

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

Restructuring for Student Achievement

Financial, Business and Support Operations



Workforce Shaping

Fall 2016

- **RSA Purpose**

- To improve support to schools and become a standards-based education system -> aligned curriculum, instruction, assessments and professional development
- Realignment of full-time employees to meet DoDEA's priorities

- **Scope**

- Limited to above-school-level workforce DoDEA-wide
- Appears to be sufficient positions to accommodate those above-school-level employees – **However some will need to apply to vacancy announcements**
- Some positions may have different functions or will be performed in a new location or echelon

Workforces Reshaping continued...

- **Shaping Tools**

- Release of Temporary employees (NTE appointees, Reemployed annuitants)
- Management Directed Reassignments (MDR)
- Overseas Tour curtailment/Exercise Return Rights
- Voluntary Early Retirement Authority (VERA)/Voluntary Separation Incentive Pay(VSIP)
- Reduction in Force (RIF)

- **Timing**

- Phase 1 – Completed 24 July 2016 – Included HQ Education, CILs, district offices
 - NO employees were involuntarily separated!
- Phase 2 – Finance and Business Operations Employees
 - If RIF is necessary projected effective date --- 24 June 2017

- **Communications**

- General Notice of Possible RIF
- DoDEA website <http://www.dodea.edu/Restructuring/index.cfm>

The words no one wants to hear...

Our organization may be undergoing a RIF!

- Employee's first thought is their job will be abolished and they will be unemployed. BUT, a RIF is *an orderly and systematic process for making necessary organizational changes.*
- Actions leading up to, and during, the RIF process can actually keep people from losing their jobs.

RIF Purpose/Cause

- RIF is the release of competing employees from the competitive levels by
 - reassignment, demotion, separation (or furlough of 30 days or more):
- When release is due to:
 - Lack of work;
 - Reorganization or downsizing;
 - Shortage of funds; or
 - The exercise of reemployment/restoration rights

RIF Preparation

Defining Competitive Areas (DODEA AI 5820.01)

- Establish Ground rules
- Data clean-up
 - Personnel Data Sheets (PDS)(preliminary in June, final in Sept)
 - Employees prepare/submit updated resume w/PDS
 - Correct OPFs as needed
- Identify employees:
 - On Workers' compensation
 - On Leave Without Pay (LWOP) with return rights
 - With other mandatory return, re-employment or restoration rights (i.e., overseas employees)

Mechanics of RIF

- Establish Retention Registers – based on
 - Competitive Area
 - Competitive Level
 - Tenure group and veteran preference subgroups
 - Length of service – adjusted from RIF Service Computation Date (SCD)
 - Performance ratings*

NOTE: Competitive and Excepted Service employees (e.g., ADs, VRA, etc.) do not compete with each other in RIF

***NOTE: NDAA 2016 will change impact of performance ratings in RIF when implemented. Implementation is NOT anticipated until after Phase II**

DoDEA Competitive Areas

(Boundaries within which employees compete)

- **HQ DoDEA:**

- Employees located at HQ – single competitive area;
- Employees assigned in Areas (physically away from HQ) – separate HQ competitive area in that district/location(complex)

- **DoDEA Pacific and Europe: Geographical boundaries of current districts**

Pacific

- East
- West
- South

Europe

- East
- West
- South

- **DoDEA Americas:** All Americas (previously known as DDESS) employees within a commuting area (school complex) to include district office employees if within same commuting area
 - Americas Southeast District Office is located at Fort Benning
 - Americas Mid Atlantic District Office is located at Fort Bragg

- Grouping of similar positions in the **SAME COMPETITIVE AREA**
 - Same grade (Block 18 on SF-50)
 - Same series (Block 17 on SF-50)
 - Same pay plan/pay schedule (Block 16 on SF-50)
 - Same work schedule (Block 32 on SF-50)
 - Same/similar duties
 - Same qualification requirements
- Separate competitive levels:
 - **Competitive** service positions and **Excepted** service positions (Block 34 on SF-50)
 - Different pay plans/pay schedules
 - Different work schedules
 - Trainee/developmental positions

Tenure Groups

- **GROUP I** – Career (generally over 3 years Federal service)
- **GROUP II** – Career Conditional (Generally 0-3 years of Federal service)
- **GROUP III** – Indefinite Appointment (Term and Temporary Employees >1 yr)

