OF RIF	LOCAL COMMUTING AREA	DEFINITION	3-A-7-8-(a)	A	B	12/1/2002
					NO OPM MILEAGE STANDARD	3-A-7-8-(c)	A	12/1/2002	
					SEPARATE COMPETITIVE AREA IN EACH LOCAL COMMUTING AREA	3-A-7-9	A	12/1/2002	
					AGENCY MUST REQUEST OPM APPROVAL OF CHANGE	3-A-8-1	A	B	12/1/2002
	INFORMATION IN REQUEST TO OPM	3-A-8-2			A	12/1/2002			
	OPM ADDRESS FOR REQUEST TO CHANGE COMPETITIVE AREA	3-A-8-3			A	12/1/2002			
	SCOPE OF RIF COMPETITION	LOCAL COMMUTING AREA	OPM APPROVAL NOT REQUIRED FOR CHANGES IN EXISTING AREA	3-A-8-1	A	B	12/1/2002		
			ALL EMPLOYEES IN COMPETITIVE AREA	3-A-7-1-(b)	A	12/1/2002			
			LIMITED TO ONE COMPETITIVE AREA	3-A-7-1-(a)	A	12/1/2002			

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3 RIF	COMPETITIVE AREA	SCOPE OF RIF COMPETITION	NO MAXIMUM NUMBER OF EMPLOYEES IN COMPETITIVE AREA	3-A-7-1-(d)	A	12/1/2002	
			NO MINIMUM NUMBER OF EMPLOYEES IN COMPETITIVE AREA	3-A-7-1-(d)	A	12/1/2002	
			SAME COMPETITIVE AREA IN FIRST AND SECOND ROUND	3-A-7-1-(c)	A	12/1/2002	
		SEPARATE ADMINISTRATION	DEFINITION	3-A-7-6-(a)	A B	12/1/2002	
			EVIDENCE	3-A-7-6-(c)	A B	12/1/2002	
			EXPLANATION	3-A-7-6-(b)	A B	12/1/2002	
			PERSONNEL OFFICE FUNCTIONS NOT A CONSIDERATION	3-A-7-6-(d)	A B	12/1/2002	
			SAME DEFINITION APPLIES TO HEADQUARTERS AND FIELD COMPONENTS	3-A-7-6-(e)	A	12/1/2002	
			SIZE	AGENCY NOT REQUIRED TO ESTABLISH AREA LARGER THAN MINIMUM	3-A-7-7-(b)	A B	12/1/2002
		MUST MEET MINIMUM OPM STANDARD		3-A-7-7-(a)	A B	12/1/2002	
		NO MAXIMUM SIZE		3-A-7-7-(d)	A B	12/1/2002	
		NO MINIMUM NUMBER OF EMPLOYEES		3-A-7-7-(c)	A B	12/1/2002	
		STANDARD		FIELD COMPONENTS	3-A-7-4	A	12/1/2002
			HEADQUARTERS COMPONENTS	3-A-7-3	A	12/1/2002	
			INSPECTOR GENERAL ACTIVITY UNDER PL 95-452	3-A-7-5	A	12/1/2002	
			COMPETITIVE LEVEL	APPLICATION OF FOUR RETENTION FACTORS	RETENTION REGISTER	3-A-9-1	A
			BURDEN OF PROOF	OFFICIAL POSITION OF RECORD	3-A-9-2-(a)	A B	12/1/2002
			BURDEN OF PROOF-AUTOMATED SYSTEM	OFFICIAL POSITION OF RECORD	3-A-9-2-(a)	A B	12/1/2002

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3 RIF	COMPETITIVE LEVEL	ESTABLISHMENT	INTERCHANGEABLE POSITIONS WITH NO UNDUE INTERRUPTION	3-A-9-3-(c)	A	12/1/2002	
			NO MAXIMUM NUMBER OF POSITIONS IN LEVEL	3-A-9-4	A	12/1/2002	
			NO MINIMUM NUMBER OF POSITIONS IN LEVEL	3-A-9-4	A	12/1/2002	
			OFFICIAL POSITION OF RECORD	3-A-9-2	A B	12/1/2002	
			PERSONAL QUALIFICATIONS NOT CONSIDERED	3-A-9-2-(c)	A B	12/1/2002	
			POSITIONS IN THE SAME CLASSIFICATION SERIES	3-A-9-3-(b)	A	12/1/2002	
			POSITIONS IN THE SAME GRADE	3-A-9-3-(a)	A	12/1/2002	
			MOBILITY AGREEMENTS	3-A-9-8	A	12/1/2002	
			TRAVEL REQUIREMENT	3-A-9-8	A	12/1/2002	
			MSPB OPTION TO CONSIDER ACTUAL DUTIES RATHER THAN PD	3-A-9-2-(b)	A B	12/1/2002	
		NO BASIS FOR SEPARATE COMPETITIVE LEVELS	OFFICIAL POSITION OF RECORD	3-A-9-2-(a)	A B	12/1/2002	
			DIFFERENCE IN FWS LOCAL WAGE AREAS	3-A-9-7-(f)	A	12/1/2002	
			DIFFERENT TOURS OF DUTY FOR OTHER-THAN-FULL-TIME EMPLOYEES	3-A-9-7-(c)	A	12/1/2002	
			PROBATIONARY PERIOD UPON APPOINTMENT TO SUPERVISORY POSITION	3-A-9-7-(b)	A	12/1/2002	
			PROMOTION POTENTIAL OF POSTION	3-A-9-7-(e)	A	12/1/2002	
		REVIEW ON APPEAL	REQUIREMENT TO WORK CHANGING SHIFTS	3-A-9-7-(d)	A	12/1/2002	
			SEX OF EMPLOYEE WITHOUT OPM JUSTIFICATION	3-A-9-7-(a)	A	12/1/2002	
			SEPARATE COMPETITIVE LEVELS PROHIBITED	OFFICIAL POSITION OF RECORD	3-A-9-2-(a)	A B	12/1/2002
				DIFFERENCE IN FWS LOCAL WAGE AREAS	3-A-9-7-(f)	A	12/1/2002
				DIFFERENT TOURS OF DUTY FOR OTHER-THAN-FULL-TIME EMPLOYEES	3-A-9-7-(c)	A	12/1/2002
PROBATIONARY PERIOD UPON APPOINTMENT TO SUPERVISORY POSITION	3-A-9-7-(b)	A		12/1/2002			
PROMOTION POTENTIAL OF POSTION	3-A-9-7-(e)	A		12/1/2002			

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3 RIF	COMPETITIVE LEVEL	SEPARATE COMPETITIVE LEVELS REQUIRED	COMPETITIVE SERVICE	3-A-9-6-(a)	A	12/1/2002			
			EXCEPTED SERVICE	3-A-9-6-(a)	A	12/1/2002			
			EXCEPTED SERVICE APPOINTMENT AUTHORITY	3-A-9-6-(b)	A	12/1/2002			
			PAY SYSTEM	3-A-9-6-(c)	A	12/1/2002			
			TRAINEE POSITIONS	3-A-9-6-(e)	A B	12/1/2002			
			WORK SCHEDULE-FULL-TIME	3-A-9-6-(d)-(1)	A B	12/1/2002			
			WORK SCHEDULE-	3-A-9-6-(d)-(3)	A B	12/1/2002			
			WORK SCHEDULE-ON-CALL	3-A-9-6-(d)-(5)	A B	12/1/2002			
			WORK SCHEDULE-PART-TIME	3-A-9-6-(d)-(2)	A B	12/1/2002			
			WORK SCHEDULE-SEASONAL	3-A-9-6-(d)-(4)	A B	12/1/2002			
			SUPERVISORY AND MANAGERIAL POSITIONS	NO SPECIFIC REQUIREMENT FOR SEPARATE COMPETITIVE LEVELS	3-A-9-6-(f)	A	12/1/2002		
			CONSIDERATION OF GRADES IN EMPLOYEES' RIF ASSIGNMENT RIGHTS	GRADES AND GRADE-INTERVALS	UNDUE INTERRUPTION	90 DAYS STANDARD	3-A-9-5	A B	12/1/2002
					ASSIGNMENT RIGHT COVERS ALL POSITIONS IN GRADE-INTERVAL LIMITS	3-A-23-3-(c)	A	12/1/2002	
	GRADE PROGRESSION BASED ON EMPLOYEE'S CURRENT POSITION	3-A-23-2			A B	12/1/2002			
	ONE-GRADE PROGRESSION HAS CONSECUTIVE GRADE LEVELS	3-A-23-3-(a)			A	12/1/2002			
	TWO-GRADE PROGRESSION HAS NONCONSECUTIVE GRADE LEVELS	3-A-23-3-(b)			A	12/1/2002			
	ACTUAL PROGRESSION FOR MIXED INTERVAL POSITION	3-A-23-4-(f)			A	12/1/2002			
	ASSIGNMENT RIGHT COVERS ALL POSITIONS IN GRADE-INTERVAL LIMITS	3-A-23-4-(b)			A	12/1/2002			
		GRADES AND GRADE-INTERVALS-GENERAL SCHEDULE POSITIONS							

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3 RIF	CONSIDERATION OF GRADES IN EMPLOYEES' RIF ASSIGNMENT RIGHTS	GRADES AND GRADE-INTERVALS-GENERAL SCHEDULE POSITIONS	GRADE-INTERVAL LIMITS EXTEND ONLY TO ENTRY LEVEL OF POSITION	3-A-23-4-(c)	A	12/1/2002	
			GRADE-INTERVAL LIMITS MAY EXTEND TO OTHER PAY SYSTEMS	3-A-23-4-(g)	A	12/1/2002	
			ONE-GRADE BASIS BELOW ENTRY LEVEL OF POSITION	3-A-23-4-(d)	A	12/1/2002	
			ONE-GRADE BASIS FOR ONE-GRADE-INTERVAL POSITION	3-A-23-4-(e)	A	12/1/2002	
			TWO-GRADE PROGRESSION	3-A-23-4-(a)	A	12/1/2002	
			AGENCY RESPONSIBILITY TO DETERMINE NORMAL LINE OF PROGRESSION	3-A-23-5	A B	12/1/2002	
			EACH PROGRESSION IS A GRADE-INTERVAL	3-A-23-7	A	12/1/2002	
			NORMAL LINE OF PROGRESSION APPLIES TO ALL POSITIONS	3-A-23-7-(b)	A	12/1/2002	
			NORMAL LINE OF PROGRESSION MAY INCLUDE DIFFERENT PAY SYSTEMS	3-A-23-7-(a)	A	12/1/2002	
			NORMAL LINE OF PROGRESSION ON AGENCY SUBDIVISION BASIS	3-A-23-6-(b)	A	12/1/2002	
		NORMAL LINE OF PROGRESSION ON AGENCYWIDE BASIS	3-A-23-6-(c)	A	12/1/2002		
		NORMAL LINE OF PROGRESSION ON COMPETITIVE AREA BASIS	3-A-23-6-(a)	A	12/1/2002		
		ONE-GRADE BASIS BELOW ENTRY LEVEL OF POSITION	3-A-23-7-(c)	A	12/1/2002		
		ONE-GRADE BASIS IF NO GRADE STRUCTURE EXITS	3-A-23-9	A	12/1/2002		
		ONE-GRADE BASIS IF NO NORMAL LINE OF PROGRESSION EXITS	3-A-23-8	A	12/1/2002		
		GRADES AND GRADE-INTERVALS-POSITIONS NOT GENERAL SCHEDULE					

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3 RIF	CONSIDERATION OF GRADES IN EMPLOYEES' RIF ASSIGNMENT RIGHTS	OFFER-BUMP	WITHIN THREE GRADES OR GRADE-INTERVALS	3-A-23-1-(a)	A	12/1/2002	
		OFFER-RETREAT	WITHIN THREE GRADES OR GRADE-INTERVALS	3-A-23-1-(b)	A	12/1/2002	
		OFFER-RETREAT-SUBGROUP AD EMPLOYEE	WITHIN FIVE GRADES OR GRADE-INTERVALS	3-A-23-1-(b)	A	12/1/2002	
		OFFER-VACANCY	BUMP AND RETREAT GRADE LIMITS APPLY	3-A-23-1-(c)	A	12/1/2002	
	CONSIDERATION OF QUALIFICATIONS IN ASSIGNMENT RIGHTS	AGENCY OPTION TO ASK EMPLOYEES FOR QUALIFICATIONS UPDATE	AGENCY MAY SET FREEZE DATE FOR CONSIDERING EMPLOYEES' UPDATES	3-A-25-4	A	B	12/1/2002
			AGENCY'S DECISIONS ON PHYSICAL QUALIFICATIONS FOR ASSIGNMENT	A SEPARATE MEDICAL EXAMINATION IS NOT ALWAYS REQUIRED	3-A-25-6-(c)-(2)	A	12/1/2002
			AGENCY DECISION INCLUDES REASONABLE ACCOMMODATION	3-A-25-6	A	B	12/1/2002
			AGENCY DECISION INCLUDES UNDUE INTERRUPTION	3-A-25-6-(b)	A	12/1/2002	
			AGENCY MAY REQUIRE PHYSICAL EXAMINATION WHEN APPROPRIATE	3-A-25-6-(c)-(1)	A	12/1/2002	
			OPM DECISION REQUIRED ONLY WITH 30 PERCENT DISABLED VETERANS	3-A-25-6-(c)-(2)	A	12/1/2002	
			OPM-APPROVED MEDICAL STANDARDS	3-A-25-6-(a)-(1)	A	12/1/2002	
			PERFORMANCE TESTS (INCLUDING PHYSICAL FITNESS AND PHYSICAL AGILITY)	3-A-25-6-(a)-(3)	A	B	12/1/2002
			SPECIFIC PHYSICAL REQUIREMENTS	3-A-25-6-(a)-(2)	A	12/1/2002	
			AGENCY'S DECISIONS ON PHYSICAL QUALIFICATIONS-30 PERCENT VETERANS	AGENCY MAY NOT ASSIGN ANOTHER EMPLOYEE UNTIL FINAL OPM DECISION	3-A-25-7-(e)	A	12/1/2002

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3 RIF	CONSIDERATION OF QUALIFICATIONS IN ASSIGNMENT RIGHTS	AGENCY'S DECISIONS ON PHYSICAL QUALIFICATIONS-30 PERCENT VETERANS	AGENCY MUST NOTIFY VETERAN OF QUALIFICATIONS DETERMINATION	3-A-25-7-(b)	A	12/1/2002
			AGENCY MUST SHOW OPM NOTICE WAS SENT TO VETERAN'S ADDRESS	3-A-25-7-(d)	A	12/1/2002
			AGENCY MUST SUBMIT MEDICAL DETERMINATION INFORMATION TO OPM	3-A-25-7-(c)	A	12/1/2002
			MANDATORY OPM REVIEW IF VETERAN FAILS PHYSICAL QUALIFICATIONS	3-A-25-7	A	12/1/2002
			OPM ADDRESS AND FAX NUMBER FOR DETERMINATION	3-A-25-7-(g)	A	12/1/2002
			OPM NOTIFIES BOTH AGENCY AND VETERAN OF FINAL OPM DECISION	3-A-25-7-(f)	A	12/1/2002
			RIGHT TO OPM REVIEW BASED SOLELY ON 30 PERCENT OR HIGHER RATING	3-A-25-7-(a)	A	12/1/2002
			AGENCY'S DECISIONS ON PHYSICAL QUALIFICATIONS-COMPENSABLE INJURY	AGENCY DECISION INCLUDES UNDUE INTERRUPTION	3-A-25-6-(d)-(2)	A B
		AGENCY MAY NOT DENY ASSIGNMENT RIGHT SOLELY BECAUSE OF INJURY	3-A-25-6-(d)	A B	12/1/2002	
		COMPENSABLE INJURY PROVIDES NO SPECIAL RIF PROTECTIONS	3-A-25-6-(d)	A B	12/1/2002	
		DECISION ON WHETHER EMPLOYEE HAS 5 CFR 353 RESTORATION RIGHT	3-A-25-6-(d)-(1)	A B	12/1/2002	
		EMPLOYEE SEPARATED BY RIF LOSES RESTORATION RIGHTS	3-A-25-6-(d)	A B	12/1/2002	

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3 RIF	CONSIDERATION OF QUALIFICATIONS IN ASSIGNMENT RIGHTS	AGENCY'S DECISIONS ON QUALIFICATIONS FOR ASSIGNMENT	AGENCY REVIEWS EXISTING RECORDS	3-A-25-5	A B	12/1/2002	
			QUALIFICATIONS STANDARD FOR ASSIGNMENT	AGENCY-ESTABLISHED SELECTIVE PLACEMENT FACTOR(S)	3-A-25-2-(a)	A B	12/1/2002
				LOOSER UNDUE INTERRUPTION STANDARD FOR ASSIGNMENT TO VACANCY	3-A-25-2-(d)	A B	12/1/2002
			MINIMUM EDUCATIONAL REQUIREMENT	3-A-25-2-(a)	A B	12/1/2002	
			NO UNDUE INTERRUPTION AFTER ASSIGNMENT	3-A-25-2-(d)	A B	12/1/2002	
			OPM-APPROVED SPECIAL QUALIFYING CONDITION	3-A-25-2-(c)	A B	12/1/2002	
			OPM-ESTABLISHED REQUIREMENTS FOR POSITION	3-A-25-2-(a)	A B	12/1/2002	
			PHYSICAL QUALIFICATIONS WITH REASONABLE ACCOMMODATION	3-A-25-2-(b)	A B	12/1/2002	
			RECENCY OF EXPERIENCE WHEN APPROPRIATE	3-A-25-2-(d)	A B	12/1/2002	
			QUALIFICATIONS STANDARD FOR ASSIGNMENT-ADDITIONAL CONSIDERATIONS	DISQUALIFICATION FOR ASSIGNMENT RESULTS FROM COMPENSABLE INJURY	3-A-25-3-(c)	A	12/1/2002
				RECENCY OF EXPERIENCE WHEN APPROPRIATE	3-A-25-3-(d)	A B	12/1/2002
				SECURITY CLEARANCE WHEN APPROPRIATE (SEE SECTION 3-A-27)	3-A-25-3-(e)	A	12/1/2002
				SEX IS CONSIDERED ONLY WITH OPM-APPROVED CERTIFICATION	3-A-25-3-(b)	A	12/1/2002
				TRAINEE AND DEVELOPMENTAL POSITIONS (SEE SECTION 3-A-26)	3-A-25-3-(a)	A	12/1/2002

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3 RIF	CONSIDERATION OF QUALIFICATIONS IN ASSIGNMENT RIGHTS	QUALIFICATIONS STANDARD FOR ASSIGNMENT-WAIVER FOR VACANCIES	AGENCY OPTION ONLY FOR VACANT POSITIONS	3-A-25-8	A	12/1/2002
			EMPLOYEE HAS CAPACITY TO PERFORM POSITION	3-A-25-8-(b)	A	12/1/2002
			EMPLOYEE MUST MEET ANY MINIMUM EDUCATION STANDARD	3-A-25-8-(a)	A	12/1/2002
			LOOSER UNDUE INTERRUPTION STANDARD FOR ASSIGNMENT TO VACANCY	3-A-25-8-(b)	A	12/1/2002
			PROMOTION POTENTIAL IS NOT A CONSIDERATION	3-A-25-8-(b)	A	12/1/2002
			QUALIFICATIONS STANDARD-INSERVICE ACTION IN LIEU OF RIF	3-A-25-9	A	12/1/2002
			QUALIFICATIONS STANDARD-PURPOSE	3-A-25-1	A B	12/1/2002
	CONSIDERATION OF REPRESENTATIVE RATE IN ASSIGNMENT RIGHTS	COMPARING POSITIONS-DIFFERENT PAY SCHEDULES	REPRESENTATIVE RATE DETERMINES EQUIVALENT GRADE LEVELS	3-A-24-1-(a)	A	12/1/2002
			ACTUAL GRADE DETERMINES EQUIVALENT GRADE LEVELS	3-A-24-1-(b)	A	12/1/2002
			COMPARE RATES OF POSITIONS IN DIFFERENT PAY SCHEDULES	3-A-24-7-(a)	A B	12/1/2002
			EMPLOYEE'S POSITION IS HIGHEST RATE FOR POSSIBLE ASSIGNMENT	3-A-24-7-(b)	A B	12/1/2002
			GRADE-INTERVALS DETERMINE LOWEST RATE FOR POSSIBLE ASSIGNMENT	3-A-24-7-(c)	A B	12/1/2002
			SEPARATE PAY SCHEDULES FOR WG, WL, AND WS	3-A-24-2-(b)	A B	12/1/2002
			ONE PAY SCHEDULE REGARDLESS OF SPECIAL RATES	3-A-24-2-(a)	A B	12/1/2002

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3 RIF	CONSIDERATION OF REPRESENTATIVE RATE IN ASSIGNMENT RIGHTS	REPRESENTATIVE RATE-CALCULATION	BASED ON 2087 HOURS	3-A-24-5	A	12/1/2002	
		REPRESENTATIVE RATE-DOES NOT INCLUDE	COST OF LIVING ALLOWANCES	3-A-24-4-(c)	A	12/1/2002	
			LOCALITY BASED GENERAL SCHEDULE COMPARIBILITY PAYMENTS	3-A-24-4-(e)	A B	12/1/2002	
			NIGHT DIFFERENTIAL	3-A-24-4-(b)	A	12/1/2002	
			OVERTIME	3-A-24-4-(a)	A	12/1/2002	
			PREMIUM OR SHORTAGE CATEGORY PAY	3-A-24-4-(d)	A	12/1/2002	
			REPRESENTATIVE RATE-FEDERAL WAGE SYSTEM	SECOND STEP OF THE FEDERAL WAGE SYSTEM GRADE	3-A-24-3-(b)	A B	12/1/2002
			REPRESENTATIVE RATE-GENERAL SCHEDULE	FOURTH STEP OF THE GENERAL SCHEDULE GRADE	3-A-24-3-(a)	A B	12/1/2002
			REPRESENTATIVE RATE-INCLUDES	FEDERAL WAGE SYSTEM LOCALITY COMPONENT	3-A-24-4-(e)	A B	12/1/2002
			REPRESENTATIVE RATE-OTHER PAY SYSTEMS	RATE DESIGNATED BY THE AGENCY AS REPRESENTATIVE	3-A-24-3-(c)	A B	12/1/2002
		REPRESENTATIVE RATE-RATE USED FOR CALCULATION	RATE IN EFFECT ON DATE AGENCY ISSUES SPECIFIC RIF NOTICES	3-A-24-6	A B	12/1/2002	
		REPRESENTATIVE RATE-SENIOR LEVEL 5 U.S.C. 5376	RATE DESIGNATED BY THE AGENCY AS REPRESENTATIVE	3-A-24-3-(d)	A B	12/1/2002	
	CONSIDERATION OF SECURITY CLEARANCES IN RIF	AGENCY ACTIONS IF CLEARANCE IS DENIED		SEPARATE THE EMPLOYEE BECAUSE OF NO OFFER OF ASSIGNMENT	3-A-27-4-(a)	A	12/1/2002
				TAKE ACTION UNDER EO 10450 AND/OR 5 CFR 732 AFTER ASSIGNMENT	3-A-27-4-(b)	A	12/1/2002
		QUALIFICATIONS STANDARD FOR ASSIGNMENT	AGENCY MUST INITIATE CLEARANCE PROCESS AT EARLIEST DATE	3-A-27-2	A	12/1/2002	

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3 RIF	CONSIDERATION OF SECURITY CLEARANCES IN RIF	QUALIFICATIONS STANDARD FOR ASSIGNMENT	ASSIGNMENT ONLY IF QUALIFIED AND IF NO UNDUE INTERRUPTION	3-A-27-1-(a)	A	12/1/2002		
			CLEARANCE DOES NOT AFFECT POTENTIAL RIGHT TO OTHER POSITIONS	3-A-27-1-(b)	A	12/1/2002		
			WORK ASSIGNMENTS WHILE CLEARANCE IS PENDING	DETAIL TO NONSENSITIVE POSITION	3-A-27-3-(b)	A	12/1/2002	
				GRANT LEAVE TO EMPLOYEE	3-A-27-3-(c)	A	12/1/2002	
				PERFORM NONSENSITIVE DUTIES OF POSITION	3-A-27-3-(a)	A	12/1/2002	
				SUSPEND EMPLOYEE UNDER EO 10450 AND/OR 5 CFR 732	3-A-27-3-(d)	A	12/1/2002	
				TEMPORARILY GIVE DUTIES OF POSITION TO EMPLOYEE WITH CLEARANCE	3-A-27-3-(e)	A	12/1/2002	
				USE DISCRETIONARY TEMPORARY EXCEPTION FOR UNDUE INTERRUPTION	3-A-27-3-(f)	A	12/1/2002	
			DETERMINING EMPLOYEES' RIF ASSIGNMENT RIGHTS	AVAILABLE POSITION	COMPETITIVE SERVICE APPOINTMENT	3-A-19-4-(a)	A	12/1/2002
					EMPLOYEE QUALIFIES FOR POSITION	3-A-19-4-(d)	A B	12/1/2002
	HAS SAME WORK SCHEDULE	3-A-19-4-(f)			A	12/1/2002		
	LASTS AT LEAST 90 DAYS	3-A-19-4-(c)			A B	12/1/2002		
	LEAST REDUCTION IN REPRESENTATIVE RATE	3-A-19-4-(e)			A	12/1/2002		
	MOBILITY AGREEMENT NOT CONSIDERED	3-A-19-15			A	12/1/2002		
	OCCUPIED IN DIFFERENT COMPETITIVE LEVEL BY LOWER-STANDING	3-A-19-4-(g)			A	12/1/2002		
	PROMOTION POTENTIAL NOT CONSIDERATION	3-A-19-12	A B	12/1/2002				

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3 RIF	DETERMINING EMPLOYEES' RIF ASSIGNMENT RIGHTS	AVAILABLE POSITION	RELEASED EMPLOYEE MUST ACTUALLY PERFORM NEW POSITION	3-A-19-14	A B	12/1/2002	
			SAME COMPETITIVE AREA	3-A-19-4-(b)	A B	12/1/2002	
			SUPERVISORY OR MANAGER STATUS NOT CONSIDERATION	3-A-19-13	A B	12/1/2002	
			TEMPORARY POSITION IS NOT AVAILABLE POSITION	3-A-19-5	A B	12/1/2002	
			TRAVEL REQUIREMENT NTO CONSIDERED	3-A-19-15	A	12/1/2002	
			AVAILABLE POSITION-ALTERNATIVE OFFER	MUST NOT RESULT IN MORE SEVERE ACTION FOR ANOTHER EMPLOYEE	3-A-19-10-(b)	A	12/1/2002
				REQUIRES NOTICE TO EMPLOYEE OF BEST OFFER	3-A-19-10-(c)	A B	12/1/2002
			AVAILABLE POSITION-BETTER OFFER	POSITION WITH HIGHER REPRESENTATIVE RATE BECAMES AVAILABLE	3-A-19-9	A B	12/1/2002
				PRIOR OFFER NO LONGER CONSIDERED	3-A-19-9	A B	12/1/2002
			AVAILABLE POSITION-MORE THAN ONE AVAILABLE POSITION	MANAGEMENT RIGHT TO DETERMINE OFFER	3-A-19-7	A B	12/1/2002
				NO EMPLOYEE RIGHT TO CHOOSE OFFER	3-A-19-7	A B	12/1/2002
			AVAILABLE POSITION-NO ADDITIONAL OFFERS	EMPLOYEE ACCEPTS OFFER	3-A-19-8-(a)	A B	12/1/2002
				EMPLOYEE FAILS TO RESPOND TO OFFER	3-A-19-8-(c)	A B	12/1/2002
				EMPLOYEE REJECTS OFFER	3-A-19-8-(b)	A B	12/1/2002
			AVAILABLE POSITION-POSITIONS NOT INCLUDED	COMPETITIVE SERVICE EMPLOYEE TO EXCEPTED POSITION	3-A-19-6-(f)	A B	12/1/2002
				EXCEPTED SERVICE EMPLOYEE TO COMPETITIVE POSITION	3-A-19-6-(g)	A B	12/1/2002

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3 RIF	DETERMINING EMPLOYEES' RIF ASSIGNMENT RIGHTS	AVAILABLE POSITION-POSITIONS NOT INCLUDED	FULL-TIME POSITION TO OTHER-THAN-FULL-TIME EMPLOYEE	3-A-19-6-(b)	A	12/1/2002
			OTHER-THAN-FULL-TIME POSITION TO FULL-TIME EMPLOYEE	3-A-19-6-(c)	A	12/1/2002
			POSITION UNDER DIFFERENT WORK SCHEDULE	3-A-19-6-(e)	A	12/1/2002
			POSITION WITH HIGHER REPRESENTATIVE RATE	3-A-19-6-(a)	A B	12/1/2002
			VACANT TEMPORARY POSITION AS OFFER OF AVAILABLE POSITION	3-A-19-6-(d)	A B	12/1/2002
			DISPLACEMENT-TO DIFFERENT COMPETITIVE LEVEL	3-A-19-11-(b)	A B	12/1/2002
			DISPLACEMENT-WITHIN COMPETITIVE LEVEL	3-A-19-11-(a)	A B	12/1/2002
		EMPLOYEES WITH ASSIGNMENT RIGHTS	COMPETITIVE SERVICE APPOINTMENT	3-A-19-2-(a)	A	12/1/2002
			CURRENT PERFORMANCE RATING OF LEVEL 2 OR HIGHER	3-A-19-2-(c)	A	12/1/2002
			TENURE GROUP I OR GROUP II	3-A-19-2-(b)	A	12/1/2002
			EXCEPTED SERVICE EMPLOYEES	3-A-19-3-(b)	A	12/1/2002
			TENURE GROUP III BUMPING RIGHTS	3-A-19-3-(a)	A	12/1/2002
		EMPLOYEES WITH NO ASSIGNMENT RIGHTS	CURRENT PERFORMANCE RATING OF LEVEL 1	3-A-19-3-(c)	A B	12/1/2002
			THREE TYPES OF ASSIGNMENT RIGHTS	BUMPING RIGHT	3-A-19-1-(a)	A
		RETREAT RIGHT		3-A-19-1-(b)	A	12/1/2002
		RIGHT TO VACANCIES		3-A-19-1-(c)	A	12/1/2002
		LOCAL COMMUTING AREA	AGENCY RESPONSIBILITY TO DEFINE	NO OPM MILEAGE STANDARD	3-A-7-8-(c)	A

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3 RIF	LOCAL COMMUTING AREA	AGENCY RESPONSIBILITY TO DEFINE	REASONABLE INTERPRETATION OF OPM STANDARD	3-A-7-8-(b)	A	12/1/2002	
		COMPETITIVE AREA	SEPARATE COMPETITIVE AREA IN EACH LOCAL COMMUTING AREA	3-A-7-9	A	12/1/2002	
		DEFINITION	REASONABLE INTERPRETATION OF OPM STANDARD	3-A-7-8-(a)	A B	12/1/2002	
	MOCK RIF	AGENCY OPTION	NO IMPACT ON LATER ACTUAL RIF OFFERS OF ASSIGNMENT	3-A-18-1-(b)	A B	12/1/2002	
	NOTICES-FURLOUGH	SAMPLE NOTICE	RIF CONTINUOUS FURLOUGH NOTICE	3-D-10-2	D	5/1/2003	
			RIF DISCONTINUOUS FURLOUGH NOTICE	3-D-11-2	D	5/1/2003	
	NOTICES-RIF	AGENCY OBLIGATION TO ISSUE RIF NOTICE	ONLY FOR RIF REASON AND ACTION	3-A-29-1-(b)	A B	12/1/2002	
			AGENCY OBLIGATION TO NOTIFY UNION	OBLIGATION WHEN AGENCY ISSUES RIF NOTICE	3-A-29-7	A	12/1/2002
			AMENDED RIF NOTICE-BETTER OFFER OF ASSIGNMENT	AGENCY MUST GIVE EMPLOYEE THE BETTER OFFER	3-A-29-17	A	12/1/2002
				EMPLOYEE HAS RIGHT TO BETTER OFFER IF STILL ON AGENCY'S ROLLS	3-A-29-17-(a)	A	12/1/2002
				EMPLOYEE MAY BE SEPARATED IF BETTER OFFER IS REJECTED	3-A-29-17-(b)	A	12/1/2002
			AMENDED RIF NOTICE-EARLIER RIF DATE	REQUIRES NEW MINIMUM 60 DAYS RIF NOTICE	3-A-29-16	A	12/1/2002
			AMENDED RIF NOTICE-LATER RIF DATE	CONTAINS UPDATED RETENTION STANDING	3-A-29-15-(a)	A	12/1/2002
	APPEALS	NOTICE IS AGENCY'S INITIAL BURDEN OF PROOF IN RIF APPEAL	3-A-29-1-(c)	A B	12/1/2002		
		CERTIFICATION OF EXPECTED SEPARATION	CES IS NOT SPECIFIC RIF	3-A-29-2	A	6/1/2002	

