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Air Force Supplement to FPM Supplement (USAF)

MANAGEMENT ASPECTS OF REDUCTION IN FORCE (RIF)

Document Number: AFS SU 351-1 S1

Date: 01 SEP 1991

Subject-term: Displaced Employee Programs

Subject-term: Personnel Offices

Subject-term: Reduction-in-Force

<TEXT>

S1-1. DoD Directive 1400.20, "DOD Program for Stability of Civilian Employment," 16 June 1981, established basic policy concerning civilian employment stability and automated placement programs. The policies and procedures in DoD manual 1400.20-1-M "DOD Program for Stability of Civilian Employment - Policies, Procedures and Program Manual", April 1988, implement the provisions of DOD Directive 1400.20 and supplement the policies and procedures in FPM Supplement 351-1. Any additional implementation or use of any optional provisions of this chapter is limited to those which have not been implemented or restricted by this supplement or any other DOD or Air Force directive.

S1-2a. The provisions in Appendix C, Requesting Approval and Clearance for Voluntary Early Retirement, Reduction in Force, Functional Transfer and Furlough, must be followed when applicable.

S1-2c. Central Civilian Personnel Office (CCPO) Responsibility.

(1) on a continuing basis, CCPOs:

(a) Establish competitive levels for all civilian positions.

(b) Assign employees to appropriate tenure groups and subgroups.

(c) Establish a Service Computation Date (SCD) for each employee.

(d) Periodically publicize established competitive areas.

(2) When management decisions result in the abolishment, restructuring or transfer of one or more positions, CCPOs:

(a) Determine the need to apply RIF procedures.

(b) Identify employees affected by RIF procedures.

(c) Determine assignment rights of affected employees.

(d) Issue required RIF notices.

(e) Make available pertinent records and regulations to affected employees and their representatives, and explain the basis for the action.

(f) Effect the necessary personnel and position actions.

(g) Assist management officials in identifying work and positions involved in a transfer of function.

(h) Identify employees entitled to transfer with their function.

(i) Notify employee representatives and comply with applicable provisions in collective bargaining agreements.

(j) Determine if a request for voluntary early retirement authorization would be appropriate. If so, follow major Air Force procedures for requesting.

AIR FORCE SUPPLEMENT TO FPM SUPPLEMENT 351-1 [PAGE 1-1]

S1-3. Air Force Policy on Reduction in Force is to:

a. Inform employees and management as clearly and as soon as possible of plans or requirements for a RIF, or transfer of function, that may affect them.

b. Inform all employees of the extent of the competitive area, the regulations governing RIF or transfer of function, and the kinds of assistance available to employees who are affected by a RIF or transfer of function.

c. Affect adversely as few employees as possible and disrupt the operations of as few organizations as possible, consistent with employees' assignment and displacement rights.

d. Retain qualified career employees when possible and provide fair treatment for all employees.

e. Give maximum assistance in obtaining other employment to all employees reached for RIF or who decline functional transfer offers.

f. Effect transfer of function actions in the fairest and least disruptive way possible from the standpoint of the employees involved.

S1-3b. RIF Planning. When a RIF is anticipated, CCPOs must:

(1) "Stockpile" employment opportunities to offer to affected status employees.

(2) Make determinations on whether to fill positions with temporary or continuing appointments when the specific impact of the RIF is not known. CCPO and management officials must be cognizant of possible excess skills when determining whether to fill continuing positions on a permanent or temporary basis. Likewise, when a transfer of function is projected but specific placement actions have not been determined, both the gaining and losing CCPOs should consider the skills involved and the probable impact of such transfer when filling continuing positions. [PAGE 1-2]

S1-4a.

(1) Placement assistance at other DOD activities. Air Force employees adversely affected by RIF or transfer of function are given placement assistance at other DOD activities, including activities within the same commuting area, by registration in the DOD Priority Placement Program. Information necessary to properly counsel and register employees, as well as procedures for administering the program, are contained in DOD 1400.20-1-M and DOD 1400.20-2-M.

S1-4b. CCPO programs.

