



## DCMA Manual 4201-22

### Reduction in Force

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<b>Office of Primary Responsibility</b>	<b>Talent Management Capability</b>
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<b>Internal Control:</b>	Process flow and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on the Resource Page
<b>Resource Page Link:</b>	<a href="https://360.intranet.dcmamilitary.com/Sites/Policy/TM/SitePages/4201-22r.aspx">https://360.intranet.dcmamilitary.com/Sites/Policy/TM/SitePages/4201-22r.aspx</a>
<b>Approved by:</b>	David G. Bassett, LTG, USA, Director

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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy, assigns roles and responsibilities, and outlines procedures and practices for Reduction in Force.

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION</b> .....	3
1.1. Applicability.....	3
1.2. Policy .....	3
<b>SECTION 2: RESPONSIBILITIES</b> .....	4
2.1. Director, Defense Contract Management Agency.....	4
2.2. Executive Director, Total Force .....	4
2.3. Defense Contract Management Agency Component Heads, Region Commanders, Contract Management Office Commanders/Directors .....	4
2.4. Human Resources Office.....	5
<b>SECTION 3: REDUCTION IN FORCE</b> .....	6
3.1. Purpose.....	6
3.2. Procedures .....	6
3.3. Competition.....	7
3.4. Outplacement Assistance .....	13
3.5. Voluntary Early Retirement Authority .....	14
3.6. Voluntary Separation Incentive Pay .....	15
3.7. Maintaining Records .....	16
<b>GLOSSARY</b> .....	17
G.1. Definitions.....	17
G.2. Acronyms .....	18
<b>REFERENCES</b> .....	19

## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA employees.

**1.2. POLICY.** It is DCMA policy to:

- a. Ensure proper management of the separation and transition of employees is conducted.
- b. Ensure Reduction In Force (RIF) procedures will be conducted in a structured and orderly manner through which employees compete for placement in an effort to continue their employment during downsizing and/or closure in accordance with (IAW) applicable laws, regulations, and the DCMA Collective Bargaining Agreement (CBA) between DCMA and American Federation of Government Employees (AFGE) Council 170.
- c. Ensure every reasonable effort will be made to avoid the need for RIF through the prudent management of available resources. RIF mitigation may include careful advance planning, using selective hiring freezes, reassigning affected employees to available vacancies, and using Voluntary Early Retirement Authority (VERA)/Voluntary Separation Incentive Pay (VSIP).
- d. Ensure the need for a RIF does not suspend management's authority to remove, demote, reassign, or relocate any employee. Any of these actions may be taken before, during, or after a RIF. Advance planning is a key element to accomplishing workforce reductions, reshaping, or carrying out mission adjustments. Plans must seek to achieve minimum employee disruption while maintaining organizational efficiency and productivity.
- e. Execute this Manual in a safe, efficient, effective, and ethical manner.

## SECTION 2: RESPONSIBILITIES

### 2.1. DIRECTOR, DCMA. The DCMA Director will:

- a. Submit a written request for coordination and clearance of announcement to the Washington Headquarters Services for RIF IAW DoD Instruction (DoDI) 1400.25, Volume 351, as required.
- b. Ensure OSD coordination and Congressional notifications have been accomplished prior to public release.

### 2.2. EXECUTIVE DIRECTOR, TOTAL FORCE (TF). The TF Executive Director will:

- a. Advise management of the human resources implications involving all phases of planning, analyzing, and determining whether a RIF is necessary.
- b. Assist management in development of a restructuring plan that identifies placement options, skills imbalances, the new organization structure, training and retraining needs, and a communication plan.
- c. Establish and maintain a list of DCMA competitive areas and ensure the establishment of competitive areas IAW the definition of competitive areas found in this Manual.
- d. Notify the Director, DCMA of any requests for changes to DCMA competitive area definitions.
- e. Approve new or revised competitive area definitions.
- f. Develop competitive levels for each position in the competitive area.
- g. Provide technical advice and assistance in planning and carrying out RIFs.
- h. Provide program policy guidance and periodically evaluate program for compliance and effectiveness.

### 2.3. DCMA COMPONENT HEADS, REGION COMMANDERS, CONTRACT MANAGEMENT OFFICE COMMANDERS/DIRECTORS. The Component Heads, Region Commanders, Contract Management Office Commanders/Directors will:

- a. Identify vacant positions that may be used to place employees affected by RIF, as appropriate. This includes using Management Directed Reassignments.
- b. Use of temporary positions lasting 90 days or more to satisfy employee assignments rights. Such assignments of permanent employees will not change their permanent appointment status. The assignment will be for 1-year initially, with the option to request an extension of 1 year for a total of 3 years from the Office of Personnel Management. If the appointment expires

or the position is abolished, the employee is entitled to compete under RIF regulations, based on retained status and tenure.

c. Ensure all temporary employees in positions equivalent to those competitive levels from which any career or career-conditional employee is released by RIF are separated before this release occurs.

d. Keep employees fully informed of any potential RIF that may affect them and comply with advance notification and bargaining pursuant to the CBA.

e. Grant assignment rights to attorneys currently serving in excepted service positions into other excepted service attorney positions which are vacant or are occupied by attorney employees in lower tenure subgroups.