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3 RIF	NOTICES-RIF	COMPUTING RIF NOTICE PERIOD	MINIMUM NOTICE PERIOD DOES NOT INCLUDE SATURDAY, SUNDAY, HOLIDAY	3-A-29-14-(b)	A	12/1/2002
			NOTICE PERIOD BEGINS DAY AFTER EMPLOYEE RECEIVES RIF NOTICE	3-A-29-14-(a)	A	12/1/2002
			NOTICE PERIOD DOES NOT INCLUDE RIF EFFECTIVE DATE	3-A-29-14-(a)	A	12/1/2002
		CONTENT	EFFECTIVE DATE OF RIF ACTION	3-A-29-4-(c)	A	12/1/2002
			EMPLOYEE'S RETENTION STANDING	3-A-29-4-(d)	A	12/1/2002
			EXPLAIN REASON FOR ANY EXCEPTIONS TO REGULAR ORDER OF RELEASE	3-A-29-4-(f)	A	12/1/2002
			EXPLAIN REASON FOR LIQUIDATION EXCEPTION TO ORDER OF RELEASE	3-A-29-4-(g)	A	12/1/2002
			EXPLAIN RIGHT TO FILE RIF APPEAL OR GRIEVANCE	3-A-29-4-(h)	A	12/1/2002
			EXPLAIN RIGHT TO REQUEST COPY OF MSPB REGULATIONS	3-A-29-5	A	12/1/2002
			IDENTIFY RIF ACTION	3-A-29-4-(a)	A	12/1/2002
			IDENTIFY WHERE EMPLOYEE MAY INSPECT RIF REGISTERS	3-A-29-4-(e)	A	12/1/2002
			REASONS FOR RIF ACTION	3-A-29-4-(b)	A B	12/1/2002
			NO BASIS FOR GENERAL RIF NOTICE	3-A-29-1-(a)	A	12/1/2002
		DEFINITION	SPECIFIC WRITTEN NOTICE	3-A-29-1-(a)	A	12/1/2002
			DIFFERENT EQUIVALENT RIF ACTION	NO OBLIGATION TO ISSUE NEW RIF NOTICE WITH NEW FULL NOTICE PERIOD	3-A-29-10-(c)	A
		EMPLOYEE'S DUTY STATUS DURING RIF NOTICE PERIOD	RETAIN EMPLOYEE IN ACTIVE DUTY STATUS WHEN POSSIBLE	3-A-29-20	A	12/1/2002

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3 RIF	NOTICES-RIF	EMPLOYEE'S DUTY STATUS DURING RIF NOTICE PERIOD-EMERGENCY	ANNUAL LEAVE-VOLUNTARY OR INVOLUNTARY	3-A-29-20-(a)	A	12/1/2002
			LEAVE WITHOUT PAY-VOLUNTARY OR INVOLUNTARY	3-A-29-20-(b)	A	12/1/2002
			NONPAY STATUS-VOLUNTARY OR INVOLUNTARY	3-A-29-20-(c)	A	12/1/2002
		EXCEPTIONS TO REGULAR ORDER OF RELEASE-MAXIMUM RIF NOTICE PERIOD	RIF NOTICE PERIOD MAY NOT EXCEED ENDING DATE OF EXCEPTION	3-A-29-13-(c)	A	12/1/2002
		EXCEPTIONS TO REGULAR ORDER OF RELEASE-MINIMUM RIF NOTICE PERIOD	RIF IMPLEMENTATION DATE IS DATE EXCEPTION EXPIRES	3-A-29-13-(a)	A	12/1/2002
			SAME MINIMUM RIF NOTICE PERIOD APPLIES	3-A-29-13	A	12/1/2002
		EXPIRATION OF RIF NOTICE-IMPLEMENTATION OF ACTION	NOTICE EXPIRES WHEN AGENCY IMPLEMENTS RIF ACTION	3-A-29-18	A	12/1/2002
		EXPIRATION OF RIF NOTICE-IMPLEMENTATION OF LESS SEVERE ACTION	NOTICE EXPIRES WHEN AGENCY IMPLEMENTS LESS SEVERE RIF ACTION	3-A-29-19	A	12/1/2002
		FORMER MINIMUM 120 DAYS SPECIFIC WRITTEN NOTICE FOR LARGE DOD RIF	REQUIREMENT EXPIRED JANUARY 31, 2000	3-A-29-9	A	12/1/2002
		INFORMATIONAL RIF NOTICE	AGENCY OPTION	3-A-29-3	A	12/1/2002
			DOES NOT COUNT TOWARD NOTICE PERIOD FOR SPECIFIC RIF NOTICE	3-A-29-3-(a)	A	12/1/2002
			DOES NOT MEET EMPLOYEE'S ENTITLEMENT TO SPECIFIC RIF NOTICE	3-A-29-3-(b)	A	12/1/2002
			OPM'S REGULATIONS DO NOT COVER INFORMATION NOTICE	3-A-29-3-(c)	A	12/1/2002

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3 RIF	NOTICES-RIF	LESS SEVERE RIF ACTION	NO OBLIGATION TO ISSUE NEW RIF NOTICE WITH NEW FULL NOTICE PERIOD	3-A-29-10-(c)	A	12/1/2002
		MAXIMUM RIF NOTICE PERIOD	NO MAXIMUM RIF NOTICE PERIOD	3-A-29-11	A B	12/1/2002
		MINIMUM 60 DAYS SPECIFIC WRITTEN NOTICE	NOTICE REQUIREMENT APPLIES TO ALL RIF ACTIONS	3-A-29-8-(a)	A B	12/1/2002
			STATUTORY REQUIREMENT IN 5 U.S.C. 3502(d)(1)(A)	3-A-29-8-(b)	A B	12/1/2002
			USE OF PERMISSIVE TEMPORARY EXCEPTION FOR FULL 60 DAYS RIF NOTICE	3-A-29-8-(d)	A B	12/1/2002
		MORE SEVERE RIF ACTION	OBLIGATION TO ISSUE NEW RIF NOTICE WITH NEW FULL NOTICE PERIOD	3-A-29-10	A	12/1/2002
			USE OF PERMISSIVE TEMPORARY EXCEPTION FOR FULL NEW RIF NOTICE	3-A-29-10-(a)	A	12/1/2002
		OPM APPROVAL OF SHORTENED RIF NOTICE PERIOD	MORE SEVERE RIF ACTION	3-A-29-10-(b)	A	12/1/2002
		REQUESTING EXCEPTION TO MINIMUM 60 DAYS RIF NOTICE PERIOD	BASED ON UNFORESEEABLE CIRCUMSTANCES	3-A-31-1	A	12/1/2002
			CONTENT OF REQUEST	3-A-31-3	A	12/1/2002
			MINIMUM 30 DAYS RIF NOTICE PERIOD WITH EXCEPTION	3-A-31-1	A	12/1/2002
			ONLY AGENCY HEADQUARTERS CAN SUBMIT REQUEST FOR EXCEPTION	3-A-31-2	A	12/1/2002
			OPM ADDRESS TO SUBMIT REQUEST FOR EXCEPTION	3-A-31-3	A	12/1/2002
		RIF NOTICE PERIOD LONGER THAN MINIMUM 60 DAYS	AGENCY OPTION	3-A-29-8-(c)	A B	12/1/2002
		SAMPLE DOWNSIZING NOTICES	ADAPTING THE SAMPLES TO AGENCY-SPECIFIC NOTICES	3-D-1-4	D	5/1/2003

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3 RIF	NOTICES-RIF	SAMPLE DOWNSIZING NOTICES	GUIDANCE ON SPECIFIC REDUCTION IN FORCE NOTICES	3-D-2-1	D	5/1/2003	
			OTHER POSSIBLE NOTICES-DISCONTINUED SERVICE RETIREMENT	3-D-1-3-(a)	D	5/1/2003	
			OTHER POSSIBLE NOTICES-RESIGNATION TO RECEIVE SEVERANCE PAY	3-D-1-3-(b)	D	5/1/2003	
			PURPOSE OF OPM'S SAMPLE DOWNSIZING NOTICES	3-D-1-1	D	5/1/2003	
			SAMPLE LANGUAGE FOR CERTAIN BARGAINING UNIT EMPLOYEES	3-D-2-2	D	5/1/2003	
			SAMPLE REDUCTION IN FORCE NOTICE CHECKLIST	3-D-2-3	D	5/1/2003	
			TYPES OF DOWNSIZING NOTICES INCLUDED IN UNIT 3-D	3-D-1-2	D	5/1/2003	
			SAMPLE DOWNSIZING NOTICES-AUTHORIZATION TO RELEASE RESUME	NOTICE-AUTHORIZATION TO RELEASE RESUME	3-D-5-2	D	5/1/2003
				PURPOSE OF THE AUTHORIZATION TO RELEASE RESUME	3-D-5-1	D	5/1/2003
			SAMPLE DOWNSIZING NOTICES-CERTIFICATION OF EXPECTED SEPARATION	NOTICE-CERTIFICATION OF EXPECTED SEPARATION	3-D-4-2	D	5/1/2003
				PURPOSE OF CERTIFICATION OF EXPECTED SEPARATION	3-D-4-1	D	5/1/2003
			SAMPLE DOWNSIZING NOTICES-FIRST ROUND RIF DISPLACEMENT	NOTICE-FIRST ROUND DISPLACEMENT OF LOWER-STANDING EMPLOYEE	3-D-2-4	D	5/1/2003
			SAMPLE DOWNSIZING NOTICES-REASSIGNMENT TO DIFFERENT LOCATION	NOTICE-REASSIGNMENT TO DIFFERENT LOCAL COMMUTING AREA	3-D-12-2	D	5/1/2003
				PURPOSE OF REASSIGNMENT LETTER	3-D-12-1	D	5/1/2003

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3 RIF	NOTICES-RIF	SAMPLE DOWNSIZING NOTICES-RIF ASSIGNMENT	RIF NOTICE 10-OFFER OVER TWO GRADES WITH G&P OR DSR OR VERA	3-D-2-14	D	5/1/2003
			RIF NOTICE 11-OFFER OVER TWO GRADES WITH G&P OR A/L FOR BENEFITS	3-D-2-15	D	5/1/2003
			RIF NOTICE 12-DECLINATION OF ASSIGNMENT OFFER TO LOWER-GRADED POSITION	3-D-2-16	D	5/1/2003
			RIF NOTICE 1-OFFER TO SAME GRADE	3-D-2-5	D	5/1/2003
			RIF NOTICE 2-OFFER TO SAME GRADE OR OPTIONAL RETIREMENT	3-D-2-6	D	5/1/2003
			RIF NOTICE 3-OFFER WITHIN TWO GRADES WITH HIGHEST PREVIOUS RATE	3-D-2-7	D	5/1/2003
			RIF NOTICE 4-OFFER WITHIN TWO GRADES WITH SAVED G&P	3-D-2-8	D	5/1/2003
			RIF NOTICE 5-OFFER WITHIN TWO GRADES WITH G&P OR OPT RETIREMENT	3-D-2-9	D	5/1/2003
			RIF NOTICE 6-OFFER OVER TWO GRADES W/SAVED PAY-NO SEVERANCE OR RET	3-D-2-10	D	5/1/2003
			RIF NOTICE 7-OFFER OVER TWO GRADES WITH G&P-NO SEVERANCE OR RET	3-D-2-11	D	5/1/2003
			RIF NOTICE 8-OFFER OVER TWO GRADES WITH G&P OR DSR	3-D-2-12	D	5/1/2003
			RIF NOTICE 9-OFFER OVER TWO GRADES WITH G&P OR OPTIONAL RETIREMENT	3-D-2-13	D	5/1/2003
			SAMPLE DOWNSIZING NOTICES-RIF CONTINUOUS FURLOUGH NOTICE	NOTICE-RIF CONTINUOUS FURLOUGH NOTICE	3-D-10-2	D

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3 RIF	NOTICES-RIF	SAMPLE DOWNSIZING NOTICES-RIF CONTINUOUS FURLOUGH NOTICE	PURPOSE OF RIF CONTINUOUS FURLOUGH NOTICE	3-D-10-1	D	5/1/2003
		SAMPLE DOWNSIZING NOTICES-RIF DISCONTINUOUS FURLOUGH NOTICE	NOTICE-RIF DISCONTINUOUS FURLOUGH NOTICE	3-D-11-2	D	5/1/2003
			PURPOSE OF RIF DISCONTINUOUS FURLOUGH NOTICE	3-D-11-1	D	5/1/2003
		SAMPLE DOWNSIZING NOTICES-RIF GRIEVANCE RIGHTS	NOTICE OF GRIEVANCE RIGHT FOR CERTAIN BARGAINING UNIT EMPLOYEES	3-D-3-1	D	5/1/2003
			NOTICE-SAMPLE LANGUAGE FOR CERTAIN BARGAINING UNIT EMPLOYEES	3-D-3-2	D	5/1/2003
		SAMPLE DOWNSIZING NOTICES-RIF SEPARATION	RIF NOTICE 13-SEPARATION WITH NO SEVERANCE PAY OR IMMEDIATE RETIREMENT	3-D-2-17	D	5/1/2003
			RIF NOTICE 14-SEPARATION WITH ELIGIBILITY FOR SEVERANCE PAY	3-D-2-18	D	5/1/2003
			RIF NOTICE 15-SEPARATION WITH ELIGIBILITY FOR DSR	3-D-2-19	D	5/1/2003
			RIF NOTICE 16-SEPARATION WITH ELIGIBILITY FOR OPTIONAL RETIREMENT	3-D-2-20	D	5/1/2003
			RIF NOTICE 17-SEPARATION WITH A/L FOR BENEFITS	3-D-2-21	D	5/1/2003
			RIF NOTICE 18-SEPARATION FROM INTERMITTENT APPOINTMENT	3-D-2-22	D	5/1/2003
			RIF NOTICE 19-SEPARATION FROM TERM APPOINTMENT	3-D-2-23	D	5/1/2003
			RIF NOTICE 20-SEPARATION FROM EXCEPTED POSITION WITH SEVERANCE PAY	3-D-2-24	D	5/1/2003

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3 RIF	NOTICES-RIF	SAMPLE DOWNSIZING NOTICES- TRANSFER OF FUNCTION CANVASS LETTER	NOTICE-TRANSFER OF FUNCTION CANVASS LETTER TO MULTIPLE LOCATIONS	3-D-9-1	D	5/1/2003	
			NOTICE-TRANSFER OF FUNCTION CANVASS LETTER TO ONE LOCATION	3-D-8-2	D	5/1/2003	
			PURPOSE OF TRANSFER OF FUNCTION CANVASS LETTER	3-D-8-1	D	5/1/2003	
		SAMPLE DOWNSIZING NOTICES- VOLUNTARY CHANGE TO LOWER GRADE	AGENCY-INITIATED VOLUNTARY CHANGE TO LOWER GRADE	3-D-6-1	D	5/1/2003	
			CTAP VOLUNTARY CHANGE TO LOWER GRADE	3-D-7-1	D	5/1/2003	
			NOTICE-AGENCY-INITIATED VOLUNTARY CHANGE TO LOWER GRADE	3-D-6-2	D	5/1/2003	
			NOTICE-CTAP VOLUNTARY CHANGE TO LOWER GRADE	3-D-7-2	D	5/1/2003	
			SAMPLE RIF NOTICES 50 OR MORE RIF SEPARATIONS	RIH UNIT 3-D	3-A-29-1-(d)	A	12/1/2002
				NOTIFY DEPARTMENT OF LABOR UNEMPLOYMENT INSURANCE SERVICE	3-A-30-3	A	12/1/2002
				NOTIFY LOCAL GOVERNMENTAL OFFICIAL	3-A-30-7	A	12/1/2002
	NOTICES-RIF-ADDITIONAL REQUIREMENTS FOR RIF SEPARATIONS	50 OR MORE RIF SEPARATIONS- NOTICE TO OTHER ORGANIZATIONS	NOTIFY OPM	3-A-30-8	A	12/1/2002	
			NOTIFY STATE WORKFORCE INVESTMENT ACT ORGANIZATION	3-A-30-6	A	12/1/2002	
		50 OR MORE RIF SEPARATIONS- NOTICE TO OTHER ORGANIZATIONS-CONTENT	ANY OTHER INFORMATION REQUIRED BY OPM	3-A-30-5-(c)	A	12/1/2002	
			EFFECTIVE DATE OF RIF	3-A-30-5-(b)	A	12/1/2002	
			NUMBER OF EMPLOYEES WITH RIF SEPARATION NOTICES	3-A-30-5-(a)	A	12/1/2002	

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3 RIF	NOTICES-RIF-ADDITIONAL REQUIREMENTS FOR RIF SEPARATIONS	FORMAT	IN RIF NOTICE	3-A-30-2	A	12/1/2002		
			MORE INFORMATION FOR EMPLOYEES	CAREER TRANSITION ASSISTANCE PLAN	3-A-30-2-(e)	A	12/1/2002	
			EMPLOYEE AUTHORIZATION TO RELEASE RESUME	3-A-30-2-(c)	A	12/1/2002		
			INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN	3-A-30-2-(f)	A	12/1/2002		
			REGISTRATION FOR REEMPLOYMENT PRIORITY LIST	3-A-30-2-(d)	A	12/1/2002		
			RETRAINING BENEFITS UNDER WORKFORCE INVESTMENT ACT OF 1998	3-A-30-2-(b)	A	12/1/2002		
			SEVERANCE PAY ESTIMATE	3-A-30-2-(a)	A	12/1/2002		
			UNEMPLOYMENT INSURANCE	3-A-30-2-(g)	A	12/1/2002		
			NOTICES-TOF	TRANSFER OF FUNCTION CANVASS LETTERS	TRANSFER OF FUNCTION CANVASS LETTER TO MULTIPLE LOCATIONS	3-D-9-1	D	5/1/2003
					TRANSFER OF FUNCTION CANVASS LETTER TO ONE LOCATION	3-D-8-2	D	5/1/2003
	NOTICES-VSIP	SAMPLE VSIP NOTICES	AGENCY REQUEST FOR OPM APPROVAL OF VSIP	3-D-13-2	D	5/1/2003		
			APPLICATION TO SEPARATE BY RESIGNATION FOR VSIP	3-D-13-7	D	5/1/2003		
			APPLICATION TO SEPARATE BY RETIREMENT FOR VSIP	3-D-13-6	D	5/1/2003		
			NOTICE ANNOUNCING VSIP PLAN TO AGENCY EMPLOYEES	3-D-13-3	D	5/1/2003		
			VSIP RESIGNATION SURVEY NOTICE	3-D-13-5	D	5/1/2003		
			VSIP RETIREMENT SURVEY NOTICE	3-D-13-4	D	5/1/2003		

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3	RIF	PERFORMANCE-RIF	AGENCY'S POLICY	CONDITIONS UNDER WHICH RATING IS RECEIVED	3-A-15-8-(d)-(1)	A B 12/1/2002
				FREEZE DATE POLICY IF APPLICABLE	3-A-15-9	A B 12/1/2002
				FREEZE DATE POLICY IF APPLICABLE	3-A-15-8-(d)-(2)	A B 12/1/2002
				INCLUDED IN APPROPRIATE ISSUANCE	3-A-15-8-(c)	A B 12/1/2002
				RETENTION SERVICE CREDIT UNDER MIXED PATTERNS IF APPLICABLE	3-A-15-8-(3)	A B 12/1/2002
				UNIFORM AND CONSISTENT IN COMPETITIVE AREA	3-A-15-8-(c)	A B 12/1/2002
		AMOUNT OF RETENTION CREDIT-MULTIPLE RATING PATTERNS	12 ADDITIONAL YEARS IS MINIMUM CREDIT FOR EACH RATING	3-A-15-12-(d)	A B	12/1/2002
			20 ADDITIONAL YEARS IS MAXIMUM CREDIT FOR EACH RATING	3-A-15-12-(d)	A B	12/1/2002
			ADDITIONAL SERVICE CREDIT ONLY IN FULL YEARS	3-A-15-12-(b)	A B	12/1/2002
			BASED ON MATHEMATICAL AVERAGE ROUNDED UP IF NECESSARY	3-A-15-12-(a)	A B	12/1/2002
			MANDATORY-AGENCY MUST SPECIFY CREDIT FOR EACH SUMMARY LEVEL	3-A-15-12-(h)	A B	12/1/2002
			MANDATORY-SAME CREDIT FOR SAME LEVEL IN SAME PATTERN	3-A-15-12-(f)	A B	12/1/2002
			NO ADDITIONAL YEARS OF CREDIT FOR LEVEL 2 OR LEVEL 1 RATING	3-A-15-12-(c)	A B	12/1/2002
			ONLY APPLIES TO RATINGS ON RECORD AFTER SEPTEMBER 30, 1997	3-A-15-12-(i)	A B	12/1/2002

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3 RIF	PERFORMANCE-RIF	AMOUNT OF RETENTION CREDIT-MULTIPLE RATING PATTERNS	OPTION-DIFFERENT CREDIT FOR SAME LEVEL IN DIFFERENT PATTERNS	3-A-15-12-(g)	A B	12/1/2002
			OPTION-THE SAME AMOUNT OF CREDIT FOR MULTIPLE LEVELS	3-A-15-12-(e)	A B	12/1/2002
		AMOUNT OF RETENTION CREDIT-SINGLE RATING PATTERN	12 ADDITIONAL YEARS OF CREDIT FOR LEVEL 3 RATING	3-A-15-11-(c)	A B	12/1/2002
			16 ADDITIONAL YEARS OF CREDIT FOR LEVEL 4 RATING	3-A-15-11-(b)	A B	12/1/2002
			20 ADDITIONAL YEARS OF CREDIT FOR LEVEL 5 RATING	3-A-15-11-(a)	A B	12/1/2002
			BASED ON MATHEMATICAL AVERAGE ROUNDED UP IF NECESSARY	3-A-15-11-(d)-(1)	A B	12/1/2002
			NO ADDITIONAL YEARS OF CREDIT FOR LEVEL 2 OR LEVEL 1 RATING	3-A-15-11-(d)	A B	12/1/2002
			AVAILABILITY OF RATINGS	AGENCY RESPONSIBILITY FOR COMPLIANCE WITH RATING SCHEDULE	3-A-15-8-(b)	A B
		EFFECTIVE DATE FOR OPM'S 1997 PERFORMANCE REGULATIONS	RATING MUST BE ON RECORD	3-A-15-8-(a)	A B	12/1/2002
			ALL ACTIONS ON OR AFTER OCTOBER 1, 1998	3-A-15-2	A	12/1/2002
		MISSING RATINGS	ACTUAL RATING(S) WITH ONE OR TWO ACTUAL RATING(S) OF RECORD	3-A-15-10-(b)	A B	12/1/2002
			MODAL RATING WHEN NO ACTUAL RATING(S) OF RECORD	3-A-15-10-(a)	A B	12/1/2002
		RATINGS USED FOR RIF PURPOSES	CURRENT RATING OF RECORD	3-A-15-4-(c)	A	12/1/2002
			EMPLOYEES COVERED BY 5 USC CHAPTER 43	3-A-15-6	A	12/1/2002
			EMPLOYEES NOT COVERED BY 5 USC CHAPTER 43	3-A-15-7	A B	12/1/2002

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3 RIF	PERFORMANCE-RIF	RATINGS USED FOR RIF PURPOSES	EQUIVALENT RATING OF RECORD	3-A-15-4-(b)	A	12/1/2002		
			MODAL RATING	3-A-15-4-(d)	A	12/1/2002		
			RATING OF RECORD	3-A-15-4-(a)	A	12/1/2002		
				RATINGS IN OTHER AGENCIES	3-A-15-5	A	B	12/1/2002
				RETROACTIVE RATING	3-A-15-4-(e)	A		12/1/2002
			RETENTION FACTOR	BASED ON ONE OF FOUR FACTORS IN 1944 VETERANS' PREFERENCE ACT	3-A-15-1	A	B	12/1/2002
			TIME PERIOD COVERED BY RATINGS	4 YEARS PRIOR TO THE DATE THE AGENCY FREEZES RATINGS	3-A-15-3-(b)	A		12/1/2002
		4 YEARS PRIOR TO THE DAY BEFORE THE AGENCY ISSUES RIF NOTICES		3-A-15-3-(a)	A		12/1/2002	
			UNACCEPTABLE PERFORMANCE-ELIMINATION OF RATING	AGENCY DOES NOT EFFECT PROPOSED 5 CFR 432 ACTION	3-A-15-15	A		12/1/2002
				THIRD PARTY APPELLATE DECISION	3-A-15-15	A		12/1/2002
			UNACCEPTABLE PERFORMANCE-FINAL DECISION TO DEMOTE	EMPLOYEE COMPETES IN POSITION TO WHICH DEMOTED	3-A-15-14-(b)	A		12/1/2002
			UNACCEPTABLE PERFORMANCE-FINAL DECISION TO REMOVE	EMPLOYEE DOES NOT COMPETE IN RIF COMPETITION	3-A-15-14-(a)	A		12/1/2002
			UNACCEPTABLE PERFORMANCE-PROPOSED DECISION TO DEMOTE	EMPLOYEE COMPETES IN FIRST ROUND COMPETITION	3-A-15-13	A		12/1/2002
		UNACCEPTABLE PERFORMANCE-PROPOSED DECISION TO REMOVE	EMPLOYEE COMPETES IN FIRST ROUND COMPETITION	3-A-15-13	A		12/1/2002	
		PERSONNEL RECORDS IN RIF	ACCESS TO RETENTION RECORDS	CONSISTENT WITH FREEDOM OF INFORMATION ACT	3-A-16-2	A	12/1/2002	
	CONSISTENT WITH PRIVACY			3-A-16-2	A		12/1/2002	
	EMPLOYEE WHO RECEIVED SPECIFIC RIF NOTICE			3-A-16-3-(a)	A	B	12/1/2002	

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3 RIF	PERSONNEL RECORDS IN RIF	ACCESS TO RETENTION RECORDS	OPM	3-A-16-3-(b)	A	12/1/2002	
			REPRESENTATIVE OF EMPLOYEE WHO RECEIVED SPECIFIC RIF NOTICE	3-A-16-3-(a)	A B	12/1/2002	
		PRESERVING RETENTION RECORDS	1 YEAR MINIMUM OP REQUIREMENT	3-A-16-6	A	12/1/2002	
		RESPONSIBILITY OF AGENCY	MAINTAIN RETENTION RECORDS	3-A-16-1	A B	12/1/2002	
		REVIEW OF OTHER RETENTION REGISTERS	OTHER POTENTIAL COMPETITIVE LEVELS	3-A-16-5-(a)	A	12/1/2002	
		REVIEW OF RETENTION REGISTER	POTENTIAL ASSIGNMENT	3-A-16-5-(b)	A	12/1/2002	
			COMPLETE RETENTION REGISTER	3-A-16-4-(d)	A	12/1/2002	
		REASSIGNMENT	AGENCY OPTION	EMPLOYEES' ADJUSTED RIF SERVICE COMPUTATION DATES	3-A-16-4-(c)	A	12/1/2002
				EMPLOYEES' BASIC RIF SERVICE COMPUTATION DATES	3-A-16-4-(b)	A	12/1/2002
				NAMES OF ALL EMPLOYEES ON RETENTION REGISTER	3-A-16-4-(a)	A	12/1/2002
	ASSIGNMENT OR REASSIGNMENT TO VACANT POSITION			3-A-5-3	A B	12/1/2002	
	DIFFERENT COMPETITIVE AREA			RIF NOT REQUIRED	3-A-5-2	A B	12/1/2002
	DIFFERENT COMPETITIVE LEVEL			RIF NOT REQUIRED	3-A-5-2	A B	12/1/2002
	DIFFERENT LOCAL COMMUTING AREA			RIF NOT REQUIRED	3-A-5-2	A B	12/1/2002
	RELEASE FROM COMPETITIVE LEVEL			CONTINUING EXCEPTION-DATE OF EMPLOYEE'S RETENTION STANDING	RIF DATE HAD AGENCY NOT USED CONTINUING EXCEPTION	3-A-17-10	A
	CONTINUING EXCEPTION-MINIMUM LENGTH	MORE THAN 90 DAYS	3-A-17-9-(b)	A	12/1/2002		
	CONTINUING EXCEPTION-NOTICE TO HIGHER-STANDING EMPLOYEES	REASON FOR THE EXCEPTION	3-A-17-11	A	12/1/2002		

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3 RIF	RELEASE FROM COMPETITIVE LEVEL	DATE USED TO DETERMINE EMPLOYEES' RETENTION STANDING	DATE RELEASED FROM COMPETITIVE LEVEL	3-A-17-1	A	12/1/2002
		DISPLACEMENT WITHIN COMPETITIVE LEVEL	EMPLOYEE RETAINS SAME STATUS AND TENURE	3-A-17-3-(d)	A	12/1/2002
			NOT RIF ACTION	3-A-17-3-(e)	A	12/1/2002
		DISPLACEMENT-TO DIFFERENT COMPETITIVE LEVEL	EMPLOYEE RETAINS SAME STATUS AND TENURE	3-A-19-11-(b)	A B	12/1/2002
		DISPLACEMENT-WITHIN COMPETITIVE LEVEL	NOT RIF ACTION	3-A-19-11-(a)	A B	12/1/2002
		LIQUIDATION EXCEPTION-180 DAYS OR LESS	ABOLISHMENT OF COMPETITIVE AREA	3-A-17-19	A	12/1/2002
		LIQUIDATION EXCEPTION-NOTICE TO HIGHER-STANDING EMPLOYEES	REASON FOR THE EXCEPTION	3-A-17-20	A	12/1/2002
		MANDATORY EXCEPTION-DATE OF EMPLOYEE'S RETENTION STANDING	RIF DATE HAD AGENCY NOT USED MANDATORY EXCEPTION	3-A-17-7	A	12/1/2002
		MANDATORY EXCEPTION-RESTORATION RIGHT AFTER ARMED FORCES	RETAINED AT TOP OF EMPLOYEE'S TENURE GROUP AND SUBGROUP	3-A-17-5-(b)	A	12/1/2002
		MANDATORY EXCEPTION-TO QUALIFY FOR CONTINUED HEALTH BENEFITS	RETAINED ON ACCRUED ANNUAL LEAVE UNTIL FIRST ELIGIBILITY	3-A-17-6-(b)	A	12/1/2002
		MANDATORY EXCEPTION-TO QUALIFY FOR IMMEDIATE ANNUITY	RETAINED ON ACCRUED ANNUAL LEAVE UNTIL FIRST ELIGIBILITY	3-A-17-6-(a)	A	12/1/2002
		ORDER OF RELEASE	INTERVENING DISPLACEMENT WHEN GROUPS I, II, AND III INCLUDED	3-A-17-3-(c)	A B	12/1/2002
			INVERSE RETENTION ORDER	3-A-17-3-(a)	A	12/1/2002
			TIES IN EMPLOYEES' RETENTION STANDING	3-A-17-4	A	12/1/2002
			RELEASE OF NONCOMPETING EMPLOYEES	FINAL DECISION TO DEMOTE UNDER 5 CFR 430	3-A-17-2-(c)	A

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3 RIF	RELEASE FROM COMPETITIVE LEVEL	RELEASE OF NONCOMPETING EMPLOYEES	FINAL DECISION TO DEMOTE UNDER 5 CFR 752	3-A-17-2-(d)	A	12/1/2002	
			FINAL DECISION TO REMOVE UNDER 5 CFR 430	3-A-17-2-(c)	A	12/1/2002	
			FINAL DECISION TO REMOVE UNDER 5 CFR 752	3-A-17-2-(d)	A	12/1/2002	
			NONCOMPETING TEMPORARY APPOINTMENT	3-A-17-2-(a)	A	12/1/2002	
			TEMPORARY PROMOTION	3-A-17-2-(b)	A	12/1/2002	
			TERM PROMOTION	3-A-17-2-(b)	A	12/1/2002	
			OTHER REASONS	3-A-17-16-(a)	A	12/1/2002	
			UNDUE INTERRUPTION	3-A-17-12	A	12/1/2002	
			RIF DATE HAD AGENCY NOT USED CONTINUING EXCEPTION	3-A-17-17	A	12/1/2002	
			TEMPORARY EXCEPTION-90 DAYS OR LESS				
	RETENTION REGISTER	RETENTION REGISTER	APPLICATION OF FOUR RETENTION FACTORS EMPLOYEES LISTED APART FROM REGISTER	LEAVE SYSTEM OTHER THAN 5 USC CHAPTER 63	3-A-17-14	A	12/1/2002
				SATISFY A GOVERNMENT OBLIGATION TO EMPLOYEE	3-A-17-13	A	12/1/2002
				REASON FOR THE EXCEPTION	3-A-17-18	A	12/1/2002
				LEAVE SYSTEM OTHER THAN 5 USC CHAPTER 63	3-A-17-15-(b)-(2)	A	12/1/2002
				LEAVE SYSTEM OTHER THAN 5 USC CHAPTER 63	3-A-17-15-(b)-(1)	A	12/1/2002
				COMPETITIVE LEVEL BECOMES RETENTION REGISTER	3-A-9-1	A	12/1/2002
				DEMOTION BECAUSE OF ADVERSE ACTION	3-A-10-4-(c)-(2)	A	12/1/2002
DEMOTION BECAUSE OF UNACCEPTABLE PERFORMANCE	3-A-10-4-(b)-(2)	A	12/1/2002				