(1) If it is not possible to place all employees without reductions in grade or separations within the local area, the CCPO will establish appropriate contact with non - DOD Federal agencies, state and local governments, and with private employers who may provide a source of employment for displaced employees. Such contact may include the local office of the State Employment Service to solicit placement assistance and to determine if affected employees are eligible for training at government expense under applicable laws and regulations.

(2) All offers of continued employment and the employee responses are documented. Additionally, each out placement contact made under paragraph (1) should be summarized and made a matter of record.

S1-4c. Referrals to non -DOD Federal Agencies. The basic program for providing placement assistance at other Federal agencies is through the OPM Displaced Employee Program. A description of the program and its application procedures are included as part of, or an amendment to, the notice of separation issued to employees. [PAGE 1-3]

S1-4e. Notices to the Department of Labor must be forwarded through major command channels to HQ USAF/DPC. [PAGE 1-4]

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Air Force Supplement to FPM Supplement (USAF)

TRANSFER OF FUNCTION

Document Number: AFS SU 351-1 S10

Date: 01 SEP 1991

Subject-term: Assignment Rights
Subject-term: Displaced Employee Programs
Subject-term: Military Installations - Closure
Subject-term: Military Installations - Realignment
Subject-term: Reduction-in-Force - Demotion
Subject-term: Reduction-in-Force - Reassignment
Subject-term: Reorganization
Subject-term: Retention Registers
Subject-term: Temporary Employment - Reduction-in-Force
Subject-term: Transfer of Function

<TEXT>

10-1. Under the provisions of 10 USC 2687, "Base Closures and Realignment", 60-days advance notice must be given to Congress of any decision to effect a base closure or major realignment. During the 60-day period provided for Congressional review, no irrevocable action to implement the base closure or realignment may be taken, including the issuance of preliminary or specific offers of functional transfer. Actions subject to 10 USC 2687 restrictions are normally announced to Congress by DOD or Air Force sufficiently advance of the date closure or realignment is scheduled, so that the 60-day notification period has already passed by the time notices need to be issued. If a question exists concerning the issuance of notices subject to this restriction, the command, or if necessary, HQ USAF/DPC should be contacted. [PAGE 10-1]

S10-3d. When the Air Force is involved in the transfer of real property to or from another Department of Defense component, but not the work being performed on that property, those employees directly engaged in the custody, protection, and maintenance of the property will have transfer rights to the receiving component. [PAGE 10-2]

S10-5b.

(3) When RIF is required in a functional transfer in the DOD, the CCPO of the gaining organization makes a paper consolidation of retention registers for both organizations. Each organization processes appropriate actions to separate or assign its employees as determined necessary. When it is mutually agreed between the losing and gaining organizations that unusual circumstances surrounding the specific transfer make the actual transfer of all employees preferable to the paper consolidation of retention registers, request for the authority must be made to HQ USAF/DPC. Complete justification in support of the action is required with the request. If the transfer of function is between the Air Force and Federal agencies outside DOD, and if mutually acceptable procedures cannot be agreed upon, assistance will be requested from HQ USAF/DPC. [PAGE 10-5]

S10-6a(2)

(a) Functional transfer declines whose positions are not covered under career programs are offered assignment to available vacancies serviced by their own CCPO, consistent with the priorities established in AFR 40-300. Those employees serving under career or career-conditional appointment are also offered assignment to positions in those serviced organizations occupied by Group III employees who are subject to displacement (See Subchapter 7, FPM Chapter 316). Acceptance of a lower grade position as an alternative to separation for failure to accompany the function is considered to be at the request of the employee and need not be processed as an adverse action. If an offer is made and refused, no further offer at that grade is required. If temporary employment is available and accepted by the employee scheduled to be separated, such temporary appointment should, whenever possible, be effected without a break of more than three days to preserve coverage of life insurance, retirement and health benefits. [PAGE 10-6]

(b) All employees who decline functional transfer are provided placement assistance at other Air Force and DOD activities, including those Air Force activities within the commuting area serviced by a different CCPO, by registration in the DOD Priority Placement Program.

