



REPLY TO
ATTENTION OF

AMCPE-ROC

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001



11 6 AUG 1993

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Clearance Requirements for Managing Civilian Personnel Reductions

1. Reference message, HQDA, DAPE-ZA, 041600Z Aug 93, subject as above (Enclosure 1).
2. Referenced message rescinds previous HQDA guidance on clearance requirements for civilian personnel reductions and establishes new requirements for notification and/or clearance of all proposed Reductions in Force (RIF), furloughs, and release of temporary employees.
3. Requests for HQDA clearance for furloughs of any size or length, or for a RIF with one or more projected involuntary separations of permanent employees, must be submitted at least 60 days in advance of the planned date when specific furlough or RIF notices are to be issued. Prior to releasing 50 or more temporary employees at any one installation, at least 2 weeks advance notice must be provided to HQDA.
4. Commanders/heads of AMC activities (including separate reporting activities) should submit all requests for clearance to furlough or conduct a RIF, and notices of intent to release 50 or more temporary employees, through their parent command (if applicable) to HQAMC, ATTN: AMCPE-ROC.
5. As noted in referenced message, HQDA will approve RIF involuntary separations only after it has been demonstrated that all other options have been exhausted. Paragraph 9 of the message provides a prioritized list of recommended actions to be considered prior to resorting to RIF. Please note that requests for RIF clearance (the last resort) must be accompanied by requests for authority to offer Voluntary Separation Incentive Pay (VSIP) and for approval of Voluntary Early Retirement Authority (VERA), if warranted and applicable.
6. Addressees should ensure that this guidance is provided to subordinate/servicing Civilian Personnel Offices.

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Reductions

7. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

Encl



GEORGE L. JONES
Deputy Chief of Staff
for Personnel

DISTRIBUTION:

COMMANDER

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DIRECTOR

U.S. ARMY RESEARCH LABORATORY, ATTN: AMSRL-OP-PE