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CDRAMC ALEXANDRIA VA//AMCPE-ROC//

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UNCLAS

SGD MG RAY E. MCCOY, CHIEF OF STAFF, AMC

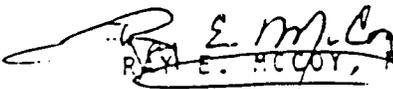
SUBJECT: DELEGATION OF AUTHORITY - REDUCTION IN FORCE (RIF) AND
VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)

- A. MSG HQDA DAPE-CPE 221235Z FEB 94
- B. MSG HQDA DAPE-ZA 041600Z AUG 93 SUBJ: CLEARANCE REQUIREMENTS FOR
MANAGING CIVILIAN PERSONNEL REDUCTIONS
- C. MEMO HQAMC AMCPE-ROC 16 AUG 93 SUBJ: CLEARANCE REQUIREMENTS FOR
MANAGING CIVILIAN PERSONNEL REDUCTIONS
- D. MEMO PERSCOM TAPC-CPF-S 6 AUG 93 SUBJ: CIVILIAN SEPARATION PAY
IMPLEMENTING INSTRUCTIONS
- E. MEMO OASD 1 JUN 93 SUBJ: CIVILIAN ASSISTANCE AND RE-EMPLOYMENT
(CARE) PROGRAM IMPLEMENTING INSTRUCTIONS
- 1. REF A RESCINDED REF B, INCORPORATING AND UPDATING GUIDANCE
PREVIOUSLY CONTAINED THEREIN. REF A ALSO AMENDED PARAGRAPHS B AND D.
(REGARDING VSIP APPROVAL AUTHORITY) OF HQDA'S IMPLEMENTING

AMCRM AMCSO AMCPE-O

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

9 March 1994

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INSTRUCTIONS FOR VSIP (REF D). THIS MSG SUMMARIZES PERTINENT PROVISIONS OF REF A, AND PROVIDES REVISED AMC GUIDANCE BASED THEREON.

2. ON 2 NOV 93, OSD DELEGATED TO DOD COMPONENTS AUTHORITY TO APPROVE RIF. EFFECTIVE WITH THE TRANSMITTAL OF REF A, THE ACTING ASSISTANT SECRETARY OF THE ARMY FOR MANPOWER AND RESERVE AFFAIRS (ASA(M&RA)) REDELEGATED TO MACOM COMMANDERS/HEADS OF HQDA INDEPENDENT REPORTING ACTIVITIES (IRA) THE FOLLOWING AUTHORITIES:

A. AUTHORITY TO APPROVE ACTIONS INVOLVING INVOLUNTARY SEPARATION BY RIF, OR TRANSFER OF FUNCTION (TOF) OUTSIDE THE COMMUTING AREA, OF FEWER THAN 50 DIRECT HIRE, PERMANENT, U.S. CITIZEN EMPLOYEES, INCLUDING BRAC RELATED ACTIONS. (THIS DELEGATION OF AUTHORITY DOES NOT APPLY TO RIF/TOF INVOLVING SES MEMBERS.)

B. AUTHORITY TO APPROVE VSIP (EXCEPT SES POSITIONS), INCLUDING EXPANSION OF VSIP TO OTHER ARMY ACTIVITIES. (EXPANSION OF VSIP ACROSS DOD COMPONENT LINES IS COVERED IN SECTION B2(B)(3) OF REF E.)

3. EFFECTIVE IMMEDIATELY, THE COMMANDER, AMC, WILL EXERCISE APPROVAL AUTHORITY FOR RIF ACTIONS AS DESCRIBED IN 2A, ABOVE, AND FOR ALL VSIP REQUESTS, CONSISTENT WITH 2B, ABOVE.

4. THE ASA(M&RA) RETAINS APPROVAL AUTHORITY FOR ACTIONS INVOLVING SEPARATION BY RIF, OR TOF OUTSIDE THE COMMUTING AREA, OF 50 OR MORE

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DIRECT HIRE, PERMANENT, U.S. CITIZEN EMPLOYEES, INCLUDING BRAC ACTIONS. SUCH ACTIONS MUST BE SUBMITTED/APPROVED IAW AR 5-10 AND PREVIOUSLY ESTABLISHED SUBMISSION GUIDANCE.