(c) When a reduction in force is required at an activity from which a function is to be transferred, affected employees of the activity do not compete for positions identified with the function to be transferred provided the transfer is to be no later than three months after the RIF effective date. [PAGE 10-7]

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Air Force Supplement to FPM Supplement (USAF)

BASIC PROVISIONS

Document Number: AFS SU 351-1 S2

Date: 01 SEP 1991

Subject-term: Assignment Rights
Subject-term: Bumping
Subject-term: Displacement
Subject-term: Foreign Nationals
Subject-term: Hiring
Subject-term: On-the-Job Injuries - Restoration Rights
Subject-term: Priority Placement Programs
Subject-term: Reduction-in-Force - Reassignment
Subject-term: Restoration Rights - Military Service
Subject-term: Restoration Rights - On-the-Job Injuries
Subject-term: Vacancies - Filling

<TEXT>

S2-1.

w. Base Support. Functions that are not integral parts of the primary mission carried on at an activity but that contribute to its support. Usually involve maintenance of buildings and grounds (including custodial and protective work) and administrative support offices (such as comptroller, budget, organization and manpower, fiscal accounting, procurement, supply, payroll or personnel).

x. Compensable Injury. A job related injury or occupational disease for which a claim for compensation has been filed and approved by the Office of Worker's Compensation Programs.

y. DOD Priority Placement Program. An automated system operated by the Defense Data Support Center (DDSC), that provides continuing computerized placement registration and referral services for all DOD activities.

z. Installation. For this regulation, means an Air Force facility including all real property, units, mission, and functions without consideration of host or tenant status.

aa. Vacancy. Any authorized, funded position that does not have a hiring restriction (necessitated by such things as funding limitations or manpower reductions) imposed against it by an appropriate official (or officials).

S2-2b.

(6) Air Force Supplement to Basic FPM Chapter 301 provides instructions for developing special plans for non - U.S citizen employees in foreign areas. If no special plan is established, the provisions of this chapter, as supplemented by the Air Force, apply. [PAGE 2-2]

S2-3a(2)

(e) Only Group III employees are subject to displacement by reduction in force due to restoration to duty from military service. See FPM Chapter 353, subchapter 1-3c(1) for further guidance. [PAGE 2-3]

S2-5. Vacant positions will be used when determining assignment rights. [PAGE 2-4]

S2-6b. An employee reached for reduction in force may not displace another employee if an available vacancy exists which will satisfy the employee's right of assignment. [PAGE 2-5]

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Air Force Supplement to FPM Supplement (USAF)

RETENTION FACTORS

Document Number: AFS SU 351-1 S3

Date: 01 SEP 1991

Subject-term: Air Reserve Technicians - Reduction-in-Force
Subject-term: Apprenticeship Programs
Subject-term: Citizenship
Subject-term: Commuting Areas
Subject-term: Competitive Area
Subject-term: Competitive Level
Subject-term: Performance Evaluation Records
Subject-term: Reduction-in-Force - Retention Factors
Subject-term: Retention Rights

<TEXT>

S3-2a.

(1) Competitive arms in the Air Force are normally established as follows:

(a) Air Force activities in a commuting area serviced by the same CCPO constitute one competitive area, regardless of command jurisdiction.

(b) Air Force activities within the same commuting area serviced by different CCPOs are in separate competitive areas.

(c) Serviced activities of a different agency or DOD are in separate competitive areas.

(2) Competitive areas smaller, or larger, than those described above may be established only with prior approval of HQ USAF/DPC. Exceptions are granted only in rare instances. Requests are forwarded through major command channels to HQ USAF/DPC. The following information is required:

(a) The location and organizational identity of the proposed competitive area in relation to the existing competitive area.

(b) The extent to which the proposed competitive area has independence of operation, organization, and work function.

(c) A list of the competitive levels, including series and grade, in the present competitive area with the number of positions in each. Identify in a separate column the number of those to be included in the proposed competitive area.

(d) A list of any serviced Air Force activities in the commuting area currently excepted from the normal competitive area prescribed.

(e) A statement from both the serviced and servicing activities concerned concurring in the proposed arrangement.