**2.4. HUMAN RESOURCES OFFICE (HRO).** The servicing HRO must:

a. Maintain a competitive level file that, at a minimum, reflects the position description or position requirement document numbers, titles, series, and grades that have been assigned to each competitive level code. In cases involving a borderline determination on including or excluding a particular position description or position requirement document, the servicing HRO will incorporate the decision rationale into the competitive level document file. The servicing HRO must ensure rationale is readily available for responses to questions arising during a RIF.

b. Review retention data for each employee, validate competitive area assignments, review competitive levels for accuracy, determine employees' veterans' preference rights, service computation dates, etc.

c. Maintain all records, registers, and worksheets to ensure they depict the conduct of a RIF IAW DCMA Manual 4501-04, Volume 1, "DCMA Records and Information Management Program," and DCMA Manual 4501-04, Volume 2, "DCMA Records Retention Schedule."

## SECTION 3: REDUCTION IN FORCE

**3.1. PURPOSE.** To implements policy, assign roles and responsibilities, outline procedures and practices for RIF IAW DoDI 1400.25, Volume 351.

### **3.2. PROCEDURES.**

a. Approval. DCMA Directors/Commanders are authorized to request RIF approval when permanent employees would otherwise be separated due to lack of work or funds. The request for approval for a RIF will be submitted to the Executive Director, TF at least 90 days prior to the planned date of issuing individual RIF notices to the affected employees. The request must include the reasons for the RIF and anticipated Congressional coordination, including the names of Congressional members who will be notified. Information on the necessity for the RIF, and the number of reassignments and demotions anticipated as results of the RIF must be included. The TF Executive Director will submit the written request to the DCMA Director for approval.

#### b. Communications.

(1) IAW the January 19, 2017, Deputy Secretary of Defense Memorandum, “Policy and Procedures for Reductions in Force in the Civilian Workforce,” for any RIF of civilians in the competitive and excepted services in the DoD, employee performance is the primary retention factor. Therefore, it is imperative that supervisors rate employees performance accurately and that employee strive to attain the highest caliber performance at all times.

(2) Whenever the Agency has determined to initiate a RIF or takes any action which results in a RIF, it must notify AFGE Council 170 pursuant to Article 46, Section 3 of the CBA in order to negotiate appropriate arrangements arising from unforeseen circumstances surrounding the specific RIF. Such notice must be given 90 days in advance of the RIF or as far in advance as practicable if the Agency has officially determined that far in advance to conduct a RIF.

(3) Once a decision has been made to conduct a RIF, the affected employees will be notified not less than 60 calendar days prior to the effective date. The information must include an explanation stating why the action is necessary and provide general information on how the action will be carried out.

(4) All forms of RIF actions covered by this Manual are highly sensitive subjects. Open communication with employees and union representatives will help employees understand the need for a RIF action and will encourage employees to continue their work with as little disruption as possible. Agency management officials will, to the maximum extent possible, ensure that employees who might be affected by a contemplated RIF action are provided with complete and timely information, which they will need to make reasoned decisions regarding their rights, and that employees are kept reasonably current regarding planning for a RIF action. There are several ways this can be accomplished such as town halls, staff meetings, emails, agency websites, and letters mailed to employees’ homes.

### 3.3. COMPETITION.

#### a. Scope of Competition.

(1) Establish the Competitive Areas. Competitive areas will be established IAW Section 351.402 of Title 5, Code of Federal Regulations (CFR).

(2) Establish the Competitive Levels. Competitive levels will be established IAW Section 351.403 of Title 5, CFR.

b. Retention Factors. Competing employees will be listed on a retention register based on the following retention factors: Rating of Record; Tenure Group; Average Score; Veterans' Preference; and DoD Service Computation Date - Reduction in Force (DoD SCD-RIF).

c. Retention Registers. Retention registers will be developed as stated in Section 351.501 of Title 5, CFR using the automated system Agency System of Record for RIF (AutoRIF) or any other DoD authorized automated system. Competing employees will be ranked on a retention register on the basis of the three retention factors required by law IAW section 351.501 of Title 5, CFR. The retention register will list all competing employees in the order of their relative retention standing in a single competitive level. The retention register includes the name of each competing employee who holds an official position of record in the competitive level.

(1) The effective date of the retention register is the date the employees are to be released from the competitive levels.

