



# ***USAFE - AFAFRICA***



## **CV-Employee Forum: HQ AFIMSC/MAJCOM Detachment**



**OVERALL BRIEFING CLASSIFICATION:  
UNCLASSIFIED**



# Overview

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- **Background**
- **Air Force Installation & Mission Support Center (AFIMSC)/Detachment**
- **Leadership Implementation Direction**



# *Background*

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- **Government Budget Control Act mandating reductions**
- **SecAF/CSAF decided in July 2013**
  - **Reduce Mgt HQ costs and staff levels by ~20%**
  - **Further centralization of installation management functions**
- **SecAF/CSAF approved AFIMSC under AFMC at CORONA South, Feb 2014**



# *Strategic Narrative*

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- OSD directed a 20% Mgmt HQ reduction across the Services
  - **3.4K** Air Force billets
- AF created Installation & Mission Support Center (AFIMSC) concept to centralize MAJCOM-level installation support & produce **1,535** savings
- Follow-on Mgt HQ reduction of **1,190** positions with no workload adjustment
  - HQ USAF and other actions removed remaining **675**



# USAFE-AFAFRICA

## Impact (346)

DIR	UMD FY2018 MHQ	To AFPC	To AFIMSC	INTERNAL IMSC CORRECTION	REMAIN IN MHQ	HQ REDUX	FINAL MHQ	% Redux
A1	97	10	6		81	3	78	20%
A2	116				116	13	103	11%
A310	247				247	30	217	12%
A47	339		144	-8	203	6	197	42%
A589	132				132	15	117	11%
A6	161		55		106	12	94	42%
CS	99				99	16	83	16%
FM	39		12		30	3	27	31%
HC	6		2		4	0	4	33%
HO	5				5	1	4	20%
IG	9				9	1	8	11%
JA	24		4	-1	21	2	19	21%
PA	26		3		23	2	21	19%
SE	21				21	2	19	10%
SG	41				41	1	40	2%
UK	23				23	3	20	13%
<b>Total</b>	<b>1385</b>	<b>10</b>	<b>226</b>	<b>-9</b>	<b>1161</b>	<b>110</b>	<b>1051</b>	<b>24%</b>

UMD Positions Removed	
Officer	98
Enlisted	134
Civilian	82
Contractors	3
Local Nationals	20
<b>Total Removed</b>	<b>337</b>

Positions/workload to AFIMSC - **236**

Follow-on HQ Redux - **110**



# ***AFIMSC/Detachment***

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- **Centralized Installation & Mission Support Center**
  - **Consolidate management functions**
  - **Single intermediate-level headquarters**
  - **Consolidate redundant resources, process and management overhead**
- **Pending decisions**
  - **Strategic Basing—10 bases under consideration**
  - **Composition of Center and Detachments (org struct/posn details)**
  - **Realignment of some USAFE positions to AFIMSC (CONUS) and Detachment and abolishment of the remainder**
  - **Transfer of Function/Transfer of Work (TOF/TOW) decisions**
  - **Development of UMD auth requirements & position descriptions**
  - **Total (mil/civ) positions in AFIMSC = 350 and Detachment = 74**



# *Leadership Implementation Direction*

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- SAF/FM has assured civilian pay funding through the fiscal year until management decisions are reached
- MGT HQ reductions are clearcut—MAJCOMs are to proceed when ready—pre-RIF early in FY15
- Constructing new organizations like the Center and Detachments takes time and collaborative effort
  - Large team at Andrews AFIMSC Provisional figuring this out
- AFIMSC actions pending key decisions that drive employee placement entitlements
- Leadership needs to work towards “dimmer switch”

*Taking care of affected employees—need to continue to perform MAJCOM work—need to staff AFIMSC w/skilled expertise*



# *Leadership Implementation Direction*

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- **For AFIMSC actions, MAJCOMs have been directed not to move out on pre-RIF reassignments at this time**
  - **Premature outplacement may create negative impact to the workforce –may negate employees’ placement rights/protections**
  - **Premature outplacement may increase difficulty to properly accomplish workload and staff both the Center and Detachments**
- **Direction is to take a controlled, deliberate approach that negates multiple workforce and mission disruptions in placements**



# *Leadership Implementation Direction*

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- **MAJCOMs are to maintain a level of expertise in the pre-identified functions which comprise AFIMSC**
  - **Civilian tour extension requests cannot go beyond 30 Sept 15 (duration of civ pay over-execution and RIF date)**
  - **Tour curtailments not being worked by the 86<sup>th</sup> CPS at this time**
  - **Return Rights are employees' pre-RIF placement**
  - **Actions for family member of military/civilian will be contingent on sponsor's DEROS**
- **Effective 1 Oct 15, positions will belong to AFMC/AFIMSC**
  - **Tour extensions will be jointly worked by 86<sup>th</sup> CPS and AFIMSC management tied with pre-RIF and RIF placements**



# *Leadership Implementation Direction*

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- **HAF/A1 FY15 VERA/VSIP timelines**
  - **Round I (used only for MGT HQ reduction)**
    - **86<sup>th</sup> CPS conducted a survey 6-17 Oct 14—  
separations/retirements effective 31 Dec 14**
    - **CPS did not receive any volunteers & will not effect any  
separations**
  - **Round II**
    - **Survey 23 Mar-3 Apr 15**
    - **Separations/retirements effective 31 May 15**
- **Expect to have more fidelity in AFIMSC and  
Detachment decisions and org structure (UMD  
authorizations/position description reqmts) by this time**



# *Leadership Implementation Direction*

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- **A deliberate, controlled and consistent approach will support an effective transition/hand-off AND protect employees' placement rights under pre-RIF and RIF**
  - **Timeline will not be such where no placement options exists for civilians**
  