(f) A statement as to whether or not a reduction in force is

imminent. If so, information concerning the number and types of positions affected, and their locations with respect to the competitive areas involved.

(g) If a smaller area is proposed, a statement that the proposed competitive area is sufficiently large to prevent the loss of highly efficient employees and to allow adequate competition to exist.

(3) A separate competitive area established as authorized above may later be rejoined, or returned to the normal Air Force area, without approval provided: (a) The serviced and servicing activities agree, and, (b) RIF is not imminent in either activity.

(4) Any competitive area established under (2) or (3) above must be made a matter of permanent record, including the date established.

(5) Employees must be informed of the extent of the competitive area in which they will compete for retention in a reduction in force. The competitive area(s) are publicized at least once each year, whenever an exception is approved, and in advance of any significant reduction in force.

S3-2e. Requests for changes in competitive area less than 90-days prior to issuance of general or specific RIF notices must be submitted through major command channels to HQ USAF/DPC. [PAGE 3-1]

S3-3a. Responsibility for Establishing Competitive Levels. In the Air Force, competitive levels for all positions are established by the CCPO. Operating officials may be consulted in the development of competitive levels.

S3-3b. In addition, the following will be observed in establishing competitive levels in the Air Force:

(1) Air Reserve Technicians (ART). Under normal conditions, ARTs will be in a competitive level separate from their nontechnician counterpart because of the requirement for Air Force Reserve membership for assignment to an ART position. However, when consolidation of ART activities with non-ART activities results in an ART performing non-ART duties 30 percent or more of the time, or a non-ART performing ART duties 30 percent or more of the time, they will be in the same competitive level. In these cases, non-ART employees compete for ART positions without regard to the Air Force Reserve membership requirements. When the incumbent of an ART position becomes status quo, there is no change in the competitive level of his/her position. The position remains in the same competitive level regardless of the status of the incumbent. (Note: For further guidance, CCPOs servicing ART positions should refer to FPM Supplement (Internal) 930-71, Recruitment and Placement of ARTs through Competitive Examination.)

(2) Apprentices. Separate competitive levels are established

for apprentice positions which are part of apprentice training programs.

(3) Citizenship. Separate competitive levels will be established for positions for which different compensation schedules are in effect based on the citizenship of the incumbent.

(4) Security requirements. Separate competitive levels may not be established based on a requirement for security clearance or access. [PAGE 3-2]

S3-9d. Guidance on the Air Force performance appraisal system is in AFR 40-452, Performance Management Program. The rating of record is defined as: (a) the summary rating assigned at the close out of the annual rating cycle; (b) a rating given at any time an employee's performance falls below fully successful; (c) a rating given when an employee's performance improves from the unacceptable or minimally acceptable level; (d) a rating given on any other occasion when a rating of record may be required, including the initial performance appraisal for new employees. If an employee has transferred from another Federal agency, CCPOs will attempt to obtain any performance appraisals rendered in the losing agency and, if timely, include these in determining credit for performance. [PAGE 3-7]

S3-11b. Air Force policy on retention of reduction in force documentation is in AFR 12-50. [PAGE 3-10]

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Air Force Supplement to FPM Supplement (USAF)

RELEASE FROM COMPETITIVE LEVEL

Document Number: AFS SU 351-1 S4

Date: 01 SEP 1991

Subject-term: Abolishment of Position
Subject-term: Competitive Level - Release
Subject-term: Disability Retirement
Subject-term: Reduction-in-Force - Termination
Subject-term: Retention Rights
Subject-term: Sick Leave

<TEXT>

S4-2a. Employees whose positions are abolished will be offered vacant positions before lower ranking employees are released from the competitive level. [PAGE 4-1]

S4-4a(3)

(d) An employee who has applied for disability retirement,

and whose retirement has been approved by OPM, will be permitted to use accrued sick leave. The employee will be separated when that leave is exhausted. An employee incapacitated for duty due to illness or disability, whose incapacity can reasonably be expected to last 30-days or more after the scheduled date of the RIF separation, will be retained as an exception to regular retention order for a period not to exceed the exhaustion of accrued sick leave. The determination of incapacity must be supported by acceptable documentation. An examination by a Federal medical officer may be required for this purpose. The employee will be separated when sick leave is exhausted or termination of incapacity, whichever is earlier. [PAGE 4-2]

