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**DEFENSE INTELLIGENCE AGENCY
REGULATION NO. 22-24**

**HEADQUARTERS, DEFENSE
INTELLIGENCE AGENCY
WASHINGTON, DC 20301
20 June 1979**

CIVILIAN PERSONNEL

REDUCTION IN FORCE

SECTION A — GENERAL PROVISIONS

1. **PURPOSE:** To prescribe policies and procedures for effecting reductions in force (RIF's) of civilian employees in the Defense Intelligence Agency (DIA).

2. **REFERENCES:**

a. DoD 1400.20-1-M, "DoD Program for Stability of Civilian Employment," 1 September 1977.

b. DoD Directive 5410.10, "Coordination and Clearance of Announcements of Personnel Reductions, Closure of Installations and Reductions in Contract Operations within the U.S.," 2 February 1960.

c. Federal Personnel Manual, Chapter 351.

d. Voluntary Retirement, 5 U.S. Code 8336(d)(2), 12 June 1973, as amended by Section 306 of the Civil Service Reform Act.

3. **APPLICABILITY:** This regulation applies to all DIA elements and civilian personnel.

4. **AUTHORITY:** The Director (DR), DIA, has the authority to conduct a RIF as necessary. When certain specified positions are to be abolished, the provisions in this regulation (including the applicable references in paragraph 2) will be applied in determining which employees go, which remain, and which will be shifted to continuing positions.

5. **DEFINITIONS:** For the purpose of this regulation the following definitions apply:

a. *Competing Employee.* An employee in an

established tenure group; i.e., Group CI or II, or Groups EI, II, or III.

b. *Competitive Area.* The geographical and/or Agency organizational areas in which employees compete for retention in a RIF. Within this definition:

(1) The Washington metropolitan area with its adjacent surrounding suburbs constitute one competitive area for DIA employees assigned to positions there.

(2) Fort Meade, MD, constitutes one competitive area for DIA employees assigned to positions in that locale.

(3) The country in which each Defense Attache Office is located constitutes a separate competitive area for DIA employees assigned to positions in that locale.

c. *Competitive Level.* (See paragraph 12.) Similar positions which comprise the first-round competition for retention purposes. Personnel will be separated from their competitive level on the basis of type of appointment, tenure of appointment, years of Federal Service, veterans' preference, and current official performance rating.

d. *Function.* All or a clearly identifiable segment of the Agency's mission (including all the integral parts of that mission), regardless of the manner in which it is performed.

e. *Performance Rating.* The employee's current performance rating approved in accordance

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with DIAR 22-18, "Official Performance Ratings."

f. *Compensable Preference (CP) Veteran.* This is an employee who has furnished proof of a Service-connected disability of 30 percent or more; whose performance has not been rated unacceptable under the Agency's performance appraisal system; and granted entitlement by the Agency under the law to be retained in preference to other preference eligibles during reduction in force.

g. *Reduction In Force (RIF).* The involuntary release of an employee from a position by means of separation, furlough for more than 30 days, demotion or reassignment, when the release is required because of lack of work, shortage of funds, elimination of a position, reorganization, the exercise of reemployment and restoration rights by an eligible employee, or a change in position resulting in downward reclassification.

h. *Reorganization.* The planned elimination, addition, or redistribution of functions and duties within an organization. Included is any action which deliberately withdraws grade controlling duties from a position resulting in a downgrading of the position.

i. *Retention Preference.* The classification of employees based on years of service by type of appointment, tenure of appointment, and veterans' preference.

j. *Total Qualification Requirements.* Agency qualification standards which include type and length of experience, education, training, suitability, and security criteria for a given position.

6. **SUPERSESSION:** This regulation supersedes DIAR 22-24, 10 September 1974, as amended.

7. **SCOPE:** The provisions of this regulation apply to employees of the Agency serving under Competitive or Excepted Appointments, except as defined in the respective sections of this regulation.