- **Understand that some employees are concerned about delays/waiting and want to be out-placed soonest**
  - **Completely voluntary at this stage and through USAJOBS**
  - **Discuss with your leadership, your Career Field Manager, and the 86<sup>th</sup> CPS**



# *Available Resources*

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- **VERA/VSIP/RIF implementation questions:**
  - 86 FSS Civilian Personnel Section DSN 478-6714 or 480-7608
  - <https://ice.usafe.af.mil/sites/435MSG/435SVS/FSP/public/default.aspx>
- **Information available on myPers Homepage at <https://myPers.af.mil>**
  - Additional information on VERA, VSIP and RIF
  - Civilian Workforce Shaping videos
  - Accessing your electronic Official Personnel Folder
  - How to access EBIS for retirement information
  - Access retirement calculators
  - How to access BEST counselors for retirement counseling
  - Planning and preparing for retirement
  - How to obtain a retirement estimate
  - Retirement application



**Questions?**



# Backup Slides



# *Mitigating Measure: Vol Separation Incentive Pay*

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- VSIP maximum amount is \$25,000 or severance pay entitlement, whichever is less
- Each VSIP offered/approved must link to an involuntary civilian separation
- CPS matches occupational series and grades of affected employees with VSIP-volunteers
- Not all employees who apply for VSIP will have an approved VSIP
- Employee application is irrevocable once approved
- Employees separating with a VSIP must repay that incentive on pro-rated basis if rehired w/in 5 years



# *Mitigating Measure: Vol Early Retirement Authority*

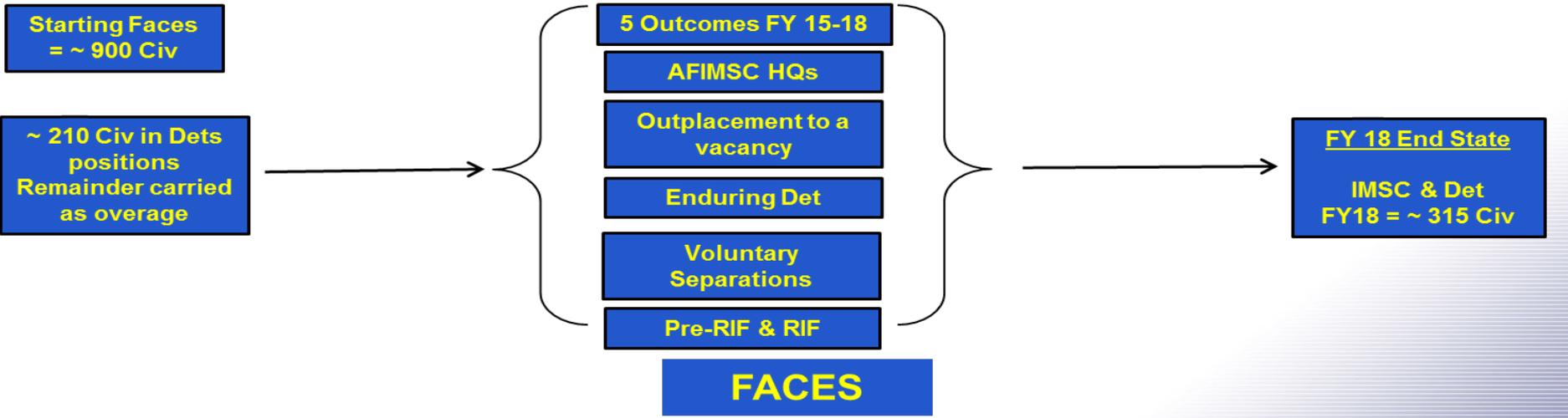
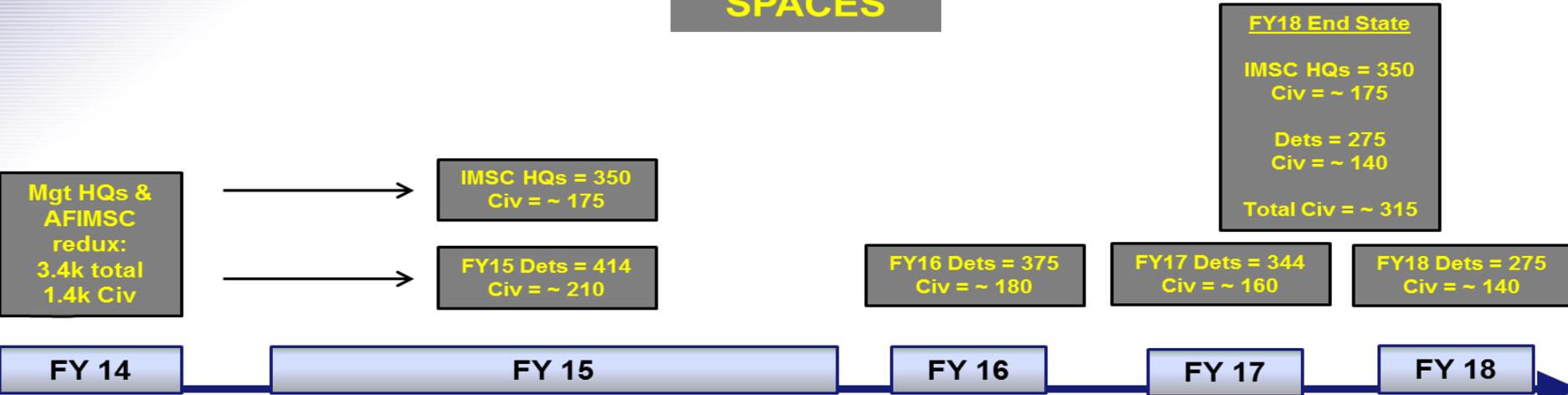
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- Authority to temporarily lower age and service requirement
  
- Eligibility:
  - 50 years of age with at least 20 years creditable service completed
  - Any age with at least 25 years of creditable service completed
  