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Air Force Supplement to FPM Supplement (USAF)

ASSIGNMENT RIGHTS--BUMP AND RETREAT

Document Number: AFS SU 351-1 S5

Date: 01 SEP 1991

Subject-term: Advancement Opportunities
Subject-term: Assignment Rights
Subject-term: Bumping
Subject-term: Disabled Veterans
Subject-term: Hiring
Subject-term: On-the-Job Injuries
Subject-term: Qualifications
Subject-term: Reduction-in-Force - Excepted Service
Subject-term: Reduction-in-Force - Reassignment
Subject-term: Retreat Rights
Subject-term: Temporary Employment - Reduction-in-Force
Subject-term: Vacancies - Filling
<TEXT>

S5-3c. Employees will not be assigned to a position with higher promotion potential if an affected employee with higher retention standing is eligible for assignment to the position at the target level. [PAGE 5-2]

S5-6a. Vacant positions will be used when determining assignment rights. For RIF placement purposes, a vacancy is any established, authorized, funded position at an activity that is available to be filled; that is, one which does not have a hiring restriction (necessitated by funding limits, manpower reductions, etc.) imposed against it by an appropriate official (or officials). An employee reached for reduction in force may not displace another employee if an available vacancy exists which will satisfy the employee's right of assignment. For RIF placement, a vacant position will first be offered at the grade determined to be its projected full performance level. That is, the vacancy will not be filled at a temporarily restructured lower grade if it is needed at the higher grade to satisfy an employee's assignment right. This policy is not intended to

prohibit the application of position management initiatives which result in permanent restructuring of positions for more effective utilization of available resources. [PAGE 5-3]

S5-6b(2)

(d) Vacancies will be offered to employees in the same subgroup in retention order.

S5-6c. Vacant positions will be used to place employees in lieu of RIF separation. CCPOs should determine, at the time the separation notice is issued, the lowest grade the employee would be willing to accept in lieu of separation. If eligible, employees placed under this provision are entitled to grade and pay retention. [PAGE 5-4]

S5-7c.

(1) CCPOs determine the normal line of progression within the competitive area(s) they service. [PAGE 5-5]

S5-8b.

(3) Assignment rights for employees on leave of absence for compensable injury.

(a) If a RIF offer is made and accepted, the position change is not delayed, but is effected on the normal date.

(b) Even though an employee may currently be receiving compensation for an injury, a disabling condition not attributable to that injury may be the basis for disqualification, and denial of a RIF offer. In such cases, the record must be clearly documented to support the determination that the disabling condition was not caused by that compensable injury.

S5-8d.

(2) Notification of determination that a preference eligible employee with a compensable service-connected disability of 30 percent or more is not able to fulfill the physical requirements of a position must be submitted through major command channels to HQ USAF/DPC. [PAGE 5-8]

S5-9a. When both the CCPO and the appropriate management official agree, qualifications may be waived for assignment to a vacancy. This authority may only be used when the employee has been released from his or her competitive level. In other circumstances, an employee may be assigned to a vacant position for which he or she does not meet the qualification requirements using the general amendment authority to modify qualification standards in Handbook X-118.

S5-10a.

(1) In the Air Force, an employee is entitled to displace

another employee within the same subgroup in another competitive, level only when exercising retreat rights.

(2) In the Air Force, tenure group III-A employees are not entitled to displace employees in tenure group III - B in another competitive level.