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3 RIF	RETENTION REGISTER	EMPLOYEES LISTED APART FROM REGISTER	NONCOMPETING TEMPORARY APPOINTMENT IN COMPETITIVE LEVEL	3-A-10-4-(a)-(1)	A	12/1/2002	
			REMOVAL BECAUSE OF ADVERSE ACTION	3-A-10-4-(c)-(1)	A	12/1/2002	
			REMOVAL BECAUSE OF UNACCEPTABLE PERFORMANCE	3-A-10-4-(b)-(1)	A	12/1/2002	
			TEMPORARY PROMOTION TO COMPETITIVE LEVEL	3-A-10-4-(a)-(3)	A	12/1/2002	
			TERM PROMOTION TO COMPETITIVE LEVEL	3-A-10-4-(a)-(2)	A	12/1/2002	
		EMPLOYEES LISTED ON REGISTER	DEMOTED TO REGISTER BECAUSE OF ADVERSE ACTION	3-A-10-4-(c)-(2)	A	12/1/2002	
			DEMOTED TO REGISTER BECAUSE OF UNACCEPTABLE PERFORMANCE	3-A-10-4-(b)-(2)	A	12/1/2002	
			DETAIL FROM COMPETITIVE LEVEL	3-A-10-2-(c)	A	12/1/2002	
			OFFICIAL POSITION OF RECORD IN COMPETITIVE LEVEL	3-A-10-2-(a)	A B	12/1/2002	
			TEMPORARY PROMOTION FROM COMPETITIVE LEVEL	3-A-10-2-(b)	A B	12/1/2002	
		EMPLOYEES NOT LISTED ON REGISTER	TERM PROMOTION FROM COMPETITIVE LEVEL	3-A-10-2-(b)	A B	12/1/2002	
			ON ACTIVE ARMED FORCES SERVICE WITH RESTORATION RIGHT	3-A-10-3	A	12/1/2002	
			PURPOSE	APPLIES FOUR RETENTION FACTORS TO COMPETITIVE LEVEL	3-A-10-1	A B	12/1/2002
		RETENTION STANDING	ORDER	SUBGROUP A SUBGROUP AD 3-A-11-2-(b)-(1)	3-A-11-2-(b)-(2)	A	12/1/2002

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3 RIF	RETENTION STANDING	ORDER	SUBGROUP B	3-A-11-2-(b)-(3)	A	12/1/2002
			TENURE GROUP I	3-A-11-2-(a)-(1)	A	12/1/2002
			TENURE GROUP II	3-A-11-2-(a)-(2)	A	12/1/2002
			TENURE GROUP III	3-A-11-2-(a)-(3)	A	12/1/2002
		PERFORMANCE	ADDITIONAL CREDITABLE RETENTION SERVICE	3-A-11-2-(d)	A	12/1/2002
		RETENTION REGISTER	BASED ON FOUR FACTORS IN 1944 VETERANS' PREFERENCE ACT	3-A-11-1	A	12/1/2002
		SERVICE CREDIT	CREDITABLE CIVILIAN AND MILITARY SERVICE	3-A-11-2-(c)	A	12/1/2002
				NO AUTHORITY TO FREEZE SERVICE RECORDS BEFORE RIF	3-A-14-2-(a)	A
		TENURE	SUBGROUP A	3-A-13-2-(b)	A	12/1/2002
				3-A-13-2-(a)	A	12/1/2002
	3-A-13-2-(c)			A	12/1/2002	
	VETERANS' PREFERENCE	NO AUTHORITY TO FREEZE PREFERENCE RECORDS BEFORE RIF DATE	3-A-13-1-(a)	A	12/1/2002	
			NO BASIS TO USE RECORDS NOT AVAILABLE BEFORE RIF	3-A-13-1-(b)	A B	12/1/2002
	SERVICE CREDIT	AGENCY RESPONSIBILITY	DETERMINE RETENTION SERVICE CREDIT AS OF RIF DATE	3-A-14-2	A	12/1/2002
			WITHHOLD RETENTION CREDIT FOR NONCREDITABLE SERVICE	3-A-14-2-(b)	A	12/1/2002
		CIVILIAN RETENTION SERVICE CREDIT AUTHORIZED BY STATUTE	AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE	3-E-4-1	E	10/1/2002

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3 RIF	SERVICE CREDIT	CIVILIAN RETENTION SERVICE CREDIT AUTHORIZED BY STATUTE	APPALACHIAN REGIONAL COMMISSION	3-E-4-2	E	10/1/2002	
			DC GOVERNMENT SERVICE BEFORE 09/26/80	3-E-4-3	E	10/1/2002	
			NONAPPROPRIATED FUND (NAF) EMPLOYEES	3-E-4-5	E	10/1/2002	
			PEACE CORPS VOLUNTEERS	3-E-4-6	E	10/1/2002	
			POSTAL SERVICE	3-E-4-7	E	10/1/2002	
			ST. ELIZABETHS HOSPITAL	3-E-4-4	E	10/1/2002	
			VOLUNTEERS IN SERVICE TO AMERICA (VISTA)	3-E-4-8	E	10/1/2002	
			COMPUTING THE SCD-RIF- ADDITIONAL RETENTION CREDIT FOR PERFORMANCE	MULTIPLE RATING PATTERNS	3-E-7-6-(d)	E	10/1/2002
				ROUND UP ANY FRACTION WHEN COMPUTING RETENTION CREDIT FOR PERFORMANCE	3-E-7-6-(e)	E	10/1/2002
				SINGLE RATING PATTERN	3-E-7-6-(c)	E	10/1/2002
			STEP ONE-COMPUTE AMOUNT OF RETENTION CREDIT FOR PERFORMANCE	3-E-7-7	E	10/1/2002	
			STEP TWO-INCLUDE RETENTION CREDIT FOR PERFORMANCE IN SCD FOR SCD-RIF	3-E-7-7	E	10/1/2002	
			COMPUTING THE SCD-RIF-ARMED FORCES SERVICE	USE ACTUAL DATES OF ARMED FORCES SERVICE	3-E-7-5	E	10/1/2002
			COMPUTING THE SCD-RIF- BREAKS IN SERVICE	CONTINUOUS SERVICE WITH BREAK OF 3 DAYS OR LESS	3-E-7-3	E	10/1/2002
				DISCONTINUOUS SERVICE WITH BREAK OF MORE THAN 3 DAYS	3-E-7-3	E	10/1/2002
	COMPUTING THE SCD-RIF- CIVILIAN SERVICE	USE ACTUAL DATES OF EMPLOYMENT	3-E-7-4	E	10/1/2002		

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3 RIF	SERVICE CREDIT	COMPUTING THE SCD-RIF-CREDIT FOR SEPARATION DAY	RETENTION SERVICE CREDIT FOR SEPARATION DAY	3-E-7-2	E	10/1/2002
			ARRANGE THE OPF IN CHRONOLOGICAL ORDER	3-E-7-1-(a)	E	10/1/2002
			COMPARE EMPLOYEE-PREPARED DOCUMENTS WITH VERIFIED SERVICE	3-E-7-1-(b)	E	10/1/2002
			NOTE BASIS FOR ARMED FORCES DISCHARGE AS OPTIONAL STEP	3-E-7-1-(c)	E	10/1/2002
			VERIFY AMOUNT OF CIVILIAN AND ARMED FORCES SERVICE IS CREDITABLE	3-E-7-1-(d)	E	10/1/2002
		CREDITABLE CIVILIAN SERVICE FOR RETENTION	OTHER SERVICE DEFINED BY LAW AS RETENTION CREDIT	3-A-14-3-(b)	A B	12/1/2002
			SERVICE AS EMPLOYEE THAT MEETS 5 USC 2105(a) DEFINITION	3-A-14-3-(a)	A B	12/1/2002
			SERVICE AS EMPLOYEE THAT MEETS 5 USC 2105(a) DEFINITION	3-E-3-1-(a)	E	10/1/2002
		CREDITABLE CIVILIAN SERVICE FOR RETENTION-AMOUNT OF SERVICE CREDIT	2087 HOUR CONVERSION CHART	3-E-3-5	E	10/1/2002
			260 DAY CONVERSION CHART	3-E-3-5	E	10/1/2002
			FULL-TIME CIVILIAN SERVICE	3-E-3-2-(a)	E	10/1/2002
			FULL-TIME CIVILIAN SERVICE WITH INTERVENING UNIFORMED SERVICE	3-E-3-2-(b)	E	10/1/2002
			INJURY COMPENSATION (OWCP)	3-E-3-4-(c)	E	10/1/2002
			INTERMITTENT CIVILIAN SERVICE	3-E-3-2-(d)	E	10/1/2002
			LEAVE-WITHOUT-PAY (LWOP)	3-E-3-3	E	10/1/2002
			PART-TIME CIVILIAN SERVICE	3-E-3-2-(c)	E	10/1/2002
			RESTORATION FROM ARMED FORCES	3-E-3-4-(d)	E	10/1/2002

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3 RIF	SERVICE CREDIT	CREDITABLE CIVILIAN SERVICE FOR RETENTION-AMOUNT OF SERVICE CREDIT	SEASONAL CIVILIAN SERVICE	3-E-3-2-(e)	E	10/1/2002
			SUBSTANTIALLY CONTINUOUS SERVICE WITH BREAK OF 1 WORKDAY OR MORE	3-E-3-4-(b)	E	10/1/2002
			SUBSTANTIALLY CONTINUOUS SERVICE WITH NO BREAK OF 1 WORKDAY	3-E-3-4-(a)	E	10/1/2002
		CREDITABLE UNIFORMED SERVICE FOR RETENTION	ACTIVE DUTY SERVICE IN ARMED FORCES	3-A-14-3-(c)	A B	12/1/2002
			NO BASIS FOR DUAL CREDIT OF ARMED FORCES SERVICE	3-A-14-3-(c)	A B	12/1/2002
			TYPE OF DISCHARGE FROM ARMED FORCES IS NOT CONSIDERED	3-E-5-1-(b)	E	10/1/2002
		CREDITABLE UNIFORMED SERVICE FOR RETENTION-AMOUNT OF SERVICE CREDIT	ACTIVE DUTY SERVICE BLOCKS CERTIFIED BY U.S. MILITARY ACADEMY	3-E-5-2-(b)	E	10/1/2002
			ACTIVE DUTY SERVICE BLOCKS ON DD 214	3-E-5-2	E	10/1/2002
			ACTIVE DUTY SERVICE BLOCKS ON SF 813 FOR CAMPAIGNS AND EXPEDITIONS	3-E-5-2-(a)	E	10/1/2002
			AIR FORCE NATIONAL GUARD OF THE UNITED STATES SERVICE (ANGUS)	3-E-5-7	E	10/1/2002
			AIR FORCE NATIONAL GUARD SERVICE	3-E-5-6	E	10/1/2002
			ARMY NATIONAL GUARD OF THE UNITED STATES SERVICE (ARNGUS)	3-E-5-7	E	10/1/2002
			ARMY NATIONAL GUARD SERVICE	3-E-5-6	E	10/1/2002
			EARLY ARMED FORCES RETIREMENT UNDER PL 102-484	3-E-5-9	E	10/1/2002

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3 RIF	SERVICE CREDIT	CREDITABLE UNIFORMED SERVICE FOR RETENTION-AMOUNT OF SERVICE CREDIT	NATIONAL OCEANIC AND ATMOSPHERIC ADMIN COMMISSIONED CORPS (NOAA)	3-E-5-11	E	10/1/2002	
			NO ADDITIONAL SERVICE CREDIT FOR DERIVATIVE PREFERENCE	3-E-5-5	E	10/1/2002	
			NO BASIS FOR DUAL CREDIT OF ARMED FORCES SERVICE	3-E-5-4	E	10/1/2002	
			NO CREDIT FOR ARMED FORCES LOST TIME	3-E-5-3	E	10/1/2002	
			PUBLIC HEALTH SERVICE COMMISSIONED CORPS (PHS)	3-E-5-10	E	10/1/2002	
			CREDITABLE UNIFORMED SERVICE FOR RETENTION-NOT RETIRED MILITARY	ALL ACTIVE ARMED FORCES SERVICE	3-E-5-1-(a)	E	10/1/2002
			CREDITABLE UNIFORMED SERVICE FOR RETENTION-RETIRED MILITARY	DUAL COMPENSATION ACT LIMITATIONS ON RETENTION SERVICE CREDIT	3-E-5-1-(a)	E	10/1/2002
			CREDITABLE UNIFORMED SERVICE FOR RETENTION-VERIFICATION	OFFICIAL ORDERS ISSUED BY UNIFORMED SERVICE	3-E-5-8-(a)	E	10/1/2002
				REFER TO DD 214	3-E-5-8-(a)	E	10/1/2002
				REFER TO DD 214	3-E-5-2	E	10/1/2002
			RESERVISTS ORDERS TO ACTIVE DUTY TRAINING	3-E-5-8-(c)	E	10/1/2002	
			STATE ADJUTANT GENERAL FOR NATIONAL GUARD SERVICE	3-E-5-8-(b)	E	10/1/2002	
			SUBMIT SF 813	3-E-5-2-(a)	E	10/1/2002	
			DETERMINING RIF SERVICE CREDIT DATE-GENERAL	ADDITIONAL SERVICE CREDIT FOR PERFORMANCE	3-A-14-4-(c)	A B	12/1/2002
				NO PRIOR FEDERAL SERVICE	3-A-14-4-(a)	A B	12/1/2002
		PRIOR FEDERAL SERVICE	3-A-14-4-(b)	A B	12/1/2002		

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3 RIF	SERVICE CREDIT	DETERMINING RIF SERVICE CREDIT DATE-NOAA	RIF SERVICE CREDIT ONLY FOR ARMED FORCES SERVICE	3-E-6-6	E	10/1/2002
		DETERMINING RIF SERVICE CREDIT DATE-PHS	RIF SERVICE CREDIT ONLY FOR ARMED FORCES SERVICE	3-E-6-6	E	10/1/2002
		DETERMINING RIF SERVICE CREDIT DATE-RETIRED	DUAL COMPENSATION ACT LIMITATIONS ON RETENTION SERVICE CREDIT	3-A-14-5	A B	12/1/2002
			DUAL COMPENSATION ACT LIMITATIONS ON RETENTION SERVICE CREDIT	3-E-6-1-(a)	E	10/1/2002
			DUAL COMPENSATION ACT LIMITATIONS ON RETENTION SERVICE CREDIT	3-E-6-2	E	10/1/2002
		DETERMINING RIF SERVICE CREDIT DATE-RETIRED MILITARY WITH PREFERENCE	SUBMIT FORM SF-180 TO VERIFY BASIS FOR ARMED FORCES RETIREMENT	3-E-6-1-(a)	E	10/1/2002
			SUBMIT SF 813	3-E-6-2-(c)	E	10/1/2002
			SUMMARY CHART	3-E-6-7	E	10/1/2002
			ALL ACTIVE ARMED FORCES SERVICE	3-E-6-3	E	10/1/2002
			ALL ACTIVE ARMED FORCES SERVICE IF ELIGIBLE FOR PREFERENCE	3-E-6-4	E	10/1/2002
		DETERMINING RIF SERVICE CREDIT DATE-TEMPORARY DISABILITY RETIREMENT	DUAL COMPENSATION ACT LIMITATIONS DO NOT APPLY	3-E-6-5	E	10/1/2002
		RETENTION FACTOR	BASED ON ONE OF FOUR FACTORS IN 1944 VETERANS' PREFERENCE ACT	3-A-14-1	A B	12/1/2002
		RETENTION STANDING	NO AUTHORITY TO FREEZE SERVICE RECORDS BEFORE RIF	3-A-14-2-(a)	A	12/1/2002
		TENURE	COMPETITIVE SERVICE TEMPORARY POSITIONS	NOT COVERED BY RIF REGULATIONS UNLESS PROVISIONAL APPOINTMENT	3-A-12-2-(d)	A B

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3 RIF	TENURE	EXCEPTED SERVICE TEMPORARY POSITIONS	NOT COVERED IF LESS THAN 1 YEAR UNDER NTE 1 YEAR APPOINTMENT	3-A-12-2-(c)-(3)	A	12/1/2002	
			GROUP I-COMPETITIVE SERVICE	ADMINISTRATIVE LAW JUDGE	3-A-12-2-(a)- (2)-(iii)	A	12/1/2002
				CAREER EMPLOYEE	3-A-12-2-(a)	A	12/1/2002
				COMPETITIVE STATUS WHEN POSITION IS BROUGHT INTO SERVICE	3-A-12-2-(a)- (2)-(ii)	A	12/1/2002
				CORRECTION OF CERTAIN ADMINISTRATIVE ERROR UNDER EO 10826	3-A-12-2-(a)- (2)-(i)	A	12/1/2002
				EMPLOYEE ACQUIRES STATUS UNDER 5 USC 3304 AFTER TRANSFER	3-A-12-2-(a)- (2)-(v)	A	12/1/2002
				EMPLOYEE APPOINTED UNDER 5 USC 3104	3-A-12-2-(a)- (2)-(iv)	A	12/1/2002
				PENDING OPM RESOLUTION TO ACQUIRE STATUS AND TENURE	3-A-12-2-(a)- (2)-(i)	A	12/1/2002
				SUPERVISOR SERVING PROBATION UNDER 5 CFR 315-I	3-A-12-2-(a)-(1)	A	12/1/2002
			GROUP I-EXCEPTED SERVICE	PERMANENT EMPLOYEE WITH NO TIME OR TRIAL RESTRICTION	3-A-12-3-(a)	A B	12/1/2002
			GROUP II-COMPETITIVE SERVICE	CAREER-CONDITIONAL EMPLOYEE	3-A-12-2-(b)-(1)	A	12/1/2002
				CORRECTION OF CERTAIN ADMINISTRATIVE ERROR UNDER EO 10826	3-A-12-2-(b)-(3)	A	12/1/2002
				PROBATIONARY EMPLOYEE UNDER 5 CFR 315-H	3-A-12-2-(b)-(2)	A	12/1/2002
			GROUP II-EXCEPTED SERVICE	SERVING TRIAL PERIOD	3-A-12-3-(b)-(1)	A	12/1/2002
				TENURE EQUIVALENT TO CAREER-CONDITIONAL	3-A-12-3-(b)-(2)	A B	12/1/2002

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3 RIF	TENURE	GROUP III-COMPETITIVE SERVICE	INDEFINITE APPOINTMENT	3-A-12-2-(c)-(1)	A B	12/1/2002	
			OTHER COMPETITIVE SERVICE NONSTATUS NONTEMPORARY APPOINTMENT	3-A-12-2-(c)-(6)	A	12/1/2002	
			PROVISIONAL APPOINTMENT	3-A-12-2-(d)	A B	12/1/2002	
			PROVISIONAL APPOINTMENT	3-A-12-2-(c)-(5)	A	12/1/2002	
			STATUS QUO APPOINTMENT	3-A-12-2-(c)-(4)	A	12/1/2002	
			TAPER APPOINTMENT	3-A-12-2-(c)-(2)	A B	12/1/2002	
			TERM APPOINTMENT	3-A-12-2-(c)-(3)	A B	12/1/2002	
		WELFARE-TO-WORK WORKER- TRAINEE PROGRAM	3-A-12-2-(c)-(2)	A B	12/1/2002		
		GROUP III-EXCEPTED SERVICE	APPOINTMENT MORE THAN 1 YEAR	3-A-12-2-(c)-(2)	A B	12/1/2002	
			INDEFINITE APPOINTMENT	3-A-12-3-(c)-(1)	A	12/1/2002	
			MORE THAN 1 YEAR CONTINUOUS UNDER SAME TEMPORARY APPOINTMENT	3-A-12-2-(c)-(3)	A	12/1/2002	
		RETENTION FACTOR	BASED ON ONE OF FOUR FACTORS IN 1944 VETERANS' PREFERENCE ACT	3-A-12-1	A B	12/1/2002	
		TERMINOLOGY-RIF	APPLICATION OF FOUR RETENTION FACTORS DEFINITION	COMPETITIVE LEVEL BECOMES RETENTION REGISTER	3-A-9-1	A	12/1/2002
				ASSIGNMENT RIGHT	3-A-4-1-(a)	A	12/1/2002
	BUMP			3-A-4-1-(b)	A	12/1/2002	
	COMPETING EMPLOYEE			3-A-4-1-(c)	A	12/1/2002	
	COMPETITIVE AREA			3-A-4-1-(d)	A	12/1/2002	
	COMPETITIVE LEVEL			3-A-4-1-(e)	A	12/1/2002	

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3 RIF	TERMINOLOGY-RIF	DEFINITION	COMPETITIVE SERVICE	3-A-4-1-(f)	A	12/1/2002
			DISABLED VETERAN	3-A-13-4	A	12/1/2002
			FEDERAL EMPLOYEE	3-A-14-3-(a)	A B	12/1/2002
			FURLOUGH	3-A-4-1-(i)	A	12/1/2002
			LOCAL COMMUTING AREA	3-A-7-8-(a)	A B	12/1/2002
			RATING OF RECORD	3-A-4-1-(l)	A	12/1/2002
			REORGANIZATION	3-A-4-1-(m)	A	12/1/2002
			REPRESENTATIVE RATE	3-A-4-1-(n)	A	12/1/2002
			RETENTION REGISTER	3-A-4-1-(o)	A	12/1/2002
			RETENTION STANDING	3-A-4-1-(p)	A	12/1/2002
			RETREAT	3-A-4-1-(q)	A	12/1/2002
			RIF NOTICE	3-A-4-1-(k)	A	12/1/2002
			ROUND OF COMPETITION-FIRST ROUND	3-A-4-1-(r)	A	12/1/2002
			ROUND OF COMPETITION-SECOND ROUND	3-A-4-1-(r)	A	12/1/2002
			SEPARATE ADMINISTRATION	3-A-7-6-(a)	A B	12/1/2002
			SUBGROUP STANDING	3-A-4-1-(s)	A	12/1/2002
			TENURE	3-A-4-1-(t)	A	12/1/2002
			TRANSFER OF FUNCTION	3-A-4-1-(u)	A	12/1/2002
			UNDUE INTERRUPTION	3-A-4-1-(v)	A	12/1/2002
			DEFINITION-SERVICE CREDIT	ACTIVE DUTY	3-E-2-1-(a)	E
		ACTIVE SERVICE		3-E-2-1-(b)	E	10/1/2002
		AIR NATIONAL GUARD		3-E-2-1-(c)	E	10/1/2002
		AIR NATIONAL GUARD OF THE UNITED STATES (ANGUS)		3-E-2-1-(d)	E	10/1/2002
		ARMED FORCES		3-E-2-1-(e)	E	10/1/2002
		ARMY NATIONAL GUARD		3-E-2-1-(f)	E	10/1/2002

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3 RIF	TERMINOLOGY-RIF	DEFINITION-SERVICE CREDIT	ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS)	3-E-2-1-(g)	E	10/1/2002
			CIVIL SERVICE	3-E-2-1-(h)	E	10/1/2002
			GOVERNMENT CORPORATION	3-E-2-1-(m)	E	10/1/2002
			CREDITABLE SERVICE FOR RIF	3-E-2-1-(i)	E	10/1/2002
			EMPLOYEE	3-E-2-1-(j)	E	10/1/2002
			EXECUTIVE AGENCY	3-E-2-1-(k)	E	10/1/2002
			EXECUTIVE DEPARTMENTS	3-E-2-1-(l)	E	10/1/2002
			INDEPENDENT ESTABLISHMENT	3-E-2-1-(n)	E	10/1/2002
			NONAPPROPRIATED FUND INSTRUMENTALITIES (NAFI)	3-E-2-1-(o)	E	10/1/2002
			RESERVE COMPONENTS OF THE ARMED FORCES	3-E-2-1-(p)	E	10/1/2002
			RETIRED MEMBER OF THE UNIFORMED SERVICE	3-E-2-1-(s)	E	10/1/2002
			SERVICE COMPUTATION DATE (SCD)	3-E-2-1-(q)	E	10/1/2002
			SERVICE COMPUTATION DATE-RIF (SCD-RIF)	3-E-2-1-(r)	E	10/1/2002
			UNIFORMED SERVICES	3-E-2-1-(t)	E	10/1/2002
			TRAINEE AND DEVELOPMENTAL POSITIONS IN RIF	CHARACTERISTICS	DESIGNATED AND ANNOUNCED AS TRAINEE PROGRAM	3-A-9-6-(e)-(2)
	DEVELOPMENTAL BY DESIGN BEYOND LADDER POSITIONS	3-A-9-6-(e)-(3)			A	12/1/2002
	IS FULLY IMPLEMENTED	3-A-9-6-(e)-(4)			A	12/1/2002
	MEETS AGENCY'S NEEDS TO DEVELOP SKILLED PERSONNEL	3-A-9-6-(e)-(1)			A	12/1/2002
	CHARACTERISTICS-TRAINEE AND DEVELOPMENTAL POSITIONS	DESIGNED TO MEET AGENCY'S NEEDS FOR SKILLED PERSONNEL			3-A-26-2-(a)	B

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3 RIF	TRAINEE AND DEVELOPMENTAL POSITIONS IN RIF	CHARACTERISTICS-TRAINEE AND DEVELOPMENTAL POSITIONS	HAS BEEN FORMALLY DESIGNATED AND ANNOUNCED TO EMPLOYEES	3-A-26-2-(b)	A B	12/1/2002	
			IS DEVELOPMENTAL BEYOND REGULAR CAREER LADDER POSITIONS	3-A-26-2-(c)	A B	12/1/2002	
			IS FULLY EMPLOYEE WITH PARTICIPANTS SELECTED THROUGH COMPETITION	3-A-26-2-(d)	A B	12/1/2002	
		COMPETITIVE LEVEL	SEPARATE COMPETITIVE LEVELS REQUIRED	3-A-9-6-(e)	A B	12/1/2002	
		QUALIFICATIONS STANDARD FOR ASSIGNMENT-ADDITIONAL CONSIDERATIONS	CONSIDERATION OF UNDUE INTERRUPTION STANDARD	3-A-26-1-(c)	A B	12/1/2002	
			WHETHER HIGHER-STANDING EMPLOYEE MEETS TRAINEE ENTRY CONDITIONS	3-A-26-1-(b)	A	12/1/2002	
			WHETHER LOWER-STANDING EMPLOYEE HOLDS TRAINEE POSITION	3-A-26-1-(a)	A B	12/1/2002	
		QUALIFICATIONS STANDARD FOR ASSIGNMENT-UNDUE INTERRUPTION	DISPLACEMENT ONLY IF QUALIFIED AND IF NO UNDUE INTERRUPTION	3-A-26-4-(a)	A	12/1/2002	
			POSSIBLE UNDUE INTERRUPTION IF LESS THAN 90 DAYS AFTER START DATE	3-A-26-4-(c)	A	12/1/2002	
			PROBABLE UNDUE INTERRUPTION IF MORE THAN 90 DAYS AFTER START	3-A-26-4-(b)	A	12/1/2002	
		RESTRICTIONS ON DISPLACEMENT	DISPLACEMENT ONLY IF QUALIFIED AND IF NO UNDUE INTERRUPTION	3-A-26-3-(b)	A	12/1/2002	
			JOURNEYMAN IS NOT ASSIGNED INTO TRAINEE POSITION	3-A-26-3-(a)	A B	12/1/2002	
		UNDUE INTERRUPTION	COMPETITIVE LEVEL	90 DAYS STANDARD	3-A-9-5	A B	12/1/2002

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3 RIF	USE OF RIF	ACTIONS EXCLUDED FROM RIF REGULATIONS	CHANGE FROM PART-TIME TO FULL-TIME	3-A-5-5-(e)	A B	12/1/2002	
			CONSTRUCTIVE DEMOTION	3-A-5-5-(h)	A B	12/1/2002	
			JOB EROSION NOT WITHIN 180 DAYS OF RIF DATE	3-A-5-5-(c)	A B	12/1/2002	
			NONPAY NONDUTY STATUS AS CONDITION OF EMPLOYMENT	3-A-5-5-(d)	A B	12/1/2002	
			RECLASSIFICATION DUE TO CLASSIFICATION ERROR	3-A-5-5-(b)	A B	12/1/2002	
			RECLASSIFICATION DUE TO NEW STANDARD	3-A-5-5-(b)	A B	12/1/2002	
			REDUCTION IN RANK	3-A-5-5-(g)	A B	12/1/2002	
			REDUCTION IN SCHEDULED PART-TIME TOUR OF DUTY	3-A-5-5-(f)	A B	12/1/2002	
			TERMINATION OF TEMPORARY PROMOTION	3-A-5-5-(a)	A B	12/1/2002	
			TERMINATION OF TERM PROMOTION	3-A-5-5-(a)	A B	12/1/2002	
			AGENCY OPTION	ASSIGNMENT OR REASSIGNMENT TO VACANT POSITION	3-A-5-3	A B	12/1/2002
				EMPLOYEES COVERED BY MODIFIED RIF REGULATIONS	ADMINISTRATIVE LAW JUDGES	3-A-5-7-(a)	A B
			INDIAN PREFERENCE		3-A-5-7-(b)	A B	12/1/2002
			POSTAL SERVICE PREFERENCE ELIGIBLES		3-A-5-7-(c)	A B	12/1/2002
		VETERANS AFFAIRS HEALTH CARE PROFESSIONALS	3-A-5-7-(d)		A B	12/1/2002	
		VETERANS AFFAIRS HYBRID HEALTH CARE EMPLOYEES	3-A-5-7-(d)		A B	12/1/2002	
		EMPLOYEES COVERED BY RIF REGULATIONS	COMPENSABLE INJURY	3-A-5-6-(c)	A B	12/1/2002	
			EXECUTIVE BRANCH	3-A-5-6-(a)	A	12/1/2002	

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3 RIF	USE OF RIF	EMPLOYEES COVERED BY RIF REGULATIONS	OTHER BRANCHES COVERED BY COMPETITIVE REQUIREMENTS	3-A-5-6-(b)	A	12/1/2002	
			SENIOR LEVEL POSITION	3-A-5-8-(b)	A	12/1/2002	
			EMPLOYEES EXCLUDED FROM RIF REGULATIONS	APPOINTMENT BASED ON ADVICE AND CONSENT OF SENATE	3-A-5-8-(d)	A	12/1/2002
				FOREIGN NATIONAL EMPLOYEE UNDER 22 U.S.C. 3968	3-A-5-8-(f)	A	12/1/2002
				NATIONAL GUARD TECHNICIAN	3-A-5-8-(a)	A	12/1/2002
				OTHER BRANCHES NOT COVERED BY COMPETITIVE REQUIREMENTS	3-A-5-8-(c)	A	12/1/2002
				REEMPLOYED ANNUITANT	3-A-5-8-(e)	A B	12/1/2002
				SENIOR EXECUTIVE SERVICE	3-A-5-8-(b)	A B	12/1/2002
			MANAGEMENT RIGHTS	AGENCY RESPONSIBILITY	3-A-3-1	A B	12/1/2002
				COMPLIANCE WITH BARGAINING AGREEMENTS	3-A-3-1	A	12/1/2002
		OTHER PERSONNEL ACTIONS		3-A-2-4	A B	12/1/2002	
		RIF DECISIONS		3-A-2-3	A B	12/1/2002	
				RIGHT TO ORGANIZE WORKFORCE	3-A-2-2	A B	12/1/2002
		OPM REVIEW	OPM REVIEW OF AGENCY'S RIF PLANS	3-A-3-2	A	12/1/2002	
		REASSIGNMENT REORGANIZATION	RIF NOT REQUIRED	3-A-5-2	A B	12/1/2002	
			CONTRACTING OUT	3-A-6-2	A B	12/1/2002	
			DEFINITION	3-A-6-1	A B	12/1/2002	
			DELAYED EFFECTIVE DATE	3-A-6-1	A B	12/1/2002	
			JOB EROSION WITHIN 180 DAYS FROM RIF DATE	3-A-6-5	A B	12/1/2002	
			MANAGEMENT RIGHT TO ESTABLISH EFFECTIVE DATE	3-A-6-1	A B	12/1/2002	

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3 RIF	USE OF RIF	REORGANIZATION	REASSIGNMENT IN LIEU OF RIF	3-A-6-2	A B	12/1/2002	
			RIF BECAUSE OF INVOLUNTARY DEMOTION	3-A-6-2	A B	12/1/2002	
			RIF BECAUSE OF INVOLUNTARY SEPARATION	3-A-6-2	A B	12/1/2002	
		RIF ACTIONS	ASSIGNMENT REQUIRING DISPLACEMENT	3-A-5-4-(a)-(4)	A B	12/1/2002	
			CHANGE FROM FULL-TIME TO PART-TIME	3-A-5-5-(e)	A B	12/1/2002	
			DEMOTION	3-A-5-4-(a)-(3)	A B	12/1/2002	
			FURLOUGH FOR MORE THAN 23 DISCONTINUOUS DAYS	3-A-5-4-(a)-(2)	A B	12/1/2002	
			FURLOUGH FOR MORE THAN 30 CONSECUTIVE DAYS	3-A-5-4-(a)-(2)	A B	12/1/2002	
			NO BASIS FOR RETROACTIVE RIF SEPARATION	3-A-5-4-(c) 3-A-5-4-(a)-(1)	A B A B	12/1/2002 12/1/2002	
			RIF PROCEDURES NOT APPLICABLE	ACCRETION OF DUITES	3-A-6-5	A	12/1/2002
				CORRECTION OF CLASSIFICATION ERROR	3-A-6-3	A B	12/1/2002
				JOB EROSION MORE THAN 180 DAYS FROM RIF DATE	3-A-6-4	A B	12/1/2002
			RIF REASONS	NEW CLASSIFICATION STANDARDS	3-A-6-3	A B	12/1/2002
		INSUFFICIENT PERSONNEL CEILING		3-A-5-4-(b)-(3)	A B	12/1/2002	
		JOB EROSION WITHIN 180 DAYS OF RIF EFFECTIVE DATE		3-A-5-4-(b)-(6)	A B	12/1/2002	
		LACK OF WORK		3-A-5-4-(b)-(1)	A B	12/1/2002	
		REEMPLOYMENT OR RESTORATION RIGHTS		3-A-5-4-(b)-(5)	A B	12/1/2002	
		REORGANIZATION		3-A-5-4-(b)-(4)	A B	12/1/2002	