8. POLICY:

a. Statutory and regulatory rights of all employees during any RIF will be observed as outlined in this regulation.

b. Consideration will be given to reassign employees to vacant positions when they meet the qualification requirements of this Agency.

c. A RIF will be administered in a manner which will effect necessary reductions in personnel strength with minimum disruption of the Agency and dislocation of employees.

d. Employees will be fully informed at the earliest possible date of any plans for a RIF which may affect them, of the regulations under which RIF actions will be taken, and of the provisions of the appropriate Federal program for assistance in placing separated employees with or without competitive status.

f. RIF and other termination notices will not be issued with an effective date for separation during the period of 15 December through 3 January, nor will such notices be issued for delivery to employees during this period. If in specific situations available resources preclude the delay caused by this policy, exceptions may be authorized by the DR.

g. Maximum placement assistance will be given all employees separated during a RIF in obtaining other employment in the Washington commuting area.

h. Employees in the competitive service do not have mandatory reassignment rights to positions in the Excepted Service.

i. In accordance with Civil Service directives, RIF procedures will not be taken in lieu of other appropriate personnel actions used for the removal of inadequate employees or for reasons personal to the employee.

9. RESPONSIBILITIES:

a. The DR and/or his key management of-

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officials will determine when and how large a reduction in positions and personnel will be made within any given activity.

b. The Civilian Personnel Officer will:

(1) Recommend RIF procedures when circumstances so dictate.

(2) Determine competitive levels and employees involved, service computation dates of employees, maintain retention preference records and information, and conduct a RIF in accordance with this regulation.

(3) Establish and monitor placement assistance programs in accordance with DoD and Civil Service Commission policies and instructions for personnel involved in a RIF and maintain an Agency Reemployment Priority List.

(4) Inform employees of essential facts pertaining to the need for or cause of a RIF, the procedures under which the RIF will be taken, placement assistance available, and any other items which will insure full understanding.

(5) Ascertain the plans of employees eligible for retirement in a RIF situation as provided in paragraph 10.f.

c. The Civilian Personnel Officer and those Agency officials designated to sign adverse actions listed in enclosure 1 to DIAR 22-6 are authorized to sign RIF notices. No RIF notice will be issued without RPM-1 signature or prior coordination.

10. **ADVANCED PLANNING:** The disruptive effects of a contemplated RIF may be minimized or avoided by thoughtful and careful advance planning. When the probable extent and effects of a RIF have been ascertained, plans to maintain the most efficient organization possible with a minimum interruption of continuing essential operation will be initiated. All levels of management in collaboration with the Comptroller and Civilian Personnel Division will consider the following steps as basic to advanced planning for a RIF:

a. Identify positions essential to the continuing mission which will be retained or those that are determined to be surplus.

b. If irregularities are discovered while preparing for the RIF, they must be corrected before retention registers are established. The Agency will insure before a RIF that:

(1) New or revised positions have been established where there have been recent substantial changes in continuing assignments.

(2) Permanent positions have been established where work once thought to be temporary has become indefinite or permanent, and

(3) All details or short-term assignments to new sets of duties have been officially recorded, and permanent personnel actions are taken where it is clear that details cannot properly be extended. Any oversight concerning the above may result in employees competing in inappropriate competitive levels either to their own disadvantage or the disadvantage of other employees.

c. Stop the hiring of new personnel in jobs for which excess Agency civilian employees are qualified so that vacancies can be used for reassignment of employees who will be adversely affected by the planned RIF.

d. Restrict recruitment to only those positions for which there is a justifiable critical need and for which qualified Agency civilian employees are positively not available.

e. Adhere to the provisions of reference 2.b for initiating public announcements regarding planned RIF actions.

f. Obtain information concerning possible resignations, retirements, and other separation actions with a view to meeting reduced position ceiling limitation through normal attrition.

g. Meet with employees eligible for optional retirement, early voluntary retirements (in a major reorganization, a major RIF, or a major transfer of function), or involuntary retirement

