



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
FORT SHAFTER, HAWAII 96858-5100



REPLY TO
ATTENTION OF :

APPE-CP

21 November 2002

MEMORANDUM FOR

Commander, 25th Infantry Division (Light) and U.S. Army, Hawaii, Schofield Barracks,
HI 96857-6000

Commander, U.S. Army Alaska, 600 Richardson Drive, Fort Richardson,
AK 99505-5000

Commander, U.S. Army Japan/9th Theater Support Command, Unit 45005, APO
AP 96343-5005

Commander, 9th Regional Support Command, 1557 Pass Street, Fort Shafter Flats,
Honolulu, HI 96819-2315

Commander, 196th Infantry Brigade, Fort Shafter, HI 96858-5300

SUBJECT: Delegation of Authority - Reduction-in-Force (RIF) and Voluntary
Separation Incentive Pay (VSIP)

1. Reference message, ASA(M&RA), SMAR-CP, 231336Z Jan 98, subject: FY 98/99 Civilian Manpower Execution and Personnel Reduction Plan and Delegation of Authority and Processing Requirements for RIF and VSIP (encl).
2. The enclosed message provides guidance and reporting requirements for both manpower and civilian personnel management. Paragraphs 6 and 8 of the message relate to authorities to approve actions involving involuntary separation by RIF, or Transfer of Function (TOF), and VSIP. The purpose of this memorandum is to authorize addressees to approve RIF and VSIP under certain conditions.
3. The Chief of Staff, U.S. Army, Pacific (USARPAC) will approve RIF and VSIP "FOR THE COMMANDER" for USARPAC headquarters personnel.
4. Specific guidance is as follows:
 - a. Involuntary separation by RIF or TOF outside the commuting area of fewer than 50 permanent, direct-hire U.S. civilian employees. This authority may be redelegated no lower than commanders and heads of subordinate activities who report directly to MSC Commanders. Notify HQ USARPAC (APPE-CP), of such RIFs to ensure that Office of the Assistant G-1 receives proper notification in accordance with reference.
 - b. Offer of VSIP. This authority may be redelegated to the lowest practical level.

APPE -CP

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5. Use of these two authorities must be in accordance with the referenced message and all related regulations and guidance.

6. Reports.

a. Forward advance notification of RIF and TOF involving separation or transfer of less than 50 employees through HQ, USARPAC (APPE-CP), to Office of Assistant G-1, 200 Stovall Street, Alexandria, VA 22332-0300, at least 90 days prior to issuance of notices. Notices must include information identified in reference, paragraphs 9B and 9C.

b. Report the use of VSIP to HQ, USARPAC (APPE-CP), each week, beginning the first Monday after applications for VSIP have been approved. Information in the report will include: Opening and closing dates; number of VSIPs offered; how many applications received; how many VSIPs approved. The report should be cumulative and can be provided by E-mail.

7. The point of contact is G1/DCSPER, Civilian Personnel Division, DSN (315) 438-6766 or FAX DSN (315) 438-0552.

Encl


JAMES L. CAMPBELL
Lieutenant General, USA
Commanding

R 231336Z JAN 98

FM DA WASHINGTON DC//SAMR-CP//

TO AIG 7406

AIG 7405

AIG 9150

HQDA WASHINGTON DC//SAAA/

INFO SECRETARIAT AND STAFF

XMT CDRPERSCOM ALEXANDRIA VA//TAPC-CP//

CDRUSACFSC ALEXANDRIA VA//CFSC-HR-P//

UNCLAS SECTION 01 OF 03

SUBJECT: FY 98/99 CIVILIAN MANPOWER EXECUTION AND PERSONNEL REDUCTION PLAN AND DELEGATION OF AUTHORITY AND PROCESSING REQUIREMENTS FOR RIF AND VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)

A. VCSA MSG 091548Z, JAN 98, SUBJECT: ARMY MANPOWER REDUCTIONS. (NOT SENT TO ALL COMMANDS)

B. SAMR MSG 241010Z, OCT 94, SUBJECT: FY 95-01 CIVILIAN RESOURCE MANPOWER GUIDANCE.

C. JANUARY 1998 PROGRAM AND BUDGET GUIDANCE.

D. THE ARMY RESOURCE FORMULATION PLAN, VOLUME 3,: INTEGRATED POM/BES DATA CALL, 5 NOVEMBER 1997 (FY 00-05 POM INSTRUCTIONS).

