



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
MCRD SAN DIEGO, CALIFORNIA 92140-5001

DepO 12351.1A
1B
JUN 27 2001

DEPOT ORDER 12351.1A

From: Commanding General
To: Distribution List

Subj: REDUCTION-IN-FORCE PROCEDURES

Ref: (a) 5 CFR 351
(b) DOD 1400.20-1-M (NOTAL)
(c) Master Labor Agreement
(d) DepO 12630.4

1. Situation. Reduction-In-Force (RIF) is the release of an employee from a competitive level by means of separation from the rolls, furlough for more than 30 days, reassignment requiring displacement, or demotion. Such actions are caused by lack of work, shortage of funds, insufficient personnel ceiling, reorganization, changes in positions resulting in downward reclassification, or exercise of an employee's reemployment or restoration rights.

2. Cancellation. DepO 12351.1

3. Mission. To provide policy and instructions regarding RIF actions affecting civil service employees of this command.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent

(a) RIF action will be considered only as a last resort to resolve personnel staffing problems. Action to stop hiring new personnel will be taken as soon as a need for RIF becomes apparent.

(b) Adversely affected employees will be afforded all the benefits outlined in references (a) through (d).

(2) Concept of Operations

(a) As used herein, "reorganization" is the planned elimination, addition, or redistribution of functions and duties within an organization. Thus, the RIF procedures will govern any adverse action brought about by deliberate management action to change official duties previously assigned, where the reasons are impersonal to the affected employee. This applies to unpublicized changes made by a supervisor affecting one or more positions under a supervisor's control, as well as changes resulting from formal reorganization orders affecting entire organizations.

(b) It is management's sole responsibility to determine what positions are necessary, when or where a reduction in personnel is needed, and where and how large a reduction to make. When there is a surplus of employees in a competition level, a determination will be made whether employees will:

1 Be reassigned to vacant positions; or

JUN 27 2001

2 Be adversely affected for personal reasons; or

3 Compete in RIF.

(c) Whether a RIF is contemplated or in process, there is no suspension of management's responsibility and authority to remove, demote or reassign any employee whose conduct or capacity is such that an action will promote the efficiency of the service.

b. Subordinate Element Missions

(1) Competitive areas are established within which employees compete for retention under the RIF regulations. The limits are defined on the basis of organization and geography. There are two separate competitive areas located aboard the Marine Corps Recruit Depot.

(a) Marine Corps Recruit Depot. (UIC: 00243)

(b) 12th Marine Corps District. (UIC: 67019)

(2) Competitive Levels. A competitive level includes a group of positions having the same grade or (occupational level), and which are similar enough in duties, qualification requirements, pay schedules and working conditions so that the incumbent of one position can successfully perform the critical elements of any other position in the same competitive level, without significant loss of productivity. This determination is made by comparing the required qualifications and responsibilities for each position as stated in the official position description and the performance standards. Separate competitive levels are required according to the following categories:

(a) By Service. Separate levels shall be established for positions in the competitive service and for those in the excepted service. Most positions in the Federal Government are competitive service positions, which are filled through open competitive examination. Some positions are in the excepted service, which are not subject to the appointment requirements of positions in the competitive service.

(b) By Appointment Authority. Separate levels shall be established for excepted service positions filled under different appointment authorities.

1 By pay schedules.

2 By work schedule. Separate levels shall be established for positions filled on a full-time, part-time, intermittent seasonal, or on-call basis.

3 By trainee status. Positions filled by an employee in a formally designated trainee or developmental program.

4 By supervisory or nonsupervisory status.

(3) Retention Factors. In accordance with reference (a), the four retention factors outlined below determine how competing employees are placed on a retention register. A retention register determines the order of release of employees within each competitive level.

(a) Tenure Groups and Subgroups

1 Competitive service employees are ranked by the following groups:

a Group I. Career employees who are not serving a probationary period for initial appointment to a competitive position. An employee serving a probationary period for initial appointment to a supervisory or managerial position is in Group I if the employee previously completed a probationary period.

b Group II. Career employees who are serving a probationary period and career-conditional employees. An employee serving a probationary period for initial appointment to a supervisory or managerial position if the employee has not previously completed a probationary period.

c Group III. Employees serving under term and similar non-status appointments. An employee serving under a temporary appointment is not a competing employee under RIF regulations and is not listed on the retention register.

2 Excepted service employees are ranked by the following groups:

a Group I. Permanent positions not subject to time limits.

b Group II. Employees who are serving a trial period.

c Group III. Employees serving on time limited appointments of more than one year, or who hold a temporary appointment limited to one year and have completed more than one year of continuous service on similar temporary appointments.

(b) Veterans' Preference. Employees eligible for veterans' preference are divided into three subgroups reflecting their entitlement to preference for retention purposes:

1 Subgroup AD includes each preference eligible employee who has a compensable service-connected disability of 30 percent or more.

2 Subgroup A includes veterans not in Subgroup AD.

3 Subgroup B includes employees not eligible for veteran preference. By law, a retired member of the Armed Forces is considered to be a veteran for RIF purposes only if one of the following conditions is met:

a The Armed Forces retirement (i.e., no benefits from the Department of Veterans Affairs) is directly based upon a combat-incurred disability or injury;

b The Armed Forces retirement is based upon less than 20 years of active duty;

c The employee has been working for the Government since November 30, 1964, without a break in service of more than 30 days. However, if the employee meets condition (3), but retired at the rank of major or higher (or equivalent), the employee must also meet the general definition of disabled veteran in Section 2108(2) of Title 5, United States Code, in order to be a veteran for reduction in force purposes.

(c) Length of Service. Employees are ranked by service dates within each subgroup (i.e., the employee with the most service is listed at the top of the subgroup, the employee with the least service at the bottom of the subgroup). Service includes creditable civilian and military service, and additional service credit for certain performance ratings.

27 2003

(d) Performance. Employees receive extra retention service credit for performance based upon the average of their last three annual performance ratings of record received during the 4-year period prior to RIF.

a. Order of Retention Standing. The relative retention standing of competing employees on retention registers is established in the following descending order.

(1) By groups, the order is Group I, Group II, Group III.

(2) Within each group, the order is Subgroup AD, Subgroup A, Subgroup B.

(3) Within each subgroup, retention standing begins with the employee having the earliest service date as augmented by performance credit.

5. Administration and Logistics

a. The retention preference regulations must be applied to any situation covered by the definition of RIF contained in paragraph 4 of this order, and the procedures outlined in references (a) through (c), will be followed in effecting such personnel actions necessary in the accomplishment thereof. In view of the wide scope of situations covered by RIF regulations, operating officials have the responsibility of making sure that any reorganization (see paragraph 4 above) is bona fide and that the reasons for taking such action are impersonal to any employee who may be affected.

b. Permanent employees who have received notice in writing from the Human Resources Office that they have been impacted by RIF will be eligible for up to 40 hours of excused absence for career transition, in accordance with reference (d).

6. Command and Signal

a. Signal. This Order is effective this date signed.

b. Command. By previous agreement, this Order is applicable to all commands, organizations, units, and activities located at Marine Corps Recruit Depot, San Diego, that receive services from the Human Resource Office.



T. W. SPENCER
Chief of Staff

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