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to ascertain their plans and counsel them as to benefits before initiating RIF procedures or while such procedures are in process. Early voluntary retirement is permitted by law (in a major reorganization, a major RIF, or transfer of function situation as determined by the Office of Personnel Management (OPM)) for employees of any age with at least 25 years' service or after 20 years' service at age 50. A major reorganization, major RIF, or transfer of function situation may extend to the entire Agency, or a component thereof, for a geographic area, or for specific occupations, grade levels, or other entities of the work force. This procedure lessens the impact of the RIF (i.e., an employee may decide to forego his retention rights and voluntari-

ly retire thereby permitting the Agency to retain an employee who would otherwise be separated). To avoid any implication of coercion, the employee must be fully informed of his retention rights under the RIF regulations. A completed Standard Form 52 (Request for Personnel Action) will accompany the employee's retirement application.

11. PROMOTIONS PENDING REDUCTION IN FORCE: Permanent promotions will not be made when a substantial RIF is announced by the Agency. However, exceptions may be made in those cases where a promotion is mandatory in order to satisfy an employee's enforceable assignment rights, or when a reassignment candidate is not available to fill a vacant position.

SECTION B — RETENTION CRITERIA

12. COMPETITIVE LEVELS: The Civilian Personnel Office will establish competitive levels and will collaborate with operating officials whenever appropriate. In all cases, competitive levels will be established simultaneously with the establishment of a position and will be based on the criteria outlined herein. When an existing position is revised, the competitive level will be reviewed and revised when required. Whenever RIF action is anticipated, the Agency will review the competitive level structure for all positions in the effected competitive area in order to identify and eliminate any possible errors. Corrective actions taken will be recorded, dated, and will be available for inspection purposes. When positions bearing the same title, series, and grade are assigned different competitive levels, the distinction between the separate categories will be clearly explained in a written statement to be filed in the official record entry (Competitive Level Code Manual). Every effort will be made, however, to use descriptive parenthetical title modifiers wherever

possible and appropriate to avoid having positions with identical titles in separate competitive levels. Such modifiers will serve the dual purpose of identifying and defining the basis for establishing separate competitive levels within classes of positions having certain common characteristics. The following criteria will be used in assigning positions to competitive levels:

a. Separate competitive levels will be established for competitive positions as distinguished from excepted positions.

b. Among both excepted and competitive positions, separate competitive levels will be established for positions:

- (1) Under separate pay schedules;
- (2) Filled on a part-time basis; and
- (3) Filled on a WAE (when actually employed) basis.

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c. Separate competitive levels will be established for supervisory versus nonsupervisory positions.

d. General clerical positions at the GS-3 level or below usually will be interchangeable within the grade.

e. Positions are in the same competitive level if they require knowledge, skills, abilities, and aptitudes that are sufficiently similar to get the work done without serious harm or unduly interrupting the Agency's work program and mission if the employees are interchanged. (Agency in this sense means the entire competitive area.) In no case, however, does undue interruption mean mere inconvenience. Serious inconvenience and even severe interruption of the work program are often the unavoidable results of a RIF. Undue interruption, therefore, is a degree of interruption that would prevent the completion of required work within the allowable limits of time and quality. It naturally follows that any finding of undue interruption must be related directly to the nature of the particular work program to be affected. Depending upon the pressures of priorities, deadlines, and other demands, the ordinary work program probably would not be unduly interrupted if optimum quality and quantity of work were regained within 90 days after a RIF. Lower priority programs might tolerate even longer interruption. Certain trainee or developmental positions may be in different competitive levels from regular positions because the qualifications required for assignment to trainee or developmental jobs are different.

f. A competitive level may consist of one position if it is unique in the sense that it is not interchangeable with any other positions.