- Often used in conjunction with VSIP
  - Employee may opt for no VSIP due to the 5-year reemployment restriction



# MHQ and AFIMSC Force Management Timelines

## SPACES



## FACES

# **Q&A – IMPACT OF CIVILIAN CUTS AND REALIGNMENT ACTIONS IN USAFE REGARDING AIR FORCE INSTALLATION AND MISSION SUPPORT CENTER**

**Questions highlighted in yellow were asked during the  
USAFE Leadership-Employee Forum, 12 Nov 14**

## **Q1. Why create an Installation and Mission Support Center?**

**A1.** The Department of Defense undertook a comprehensive effort to achieve greater efficiencies, reduce overhead, and eliminate redundant functions. As a result, Air Force leaders have taken major steps to shape the future of the Air Force. Some of these include:

- Create efficiencies by reorganizing, inactivating and realigning organizations at Headquarters Air Force, Major Commands, Number Air Forces and Field Operating Agencies.
- Changes to Headquarters Air Force and MAJCOMs will consolidate redundant activities, reduce costs and better integrate the Air Force.
- Creation of a centralized Air Force Installation and Mission Support Center under Air Force Materiel Command will provide a more effective and efficient way to manage common base operating support and installation support activities currently being performed at every MAJCOM.
- A single AFIMSC will consolidate resources, processes and management overhead now spread across several Air Force organizations.

## **Q2. Will there be cuts? When?**

**A2.** Yes. There are still several outstanding decisions pending that will impact the civilian workforce. These include:

- A Strategic basing decision for the Headquarters Staff of the AFIMSC;
- The final structure of the AFIMSC Headquarters Staff;
- The Transfer of Function or Transfer of Work (TOF/TOW) decision associated with the workload moving from the MAJCOMs to the AFIMSC Headquarters Staff;
- The structure of the AFIMSC Detachments (previously referred to as Operating Locations (OLs)) that will be established at installations where a MAJCOM currently resides.

Our preliminary FY15 Civilian Force Management Timeline is as follows:

- 23 Mar – 3 Apr 15: FY15 Round II VERA/VSIP survey window (AFIMSC related reductions)
- 31 May 15: FY15 Round II VERA/VSIP effective date (AFIMSC related reductions)
- 30 Sep 15\*: FY15 RIF effective date (to include any surplus remaining up to and including the 31 May VERA/VSIP)

### **Q3. What is a Transfer of Function (TOF)?**

**A3.** A TOF is determined when the function or work performed ceases at the old location and moves to the new location. It is a TOF if the function does not exist at the new location. An employee has no right to transfer with the function unless the alternative in the competitive area losing the function is separation or demotion by reduction-in-force (RIF). All eligible employees receive an offer at the new location (without competition). If an employee declines an offer, the employee is subject to RIF. If there are more employees than positions, then a RIF would be run prior to transfer. More information on TOF may be obtained at:

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/reductions-in-force/#url=Transfer-of-Function>

### **Q4. What is a Transfer of Work (TOW)?**

**A4.** A TOW is determined when the function or work performed ceases at the old location and is already being performed at the new location. Employees are not entitled to move with the function under a TOW. Employees compete for positions at the new location under the normal recruitment process. If an employee does not apply or is not placed, they are subject to RIF.

### **Q5. What web-sites are available that will give me information on what happens in the event of cuts?**

**A5.** There are several web-sites that contain information for employees. Two of the main web-sites are:

- **The Office of Personnel Management RIF portal at:**  
[www.opm.gov/Reduction in Force](http://www.opm.gov/Reduction%20in%20Force)
- **myPers website at** <https://gum-crm.csd.disa.mil/ci/fattach/get/2622323/1370549681/redirect/1/filename/RIF%20-%202006%20Jun%202013.pdf>

### **Q6. Who can I talk to for civilian personnel information?**

**A6.** The 86<sup>th</sup> Civilian Personnel Section (CPS) will always be your best source of information as far as employment and benefits and entitlements under pre-RIF and RIF.

### **Q7. In the event of civilian reductions, am I guaranteed 5 years in the USAFE?**

**A7.** No—there is never any “guarantee” of continued employment at any location in USAFE, regardless of overseas tour agreements/extensions. You may have to exercise return rights earlier than you planned. If you don’t have return rights, you may be eligible for priority consideration for other positions in Europe as well as the United States by registering in the DoD Priority Placement Program (PPP).

### **Q8. Can I request a curtailment of my current tour?**

**A8.** Yes you can, but management and the CPS have to support it. And, there are factors that may be applicable to your situation. There is a requirement to fully serve the 12-month service obligation period for any transportation agreement (if one exists); otherwise the employee may have to reimburse the PCS relocation in part. If Renewal Agreement Travel (RAT) was taken with a new service obligation, then repayment of all or a portion of that may also be required.

**Q9. In the event of cuts, will I get priority for other jobs in Europe?**

**A9.** Each employee's case will be reviewed individually to determine, what if any, placement priorities affected employees have for other DoD positions in Germany (servicing area/commuting area) and/or the United States. Normally, there is no priority placement review beyond the servicing/commuting area. Every effort will be made to place you onto a vacant position of the same grade you currently hold and for which you are qualified within the installation you are currently assigned to. Employees can also register in the DoD PPP for possible placement for commuting area positions and US positions when they receive a specific RIF notice of separation. Eligible employees are registered and referred for placement using one of three priorities – the higher the number, the higher the priority. Priority 1 includes employees scheduled for RIF-separation if they have not received an offer of continued DoD employment, regardless of grade or location. Priority 2 and Priority 3 may also be applicable – employees will be given full information at the time of their DOD PPP registration.