(3) Excepted Service. Assignment rights to other competitive levels are not granted by Air Force regulation. However, assignment rights may be extended to excepted service employees by command or activity regulation. These rights may not exceed those granted employees in the competitive service; they must be uniformly applicable to all excepted service employees in the competitive area; and employees in excepted positions may not displace or bump employees in competitive positions. [PAGE 5-10]

S5-11a. Vacant temporary positions will be used as RIF offers of assignment, as provided in subsection 5-11b of this chapter, and will also be used to reemploy Group I or II employees who are separated by RIF, as provided in subsection 5-11c of this chapter. [PAGE 5-11]

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Air Force Supplement to FPM Supplement (USAF)

FURLOUGH

Document Number: AFS SU 351-1 S6

Date: 01 SEP 1991

Subject-term: Furlough - Reduction-in-Force

<TEXT>

S6-1a. Prior approval of HQ USAF/DPC according to Appendix C, Requesting Approval and Clearance for Voluntary Early Retirement, Reduction in Force, Transfer of Function and Furlough, is required before furlough of any duration may be effected, including furlough for periods of 30 days or less. Requests will be submitted through command channels for review, and must include the reason furlough is considered necessary, efforts made to avoid the need for furlough, the numbers of employees to be affected, and the length of the proposed furlough period. No announcement of proposed furlough action will be made prior to approval. [PAGE 6-1]

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Air Force Supplement to FPM Supplement (USAF)

RIF NOTICES

Document Number: AFS SU 351-1 S7

Date: 01 SEP 1991

Subject-term: Leave without Pay
Subject-term: Overseas Employment - Reduction-in-Force
Subject-term: Reduction-in-Force - Effective Date
Subject-term: Reduction-in-Force - Notice

<TEXT>

7-2a.

(1) Employees serving under appointments without time limitation affected by reduction in force who are scheduled for separation, reduction in grade, or assignment beyond the commuting area in a transfer of function, are given at least 60 calendar days specific advance notice in an active duty status. In counting the 60-day notice period, any period covered by a general notice is not included. A specific notice may be amended without change of the effective date provided the amendment does not prescribe a more severe action than was specified in the original notice. A more severe action in terms of "best offer" will require a new 60-day notice period. Any exception to the 60-day period requires approval of HQ USAF/DPC. Career and career-conditional employees who are scheduled to be separated by reduction in force, upon request, will be carried in a leave without pay or annual leave status for such additional time as is necessary to provide a total of 90 calendar days notice prior to separation. Overseas employees may be granted the additional leave without pay or annual leave only if it is taken prior to return to the United States for separation.

(2) Reduction in force and other termination notices will not be issued which provide an effective date for separation (or drop from strength accounting) during the period 15 December through 3 January, nor will such notices be issued for delivery to employees during this period. A separation date to accommodate a request for annual leave or leave without pay to provide a 90-day notice period under (1) above, may fall within this period.

(3) The prohibition against taking an irrevocable action during the 60-day Congressional notice period required by 10 USC 2687, as discussed in paragraph 10-1, also applies to the issuance of RIF notices.

b. The CCPO determines when the need exists to request approval for a notice period of more than 90-days. Requests must be submitted through major command channels to HQ USAF/DPC.

c. Neither the date of receipt nor the RIF effective date may be counted in computing the 60-day notice period. [PAGE 7-1]

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Air Force Supplement to FPM Supplement (USAF)

EMPLOYEE PLACEMENT ASSISTANCE PROGRAMS

Document Number: AFS SU 351-1 S9

Date: 01 SEP 1991

Subject-term: Commuting Areas
Subject-term: Military Installations - Closure
Subject-term: Overseas Employment - Reduction-in-Force
Subject-term: Reduction-in-Force - Placement
Subject-term: Reemployment Priority List

<TEXT>

S9-2c. Air Force Provisions for Maintenance and Use of the Reemployment Priority List (RPL)

(1) A RPL will be established for each commuting area in which Air Force employees are separated by reduction in force and in which there are former employees separated because of a compensable injury who fully recover more than one year after compensation began.

(a) When all Air Force employees in the commuting area are serviced by one CCPO, the RPL will be maintained by that office.

(b) In commuting areas where there are Air Force employees serviced by different CCPOs, a single RPL is maintained for that commuting area. The civilian personnel officer of each CCPO in the area, or a designated representative thereof, will serve as a committee. As determined by the members, one will be designated a Chairperson and will have physical control of the RPL.