5. RIF/VERA/VSIP REQUESTS FOR ALL REDUCTIONS, REGARDLESS OF SIZE, WILL BE FORWARDED TO HQAMC, ATTN: AMCPE-ROC, 5001 EISENHOWER AVE., ALEXANDRIA, VA 22333-0001. EACH REQUEST PACKAGE SHOULD CONTAIN THE FOLLOWING DOCUMENTS:

A. MEMORANDUM, SIGNED BY THE COMMANDER, STATING THE REASON FOR THE NEED FOR RIF.

B. POSITION/PERSONNEL IMPACT DATA. (SEE PARA 6 FOR CONTENTS.)

C. VERA REQUEST.

D. VSIP REQUEST.

E. FOR BRAC RIF ACTIONS OR RIF ACTIONS THAT COMBINE BRAC AND ANOTHER RIF ACTION, ALSO INCLUDE INFORMATION TO MEMBERS OF CONGRESS (IMC) AND MEMORANDUM FOR CORRESPONDENTS (MFC) WITH QUESTIONS AND ANSWERS.

(NOTE: A FULL AR 5-10 PACKAGE, NORMALLY REQUIRED FOR ACTIVITIES PROJECTING INVOLUNTARY SEPARATION OF 50 OR MORE EMPLOYEES, IS NOT REQUIRED UNTIL THE IMPACT OF VERA/VSIP IS ASSESSED FOLLOWING AN OPEN WINDOW PERIOD OF AT LEAST 30 DAYS FOLLOWING INITIAL APPROVAL OF

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VERA/VSIP.)

6. POSITION/PERSONNEL IMPACT DATA SHEETS SHOULD CONTAIN THE FOLLOWING INFORMATION:

"1. POSITION IMPACT:

- A. NUMBER OF PERMANENT POSITIONS PRIOR TO THIS ACTION:
- B. NUMBER OF VACANT POSITIONS PRIOR TO THIS ACTION:
- C. NUMBER OF POSITIONS TO BE ELIMINATED AS A RESULT OF THIS ACTION:
- D. NUMBER OF POSITIONS TO BE TRANSFERRED FROM THIS ACTIVITY DURING THE PERIOD OF THIS ACTION:
- E. NUMBER OF POSITIONS TO BE TRANSFERRED TO THIS ACTIVITY DURING THE PERIOD OF THIS ACTION:"
- F. NUMBER OF POSITIONS REMAINING AT THIS ACTIVITY AFTER COMPLETION OF THIS ACTION:

"2. PERSONNEL IMPACT:

- A. NUMBER OF PERSONNEL ON BOARD PRIOR TO THIS ACTION:
- B. ESTIMATED OPTIONAL RETIREMENTS DURING THE PERIOD OF THIS ACTION (ASSUME VSIP IS AUTHORIZED):
- C. ESTIMATED EARLY RETIREMENTS (VERA) DURING THE PERIOD OF THIS ACTION (ASSUME VSIP IS AUTHORIZED):

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- D. ESTIMATED OTHER RETIREMENTS (E.G., DSR, DISABILITY, ETC.) DURING THE PERIOD OF THIS ACTION:
- E. ESTIMATED RESIGNATIONS DURING THE PERIOD OF THIS ACTION (ASSUME VSIP IS AUTHORIZED):
- F. ESTIMATED NUMBER OF PERSONNEL TO BE PLACED WITH OTHER ARMY OR FEDERAL AGENCIES OUTSIDE THE COMMUTING AREA DURING THE PERIOD OF THIS ACTION:
- G. ESTIMATED OTHER ATTRITION DURING THE PERIOD OF THIS ACTION:
- H. ESTIMATED NUMBER OF EMPLOYEES TO BE TRANSFERRED (TOF) TO OTHER ACTIVITIES DURING THE PERIOD OF THIS ACTION:
- I. ESTIMATED NUMBER OF EMPLOYEES TO BE TRANSFERRED TO THIS ACTIVITY DURING THE PERIOD OF THIS ACTION:
- J. ESTIMATED NUMBER OF EMPLOYEES TO BE SEPARATED BY RIF (CALCULATE BASED ON CUMULATIVE LOSSES AND GAINS PROJECTED IN B THROUGH I, ABOVE):
- K. ESTIMATED NUMBER OF TEMPORARIES TO BE RELEASED AS A RESULT OF THIS ACTION:
- L. ESTIMATED NUMBER OF EMPLOYEES ON BOARD AFTER COMPLETION OF THIS ACTION:

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M. ESTIMATED NUMBER OF VACANT POSITIONS REMAINING AFTER
COMPLETION OF THIS ACTION:"

7. REF C IS HEREBY RESCINDED. THE FOLLOWING REVISED GUIDANCE IS
EFFECTIVE IMMEDIATELY:

A. HQDA MUST BE NOTIFIED AT LEAST 2 WEEKS IN ADVANCE OF RELEASE
OF 50 OR MORE TEMPORARIES.

B. PRIOR TO ANNOUNCING CIVILIAN FURLOUGHS OF ANY SIZE OR LENGTH,
SUBMIT REQUESTS FOR CLEARANCE TO REACH PERSCOM A MINIMUM OF 60 DAYS
BEFORE THE PROJECTED ISSUE DATE OF FURLOUGH NOTICES.

(SUBMIT NOTIFICATIONS/REQUESTS THROUGH HQAMC, ATTN: AMCPE-ROC, TO
U.S. TOTAL ARMY PERSONNEL COMMAND, ATTN: TAPC-CPF-S, 200 STOVALL
STREET, ALEXANDRIA, VA 22332-0340.)

8. WE RECOGNIZE THAT EXTENDED HIRING FREEZES, MAXIMUM USE OF
VERA/VSIP AUTHORITIES, AND THE COMMAND'S CURRENT FUNDING/WORKLOAD
POSTURE LIKELY WILL RESULT IN THE NEED TO REORGANIZE OR REALIGN
EXISTING PERSONNEL RESOURCES TO BETTER MEET MISSION REQUIREMENTS.
ALTHOUGH SUCH ACTIONS MAY NOT RESULT IN INVOLUNTARY SEPARATIONS, THE
USE OF RIF PROCEDURES AND ISSUANCE OF NOTICES ARE REQUIRED IF THE
REORGANIZATION, REALIGNMENT (OR OTHER SIMILAR ACTION) RESULTS IN
EMPLOYEE CHANGES TO LOWER GRADES AND/OR REASSIGNMENTS REQUIRING

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DISPLACEMENT.

9. EFFECTIVE IMMEDIATELY, NOTIFY HQAMC, ATTN: AMCPE-ROC, IN WRITING, CONCERNING IMPENDING REORGANIZATIONS REQUIRING THE USE OF RIF PROCEDURES AND ISSUANCE OF NOTICES WHEN NO INVOLUNTARY SEPARATIONS ARE PROJECTED. FOR EACH ACTION, PROVIDE THE FOLLOWING INFORMATION, AT LEAST 2 WEEKS PRIOR TO ISSUING NOTICES:

- A. NAME AND LOCATION OF THE ACTIVITY
- B. TOTAL NUMBER OF EMPLOYEES AFFECTED
- C. NUMBER OF ANTICIPATED DOWNGRADES
- D. NUMBER OF ANTICIPATED REASSIGNMENTS REQUIRING DISPLACEMENT
- E. PROJECTED COMPLETION DATE

10. POINT OF CONTACT IS MONTE RUSSELL, AMCPE-ROC, DSN 284-5129; COMMERCIAL (703) 274-5129; DATAFAX DSN 284-9710/5625; COMMERCIAL (703) 274-9710/5625.

11. AMC -- AMERICA'S ARSENAL FOR THE BRAVE.

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