

MANAGEMENT DIRECTED REASSIGNMENT PROCEDURES

As a supervisor, there may be times when you have a vacancy in the office and you know of a stateside (or other overseas location) candidate currently at this same pay plan, occupational series, and grade level whom has expressed an interest in "reassigning" to your vacancy. Filling your vacancy as a "management reassignment" action is suppose to be easier than going through the entire recruitment process for the same end result. Because there is always confusion regarding Career Program (CP) and non-career program management reassignments and management swaps, we have established the following procedures in order to assist in effecting these actions in a more timely manner:

- a. The gaining base initiates the request for management reassignment/swap after obtaining concurrence from the losing supervisor.
- b. The gaining base must obtain approval for the action through their MAJCOM functionalist.
- c. The gaining MAJCOM coordinates the action with the losing MAJCOM and advises the applicable Career Program of pending request (if the position is a career program covered position).
- d. The gaining base completes the memorandum, Request for Management Reassignment/Swap and submits it with the SF-52, Request for Personnel Action to the Ramstein Civilian Personnel Office.
- e. The selectee should be advised that the management action is not complete until the gaining Civilian Personnel Flight extends the official employment offer.

The following "checklist" should also assist in explaining the steps this office will follow once in receipt of the SF52 and the signed Memorandum.

Should you have any additional questions, please contact your servicing Staffing Specialist or the Chief of Affirmative Employment.

Sample Memorandum

MEMORANDUM FOR 86 MSS/DPCS (non-career program covered position)
OR AFPC/DPKCD (career program covered position)

FROM: <<Gaining Organization for Management Reassignment/Swap>>

SUBJECT: Request for Management Reassignment or Swap - (Name and SSN of employee being gained in a management reassignment or employees swapping positions)

1. Request management-initiated reassignment of (Mr or Ms Name) from (position, occupational series and grade) at (losing location) to (position, occupational series, grade and CPCN) at (gaining location). (Mr or Ms Name) has agreed to the reassignment. We have obtained (telephonic/e-mail/written) concurrence from the supervisor (name and date) and both <<organizational functional community>> MAJCOM Directors (names and dates). The proposed effective date is (date), and is subject to change. Please note this management reassignment action is not complete until the 86th MSS/DPCS office extends an official employment offer. (Include paragraph 2 below)

OR

1. This is a proposed management swap with (Mr or Ms Name, position, permanent grade, CPCN and SSAN) from (location) and (Mr or Ms Name, position, permanent grade, CPCN and SSN) from (location). IAW DoD 1400.20-1-M, the DoD Priority Placement Program need not be cleared for management swaps. We have obtained (telephonic/e-mail/written) concurrence from the supervisor (name and date) and both <<organizational functional community>> MAJCOM Directors (names and dates). The proposed effective date is (date), and is subject to change. A copy of this request has been provided to the 86th MSS/DPCS office. Please note this management swap action is not complete until the 86th MSS/DPCS office extends the official employment offer. (Include paragraph 2 below)

2. The reason for this reassignment or swap is (Note: approval based on full justification), and is in the best interest of the Air Force. POC for this (management-initiated reassignment or management swap) is (Name) at (DSN telephone/FAX numbers/e-mail address).

Signature Block
Organizational

Commander/Director

cc: HQ USAFE/XX

DOD Stopper/ASARS was entered and cleared on (date). There are no other priorities in the local area.

CPCN # of vacant position: _____

Checklist

MANAGEMENT REASSIGNMENT

CHECKLIST

(those moving from CONUS to Overseas)

	ACTIONS TO BE TAKEN
	Ramstein Organization prepares "Management Reassignment" request letter
	Ramstein Organization prepares SF-52 – Request for Management Reassignment (Management Reassignment Ltr must be attached to SF52)
	Ramstein DPCS (once in receipt of SF52) requests CC1 from losing CPF
	Ramstein DPCS determines "qualifications" of requested employee
	If not qualified, Ramstein DPCS notifies organization – SF52 Returned without Action
	If qualified, tentative offer is made pending successful passing of physical by selectee and dependents (also includes requesting of passport(s))
	Losing CPF will fax physical paperwork to Ramstein DPCS

	Once in receipt of all processing documents, Ramstein DPCS will establish "Entrance on Duty" date between gaining and losing organization (it will be the beginning of a pay period)
	A "shell"/"template" of PCS orders is requested from the losing CPF
	Ramstein DPCS and Ramstein DPCE will finalize the PCS Orders and fax final copy to Losing CPF
	Selected employee begins "out-processing" procedures at departing location (TMO, HHG pickup, shipment of car, etc.)