g. The retention register must list every competing employee officially assigned to, or temporarily promoted from, a position in the competitive level except employees on military duty with restoration rights. Except for employees on temporary promotions or reassignments, an employee's official position is the position in

which the Agency carries him on the rolls and pays him. All competing employees officially assigned to positions in the competitive level are listed on the register for that level whether they are on active duty, on detail to positions in other levels, on paid or unpaid leave, or on non-military furlough. All competing employees temporarily promoted or reassigned from positions in the competitive level to positions in other competitive levels are listed on the register for the level *from* which temporarily promoted or reassigned. Employees who are not competing employees, but who are officially assigned to positions in a competitive level for which a retention register is prepared, are listed apart from the retention register but on the same document, because the Agency must remove all of them from positions in the level before releasing any competing employee from the level by RIF action.

13. TENURE OR RETENTION GROUPS: Competition for retention within a competitive level in a RIF is based upon type and tenure of appointment, years of Federal Service, performance ratings, and veterans' preference. In accordance with these requirements, competing employees are placed in Retention Group I, II, or III according to the tenure of their appointment as follows:

a. Employees serving in competitive positions within this Agency will be placed in retention groups as follows:

(1) *Group CI*. This group consists of all career employees who are serving with competitive status and career tenure after having completed the 3-year service requirement for career tenure.

(2) *Group CII*. This group consists of all career-conditional employees who have not satisfied the 3-year service requirement for career tenure and/or have not completed the probationary or trial periods.

b. Employees serving in excepted positions with this Agency will be placed in retention groups as follows:

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(1) *Group EI.* Permanent Agency employees serving under an "Excepted Appointment" without restrictions or conditions. The trial period required for newly appointed managers and supervisors (see DIAR 22-31) is not considered a restriction under this definition.

(2) *Group EII.* Employees serving under an "Excepted Appointment-Conditional" who have not completed their trial period or have not satisfied the 3-year service requirement for permanent tenure, but who have met all other employment conditions for movement into the permanent work force. The trial period referred to above does not include the trial period required for newly appointed managers and supervisors (see DIAR 22-31).

(3) *Group EIII.* Employees serving under an "Excepted Appointment-Indefinite: or employees serving under any type of temporary excepted appointment with more than 1-year current continuous service under such temporary appointment. Employees in this subgroup have not met certain specified employment conditions for movement into the permanent work force.

c. Employees serving under an appointment with a definite time limitation of 1 year or less are not categorized in any of the above groups since they are not subject to RIF competition. However, employees in this category will normally be the first to be released during a RIF.

14. **RETENTION SUBGROUPS:** Within each of the above listed major retention groups, employees entitled to veterans' preference are placed in Subgroup AD & Subgroup A; and all others in Subgroup B, i.e., a Permanent Excepted employee or a Career Competitive employee with a 30 percent Service-connected disability veterans' preference would be in Group IAD in their respective competitive levels. All employees entitled to veterans' preference would be in Group IA; and other permanent employees would be in Group IB of their respective competitive levels. Group IB employees would be separated before Group IA & IAD employees.

15. **LENGTH OF SERVICE AND PERFORMANCE RATINGS:**

a. Within each retention subgroup (paragraph 14), employees are ranked by years of Federal Service. Total Federal Service is determined by adjusted service dates which reflect total length of service and performance rating credit as may be applicable. Four years of service credit for retention are added to the length of service for an "Outstanding" performance rating. Two years of service credit for retention are added to the employee's length of Federal Service for a "Superior" performance rating. The ratings remain valid until the due date of the employee's next official performance rating. However, if prior to such date the employee is moved to another position requiring the assignment of an entrance rating of "Satisfactory," the additional service credit becomes invalid as of the effective date of the personnel action. No additional service credit for retention is given for a "Satisfactory" performance rating.

b. The employee performance rating in effect as of the date a RIF notice is issued will be used in determining relative retention standing. Any subsequent performance rating change occurring during notice period will have no effect.