E. DAPE-CPE MSG 171955Z FEB 94, SUBJECT: DELEGATION OF AUTHORITY AND PROCESSING REQUIREMENTS - REDUCTION IN FORCE (RIF) AND VOLUNTARY SEPARATION INCENTIVE PAY (VSIP).

F. OFFICE, ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT AND PERSONNEL) MEMORANDUM, SUBJECT CIVILIAN ASSISTANCE AND REEMPLOYMENT (CARE) PROGRAM IMPLEMENTING INSTRUCTION, DATED JUNE 1, 1993.

G. AR 5-10, STATIONING.

H. SAMR-CP MSG, 231936Z DEC 97, SUBJECT: CIVILIAN REDUCTION PROJECTIONS.

1. THIS MESSAGE PROVIDES GUIDANCE AND REPORTING REQUIREMENTS FOR BOTH MANPOWER AND CIVILIAN PERSONNEL MANAGEMENT. THE MESSAGE CONTAINS REQUIREMENTS FOR THE SUBMISSION OF A COMPREHENSIVE FY 98 AND 99 CIVILIAN

MANPOWER EXECUTION AND PERSONNEL REDUCTION PLAN. IT INCLUDES POLICY GUIDANCE ON MANAGING CIVILIAN MANPOWER, AND A RIF CONTINGENCY PLANNING REPORTING REQUIREMENT. THE REMAINDER OF THE MESSAGE DISCUSSES DELEGATIONS OF AUTHORITY FOR RJF/VSIP, RIF

NOTIFICATION/CLEARANCE REQUIREMENTS, AND REQUESTS FOR VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA). THIS MESSAGE SUPERSEDES REFERENCE E, INCORPORATES AND UPDATES GUIDANCE PREVIOUSLY CONTAINED THEREIN,

ESTABLISHES NEW REQUIREMENTS FOR REPORTING RIF PLANNING/ACTIONS, AND PROVIDES NEW GUIDANCE ON SUBMITTING REQUESTS FOR VERA AUTHORITY.

THE FOLLOWING NEW REPORTS ARE REQUIRED BY THIS MESSAGE: A. CIVILIAN MANPOWER EXECUTION PLAN (PARAGRAPH 5), B. CIVILIAN PERSONNEL REDUCTION PLAN (PARAGRAPH 5) AND C. RIF CONTINGENCY REPORT (PARAGRAPH 9B).

2. REFERENCE B PROVIDED INFORMATION ON OFFICE, SECRETARY OF DEFENSE (OSD) GUIDANCE WHICH CHANGED THE MANAGEMENT PHILOSOPHY OF CIVILIAN MANPOWER FROM END STRENGTH TARGETS TO FULL-TIME EQUIVALENT (FTE)

LIMITATIONS. BASED ON THE FEDERAL WORKFORCE RESTRUCTURING ACT OF 1994 AND OSD GUIDANCE, WE HAVE MANAGED CIVILIAN MANPOWER BASED ON FUNDED WORKLOAD, CIVILIAN STRENGTH TARGETS, AND WORKYEAR LIMITATIONS. THESE TARGETS AND LIMITATIONS HAVE BEEN IN PLACE

SINCE FY 95. BASED ON OUR REVIEW OF THREE YEARS OF PROGRAMMING AND EXECUTION, AND ADDITIONAL CONGRESSIONAL GUIDANCE, WE BELIEVE SOME MODIFIED

GUIDANCE ON CIVILIAN MANAGEMENT AND EXECUTION IS APPROPRIATE.

3. CURRENT GUIDANCE ALLOWS MACOMS/ACTIVITIES TO REQUEST CIVILIAN MANPOWER REPROGRAMMING AND END STRENGTH INCREASES/DECREASES IN PROGRAM AND BUDGET SUBMISSIONS BASED ON FUNDED WORKLOAD AND PROJECTED EXECUTION. HQDA APPROVES/DISAPPROVES THESE REQUESTS

AND ADJUSTS THE WORKYEARS ACCORDINGLY. COMANDS ARE THEN PROVIDED THE END STRENGTH AND WORKYEARS IN THE PBG. DURING THE YEAR OF EXECUTION, THE END STRENGTH IS VIEWED AS A TARGET AND WORKYEARS AS A LIMITATION. COMMANDS MUST PROMPTLY RETURN ANY SPACES AND WORKYEARS NOT NEEDED TO HQDA. THIS PROCESS WILL REMAIN THE SAME EXCEPT BOTH END STRENGTH

AND WORKYEARS AS INCLUDED IN THE PBG WILL NOW BE VIEWED AS TARGETS BEGINNING IN FY 98. THIS IS CONSISTENT WITH CIVILIAN MANPOWER DIRECTIONS AS INCLUDED IN THE FY 98 AUTHORIZATION ACT.