**Q10. What happens if I decline a placement offer?**

**A10.** If you decline a valid offer, or if you do not match against any vacancies, you may be subject to separation under RIF. In accordance with 5 CFR 831.503(b) a valid offer is defined as being in the same agency, within the local commuting area, of the same tenure and work schedule, in writing, and to a position for which you are qualified.

**Q11. May I request a voluntary Change to Lower Grade (CLG)?**

**A11.** HAF/A1, AFPC, and we have strongly recommended CPSs not offer voluntary CLG to employees who do not have a RIF notice in hand. Employees who accept a CLG prior to receiving a RIF notice are not entitled to grade or pay retention and the highest previous rate (HPR) cannot be used to set their pay. The employee is also ineligible for registration in DOD PPP. If management wants to offer a CLG, it is highly recommended to wait until RIF notices are issued. Once an employee has a RIF notice, he/she will receive the entitlements afforded under the RIF process (e.g., retained pay, DOD PPP registration, etc.)

**Q12. My supervisor wants to extend me beyond 5 years. What should I do?**

**A12.** That depends. You would need to get as much information as possible to make a well informed decision. Will your return rights be extended if you are extended? Is it likely your position is one that will be affected by the cuts or realignments? Would you be willing to face the uncertainty of not knowing where your next job will be if you had to register in the DoD PPP? Understand that if you do not have Return Rights and are impacted by a Reduction-In-

Force, you could be removed from Federal service. If you have questions, please contact your HR Specialist for an appointment to discuss your options.

**Q13. Can we have a boiler plate decision to extend everyone through 30 September 2015?**

**A13.** Currently extensions cannot be processed beyond 30 September 2015 for employees in affected positions. This is because current funding drops on this date and anything beyond that is a HQ AFMC/CV tour extension/retention and funding issue. USAFE has asked HAF/A1C to consider flexibilities in both tour extensions and DoD DoD PPP registration and we await final decision on these. Once we have we will share with the 86<sup>th</sup> CPS and affected population and management officials.

**Q14. We are told we cannot backfill positions that have been identified for realignment to AFIMSC or the Detachment. We fear mission failure as we are unable to support current USAFE requirements. Additionally, we are concerned we will be unable to successfully stand up the Detachment if these positions remain vacant.**

**A14.** USAFE has highlighted the concern regarding backfills with HQ AFMC and AFIMSC(P) leadership. Management cannot submit a backfill for a civilian position that has been identified for realignment to either HQ AFIMSC or the Detachment for two reasons:

1. We do not want to increase our potential RIF pool.
2. The current position was abolished on 1 Oct 2014, so there is no position number to reference for management to submit a backfill.

Options are limited. Supervisors are encouraged to work with the 86<sup>th</sup> CPS regarding personnel options (e.g., details, temporary promotions, etc.). The response may simply be a need to take stock of all workload and prioritize, and consolidate the mission critical/zero failure sets into remaining positions, if possible. AFPC has been contacted to continue to work and keep the pipeline open for military positions, but only for AFIMSC MAJCOM Detachments backfills. The Air Force is committed to the success of AFIMSC and will continue to mitigate gaps.

**Q15. I've heard talks of setting up a "test" Detachment. Is there any truth to this and how might that impact my position?**

**A15.** USAFE A4/7 has raised a proposal to set up a preliminary USAFE Detachment to develop and test operating processes. A discussion was held with AFIMSC leadership and they are hesitant to support due to the work required to set up the Detachment and the likelihood of it changing once decisions are known. There continues to be the potential to do this; however, no decision has been made.

**Q16. Our counterparts in other MAJCOMs have been sharing the type of work they see realigning to AFIMSC; what if it is not the same work USAFE identified would transfer?**

**A16.** USAFE and all MAJCOMs have sent functional experts to the team at Andrews (stood up the AFIMSC(P-Provisional)) to identify what work is transferring and what can and should be supported in a centralized operation. If AFIMSC cannot support a specific function/type of work that USAFE has identified for transfer, then our HQ is left with 1,051 positions on staff where we may have to reallocate to meeting enduring work requirements. It is likely the Air Force will not get it all 100% correct at IOC, and even at FOC; so, it is expected there will be adjustments needed to ensure enduring AFIMSC and MAJCOM work continues to be performed.

**Q17. What is done to avoid cuts?**

**A17.** Air Force may offer incentives to encourage employees to separate early from government service in order to mitigate the effects of RIF or other downsizing or realignment actions. These incentives include the Voluntary Separation Incentive (VSIP) program, commonly known as “buy outs” or the Voluntary Early Retirement Authority (VERA). These programs have been instrumental in reducing the number of involuntarily separated employees during previous restructuring initiatives.

**Q18. What is a VSIP and when are they offered to employees?**

**A18.** A VSIP is a Voluntary Separation Incentive Payment Authority, also known as a “buyout.” It allows agencies that are downsizing or restructuring to offer employees lump sum payments up to \$25,000 as an incentive to voluntarily separate, but there must be a link to saving someone else from being RIF-separated. By allowing employees to volunteer to leave the government, agencies can minimize or avoid involuntary separations through the use of costly and disruptive reductions in force.

**Q19. If I don't have return rights to a position in the U.S., how do I return at the expiration of my overseas tour?**

**A19.** Employees serving overseas without return rights, those with return rights to positions which have been abolished (and whose return would implement a RIF), and those with return rights to positions which have been functionally transferred may be allowed or required to seek employment in CONUS by registration in the DoD PPP. Employees always have the option of applying for positions for which interested listed on OPM USAJOBS <https://www.usajobs.gov/>.

**Q20. If I have return rights and I am not extended, do I have to exercise return rights?**

**A20.** Yes, unless you find another job on your own. If you have return rights to a lower graded position, you will register in DOD PPP at your current grade. If you are not placed via DOD PPP, you will have to exercise return rights.