(This information is listed on the SF-50, Block 24; it will also be contained on the PDS)

Sub Groups

- **Subgroup AD** – 30% or more compensable service connected disabled veterans
- **Subgroup A** – Other veterans who meet eligibility for preference
- **Subgroup B** – Non-preference eligible

(This information is listed on the SF-50, Block 26; it will also be contained on the PDS – Don't confuse it with Veterans' Preference for employment which is Block 23)

RIF Service Computation Date (RIF-SCD)

- Reduction in Force Service Computation Date (RIF-SCD) - The constructed date from which an employee's length of service is derived for reduction-in-force (RIF) purposes. The computation includes:
 - All civilian service performed as a Federal employee
 - All active service performed in a uniformed service, **UNLESS retired military** – then only military service during a war declared by Congress or performed during a campaign or expedition for which a campaign badge has been authorized.
 - Does not include most Non-Appropriated Fund service time

Adjusted Length of Service Credit

- RIF-SCD is adjusted by credit for Performance:
 - Total creditable Federal civilian and military service
 - Adjusted to give credit for **average of 3 most recent** annual performance appraisals in the preceding 4 year period:
 - Exceptional – 20 years credit
 - Highly Successful – 16 years credit
 - Fully Successful – 12 years credit

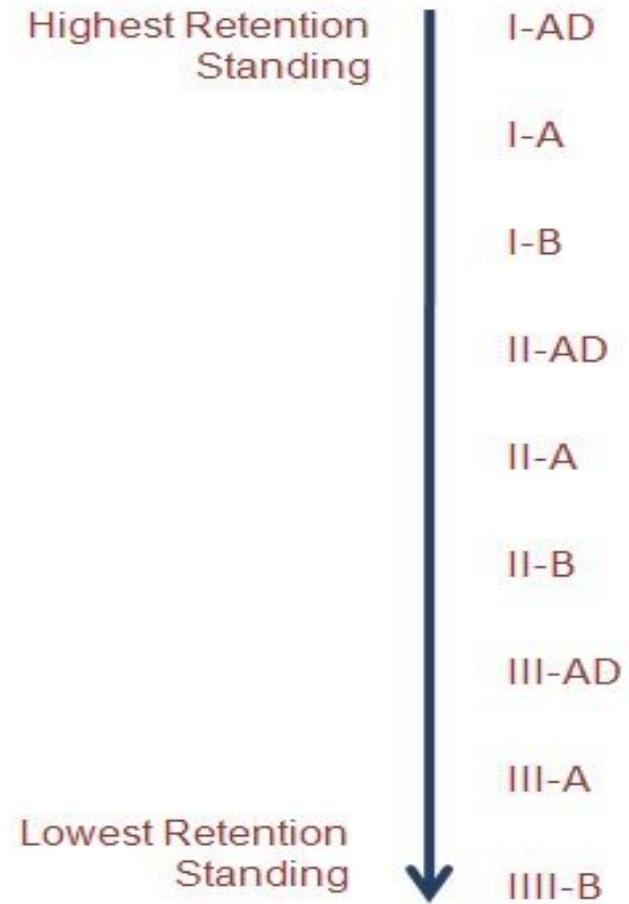
EXAMPLE:

2016 – Highly Successful/Proficient (4)	16
2015 - Fully Successful (3)	12
2013 – Exemplary (5)	20

Total = 48 divided by 3 = 16 years credit

Retention Registers

- Retention standing is designated first by the tenure group (I-Career, II-Career Conditional or indefinite) then by the veterans' preference sub- group (AD, A B).
- Service credit and performance ratings determine the standing within the group/subgroup combination.



Sample Retention Register

Employees are placed in order by Group/Subgroup, and in order within each grouping by RIF SCD, which is the adjusted date after including performance ratings.