4. THE ARMY'S POLICY IS TO EXECUTE AS CLOSE AS POSSIBLE TO HOW WE PROGRAM AND BUDGET, AND LINK CIVILIAN MANPOWER TO WORKLOAD AND FUNDING. DURING THE PAST THREE FISCAL YEARS, THE ARMY HAS UNDEREXECUTED THE CIVILIAN MANPOWER PROGRAM IN BOTH END STRENGTH

AND WORKYEARS. WE SUPPORT AND COMMEND COMMANDS FOR THEIR EFFORTS IN THE DRAWDOWN OF THE CIVILIAN WORKFORCE AND UNDERSTAND THE DIFFICULTY

IN POSTURING FOR REDUCTIONS PLANNED FOR THE NEXT FISCAL YEAR. WE

ALSO SUPPORT THE NEED FOR SOME COMMANDERS' FLEXIBILITY DURING THE YEAR OF EXECUTION; HOWEVER, CONTINUOUS UNDEREXECUTION TYPICALLY RESULTS IN THE CONGRESS AND/OR OSD LEVYING SIGNIFICANT DOLLAR/MANPOWER CUTS FOR THE NEXT FISCAL YEAR. PRIOR TO FY 97, THE

CONGRESS REDUCED DOLLARS BASED ON UNDEREXECUTION BUT DID NOT SPECIFICALLY REDUCE CIVILIAN WORKYEARS. IN FY 97 THE ARMY SIGNIFICANTLY UNDEREXECUTED CIVILIAN STRENGTH AND WORKYEARS. BECAUSE OF THE FY 97 CIVILIAN UNDEREXECUTION, CONGRESS REDUCED THE ARMY'S FY 98 FUNDED LEVEL AND OSD CORRESPONDINGLY REDUCED END

STRENGTH AND WORKYEARS. THE FY 97 UNDEREXECUTION RESULTED IN THE ARMY BEGINNING FY 98 AT THE STRENGTH TARGET PLANNED FOR END YEAR BUDGETED LEVEL. THEREFORE, IT IS EXTREMELY UNLIKELY THAT WE WILL

EXECUTE TO THE END STRENGTH AND WORKYEAR LEVELS BUDGETED FOR FY 98. THE JANUARY 1998 PBG WILL REFLECT BOTH THE MANPOWER AND DOLLAR REDUCTIONS ASSOCIATED WITH UNDEREXECUTION AS WELL AS PBD ISSUES AND

OTHER ACTIONS IMPACTING FY 98. THE CIVILIAN MANPOWER REDUCTIONS AND A PORTION OF THE DOLLAR REDUCTIONS ARE BASED ON COMMAND UNDEREXECUTION.

