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CDRAMC ALEXANDRIA VA//AMCPE-ROC//

AIG 12383

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SUBJECT: CLEARANCE REQUIREMENTS FOR TRANSFERS OF FUNCTION (TOF)

A. MSG HQAMC AMCPE-ROC 091415Z MAR 94, SUBJ: DELEGATION OF AUTHORITY - REDUCTION IN FORCE (RIF) AND VOLUNTARY SEPARATION INCENTIVE PAY (VSIP).

B. MSG HQDA DAPE-CPE 221235Z FEB 94, SUBJ: DELEGATION OF AUTHORITY - REDUCTION IN FORCE (RIF) AND VOLUNTARY SEPARATION INCENTIVE PAY (VSIP).

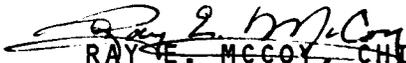
C. ARMY REGULATION (AR) 5-10, 15 JAN 93, REDUCTION AND REALIGNMENT ACTION REPORTING PROCEDURES.

1. REF A SUMMARIZED PERTINENT PROVISIONS OF REF B, AND PROVIDED REVISED AMC GUIDANCE BASED THEREON. AS STATED IN PARA 2 OF REF A, MACOM COMMANDERS/HEADS OF HQDA INDEPENDENT REPORTING ACTIVITIES WERE DELEGATED THE AUTHORITY TO APPROVE ACTIONS INVOLVING INVOLUNTARY SEPARATION BY RIF, OR TOF OUTSIDE THE COMMUTING AREA, OF FEWER THAN 50 DIRECT HIRE, PERMANENT, U.S. CITIZEN EMPLOYEES, INCLUDING BRAC

1995 APR -4 PM 2:38

MONTE RUSSELL, PMS, AMCPE-ROC
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RAY E. MCCOY, CHIEF OF STAFF

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RELATED ACTIONS. PARA 4 OF REF A INDICATED THAT THE ASA(M&RA) WOULD RETAIN APPROVAL AUTHORITY FOR ACTIONS INVOLVING SEPARATION BY RIF, OR TOF OUTSIDE THE COMMUTING AREA, OF 50 OR MORE DIRECT HIRE, PERMANENT, U.S. CITIZEN EMPLOYEES, INCLUDING BRAC ACTIONS, AND THAT SUCH ACTIONS MUST BE SUBMITTED/APPROVED IAW REF C.

2. THE PURPOSE OF THIS MSG IS TO EMPHASIZE THE FACT THAT ALL TOF ACTIONS, AND ALL BRAC-RELATED ACTIONS, REGARDLESS OF SIZE, MUST BE CLEARED/APPROVED BY HQAMC. THOSE ACTIONS INVOLVING 50 OR MORE SEPARATIONS/TRANSFERS OUT OF THE COMMUTING AREA, MUST BE REPORTED, AND APPROVAL OBTAINED, IAW REF C.

3. ALL TOF REQUESTS, REGARDLESS OF SIZE, WILL BE FORWARDED TO HQAMC, ATTN: AMCPE-ROC, 5001 EISENHOWER AVE., ALEXANDRIA, VA 22333-0001.

4. TOF REQUEST PACKAGES INVOLVING FEWER THAN 50 TRANSFERS OUT OF THE COMMUTING AREA SHOULD CONTAIN THE FOLLOWING DOCUMENTS:

A. MEMORANDUM, SIGNED BY THE COMMANDER (OR DESIGNEE), STATING THE REASON FOR THE TOF.

B. REALIGNMENT SUMMARY (RS), IAW REF C, APPENDIX A.

C. POSITION/PERSONNEL IMPACT DATA, IAW REF C, APPENDIX B (SEE FIGURES B-1 AND B-2 FOR SAMPLE FORMAT).

5. TOF REQUEST PACKAGES INVOLVING 50 OR MORE TRANSFERS OUT OF THE

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COMMUTING AREA SHOULD CONTAIN ALL DOCUMENTATION REQUIRED BY REF C.
(THIS IS THE SAME DOCUMENTATION AS THAT REQUIRED FOR REDUCTIONS
INVOLVING 50 OR MORE INVOLUNTARY SEPARATIONS BY RIF, PLUS A
REALIGNMENT SUMMARY. SEE REF C, PARA 1-13, FOR A COMPLETE LIST OF
HQDA REPORTING DOCUMENTS.)

6. POINT OF CONTACT IS MONTE RUSSELL, AMCPE-ROC, DSN 284-5129.
7. AMC -- AMERICA'S ARSENAL FOR THE BRAVE.

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