**Q21. I have return rights to another HQ stateside and I'm concerned my position may have been identified for a cut or realignment there as well. If so, what are my options?**

**A21.** The losing and gaining CPS are required to keep you informed of any changes to your return rights position. If your position at your return rights location has been identified for a cut

or realignment, then you still have return rights to that location and you should have received notification from the CPS. If you find yourself in this situation, please contact the 86<sup>th</sup> CPS, who will work with the gaining (former) stateside CPS, to provide advice on return placement, especially if returning to a base undergoing RIF planning, like we are at Ramstein.

**Q22. If my position is eliminated, what will happen?**

**A22.** If your position is identified to be abolished as a result of the cuts and/or realignments, you will be required to exercise your return rights. If you don't have return rights, vacant positions will be reviewed as possible placement options. If you don't have return rights and there are no vacant positions available, you will register in the DOD PPP as a "Displaced Overseas Employee (Returnee)." Under this program, you will remain in Program A until you are placed, decline a valid offer, are scheduled to exercise return rights within 30 days, are otherwise unregistered, or until 12 months after the date of separation, whichever occurs first.

**Q23. I was told as a family member hire (a dependent hire) I would be the first to separate under RIF and that I would not have any placement opportunities.**

**A23.** Family members are normally hired under Excepted Service appointments in OCONUS. As such, the RIF competitive area for this group of employees is different from others competing under the Competitive Service (career or career-conditional employees). The 86<sup>th</sup> CPS is obligated to search for placement opportunities for both categories of affected employees. The law provides that RIF regulations must give effect to four factors in releasing employees: 1. tenure of employment (e.g., type of appointment); 2. veterans' preference; 3. length of service; and 4. performance ratings.

**Q24. What happens if there is no decision by 30 September 2015?**

**A24.** It is our view that if Air Force corporately delays the AFIMSC initiative for whatever reason(s), that SAF/FM will continue to fund positions until decisions are known that will allow the 86<sup>th</sup> CPS and AFPC to properly run a RIF that is compliant with law and regulations.

**Q25. What is VERA? Will that be offered to USAFE civilians if they are affected by the cuts?**

**A25.** Voluntary Early Retirement Authority (VERA) allows agencies that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. In order to qualify for VERA, an employee at the time of retirement must be age 50 with 20 years of creditable service, or have 25 years of creditable service at any age.

**Q26. Are employees in USAFE eligible for unemployment compensation if they are separated?**

**A26.** Employees residing in USAFE (or any foreign area) are ineligible to receive unemployment compensation. However, upon return to residence in CONUS, employees can file unemployment compensation requests with the State in which they reside. Depending on State laws/rules, compensation may or may not be retroactive to include the timeframe the employee resided in the foreign area.

**Q27. What is severance pay? Are employees in USAFE eligible for severance pay if they are separated?**

**A27.** It depends. Severance pay is meant to help monetarily “bridge the gap” between federal jobs where no other compensation is being received by providing money based on service and age. An employee is ineligible regardless of eligibility requirements if he/she has received VSIP; has retired or is eligible to retire; is receiving unemployment compensation; or has declined a federal job offer. Severance pay is limited to one year of pay and is paid out in identical intervals as the paycheck previously received. Additional information can be found at [http://www.opm.gov/oca/pay/html/severance\\_pay.asp](http://www.opm.gov/oca/pay/html/severance_pay.asp)

If you have questions, contact your HR Specialist or the CPS Customer Service Office at 480-5850.



# ***USAFE - AFAFRICA***

## **CV-Employee Forum: HQ AFIMSC & Management HQ Redux**



**OVERALL BRIEFING CLASSIFICATION:  
UNCLASSIFIED**

**Chief, Personnel Division  
HQ USAFE-AFAFRICA/A1K**



# Overview

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- HQ Air Force Installation & Mission Support Center (HQ AFIMSC) – Update and Civilian Strategy
- HQ AFIMSC Detachment – Update and Civilian Strategy
- Reduction in Force (RIF) guidance and process