5. SINCE COMMANDS UNDEREXECUTED BY SUCH SIGNIFICANT NUMBERS IN FY 97 AND THIS CAUSED BOTH MANPOWER AND DOLLAR REDUCTIONS TO THE ARMY, WE FIND IT NECESSARY TO REQUEST AN EXECUTION PLAN FOR FY 98 AND 99. ACCORDINGLY, WE REQUEST EACH COMMAND/INDEPENDENT REPORTING ACTIVITY (IRA) TO PROVIDE A TWO PART PLAN. THE FIRST PART IS A CIVILIAN MANPOWER EXECUTION PLAN AND THE SECOND PART IS A CIVILIAN PERSONNEL REDUCTION PLAN. THE FIRST PART WILL INCLUDE MONTHLY STRENGTH AND WORKYEAR PROJECTIONS BEGINNING WITH JANUARY 1998 THROUGH SEPTEMBER 1998 FOR FY 98, AND OCTOBER 1998 THROUGH SEPTEMBER 1999 FOR FY 99. THIS PART OF THE PLAN IS APPLICABLE TO MILITARY FUNCTIONS ONLY. THE PLAN FOR FY 99 MAY BE UPDATED BEFORE OCTOBER 1998 IF APPROPRIATE. THE PLAN MUST INCLUDE REALISTIC EMPLOYMENT PROJECTIONS BASED ON FUNDED WORKLOAD, EXECUTION, AND PERSONNEL TURNOVER. THIS WILL INCLUDE THE PERSONNEL CHANGES THAT RESULT IN STRENGTH CHANGES. THESE INCLUDE ACCESSIONS, OPTIONAL RETIREMENTS AND VOLUNTARY RESIGNATIONS BOTH WITH AND WITHOUT VSIP, VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA), RIF, TRANSFERS, AND REASSIGNMENTS OUT OF THE COMMAND. THE SECOND PART, THE CIVILIAN PERSONNEL REDUCTION PLAN, WILL LIST ALL INSTALLATIONS AT WHICH M4Y SIZE RIF ACTION IS BEING CONTEMPLATED OR PLANNED. RIF IS TO BE CONSIDERED ONLY AS A LAST RESORT AFTER OTHER REDUCTION STRATEGIES HAVE BEEN DETERMINED TO BE INSUFFICIENT. ADDRESS ALL RIF PLANNING ACTIVITY, INCLUDING PLANNING THAT IS IN THE CONTINGENCY/EARLY STAGES (SEE PARAGRAPH 9B). FOR EACH LISTED INSTALLATION, SHOW FY 98 AND 99 END STRENGTH TARGETS. THE U.S. ARMY CORPS OF ENGINEERS' CIVILIAN PERSONNEL REDUCTION PLAN MUST INCLUDE TWO PARTS, ONE COVERING MILITARY FUNCTIONS AND ONE COVERING CIVIL FUNCTIONS. THE FORMAT FOR BOTH THE CIVILIAN MANPOWER EXECUTION PLAN AND THE CIVILIAN PERSONNEL REDUCTION PLAN WILL BE FAXED TO EACH COMMAND. COMMANDS MUST ENSURE THAT THEY EXECUTE TO THEIR PLAN OR PROVIDE PROMPT CHANGES TO SAMR-MBA/SAMR-CPP-SM. SEE

PARAGRAPH 13.

6. MACOM COMMANDERS AND IRA HEADS CONTINUE TO HAVE DELEGATED 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.

THE AUTHORITY MAY BE REDELEGATED NO LOWER THAN COMMANDERS AND HEADS OF SUBORDINATE ACTIVITIES. THIS DELEGATION DOES NOT APPLY TO RIF OR TOF ACTIONS INVOLVING SES MEMBERS. HQDA MUST BE NOTIFIED OF SUCH

RIFS AS DISCUSSED IN PARAGRAPH 9C BELOW.

7. THE ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS) RETAINS APPROVAL AUTHORITY FOR ACTIONS INVOLVING INVOLUNTARY SEPARATION BY RIF, OR TOF OUTSIDE THE COMMUTING AREA, OF 50 OR MORE DIRECT HIRE, PERMANENT U. S. CITIZEN EMPLOYEES, INCLUDING ACTIONS

ASSOCIATED WITH BASE REALIGNMENT AND CLOSURE (BRAC). SUCH REQUESTS MUST BE SUBMITTED/APPROVED IN ACCORDANCE WITH PARAGRAPH 9D BELOW.

8. MACOM COMMANDERS/IRA HEADS CONTINUE TO HAVE DELEGATED AUTHORITY TO USE VSIP AND MAY REDELEGATE THIS AUTHORITY TO THE LOWEST PRACTICAL LEVEL. VSIP USE MUST COMPLY WITH GUIDANCE AND CRITERIA OF REFERENCE

F. THIS DELEGATION REMAINS UNCHANGED. EXPANSION OF VSIP ACROSS DEPARTMENT OF DEFENSE COMPONENT LINES IS DISCUSSED IN SUBCHAPTER 7, SECTION B.2(B) (3) OF REFERENCE F. YOU ARE ENCOURAGED TO PARTICIPATE IN THE EXPANDED VSIP PROGRAM; HOWEVER, YOU MAY EXCLUDE SPECIFIC

SKILLS FROM THE PROGRAM WHEN COMPELLING CIRCUMSTANCES EXIST. ALSO, THERE WILL BE SITUATIONS WHERE THE ACTIVITY DOES NOT HAVE FUNDS TO

PAY FOR THE VSIP AND THE OTHER CONCERNED ARMY OR OTHER COMPONENT ACTIVITY WILL NOT AGREE TO REIMBURSEMENT. IF AGREEMENT CANNOT BE

REACHED ON REIMBURSEMENT IN THESE INSTANCES, YOU NEED NOT PARTICIPATE. COMMANDERS UNDERGOING REDUCTIONS OR REALIGNMENT MAY REQUEST EXEMPTION FROM PARTICIPATION IN THE EXPANDED VSIP PROGRAM BY SUBMITTING THE REQUEST TO THE ARMY COMPONENT COORDINATOR IN SAMR-CPP-SM.