16. **CREDITABLE SERVICE:**

a. Any civilian service as an employee of the Federal Government or the District of Columbia Government is creditable for RIF purposes if it is creditable for Civil Service retirement. Generally, all such Federal Service is creditable. Creditability of service will be determined by reference to Chapter 351, Appendix A, Section A-2 and Supplement 296-31, Appendix B, Subchapter 210 of the Federal Personnel Manual (FPM).

b. Periods of active military duty, either for service or training, are creditable. This credit is not dependent upon honorable discharge and is given without regard to veterans' preference. However, when lost time appears on a serviceman's discharge papers, that period is excluded from credit. Service credit for employees retired

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from the Military Service will be computed in accordance with Subchapter 210, FPM Supplement 296-31.

c. Merchant Marine Service is creditable as Federal Service only when it occurred between 1 May 1940 and 25 July 1947 and if it interrupted non-temporary employment with the Federal Government or District of Columbia, and the employee was reemployed in accordance with Public Law 660, 79th Congress, which amends Public Law 87, 78th Congress.

d. Periods of time spent by Japanese-Americans, who spent time after age 18, in World War II internment camps is creditable as Federal Service. This creditable service, resulting from the enactment of PL95-382, may be applied to the computation of service credit dates as explained in FPM Supplement 296-31, Appendix B, Subchapter 210.

17. SERVICE DATE:

a. The service date for each employee is either:

(1) The date of an employee's entrance on duty with the Agency when there is no prior military or civilian service; or

(2) A constructive date of entrance on duty established to reflect 4 years or 2 years of additional service for performance rating credit as outlined in paragraph 15; and or

(3) A constructive date of entrance duty established to reflect credit for all creditable Federal civilian or military service as if it had been continuous and immediately preceding the current appointment.

b. Except for any adjustment required to reflect a change in performance credit, the established service date will be valid as long as an employee's service with this Agency is continuous.

c. Any break in service or leave without pay in excess of 6 months, except leave without pay

during a period of compensation under the Federal Employee's Compensation Act, will necessitate recomputation of the service date.

18. DETERMINING RETENTION STANDING:

a. Retention of employees in a RIF is based on their competitive level and within the competitive level by tenure of appointment, veteran versus nonveteran, performance rating, and total length of service.

b. Prior to conducting a RIF, a determination will be made as to which competitive levels will be affected, as specified in paragraph 9.a. Once this determination is made, retention registers will be prepared listing all employees holding positions in the competitive levels and employees temporarily promoted from the competitive levels affected by the RIF. This register, prepared in the format illustrated in enclosure 1, will list employees within each competitive level and employees temporarily promoted from each competitive level by RIF Subgroups; i.e., Group IAD, IA, IB, IIAD, IIA, IIB, IIIAD, IIIA, and IIIB.

c. Employees will be ranked within each subgroup by the service date established in accordance with paragraph 17.

d. When employees in the same subgroup have identical service dates, the Agency may at its discretion select any of these employees.

e. When a RIF requires one or more employees to be released from a competitive level, all Group III employees will be selected for release before any Group I or II. All in Group II will be released before any in Group I. Within each group, all in Subgroup B will be selected for release before any in Subgroup A and all in Subgroups A and B before any in Subgroup AD. Within each subgroup, employees are selected for release in order of their service dates with the more recent dates being selected first.

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f. For record purposes and to determine variables in release of employees, the Agency will list on a sheet separate from the retention register the names and expiration dates of the appointments or promotions of employees serving in positions in the competitive levels under spe-

cifically limited temporary appointments or temporary promotions, followed by the names of employees serving in positions in the competitive levels with performance ratings of less than "Satisfactory."