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3 RIF	USE OF RIF	RIF REASONS	SHORTAGE OF FUNDS	3-A-5-4-(b)-(2)	A B	12/1/2002	
			RIF REQUIRED	3-A-5-1	A B	12/1/2002	
		USING BUMP AND RETREAT IN MEETING ASSIGNMENT RIGHTS	AVAILABLE POSITION-BUMP RIGHT	RIF FURLOUGH	3-A-5-1	A B	12/1/2002
				SEPARATION	3-A-5-1	A B	12/1/2002
				BASED ON PERSONAL QUALIFICATIONS	3-A-20-1-(b)	A	12/1/2002
				CURRENT PERFORMANCE RATING OF LEVEL 2 OR HIGHER	3-A-19-3-(c)	A B	12/1/2002
				DIFFERENT COMPETITIVE LEVEL	3-A-20-1-(a)	A B	12/1/2002
				LOWER TENURE GROUP	3-A-20-1-(a)	A B	12/1/2002
				LOWER TENURE SUBGROUP IN SAME TENURE GROUP	3-A-20-1-(a)	A B	12/1/2002
				MAY OR MAY NOT HAVE PREVIOUSLY HELD POSITION	3-A-20-1-(b)	A	12/1/2002
	NOT REQUIRED TO CONSIDER SERVICE DATES	3-A-20-1-(c)	A	12/1/2002			
	WITHIN THREE GRADES OR GRADE-INTERVALS	3-A-20-1-(b)	A	12/1/2002			
	AVAILABLE POSITION-RETREAT RIGHT	AVAILABLE POSITION-RETREAT RIGHT	CURRENT PERFORMANCE RATING OF LEVEL 2 OR HIGHER-LIMITED RIGHT	3-A-20-2-(d)	A B	12/1/2002	
			CURRENT PERFORMANCE RATING OF LEVEL 3 OR HIGHER-FULL RIGHT	3-A-20-2-(d)	A B	12/1/2002	
			DIFFERENT COMPETITIVE LEVEL	3-A-20-2	A B	12/1/2002	
			GRADE PROGRESSION ONLY OF EMPLOYEE'S CURRENT POSITION	3-A-20-2-(f)	A B	12/1/2002	
			MORE CREDITABLE SERVICE	3-A-20-2-(a)	A	12/1/2002	
			NO RETREAT RIGHT BASED ON PERSONAL QUALIFICATIONS	3-A-20-2-(e)	A B	12/1/2002	

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3 RIF	USING BUMP AND RETREAT IN MEETING ASSIGNMENT RIGHTS	AVAILABLE POSITION-RETREAT RIGHT	PREVIOUSLY HELD SAME OR ESSENTIALLY IDENTICAL POSITION	3-A-20-2-(c)	A	12/1/2002	
			SAME TENURE SUBGROUP AND SAME TENURE GROUP	3-A-20-2-(a)	A	12/1/2002	
			WITHIN THREE GRADES OR GRADE-INTERVALS	3-A-20-2-(b)	A	12/1/2002	
		AVAILABLE POSITION-RETREAT RIGHT-ESSENTIALLY IDENTICAL POSITION	HELD POSITION AS COMPETING EMPLOYEE IN ANY BRANCH	3-A-20-3-(a)	A B	12/1/2002	
			MAY USE DIFFERENT COMPETITIVE LEVEL CRITERIA ON GRADE	3-A-20-3-(b)-(1)	A B	12/1/2002	
			MAY USE DIFFERENT COMPETITIVE LEVEL CRITERIA ON SERIES	3-A-20-3-(b)-(2)	A B	12/1/2002	
			MAY USE DIFFERENT COMPETITIVE LEVEL CRITERIA ON TYPE OF SERVICE	3-A-20-3-(b)-(4)	A B	12/1/2002	
			MAY USE DIFFERENT COMPETITIVE LEVEL CRITERIA ON WORK SCHEDULE	3-A-20-3-(b)-(3)	A B	12/1/2002	
			USES COMPETITIVE LEVEL CRITERIA ON DUTIES AND QUALIFICATIONS	3-A-20-3-(b)	A B	12/1/2002	
			AVAILABLE POSITION-RETREAT RIGHT-SUBGROUP AD EMPLOYEE	WITHIN FIVE GRADES OR GRADE-INTERVALS	3-A-20-4	A	12/1/2002
		USING VACANCIES AS NON-RIF PLACEMENT OFFERS	AGENCY RIGHT TO FILL VACANT POSITIONS DURING RIF MODIFYING QUALIFICATIONS OFFER (NON-RIF)	AGENCY MAY FILL ALL, SOME, OR NO VACANCIES	3-A-21-6	A B	12/1/2002
				REFERENCE TO 3-A-25-9	3-A-21-7	A	12/1/2002
				ALTERNATIVE OFFER IN LIEU OF RIF OFFER OF ASSIGNMENT	3-A-21-6-(b)-(3)	A	12/1/2002
				ASSIGNMENT GRADE LIMITS DO NOT APPLY	3-A-21-6-(c)	A	12/1/2002

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3 RIF	USING VACANCIES AS NON-RIF PLACEMENT OFFERS	OFFER (NON-RIF)	DOCUMENTATION AS VOLUNTARY NON-RIF ACTION	3-A-21-6-(e)	A	12/1/2002
			MERIT COMPETITION FOR POSITION WITH MORE PROMOTION POTENTIAL	3-A-21-6-(d)	A	12/1/2002
			OFFER IN LIEU OF RIF DOWNGRADING	3-A-21-6-(b)-(2)	A	12/1/2002
			OFFER IN LIEU OF RIF SEPARATION	3-A-21-6-(b)-(1)	A	12/1/2002
			POTENTIAL AVAILABLE POSITION FOR ANOTHER EMPLOYEE	3-A-21-6-(a)	A	12/1/2002
			OFFER (NON-RIF)-DIFFERENT LOCAL COMMUTING OFFER	3-A-21-6-(g)	A	12/1/2002
			OFFER (NON-RIF)-SAME LOCAL COMMUTING OFFER	3-A-21-6-(f)	A	12/1/2002
			AGENCY RIGHT TO FILL VACANT POSITIONS DURING RIF OFFER	3-A-21-1	A B	12/1/2002
	USING VACANCIES IN MEETING ASSIGNMENT RIGHTS	AGENCY RIGHT TO FILL VACANT POSITIONS DURING RIF OFFER	AVAILABLE POSITION IN CONTEXT OF RIF DATE	3-A-21-3-(a)	A B	12/1/2002
			BASED ON RELATIVE GROUP AND SUBGROUP STANDING	3-A-21-3-(c)	A B	12/1/2002
			GRADE AND GRADE-INTERVAL LIMITS EQUAL TO BUMP OR RETREAT RIGHTS	3-A-21-2-(a)-(3)	A	12/1/2002
			GRADE AND GRADE-INTERVAL LIMITS SAME AS BUMP OR RETREAT RIGHTS	3-A-21-2-(b)	A B	12/1/2002
			MUST BE CONSISTENT WITH RIF REGULATIONS	3-A-21-3	A B	12/1/2002
			REPRESENTATIVE RATE EQUAL TO BUMP OR RETREAT RIGHTS	3-A-21-2-(a)-(2)	A	12/1/2002
			SAME COMPETITIVE AREA	3-A-21-2-(a)-(1)	A	12/1/2002

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3 RIF	USING VACANCIES IN MEETING ASSIGNMENT RIGHTS	OFFER	SATISFY BUMP OR RETREAT RIGHT OF ASSIGNMENT	3-A-21-2-(a)-(2)	A	12/1/2002		
		OFFER-REASON	ASSIGNMENT IN LIEU OF RIF SEPARATION	3-A-21-2	A B	12/1/2002		
			SATISFY BUMP OR RETREAT RIGHT OF ASSIGNMENT	3-A-21-2	A B	12/1/2002		
		OFFER-RESTRICTIONS	NO BASIS TO OFFER GROUP III EMPLOYEE ASSIGNMENT TO VACANCY	3-A-28-4-(b)	A	12/1/2002		
			NO HIGHER-STANDING EMPLOYEE HAS BUMP OR RETREAT RIGHT TO JOB	3-A-21-3-(b)	A B	12/1/2002		
			SERVICE DATE NOT USED UNLESS RETREAT RIGHT TO VACANCY	3-A-21-3-(d)	A B	12/1/2002		
			OPTION-OFFER OF FT VACANCY TO LESS THAN FT EMPLOYEE	OFFER ONLY IN LIEU OF RIF SEPARATION	3-A-28-6-(c)	A	12/1/2002	
			OPTION-OFFER OF LESS THAN FT VACANCY TO FT EMPLOYEE	OFFER ONLY IN LIEU OF RIF SEPARATION	3-A-28-6-(b)	A	12/1/2002	
			QUALIFICATIONS FOR ASSIGNMENT-GENERAL PROVISION	EMPLOYEE MUST BE QUALIFIED	3-A-21-4-(a)	A B	12/1/2002	
				UNDUE INTERRUPTION STANDARD	3-A-21-4-(b)	A	12/1/2002	
			QUALIFICATIONS FOR ASSIGNMENT-SPECIAL PROVISION	UNDUE INTERRUPTION STANDARD	3-A-21-4-(c)	A B	12/1/2002	
				WAIVER OF QUALIFICATIONS FOR ASSIGNMENT	3-A-21-5	A B	12/1/2002	
			USING VACANT TEMPORARY POSITIONS AS NON-RIF PLACEMENT OFFERS	OFFER (NON-RIF)	NOT AVAILABLE POSITION	3-A-22-1-(a)	A	12/1/2002
			USING VACANT TEMPORARY POSITIONS AS RIF ASSIGNMENT	OFFER	EMPLOYEE RETAINS SAME STATUS AND TENURE	3-A-22-2-(b)	A B	12/1/2002

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3 RIF	USING VACANT TEMPORARY POSITIONS AS RIF ASSIGNMENT	OFFER	GRADE AND GRADE-INTERVAL LIMITS SAME AS BUMP OR RETREAT RIGHTS	3-A-22-2-(a)	A B	12/1/2002	
			OFFER OF ASSIGNMENT ONLY IF EMPLOYEE HAS NO ASSIGNMENT RIGHT	3-A-22-2	A	12/1/2002	
	USING VACANT TEMPORARY POSITIONS FOR CONVERSION IN LIEU OF RIF	OFFER OF CONVERSION-DIFFERENT LOCAL COMMUTING OFFER	REEMPLOYMENT PRIORITY LIST DOES NOT APPLY	3-A-22-4	A	12/1/2002	
			REEMPLOYMENT PRIORITY LIST APPLIES	3-A-22-4	A	12/1/2002	
	USING VACANT TEMPORARY POSITIONS FOR POST-RIF REEMPLOYMENT	AGENCY OPTION	OFFER OF REEMPLOYMENT IF EMPLOYEE HAS NO ASSIGNMENT RIGHT	3-A-22-3	A	12/1/2002	
			DOCUMENTATION	RIF SEPARATION FOLLOWED BY NEW TEMPORARY	3-A-22-3-(b)	A	12/1/2002
		OFFER OF REEMPLOYMENT-DIFFERENT LOCAL COMMUTING OFFER	REEMPLOYMENT PRIORITY LIST DOES NOT APPLY	3-A-22-3-(a)	A	12/1/2002	
			REEMPLOYMENT PRIORITY LIST APPLIES	3-A-22-3-(a)	A	12/1/2002	
		PROCESSING APPOINTMENT	EMPLOYEE HAS NO STATUS AND TENURE	NO BREAK IN SERVICE REQUIRED	3-A-22-3-(c)	A	12/1/2002
				OPM INFORMATION FOUND IN VET GUIDE	3-A-13-3-(c)	A	12/1/2002
	VETERANS' PREFERENCE	DISABLED VETERAN DUAL COMPENSATION ACT OF 1964	DEFINITION IN 5 USC 2108(2)	3-A-13-4	A	12/1/2002	
			LIMITS RETENTION PREFERENCE FOR RETIRED ARMED FORCE MEMBERS	3-A-13-3-(a)	A	12/1/2002	
		ELIGIBILITY	DERIVATIVE PREFERENCE	3-A-13-7	A B	12/1/2002	

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3 RIF	VETERANS' PREFERENCE	ELIGIBILITY	GULF WAR ERA FROM AUGUST 2, 1990 THROUGH JANUARY 2, 1992	3-A-13-6-(c)	A	12/1/2002			
			INITIAL ENTRY INTO ARMED FORCES AFTER OCTOBER 15, 1976	3-A-13-6	A	12/1/2002			
			INITIAL ENTRY INTO ARMED FORCES BEFORE OCTOBER 15, 1976	3-A-13-5	A	12/1/2002			
			RETIRED MEMBER OF THE ARMED FORCES BASED ON 20 YEARS SERVICE	3-A-13-8	A B	12/1/2002			
			RETIRED RESERVIST BEGINNING AT AGE 60	3-A-13-9	A B	12/1/2002			
			GENERAL STATUTORY STANDARD	REFERENCE 5 USC 2108	3-A-13-3	A	12/1/2002		
			RETENTION FACTOR	BASED ON ONE OF FOUR FACTORS IN 1944 VETERANS' PREFERENCE ACT	3-A-13-1	A B	12/1/2002		
			RETENTION STANDING	NO AUTHORITY TO FREEZE PREFERENCE RECORDS BEFORE RIF	3-A-13-1-(a)	A	12/1/2002		
				NO BASIS TO USE RECORDS NOT AVAILABLE BEFORE RIF	3-A-13-1-(b)	A B	12/1/2002		
			TENURE	SUBGROUP A	3-A-13-2-(b)	A	12/1/2002		
				SUBGROUP AD	3-A-13-2-(a)	A	12/1/2002		
				SUBGROUP B	3-A-13-2-(c)	A	12/1/2002		
			2 RIF GUIDE	ASSIGN DUTIES AND RESPONSIBILITIES TO FACILITATE THE RIF	DUTIES AND RESPONSIBILITIES OF AGENCY DECISIONMAKERS	IDENTIFY STRUCTURE OF NEW ORGANIZATION	2-B-4-2	B	3/1/2003
						IMPLEMENT AGENCY'S STRATEGIC PLAN	2-B-4-2	B	3/1/2003
DUTIES AND RESPONSIBILITIES OF IMMEDIATE SUPERVISORS	DISTRIBUTE SPECIFIC RIF NOTICES AND OTHER INFORMATION TO EMPLOYEES	2-B-4-3			B	3/1/2003			

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2 RIF GUIDE	ASSIGN DUTIES AND RESPONSIBILITIES TO FACILITATE THE RIF	DUTIES AND RESPONSIBILITIES OF IMMEDIATE SUPERVISORS	IMPLEMENT AGENCY'S STRATEGIC PLAN	2-B-4-3	B	3/1/2003	
		DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES OFFICE	ADVISE EMPLOYEES ON RIF	2-B-4-4	B	3/1/2003	
			ADVISE MANAGERS ON RIF-RELATED ISSUES	2-B-4-4	B	3/1/2003	
			CONDUCT RIF CONSISTENT WITH AGENCY'S STRATEGIC PLAN	2-B-4-4	B	3/1/2003	
			COUNSEL EMPLOYEES ON RIF-RELATED ISSUES	2-B-4-4	B	3/1/2003	
			PREPARE POST-RIF REPORT TO DOCUMENT PROCESS FOR AGENCY'S RECORDS	2-B-4-4	B	3/1/2003	
		DUTIES AND RESPONSIBILITIES OF THE OUTPLACEMENT TEAM	ADVISE MANAGERS ON PROGRESS OF OUTPLACEMENT INITIATIVES	2-B-4-6	B	3/1/2003	
			COORDINATE RETRAINING SERVICES WITH STATE-BASED WIA PROGRAM	2-B-4-6	B	3/1/2003	
			EVALUATE AGENCY'S OUTPLACEMENT PROGRAM	2-B-4-6	B	3/1/2003	
			MAINTAIN AND RELEASE OPTIONAL RESUMES PROVIDED BY DISPLACED EMPLOYEES	2-B-4-6	B	3/1/2003	
			PROVIDE DISPLACED EMPLOYEES WITH MAXIMUM OUTPLACEMENT ASSISTANCE	2-B-4-6	B	3/1/2003	
			IMPORTANCE OF ASSIGNING DUTIES AND RESPONSIBILITIES	AVOIDS DUPLICATION AND MISCOMMUNICATION	2-B-4-1	B	3/1/2003
				STATES DUTIES AND RESPONSIBILITIES OF RIF	2-B-4-1	B	3/1/2003

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2 RIF GUIDE	ASSIGN DUTIES AND RESPONSIBILITIES TO FACILITATE THE RIF	RESPONSIBILITIES OF DISPLACED EMPLOYEES	PARTICIPATE IN AGENCY'S CAREER TRANSITION ASSISTANCE PROGRAMS	2-B-4-7	B	3/1/2003	
			PARTICIPATE IN RIF-RELATED COUNSELING AS APPROPRIATE	2-B-4-7	B	3/1/2003	
	COUNSELING EMPLOYEES ON PROCEDURES AND OPTIONS	CHECK LIST ACTION ITEM 38: PLANNING FOR EFFECTIVE COUNSELING	HRO COORDINATES COUNSELING WITH EACH APPLICABLE RIF-RELATED TEAM	2-B-11-2	B	3/1/2003	
			CHECK LIST ACTION ITEM 39: EFFECTIVE OUTPLACEMENT COUNSELING	ALL AGENCY EMPLOYEES ELIGIBLE FOR MANDATORY OUTPLACEMENT COUNSELING	2-B-11-3	B	3/1/2003
			HRO IS RESPONSIBLE FOR PROVIDING MANDATORY OUTPLACEMENT COUNSELING	2-B-11-3	B	3/1/2003	
			INCLUDES ACCESS TO OUTPLACEMENT SERVICES AT ALL LOCATIONS	2-B-11-3	B	3/1/2003	
			INCLUDES ACCESS TO TRANSITION SERVICES AFTER RIF SEPARATION	2-B-11-3	B	3/1/2003	
			INCLUDES EXCUSED ABSENCES TO USE AGENCY'S TRANSITION SERVICES	2-B-11-3	B	3/1/2003	
			INCLUDES INFORMATION ON EAP SERVICES FOR EXCESS EMPLOYEES	2-B-11-3	B	3/1/2003	
			INCLUDES INFORMATION ON OUTPLACEMENT SERVICES FOR DISABLE	2-B-11-3	B	3/1/2003	
			INCLUDES ORIENTATION SESSION ON SELECTION PRIORITY PROGRAMS	2-B-11-3	B	3/1/2003	
			INCLUDES RETRAINING INFORMATION	2-B-11-3	B	3/1/2003	

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2 RIF GUIDE	COUNSELING EMPLOYEES ON PROCEDURES AND OPTIONS	CHECK LIST ACTION ITEM 39: EFFECTIVE OUTPLACEMENT COUNSELING	INCLUDES TRANSITION PRIORITY ON COMPONENT BASIS AT AGENCY OPTION	2-B-11-3	B	3/1/2003
			MANDATORY OUTPLACEMENT COUNSELING REQUIRED BY CTAP	2-B-11-3	B	3/1/2003
			BENEFITS BOTH RELEASED EMPLOYEES AND THE AGENCY	2-B-11-1	B	3/1/2003
	DETERMINING RIGHTS TO OTHER POSITIONS	CHECK LIST ACTION ITEM 24: DETERMINE EMPLOYEES' REPRESENTATIVE RATES	COMPARES OFFERS OF POSITIONS IN DIFFERENT PAY SCHEDULES	2-B-9-2	B	3/1/2003
			DETERMINES GRADE AND GRADE INTERVALS FOR ASSIGNMENT RIGHTS	2-B-9-3	B	3/1/2003
			INCLUDES VACANCIES FOR ASSIGNMENT	2-B-9-4	B	3/1/2003
			INCLUDES VACANCIES FOR PLACEMENT AS NON-RIF OFFERS	2-B-9-4	B	3/1/2003
			RIF TEAM MAKES DECISION BASED ON ALL AVAILABLE RECORDS	2-B-9-5	B	3/1/2003
			AGENCY MAY USE MASTER RETENTION LIST TO SIMPLIFY PROCEDURES	2-B-9-6	B	3/1/2003
			AGENCY HAS RIGHT TO DECIDE WHETHER TO RELEASE MOCK RIF RESULTS	2-B-9-7	B	3/1/2003
			MOCK RIF IS AGENCY OPTION	2-B-9-7	B	3/1/2003
			NO OPM DEFINITION OF MOCK RIF	2-B-9-7	B	3/1/2003
			INCLUDES NOTICE TO LABOR'S UNEMPLOYMENT INSURANCE SERVICE	2-B-10-4	B	3/1/2003

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2 RIF GUIDE	DETERMINING RIGHTS TO OTHER POSITIONS	CHECK LIST ACTION ITEM 32: SEND NOTICES FOR 50 OR MORE RIF SEPARATIONS	INCLUDES NOTICE TO STATE WORKFORCE INVESTMENT ACT (WIA) OFFICE	2-B-10-4	B	3/1/2003
		CHECK LIST ACTION ITEM 33: NOTIFY BARGAINING UNIT REPRESENTATIVE(S)	NOTICE IS CONSISTENT WITH BARGAINING UNIT AGREEMENT	2-B-10-5	B	3/1/2003
		CHECK LIST ACTION ITEM 34: DETERMINE HOW TO DELIVER RIF NOTICES	AGENCY SHOULD HAVE EAP SYSTEM AVAILABLE TO SUPPORT EMPLOYEES	2-B-10-6	B	3/1/2003
			AGENCY SHOULD IMPLEMENT SYSTEM TO TRACK STATUS OF RIF NOTICES	2-B-10-6	B	3/1/2003
			AGENCY SHOULD TRAIN SUPERVISORS HOW TO DELIVER NOTICES	2-B-10-6	B	3/1/2003
		CHECK LIST ACTION ITEM 35: PREPARE PACKAGES FOR SEPARATING EMPLOYEES	GUIDE TO PROCESSING PERSONNEL ACTIONS COVERS OUTPROCESSING PACKAGE	2-B-10-7	B	3/1/2003
		CHECK LIST ACTION ITEM 36: DELIVER REDUCTION IN FORCE NOTICES	HRO COORDINATES DELIVERY OF RIF NOTICES	2-B-10-8	B	3/1/2003
		CHECK LIST ACTION ITEM 37: RERUN RIF AS NECESSARY FOR CHANGES	RETENTION RIGHTS BASED ON COMPETITIVE AREA ON RIF EFFECTIVE DATE	2-B-10-9	B	3/1/2003
		DETERMINING EMPLOYEES' RIF ASSIGNMENT RIGHTS	RELEASED EMPLOYEE HAS ASSIGNMENT RIGHT TO AVAILABLE POSITION	2-B-9-1	B	3/1/2003
		DOWNSIZING SKILLS UPDATE FOR THE RIF TEAM	IDENTIFY EMPLOYEES' NEEDS FOR TRAINING ON RESTRUCTURING PROGRAMS	2-B-3-1	B	3/1/2003
	NEED TO ASSESS DOWNSIZING KNOWLEDGE OF THE RIF TEAM		IDENTIFY EMPLOYEES WITH PRIOR RESTRUCTURING EXPERIENCE	2-B-3-1	B	3/1/2003
	TRAINING SUBJECT-AUTOMATED RIF SOFTWARE		AUTORIF IS STANDARD AUTOMATED RIF PROGRAM	2-B-3-3	B	3/1/2003

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2	RIF GUIDE	DOWNSIZING SKILLS UPDATE FOR THE RIF TEAM	TRAINING SUBJECT-EMPLOYEE BENEFITS	HEALTH BENEFITS	2-B-3-6	B	3/1/2003		
				LIFE INSURANCE	2-B-3-6	B	3/1/2003		
				RETIREMENT	2-B-3-6	B	3/1/2003		
				THRIFT SAVINGS PLAN	2-B-3-6	B	3/1/2003		
				TRAINING SUBJECT-MANUAL RIF REGISTERS	OPTION TO AUTOMATED SOFTWARE	2-B-3-3	B	3/1/2003	
				TRAINING SUBJECT-OPM'S RIF REGULATIONS	RIF TEAM NEEDS RECENT TRAINING ON OPM'S 5 CFR PART 351 RIF REGULATIONS	2-B-3-2	B	3/1/2003	
				TRAINING SUBJECT-OPM'S SAVED GRADE AND PAY REGULATIONS	RIF TEAM NEEDS RECENT TRAINING ON OPM'S 5 CFR PART 536 REGULATIONS	2-B-3-4	B	3/1/2003	
				TRAINING SUBJECT-OPM'S SEVERANCE PAY REGULATIONS	RIF TEAM NEEDS RECENT TRAINING ON OPM'S 5 CFR PART 550-F REGULATIONS	2-B-3-4	B	3/1/2003	
				TRAINING SUBJECT-RESTORATION RIGHTS	AGENCY-SPECIFIC LEGISLATION	2-B-3-5	B	3/1/2003	
					ARMED FORCES	2-B-3-5	B	3/1/2003	
					COMPENSABLE INJURY	2-B-3-5	B	3/1/2003	
					PROGRAM-SPECIFIC LEGISLATION	2-B-3-5	B	3/1/2003	
					TRAINING SUBJECT-SELECTION PRIORITY PROGRAMS	CAREER TRANSITION ASSISTANCE PLAN	2-B-3-7	B	3/1/2003
						INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN	2-B-3-7	B	3/1/2003
						REEMPLOYMENT PRIORITY LIST	2-B-3-7	B	3/1/2003
				ISSUING RIF NOTICES	CHECK LIST ACTION ITEM 30: DETERMINE EMPLOYEE'S ELIGIBILITY FOR BENEFITS	INCLUDES IMMEDIATE RETIREMENT	2-B-10-2	B	3/1/2003
			INCLUDES INTRA- AND INTERAGENCY SELECTION PRIORITY			2-B-10-2	B	3/1/2003	

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2	RIF GUIDE	ISSUING RIF NOTICES	CHECK LIST ACTION ITEM 30: DETERMINE EMPLOYEE'S ELIGIBILITY FOR BENEFITS	INCLUDES SAVED GRADE AND/OR SAVED PAY	2-B-10-2	B	3/1/2003		
				INCLUDES SEVERANCE PAY	2-B-10-2	B	3/1/2003		
				INCLUDES TRAINING AND/OR RETRAINING	2-B-10-2	B	3/1/2003		
				INCLUDES UNEMPLOYMENT COMPENSATION	2-B-10-2	B	3/1/2003		
				CHECK LIST ACTION ITEM 31: PREPARE SPECIFIC RIF NOTICES	THE RIF TEAM ALSO PREPARES APPLICABLE ATTACHMENTS TO RIF NOTICE	2-B-10-3	B	3/1/2003	
				CHECK LIST ACTION ITEM 32: SEND NOTICES FOR 50 OR MORE RIF SEPARATIONS	INCLUDES NOTICE TO APPROPRIATE ELECTED OFFICIAL OF LOCAL GOVERNMENT	2-B-10-4	B	3/1/2003	
				ISSUING NOTICES TO EMPLOYEES	RIF TEAM COORDINATES ISSUING RIF NOTICES WITH HRO AND AGENCY MANAGERS	2-B-10-1	B	3/1/2003	
				MANAGEMENT DECISIONS TO IMPLEMENT A RIF	CHECK LIST ACTION ITEM 1- REQUEST APPROVAL OF RIF	AGENCY'S DELEGATION OF AUTHORITY DOCUMENTS FINAL LEVEL OF APPROVAL	2-B-5-2	B	3/1/2003
					CHECK LIST ACTION ITEM 2- IDENTIFY POSITIONS TO BE ABOLISHED	MANAGEMENT RIGHT TO DECIDE WHICH POSITIONS TO ABOLISH	2-B-5-3	B	3/1/2003
					CHECK LIST ACTION ITEM 3- IDENTIFY POSITIONS IN POST- RIF ORGANIZATION	MANAGEMENT RIGHT TO DECIDE WHICH POSITIONS TO CONTINUE	2-B-5-4	B	3/1/2003
			MANAGEMENT RIGHT TO DECIDE WHICH POSITIONS TO ESTABLISH		2-B-5-4	B	3/1/2003		
			CHECK LIST ACTION ITEM 4- ESTABLISH RIF EFFECTIVE	MANAGEMENT RIGHT TO DECIDE RIF EFFECTIVE DATE	2-B-5-5	B	3/1/2003		
			CHECK LIST ACTION ITEM 5- FREEZE DISCRETIONARY PERSONNEL ACTIONS	FREEZE DATE ASSISTS HRO IN PLACING EXCESS EMPLOYEES	2-B-5-6	B	3/1/2003		

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2 RIF GUIDE	MANAGEMENT DECISIONS TO IMPLEMENT A RIF	CHECK LIST ACTION ITEM 5-FREEZE DISCRETIONARY PERSONNEL ACTIONS	FREEZE DATE ASSISTS RIF TEAM IN PREPARING RETENTION REGISTERS	2-B-5-6	B	3/1/2003
			FREEZE DATE MAY INCLUDE SAFETY VALVE OPTION	2-B-5-6	B	3/1/2003
		CHECK LIST ACTION ITEM 6-NOTIFY COLLECTIVE BARGAINING	COLLECTIVE BARGAINING AGREEMENT MAY REQUIRE OFFICIAL NOTICE	2-B-5-7	B	3/1/2003
			UNION MAY BARGAIN ON RIF IMPACT AND IMPLEMENTATION ISSUES	2-B-5-7	B	3/1/2003
		CHECK LIST ACTION ITEM 7-ESTABLISH RIF TEAM(S)	APPROPRIATE FOR SITUATION	2-B-5-8	B	3/1/2003
		EFFECTIVE MANAGEMENT RIF DECISIONS REQUIRE INTRA-AGENCY COORDINATION	AGENCY DECISIONMAKERS APPROVE FINAL RESTRUCTURING CHOICES	2-B-5-1	B	3/1/2003
			HRO OFFICE PROVIDES OPTIONS ON SCOPE OF RIF	2-B-5-1	B	3/1/2003
			HRO OFFICE PROVIDES OPTIONS ON TIMING OF RIF	2-B-5-1	B	3/1/2003
	MANAGEMENT-HRO COORDINATION ON DISCRETIONARY RIF DECISIONS	CHECK LIST ACTION ITEM 10(a)-ESTABLISH RIF POLICY	USE OF VACANCIES	2-B-6-4-(a)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(b)-ESTABLISH RIF POLICY	WAIVING OR MODIFYING QUALIFICATIONS WHEN FILLING VACANCIES	2-B-6-4-(b)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(c)-ESTABLISH RIF POLICY	BREAK TIES IN RETENTION STANDING	2-B-6-4-(c)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(d)-ESTABLISH RIF POLICY	RIF ASSIGNMENT RIGHTS FOR EXCEPTED EMPLOYEES	2-B-6-4-(d)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(e)-ESTABLISH RIF POLICY	RIF ASSIGNMENT RIGHTS FOR GROUP III EMPLOYEES	2-B-6-4-(e)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(f)-ESTABLISH RIF POLICY	SAME SUBGROUP BUMPING	2-B-6-4-(f)	B	3/1/2003

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2 RIF GUIDE	MANAGEMENT-HRO COORDINATION ON DISCRETIONARY RIF DECISIONS	CHECK LIST ACTION ITEM 10(g)- ESTABLISH RIF POLICY	TERMINATE REEMPLOYED ANNUITANTS BEFORE RIF EFFECTIVE DATE	2-B-6-4-(g)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(h)- ESTABLISH RIF POLICY	TERMINATE EMPLOYEES BEFORE RIF EFFECTIVE DATE	2-B-6-4-(h)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(i)- ESTABLISH RIF POLICY	USE TEMPORARY EXCEPTION(S) TO REGULAR ORDER OF RIF RELEASE	2-B-6-4-(i)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(j)- ESTABLISH RIF POLICY	FREEZE DATE TO UPDATE PERFORMANCE RATINGS USED IN RIF	2-B-6-4-(j)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(k)- ESTABLISH RIF POLICY	DEFINE MODAL PERFORMANCE RATING FOR RIF COMPETITION	2-B-6-4-(k)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(l)- ESTABLISH RIF POLICY	DEFINE RIF PERFORMANCE CREDIT FOR MULTIPLE RATING PATTERNS	2-B-6-4-(l)	B	3/1/2003
		CHECK LIST ACTION ITEM 10(m)- ESTABLISH RIF POLICY	REQUEST EMPLOYEES TO PROVIDE RIF QUALIFICATIONS UPDATES	2-B-6-4-(m)	B	3/1/2003
		CHECK LIST ACTION ITEM 10- ESTABLISH DISCRETIONARY RIF POLICY	HRO MAY EXPLAIN RESULTS OF OPTION TO AGENCY MANAGERS	2-B-6-4	B	3/1/2003
		CHECK LIST ACTION ITEM 11(a)- ESTABLISH OUTPLACEMENT POLICY	EARLY REGISTRATION OF SURPLUS EMPLOYEES IN CTAP	2-B-6-5-(a)	B	3/1/2003
		CHECK LIST ACTION ITEM 11(b)- ESTABLISH OUTPLACEMENT POLICY	ISSUE CES TO POTENTIALLY DISPLACED EMPLOYEES	2-B-6-5-(b)	B	3/1/2003
		CHECK LIST ACTION ITEM 11(c)- ESTABLISH OUTPLACEMENT POLICY	PROVIDE ADDITIONAL CONSIDERATION FROM RPL	2-B-6-5-(c)	B	3/1/2003
CHECK LIST ACTION ITEM 11(d)- ESTABLISH OUTPLACEMENT POLICY	REQUEST VERA APPROVAL FROM OPM	2-B-6-5-(d)	B	3/1/2003		