(2) The Chairperson will be provided a copy of the employee's career brief as of the date of separation after a member of the CCPO staff has interviewed the employee to obtain the current address and telephone number. This information will be documented on the career brief. In addition, the employee will be requested to certify the lowest grade he/she would accept on reemployment.

(3) Disposition of RPL. In the event of inactivation of an Air Force activity, and if there is no other Air Force activity in the commuting area, the RPL and supporting data are forwarded to the major command. It is maintained by the command until expiration of eligibility of all persons on the list. However, if an Air Force activity is established in the commuting area before expiration of the reemployment priority list, the major command forwards the list and supporting data to the new servicing civilian personnel office for the commuting area.

(4) An employee separated from overseas employment (in

Alaska, Hawaii, Guam or other US territory or possessions limited to employees entitled to return transportation) may be entered on the RPL for the commuting area from which recruited for such overseas service. When such an employee leaves the overseas area, the career brief, annotated according to (2) above, is forwarded by the overseas civilian personnel office to the civilian personnel office of the activity designated by the employee, where it becomes a part of the RPL for that commuting area. The employee's term of eligibility on the list dates from the date of separation. [PAGE 9-1]

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Air Force Supplement to FPM Supplement (USAF)

VOLUNTARY EARLY RETIREMENT

Document Number: AFS SU 351-1 APB

Date: 01 SEP 1991

Subject-term: Early Retirement

Subject-term: Reduction-in-Force - Retirement

<TEXT>

B-4b. Requests for early retirement authorization must be submitted through major command channels to HQ USAF/DPC according to the instructions in Appendix C, Requesting Approval and Clearance for Voluntary Early Retirement, Reduction in Force, Transfer of Function and Furlough. [PAGE B-4]

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Air Force Supplement to FPM Supplement (USAF)

REQUESTING APPROVAL AND CLEARANCE FOR VOLUNTARY EARLY RETIREMENT,
REDUCTION IN FORCE, TRANSFER OF FUNCTION AND FURLOUGH

Document Number: AFS SU 351-1 APC

Date: 01 SEP 1991

Subject-term: Early Retirement

Subject-term: Furlough - Reduction-in-Force

Subject-term: Overseas Employment - Reduction-in-Force

Subject-term: Public Affairs

Subject-term: Public Notice

Subject-term: Reduction-in-Force - Retirement

Subject-term: Transfer of Function

<TEXT>

APPENDIX C. REQUESTING APPROVAL AND CLEARANCE FOR VOLUNTARY EARLY
RETIREMENT, REDUCTION IN FORCE, TRANSFER OF FUNCTION AND

FURLOUGH

C-1. Policies:

a. Voluntary Early Retirement. Use of this authority must be approved by HQ USAF/DPC and the Office of Personnel Management.

b. Reduction in Force (RIF). Clearance from HQ USAF/DPC must be obtained as directed in paragraph C-2b before effecting involuntary separations through RIF procedures at any Air Force installation, at one time or by phased increments of 50 or more civilian employees during any four consecutive quarters. If there is any expectation that the eventual number may exceed 50, even if preliminary estimates are for fewer than 50, approval should be obtained. Plans will not be made public nor will RIF notices be released until this clearance has been obtained. The request must arrive as far in advance as possible, but at least six calendar weeks before the proposed date RIF notices are to be issued to employees.

c. Functional Transfer. Major commands must inform HQ USAF/DPC in advance, as prescribed in paragraph C-2c, of each functional transfer that involves the transfer of 50 or more civilian manpower authorizations from one geographical area to another.

d. Furloughs. Requests for furloughs of any duration will be submitted through major command channels to HQ USAF/DPC.

e. Coordination and Implementation. Requests for use of these special authorities must be coordinated with comptroller and manpower officials before submission to HQ USAF/DPC. While HQ USAF/DPC will process requests for approval, guidance on implementation of approved authorities will be provided by the office with functional responsibility. (For example, HQ USAF/DPCE will advise on the exercise of early retirement, and HQ USAF/DPCW will advise on appeals, grievance and congressional inquiries.)