SECTION C - REDUCTION IN FORCE ACTIONS

19. RELEASE FROM COMPETITIVE LEVEL:

a. No competing employee will be released from a competition level while another employee with a specifically limited temporary appointment, a specifically limited temporary promotion, or an "Unsatisfactory" performance rating is retained in the same competitive level.

b. Competing employees will be selected for release from a competitive level under this regulation in the inverse order of retention standing, beginning with the lowest standing employee on the retention register for the competitive level selected for reduction; i.e., when a RIF requires one or more competing employees to be released from a competitive level, all Group III employees are selected for release before any in Group I or II, and all in Group II before any in Group I. Within each group all in Subgroup B are selected before any in Subgroup A and all in Subgroups A and B before any in Subgroup AD. Within each subgroup, employees will be selected in the order of their service dates, with the more recent service date selected first.

c. A competing employee selected for release from his/her competitive level may be reassigned to a vacant position for which he/she meets the total qualification requirements, or he/she may be furloughed or separated.

d. The Agency may furlough (up to 1 year) a competing employee only when it is intended to recall him/her to duty within 1 year in the position from which furloughed. A furlough is not used unless it is certain that the reduction is a temporary condition and that the furloughed employee will be returned to duty. No action will be taken to separate a competing employee in a RIF while an employee with lower retention standing is on furlough from the same competitive level.

e. *Mandatory Exceptions.* The Agency must give the following special retention priorities:

(1) Preference eligible employees in Group I or II entitled under Section 9 of the Military Selective Service Act of 1967, as amended (50 U.S. Code, App 459) to retention for 1 year after restoration and will be retained over other employees in their subgroup for the retention period.

(2) Nonpreference eligible employees in Group I or II entitled under Section 9 of the Military Selective Service Act of 1967, as amended (50 U.S. Code, App 459) to retention for either 6 months or 1 year after restoration will be retained over other employees in their subgroup for the retention period.

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(3) The reasons for these deviations from the regular order of selection will be recorded on the appropriate retention register for inspection by employees concerned.

20. QUALIFICATIONS FOR ASSIGNMENT: Under normal circumstances an employee must meet minimum qualifications and security standards prior to reassignment to a vacant position. The Agency will, however, make every effort to reassign minimally qualified personnel affected by a RIF to vacant positions insuring minimal undue interruption to the work program, and when appropriate, making exceptions with respect to the qualification standards. The Agency will also take steps, where possible, to train employees facing possible RIF who have potential for reassignment to positions for which the Agency faces shortages of applicants. The Agency will waive physical qualification requirements when feasible for a preference eligible employee with a Service-connected disability of 30 percent or more. However, if the Agency determines that, based on evidence, a 30 percent preference eligible is not able to fulfill the physical qualifications of a position to which he/she would otherwise have been assigned under Part 351 of the Civil Service regulations, that employee must be given a specific notice.

21. NOTICE TO EMPLOYEES:

a. Competing employees selected for release from their competitive levels will receive written notice at least 60 full calendar days before the effective dates of their release. Advance planning for a RIF and transfer of functions must take into consideration the 60-day notice requirement unless the DR determines that, due to exceptional circumstances, a 60-day notice cannot be given.

b. Employees who receive an advance notice of separation, if they so request, will be carried in a leave without pay or annual leave status for such additional time as is necessary to provide a 90-calendar day notice period prior to separation or furlough.

c. A preference eligible, who has a compensable Service-connected disability of 30 percent or more, will receive written notice when the Agency determines that, based on evidence, a 30 percent preference eligible is not able to fulfill the physical qualifications of a position to which he/she would otherwise have been assigned under RIF procedures. The written notice given to the employee will give the reasons for the negative determination concerning his/her inability to fulfill the physical qualification requirements of the position and give the employee the right to respond within 15 days of receipt of the notification to the OPM. At the same time the 30 percent preference eligible is given written notice, the Agency must also notify the OPM of the negative determination. A final OPM decision on the physical ability of the employee to perform the duties of the position must be made before the Agency selects any other person for the position under consideration. The findings of the OPM in each case are final.

22. STATUS DURING NOTICE PERIOD: Generally, employees will remain in a duty status during the notice period. However, under emergency conditions due to lack of work, funds, or sufficient space authorizations, employees may be placed on annual leave or in leave without pay status, with or without their consent, for all or part of the notice period. Such action will be taken only when there is no alternative.

