

Employment Planning

Are you a supervisor of a US Civilian? If so, you can engage in employment planning. This proactive strategy will help to ensure coverage in civilian positions. An employment plan between our offices will reduce the lapse rate and contribute to 100% use of our allocated civilian work years. Your servicing staffing specialist can provide you with a list of all your positions in your organization and the DEROS dates of the employees assigned to those positions. This worksheet can be used a planning tool to identify career program positions, when to submit fill actions, and identification of employees reaching their 3- and 5-year DEROS dates. This will allow us to develop anticipated vacancy announcements for the positions identified. In most cases, a two-week overlap is authorized for many positions. Ultimately, management identifies the requirements early and the Affirmative Employment section fills them as quickly as possible. What this means is "door to door" servicing. When one employee leaves, the new employee is on board and ready to work. This will only happen if we work together as partners and plan in advance. Please contact your servicing staffing specialist for more information.