GS-0343, Full Time			
Group/Subgroup	Employee Name	SCD	RIF SCD
I-AD	Smith, Joseph O.	4/2/1973	4/2/1957
I-A	Brown, Nathaniel T.	11/14/1966	11/14/1950
	Wilson, Chelsea A.	7/31/1965	7/31/1953
I-B	Downs, Christopher	6/17/1964	6/17/1944
	Wright, Mary S.	3/28/1994	3/28/1974
	Finn, Charles N.	4/15/1993	3/28/1977
	White, Beatrice L.	8/22/1995	8/22/1979
II-A	Robinson, John H.	8/21/2001	8/21/1981
II-B	Keane, Susan M.	3/13/2002	3/13/1982

RIF Competition

- **Competitive service:**
 - ROUND ONE - Determine which employee(s) has lowest retention standing. Then use RIF procedures to release the lowest standing employee(s) from the competitive level
 - ROUND TWO – Use 4 retention factors, to determine if released employee(s) has a **bump** or **retreat right** to a position in a different competitive level (held by an employee(s) with an even lower retention standing)
- **Excepted service:**
 - One round only – released employee is separated – NO Bump or Retreat rights

Bump - displacing an employee on a different competitive level who is in a lower tenure group, or in a lower subgroup within the released employee's own tenure group

GS-0343-11 FULL TIME				GS-0343-09 FULL TIME			
Group/Subgroup	Employee Name	SCD	RIF SCD	Group/Subgroup	Employee Name	SCD	RIF SCD
I-AD	Smith, Joseph O.	4/2/1973	4/2/1957	I-A	Murae, Itz A	4/2/1973	4/2/1957
I-A	Brown, Nathaniel T.	11/4/1966	11/14/1950		Sup, Was	11/14/1966	11/14/1950
	Wilson, Chelsea	7/31/1965	7/31/1953		Stickmaker, Cand L.	7/31/1965	7/31/1953
I-B	Downs, Christopher	6/17/1964	6/17/1944	I-B	Tale, Know D.	6/17/1964	6/17/1944
	Wright, Mary S.	3/28/1994	3/28/1974		Cent, Imin O.	3/28/1994	3/28/1974
	Finn, Charles N.	4/15/1993	4/15/1977		Aight, Henry D.	4/15/1993	4/15/1977
	White, Beatrice	8/22/1995	8/22/1979		Diggett, Canue	8/22/1995	8/22/1982
II-A	Robinson, John H.	8/21/2001	8/21/1981	II-B	Banks, Robyn	1/13/2002	1/13/1990
II-B	Keane, Susan M.	3/13/2002	3/13/1982				

Round 1: Two positions in the competitive level have been abolished, so John Robinson and Susan Keane are released.

Round 2: John Robinson can “bump” Robyn Banks (John is a group II-A on his register while Robyn is the only II-B on the register) Susan Keane was in the lowest position on the retention register. Robyn Banks and Susan Keane are separated as a result of the 2 positions being abolished.

“Retreating” means displacing an employee on a different competitive level with less service within the released employee’s own tenure group and subgroup

GS-0343-11				GS-0343-09			
Group/Subgroup	Employee Name	SCD	RIF SCD	Group/Subgroup	Employee Name	SCD	RIF SCD
I-AD	Smith, Joseph O.	4/2/1973	4/2/1957	I-A	Murae, Itz A	4/2/1973	4/2/1957
I-A	Brown, Nathaniel T.	11/4/1966	11/14/1950		Sup, Was	11/14/1966	11/14/1950
	Wilson, Chelsea	7/31/1965	7/31/1953		Stickmaker, Cand L.	7/31/1965	7/31/1953
I-B	Downs, Christopher	6/17/1964	6/17/1944	I-B	Tale, Know D.	6/17/1964	6/17/1944
	Wright, Mary S.	3/28/1994	3/28/1974		Cent, Imin O.	3/28/1994	3/28/1974
	Finn, Charles N.	4/15/1993	4/15/1977		Aight, Henry D.	4/15/1993	4/15/1977
	White, Beatrice	8/22/1995	8/22/1979		Diggett, Canue	8/22/1995	8/22/1982

Round 1: Beatrice White has been released.

Round 2: Beatrice can “retreat” to Canue Diggett’s position because Beatrice

Either previously held a GS-343-09 position, or a position that was essentially identical.

(they are both in I-B, but Beatrice has an earlier RIF SCD.)

Sample Retreat to a Different Competitive Level

Example: Beatrice White, who was released from GS-343-12 competitive level by RIF, has the right to retreat to a position held by Charles Gabriel in the GS-560-11 competitive level. This is the best offer available to her, she is qualified for the position. Then we determine whether Charles Gabriel has a bump or retreat right to another position on a different retention register. No higher standing employee has a right to this GS-560-11 position.