***Planning continues—more aggressive milestones and completion dates***

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# *HQ AFIMSC—Center*

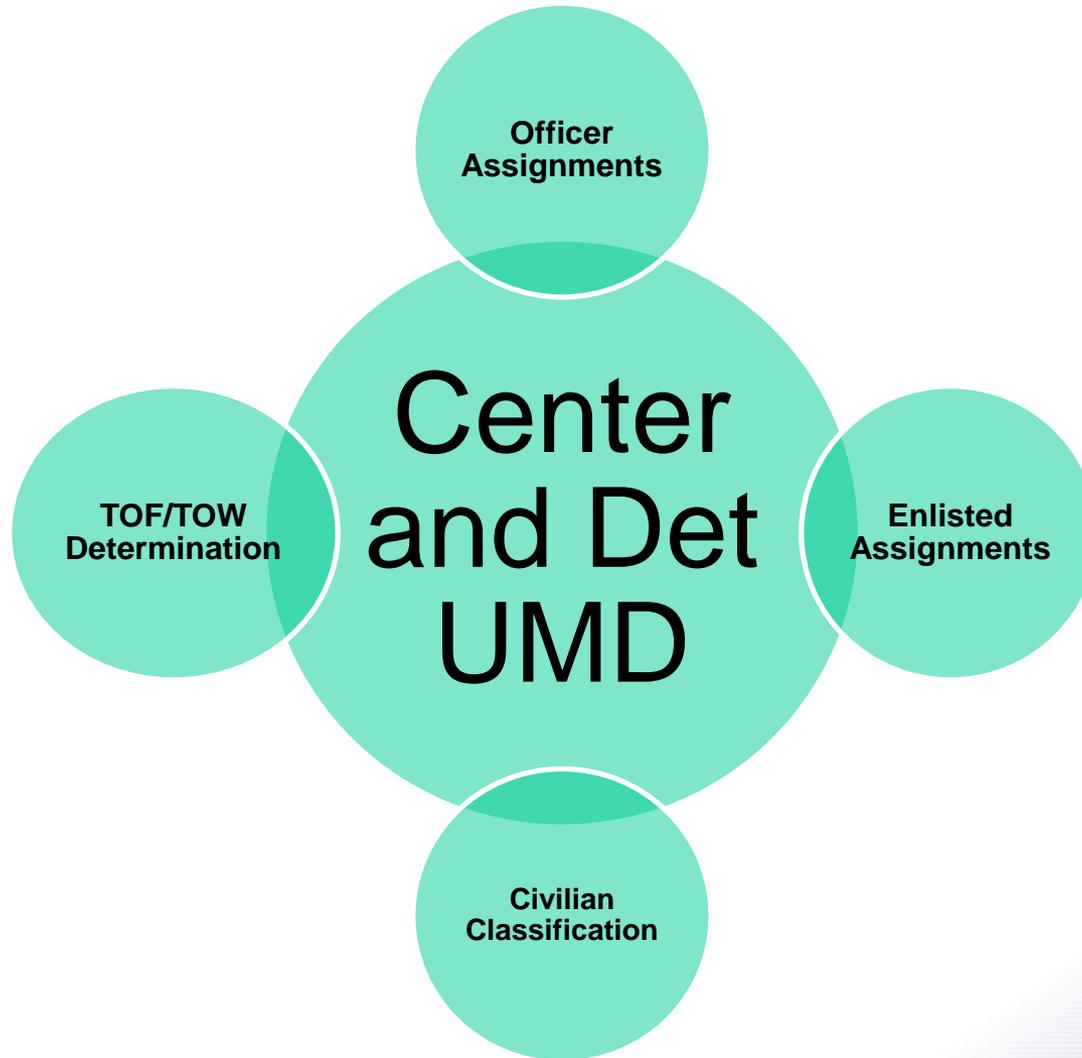
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- **Based at Joint-Base San Antonio (Lackland)**
- **Program Action Directive (PAD) pending approval**
- **HQ AFIMSC(P) and HQ AFMC will continue work on PPLAN and Business Process Reviews (BPR)**
- **31 Mar 15: Unit Manpower Document (UMD) and position descriptions finalized**
- **Staffing strategy and timeline for civilian and military positions**



# *Importance of Unit Manpower Document*

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# *Importance of Position Descriptions*

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- Puts definition to UMD authorization requirements
  - Helps determine proper pre-RIF and RIF placements
  - Source document for recruitment/hiring for open vacancies
  - Intent to draft/classify new PDs for Center/Detachment—however....
  - Detachments will rely on current PDs/those highlighted as the duty requirements and skill set(s) needed
    - Pen and ink changes to reflect HQ AFMC and HQ AFIMSC, new rating chain, etc.
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# *Civilian Strategy— TOF/TOW Decision*

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- **Applies only to the Center standup**
  - **AFPC to publish the decision NLT 30 Apr 15**
  - **Impacts:**
    - **Ensures care of employee—lifts the uncertainty**
    - **Allows HQ AFIMSC to move on filling civilian positions**
    - **Addresses sooner the premature loss of expertise/talent at many MAJCOMs**
    - **Loss of mission capability at MAJCOM; addressing when/how to transition mission fully from MAJCOM to Center/Det**
  - **Critical to identifying the HQ AFIMSC overage pool to be affected by RIF**
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# *Civilian Strategy— Center Staffing*

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- **Targeted to employees impacted by TOF/TOW**
  - Employees will be given 2 weeks to submit resume and a “Request for Consideration” form to “Clearinghouse”
  - Kick-off sometime in March
  - Non-competitive action—management reassignment
  - Center assignment dates determined between gaining/losing orgs
- **Center Assignment Priorities**
  - Local priorities—JBSA competitive area
  - “Clearinghouse”—includes our USAFE affected population
  - Civilian Development Education (CDE) outplacements
  - Overseas Returnees—those registered in DoD PPP and others not extending tours
  - Open competition/new hires



# ***HQ AFIMSC—Detachment***

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- **31 Mar 15: UMD and position descriptions finalized**
- **Apr 15: CPS continues pre-RIF placements**
- **Mar-May 15: Civ Vol Early Retmt/Vol Sep Incentive**
- **Jun-Jul 15: Effect realignments and reassignments**
- **30 Sept 15: Civilian RIF date (approval pending)**

***DATES ARE TENTATIVE  
SUBJECT TO CHANGE***



# *Civilian Strategy— Pre-RIF Actions*

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- **Ensures care of employees—lifts the uncertainty**
- **Allows Detachment to be staffed based on local pre-RIF matching process (worked by the CPS & AFPC)**
  - **Eff dates determined by Det and HQ AFIMSC Idrshp**
- **Expertise and talent retained needed to take on mission**
- **Critical to identifying the Ramstein overage pool to be affected by follow-on RIF**



# *Management HQ Reductions—Update*

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- Sep 14, CPS begins to aggressively outplace those on Mgt HQ abolished positions
- Dec 14: No Ramstein VERA/VSIP “takers”
- Pre-RIF outplacement continues
- Mar-May 15: Civ Vol Early Retmt/Vol Sep Incentive
- Apr 15: Early PPP registration/ CPS stockpiles vacancies
- 30 Sept 15: Civilian RIF date (**approval pending**)

***DATES ARE TENTATIVE  
SUBJECT TO CHANGE***



# *Civilian Strategy— VERA/VSIP Timeline*

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- |                            |                   |
|----------------------------|-------------------|
| ■ Conduct survey           | 23 Mar – 3 Apr 15 |
| ■ Retirement pkg to AFPC   | 20 Apr – 1 May 15 |
| ■ Separation pkg to AFPC   | 20 Apr – 1 May 15 |
| ■ Tentative V/V offer      | o/a 20 Apr 15     |
| ■ VERA/VSIP effective date | 31 May 15         |