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2	RIF GUIDE	MANAGEMENT-HRO COORDINATION ON DISCRETIONARY RIF DECISIONS	CHECK LIST ACTION ITEM 11(e)- ESTABLISH OUTPLACEMENT POLICY	REQUEST VSIP APPROVAL FROM OPM	2-B-6-5-(e)	B	3/1/2003	
			CHECK LIST ACTION ITEM 11(f)- ESTABLISH OUTPLACEMENT POLICY	DEFINE ADMINISTRATIVE TIME AVAILABLE TO DISPLACED EMPLOYEES	2-B-6-5-(f)	B	3/1/2003	
			CHECK LIST ACTION ITEM 11- ESTABLISH DISCRETIONARY OUTPLACEMENT POLICY	HRO MAY EXPLAIN RESULTS OF OPTION TO AGENCY MANAGERS	2-B-6-5	B	3/1/2003	
			CHECK LIST ACTION ITEM 8- DEFINE COMPETITIVE AREA AND COMMUTING AREA	COMPETITIVE AREA DEFINES SCOPE OF RIF COMPETITION	2-B-6-2	B	3/1/2003	
				LOCAL COMMUTING AREA MUST BE REASONABLE RELATIVE TO SITUATION	2-B-6-2	B	3/1/2003	
			CHECK LIST ACTION ITEM 9- DEVELOP COMMUNICATION PLAN	COMMUNICATE STRATEGIC PLAN	2-B-6-3	B	3/1/2003	
				MANY OPTIONS TO PROVIDE INFORMATION	2-B-6-3	B	3/1/2003	
				PROVIDE TIMELY AND ACCURATE INFORMATION TO ALL PARTIES	2-B-6-3	B	3/1/2003	
			EFFECTIVE MANAGEMENT DECISIONS REQUIRE COORDINATION WITH HRO	AGENCY'S DELEGATION OF AUTHORITY DOCUMENTS FINAL LEVEL OF APPROVAL	2-B-6-1	B	3/1/2003	
				HRO MAY EXPLAIN RESULTS OF OPTION TO AGENCY MANAGERS	2-B-6-1	B	3/1/2003	
			OVERVIEW OF MODULE 2	DOWNSIZING ASSISTANCE FROM OPM	REFERENCE TO SECTION 1-B-11	2-B-1-4	B	3/1/2003
				GUIDANCE IN MODULE 2	HUMAN RESOURCES ROLE IF AGENCY MUST CONDUCT RIF	2-B-1-1	B	3/1/2003
				ORGANIZATION OF MODULE 2	MODULE ORGANIZED ON BASIS OF RIF ACTION ITEMS CHECKLIST	2-B-1-2	B	3/1/2003
					RIF ACTION ITEMS CHECKLIST FOUND IN PARAGRAPH 2-B-1-5	2-B-1-2	B	6/1/2001

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2	RIF GUIDE	OVERVIEW OF MODULE 2	RELATED GUIDANCE IN MODULE 1	HUMAN RESOURCES ROLE IN PLANNING FOR RESTRUCTURING ACTIONS	2-B-1-3	B 6/1/2001
			SAMPLE REDUCTION IN FORCE ACTION ITEMS CHECKLIST	USED FOR ORGANIZATION OF MODULE 2	2-B-1-5	B 3/1/2003
		POST-RIF ACTIONS	CHECK LIST ACTION ITEM 40: REVIEW RIF PLANNING AND IMPLEMENTATION	INCLUDES INPUT FROM ALL PARTIES INVOLVED IN OR AFFECTED BY RIF	2-B-12-2	B 3/1/2003
			CHECK LIST ACTION ITEM 41: RESPOND TO RIF APPEALS AND GRIEVANCES	HRO COORDINATES RESPONSES WITH MANAGERS AND LEGAL STAFF	2-B-12-3	B 3/1/2003
			CHECK LIST ACTION ITEM 42: CONTINUE OUTPLACEMENT AND REHIRING PROGRAMS	HRO CONTINUES LEAD TO ASSIST DISPLACED FORMER EMPLOYEES	2-B-12-4	B 3/1/2003
				OUTPLACEMENT TEAM CONTINUES POSITIVE CAREER TRANSITION EFFORTS	2-B-12-4	B 3/1/2003
			IMPLEMENTING THE STRATEGIC PLAN AFTER COMPLETING THE RIF	HRO IS AVAILABLE TO AGENCY MANAGERS TO IMPLEMENT STRTEGIC PLAN	2-B-12-1	B 3/1/2003
		PRELIMINARY ACTIONS BY THE RIF TEAM	CHECK LIST ACTION ITEM 12(a)-ACCOUNT FOR ALL POSITIONS	IDENTIFY POSITIONS IN EACH COMPETITIVE AREA	2-B-7-2-(a)	B 3/1/2003
			CHECK LIST ACTION ITEM 12(b)-ACCOUNT FOR ALL POSITIONS	DOCUMENT NONCOMPETING EMPLOYEES ON NONPERMANENT ASSIGNMENTS	2-B-7-2-(b)	B 3/1/2003
			CHECK LIST ACTION ITEM 12(c)-ACCOUNT FOR ALL POSITIONS	DOCUMENT OTHER NONCOMPETING EMPLOYEES	2-B-7-2-(c)	B 3/1/2003
			CHECK LIST ACTION ITEM 12(d)-ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH EMPLOYEE IN NONPAY STATUS	2-B-7-2-(d)	B 3/1/2003
			CHECK LIST ACTION ITEM 12(e)-ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH EMPLOYEE WITH ARMED FORCES RESTORATION RIGHT	2-B-7-2-(e)	B 3/1/2003
			CHECK LIST ACTION ITEM 12(f)-ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH RETURNED EMPLOYEE WITH ARMED FORCES RESTORATION RIGHT	2-B-7-2-(f)	B 3/1/2003

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2	RIF GUIDE	PRELIMINARY ACTIONS BY THE RIF TEAM	CHECK LIST ACTION ITEM 12(g)- ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH RETURNED EMPLOYEE ON COMPENSABLE INJURY	2-B-7-2-(g)	B	3/1/2003
			CHECK LIST ACTION ITEM 13: REVIEW POSITION DESCRIPTIONS	VERIFY EACH EMPLOYEE HAS OFFICIAL POSITION DESCRIPTION	2-B-7-3	B	3/1/2003
			CHECK LIST ACTION ITEM 14: REVIEW COMPETITIVE LEVELS FOR ACCURACY	COMPETITIVE LEVELS ARE BASED UPON OFFICIAL POSITION DESCRIPTIONS	2-B-7-4	B	3/1/2003
			CHECK LIST ACTION ITEM 15: DETERMINE RIF VETERANS' PREFERENCE RIGHTS	INCLUDES DERIVATIVE PREFERENCE	2-B-7-5	B	3/1/2003
				REVIEW RECORDS FOR 30% OR MORE COMPENSABLE DISABILITY	2-B-7-5	B	3/1/2003
				REVIEW RECORDS OF RETIRED MEMBERS OF ARMED FORCES	2-B-7-5	B	3/1/2003
			CHECK LIST ACTION ITEM 16: DETERMINE EMPLOYEES' BASIC RIF SCD	DOCUMENT DATES AS APPROPRIATE	2-B-7-6	B	3/1/2003
			CHECK LIST ACTION ITEM 17: VERIFY EMPLOYEES' RIF PERFORMANCE RATINGS	RATINGS FALL IN AGENCY'S APPLICABLE 4-YEAR WINDOW PERIOD	2-B-7-7	B	3/1/2003
			CHECK LIST ACTION ITEM 18: DETERMINE EMPLOYEES' ADJUSTED RIF SCD	ADDITIONAL SERVICE FOR PERFORMANCE MAY BE BASED ON DEFAULT VALUES	2-B-7-8	B	3/1/2003
				ADDITIONAL SERVICE FOR PERFORMANCE MAY BE BASED ON MIXED PATTERN	2-B-7-8	B	3/1/2003
				ADDITIONAL SERVICE FOR PERFORMANCE MAY BE BASED ON MODAL VALUE	2-B-7-8	B	3/1/2003
			CHECK LIST ACTION ITEM 19: REVIEW EMPLOYEES' ESSENTIAL RETENTION DATA	MAY INCLUDE EMPLOYEES' QUALIFICATIONS UPDATES	2-B-7-9	B	3/1/2003

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2 RIF GUIDE	PRELIMINARY ACTIONS BY THE RIF TEAM	CHECK LIST ACTION ITEM 19: REVIEW EMPLOYEES' ESSENTIAL RETENTION DATA	VERIFY INFORMATION IN OFFICIAL PERSONNEL FOLDERS	2-B-7-9	B	3/1/2003	
		THE RIF TEAM LEADER COORDINATES THE TEAM'S WORK	COORDINATES WORK OF RIF TEAM WITH AGENCY MANAGERS	2-B-7-1	B	3/1/2003	
			COORDINATES WORK OF RIF TEAM WITH HRO	2-B-7-1	B	3/1/2003	
	PREPARING AND USING RETENTION REGISTERS.	CHECK LIST ACTION ITEM 20: PROJECT EMPLOYEE RETENTION DATA TO RIF DATE	DOES NOT INCLUDE FROZEN PERFORMANCE RATINGS	2-B-8-2	B	3/1/2003	
			INCLUDES BASIC RIF SCD	2-B-8-2	B	3/1/2003	
			INCLUDES CHANGE IN TENURE	2-B-8-2	B	3/1/2003	
			INCLUDES CHANGE IN VETERANS' PREFERENCE ELIGIBILITY	2-B-8-2	B	3/1/2003	
			INCLUDES OTHER PERSONNEL ACTIONS NOT COVERED BY OPTIONAL FREEZ	2-B-8-2	B	3/1/2003	
			CHECK LIST ACTION ITEM 21: PREPARE RETENTION REGISTERS	REGISTER APPLIES FOUR RETENTION FACTORS TO A COMPETITIVE LEVEL	2-B-8-3	B	3/1/2003
				TERMS COMPETITIVE LEVEL AND RETENTION REGISTER ARE INTERCHANGEABLE	2-B-8-3	B	3/1/2003
		CHECK LIST ACTION ITEM 22: SEPARATE NONCOMPETING EMPLOYEES	NONCOMPETING EMPLOYEES SEPARATED BEFORE RELEASE OF COMPETING EMPLOYEE	2-B-8-4	B	3/1/2003	
		CHECK LIST ACTION ITEM 23: IDENTIFY EMPLOYEES RELEASED FROM LEVEL	COMPETING EMPLOYEES WITH LOWEST STANDING RELEASED FROM LEVEL	2-B-8-5	B	3/1/2003	
		PREPARING RETENTION REGISTERS-THE FIRST STEPS	RIF TEAM BEGINS TO IMPLEMENT CHECK LIST ACTION ITEMS 1 THROUGH 10	2-B-8-1	B	3/1/2003	

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2 RIF GUIDE	THE HUMAN RESOURCES OFFICE'S REDUCTION IN FORCE	EQUIPMENT AND SUPPLIES FOR THE REDUCTION IN FORCE TEAM	APPROPRIATE FOR SITUATION	2-B-2-4	B	3/1/2003
		ESTABLISHING THE REDUCTION IN FORCE TEAM	COMPOSITION IS RELATIVE TO SITUATION	2-B-2-1	B	3/1/2003
		FACILITIES FOR THE REDUCTION IN FORCE TEAM	APPROPRIATE FOR SITUATION	2-B-2-3	B	3/1/2003
		PERSONNEL RECORDS FOR THE REDUCTION IN FORCE TEAM	ACCESS TO OFFICIAL PERSONNEL FOLDERS	2-B-2-5	B	3/1/2003
			ACCESS TO OFFICIAL POSITION DESCRIPTIONS	2-B-2-5	B	3/1/2003
			MUST BE SECURE	2-B-2-5	B	3/1/2003
		REFERENCE MATERIALS FOR THE REDUCTION IN FORCE TEAM	AGENCY'S INTERNAL PERSONNEL MANUAL	2-B-2-6	B	3/1/2003
			APPLICABLE APPEALS AND GRIEVANCE DECISIONS	2-B-2-6	B	3/1/2003
			COLLECTIVE BARGAINING AGREEMENT(S)	2-B-2-6		3/1/2003
			OTHER OPM MANUALS AND GUIDES	2-B-2-6	B	3/1/2003
			PERSONNEL ROSTERS OF OLD AND NEW ORGANIZATIONS	2-B-2-6	B	3/1/2003
			TITLE 5 CODE OF FEDERAL REGULATIONS	2-B-2-6	B	3/1/2003
			TITLE 5 UNITED STATES CODE	2-B-2-6	B	3/1/2003
		SAMPLE SKILLS SURVEY FOR EMPLOYEES ON RIF TEAM-PURPOSE	AGENCY USES TO EVALUATE CURRENT DOWNSIZING SKILLS OF RIF TEAM MEMBERS	2-B-2-8	B	3/1/2003
		SUPPORT FOR OTHER DOWNSIZING-RELATED TEAMS	SPECIALIZED SUPPORT APPROPRIATE FOR SITUATION	2-B-2-7	B	3/1/2003
		SUPPORT STAFF FOR THE REDUCTION IN FORCE TEAM	BENEFITS SPECIALISTS	2-B-2-2	B	3/1/2003
			CLERICAL SUPPORT STAFFERS	2-B-2-2	B	3/1/2003
COMPUTER SPECIALISTS	2-B-2-2		B	3/1/2003		

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2	RIF GUIDE	THE HUMAN RESOURCES OFFICE'S REDUCTION IN FORCE	SUPPORT STAFF FOR THE REDUCTION IN FORCE TEAM	STAFFING ASSISTANTS	2-B-2-2	B 3/1/2003
			USING THE SAMPLE DOWNSIZING SKILLS SURVEY	COPY OF SAMPLE DOWNSIZING SKILLS SURVEY	2-B-2-9	B 3/1/2003
6	RPL	APPEALS-RPL APPEALS TO MSPB	BASIS FOR APPEAL-EXAMPLES OF VIOLATIONS OF RPL RIGHTS	APPOINTMENT OF ANOTHER PERSON WITHOUT REGARD TO RPL	6-A-19-1-(a)	A B 10/1/2002
				DENIAL OF REEMPLOYMENT REQUEST BY RECOVERED OWCP INDIVIDUAL	6-A-19-1-(c)	A B 10/1/2002
				IMPROPER EXCEPTION TO RPL ORDER OF SELECTION	6-A-19-1-(b)	A B 10/1/2002
			BASIS FOR GRIEVANCE-EXAMPLES OF VIOLATIONS OF RPL RIGHTS	SAME AS FOR RPL APPEAL	6-A-19-1-(d)	A 10/1/2002
			CORRECTIVE ACTION ON APPEAL-ACTION REVERSED OR MODIFIED	BOARD MAY ORDER APPROPRIATE CORRECTIVE ACTION	6-A-20-1	A 10/1/2002
				INTERIM RELIEF	6-A-20-1	A 10/1/2002
			CORRECTIVE ACTION-AGENCY FINDS RPL ERROR	AGENCY MAY IMPLEMENT APPROPRIATE CORRECTIVE ACTION	6-A-20-2	A 10/1/2002
			INFORMATION TO EMPLOYEE	ADDRESS OF BOARD OFFICE WHERE APPEAL IS FILED	6-A-19-2-(e)	A 10/1/2002
				ANY LIMIT TO APPEAL FROM A NEGOTIATED GRIEVANCE PROCEDURES	6-A-19-2-(b)	A 10/1/2002
				ANY RIGHT TO GRIEVE UNDER A NEGOTIATED GRIEVANCE PROCEDURE	6-A-19-2-(d)	A 10/1/2002
				COPY OF MSPB OPTIONAL APPEALS FORM 283	6-A-19-2-(g)	A 10/1/2002
				COPY OR ACCESS TO BOARD'S 5 CFR 1201 APPEALS REGULATIONS	6-A-19-2-(f)	A 10/1/2002

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6 RPL	APPEALS-RPL APPEALS TO MSPB	INFORMATION TO EMPLOYEE	NOTICE OF 30 DAYS TIME LIMIT TO FILE APPEAL	6-A-19-2-(a)	A	10/1/2002		
			OPTION TO APPEAL IN LIEU OF NEGOTIATED GRIEVANCE PROCEDURE	6-A-19-2-(c)	A	10/1/2002		
			WHEN AGENCY ISSUES RPL DECISION ON POTENTIAL APPEALABLE MATTER	6-A-19-2	A	10/1/2002		
		RIGHT TO APPEAL-ACTION	AGENCY VIOLATED RIGHTS UNDER OPM-APPROVED ALTERNATIVE TO RPL	6-A-19-1-(c)	A B	10/1/2002		
			AGENCY VIOLATED RPL RIGHTS	6-A-19-1	A B	10/1/2002		
		RIGHT TO GRIEVE RPL-ACTION	AGENCY VIOLATED RIGHTS UNDER OPM-APPROVED ALTERNATIVE TO RPL	6-A-19-1-(d)	A	10/1/2002		
			AGENCY VIOLATED RPL RIGHTS	6-A-19-1-(d)	A	10/1/2002		
		ELIGIBILITY BASED ON COMPENSABLE INJURY	CONDITIONS FOR ELIGIBILITY	RPL APPEALS INDEX	RPL APPEALS INDEX FROM RIF APPEALS INDEX	6-C	C	10/1/2002
				ACCEPTED LOWER-GRADE POSITION IN LIEU OF SEPARATION FOR INJURY	6-A-5-2	A	10/1/2002	
				LAST HELD COMPETITIVE SERVICE TENURE GROUP I OR GROUP II POSITION	6-A-5-1-(b)	A	10/1/2002	
				RECOVERED FROM COMPENSABLE INJURY AFTER MORE THAN 1 YEAR	6-A-5-1-(c)	A B	10/1/2002	
				REGISTERS WITHIN APPLICABLE 30 CALENDAR DAYS TIME LIMIT	6-A-5-1-(d)	A	10/1/2002	
				RPL ELIGIBILITY NOT AFFECTED BY ELIGIBILITY FOR ANNUITY	6-A-5-1-(c)	A B	10/1/2002	
				SEPARATED FROM FORMER POSITION BECAUSE OF COMPENSABLE INJURY	6-A-5-1-(a)	A B	10/1/2002	

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6 RPL	ELIGIBILITY BASED ON COMPENSABLE INJURY	TIME LIMIT-FOR AGENCY TO PROCESS RPL REGISTRATION	10 CALENDAR DAYS OF RECEIVING TIMELY REGISTRATION FORM	6-A-5-3	A	10/1/2002
	ELIGIBILITY BASED ON RIF	ACTION NOT COVERED BY RPL REGULATIONS	REGISTRATION IN CTAP	6-A-4-6	A B	10/1/2002
			REGISTRATION IN DEFENSE'S PRIORITY PLACEMENT PROGRAM	6-A-4-6	A B	10/1/2002
			RIF DEMOTION	6-A-4-5	A B	10/1/2002
		CONDITIONS FOR ELIGIBILITY	HAS CURRENT PERFORMANCE RATING OF LEVEL 2 OR HIGHER	6-A-4-1-(b)	A B	10/1/2002
			HOLDS COMPETITIVE SERVICE TENURE GROUP I OR GROUP II POSITION	6-A-4-1-(a)	A B	10/1/2002
			RECEIVED CERTIFICATION OF EXPECTED SEPARATION	6-A-4-1-(c)	A B	10/1/2002
			RECEIVED SPECIFIC NOTICE OF RIF SEPARATION	6-A-4-1-(c)	A B	10/1/2002
			REGISTERS WITHIN APPLICABLE 30 CALENDAR DAYS TIME LIMIT	6-A-4-1-(c)	A B	10/1/2002
		CONDITIONS FOR ELIGIBILITY-EXCEPTION FOR CERTAIN DOD EMPLOYEES	EMPLOYEES WHO SEPARATE UNDER 5 U.S.C. 3502(f) VOLUNTARY RIF	6-A-4-1-(c)	A	10/1/2002
		CONDITIONS FOR ELIGIBILITY-EXCEPTION TO PERFORMANCE RATING	POSITIONS EXCLUDED FROM APPRAISAL SYSTEM BY OPM ACTION	6-A-4-1-(b)	A B	10/1/2002
			POSITIONS EXCLUDED FROM APPRAISAL SYSTEM BY REGULATION	6-A-4-1-(b)	A B	10/1/2002
		CONDITIONS FOR ELIGIBILITY-NOT DECLINED OFFER OF POSITION	WITH SAME REPRESENTATIVE RATE AS RIF POSITION	6-A-4-1-(d)	A	10/1/2002
			WITH SAME WORK SCHEDULE AS RIF POSITION	6-A-4-1-(d)	A	10/1/2002

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6 RPL	ELIGIBILITY BASED ON RIF	ELIGIBILITY FOR RPL-MAY END BEFORE RIF	REFERENCE TO 6-A-7	6-A-4-4	A	10/1/2002
		ELIGIBILITY TO REGISTER FOR RPL-BEGINS WITH NOTICE	CERTIFICATION OF EXPECTED SEPARATION	6-A-4-2-(a)	A B	10/1/2002
			SPECIFIC NOTICE OF RIF SEPARATION	6-A-4-2-(a)	A B	10/1/2002
		TIME LIMIT-FOR AGENCY TO PROCESS RPL REGISTRATION	10 CALENDAR DAYS OF RECEIVING TIMELY REGISTRATION FORM	6-A-4-3	A B	10/1/2002
	ELIGIBILITY FOR SELECTION FROM RPL	AGENCY MUST BE ABLE TO CONTACT RPL REGISTRANT	AGENCY SUSPENDS RPL CONSIDERATION IF UNABLE TO CONTACT REGISTRANT	6-A-6-3	A	10/1/2002
			TIME PERIOD FOR RPL CONSIDERATION IS UNCHANGED	6-A-6-3	A	10/1/2002
		LOSS OF ELIGIBILITY FOR RPL	EMPLOYEE ACCEPTS COMPETITIVE GROUP I OR II POSITION	6-A-7-3	A	10/1/2002
			EMPLOYEE ACCEPTS EXCEPTED POSITION WITHOUT	6-A-7-3	A	10/1/2002
			EMPLOYEE REQUESTS REMOVAL FROM RPL	6-A-7-2	A	10/1/2002
		LOSS OF ELIGIBILITY FOR RPL-BY VOLUNTARY SEPARATION	CHANGE TO NONPERMANENT POSITION IN DIFFERENT AGENCY	6-A-7-6	A B	10/1/2002
			CHANGE TO NONPERMANENT POSITION IN SAME AGENCY	6-A-7-6	A B	10/1/2002
			CHANGE TO PERMANENT POSITION IN DIFFERENT AGENCY	6-A-7-6	A B	10/1/2002
			CHANGE TO PERMANENT POSITION IN SAME AGENCY	6-A-7-6	A B	10/1/2002
			RESIGNATION	6-A-7-6	A B	10/1/2002
			RETIREMENT	6-A-7-6	A B	10/1/2002
			TRANSFER TO DIFFERENT AGENCY	6-A-7-6	A B	10/1/2002

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6 RPL	ELIGIBILITY FOR SELECTION FROM RPL	LOSS OF ELIGIBILITY FOR RPL-DECLINED RIF OFFER	EMPLOYEE DECLINES GROUP I OR II RIF OFFER AT SAME RATE	6-A-7-4	A	10/1/2002
			LOSS FOR POSITIONS AT SAME OR LOWER RATE-DECLINED GROUP I POSITION	6-A-7-5-(a)	A B	10/1/2002
			LOSS FOR POSITIONS AT SAME OR LOWER RATE-DECLINED GROUP I EXCEPTED	6-A-7-5-(c)	A B	10/1/2002
			LOSS FOR POSITIONS AT SAME OR LOWER RATE-DECLINED GROUP II POSITION	6-A-7-5-(b)	A B	10/1/2002
		LOSS OF ELIGIBILITY FOR RPL-DECLINES INTERVIEW	AGENCY MUST DOCUMENT EMPLOYEE RECEIVED RPL OFFER	6-A-7-7-(c)-(2)	A	10/1/2002
			AGENCY MUST DOCUMENT WRITTEN RPL OFFER WAS MADE	6-A-7-7-(c)-(1)	A	10/1/2002
			EMPLOYEE DECLINES INTERVIEW FOR POSITION	6-A-7-7-(a)	A	10/1/2002
			EMPLOYEE DECLINES TO APPEAR FOR INTERVIEW FOR POSITION	6-A-7-7-(b)	A	10/1/2002
		LOSS OF ELIGIBILITY FOR RPL-FAILURE TO RESPOND	AGENCY SUSPENDS RPL CONSIDERATION IF UNABLE TO CONTACT REGISTRANT	6-A-7-5-(d)	A B	10/1/2002
		LOSS OF ELIGIBILITY FOR RPL-OVERSEAS EMPLOYEE	OVERSEAS EMPLOYEE BECOMES DISQUALIFIED FOR OVERSEAS SERVICE	6-A-7-9-(b)	A	10/1/2002
			OVERSEAS EMPLOYEE LEAVES LOCAL COMMUTING AREA COVERED BY RPL	6-A-7-9-(a)	A	10/1/2002
		LOSS OF ELIGIBILITY FOR RPL-RIF NOTICE CHANGE	RIF NOTICE CANCELED	6-A-7-8	A	10/1/2002
			RIF NOTICE EXPIRES BEFORE ACTION	6-A-7-8	A	10/1/2002

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6 RPL	ELIGIBILITY FOR SELECTION FROM RPL	OFFER FROM RPL-TEMPORARY POSITION DECLINED	DOES NOT AFFECT RPL ELIGIBILITY FOR PERMANENT POSITIONS	6-A-6-4	A	10/1/2002	
		RETENTION STANDING	EMPLOYEE'S RIF RETENTION STANDING AT TIME OF SEPARATION	6-A-6-1	A	10/1/2002	
		TIME LIMIT-FOR SELECTION FROM RPL	BASIS FOR RPL REGISTRATION DOES NOT CHANGE TIME PERIOD	6-A-6-2	A	10/1/2002	
			GROUP I EMPLOYEE ELIGIBLE FOR 2 YEARS FROM DATE OF REGISTRATION	6-A-6-1-(a)	A	10/1/2002	
			GROUP II EMPLOYEE ELIGIBLE FOR 1 YEARS FROM DATE OF REGISTRATION	6-A-6-1-(b)	A	10/1/2002	
		EMPLOYEE CONSIDERATION BASED ON INJURY COMPENSATION	GRADE LIMITS OF POSITION	REPRESENTATIVE RATE NO HIGHER THAN POSITION HELD WHEN SEPARATED	6-A-11-1	A	10/1/2002
			GRADE LIMITS OF POSITION-EXCEPTION IF PREVIOUSLY DOWNGRADED IN RIF	REPRESENTATIVE RATE OF FORMER POSITION HELD IN PRIOR RIF DEMOTION	6-A-11-1-(a)	A	10/1/2002
			LOCAL COMMUTING AREA-BASIC RIGHT	RPL COVERS LOCAL COMMUTING AREA OF POSITION HELD WHEN SEPARATED	6-A-11-2	A B	10/1/2002
			LOCAL COMMUTING AREA-EXPANDED RIGHTS	MANDATORY WHEN NECESSARY TO PROVIDE RPL RESTORATION RIGHT	6-A-11-3	A B	10/1/2002
	RPL RIGHTS MAY INCLUDE ONE OR MORE ADDITIONAL LOCAL COMMUTING AREAS			6-A-11-3	A B	10/1/2002	
	LOCAL COMMUTING AREA-OPTIONAL EMPLOYEE RIGHT	LIMIT RPL TO COMMUTING AREA OF POSITION HELD WHEN SEPARATED	6-A-11-5	A	10/1/2002		
	OPTION-ADDITIONAL PLACEMENT OPTIONS TO SUPPLEMENT RPL	REFERRING FORMER EMPLOYEE TO OTHER LOCAL COMMUTING AREAS	6-A-11-4-(b)	A	10/1/2002		

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6 RPL	EMPLOYEE CONSIDERATION BASED ON INJURY COMPENSATION	OPTION-ADDITIONAL PLACEMENT OPTIONS TO SUPPLEMENT RPL	REGISTERING FORMER EMPLOYEE IN AGENCY-SPECIFIC PLACEMENT PROGRAM	6-A-11-4-(a)	A	10/1/2002
		WORK SCHEDULE OF POSITION- MANDATORY RIGHT	TO POSITION WITH SAME WORK SCHEDULE THAN HELD WHEN SEPARATED	6-A-11-1-(b)	A	10/1/2002
		WORK SCHEDULE OF POSITION- OPTIONAL RIGHT	TO POSITION WITH DIFFERENT WORK SCHEDULE THAN HELD WHEN SEPARATED	6-A-11-1-(b)	A	10/1/2002
	EMPLOYEE CONSIDERATION BASED ON RIF SEPARATION	GRADE LIMITS OF POSITION	PROMOTION POTENTIAL NO HIGHER THAN POSITION IN PRIOR RIF DEMOTION	6-A-10-3	A	10/1/2002
			REPRESENTATIVE RATE NO HIGHER THAN POSITION HELD IN RIF SEPARATION	6-A-10-1	A B	10/1/2002
			SAME RPL GRADE LIMITS BASED ON RIF SEPARATION NOTICE OR CES	6-A-10-2	A	10/1/2002
		GRADE LIMITS OF POSITION- EXCEPTION IF PREVIOUSLY DOWNGRADED IN RIF	PROMOTION POTENTIAL NO HIGHER THAN POSITION HELD IN RIF SEPARATION	6-A-10-3	A	10/1/2002
			REPRESENTATIVE RATE OF FORMER POSITION HELD IN PRIOR RIF DEMOTION	6-A-10-4	A B	10/1/2002
			SAME RPL GRADE LIMITS BASED ON RIF SEPARATION NOTICE OR CES	6-A-10-2	A	10/1/2002
		LOCAL COMMUTING AREA- ALASKA AND OVERSEAS POSITIONS	RPL COVERS LOCAL COMMUTING AREA OF RIF SEPARATION	6-A-10-8	A	10/1/2002
		LOCAL COMMUTING AREA- ALASKA AND OVERSEAS POSITIONS OPTIONS	RPL COVERS DIFFERENT LOCAL COMMUTING AREA ACCEPTABLE TO AGENCY	6-A-10-8-(a)-(2)	A	10/1/2002
			RPL COVERS LAST LOCAL COMMUTING AREA BEFORE LEAVING STATESIDE	6-A-10-8-(a)-(1)	A	10/1/2002

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6 RPL	EMPLOYEE CONSIDERATION BASED ON RIF SEPARATION	LOCAL COMMUTING AREA- ALASKA AND OVERSEAS POSITIONS OPTIONS	RPL FOR OVERSEAS ROTATION COVERS COMMUTING AREA ACCEPTABLE TO AGENCY	6-A-10-8-(b)	A	10/1/2002
		LOCAL COMMUTING AREA-BASIC RIGHT	RPL COVERS ALL OF AGENCY'S COMPONENTS IN LOCAL COMMUTING AREA	6-A-10-6-(a)	A B	10/1/2002
			RPL COVERS LOCAL COMMUTING AREA OF RIF SEPARATION	6-A-10-6	A B	10/1/2002
		LOCAL COMMUTING AREA- RESTRICTION	NO RPL RIGHTS IN DIFFERENT COMMUTING AREA EXCEPT FOR OVERSEAS	6-A-10-6-(b)	A B	10/1/2002
		LOCAL COMMUTING AREA- TRANSFER OF FUNCTION	RPL COVERS LOCAL COMMUTING AREA OF GAINING COMPETITIVE AREA	6-A-10-7	A	10/1/2002
			RPL MAY NOT COVER LOCAL COMMUTING AREA OF LOSING COMPETITIVE AREA	6-A-10-7	A	10/1/2002
		WORK SCHEDULE OF POSITION- MANDATORY RIGHT	TO POSITION WITH SAME WORK SCHEDULE AS RIF SEPARATION POSITION	6-A-10-5	A B	10/1/2002
	WORK SCHEDULE OF POSITION- OPTIONAL RIGHT	TO POSITION WITH DIFFERENT WORK SCHEDULE AS RIF SEPARATION POSITION	6-A-10-5	A B	10/1/2002	
	EMPLOYEE REGISTRATION FOR RPL BASED ON COMPENSABLE INJURY	CORRECTIVE ACTION-FROM RPL REGISTRATION	SAME BASIS AS FOR RIF ELIGIBLES	6-A-9-4	A B	10/1/2002
		REGISTRATION FORMS- EMPLOYEE OBLIGATION TO UPDATE INFORMATION	EMPLOYEE MUST NOTIFY AGENCY OF UPDATES TO INFORMATION	6-A-9-3-(d)	A	10/1/2002
		REGISTRATION FORMS-FORMAT	EMPLOYEE CAN LIMIT RPL CONSIDERATION ON SAME BASIS AS RIF ELIGIBLES	6-A-9-3-(c)	A	10/1/2002
			EMPLOYEE CAN REQUEST RPL CONSIDERATION FOR ALL POTENTIAL POSITIONS	6-A-9-3-(b)	A	10/1/2002