GS-560-11

Group/Subgroup	Employee Name	SCD	RIF SCD	Action
I-AD	Malone, Michael M.	01-19-79	01-19-65	
I-B	Cook, Joseph G.	05-01-94	05-01-74	
	Gabriel, Charles N.	08-13-93	08-13-81	Displaced by White; lowest retention standing; released; separated

After Beatrice White retreats to the position held by Charles Gabriel, the retention register for the GS-560-11 positions looks like this:

GS-560-11

Group/Subgroup	Employee Name	SCD	RIF SCD
I-AD	Malone, Michael M.	01-19-79	01-19-65
I-B	Cook, Joseph G.	05-01-94	05-01-74
	White, Beatrice L.	08-22-95	08/22/79

Reemployment Priority List (RPL)

- Provides reemployment consideration for former **competitive** employees of DoD
- Considered for vacancies within **commuting area** of former position only
- RPL must be cleared before filling position by new appointment, reinstatement or transfer from outside DoDEA
- **Optional** registration by employee
- Updated resume required

Employee RIF Notice

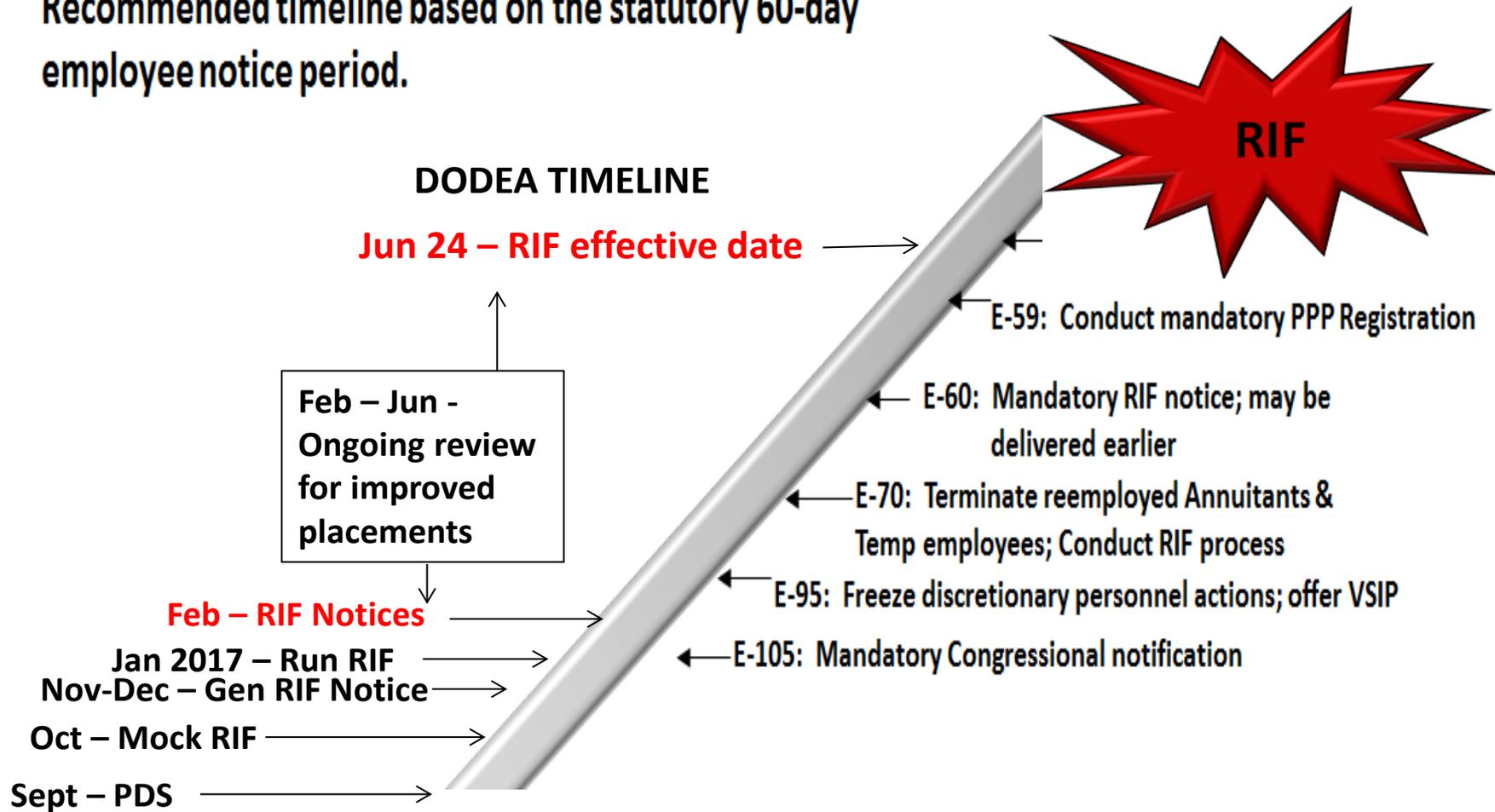
- Written notice to individual employee required at least 60 days before release from the competitive level by a RIF action
- Content:
 - Action being taken, reason, effective date
 - Employee's competitive area, competitive level, subgroup, service date, and 3 most recent rating of record
 - Where employee may inspect regulations and record pertinent to their case
 - Reason for retaining a lower-standing employee in same competitive level (if applicable)
 - Reemployment rights:
 - Register on PPP
 - Register on RPL
 - Employee rights (appeal or grieve)