9. DUE TO CONTINUED HIGH SENSITIVITY OF ADVERSE PERSONNEL ACTIONS, HQDA REQUIRES INFORMATION TO KEEP THE ARMY AND OSD LEADERSHIP APPRISED, INFORM APPROPRIATE MEMBERS OF CONGRESS IN ADVANCE,

RESPOND TO QUERIES, AND DEFEND ACTIONS BEING TAKEN. WE ARE RECEIVING AN INCREASING NUMBER OF INQUIRIES, SOME INVOLVING RIF PLANNING IN THE EARLY/CONTINGENCY STAGES. THE FOLLOWING OUTLINES THE REDUCTION PLANNING PROCESS AND MODIFIES NOTIFICATION AND CLEARANCE REQUIREMENTS FOR REDUCTION ACTIONS WHEN A RIF IS BEING CONTEMPLATED OR TO BE INITIATED.

A. WHEN WORKYEAR AND END STRENGTH REDUCTIONS ARE NOT SEVERE AND/OR A REALIGNMENT ACTION DOES NOT INVOLVE SIGNIFICANT SKILLS/GRADE MIX

CHANGES, THE REDUCTION CAN USUALLY BE ACHIEVED WITHOUT RESORTING

TO RIF BY RELYING ON NORMAL WORK FORCE LOSSES (OPTIONAL RETIREMENTS, RESIGNATIONS, TRANSFERS, REASSIGNMENTS OUT OF THE MACOM/ACTIVITY, ETC.) COUPLED WITH INFORMAL OR FORMAL HIRING CONTROLS, REDUCING

NON-ESSENTIAL EXPENDITURES, CROSS-LEVELING PERSONNEL, RETRAINING EMPLOYEES, AND TERMINATING NON-CRITICAL TEMPORARY EMPLOYEES. THERE IS NO NEED TO INFORM HQDA OF SUCH REDUCTION ACTIONS, UNLESS 50 OR MORE TEMPORARY EMPLOYEES ARE TO BE TERMINATED. IF 50 OR MORE TEMPORARIES ARE TO BE TERMINATED, NOTIFY HQDA, ATTN: SAMR-CPP-SM AT LEAST TWO WEEKS IN ADVANCE OF THEIR RELEASE.

B. WHEN NORMAL WORK FORCE LOSSES AND THE ABOVE REDUCTION METHODOLOGIES MAY NOT BE SUFFICIENT, CONTINGENCY PLANNING FOR A RIF NEEDS TO BEGIN. ACTIVITIES MUST NOTIFY HQDA, SAMR-CPP-SM IMMEDIATELY IN ALL INSTANCES WHEN RIF CONTINGENCY PLANNING BEGINS.

AS SOON AS YOU CONTEMPLATE A RIF, PHONE IN A REPORT TO MR. HOWARD PUGH AT DSN 221-6564 OR COMMERCIAL 703-325-6564 OR MR. DALE RIDDERHOFF AT DSN 221-9972 OR COMMERCIAL 703-325-9972. SEE PARAGRAPH 10. IT IS IMPORTANT THAT SUCH NOTIFICATION PRECEDE ANY

DISCUSSIONS WITH LABOR UNIONS OR NOTIFICATION OF THE WORK FORCE IMPACT AND IMPLEMENTATION BARGAINING WITH UNIONS OR NOTIFICATION OF THE WORK FORCE OR THE PUBLIC REGARDING THE POSSIBILITY OF A RIF. THIS TELEPHONE REPORT MUST BE FOLLOWED UP WITH A WRITTEN UPDATE

TO THE CIVILIAN PERSONNEL REDUCTION PLAN.

C. WHEN PLANNING HAS EVOLVED BEYOND THE CONTINGENCY STAGE, AND A SMALL RIF (LESS THAN 50 EMPLOYEES TO BE SEPARATED) IS PROJECTED, HQDA MUST BE NOTIFIED AS SOON AS A PLANNED RIF EFFECTIVE DATE HAS

BEEN ESTABLISHED. IN ALL INSTANCES, HQDA MUST BE NOTIFIED BEFORE IMPACT AND IMPLEMENTATION BARGAINING WITH THE UNIONS BEGINS OR THE WORK FORCE/PUBLIC IS NOTIFIED OF THE PLANNED RIF EFFECTIVE DATE.