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6 RPL	EMPLOYEE REGISTRATION FOR RPL BASED ON COMPENSABLE INJURY	REGISTRATION FORMS-FORMAT	EMPLOYEE MAY LIMIT RPL CONSIDERATION TO SPECIFIC CONDITIONS	6-A-9-3-(a)	A	10/1/2002	
			NO FORMAT FOR RPL REGISTRATION BASED ON COMPENSABLE INJURY	6-A-9-1-(b)	A	10/1/2002	
		TIME LIMIT-EXCEPTION BASED ON APPEAL FOR CONTINUATION	EMPLOYEE MAY REGISTER AFTER OWCP APPEAL IS RESOLVED	6-A-9-2-(b)	A	10/1/2002	
			EMPLOYEE MAY REGISTER WHILE OWCP APPEAL IS PENDING	6-A-9-2-(b)	A	10/1/2002	
			30 DAY PERIOD BEGINS DAY AFTER RESOLUTION OF OWCP APPEAL	6-A-9-2	A	10/1/2002	
		TIME LIMIT-EXCEPTION BASED ON APPEAL FOR CONTINUATION OF OWCP	ELIGIBILITY FOR RPL DURING APPEAL BASED ON TERMINATION OF OWCP	6-A-9-2-(a)	A	10/1/2002	
			10 CALENDAR DAYS OF RECEIVING TIMELY REGISTRATION FORM	6-A-9-4	A B	10/1/2002	
	TIME LIMIT-FOR AGENCY TO PROCESS RPL REGISTRATION	30 CALENDAR DAYS AFTER COMPENSATION CEASES	6-A-9-1	A	10/1/2002		
	EMPLOYEE REGISTRATION FOR RPL BASED ON RIF	REGISTRATION FORMS-FORMAT	NO EARLY RPL REGISTRATION BASED ON COMPENSABLE INJURY	6-A-9-1-(a)	A	10/1/2002	
			CONDITIONS FOR ELIGIBILITY-QUALIFYING NOTICE	EMPLOYEE MUST HAVE RECEIVED RIF SEPARATION NOTICE OR CES	6-A-8-2-(d)	A	10/1/2002
			CORRECTIVE ACTION-FROM RPL REGISTRATION	AGENCY DID NOT PROPERLY NOTIFY EMPLOYEE OF RPL REGISTRATION	6-A-8-1-(b)	A	10/1/2002
		CORRECTIVE ACTION-OPTIONS FROM RPL REGISTRATION	ACCEPTING RPL APPLICATION MORE THAN 30 DAYS PAST RIF SEPARATION DATE	6-A-8-1-(c)-(1)	A	10/1/2002	

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6 RPL	EMPLOYEE REGISTRATION FOR RPL BASED ON RIF	CORRECTIVE ACTION-OPTIONS FROM RPL REGISTRATION	REVIEWING AGENCY APPOINTMENTS TO CONSIDER OTHER CORRECTIONS	6-A-8-1-(c)-(1)	A	10/1/2002
		REGISTRATION FORMS-AGENCY ACTIONS	AGENCY SHOULD ASSIST EMPLOYEE WITH FORMS	6-A-8-4	A B	10/1/2002
		REGISTRATION FORMS-EMPLOYEE OBLIGATION TO UPDATE INFORMATION	EMPLOYEE MUST NOTIFY AGENCY OF UPDATES TO INFORMATION	6-A-8-3-(c)	A B	10/1/2002
		REGISTRATION FORMS-FORMAT	AGENCY DETERMINES FORMAT OF RPL REGISTRATION FORM(S)	6-A-8-3	A	10/1/2002
			AGENCY MAY NOT REQUIRE EMPLOYEE TO IDENTIFY ALL POSITIONS FOR RPL	6-A-8-3-(a)	A B	10/1/2002
			EMPLOYEE CAN LIMIT RPL CONSIDERATION ON BASIS OF GRADE	6-A-8-3-(a)	A B	10/1/2002
			EMPLOYEE CAN LIMIT RPL CONSIDERATION ON BASIS OF LOCATION	6-A-8-3-(a)	A B	10/1/2002
			EMPLOYEE CAN LIMIT RPL CONSIDERATION ON BASIS OF OCCUPATION	6-A-8-3-(a)	A B	10/1/2002
			EMPLOYEE CAN LIMIT RPL CONSIDERATION ON BASIS OF ORGANIZATION	6-A-8-3-(a)	A B	10/1/2002
			EMPLOYEE CAN LIMIT RPL CONSIDERATION ON BASIS OF SCHEDULE	6-A-8-3-(a)	A B	10/1/2002
			EMPLOYEE CAN REQUEST RPL CONSIDERATION FOR ALL POTENTIAL POSITIONS	6-A-8-3-(a)	A B	10/1/2002
			EMPLOYEE MAY LIMIT RPL CONSIDERATION TO SPECIFIC CONDITIONS	6-A-8-3-(b)	A B	10/1/2002
			TIME LIMIT	AGENCY MAY IMPLEMENT APPLICATION-BASED RPL	6-A-8-4	A B

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6 RPL	EMPLOYEE REGISTRATION FOR RPL BASED ON RIF	TIME LIMIT-EARLY REGISTRATION FOR RPL	FROM DATE EMPLOYEE RECEIVES CES	6-A-8-2-(b)	A	10/1/2002
			FROM DATE EMPLOYEE RECEIVES RIF SEPARATION NOTICE	6-A-8-2-(a)	A	10/1/2002
		TIME LIMIT-FOR AGENCY TO PROCESS RPL REGISTRATION	10 CALENDAR DAYS OF RECEIVING TIMELY REGISTRATION FORM	6-A-8-5	A B	10/1/2002
		TIME LIMIT-FOR SELECTION FROM RPL WITH EARLY REGISTRATION	GROUP I EMPLOYEE ELIGIBLE FOR 2 YEARS FROM DATE OF REGISTRATION	6-A-8-2-(c)	A	10/1/2002
			GROUP II EMPLOYEE ELIGIBLE FOR 1 YEAR FROM DATE OF REGISTRATION	6-A-8-2-(c)	A	10/1/2002
		TIME LIMIT-TO REGISTER FOR RPL	EMPLOYEE WHO DOES NOT TIMELY REGISTER IS NOT ELIGIBLE FOR RPL	6-A-8-1-(a)	A	10/1/2002
			WITHIN 30 CALENDAR DAYS AFTER RIF SEPARATION	6-A-8-1	A	10/1/2002
	GEOGRAPHIC COVERAGE OF RPL	COMPONENTS COVERED	EMPLOYEE MAY RESTRICT AVAILABILITY ONLY TO CERTAIN COMPONENTS	6-A-3-1-(b)	A	10/1/2002
			RPL COVERS ALL OF AGENCY'S COMPONENTS IN LOCAL COMMUTING AREA	6-A-3-1-(a)	A	10/1/2002
			RPL COVERED IN SECTION 15	6-A-2-1-(b)	A B	10/1/2002
	LEGAL BASIS FOR REEMPLOYMENT PRIORITY LIST	HISTORY-RPL COVERED IN VETERAN'S PREFERENCE ACT OF 1944	6-A-2-1-(b)	A B	10/1/2002	
		PRESENT REGULATORY AUTHORIZATION	RPL REGULATIONS PUBLISHED IN SUBPART 5 CFR 330-B	6-A-2-1-(b)	A B	10/1/2002
	NOTICE-REEMPLOYMENT PRIORITY LIST	REQUIREMENT TO NOTIFY EMPLOYEES ELIGIBLE FOR RPL	AGENCY MUST ADVISE EMPLOYEE OF RIGHT TO APPEAL RPL ACTIONS TO MSPB	6-A-2-3	A	10/1/2002
			RPL INFORMATION MAY BE CONTAINED IN ATTACHMENT TO RIF NOTICE	6-A-2-3	A	10/1/2002

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6 RPL	NOTICE-REEMPLOYMENT PRIORITY LIST	REQUIREMENT TO NOTIFY EMPLOYEES ELIGIBLE FOR RPL	WHEN EMPLOYEE RECEIVES RIF SEPARATION NOTICE	6-A-2-3	A	10/1/2002		
		EXCEPTION TO QUALIFICATIONS- AGENCY RESPONSIBILITY	AGENCY APPLIES EXCEPTION CONSISTENTLY AND EQUITABLY	6-A-17-2-(a)	A	10/1/2002		
	QUALIFICATIONS FOR SELECTION FROM RPL		AGENCY MAY NOT WAIVE MINIMUM EDUCATIONAL STANDARD FOR POSITION	AGENCY MAY NOT WAIVE RPL ORDER OF SELECTION	6-A-17-2-(d)	A	10/1/2002	
			AGENCY MAY NOT WAIVE RPL ORDER OF SELECTION	EMPLOYEE HAS SKILLS TO SATISFACTORILY PERFORM THE POSITION	6-A-17-3	A	10/1/2002	
			EMPLOYEE HAS SKILLS TO SATISFACTORILY PERFORM THE POSITION	EMPLOYEE MEETS MINIMUM EDUCATIONAL STANDARD FOR POSITION	6-A-17-2-(c)	A	10/1/2002	
			EMPLOYEE MEETS MINIMUM EDUCATIONAL STANDARD FOR POSITION	AGENCY OPTION TO ADOPT ALTERNATIVE RPL QUALIFICATIONS STANDARD	6-A-17-2-(b)	A	10/1/2002	
			OPTION-EXCEPTION TO RPL QUALIFICATIONS	AGENCY ESTABLISHED SELECTIVE PLACEMENT FACTOR(S)	6-A-17-2	A	10/1/2002	
			QUALIFICATIONS STANDARD FOR RPL	ANY OTHER REQUIREMENT FOR APPOINTMENT TO THE COMPETITIVE SERVICE	6-A-17-1-(b)	A B	10/1/2002	
			ANY OTHER REQUIREMENT FOR APPOINTMENT TO THE COMPETITIVE SERVICE	MINIMUM EDUCATIONAL REQUIREMENT	6-A-17-1-(e)	A B	10/1/2002	
			MINIMUM EDUCATIONAL REQUIREMENT	OPM-APPROVED SPECIAL QUALIFYING CONDITION	6-A-17-1-(a)	A B	10/1/2002	
			OPM-APPROVED SPECIAL QUALIFYING CONDITION	OPM-ESTABLISHED REQUIREMENTS FOR POSITION	6-A-17-1-(d)	A B	10/1/2002	
			OPM-ESTABLISHED REQUIREMENTS FOR POSITION	PHYSICAL QUALIFICATIONS WITH REASONABLE ACCOMMODATION	6-A-17-1-(a)	A	10/1/2002	
			PHYSICAL QUALIFICATIONS WITH REASONABLE ACCOMMODATION	RECOVERY FROM COMPENSABLE INJURY AFTER MORE THAN 1 YEAR	6-A-17-1-(c)	A B	10/1/2002	
			REQUIREMENT TO ESTABLISH REEMPLOYMENT PRIORITY LIST	ACTION COVERED BY RPL REGULATIONS	RECOVERY FROM COMPENSABLE INJURY AFTER MORE THAN 1 YEAR	6-A-2-1-(b)	A B	10/1/2002

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6 RPL	REQUIREMENT TO ESTABLISH REEMPLOYMENT PRIORITY LIST	ACTION COVERED BY RPL REGULATIONS	SEPARATION BY RIF	6-A-2-1-(a)	A B	10/1/2002	
		COVERAGE OF OPM'S RPL REGULATIONS	EACH AGENCY WITH COMPETITIVE SERVICE EMPLOYEES	6-A-2-1-(c)	A B	10/1/2002	
			EMPLOYEES WHO HAVE COMPETITIVE SERVICE RIGHTS BY STATUTE	6-A-2-1-(c)	A B	10/1/2002	
			POSTAL SERVICE NON-PREFERENCE ELIGIBLES NOT COVERED BY REGULATIONS	6-A-2-1-(c)	A	10/1/2002	
		COVERAGE OF OPM'S RPL REGULATIONS-EXCEPTION	AGENCY IMPLEMENTS ITS OWN ALTERNATIVE PLACEMENT PROGRAM	6-A-2-2-(a)	A	10/1/2002	
			AGENCY OBTAINS OPM APPROVAL FOR ITS ALTERNATIVE PLACEMENT PROGRAM	6-A-2-2-(b)	A	10/1/2002	
		COVERAGE OF OPM'S RPL REGULATIONS-MODIFIED	POSTAL SERVICE PREFERENCE ELIGIBLES COVERED BY RPL REGULATIONS	6-A-2-1-(c)	A B	10/1/2002	
		PURPOSE OF RPL	DISPLACED EMPLOYEES HAVE SELECTION PRIORITY OVER OUTSIDE HIRES	6-A-1-2	A	10/1/2002	
		RPL ALTERNATIVE PLACEMENT PROGRAM	OPM APPROVAL REQUIRED	OPM ADDRESS TO SUBMIT REQUEST	6-A-18-2	A B	10/1/2002
			OPTION	AGENCY MAY ESTABLISH ITS OWN PLACEMENT PROGRAM AS ALTERNATIVE TO RPL	6-A-18-1	A	10/1/2002
	REQUIREMENTS		MUST MEET RPL REQUIREMENTS INCLUDING VETERANS' PREFERENCE	6-A-18-1-(a)	A	10/1/2002	
			RPL REGULATIONS IN 5 CFR 330-B DO NOT APPLY WHEN IMPLEMENTED	6-A-18-1-(b)	A	10/1/2002	

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6 RPL	RPL RESTRICTIONS ON FILLING POSITIONS	COVERAGE OF RPL-APPOINTMENTS COVERED	DIRECT-HIRE AUTHORITY	6-A-12-7-(a)	A	10/1/2002
			EXAMINING AUTHORITY DELEGATED BY OPM	6-A-12-7-(b)	A	10/1/2002
			NO RPL RIGHT TO COMMITTED POSITION BASED ON SUBSEQUENT REGISTRATION	6-A-12-5	A	10/1/2002
		COVERAGE OF RPL-EXCEPTION BECAUSE OF FINAL HIRING COMMITMENT	DEMOTION	6-A-12-9-(a)	A B	10/1/2002
			DETAIL	6-A-12-9-(a)	A B	10/1/2002
		COVERAGE OF RPL-EXCEPTION BECAUSE OF INTERNAL PLACEMENT ACTION	EXTENSION OF TEMPORARY APPOINTMENT TO MAXIMUM AUTHORIZED BY OPM	6-A-12-9-(d)	A B	10/1/2002
			EXTENSION OF TEMPORARY APPOINTMENT TO MAXIMUM UNDER APPOINTMENT	6-A-12-9-(d)	A B	10/1/2002
		COVERAGE OF RPL-EXCEPTION BECAUSE OF NEW APPOINTMENT	PROMOTION	6-A-12-9-(a)	A B	10/1/2002
			REAPPOINTMENT TO 1 YEAR OR LESS TEMPORARY WITH NO BREAK IN SERVICE	6-A-12-9-(c)	A B	10/1/2002
		COVERAGE OF RPL-EXCEPTION BECAUSE OF NONCOMPETITIVE CONVERSION	REASSIGNMENT	6-A-12-9-(a)	A B	10/1/2002
			INDIVIDUAL APPOINTED IS A QUALIFIED 10-POINT PREFERENCE ELIGIBLE	6-A-12-6	A	10/1/2002
		COVERAGE OF RPL-EXCEPTION BECAUSE OF NONCOMPETITIVE CONVERSION	APPOINTMENT FOR 30% DISABLED VETERANS	6-A-12-9-(b)	A B	10/1/2002
			PRESIDENTIAL MANAGEMENT INTERN APPOINTMENT	6-A-12-9-(b)	A B	10/1/2002
			SCHEDULE A APPOINTMENT FOR DISABLED EMPLOYEES	6-A-12-9-(b)	A B	10/1/2002
			SCHEDULE B APPOINTMENT FOR STUDENT EDUCATIONAL EMPLOYMENT PROGRAM	6-A-12-9-(b)	A B	10/1/2002

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6 RPL	RPL RESTRICTIONS ON FILLING POSITIONS	COVERAGE OF RPL-EXCEPTION BECAUSE OF NONCOMPETITIVE CONVERSION	TAPER APPOINTMENT	6-A-12-9-(b)	A B	10/1/2002
			VETERANS READJUSTMENT APPOINTMENT	6-A-12-9-(b)	A B	10/1/2002
		COVERAGE OF RPL-EXCEPTION BECAUSE OF SPECIAL APPOINTMENT ACTION	30-DAYS SPECIAL NEEDS TEMPORARY APPOINTMENT	6-A-12-10-(a)	A	10/1/2002
			700 HOUR TEMPORARY APPOINTMENT OF SEVERELY DISTURBED INDIVIDUAL	6-A-12-10-(b)	A	10/1/2002
			COVERAGE OF RPL-EXCEPTION BECAUSE OF TRANSFER OR REINSTATEMENT	EXERCISING OTHER REGULATORY REEMPLOYMENT RIGHTS	6-A-12-8-(c)	A
		EXERCISING OTHER STATUTORY REEMPLOYMENT RIGHTS		6-A-12-8-(c)	A	10/1/2002
		EXERCISING RESTORATION RIGHTS BASED ON OWCP RECOVERY WITHIN 1 YEAR		6-A-12-8-(b)	A	10/1/2002
		EXERCISING RESTORATION RIGHTS BASED ON SERVICE IN ARMED FORCES		6-A-12-8-(b)	A	10/1/2002
		PREFERENCE ELIGIBLE		6-A-12-8-(a)	A	10/1/2002
		DISPLACED EMPLOYEES HAVE SELECTION PRIORITY OVER OUTSIDE HIRES		6-A-12-1	A B	10/1/2002
		COVERAGE OF RPL-GRADES COVERED	GRADE LEVEL OF FILLED POSITION	6-A-12-3	A	10/1/2002
			MULTIPLE PERFORMANCE LEVELS NOT CONSIDERED WHEN FILLED AT ONE GRADE	6-A-12-3	A	10/1/2002
		COVERAGE OF RPL-POSITIONS COVERED	OTHER NONSTATUS APPOINTMENTS	6-A-12-2	A B	10/1/2002
			PERMANENT	6-A-12-2	A B	10/1/2002

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6 RPL	RPL RESTRICTIONS ON FILLING POSITIONS	COVERAGE OF RPL-POSITIONS COVERED	TEMPORARY	6-A-12-2	A B	10/1/2002	
			TERM	6-A-12-2	A B	10/1/2002	
		COVERAGE OF RPL-PRIVATE SECTOR TEMPORARIES	AGENCY MUST CLEAR RPL BEFORE EMPLOYING PRIVATE SECTOR TEMPORARIES	6-A-12-4	A	10/1/2002	
	RPL SELECTIONS-EXCEPTIONS	BASIS FOR EXCEPTION-RESTRICTION	NO USE OF EXCEPTION ON BASIS OF COMPARING CANDIDATES' QUALIFICATIONS	6-A-16-4	A	10/1/2002	
			BASIS FOR EXCEPTION-UNDUE INTERRUPTION WOULD RESULT BY APPOINTING	6-A-16-1-(b)	A	10/1/2002	
			NOTICE-DOCUMENTING RPL EXCEPTIONS	AGENCY MUST NOTIFY EMPLOYEE OF REASONS FOR EXCEPTION	6-A-16-5-(a)	A B	10/1/2002
			AGENCY MUST NOTIFY EMPLOYEE OF RIGHT TO FILE RPL APPEAL WITH MSPB	6-A-16-5-(b)	A B	10/1/2002	
			OPTION-WHEN USING RPL EXCEPTION WITH RATING AND RANKING ORDER	APPOINT FROM RPL EMPLOYEE WITH LOWER RPL STANDING	6-A-16-3-(c)	A	10/1/2002
			OPTION-WHEN USING RPL EXCEPTION WITH RETENTION STANDING ORDER	APPOINT INDIVIDUAL NOT ON RPL	6-A-16-3-(a)	A	10/1/2002
			APPOINT INDIVIDUAL WITH LOWER RPL RETENTION STANDING	6-A-16-3-(b)	A	10/1/2002	
	RPL SELECTIONS-EXCEPTIONS TO RPL SELECTION PROCEDURES	BASIS FOR EXCEPTION-UNDUE INTERRUPTION WOULD RESULT BY APPOINTING	EMPLOYEE ON RPL	6-A-16-1-(a)	A	10/1/2002	
	RPL SELECTIONS-GENERAL	TWO RPL SELECTION PROCEDURES	AGENCY MUST DESIGNATE RPL SELECTION ORDER IN WRITING	6-A-13-3	A	10/1/2002	
			MANAGEMENT RIGHT TO SELECT EITHER ORDER	6-A-13-2	A	10/1/2002	

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6 RPL	RPL SELECTIONS-GENERAL	TWO RPL SELECTION PROCEDURES	ONLY ONE SELECTION ORDER APPLIES TO A SINGLE RPL	6-A-13-2	A	10/1/2002		
			RATING AND RANKING ORDER	6-A-13-1-(b)	A	10/1/2002		
			RETENTION STANDING ORDER	6-A-13-1-(a)	A	10/1/2002		
			CHANGE RPL SELECTION PROCEDURE FOR A LOCAL COMMUTING AREA	6-A-13-5-(a)	A	10/1/2002		
			CHANGE RPL SELECTION PROCEDURE FOR TWO OR MORE LOCAL COMMUTING AREAS	6-A-13-5-(a)	A	10/1/2002		
			IMPLEMENT DIFFERENT RPL SELECTION PROCEDURES IN DIFFERENT ACTIVITIES	6-A-13-4-(b)	A	10/1/2002		
		TWO RPL SELECTION PROCEDURES-AGENCY OPTION	IMPLEMENT SAME RPL SELECTION PROCEDURE AGENCYWIDE	6-A-13-4-(a)	A	10/1/2002		
			AGENCY MAY NOT VARY RPL SELECTION PROCEDURE BY INDIVIDUAL VACANCY	6-A-13-5-(b)	A	10/1/2002		
			AGENCY MAY NOT WAIVE RPL ORDER OF SELECTION	6-A-13-5-(b)	A	10/1/2002		
			ONLY ONE SELECTION ORDER APPLIES TO A SINGLE RPL	6-A-13-5	A	10/1/2002		
			RPL SELECTIONS-RATING AND RANKING ORDER	PROCEDURE-RANKING ORDER OF NUMERICAL SCORES-BEHIND 10 POINT VETS	5 POINTS PREFERENCE ELIGIBLES	6-A-15-4-(b)-(2)	A	10/1/2002
				PROCEDURE-RANKING ORDER OF NUMERICAL SCORES-BEHIND 10% VETS	10 POINTS PREFERENCE ELIGIBLES	6-A-15-4-(b)-(1)	A	10/1/2002
	PROCEDURE-RANKING ORDER OF NUMERICAL SCORES-BEHIND 5 POINT VETS	NONPREFERENCE ELIGIBLES		6-A-15-4-(b)-(3)	A	10/1/2002		

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6 RPL	RPL SELECTIONS-RATING AND RANKING ORDER	PROCEDURE-RANKING ORDER OF NUMERICAL SCORES-EXCEPTION	GS-10 OR HIGHER PROFESSIONAL POSITIONS	6-A-15-4-(a)	A	10/1/2002
		PROCEDURE-RANKING ORDER OF NUMERICAL SCORES-FINAL SELECTION	FINAL SELECTION AMONG THREE HIGHEST RATED CANDIDATES	6-A-15-5-(c)	A	10/1/2002
		PROCEDURE-RANKING ORDER OF NUMERICAL SCORES-LISTED FIRST	10 POINT COMPENSABLE PREFERENCE ELIGIBLES	6-A-15-4-(a)	A	10/1/2002
		PROCEDURE-RATING EMPLOYEES	CONSIDERS EXPERIENCE AND EDUCATION	6-A-15-2	A	10/1/2002
		PROCEDURE-RATING EMPLOYEES USING JOB-RELATED EVALUATION PROCEDURES	DISTINGUISHES DIFFERENCES IN EMPLOYEES' QUALIFICATIONS	6-A-15-2-(a)	A	10/1/2002
			PROCEDURES ARE APPLIED FAIRLY AND CONSISTENTLY	6-A-15-2-(b)	A	10/1/2002
		PROCEDURE-RATING EMPLOYEES USING NUMERICAL SCORES	AGENCY ADDS 10 POINTS TO SCORE OF DERIVATIVE PREFERENCE ELIGIBLE	6-A-15-3-(b)	A	10/1/2002
			AGENCY ADDS 10 POINTS TO SCORE OF DISABLED PREFERENCE ELIGIBLE	6-A-15-3-(b)	A	10/1/2002
			AGENCY ADDS 5 POINTS TO SCORE OF PREFERENCE ELIGIBLE	6-A-15-3-(a)	A	10/1/2002
			EACH QUALIFIED EMPLOYEE HAS SCORE FROM 70 TO 100	6-A-15-3	A	10/1/2002
	RPL SELECTIONS-RETENTION STANDING ORDER	PROCEDURE	USES RIF TENURE GROUP AND SUBGROUP RETENTION STANDING	6-A-14-2	A	10/1/2002
		PROCEDURE-SELECTION ORDER FROM RPL	SERVICE DATE IS NOT USED	6-A-14-5	A	10/1/2002
		PROCEDURE-SELECTION ORDER FROM RPL-OPTION	SERVICE DATE IS USED	6-A-14-5	A	10/1/2002

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6 RPL	RPL SELECTIONS-RETENTION STANDING ORDER	PROCEDURE-SELECTION ORDER FROM RPL-TENURE GROUP ORDER	QUALIFIED EMPLOYEES IN HIGHEST TENURE GROUP BEFORE LOWER GROUP	6-A-14-3	A	10/1/2002
		PROCEDURE-SELECTION ORDER FROM RPL-TENURE SUBGROUP ORDER	QUALIFIED EMPLOYEES IN HIGHEST TENURE SUBGROUP BEFORE LOWER SUBGROUP	6-A-14-4	A	10/1/2002
		PROCEDURE-SELECTION PRIORITY FROM RPL	NO SPECIFIC RPL PRIORITY FOR EMPLOYEE'S FORMER POSITION	6-A-14-6	A	10/1/2002
	TERMINOLOGY-RPL	DEFINITION	AGENCY	6-A-3-1	A	10/1/2002
			LOCAL COMMUTING AREA	6-A-3-2-(a)	A B	10/1/2002
		EXPLANATION-AGENCY	EXECUTIVE DEPARTMENT AS DEFINED IN 5 U.S.C. 105	6-A-3-1	A	10/1/2002
			GOVERNMENT CORPORATION AS DEFINED IN 5 U.S.C. 105	6-A-3-1	A	10/1/2002
			INDEPENDENT ESTABLISHMENT AS DEFINED IN 5 U.S.C. 105	6-A-3-1	A	10/1/2002
		EXPLANATION-LOCAL COMMUTING AREA	NO MILEAGE STANDARD FOR LOCAL COMMUTING AREA	6-A-3-2-(b)	A B	10/1/2002
			REFERENCE TO 3-A-7-8	6-A-3-2-(a)	A	10/1/2002
4 TOF	APPEALS-TRANSFER OF FUNCTION APPEALS TO MSPB	UNDUE INTERRUPTION DEFINITION	DEFINITION	6-A-16-2	A B	10/1/2002
		RIGHT TO APPEAL TRANSFER OF FUNCTION	NO RIGHT TO APPEAL TRANSFER OF FUNCTION AS INDEPENDENT APPEAL	4-A-14-1	A B	12/1/2002
			REFERENCE TO 3-A-33 FOR RIF APPEALS INFORMATION	4-A-14-1	A B	12/1/2002
			RIGHT TO APPEAL TRANSFER IN ADVERSE ACTION APPEAL	4-A-14-1	A B	12/1/2002
			RIGHT TO APPEAL TRANSFER IN RIF APPEAL	4-A-14-1	A B	12/1/2002
		RIGHT TO GRIEVE TRANSFER OF FUNCTION	REFERENCE TO 3-A-34 FOR RIF GRIEVANCE INFORMATION	4-A-14-2	A B	12/1/2002
			RIGHT TO APPEAL TO MSPB IN LIEU OF GRIEVANCE IN MIXED CASE	4-A-14-2	A B	12/1/2002

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4 TOF	APPEALS-TRANSFER OF FUNCTION APPEALS TO MSPB	RIGHT TO GRIEVE TRANSFER OF FUNCTION	RIGHT TO GRIEVE IF COVERED BY COLLECTIVE BARGAINING AGREEMENT	4-A-14-1	A B	12/1/2002	
		TRANSFER OF FUNCTION APPEALS INDEX	TRANSFER OF FUNCTION APPEALS INDEX FROM RIF APPEALS DATABASE	4-C	C	12/1/2002	
	APPLICATION OF TRANSFER OF FUNCTION REGULATIONS	BASIS FOR TRANSFER OF FUNCTION DECISIONS	AGENCY'S INTERNAL DELEGATIONS OF AUTHORITY	AGENCY'S INTERNAL DELEGATIONS OF AUTHORITY	4-A-5-1-(c)	A B	12/1/2002
			AGENCY'S INTERNAL ORGANIZATION MANUAL	AGENCY'S INTERNAL ORGANIZATION MANUAL	4-A-5-1-(c)	A B	12/1/2002
			RELEVANT LEGISLATION	RELEVANT LEGISLATION	4-A-5-1-(c)	A B	12/1/2002
		COOPERATION BETWEEN LOSING AND GAINING COMPETITIVE AREAS	WHETHER TRANSFER OF FUNCTION REGULATIONS APPLY TO SITUATION	WHETHER TRANSFER OF FUNCTION REGULATIONS APPLY TO SITUATION	4-A-5-2-(a)	A	12/1/2002
			WHICH COMPETITIVE AREA IS RESPONSIBLE FOR ANY DOWNGRADINGS	WHICH COMPETITIVE AREA IS RESPONSIBLE FOR ANY DOWNGRADINGS	4-A-5-2-(b)	A	12/1/2002
			WHICH COMPETITIVE AREA IS RESPONSIBLE FOR ANY SEPARATIONS	WHICH COMPETITIVE AREA IS RESPONSIBLE FOR ANY SEPARATIONS	4-A-5-2-(b)	A	12/1/2002
			WHICH PERSONNEL PROCEDURES APPLY TO ACTION(S)	WHICH PERSONNEL PROCEDURES APPLY TO ACTION(S)	4-A-5-2-(c)	A	12/1/2002
		REGULATIONS COVER ANY POTENTIAL SITUATION	CONSOLIDATION OF FUNCTION FROM MULTIPLE COMPETITIVE AREAS	CONSOLIDATION OF FUNCTION FROM MULTIPLE COMPETITIVE AREAS	4-A-5-1-(a)-(2)	A B	12/1/2002
			DIFFERENT (SUB)AGENCY ASSUMES FUNCTION OF CLOSED (SUB)AGENCY	DIFFERENT (SUB)AGENCY ASSUMES FUNCTION OF CLOSED (SUB)AGENCY	4-A-5-1-(a)-(6)	A B	12/1/2002
			FRAGMENTATION OF FUNCTION INTO TWO OR MORE COMPETITIVE AREAS	FRAGMENTATION OF FUNCTION INTO TWO OR MORE COMPETITIVE AREAS	4-A-5-1-(a)-(3)	A B	12/1/2002
		OTHER SITUATIONS	OTHER SITUATIONS	4-A-5-1-(a)-(8)	A B	12/1/2002	

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4 TOF	APPLICATION OF TRANSFER OF FUNCTION REGULATIONS	REGULATIONS COVER ANY POTENTIAL SITUATION	PHASED TRANSFER OF FUNCTION TO DIFFERENT COMPETITIVE AREAS	4-A-5-1-(a)-(4)	A B	12/1/2002		
			PHASED TRANSFER OF FUNCTION TO DIFFERENT DUTY SITES	4-A-5-1-(a)-(5)	A B	12/1/2002		
			TRANSFER MAY INVOLVE MULTIPLE SITUATIONS	4-A-5-1-(b)	A B	12/1/2002		
			TRANSFER OF FUNCTION SUPPORTING DIFFERENT TRANSFERRING FUNCTION	4-A-5-1-(a)-(1)	A B	12/1/2002		
			TRANSFER OF ONE OR MORE SUPERVISORY FUNCTIONS	4-A-5-1-(a)-(7)	A B	12/1/2002		
			EMPLOYEES OF GAINING COMPETITIVE AREA	EMPLOYEE TRANSFERRED ON POSITION OF RECORD HELD IN LOSING AREA	EMPLOYEE COMPETES IN RIF ON BASIS OF POSITION HELD IN LOSING AREA	4-A-10-2-(a)	A	12/1/2002
					WITH NO RIF AGENCY STILL MOVES EMPLOYEE TO GAINING AREA POSITION	4-A-10-2-(b)	A	12/1/2002
	NO IMPACT OF TRANSFER ON EMPLOYEES IN GAINING COMPETITIVE AREA	NO IMPACT IF TRANSFER DOES NOT INVOLVE A RIF		4-A-10-1	A	12/1/2002		
		NO IMPACT IF TRANSFER DOES NOT INVOLVE OTHER PERSONNEL ACTIONS		4-A-10-1	A	12/1/2002		
	RIF RIGHTS OF TRANSFERRED EMPLOYEES IN GAINING COMPETITIVE AREA	ACTUAL RELOCATION NOT NECESSARY		4-A-10-4	A	12/1/2002		
		GAINING COMPETITIVE AREA CONDUCTS RIF		4-A-10-4	A	12/1/2002		
		GAINING COMPETITIVE AREA ISSUES RIF NOTICES		4-A-10-4	A	12/1/2002		
			LOSING COMPETITIVE AREA ACTS AS AGENT FOR GAINING AREA	4-A-10-4	A	12/1/2002		