RIF Appeals and Grievances

- An employee who has been **separated** or **downgraded** due to RIF has:
 - Right to appeal to MSPB if employee believes agency did not properly follow the RIF regulations*
- File appeal within 30-day period from the **effective date** of the RIF action

***NOTE: An employee in a bargaining unit covered by a negotiated grievance procedure that does not exclude RIF must use the negotiated grievance procedure – can only appeal to MSPB if alleges action was based on discrimination**

Recommended timeline based on the statutory 60-day employee notice period.



FACTS:

- Employee moved due to RIF – Gov't funded Permanent Change of Station (PCS) (if meets criteria in Joint Travel Regulation (JTR))
- RIF – structured, orderly and systematic process
- Affected employees may review register they are on
- Displaced employees go on PPP or RPL (as appropriate)
- RPL list used to look for placement of separatees
- Separated employee may continue Federal Employees Health Benefits Temporary Continuation of Coverage (FEHB TCC)for 18 mos (@ same cost)
- Employee provided time for attending information sessions, counseling, PPP registration
- Final pay includes lump sum Annual Leave payout
- Sick leave remains on record (restored if return to any Federal position)
- May be eligible for Unemployment Compensation (Follow State rules)

MYTHS:

- Overseas employee moved due to RIF gets Living Quarters Allowance (LQA) – must be determined on a case by case basis
- Individual RIF Notice cannot be revised/canceled – continuous review of retention register through effective date of RIF
- The agency will find me a job – Employees should actively pursue employment opportunities
- Employee entitled to vacant position
- All separated employees get severance pay
- VERA and/or VSIP must be offered

RIF

- 5 USC Part 3351
- 10 USC 1597
- OPM Workforce Reshaping Handbook
- DoDI 1400.25, Volume 351
- DODEA AI 5820.01

PPP

- DOD Directive 1400.20
- DoD Civilian Personnel Manual, Chapter 18
- DOD PPP Operations Manual

DoDEA website:

<http://www.dodea.edu/Restructuring/index.cfm>

RPL

- 5 USC 3315
- 5 CFR Part 330, Subpart B and Part 353
- DoD Civilian Personnel Manual, Chapter 330
- DOD RPL Guide

RESUME WRITING Webinars- Register online

- October 11th, 9-11 am (EDT)

<https://www.eventbrite.com/e/writing-your-federal-resume-dodea-oct-11-tickets-27744553707>

- October 12, 7-9 pm (EDT)

<https://www.eventbrite.com/e/writing-your-federal-resume-dodea-oct-12-tickets-27744795430>

- **HQ RSA RIF Team**

- Mabel (Jeanne) Sarch
- Emily (Karen) Adelman

- **Ad Hoc Members**

- Bryan Weekley, DoDEA Americas and staff
- Sandi Nell, DoDEA Europe and staff
- Alisha Gayle, DoDEA Pacific and staff
- George Bell, DLA and staff
- Christine Megee, DoDEA HQ HR and staff

Questions



**Submit questions regarding the RSA workforce
Shaping/RIF to:**

opportunitiesoffice@hq.dodea.edu