COMNAVRESFOR INSTRUCTION 12351.2D

From: Commander, Navy Reserve Force

Subj: CIVILIAN WORKFORCE SHAPING

Ref: (a) 5 CFR 351
     (b) SECNAVINST 12351.5G
     (c) DoD Instruction 1400.25 of 19 January 2011
     (d) DASN (M&RA/CHR) memo of 30 Dec 03
     (e) DoD Instruction 1400.25 of 13 June 2008
     (f) DoD Instruction 1400.25 of 16 September 2011

Encl: (l) Sample Request for Voluntary Separation Incentive Pay/Voluntary Early Retirement Authority

1. Purpose. This policy update provides approval provisions for the use of workforce shaping initiatives in the Commander, Navy Reserve Force (COMNAVRESFOR) claimancy. This policy covers the delegation of approval for the announcement, approval and processing of reduction in force (RIF), transfer of function (TOF), transfers of work (TOW), non-emergency furloughs and other workforce shaping initiatives affecting appropriated fund (AF) employees in the COMNAVRESFOR workforce. References (a), (b), (c) Volume 351, (d), (e) Volume 1702 and (f) Volume 2004 provide additional policy and guidance when conducting workforce shaping actions. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 12351.2C.

3. Delegation of Authority

   a. Reference (b) delegates authority to the heads of Echelon I and II Commands to approve RIF, TOF, TOW, non-emergency furloughs and other management actions which may result in the involuntary separation or relocation outside the commuting area of COMNAVRESFOR civilian employees. Reference (d) delegates authority to offer Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA).

   b. Reference (b) requires an annual Department of the Navy (DON) consolidated congressional notice of anticipated downsizing, rightsizing and RIF plans based on information submitted by
Echelon I and II Commands. Following congressional notification of anticipated actions, Echelon I and II Commanders will be notified of their authority to approve and execute announced actions.

4. Policy

a. All requests for authority to execute workforce shaping or downsizing actions must be submitted to the COMNAVRESFOR Director, Civilian Human Resources (CHR) with details justifying the action requested and previous or planned actions used to mitigate adverse impact along with the completed forms contained in enclosure (1) as applicable.

b. Activities must include workforce shaping plans in budget submissions, which are required to be consistent with the annual report of anticipated downsizing actions.

c. RIF is the alternative of last resort. Managers must consult with the COMNAVRESFOR CHR Workforce Shaping Program Manager whenever the need for workforce shaping arises. The following actions represent potential management alternatives which may reduce or eliminate the need for involuntary separation and other adverse RIF impacts; the list is not all-inclusive:

(1) Reducing or decreasing overtime and awards money.
(2) Limiting training, travel and overtime.
(3) Freezing hiring and promotions.
(4) Separating temporary employees.
(5) Separating employees serving at the will of the appointing official (e.g. re-employed annuitants).
(6) Offering of VERA and VSIP.
(7) Early registration in the Department of Defense Priority Placement Program.

d. VSIP may also be used to restructure positions to meet mission objectives without reducing the overall number of employees.
5. Roles and Responsibilities

   a. COMNAVRESFOR Director, CHR:

      (1) Establish policies and procedures covering workforce shaping initiatives.

      (2) Coordinate COMNAVRESFOR response to the annual DON RIF data call for planned workforce shaping actions projected to result in involuntary separation or transfer/directed reassignment out of the commuting area.

      (3) Review and recommend the approval/disapproval of all authority requests for downsizing and other management actions, including those that necessitate employees relocating outside the current commuting area.

      (4) Review and recommend the approval/disapproval of all requests for VSIP/VERA authority.

      (5) Conduct periodic assessments on the management and utilization of workforce shaping programs at subordinate activities to evaluate their effectiveness and compliancy.

   b. Commanders/Commanding Officers (COs) will submit a list of possible/anticipated RIFs, furloughs, TOFs or TOWs on an annual basis in response to the DONs data call and will explore alternate methods to mitigate the need for involuntary separations or directed transfers outside the commuting area.

   c. The DON Operational Service Centers will, in a concerted effort with the COMNAVRESFOR CHR, provide guidance to Commanders and COs in implementing workforce shaping initiatives.

6. Forms. NAVRES 12351/1, Force Transfer of Function or Furlough, may be obtained through the Naval Forms and the Navy Reserve Web site.
Sample Request for Voluntary Separation Incentive Pay/Voluntary Early Retirement Authority

From: (Activity)
To: Commander, Navy Reserve Force
Via: Commander, Navy Reserve Forces Command (N00CP)

Subj: REQUEST FOR VOLUNTARY SEPARATION INCENTIVE PAY (VSIP) AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)

Ref: (a) COMNAVRESFORINST 12351.2D

1. Per reference (a), the following is requested:
   ___ VSIP: # requested____
   ___ VERA: # requested____

2. This VSIP/VERA request is submitted for the purpose of:
   ___ RIF due to downsizing
   ___ Workforce restructuring
   ___ Voluntary downsizing (No RIF)

3. Describe in sufficient detail the purpose for the RIF, workforce restructuring or downsizing. Describe the mission change, skill imbalance or delayering and why the incumbent position(s) do not meet the requirements and how the new position(s) will meet mission requirements. List the series, grade and title for each incumbent being offered the VERA/VSIP incentive.

4. If the request is for restructuring (VSIP), provide the following for each position to be restructured:

   a. Current position Title, Series and Grade and Position Description Number.

   b. Proposed changes to the current position in terms of duties, major responsibilities and/or skill requirements.

SIGNATURE
COMMANDER/COMMANDING OFFICER

Enclosure (1)