

Restructuring Information Handbook Module 4

Transfer of Function

Unit F, Basic Index to Module 4 (December 2002 version)

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.

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
Restructuring Information Handbook Module 4
Transfer of Function
Unit F, Basic Index to Module 4 (December 2002 version)

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.

Contents

OPM's Restructuring Information Handbook Modules contain the following topics:

Topic	Module	Unit(s)
Planning and Alternatives for Restructuring	1	B, F, G, H
Human Resource Responsibilities in Restructuring	2	B, F, G
Reduction in Force	3	A, B, C, D, E, F, G
Transfer of Function	4	A, B, C, F, G
Reduction in Force Furlough	5	A, B, C, F, G
Reemployment Priority List	6	A, B, C, F, G
Career Transition Assistance	7	A, F, G
Interagency Career Transition Assistance Plan	8	A, F, G
Voluntary Early Retirement	9	A, B, C, F, G
Voluntary Separation Incentive Payments	10	A, B, C, F, G

Restructuring Information Handbook Module 4

Transfer of Function

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Introduction Restructuring Information Handbook Module 4 provides guidance on OPM's Transfer Of Function regulations published in part 351 of title 5 of the Code of Federal Regulations (5 CFR part 351). Module 4 consists of five Units: (1) Unit A, "Required Procedures," (2) Unit B, "Guidance," (3) Unit C, "Transfer of Function Appeals Index," (4) Unit F, "Basic Index to Module 4," and (5) "Detailed Index to Module 4." This is the December 2002 version of Unit F.

Contents This publication contains the following topics:

Topic	Begins at Page
Basic Index to Module 4	1

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 4
 Transfer of Function
 Unit F, Basic Index to Module 4 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
APPLICABILITY OF THE TRANSFER OF FUNCTION REGULATIONS	A TRANSFER OF FUNCTION MAY BE INTRA- OR INTERAGENCY	3-6	A B
	AUTHORITY FOR TRANSFER OF FUNCTION	3-2	A
	FUNCTION MUST CONTINUE IN AN IDENTIFIABLE FORM	3-3	A B
	MOVEMENT OF A FUNCTION WITHIN A COMPETITIVE AREA IS NOT A TRANSFER OF FUNCTION	3-4	A B
	THE TWO SITUATIONS WHERE THE TRANSFER OF FUNCTION REGULATIONS APPLY	3-1	A B
	TRANSFER OF A FUNCTION FOR LIQUIDATION IS NOT A TRANSFER OF FUNCTION	3-5	A B
APPLYING THE TRANSFER OF FUNCTION REGULATIONS IN ANY SITUATION	IMPORTANCE OF COOPERATION BETWEEN THE LOSING AND THE GAINING COMPETITIVE AREAS	5-2	A
	THE SAME TRANSFER OF FUNCTION PROVISIONS POTENTIALLY COVER ALL MOVEMENT OF WORK	5-1	A B
DETERMINING WHETHER THE TRANSFER OF FUNCTION REGULATIONS	BASIS FOR TRANSFER OF FUNCTION DECISIONS	4-3	A B
	MANAGEMENT'S RIGHT TO MAKE TRANSFER OF FUNCTION DECISIONS	4-1	A
	MANAGEMENT'S RIGHT TO TAKE OTHER ACTIONS	4-2	A
EMPLOYEES OF GAINING COMPETITIVE AREA	NO IMPACT IN GAINING COMPETITIVE AREA WITHOUT OTHER ORGANIZATIONAL CHANGES	10-1	A
	TRANSFERRING EMPLOYEES COMPETE ON BASIS OF POSITIONS OF RECORD	10-2	A
EMPLOYEES OF LOSING COMPETITIVE AREA	ACTUAL RELOCATION OF TRANSFERRING EMPLOYEES NOT NECESSARY BEFORE RIF	10-4	A
	EMPLOYEES SEPARATED BY RIF ARE COVERED BY THE GAINING REEMPLOYMENT PRIORITY LIST	10-5	A
	RIGHT OF EMPLOYEE TO TRANSFER	9-1	A B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 4
 Transfer of Function
 Unit F, Basic Index to Module 4 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
EMPLOYEES OF LOSING COMPETITIVE AREA	RIGHTS OF TRANSFERRED EMPLOYEES IN GAINING COMPETITIVE AREA	10-3	A B
	SEPARATION OF EMPLOYEE WHO REFUSES TO TRANSFER WITH FUNCTION	9-2	A B
	STATUS OF COMPETITIVE SERVICE POSITIONS	10-6	A B
	USE OF RIF PROCEDURES IN LOSING COMPETITIVE AREA	9-3	A B
IDENTIFICATION METHOD ONE	GRADE-CONTROLLING DUTIES MUST SUPPORT GRADE OF POSITION	7-2	A
	IDENTIFICATION METHOD ONE-GENERAL	7-1	A B
IDENTIFICATION METHOD TWO	DEVELOPING RETENTION REGISTERS	8-3	A B
	IDENTIFICATION METHOD TWO-GENERAL	8-1	A B
	IDENTIFICATION OF POSITIONS WHEN BOTH METHOD ONE AND METHOD TWO APPLY TO SAME REGISTER	8-5	A
	NUMBER OF EMPLOYEES WITH RIGHT TO TRANSFER	8-2	A
	USING RETENTION REGISTERS TO IDENTIFY EMPLOYEES FOR TRANSFER WITH FUNCTION	8-4	A
	IDENTIFICATION OF EMPLOYEES AND POSITIONS WITH A FUNCTION	AGENCIES USE TWO PROCEDURES TO IDENTIFY POSITIONS AND EMPLOYEES	6-2
	RESPONSIBILITY OF LOSING COMPETITIVE AREA TO IDENTIFY POSITIONS AND EMPLOYEES	6-1	A
	SUPPLEMENTING THE POSITION DESCRIPTION TO IDENTIFY EMPLOYEES FOR TRANSFER	6-6	A B
	THE TWO IDENTIFICATION PROCEDURES ARE MANDATORY	6-3	A
	USE OF IDENTIFICATION METHOD ONE VERSUS USE OF IDENTIFICATION METHOD TWO	6-4	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 4
 Transfer of Function
 Unit F, Basic Index to Module 4 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
IDENTIFICATION OF EMPLOYEES AND POSITIONS WITH A FUNCTION	USING THE POSITION DESCRIPTION TO IDENTIFY EMPLOYEES FOR TRANSFER	6-5	A B
OVERVIEW OF TRANSFER OF FUNCTION	IDENTIFICATION OF EMPLOYEES WITH A TRANSFERRING FUNCTION	1-5	A
	LEGAL BASIS FOR OPM'S TRANSFER OF FUNCTION REGULATIONS	1-1	A
	PURPOSE OF THE TRANSFER OF FUNCTION REGULATIONS	1-2	A
	RIF IN TRANSFER OF FUNCTION	1-6	A
	TRANSFER OF FUNCTION APPEALS	1-8	A
	TRANSFER OF FUNCTION BECAUSE OF ORGANIZATIONAL CHANGE	1-3	A
	TRANSFER OF FUNCTION BECAUSE OF RELOCATION	1-4	A
	TRANSFER OF FUNCTION CANVASS LETTERS	1-7	A
TRANSFER FOR LIQUIDATION	LIMITED RIGHTS AFTER LIQUIDATION TRANSFER	11-1	A
	TRANSFER FOR TERMINATION IS NOT COVERED	11-2	A B
TRANSFER OF FUNCTION APPEALS AND GRIEVANCES	NO BASIC RIGHT TO APPEAL A TRANSFER OF FUNCTION	14-1	A B
	TRANSFER OF FUNCTION ISSUES IN A GRIEVANCE	14-1	A
TRANSFER OF FUNCTION CANVASS LETTERS	ACCEPTANCE OF OFFER TO TRANSFER	12-5	A
	CANVASS LETTERS ARE OPTIONAL	12-2	A
	CANVASS LETTERS ONLY IN GEOGRAPHIC MOVE	12-3	A
	CONTENT-GENERAL	12-4	A B
	DECLINATION OF OFFER TO TRANSFER	12-6	A
	PURPOSE OF CANVASS LETTER	12-1	A B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 4
 Transfer of Function
 Unit F, Basic Index to Module 4 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
TRANSFER OF FUNCTION DEFINITIONS	DEFINITION OF "COMPETING EMPLOYEE"	2-5	A
	DEFINITION OF "COMPETITIVE AREA"	2-2	A
	DEFINITION OF "FUNCTION 4"	2-3	A B
	DEFINITION OF "TRANSFER OF FUNCTION"	2-1	A
	EXPLANATION OF "FUNCTION"	2-4	A
	OTHER DEFINITIONS	2-6	A
	VOLUNTEERS FOR TRANSFER	OPTIONAL USE OF VOLUNTEERS	13-2
TEMPORARY EMPLOYEES MAY VOLUNTEER		13-3	A
USE OF VOLUNTEERS-GENERAL			