HQDA MUST BE NOTIFIED AT LEAST 60 DAYS PRIOR TO ISSUANCE OF RIF NOTICES. PROVIDE THE INSTALLATION NAME, THE REASON FOR THE ACTION, THE NUMBER OF POSITIONS ELIMINATED, PROJECTED NUMBER OF INVOLUNTARY

SEPARATIONS, WINDOW DATES FOR VERA AND VSIP, AND THE PROPOSED RIF NOTICE ISSUE DATE AND EFFECTIVE DATE.

D. WHEN A LARGE RIF (50 OR MORE EMPLOYEES TO BE SEPARATED) IS PROJECTED, A REQUEST FOR CLEARANCE OF THE RIF MUST BE SUBMITTED IN ACCORDANCE WITH PREVIOUSLY ESTABLISHED SUBMISSION GUIDANCE AND UPDATED FORMATS TO BE PROVIDED BY E-MAIL OR FAX. NO PUBLICITY OF THE PROPOSED RIF EFFECTIVE DATE CAN BE MADE UNTIL HQDA HAS

CLEARED THE RIF AND HQDA HAS FORMALLY INFORMED CONGRESS. SEE PARAGRAPH 10.

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

10. THE ABOVE NOTIFICATION AND CLEARANCE REQUIREMENTS APPLY TO ALL RIF ACTIONS TO INCLUDE BRAC ACTIONS. RIF NOTIFICATION CLEARANCE REQUESTS MUST BE SUBMITTED THROUGH COMMAND CHANNELS TO OFFICE OF

THE ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS), ATTN:SAMR-CPP-SM, 200 STOVALL STREET, ALEXANDRIA, VA 22332-0300.

11. VERA REQUESTS MAY BE SUBMITTED AS APPROPRIATE TO HELP AVOID INVOLUNTARY SEPARATIONS. SINCE A PROPOSED RIF EFFECTIVE DATE MUST BE ESTABLISHED BEFORE VERA CAN BE REQUESTED, THE VERA REQUEST MUST BE SUBMITTED TO SAMR-CPP-SM CONCURRENT WITH OR FOLLOWING YOUR RIF

NOTIFICATION OR CLEARANCE REQUEST. A REVISED FORMAT FOR VERA FACT AND JUSTIFICATION SHEETS WILL BE SENT TO YOU BY E-MAIL OR FAX IN THE NEAR FUTURE. BT

UNCLAS FINAL SECTION OF 03

12. COMMANDS MUST ENSURE THAT ACPERS/DCPDS REFLECTS ACCURATE REPORTING OF STRENGTH LEVELS AND DFAS/CMOD REFLECT THE PROPER EXECUTION OF CIVILIAN WORKYEARS/PAY DOLLARS. FAILURE TO CORRECT

ERRORS CAN RESULT IN MANPOWER AND/OR DOLLAR REDUCTIONS. IN THIS REGARD, YOU NEED TO ENSURE THAT PROCEDURES ARE IN PLACE FOR ACCURATE REPORTING OF INTERMITTENT EMPLOYEES WHO WORKED DURING THE MONTH

(LINE 8 OF THE SF-113). ALSO, ENSURE THAT SOUND PROCEDURES ARE IN PLACE FOR TIMELY PROCESSING OF ALL CIVILIANS PERSONNEL ACTIONS, PAYING PARTICULAR ATTENTION TO ACTIONS MOVING EMPLOYEES TO AND FROM LEAVE WITHOUT PAY STATUS.

13. EACH MACOM/IRA IS TO SUBMIT A FY 98/99 CIVILIAN MANPOWER EXECUTION AND A PERSONNEL REDUCTION PLAN TO REACH SAMR NOT LATER THAN FEBRUARY 13, 1998. SPECIFIC FORMATS FOR THE CIVILIAN MANPOWER EXECUTION PLAN AND PERSONNEL REDUCTION PLAN WILL BE SENT TO YOU

BY E-MAIL OR FAX.

14. POINTS OF CONTACT ARE MS. DORIS BREWER, SAMR-MBA, DSN 227-8949 OR 703-697-8949, FOR MANPOWER ISSUES,

MR. DALE RIDDERHOFF, DSN 221-9972 OR 703-325-9972, FOR RIF ISSUES, AND MS. CARMEN REIMER, DSN 2219979 OR 703-325-9979, FOR VERA ISSUES. BT