# *Civilian Strategy— RIF Timeline*

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- CPS submits RIF request to AFPC NLT 1 Jun 15
- Issue 60-day notices to employees 29 Jul 15
- RIF effective date (**approval pending**) 30 Sep 15

***DATES ARE TENTATIVE  
SUBJECT TO CHANGE***



# *Ancillary Issues*

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## ■ PCS coverage

- Centrally managed AF positions provide PCS coverage
- DoD/govt vacancy advertisements that provide PCS coverage
- Once registered in DoD PPP, PCSs are covered
- Once in receipt of RIF notice, PCSs are covered

## ■ Renewal Agreement Tour (RAT) travel

- On hold pending Detachment/Center placements and enduring funded position

## ■ Tour extensions will be worked w/AFMC after Det placements have been identified/effectuated



# ***Reduction in Force (RIF) Guidance and Process***

**Acting Civilian Personnel Officer  
86 FSS/FSEC**



# Overview

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- Reduction Procedures
- Management Reassignment
- VERA/VSIP
- PRE-RIF
- RIF
- PPP
- What You Can Do
- Questions



# Reduction Procedures

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- **BLUF: The Civilian Personnel Section's Goal**
  - Partner w/USAFE/IMSC Teams & maximize placement
- Impacted employees received a notification letter
- Personal meeting with HR Specialist encouraged
- Discuss options, i.e., Return Rights (RR), tour curtailments and Priority Placement Program (PPP)
  - RR: If not locally placed, RR will be enacted
  - PPP Registration: **Voluntary**, 1 Apr 15; **mandatory**, 31 Jul 15 (no RR)
- **Clear Local Priorities: Vacancies will be matched against affected employees**



# Management Reassignment

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- **Once matched against a position**
  - **Civilian Personnel Section determines qualification**
  - **Gaining and losing supervisors negotiate release date prior to position offer**
  - **Written notification issued to employee**



# VERA

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- **Voluntary Early Retirement Authority (VERA)**
  - **Authority to temporarily lower age and service requirement for retirement**
  - **Eligibility:**
    - **50 years of age with 20 years creditable service**
    - **Any age with 25 years of creditable service**
  - **Can use in conjunction with VSIP**



# VSIP

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- **Voluntary Separation Incentive Pay (VSIP)**
  - **Maximum is up to \$25K or severance pay; whichever is less**
  - **Not all applicants will be approved**
  - **Once approved, cannot be revoked**
  - **Must remain separated from federal service for 5 years or must repay**
- **Next VERA/VSIP Round:**
  - **Survey 23 Mar-3 Apr 15; effective 31 May 15**
  - **Additional opportunities unknown**



# PRE-RIF

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- **Pre-Reduction In Force (RIF)**
  - **Closely screen all fill actions**
  - **Flexibilities include VERA/VSIP, hiring controls/freezes, stockpiling positions, and qualification modification**
  - **To the maximum extent possible, the Civilian Personnel Section will utilize Pre-RIF flexibilities to place employees**



# RIF

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## ■ RIF

- Based upon Tenure (appointment type), Veterans' Preference, Length of Service, and Performance
- Competitive area: Ramstein local servicing area
- 60-Day RIF Notice (proposed, 31 Jul 15)
- May be reassigned, Changed to Lower Grade (CLG) (up to three grade levels down) or separated
- CLG may result in grade retention (GR) for 2 years
  - May be entitled to pay retention after (GR)
- Must accept position offered under RIF or separate/retire



# Tenure Groups (RIF)

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- **Group I (Career Status) (Check your SF 50/Block #24)**
    - AD (30% Disabled Veteran)
    - A (Veterans)
    - B (Non-Veterans)
  - **Group II (Career-Conditional Status)**
    - AD (30% Disabled Veteran)
    - A (Veterans)
    - B (Non-Veterans)
  - **Group III (Non-Status/Non-Temporary/Dependent Hire Overseas-Excepted Service)**
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# Excepted Service Appointment (RIF)

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- New federal service employees overseas who used:
    - Military Spouse Preference (MSP)
    - Family Member Preference (FMP)
  - Placed using Pre-RIF flexibilities (**surplus positions**)
    - Placement is to same grade; or lower grade positions serviced by Ramstein CPS within local commuting area
    - No entitlement to AFIMSC positions
    - If not placed, subject to separation
  - **Encouraged to self-nominate** for positions of interest
  - Lowest Tenure Group
  - **No separation entitlements**
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# Competitive Service Appointment (RIF)

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- **Employees with Career or Career Conditional Status**
    - **Tenure Groups I & II**
    - **Tenure I and II employees compete: Only with other employees who have same/lower tenure group/subgroup**
    - **RIF entitlements: Bump/retreat – depends on the tenure group/subgroup of a lower tenured employee**
      - **Bump: Displacing an employee in a lower group/subgroup AND you qualify for that series/grade**
      - **Retreat: Displacing an employee**
        - **Who has a lower retention standing**
        - **In the same group/subgroup**
        - **To a position formerly held or essentially identical to one previously held**
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# Priority Placement Program (PPP)

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- Excepted Service (Tenure Group III)
  - **Not eligible** for PPP
- Competitive Service (Tenure Groups I & II)
  - **Voluntary** enrollment 1 Apr 15
    - Priority 3 – Non-Displaced Overseas Returnee
  - **Mandatory** when RIF notice is received
    - Priority 1 – Displaced Employee
- Employees with return rights may be eligible for PPP
  - Return rights to lower grade
  - Return rights position was abolished