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4 TOF	EMPLOYEES OF GAINING COMPETITIVE AREA	RIF RIGHTS OF TRANSFERRED EMPLOYEES IN GAINING COMPETITIVE AREA	NO RPL RIGHTS BACK TO LOSING COMPETITIVE AREA	4-A-10-5	A	12/1/2002	
			RPL RIGHTS IN GAINING COMPETITIVE AREA	4-A-10-4	A	12/1/2002	
		RIGHTS OF TRANSFERRED EMPLOYEES IN GAINING COMPETITIVE AREA	COMPETE ON EQUAL BASIS IN RIF WITH OTHER EMPLOYEES IN GAINING AREA	4-A-10-3-(b)	A B	12/1/2002	
			NO RIF RIGHTS BACK TO LOSING COMPETITIVE AREA	4-A-10-3-(b)	A	12/1/2002	
			RIGHT TO TRANSFER BEFORE RIF DOWNGRADING IN LOSING AREA	4-A-10-3-(a)	A B	12/1/2002	
		EMPLOYEES OF LOSING COMPETITIVE AREA	TRANSFER FOR LIQUIDATION	RIGHT TO TRANSFER BEFORE RIF SEPARATION IN LOSING AREA	4-A-10-3-(a)	A B	12/1/2002
				ONLY RIF SEPARATION IN GAINING COMPETITIVE AREA	4-A-11-1-(a)	A	12/1/2002
	TRANSFER OF COMPETITIVE POSITION TO EXCEPTED SERVICE GAINING AREA		TRANSFERRED POSITION REMAINS IN COMPETITIVE SERVICE FOR INCUMBENT	4-A-10-6	A B	12/1/2002	
			EMPLOYEE DECLINES TRANSFER TO DIFFERENT LOCAL COMMUTING AREA	AGENCY MAY NOT CONDUCT RIF SOLELY FOR EMPLOYEE WHO DECLINES	4-A-9-3	A B	12/1/2002
			NO RIGHT TO COMPETE IN RIF THAT IS NOT CONCURRENT	4-A-9-3	A B	12/1/2002	
			OPTION IN LIEU OF ADVERSE ACTION--COMPETE IN CONCURRENT RIF	4-A-9-2-(b)	A B	12/1/2002	
			OPTION IN LIEU OF ADVERSE ACTION--REASSIGNMENT	4-A-9-2-(a)	A B	12/1/2002	
		SEPARATION UNDER 5 CFR PART 752 ADVERSE ACTION PROCEDURES	4-A-9-2	A B	12/1/2002		

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4 TOF	EMPLOYEES OF LOSING COMPETITIVE AREA	RIGHT OF EMPLOYEE TO TRANSFER	RIGHT TO TRANSFER BASED ON RIF DOWNGRADING IN LOSING AREA	4-A-9-1	A B	12/1/2002		
			RIGHT TO TRANSFER BASED ON RIF SEPARATION IN LOSING AREA	4-A-9-1	A B	12/1/2002		
	IDENTIFICATION METHOD ONE	METHOD ONE AND METHOD TWO CAN APPLY TO SAME REGISTER	ALL METHOD ONE EMPLOYEES IDENTIFIED WITH FUNCTION	4-A-8-5-(c)-(1)	A		12/1/2002	
			ALL METHOD ONE EMPLOYEES IDENTIFIED WITH FUNCTION	4-A-8-5-(a)	A		12/1/2002	
			METHOD ONE IS APPLICABLE	EMPLOYEE PERFORMS FUNCTION DURING AT LEAST HALF OF WORK TIME	4-A-7-1-(a)	A		12/1/2002
			METHOD TWO IS APPLICABLE	FUNCTION BY ITSELF SUPPORTS EMPLOYEE'S GRADE-CONTROLLING DUTIES	4-A-7-2	A		12/1/2002
				FUNCTION INCLUDES EMPLOYEE'S GRADE-CONTROLLING DUTIES	4-A-7-1-(b)	A B		12/1/2002
			NUMBER OF EMPLOYEES IDENTIFIED FOR TRANSFER	ALL EMPLOYEES IDENTIFIED WITH FUNCTION IN LOSING COMPETITIVE AREA	4-A-7-1-(a)	A B		12/1/2002
	IDENTIFICATION METHOD TWO	METHOD ONE AND METHOD TWO CAN APPLY TO SAME REGISTER	LIMITED TO TOTAL OF POSITIONS PERFORMING FUNCTION IN LOSING AREA	4-A-8-5-(c)-(2)	A		12/1/2002	
			LIMITED TO TOTAL OF POSITIONS PERFORMING FUNCTION IN LOSING AREA	4-A-8-5-(b)	A		12/1/2002	
		METHOD TWO IS APPLICABLE	EMPLOYEE PERFORMS FUNCTION DURING LESS THAN HALF OF WORK TIME	4-A-8-1-(a)	A B		12/1/2002	
			FUNCTION DOES NOT INCLUDE EMPLOYEE'S GRADE-CONTROLLING DUTIES	4-A-8-1-(b)	A B		12/1/2002	

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MODULE-	GENERAL SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT(s)-	DATE-
4 TOF	IDENTIFICATION METHOD TWO	NUMBER OF EMPLOYEES IDENTIFIED FOR TRANSFER	NO RIGHT BASED ON LESS THAN ONE POSITION IN LOSING AREA	4-A-8-2-(b)	A	12/1/2002
			NUMBER OF POSITIONS PERFORMING FUNCTION IN LOSING COMPETITIVE AREA	4-A-8-2-(a)	A	12/1/2002
		USE OF RETENTION REGISTERS	REGISTERS INCLUDE NAMES ONLY OF EMPLOYEES WORKING ON FUNCTION	4-A-8-3	A B	12/1/2002
			REGISTERS MAY BE DIFFERENT FROM RIF RETENTION REGISTERS	4-A-8-3-(a)	A B	12/1/2002
		USE OF RETENTION REGISTERS-EXCEPTION TO GENERAL ORDER	EXCEPTION BASED ON RIF DEMOTION OF HIGHER-STANDING EMPLOYEE	4-A-8-4-(b)	A	12/1/2002
			EXCEPTION BASED ON RIF SEPARATION OF HIGHER-STANDING EMPLOYEE	4-A-8-4-(b)	A	12/1/2002
			IDENTIFICATION BASED ON HIGHEST RETENTION STANDING	4-A-8-4-(b)	A	12/1/2002
			MAY APPLY IN CLOSURE OR REORGANIZATION	4-A-8-4-(b)	A	12/1/2002
		USE OF RETENTION REGISTERS-GENERAL IDENTIFICATION ORDER	IDENTIFICATION BASED ON LOWEST RETENTION STANDING	4-A-8-4-(a)	A	12/1/2002
		IDENTIFICATION OF EMPLOYEES WITH TRANSFERRING FUNCTION	BASIS FOR IDENTIFICATION	EMPLOYEE'S OFFICIAL POSITION INCLUDING DESCRIPTION	4-A-6-5	A B
	SUPPLEMENTING THE POSITION DESCRIPTION WITH WORK-RELATED MATERIAL			4-A-6-6	A B	12/1/2002
	IDENTIFICATION METHOD ONE		AGENCY MUST USE METHOD ONE IF APPLICABLE	4-A-6-4	A	12/1/2002
	IDENTIFICATION METHOD TWO		METHOD TWO APPLIES ONLY IF METHOD ONE DOES NOT APPLY	4-A-6-4	A	12/1/2002
	LOSING COMPETITIVE AREA		IDENTIFIES EMPLOYEES FOR TRANSFER	4-A-6-1	A	12/1/2002

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4 TOF	IDENTIFICATION OF EMPLOYEES WITH TRANSFERRING FUNCTION	METHOD ONE AND METHOD TWO CAN APPLY TO SAME REGISTER	REFERENCE TO 4-A-8-5	4-A-7-3	A	12/1/2002
		TWO PROCEDURES	AN AGENCY MAY NOT USE OTHER IDENTIFICATION PROCEDURES	4-A-6-3-(a)	A	12/1/2002
			IDENTIFICATION METHOD ONE	4-A-6-2-(a)	A	12/1/2002
			IDENTIFICATION METHOD TWO	4-A-6-2-(b)	A	12/1/2002
	TERMINOLOGY-TRANSFER OF FUNCTION	VOLUNTEERS FOR TRANSFER DEFINITION	AGENCY OPTION	4-A-6-3-(b)	A	12/1/2002
			COMPETING EMPLOYEE	4-A-2-5	A	12/1/2002
			COMPETITIVE AREA	4-A-2-2	A	12/1/2002
			FUNCTION	4-A-2-3	A	12/1/2002
			IDENTIFIABLE FORM	4-A-3-4-(b)	A B	12/1/2002
			MOVEMENT OF COMPETITIVE AREA TO DIFFERENT LOCAL COMMUTING AREA	4-A-2-1-(b)	A B	12/1/2002
			MOVEMENT OF WORK TO DIFFERENT COMPETITIVE AREA	4-A-2-1-(a)	A B	12/1/2002
			REORGANIZATION	4-A-2-7	A	12/1/2002
			RETENTION REGISTER	4-A-8-3-(b)	A	12/1/2002
		DEFINITION-PROCESSING ACTION	CHANGE IN DUTY STATION	4-A-2-6-(a)	A	12/1/2002
			MASS TRANSFER	4-A-2-6-(b)	A	12/1/2002
			REORGANIZATION	4-A-2-6-(c)	A	12/1/2002
		EXPLANATION OF DEFINITION OF FUNCTION	AGENCY	4-A-2-4-(a)	A	12/1/2002
			PARTS	4-A-2-4-(b)	A	12/1/2002
			SEGMENT	4-A-2-4-(c)	A	12/1/2002
	TRANSFER FOR LIQUIDATION	CLOSEOUT WORK ON TERMINATED FUNCTION	NO RIF COMPETITION IN GAINING COMPETITIVE AREA	4-A-11-2	A B	12/1/2002

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4 TOF	TRANSFER FOR LIQUIDATION	CLOSEOUT WORK ON TERMINATED FUNCTION FUNCTION WILL TERMINATE IN 60 DAYS OR LESS	NO RIF COMPETITION ONLY IN LOSING COMPETITIVE AREA	4-A-11-2	A B	12/1/2002
			ONLY RIF SEPARATION IN GAINING COMPETITIVE AREA	4-A-11-1-(a)	A	12/1/2002
			RPL RIGHTS IN GAINING COMPETITIVE AREA	4-A-11-1-(b)	A	12/1/2002
	TRANSFER OF FUNCTION CANVASS LETTERS	CONTENT	NO REQUIREMENT TO OFFER SPECIFIC POSITION	4-A-12-1-(a)	A	12/1/2002
			REASONABLE TIME FOR EMPLOYEE TO MAKE TRANSFER DECISION	4-A-12-4	A	12/1/2002
			RIGHTS IF EMPLOYEE ACCEPTS OFFER TO TRANSFER	4-A-12-4	A	12/1/2002
			RIGHTS IF EMPLOYEE DECLINES OFFER TO TRANSFER	4-A-12-4	A	12/1/2002
			SUFFICIENT INFORMATION TO MAKE DECISION ON WHETHER TO TRANSFER	4-A-12-4	A	12/1/2002
			EMPLOYEE RIGHTS-ACCEPTANCE OF OFFER TO TRANSFER	4-A-12-5-(b)	A	12/1/2002
			RIGHT TO COMPETE FOR POSITIONS IN GAINING COMPETITIVE AREA	4-A-12-5-(a)	A	12/1/2002
			NO EXTENSION IN DUTY STATUS BEFORE SEPARATION FROM GAINING AREA	4-A-12-5-(c)-(2)	A	12/1/2002
			NO EXTENSION IN DUTY STATUS BEFORE SEPARATION FROM LOSING AREA	4-A-12-5-(c)-(1)	A	12/1/2002
			EMPLOYEE RIGHTS-DECLINATION OF OFFER TO TRANSFER	4-A-12-6	A	12/1/2002
			EMPLOYEE IS ELIGIBLE FOR CTAP	4-A-12-6-(a)	A	12/1/2002

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4 TOF	TRANSFER OF FUNCTION CANVASS LETTERS	EMPLOYEE RIGHTS- DECLINATION OF OFFER TO TRANSFER	EMPLOYEE WITH FINAL SEPARATION NOTICE IS ELIGIBLE FOR ICTAP	4-A-12-6-(a)	A	12/1/2002	
			NO SEPARATION BEFORE TRANSFER OF FUNCTION EFFECTIVE DATE	4-A-12-6-(b)	A	12/1/2002	
		LIMITS ON USE	NO CANVASS LETTER FOR TRANSFER IN SAME LOCAL COMMUTING AREA	4-A-12-3-(b)	A	12/1/2002	
			TRANSFER OF COMPETITIVE AREA TO DIFFERENT LOCAL COMMUTING AREA	4-A-12-3-(b)	A	12/1/2002	
			TRANSFER OF FUNCTION TO DIFFERENT LOCAL COMMUTING AREA	4-A-12-3-(a)	A	12/1/2002	
			OPTION	AGENCY NOT REQUIRED TO ISSUE CANVASS LETTER	4-A-12-1	A B	12/1/2002
		OPTION-AGENCY DECISIONS	FORMAT OF CANVASS LETTER	4-A-12-2-(b)	A	12/1/2002	
			HOW LONG BEFORE TRANSFER TO ISSUE CANVASS LETTER	4-A-12-2-(c)	A	12/1/2002	
			HOW LONG FOR EMPLOYEE TO RESPOND TO OFFER OF TRANSFER	4-A-12-2-(d)	A	12/1/2002	
			WHETHER TO ISSUE CANVASS LETTER	4-A-12-2-(a)	A	12/1/2002	
		PURPOSE	EMPLOYEE INTENT TO TRANSFER TO DIFFERENT COMMUTING AREA	4-A-12-1	A B	12/1/2002	
			INITIAL OFFER FOR EMPLOYEE TO TRANSFER TO DIFFERENT COMMUTING AREA	4-A-12-1-(b)	A	12/1/2002	
		USE OF TRANSFER OF FUNCTION	SAMPLES ACTION COVERED	REFERENCE TO 4-B-12-1	4-A-12-1	A B	12/1/2002
				INTERAGENCY	4-A-3-3-(a)	A B	12/1/2002

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4	TOF	USE OF TRANSFER OF FUNCTION	ACTION COVERED	INTERAGENCY TRANSFER REQUIRES SPECIFIC LEGISLATION	4-A-3-3-(b)	A	12/1/2002
			INTRA-AGENCY MOVEMENT OF COMPETITIVE AREA TO DIFFERENT LOCAL COMMUTING AREA	4-A-3-3-(a)	A	B	12/1/2002
			MOVEMENT OF WORK TO DIFFERENT COMPETITIVE AREA	4-A-3-1-(b)	A	B	12/1/2002
			MOVEMENT OF WORK TO DIFFERENT COMPETITIVE AREA	4-A-3-1-(a)	A	B	12/1/2002
		ACTION EXCLUDED FROM TRANSFER OF FUNCTION REGULATIONS	CONGRESS HAS RIGHT TO EXCLUDE ACTION FROM TRANSFER OF FUNCTION	4-A-3-3-(c)	A	B	12/1/2002
		AUTHORITY FOR TRANSFER OF FUNCTION	EXECUTIVE ORDER	4-A-3-2-(b)	A		12/1/2002
			OTHER AUTHORITY	4-A-3-2-(d)	A		12/1/2002
			REORGANIZATION PLAN	4-A-3-2-(c)	A		12/1/2002
			STATUTE	4-A-3-2-(a)	A		12/1/2002
		BASIS FOR TRANSFER OF FUNCTION DECISIONS	AGENCY'S INTERNAL DELEGATIONS OF AUTHORITY	4-A-4-3	A	B	12/1/2002
			AGENCY'S INTERNAL ORGANIZATION MANUAL	4-A-4-3	A	B	12/1/2002
			RELEVANT LEGISLATION	4-A-4-3	A	B	12/1/2002
		CONDITIONS REQUIRED FOR TRANSFER OF FUNCTION	FUNCTION CONTINUES IN IDENTICAL FORM IN GAINING COMPETITIVE AREA	4-A-3-4-(b)	A	B	12/1/2002
			FUNCTION MUST CEASE IN LOSING COMPETITIVE AREA	4-A-3-4-(a)	A		12/1/2002
		EXCLUSION FROM TRANSFER OF FUNCTION	FUNCTION TRANSFERRED FOR COMPLETION OF TERMINATED PROGRAM	4-A-3-6-(b)	A	B	12/1/2002
			FUNCTION TRANSFERRED SOLELY FOR LIQUIDATION	4-A-3-6-(a)	A		12/1/2002

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4 TOF	USE OF TRANSFER OF FUNCTION	EXCLUSION FROM TRANSFER OF FUNCTION	MOVEMENT OF WORK WITHIN COMPETITIVE AREA IS REORGANIZATION	4-A-3-5	A B	12/1/2002		
			NONFEDERAL EMPLOYEES PERFORM FUNCTION IN GAINING AREA	4-A-3-4-(b)	A B	12/1/2002		
		MANAGEMENT RESPONSIBILITY	PROPER APPLICATION OF TRANSFER OF FUNCTION REGULATIONS	4-A-4-1	A	12/1/2002		
	VOLUNTEERS FOR TRANSFER	MANAGEMENT RIGHTS		TRANSFER OF FUNCTION DECISIONS	4-A-4-2	A	12/1/2002	
				CONDITIONS TO USE VOLUNTEERS	GAINING COMPETITIVE AREA MUST AGREE TO TRANSFER	4-A-13-1	A B	12/1/2002
				NO EMPLOYEE IDENTIFIED FOR TRANSFER IS DOWNGRADED VIA VOLUNTEER	4-A-13-2	A	12/1/2002	
				NO EMPLOYEE IDENTIFIED FOR TRANSFER IS SEPARATED VIA VOLUNTEER	4-A-13-2	A	12/1/2002	
				CONDITIONS TO USE VOLUNTEERS-TEMPORARY EMPLOYEES	GAINING COMPETITIVE AREA MUST AGREE TO TRANSFER	4-A-13-3	A	12/1/2002
		OPTION			LOSING COMPETITIVE AREA DECIDES WHETHER TO ALLOW VOLUNTEERS	4-A-13-3	A	12/1/2002
					NO EMPLOYEE IDENTIFIED FOR TRANSFER IS DOWNGRADED VIA VOLUNTEER	4-A-13-3-(a)	A	12/1/2002
					NO EMPLOYEE IDENTIFIED FOR TRANSFER IS SEPARATED VIA VOLUNTEER	4-A-13-3-(a)	A	12/1/2002
					AGENCY MAY ELECT NOT TO USE RETENTION STANDING FOR VOLUNTEERS	4-A-13-3-(b)	A	12/1/2002

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4	TOF	VOLUNTEERS FOR TRANSFER	OPTION	AGENCY MAY USE RETENTION STANDING TO SELECT VOLUNTEERS	4-A-13-3-(b)	A	12/1/2002
			ALLOW TEMPORARY EMPLOYEES TO TRANSFER WITH FUNCTION	4-A-13-3	A	12/1/2002	
			LOSING COMPETITIVE AREA DECIDES WHETHER TO ALLOW VOLUNTEERS	4-A-13-1	A B	12/1/2002	
			TEMPORARY EMPLOYEES HAVE NO RIGHT TO TRANSFER WITH FUNCTION	4-A-13-3-(b)	A	12/1/2002	
			VOLUNTEERS TRANSFER IN LIEU OF EMPLOYEES IDENTIFIED FOR TRANSFER	4-A-13-1	A B	12/1/2002	
9	VERA	AGENCY MANAGEMENT OF VERA	NOTIFYING OPM OF VERA CHANGES	NOTIFY OPM OF CHANGES TO BASIS FOR OPM APPROVAL OF VERA	9-A-6-2	A	5/1/2003
			SCHEDULED VERA REPORTS TO OPM	AGENCY RESPONSIBILITY TO SUBMIT INTERIM AND FINAL VERA REPORTS TO OPM	9-A-6-1	A	5/1/2003
				OPM'S VERA APPROVAL LETTER CONTAINS SCHEDULE TO SUBMIT VERA REPORTS	9-A-6-1	A	5/1/2003
		APPEALS-VERA	VERA APPEALS INDEX	VERA APPEALS FROM RIF APPEALS DATABASE	9-C	C	6/1/2003
		EMPLOYEE ELIGIBILITY FOR VERA	DISCONTINUED SERVICE RETIREMENT	DSR AND VERA USE SAME ANNUITY COMPUTATION FORMULA	9-A-3-2	A	5/1/2003
	DSR IS INVOLUNTARY ACTION			9-A-3-2	A	5/1/2003	
	DSR IS NOT VERA			9-A-3-2	A	5/1/2003	
	GENERAL ELIGIBILITY			AT LEAST 20 YEARS OF CREDITABLE SERVICE AND AT LEAST AGE 50	9-A-3-1-(a)-(1)	A	5/1/2003

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9 VERA	EMPLOYEE ELIGIBILITY FOR VERA	GENERAL ELIGIBILITY	AT LEAST 25 YEARS OF CREDITABLE SERVICE REGARDLESS OF AGE	9-A-3-1-(a)-(2)	A	5/1/2003	
			CONTINUOUSLY EMPLOYED BY AGENCY MORE THAN 31 DAYS BEFORE VERA REQUEST	9-A-3-1-(b)	A	5/1/2003	
			HAS NOT RECEIVED REMOVAL NOTICE BECAUSE OF MISCONDUCT	9-A-3-1-(d)	A	5/1/2003	
			HAS NOT RECEIVED REMOVAL NOTICE BECAUSE OF POOR PERFORMANCE	9-A-3-1-(d)	A	5/1/2003	
			HOLDS POSITION COVERED BY AGENCY'S VERA	9-A-3-1-(e)	A	5/1/2003	
			HOLDS POSITION THAT IS NOT TIME-LIMITED	9-A-3-1-(c)	A	5/1/2003	
			RETIREES BY VERA DURING AGENCY'S VERA WINDOW	9-A-3-1-(f)	A	5/1/2003	
			VOLUNTARY SEPARATION INCENTIVE PAYMENTS	OPM APPROVAL OF VERA IS NOT AUTOMATIC APPROVAL OF VSIP	9-A-3-3	A	5/1/2003
	LEGAL BASIS FOR VERA	GAO EXCLUSION FROM OPM'S VERA REGULATIONS	REGULATORY EXCLUSION IN 5 CFR 831.114(q) AND 842.213(q)	9-A-2-3	A	5/1/2003	
			STATUTORY EXCLUSION IN 5 U.S.C. 8336 NOTE; 114 STAT.	9-A-2-3	A	5/1/2003	
			REGULATORY AUTHORITY FOR VERA	CSRS REGULATORY AUTHORITY PUBLISHED IN 5 CFR 831.114	9-A-2-2-(a)	A	5/1/2003
			FERS REGULATORY AUTHORITY PUBLISHED IN 5 CFR 842.213	9-A-2-2-(b)	A	5/1/2003	
			STATUTORY AUTHORITY FOR VERA	CSRS STATUTORY AUTHORITY CODIFIED IN 5 U.S.C. 8336(d)(2)	9-A-2-1-(a)	A	5/1/2003
			FERS STATUTORY AUTHORITY CODIFIED IN 5 U.S.C. 8414(b)(1)(B)	9-A-2-1-(b)	A	5/1/2003	
	OFFERING VERA TO EMPLOYEES	ENSURING THAT VERA SEPARATIONS ARE VOLUNTARY	AGENCY IS RESPONSIBLE FOR ENSURING THAT VERA SEPARATIONS ARE VOLUNTARY	9-A-5-5-(a)	A	5/1/2003	

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9VERA	OFFERING VERA TO EMPLOYEES	ENSURING THAT VERA SEPARATIONS ARE VOLUNTARY	AGENCY TAKES CORRECTIVE ACTION IF COERCION IS FOUND	9-A-5-5-(b)	A	5/1/2003
			EMPLOYEE MAY APPEAL ALLEGED COERCION TO MSPB	9-A-5-5-(c)	A B	5/1/2003
			VERA CANVASS LETTER IS MANAGEMENT TOOL NOT COERCION	9-A-5-5-(d)	A B	5/1/2003
			VSIP ANNOUNCEMENT MUST STATE THAT VSIP SEPARATIONS ARE VOLUNTARY	9-A-5-5-(a)	A	5/1/2003
	ORGANIZATIONAL BASIS FOR VERA OFFERS		ANY COMBINATION OF FACTORS FROM (a) THROUGH (e)	9-A-5-2-(f)	A	5/1/2003
			CLASSIFICATION SERIES	9-A-5-2-(b)	A	5/1/2003
			GEOGRAPHICAL LOCATION(S)	9-A-5-2-(c)	A B	5/1/2003
			GRADE LEVEL(S)	9-A-5-2-(b)	A	5/1/2003
			KSA'S	9-A-5-2-(e)	A B	5/1/2003
			OCCUPATIONAL CATEGORY	9-A-5-2-(b)	A	5/1/2003
			ORGANIZATIONAL UNIT(S)	9-A-5-2-(a)	A B	5/1/2003
			VERA WINDOW PERIOD(S)	9-A-5-2-(d)	A B	5/1/2003
	PROCESSING VERA SEPARATIONS		CHAPTER 43 OF CSRS AND FERS HANDBOOK	9-A-5-8	A	5/1/2003
			VERA PROCESSING CODES IN "GUIDE TO PROCESSING PERSONNEL ACTIONS"	9-A-5-7	A	5/1/2003
	SELECTING EMPLOYEES FOR VERA-LIMITING VERA OFFERS		OPENING AND CLOSING VERA WINDOW DATES ANNOUNCED WITH INITIAL OFFER	9-A-5-3-(a)	A	5/1/2003
			SPECIFIED NUMBER OF VERA RETIREMENTS ANNOUNCED WITH INITIAL OFFER	9-A-5-3-(b)	A	5/1/2003
	SELECTING EMPLOYEES FOR VERA-MODIFYING VERA OFFERS		DECREASE NUMBER OF EMPLOYEES WHO MAY RETIRE UNDER VERA	9-A-5-4-(a)-(2)	A	5/1/2003

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9	VERA	OFFERING VERA TO EMPLOYEES	SELECTING EMPLOYEES FOR VERA-MODIFYING VERA OFFERS	INCREASE NUMBER OF EMPLOYEES WHO MAY RETIRE UNDER VERA	9-A-5-4-(a)-(2)	A	5/1/2003
			MAY ANNOUNCE NEW CLOSING DATE TO NEW ELIGIBLE EMPLOYEES	9-A-5-4-(b)-(2)	A	5/1/2003	
			MAY ANNOUNCE REVISED NUMBER OF VERAS TO NEW ELIGIBLE EMPLOYEES	9-A-5-4-(c)-(2)	A	5/1/2003	
			MUST ANNOUNCE REVISED CLOSING DATE TO ORIGINAL ELIGIBLE EMPLOYEES	9-A-5-4-(b)-(1)	A	5/1/2003	
			MUST ANNOUNCE REVISED NUMBER OF VERAS TO ORIGINAL ELIGIBLE EMPLOYEES	9-A-5-4-(c)-(1)	A	5/1/2003	
			NEW CLOSING DATE FOR VERA WINDOW(S)	9-A-5-4-(a)-(1)	A	5/1/2003	
			OFFERS ONLY AS AUTHORIZED IN APPROVED VERA AUTHORITY	9-A-5-4-(d)	A	5/1/2003	
			REVISED CLOSING DATE FOR VERA WINDOW(S)	9-A-5-4-(a)-(1)	A	5/1/2003	
			SELECTING EMPLOYEES FOR VERA-SELECTION PROCEDURE	IMPARTIAL SELECTION PROCEDURE	9-A-5-3-(c)	A	5/1/2003
			SELECTING EMPLOYEES FOR VERA-SELECTION PROCEDURE OPTIONS	AGENCY MAY ALLOW SUBSEQUENT SEPARATION ON CASE BASIS	9-A-5-3-(d)-(3)	A	5/1/2003
			ALL EMPLOYEES MAY SUBSEQUENTLY DECLINE SEPARATING FOR VERA	9-A-5-3-(d)-(1)	A	5/1/2003	
			NO EMPLOYEES MAY SUBSEQUENTLY DECLINE SEPARATING FOR VERA	9-A-5-3-(d)-(2)	A	5/1/2003	
			VERA OFFERS CONSISTENT WITH OPM APPROVAL	OFFERS ONLY BEFORE EXPIRATION DATE IN APPROVED VERA AUTHORITY	9-A-5-1-(a)	A B	5/1/2003

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			WAIVER OF PARTICIPATION REQUIREMENT TO CONTINUE FEHB WITH VERA	BAL 00-220 COVERS OPM WAIVER POLICY WHEN AGENCY ALSO HAS VSIP OPTION	9-A-5-6	A 5/1/2003
	OPM OVERSIGHT OF VERA	RIGHT TO MODIFY VERA	RIGHT TO SUSPEND VERA	AGENCY'S ACTION INCONSISTENT WITH VERA LEGAL REQUIREMENTS	9-A-7-2	A 5/1/2003
				AGENCY DOES NOT COMPLY WITH VERA REPORT SCHEDULE	9-A-7-3-(b)	A 5/1/2003
				AGENCY DOES NOT PROVIDE INFORMATION REQUESTED IN REPORT	9-A-7-3-(a)	A 5/1/2003
				OPM'S VSIP APPROVAL LETTER CONTAINS SCHEDULE TO SUBMIT VSIP REPORTS	9-A-7-3-(b)	A 5/1/2003
		RIGHT TO TERMINATE VERA		AGENCY'S ACTION INCONSISTENT WITH VERA LEGAL REQUIREMENTS	9-A-7-2	A 5/1/2003
				CHANGE TO BASIS FOR OPM APPROVAL OF VERA	9-A-7-1	A 5/1/2003
	OVERVIEW OF THE VERA	NEW VERA FLEXIBILITIES THROUGH HOMELAND SECURITY ACT PL 107-296		NEW OPTION FOR RESHAPING FROM OBSOLETE SKILLS OR POSITIONS	9-A-1-3	A 5/1/2003
		PURPOSE OF VERA		RESTRUCTURING OPTION	9-A-1-1	A 5/1/2003
		VERA HISTORY		OPTION BEGAN IN 1973	9-A-1-2	A B 5/1/2003
				OPTION FOR MAJOR RIF OR TRANSFER OF FUNCTION OR REORGANIZATION	9-A-1-2	A B 5/1/2003
				RIF AVOIDANCE TOOL	9-A-1-2	A B 5/1/2003
	REQUESTING OPM APPROVAL OF VERA	BASIS FOR OPM APPROVAL OF VERA REQUEST-IMPACT OF REASON WITHOUT VERA		EMPLOYEES IN POSITIONS THAT ARE SURPLUS TO AGENCY'S FUTURE MISSION	9-A-4-5-(b)-(2)	A 5/1/2003

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9 VERA	REQUESTING OPM APPROVAL OF VERA	BASIS FOR OPM APPROVAL OF VERA REQUEST-IMPACT OF REASON WITHOUT VERA	EMPLOYEES WILL BE SURPLUS TO AGENCY'S FUTURE MISSION	9-A-4-5-(b)-(2)	A	5/1/2003	
			SIGNIFICANT PERCENTAGE OF EMPLOYEES WILL BE INVOLUNTARILY DEMOTED	9-A-4-5-(b)-(1)	A	5/1/2003	
			SIGNIFICANT PERCENTAGE OF EMPLOYEES WILL BE INVOLUNTARILY SEPARATED	9-A-4-5-(b)-(1)	A	5/1/2003	
		BASIS FOR OPM APPROVAL OF VERA REQUEST-REASON FOR VERA	SUBSTANTIAL DELAYERING	9-A-4-5-(a)-(1)	A B	5/1/2003	
			SUBSTANTIAL REDUCTION IN FORCE	9-A-4-5-(a)-(3)	A	5/1/2003	
			SUBSTANTIAL REORGANIZATION	9-A-4-5-(a)-(2)	A	5/1/2003	
			SUBSTANTIAL TRANSFER OF FUNCTION	9-A-4-5-(a)-(4)	A	5/1/2003	
			SUBSTANTIAL WORKFORCE RESTRUCTURING	9-A-4-5-(a)-(5)	A	5/1/2003	
			FORWARDING OVERDUE VERA REPORTS TO OPM	OPM MAY REQUEST OVERDUE VERA REPORTS BEFORE APPROVING NEW VERA	9-A-4-8	A	5/1/2003
			INFORMATION IN VERA REQUEST	DETAILED SUMMARY OF SITUATION REQUIRING VERA	9-A-4-4-(b)	A	5/1/2003
		DETAILED SUMMARY REQUESTING VERA CONSISTENT WITH HUMAN CAPITAL GOALS		9-A-4-4-(b)	A	5/1/2003	
		GEOGRAPHICAL LOCATION(S)		9-A-4-4-(a)	A	5/1/2003	
		ORGANIZATIONAL UNIT(S)		9-A-4-4-(a)	A	5/1/2003	
		PLANNED IMPLEMENTATION DATE OF RESTRUCTURING REQUIRING VERA		9-A-4-4-(c)	A	5/1/2003	