23. PLACEMENT ASSISTANCE FOR AFFECTED EMPLOYEES: The following actions will be taken with respect to an employee who cannot be reassigned to a vacant position within this Agency:

a. When a nontemporary employee is transferred or reassigned to another DoD installation, payment of transportation expenses will be accomplished in accordance with the provisions of the DoD Joint Travel Regulations, Volume 2.

b. Displaced employees who hold or have

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held a career status appointment may apply and be registered in the DoD Nationwide Centralized Priority Placement System (DoD 1400.20-1-M, 1 September 1977) for priority referral and placement in other DoD installations within the commuting area, or to installations beyond the commuting area to which the employee will accept reassignment, in positions and grades for which qualified and eligible. The displaced employee remains registered in the DoD System until placed, declines an appropriate offer (location and grade), or for 12 months after the last day in active duty status. An employee scheduled for RIF demotion remains registered until the effective date of his demotion. Employees in Excepted positions who do not have a career status cannot be registered under the DoD Centralized Referral System.

c. Displaced employees furloughed or separated from a nontemporary position in the Agency without cause will have their names entered on the Agency's eligible reemployment priority list for all DIA positions in the commuting area for which they qualify and are available. Priority consideration will be given these displaced employees for employment only to Excepted positions with a representative rate no lower than that of the position from which separated or at a grade previously indicated to be acceptable by the employee. An individual's name will be deleted from the reemployment priority list: (1) upon the acceptance of any nontemporary Federal position; (2) upon his/her request; (3) upon declination of an offer from the DIA at a grade or rate previously indicated to be acceptable or equivalent to the grade or rate of the position from which the individual was separated; or (4) 1 year from the effective date of separation.

d. The OPM Displaced Employee Program supplements the reemployment efforts of the DIA and DoD in behalf of displaced employees. Specifically, an employee with a career status who is serving in a permanent Excepted posi-

tion is entitled to placement assistance under the OPM's program when (1) the employee has received a RIF notice and the Agency determines that he cannot be placed in another position in his competitive area; (2) the employee declines a transfer with the function to another commuting area or to accept a new assignment to another commuting area, and the Agency determines that he will not be placed in another position in his competitive area. A displaced employee may apply for assistance under the OPM program as soon as he receives a RIF notice. The employee must apply no later than 90 days after the date of separation or furlough. The DIA Civilian Personnel Division will route the displaced employee's application with a registration form to the appropriate office of the OPM for placement assistance.

e. Counseling on and direct referral to job opportunities in other Federal agencies and non-Government organizations.

24. APPEALS:

a. Any employee who receives a notice of specific RIF action and who believes that this regulation or the procedures outlined herein have not been applied correctly may appeal to the Merit Systems Protection (MSP) Board.

b. An appeal to the MSP Board must be in writing, identify the appellant, the agency and the nature and effective date of the action appealed, and state fully the reasons why the action is improper.

c. Appeals to the MSP Board should be discussed with the Personnel Management Specialist of the Personnel Support Branch mentioned in the notice of RIF action. This will insure a technical review of the action prior to any formal appeal to the MSP Board.

d. An appeal may be filed at any time after the employee receives the notice of specific action, but not later than 20-calendar days after

the date of which the RIF action becomes effective. Appeals from outside the continental United States will be deemed timely filed if received within 30-calendar days after the date

on which the RIF action becomes effective. All submissions shall be addressed to: Chief Appeals Officer, Merit Systems Protection Board, 1717 H Street, Washington, DC 20419.

FOR THE DIRECTOR:

OFFICIAL:



J. H. BOWMAN
Acting Assistant Deputy Director
for Support and Services

B. H. ANDERSON, JR.
Colonel, USA
Acting Chief of Staff

Enclosure
Sample of Retention Register

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