C-2. Procedures:

a. Requests for Voluntary Early Retirement. Requests must be prepared according to the guidance in Appendix B and submitted through major commands to HQ USAF/DPC for submission to the Office of Personnel Management.

b. Request for RIF Clearance. Major commands must submit one copy of the request for clearance to conduct a RIF to HQ [PAGE C-1] USAF/DPC, Washington D.C. 20330-5060, with an information copy to HQ USAF/PR, Washington, D.C. 20330-5065. The request must be supported by the following information:

(1) For a CONUS installation:

(a) The specific reason for the RIF (for example, reduction in workload, inactivation or transfer of a unit or activity, a reduction in manning standards, a readjustment forced by the need to operate within limited resources, etc.). If appropriate,

explain any additional factors that support the need for the RIF.

(b) The approximate number of civilian personnel, by installation, to be separated through RIF action.

(c) Whether funds are available to continue operation pending HQ USAF action and clearance of the proposed RIF.

(d) The estimated number of days of advance notice to be given each employee who may be separated by the RIF. If any portion of the notice period is in a non-pay status, so state.

(e) The phasing and the effective day of each increment if the proposed RIF is to be conducted in separate increments.

(f) A summary of the proposed relocation or out placement actions that are planned for the employees affected by the RIF. If the RIF is proposed by a tenant organization, consult the servicing civilian personnel office to determine whether the surplus employees can be placed in other units of the host installation.

(g) The probable impact of the proposed RIF on the local community, and how this estimate has been prepared. The local office of the State Employment Service should be helpful in predicting this impact.

(2) For an Overseas Installation:

(a) The specific reason for the proposed RIF, as in (1) (a) above.

(b) The number of civilian employees, by installation and by country, who will be separated; also, whether they are direct hire, indirect-hire, or US or non - US citizens.

(c) The phasing and the effective date of each increment if the proposed RIF will be conducted in increments [PAGE C-2]

(d) A statement that the local US Department of State representative has been consulted, and describe the extent to which that official has coordinated in the planned RIF. If that State Department official concurs in the plan, HQ USAF clearance is not necessary, but the information required in this section must be submitted to HQ USAF/DPC. If the official disagrees, submit the request for RIF clearance to HQ USAF/DPC and state clearly the items of disagreement.

c. Notification of Functional Transfer. Major commands will submit the following information to HQ USAF/DPC to arrive as far in advance of the planned transfer date as possible to allow for early notification to and coordination with interested agencies. When an inter-command or interagency transfer is to be made, the losing command provides the following information:

(1) The unit or function being transferred.

(2) The names of the installations from and to which the function is being transferred.

(3) The reason for the transfer.

(4) The planned effective date of the transfer.

(5) The number of civilian authorizations being transferred and the estimated number of civilian personnel who will accompany the function.

d. Request for Approval of Furlough. Requests must include the reason(s) for furlough, the number and skills of employees involved and the length of the proposed furlough period. No announcement of proposed furlough action will be made prior to approval.

C-3. Release of Information. To promote and maintain favorable public and employee-management relations, the Air force will inform employees, members of Congress, and interested agencies when it plans to carry out a RIF or functional transfer of civilian personnel. Such a notice will explain clearly why the Air Force finds the action necessary and in the case of a RIF, will emphasize the policy stated in paragraph C-1a. The major command may issue a press release about a RIF or functional transfer when necessary; however, in doing so, it must observe these requirements:

a. Employees must be informed of the pending action before any information is released to the news media. [PAGE C-3]

b. No public release will be made of a RIF or functional transfer affecting 50 or more civilian employees, or a furlough of any number, until the provisions of paragraph C-2 have been satisfied. SAF/PA normally provides prior guidance to major commands for release one hour after announcement to interested Congressional offices has been made, but commanders may seek special information guidance in advance from SAF/PA. In any event, clearance must be obtained from HQ USAF/DPC, through appropriate major command, before any media release is made.

c. In an overseas area, the press release will be coordinated in advance with the responsible Department of State representative.

d. The press release must include a statement containing Air Force policy on RIF and functional transfer stated in paragraphs S1-3 of this supplement. [PAGE C-4]