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9 VERA	REQUESTING OPM APPROVAL OF VERA	INFORMATION IN VERA REQUEST	SUMMARY OF EXPECTED ADVERSE PERSONNEL ACTIONS WITHOUT VERA	9-A-4-4-(i)	A B	5/1/2003	
			TOTAL EMPLOYEES ESTIMATED TO RETIRE UNDER VERA	9-A-4-4-(h)	A	5/1/2003	
			TOTAL NUMBER OF NONTEMPORARY EMPLOYEES ELIGIBLE FOR VERA	9-A-4-4-(g)	A	5/1/2003	
			TOTAL NUMBER OF NONTEMPORARY EMPLOYEES IN ORGANIZATION COVERED BY VERA	9-A-4-4-(e)	A	5/1/2003	
			TOTAL NUMBER OF NONTEMPORARY EMPLOYEES WHO ARE EXCESS WITHOUT VERA	9-A-4-4-(f)	A	5/1/2003	
			WINDOW PERIOD(S) TO OFFER VERA	9-A-4-4-(d)	A	5/1/2003	
			MANAGEMENT RIGHT TO REQUEST VERA	DECIDE WHICH EMPLOYEES ARE COVERED BY VERA	9-A-4-1-(c)	A	5/1/2003
				NUMBER OF AVAILABLE VERA OFFERS IN AGENCY'S REQUEST	9-A-4-1-(e)	A	5/1/2003
				WHETHER TO REQUEST VERA APPROVAL FROM OPM	9-A-4-1-(a)	A	5/1/2003
				WHETHER TO USE AN OPM-APPROVED VERA AUTHORITY	9-A-4-1-(b)	A	5/1/2003
		WINDOW PERIOD(S) TO OFFER VERA		9-A-4-1-(d)	A	5/1/2003	
		MAXIMUM TIME PERIOD FOR VERA	ENTIRE PERIOD OF AGENCY'S RESTRUCTURING SITUATION	9-A-4-7-(a)	A B	5/1/2003	
			FOLLOWUP IF RESTRUCTURING COVERS MULTIPLE YEARS	9-A-4-7-(b)	A	5/1/2003	
			INITIAL PERIOD OF AGENCY'S RESTRUCTURING SITUATION	9-A-4-7-(b)	A	5/1/2003	

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9	VERA	REQUESTING OPM APPROVAL OF VERA	OPM EVALUATION OF VERA REQUEST-SCOPE OF OPM EVALUATION	HUMAN CAPITAL PLAN COVERING ORGANIZATION AFTER VERA AND VSIP	9-A-4-6-(c)	A	5/1/2003	
				HUMAN CAPITAL PLAN COVERING USE OF VERA AND VSIP	9-A-4-6-(c)	A	5/1/2003	
				REQUEST FROM AGENCY FOR VERA	9-A-4-6-(a)	A	5/1/2003	
				VERA REQUEST MUST INCLUDE ALL INFORMATION REGARDLESS OF REQUEST OPTION	9-A-4-6	A	5/1/2003	
				VSIP IMPLEMENTATION PLAN ALSO COVERING USE OF VERA	9-A-4-6-(b)	A	5/1/2003	
				SUBMITTING A VERA REQUEST TO OPM	SUBMIT REQUEST TO OPM HUMAN CAPITAL PERFORMANCE OFFICER FOR AGENCY	9-A-4-3	A	5/1/2003
				VERA REQUEST FROM AGENCY HEADQUARTERS-SIGNATURE	DEFINITION OF SPECIFIC AGENCY DESIGNEE	9-A-4-2-(c)	A	5/1/2003
					HEAD OF AGENCY	9-A-4-2-(a)	A	5/1/2003
					SPECIFIC AGENCY DESIGNEE WITH DELEGATED AUTHORITY	9-A-4-2-(b)	A	5/1/2003
			10	VSIP	AGENCY MANAGEMENT OF VSIP	NOTIFYING OPM OF VSIP CHANGES	NOTIFY OPM OF ANY CHANGE TO BASIS FOR OPM APPROVAL OF VSIP	10-A-6-1
	OPM WILL CONSULT WITH OMB ON CHANGES	10-A-6-1				A	4/1/2003	
SCHEDULED VSIP REPORTS TO OPM	AGENCY RESPONSIBILITY TO SUBMIT INTERIM AND FINAL VSIP REPORTS TO OPM	10-A-6-2				A	4/1/2003	
	OPM'S VSIP APPROVAL LETTER CONTAINS SCHEDULE TO SUBMIT VSIP REPORTS	10-A-6-2-(a)				A	4/1/2003	
SCHEDULED VSIP REPORTS TO OPM-RIGHT TO SUSPEND VSIP AUTHORITY	AGENCY DOES NOT COMPLY WITH VSIP REPORT SCHEDULE	10-A-6-2-(b)				A	4/1/2003	

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10 VSIP	AGENCY MANAGEMENT OF VSIP	SCHEDULED VSIP REPORTS TO OPM-RIGHT TO SUSPEND VSIP AUTHORITY	AGENCY DOES NOT PROVIDE INFORMATION REQUESTED IN REPORT	10-A-6-2-(b)	A	4/1/2003	
		SCHEDULED VSIP REPORTS TO OPM-RIGHT TO TERMINATE VSIP AUTHORITY	AGENCY DOES NOT COMPLY WITH VSIP REPORT SCHEDULE	10-A-6-2-(b)	A	4/1/2003	
			AGENCY DOES NOT PROVIDE INFORMATION REQUESTED IN REPORT	10-A-6-2-(b)	A	4/1/2003	
	APPEALS-VSIP APPEALS	VSIP APPEALS INDEX	VSIP APPEALS INDEX FROM RIF APPEALS DATABASE	10-C	C	4/1/2003	
	EMPLOYEE ELIGIBILITY FOR VSIP	GENERAL ELIGIBILITY	EMPLOYED BY AGENCY AS DEFINED BY 5 U.S.C. 2105	EMPLOYED BY AGRICULTURE COUNTY COMMITTEE UNDER 16 U.S.C. 590h(b)(5)	10-A-3-2-(a)	A	4/1/2003
				HAS BEEN CONTINUOUSLY EMPLOYED BY PRESENT AGENCY FOR 3 OR MORE YEARS	10-A-3-2-(c)-(2)	A	4/1/2003
				HAS NOT PREVIOUSLY RECEIVED VSIP FROM FEDERAL GOVERNMENT	10-A-3-2-(c)-(6)	A	4/1/2003
				HAS NOT RECEIVED RECRUITMENT BONUS IN 24 MONTHS BEFORE VSIP	10-A-3-2-(c)-(9)	A	4/1/2003
				HAS NOT RECEIVED RELOCATION BONUS IN 24 MONTHS BEFORE VSIP	10-A-3-2-(c)-(9)	A	4/1/2003
				HAS NOT RECEIVED REMOVAL NOTICE BECAUSE OF MISCONDUCT	10-A-3-2-(c)-(5)	A	4/1/2003
				HAS NOT RECEIVED REMOVAL NOTICE BECAUSE OF POOR PERFORMANCE	10-A-3-2-(c)-(5)	A	4/1/2003

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10 VSIP	EMPLOYEE ELIGIBILITY FOR VSIP	GENERAL ELIGIBILITY	HAS NOT RECEIVED RETENTION BONUS IN 12 MONTHS BEFORE VSIP	10-A-3-2-(c)-(10)	A	4/1/2003
			HAS NOT RECEIVED STUDENT LOAN REPAYMENT IN 36 MONTHS BEFORE VSIP	10-A-3-2-(c)-(8)	A	4/1/2003
			HOLDS POSITION THAT IS NOT TIME-LIMITED	10-A-3-2-(c)-(1)	A	4/1/2003
			IS NOT ELIGIBLE FOR DISABILITY RETIREMENT	10-A-3-2-(c)-(4)	A	4/1/2003
			IS NOT ELIGIBLE FOR STATUTORY REEMPLOYMENT RIGHTS TO AGENCY	10-A-3-2-(c)-(7)	A	4/1/2003
			IS NOT REEMPLOYED ANNUITANT	10-A-3-2-(c)-(3)	A	4/1/2003
	LEGAL BASIS FOR EXECUTIVE BRANCH VSIP	REGULATORY AUTHORITY FOR EXECUTIVE BRANCH VSIP	VSIP AUTHORITY PUBLISHED IN 5 CFR PART 576	10-A-2-2	A	4/1/2003
			VSIP REEMPLOYMENT REPAYMENT REQUIREMENT PUBLISHED IN 5 CFR 576-B	10-A-2-2-(b)-(1)	A	4/1/2003
			VSIP REEMPLOYMENT REPAYMENT WAIVER OPTION PUBLISHED IN 5 CFR 576-B	10-A-2-2-(b)-(2)	A	4/1/2003
			VSIP REQUESTS AND APPROVALS PUBLISHED IN 5 CFR 576-A	10-A-2-2-(a)	A	4/1/2003
			VSIP AUTHORITY CODIFIED IN 5 U.S.C. 3521-3525	10-A-2-1	A	4/1/2003
		STATUTORY AUTHORITY FOR EXECUTIVE BRANCH VSIP	VSIP AUTHORIZED BY SECTION 1313(a) OF PL 107-296	10-A-2-1	A	4/1/2003
			VSIP REEMPLOYMENT REPAYMENT REQUIREMENT CODIFIED IN 5 U.S.C. 3524	10-A-2-1-(b)-(1)	A	4/1/2003
			VSIP REEMPLOYMENT REPAYMENT WAIVER OPTION CODIFIED IN 5 U.S.C. 3524	10-A-2-1-(b)-(2)	A	4/1/2003

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10 VSIP	LEGAL BASIS FOR EXECUTIVE BRANCH VSIP	STATUTORY AUTHORITY FOR EXECUTIVE BRANCH VSIP	VSIP REQUESTS AND APPROVALS CODIFIED IN 5 U.S.C. 3521-3525	10-A-2-1-(a)	A	4/1/2003
		VSIP AUTHORITY UNDER OTHER STATUTES	AGENCY MAY USE PRESENT VSIP LAW OR PL 107-296	10-A-2-4	A	4/1/2003
		VSIP IS NOT VERA	AGENCY MUST REQUEST OPM VERA APPROVAL	10-A-2-3-(b)	A	4/1/2003
			OPM VSIP APPROVAL IS NOT AUTOMATIC VERA APPROVAL	10-A-2-3-(a)	A	4/1/2003
	OFFERING VSIP TO EMPLOYEES	COMPUTATION OF VSIP	NO CONSIDERATION OF PRIOR SEVERANCE PAY UNDER 5 U.S.C. 5595	10-A-5-4-(a)	A	4/1/2003
		COMPUTATION OF VSIP-LESSER OF:	5 U.S.C. 5595 SEVERANCE PAY	10-A-5-4-(b)	A	4/1/2003
			AMOUNT DETERMINED BY AGENCY HEAD TO \$25,000	10-A-5-4-(a)	A	4/1/2003
		COMPUTATION OF VSIP-NET AMOUNT	DEDUCTION FOR ALIMONY COVERED BY COURT ORDER	10-A-5-4-(d)-(3)	A	4/1/2003
			DEDUCTION FOR CHILD SUPPORT COVERED BY COURT ORDER	10-A-5-4-(d)-(4)	A	4/1/2003
			DEDUCTION FOR COMMERCIAL GARNISHMENT	10-A-5-4-(d)-(2)	A	4/1/2003
			DEDUCTION FOR GOVERNMENT CLAIM	10-A-5-4-(d)-(1)	A	4/1/2003
			EMPLOYEE RECEIVES NET AMOUNT OF VSIP AFTER MANDATORY DEDUCTIONS	10-A-5-4-(c)	A B	4/1/2003
	ENSURING THAT VSIP SEPARATIONS ARE VOLUNTARY	AGENCY IS RESPONSIBLE FOR ENSURING THAT VSIP SEPARATIONS ARE VOLUNTARY	AGENCY IS RESPONSIBLE FOR ENSURING THAT VSIP SEPARATIONS ARE VOLUNTARY	10-A-5-7	A	4/1/2003
			AGENCY TAKES CORRECTIVE ACTION IF COERCION IS FOUND	10-A-5-7-(b)	A	4/1/2003
			EMPLOYEE MAY APPEAL ALLEGED COERCION TO MSPB	10-A-5-7-(c)	A B	4/1/2003

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10 VSIP	OFFERING VSIP TO EMPLOYEES	ENSURING THAT VSIP SEPARATIONS ARE VOLUNTARY	VSIP ANNOUNCEMENT MUST STATE THAT VSIP SEPARATIONS ARE VOLUNTARY	10-A-5-7-(a)	A	4/1/2003	
			VSIP CANVASS LETTER IS MANAGEMENT SURVEY TOOL NOT COERCION	10-A-5-7-(d)	A B	4/1/2003	
		ORGANIZATIONAL BASIS FOR VSIP OFFERS	GEOGRAPHIC LOCATION(S)	10-A-5-2-(c)	A	4/1/2003	
			GRADE LEVEL(S)	10-A-5-2-(b)	A	4/1/2003	
			KSA'S	10-A-5-2-(d)	A	4/1/2003	
			OCCUPATIONAL CATEGORY	10-A-5-2-(b)	A	4/1/2003	
			ONE OR MORE FACTORS FROM SUBPARAGRAPHS 10-A-5-2-(a) THROUGH (e)	10-A-5-2-(f)	A	4/1/2003	
			ORGANIZATIONAL UNIT(S)	10-A-5-2-(a)	A	4/1/2003	
			WINDOW PERIOD(S) TO OFFER VSIP	10-A-5-2-(e)	A	4/1/2003	
			PROCESSING VSIP SEPARATIONS	VSIP PROCESSING CODE-RECEIPT OF VSIP	10-A-5-9-(e)	A	4/1/2003
				VSIP PROCESSING CODES IN "GUIDE TO PROCESSING PERSONNEL ACTIONS"	10-A-5-9	A	4/1/2003
				VSIP PROCESSING CODE-VSIP WITH CSRS VERA	10-A-5-9-(a)	A	4/1/2003
		VSIP PROCESSING CODE-VSIP WITH FERS VERA		10-A-5-9-(b)	A	4/1/2003	
		VSIP PROCESSING CODE-VSIP WITH OPTIONAL RETIREMENT		10-A-5-9-(c)	A	4/1/2003	
		VSIP PROCESSING CODE-VSIP WITH RESIGNATION		10-A-5-9-(d)	A	4/1/2003	
		SAMPLE VSIP NOTICES	APPLICATION TO SEPARATE BY RESIGNATION FOR VSIP	10-A-5-12-(e)	A	4/1/2003	
			APPLICATION TO SEPARATE BY RETIREMENT FOR VSIP	10-A-5-12-(d)	A	4/1/2003	

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10 VSIP	OFFERING VSIP TO EMPLOYEES	SAMPLE VSIP NOTICES	NOTICE ANNOUNCING VSIP PLAN TO AGENCY EMPLOYEES	10-A-5-12-(a)	A	4/1/2003
			VSIP RESIGNATION SURVEY NOTICE	10-A-5-12-(c)	A	4/1/2003
			VSIP RETIREMENT SURVEY NOTICE	10-A-5-12-(b)	A	4/1/2003
		SELECTING EMPLOYEES FOR VSIP	AGENCY MUST ACCEPT VSIP APPLICATIONS FROM ALL EMPLOYEES ELIGIBLE	10-A-5-8	A	4/1/2003
			TOTAL VSIP OFFERS ONLY AS AUTHORIZED IN OPM-APPROVED VSIP PLAN	10-A-5-8-(a)	A	4/1/2003
			AGENCY OPTION TO IMPLEMENT IMPARTIAL SELECTION PROCEDURE	10-A-5-8-(b)	A	4/1/2003
		SELECTING EMPLOYEES FOR VSIP-SELECTION PROCEDURE	AGENCY MAY ALLOW SUBSEQUENT DECLINATION ON CASE BASIS	10-A-5-8-(c)-(3)	A	4/1/2003
			ALL EMPLOYEES MAY SUBSEQUENTLY DECLINE SEPARATING FOR VSIP	10-A-5-8-(c)-(1)	A	4/1/2003
			NO EMPLOYEES MAY SUBSEQUENTLY DECLINING SEPARATING FOR VSIP	10-A-5-8-(c)-(2)	A	4/1/2003
		SERVICE AGREEMENTS AND VSIP SEPARATIONS	AGENCY MAY CONSIDER RELEASE FROM SERVICE AGREEMENT FOR VSIP OFFER	10-A-5-11	A	4/1/2003
		VSIP FUNDING SOURCES	VSIP PAYMENT ONLY FROM AVAILABLE APPROPRIATIONS OR FUNDS	10-A-5-6	A	4/1/2003
		VSIP NOT CONSIDERED IN OTHER PAYMENTS	VSIP NOT BASIS FOR PAYMENT OF ANY OTHER GOVERNMENT BENEFIT	10-A-5-5-(a)	A	4/1/2003
			VSIP NOT USED IN COMPUTATION OF ANY OTHER GOVERNMENT BENEFIT	10-A-5-5-(a)	A	4/1/2003

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10	VSIP	OFFERING VSIP TO EMPLOYEES	VSIP NOT CONSIDERED IN OTHER PAYMENTS	VSIP NOT USED IN COMPUTATION OF SEVERANCE PAY UNDER 5 U.S.C. 5595	10-A-5-5-(b)	A	4/1/2003
			VSIP OFFER MUST BE CONSISTENT WITH OPM-APPROVED PLAN	AGENCY VSIP OFFERS ONLY AS AUTHORIZED IN OPM-APPROVED VSIP PLAN	10-A-5-1	A	4/1/2003
			VSIP PAYMENT ONLY IN LUMP SUM AFTER VOLUNTARY SEPARATION	VSIP PAYABLE ONLY AFTER VOLUNTARY RETIREMENT OR RESIGNATION	10-A-5-3-(b)	A	4/1/2003
				VSIP PAYABLE ONLY IN LUMP SUM	10-A-5-3-(a)	A	4/1/2003
			WAIVER OF PARTICIPATION REQUIREMENT TO CONTINUE FEHB WITH VSIP	BAL 00-220 COVERS OPM WAIVER POLICY WHEN AGENCY HAS VSIP OPTION	10-A-5-10	A	4/1/2003
	OVERVIEW OF THE VSIP OPTION	NEW VSIP FLEXIBILITIES THROUGH HOMELAND SECURITY ACT PL 107-296	AGENCY MAY USE PRESENT VSIP LAW OR PL 107-296	AGENCY MAY USE VSIP SOLELY FOR RESHAPING RATHER THAN JUST FOR RIF	10-A-1-3-(e)	A	4/1/2003
				AGENCY SUBMITS VSIP PLAN TO OPM FOR APPROVAL	10-A-1-3-(d)	A	4/1/2003
				CONTINUING VSIP AUTHORITY	10-A-1-3-(c)	A	4/1/2003
				COVERS MOST EXECUTIVE BRANCH AGENCIES	10-A-1-3	A B	4/1/2003
				MAXIMUM VSIP STILL \$25000	10-A-1-3-(a)	A	4/1/2003
				NO REDUCTION IN PERSONNEL CEILING FOR VSIP UNDER ACT	10-A-1-3-(b)	A	4/1/2003
				NO SURCHARGE FOR VSIP UNDER ACT	10-A-1-3-(e)	A B	4/1/2003
				OPM CONSULTS WITH OMB BEFORE APPROVAL OF AGENCY VSIP PLAN	10-A-1-3-(f)	A B	4/1/2003
				PRESENT VSIP LAWS REMAIN IN EFFECT UNTIL EXPIRATION	10-A-1-3-(c)	A	4/1/2003
					10-A-1-3-(g)	A	4/1/2003

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10 VSIP	OVERVIEW OF THE VSIP OPTION	PURPOSE OF VSIP	RESTRUCTURING OPTION	10-A-1-1	A	4/1/2003	
			REEMPLOYMENT INCLUDES DURECT SERVICES CONTRACT	10-A-1-4-(a)	A	4/1/2003	
			REEMPLOYMENT INCLUDES PERSONAL SERVICES CONTRACT	10-A-1-4-(a)	A	4/1/2003	
		VSIP HISTORY	REPAYMENT REQUIRED BEFORE FIRST DAY OF REEMPLOYMENT	10-A-1-4-(b)	A	4/1/2003	
			UNIFORM REEMPLOYMENT REPAYMENT STANDARD UNDER PL 107-296	10-A-1-4	A B	4/1/2003	
			DOD 5 U.S.C. 5597 VSIP UNDER PL 104-208	10-A-1-2-(a)	A	4/1/2003	
			FEDERAL WORKFORCE RESTRUCTURING ACT PUBLIC LAW 103-226	10-A-1-2-(b)	A	4/1/2003	
			OVER 30 VSIP LAWS OR EXTENSIONS AFTER PL 103-226	10-A-1-2-(c)	A	4/1/2003	
			VSIP REQUIRES LEGISLATIVE AUTHORITY	10-A-1-2	A B	4/1/2003	
			WAIVER OF VSIP REPAYMENT REQUIREMENT	NO WAIVER FOR OTHER DIRECT SERVICES CONTRACT	10-A-1-5	A	4/1/2003
				NO WAIVER FOR PERSONAL SERVICES CONTRACT	10-A-1-5	A	4/1/2003
				UNIFORM REEMPLOYMENT REPAYMENT WAIVER PROCEDURE UNDER PL 107-296	10-A-1-5	A B	4/1/2003
				WIAVER REQUEST FOR ONLY QUALIFIED APPLICANT TO POSITION	10-A-1-5-(a)	A	4/1/2003
				WIAVER REQUEST FOR SKILLED APPLICANT IN EMERGENCY SITUATION	10-A-1-5-(b)	A	4/1/2003

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10 VSIP	REPAYMENT REQUIREMENT FOR REEMPLOYMENT AFTER VSIP SEPARATION	GENERAL OBLIGATION TO REPAY VSIP IF REEMPLOYED WITHIN 5 YEARS	REPAYMENT REQUIRED BEFORE FIRST DAY OF REEMPLOYMENT	10-A-7-2	A	4/1/2003	
			VSIP REEMPLOYMENT REPAYMENT REQUIREMENT CODIFIED IN 5 U.S.C. 3524	10-A-7-2	A	4/1/2003	
			GENERAL OBLIGATION TO REPAY VSIP UNDER OTHER STATUTORY AUTHORITY	STATUTE COVERS ANY VSIP REPAYMENT OBLIGATION BEFORE FIRST DAY OF WORK	10-A-7-3-(b)	A	4/1/2003
			STATUTE COVERS ANY VSIP REPAYMENT OBLIGATION FOR CONTRACT	10-A-7-3-(b)	A	4/1/2003	
			STATUTE COVERS ANY VSIP REPAYMENT OBLIGATION FOR REEMPLOYMENT	10-A-7-3-(a)	A	4/1/2003	
		GENERAL REQUIREMENT TO REPAY VSIP IF REEMPLOYED WITH 5 YEARS	REEMPLOYMENT INCLUDES COMPENSATION WITH GOVERNMENT OF UNITED STATES	10-A-7-1-(a)	A	4/1/2003	
			REEMPLOYMENT INCLUDES OTHER DIRECT SERVICES CONTRACT	10-A-7-1-(b)	A	4/1/2003	
			REEMPLOYMENT INCLUDES PERSONAL SERVICES CONTRACT	10-A-7-1-(b)	A	4/1/2003	
		REQUESTING OPM APPROVAL OF VSIP	INFORMATION IN VSIP REQUEST	AGENCY PLAN OUTLINING PLANNED RESULTS FROM VSIP	10-A-4-5-(c)-(6)	A	B
	AGENCY PLAN OUTLINING PLANNED USE OF VSIP			10-A-4-5-(a)	A		4/1/2003
	AGENCY'S HUMAN CAPITAL PLAN INCLUDING STRUCTURE AFTER VSIP OFFERS			10-A-4-5-(b)	A		4/1/2003
	HOW AGENCY WILL COORDINATE VERA OFFERS WITH VSIP PLAN			10-A-4-5-(c)-(7)	A	B	4/1/2003

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10 VSIP	REQUESTING OPM APPROVAL OF VSIP	INFORMATION IN VSIP REQUEST	NUMBER OF PLANNED VSIP OFFERS	10-A-4-5-(c)-(4)	A B	4/1/2003	
			ORGANIZATIONAL CHART AFTER COMPLETION OF VSIP OFFERS	10-A-4-5-(a)	A	4/1/2003	
			SUMMARY HOW AGENCY WILL PERFORM WORK AFTER VSIP OFFERS	10-A-4-5-(c)-(5)	A B	4/1/2003	
			TOTAL AMOUNT OF PLANNED VSIP OFFERS	10-A-4-5-(c)-(4)	A B	4/1/2003	
			WHETHER AGENCY WILL OFFER VSIP UNDER AUTHORITY OTHER AN PL 107-296	10-A-4-5-(c)-(8)	A B	4/1/2003	
			WINDOW PERIOD(S) TO OFFER VSIP	10-A-4-5-(c)-(3)	A B	4/1/2003	
			INFORMATION IN VSIP REQUEST- IDENTIFY EXCESS POSITIONS AND FUNCTIONS	GEOGRAPHIC LOCATION(S)	10-A-4-5-(c)-(1)	A B	4/1/2003
				GRADE LEVEL(S)	10-A-4-5-(c)-(1)	A B	4/1/2003
				KSA'S	10-A-4-5-(c)-(1)	A B	4/1/2003
		INFORMATION IN VSIP REQUEST- IDENTIFY PLANNED VSIP	OCCUPATIONAL CATEGORY	10-A-4-5-(c)-(1)	A B	4/1/2003	
			ORGANIZATIONAL UNIT(S)	10-A-4-5-(c)-(1)	A B	4/1/2003	
			GEOGRAPHIC LOCATION(S)	10-A-4-5-(c)-(2)	A B	4/1/2003	
			GRADE LEVEL(S)	10-A-4-5-(c)-(2)	A B	4/1/2003	
			KSA'S	10-A-4-5-(c)-(2)	A B	4/1/2003	
			OCCUPATIONAL CATEGORY	10-A-4-5-(c)-(2)	A B	4/1/2003	

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10 VSIP	REQUESTING OPM APPROVAL OF VSIP	INFORMATION IN VSIP REQUEST- IDENTIFY PLANNED VSIP	ORGANIZATIONAL UNIT(S)	10-A-4-5-(c)-(2)	A B	4/1/2003	
			RETIREMENT ELIGIBILITY	10-A-4-5-(c)-(2)	A B	4/1/2003	
		MANAGEMENT RIGHT TO REQUEST VSIP	DECIDE WHICH EMPLOYEES ARE COVERED BY VSIP	10-A-4-1-(b)	A	4/1/2003	
			NUMBER OF AVAILABLE VSIP OFFERS IN AGENCY'S REQUEST	10-A-4-1-(d)	A	4/1/2003	
			TOTAL AMOUNT OF VSIP OFFERS IN AGENCY'S REQUEST	10-A-4-1-(e)	A	4/1/2003	
			WHETHER TO REQUEST VSIP APPROVAL FROM OPM	10-A-4-1-(a)	A	4/1/2003	
			WHETHER TO USE AN OPM APPROVED VSIP AUTHORITY	10-A-4-1-(f)	A	4/1/2003	
			WINDOW PERIOD(S) TO OFFER VSIP	10-A-4-1-(c)	A	4/1/2003	
			OPM AND OMB REVIEW OF AGENCY'S VSIP PLAN	AGENCY MAY NOT OFFER VSIP WITHOUT OPM APPROVAL	10-A-4-4-(b)	A	4/1/2003
		OPM CONSULTS WITH OMB ON AGENCY'S PROPOSED VSIP		10-A-4-4	A	4/1/2003	
		OPM NOTIFIES HEAD OF AGENCY WHEN OPM APPROVES AGENCY'S VSIP PLAN		10-A-4-4-(a)	A	4/1/2003	
		SAMPLE VSIP NOTICES	REQUEST FOR OPM APPROVAL OF VSIP	10-A-4-6	A B	4/1/2003	
		SUBMITTING A VSIP REQUEST TO OPM	SUBMIT REQUEST TO OPM HUMAN CAPITAL PERFORMANCE OFFICER FOR AGENCY	10-A-4-3	A	4/1/2003	
		VSIP REQUEST FROM AGENCY-SIGNATURE	HEAD OF AGENCY	10-A-4-2-(a)	A	4/1/2003	
			SPECIFIC AGENCY DESIGNEE WITH DELEGATED AUTHORITY	10-A-4-2-(b)	A	4/1/2003	
			AGENCY	10-A-3-1	A	4/1/2003	
		TERMINOLOGY-VSIP	DEFINITION	EMPLOYEE	10-A-3-2	A	4/1/2003

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10 VSIP	TERMINOLOGY-VSIP WAIVER OF THE VSIP REPAYMENT REQUIREMENT	DEFINITION	EMPLOYMENT	10-A-7-1	A	4/1/2003
		JUDICIAL BRANCH VSIP REEMPLOYMENT WAIVER	WAIVER BY HEAD OF JUDICIAL BRANCH ORGANIZATION	10-A-8-4	A	4/1/2003
			WAIVER BY JUDICIAL BRANCH APPONTING OFFICIAL	10-A-8-4	A	4/1/2003
		JUDICIAL BRANCH VSIP WAIVER- GENERAL BASIS FOR REQUEST	JOB CANDIATE HAS UNIQUE ABILITIES NEEDED BY HIRING ORGANIZATION	10-A-8-4-(a)	A	4/1/2003
			JOB CANDIATE IS ONLY QUALIFIED APPLICANT FOR POSITION	10-A-8-4-(b)	A	4/1/2003
		JUDICIAL BRANCH WAIVER OF VSIP REPAYMENT-EXCLUSIONS	OTHER DIRECT CONTRACT	10-A-8-4-(c)	A	4/1/2003
			PERSONAL SERVICES CONTRACT	10-A-8-4-(c)	A	4/1/2003
			STATUTE COVERS PROCEDURE FOR WAIVER REQUEST	10-A-8-5-(b)	A	4/1/2003
		LEGISLATIVE BRANCH VSIP REEMPLOYMENT WAIVER-OTHER WAIVER OPTIONS	REEMPLOYMENT UNDER OTHER DIRECT CONTRACT	10-A-8-3-(c)	A	4/1/2003
			REEMPLOYMENT UNDER PERSONAL SERVICES CONTRACT	10-A-8-3-(c)	A	4/1/2003
		LEGISLATIVE BRANCH VSIP WAIVER-GENERAL BASIS FOR REQUEST	JOB CANDIATE HAS UNIQUE ABILITIES NEEDED BY HIRING ORGANIZATION	10-A-8-3-(a)	A	4/1/2003
			JOB CANDIATE IS ONLY QUALIFIED APPLICANT FOR POSITION	10-A-8-3-(b)	A	4/1/2003
		OPM WAIVER OF VSIP REPAYMENT FOR EXECUTIVE BRANCH REEMPLOYMENT	HEAD OF AGENCY MAY REQUEST OPM TO WAIVE REPAYMENT UNDER PL 107-296	10-A-8-1	A	4/1/2003

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10 VSIP	WAIVER OF THE VSIP REPAYMENT REQUIREMENT	OPM WAIVER OF VSIP REPAYMENT-BASIS FOR AGENCY REQUEST IN EMERGENCY	JOB CANDIATE HAS SKILLS DIRECTLY RELATED TO RESOLVING EMERGENCY	10-A-8-1-(b)-(1)	A	4/1/2003
			JOB CANDIATE WILL WORK ON TEMPORARY BASIS UNTIL END OF EMERGENCY	10-A-8-1-(b)-(2)	A	4/1/2003
		OPM WAIVER OF VSIP REPAYMENT-EXCLUSIONS	OTHER DIRECT CONTRACT	10-A-8-2	A	4/1/2003
			PERSONAL SERVICES CONTRACT	10-A-8-2	A	4/1/2003
		OPM WAIVER OF VSIP REPAYMENT-EXCUTIVE AGENCIES EXCLUDED FROM WAIVER	GENERAL ACCOUNTING OFFICE	10-A-8-1-(c)-(1)	A	4/1/2003
			POSTAL RATE COMMISSION	10-A-8-1-(c)-(3)	A	4/1/2003
			POSTAL SERVICE	10-A-8-1-(c)-(2)	A	4/1/2003
		OPM WAIVER OF VSIP REPAYMENT-GENERAL BASIS FOR AGENCY REQUEST	JOB CANDIATE HAS UNIQUE ABILITIES NEEDED BY AGENCY	10-A-8-1-(a)	A	4/1/2003
			JOB CANDIATE IS ONLY QUALIFIED APPLICANT FOR POSITION	10-A-8-1-(a)	A	4/1/2003
		SUBMITTING A VSIP REPAYMENT WAIVER REQUEST TO OPM	SUBMIT REQUEST TO OPM HUMAN CAPITAL PERFORMANCE OFFICER FOR AGENCY	10-A-8-6	A	4/1/2003
		WAIVER OF THE VSIP REPAYMENT REQUIREMENT UNDER OTHER STATUTES	STATUTE COVERS WHETHER REPAYMENT WAIVER IS OPTION	10-A-8-5-(a)	A	4/1/2003
		WAIVER OF VSIP REPAYMENT FOR LEGISLATIVE BRANCH REEMPLOYMENT	WAIVER BY HEAD OF LEGISLATIVE BRANCH ORGANIZATION	10-A-8-3	A	4/1/2003
			WAIVER BY LEGISLATIVE BRANCH APPONTING OFFICIAL	10-A-8-3	A	4/1/2003