# What You Can Do

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- **#1 - Update your records via MyBiz (eOPF) & resume**
    - <https://compo.dcpds.cpms.osd.mil/>
  - **Know your CPS is conducting thorough reviews, working with senior leaders, functional managers, and AFPC to help mitigate a RIF**
  - **Communicate with your HR Specialist**
    - **To allow for quality customer service and provide time to answer all questions; please schedule an appointment as opposed to impromptu visits**
  - **Communicate with your Supervisor**
  - **Placement/RIF is stressful; ask for help if needed**
  - **Know...that you are a valued Air Force employee!**
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# Questions

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## Important Phone Numbers

- **Civilian Personnel Section Customer Service, 480-5850**
- **AFIMSC/RIF Leads:**
  - **HR Specialists, 478-7157, 478-6708**
- **Staffing Chief, 478-6707**
- **Acting CPO, 478-7138/6680**

## **Q&A – IMPACT OF CIVILIAN CUTS IN USAFE WRT AIR FORCE INSTALLATION AND MISSION SUPPORT CENTER**

### **HQ AFIMSC & MHQ Redux Leadership-Employee Forum, 17 Mar 15**

#### **Q1. What is the current pool of affected civilian employees in the Joint Base San Antonio community?**

**A1.** AFIMSC Center located at Joint Base San Antonio (JBSA) will be staffed first with local priorities, to include positions impacted by HQ AETC/AFIMSC cuts.

- There are approximately 175 civilian positions needed to stand up AFIMSC.
- JBSA has 46 surplus employees remaining from the HQ AETC/AFIMSC cuts.
- AF wide there are 575 MHQ/IMSC surplus employees.

So, even if all 46 JBSA surplus employees were an exact match to an AFIMSC position, AFIMSC will still need folks to come to San Antonio to fill the remaining vacancies. Employees who are interested will need to submit a resume and “Request for Consideration” form to identify series/position interest under the AFIMSC HQ Clearinghouse survey window (15-29 April).

#### **Q2. Employees will not straight realign with their position into the HQ AFIMSC Detachment at Ramstein?**

**A2.** The local CPS will review all AFIMSC affected employee records to include tenure (SF-50/block 24), veteran’s preference (SF-50/block 23 & 26), length of service, and performance against the position descriptions identified to perform the work in the Detachment to effect pre-RIF placements.

#### **Q3. Pre-RIF placement procedures include reviewing local priorities for vacancies that will be matched against affected employees. Is this currently being done for AFIMSC affected employees?**

**A3.** Previously vacancies were only being reviewed for the 20% MHQ Redux impacted employees. Now that we have the Det UMD, once those placement decisions are known, the CPS will expand their vacancy review to include any AFIMSC surplus employees.

#### **Q4. Can an employee be RIF to HQ AFIMSC at JBSA?**

**A4.** No, RIF is limited to Air Force positions in the Ramstein commuting area.

**Q5. Will there be one TOF/TOW decision from AFPC for the HQ AFIMSC standup?**

**A5.** Yes, AFPC plans to announce one TOF/TOW decision the week of 27 April 2015. However, depending on the type of work being performed there could be more than one answer. For instance, the answer could be a TOF for security and a TOW for communication work being performed.

**Q6. How will employees be notified if they are placed into an AFIMSC Det position?**

**A6.** The Civilian Personnel Section will send you a placement offer. If you decline a placement offer into the Det you may be subject to RIF.

**Q7. Why can't an employee impacted by AFIMSC exercise Return Agreement Travel (RAT)?**

**A7.** Employees in receipt of a position realignment notice from the 86 CPS were advised during the forum hosted by CV last Nov 14 that civilian tour extension requests cannot go beyond 30 Sept 15 (duration of civilian pay over-execution and RIF date authorized by hhq at that time). By extrapolation then, until placement decisions are known and a timeline is set on those placements, this same category of employees cannot take RAT at this time because there is no guarantee they can serve the one year transportation agreement upon their return.

JTR, Ch 7: Special Circumstances Travel and Transportation Section 10: Renewal Agreement Travel (RAT)

b. Delay at Management's Request

(2) Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

This does not mean affected employees will never be able to take RAT. It just needs delayed until we have HQ AFIMSC decisions. Additionally, RAT is not an entitlement, but an allowance. It would be fiscally irresponsible for the wing/USAFE to take financial risk on an allowance. We wouldn't want to be at the state of RIF-separating an employee with no continuing employment, while at that same time demanding reimbursement for RAT taken. Less stressors employees have at time of RIF the better all the way around.

**Q8. May an employee continue to use home leave?**

**A8.** Yes, if an employee is otherwise eligible to earn home leave, then after 24 months of continuous service overseas home leave may be used. Further information regarding eligibility

and use can be found on the 86 CPS site at:

<http://www.ramstein.af.mil/shared/media/document/AFD-131029-001.pdf>

**Q9. Can someone be placed locally and still be registered in the DoD Priority Placement Program (PPP)?**

**A9.** Yes, depending on the employee's DEROs there is a chance you may already be registered in PPP and would remain in PPP even if placed. Also, it's possible after being placed either into a Det position or another vacancy on Ramstein that due to your DEROs you could be subsequently registered in PPP.

**Q10. What happens if someone is still registered in PPP come 30 Sept 15?**

**A10.** If an employee is not picked up or placed either stateside or locally, then they will be subject to RIF separation on 30 Sept 15.

**Q11. Can an overseas extension be approved for an employee placed into the Det?**

**A11.** Yes, USAFE/A1K has sought coordination with AF/A1, AFPC and AFMC that would allow overseas extensions up to 24 months. An extension is not guaranteed and will be reviewed by management, the employee and CPS on a case-by-case basis.

**Q12. Under the RIF guidance you indicate an employee "may" be entitled to grade retention upon a Change to Lower Grade. Please explain.**

**A12.** It is rare that an employee would not be entitled to grade retention, however, if the employee was recently promoted and has not held the higher grade for at least 52 weeks, then they would not be entitled to grade retention.