(2) Affected employees have the right to inspect the retention register and other related records that have a bearing on a specific RIF action taken or to be taken against them. Upon request, retention registers and records are authorized to be shown to employees who have received a RIF notice. Disclosure of records will be made upon request to the employees and any of the employee designated representatives. Before releasing such records, the servicing HRO must remove from view the personal information about other employees such as date of birth and social security number. Employees are also entitled to see descriptions of competitive areas and levels, and the dates these were established or changed.

(3) When average score calculations are the same for two or more employees, those employees will be further ranked by veterans preference. When two or more employees have the same veterans preference they will be further ranked by the DoD Service Computation Date-RIF.

(4) DCMA, IAW DoD, will follow Section 351.504 of Title 5, CFR, which provides for granting additional retention service credit based on an employee's rating of record.

(5) DCMA may establish a cut-off date at least 60 days ahead of the issuance of specific notices of RIF during which no new performance ratings will be put on record and used to determine retention standing. Performance ratings that were due before the cut-off date (if locally used) or the date a specific RIF notice is issued, but were not officially reviewed and

approved by management and put on record by the servicing HRO, will not be used in determining retention standing.

d. Release from Competitive Level (Round 1).

(1) Employees to be Released First. Temporary or Term employees in the competitive service are not included on the RIF retention register and will be released prior to the release of any other employee competing in the RIF. DCMA will release any employee with a specifically limited temporary appointment, a specifically limited temporary or term promotion, or a written decision IAW Sections 432 or 752 of Title 5, CFR of removal or demotion from the competitive level before releasing any employee competing in the RIF. DCMA has discretion to release temporary employees prior to RIF competition based on mission needs.

(2) Employees competing in RIF for release from a competitive level beginning with the employee with the lowest retention standing on the RIF retention register IAW Section 351, Subpart F of Title 5, CFR, in conjunction with the procedures throughout this guidance.

(3) Exceptions. DCMA must comply with protections afforded to employees pursuant to Section 351.606 of Title 5, CFR including protections under the Uniformed Services Employment and Reemployment Rights Act. Components may apply the permissive protections IAW Sections 351.607 and 351.608 of Title 5, CFR.

e. Assignment Rights (Round 2).

(1) An employee released from a competitive level may have a right under RIF procedures to a position in a different competitive level. DCMA must apply the provisions contained in Sections 351.702 and 351.703 of Title 5, CFR with regard to determining the qualifications of any such employee. Assignment rights are mandatory for competitive service employees in Tenure Groups I and II whose current performance appraisal reflects a rating of minimally successful or greater. Excepted service employees do not have mandatory assignment rights.

(2) In Round 2, there are two types of potential assignment rights to positions in different competitive levels: displacing an employee of a lower retention standing, or an offer to a vacant position. DoD RIF procedures do NOT apply the retreat process described IAW Section 351 of Title 5 CFR. Employees whose most recent rating of record of minimally successful or equivalent and have assignment rights under these procedures only to a position held by another employee whose most recent rating of record is minimally successful or equivalent.

(a) Displacement. Displacement is the assignment of an employee to a continuing position in a different competitive level that is held by another employee with a lower retention standing (i.e., "bumping" another employee). Displacement may be at the same grade or at a grade up to three grades or grade intervals (or equivalent) below the position of the released employee. For preference eligible employees with a compensable service-connected disability of



30 percent or more, displacement can be to a position at the same grade or to a position up to five grades below the grade of the position from which released. A released employee may have displacement rights to a position without regard to whether the employee previously held the position of the employee with lower retention standing.

(b) Offers of Vacant Positions. A vacancy may be offered to an employee in lieu of RIF separation even though it is below the three grade level limit on assignment rights so long as the offer does not conflict with the rights of any other competing employee. DCMA will offer a position to the released employee with the highest retention standing before offering a position to a released employee with a lower retention standing.

(c) Available Position. An employee's right to assignment is limited to an "available position." An available position is one that meets all of the following criteria:

1. a competitive service position;
2. in the same competitive area as the released employee;
3. the duration of the position is at least 3 months;
4. the released employee meets the position's qualification requirements;
5. the position has a representative rate that is equal to or less than that of the position held by the released employee;
6. the position is occupied by an employee with a lower retention standing than the released employee; and
7. has the same type of work schedule.

(d) One offer of Assignment. A released employee is entitled to only one offer of assignment, is not entitled to any further offers if the released employee:

1. accepts an offer;
2. rejects an offer; and/or
3. fails to reply to an offer within the timeframes established by Components.

(e) Requirement to make an additional offer of assignment. Although a released employee is entitled to only one offer of assignment, DCMA will make a better offer of assignment to a released employee (i.e., to a position with a higher representative rate) if a position becomes available before, or on, the RIF effective date.

f. Effect of Performance Ratings.

(1) For purposes of DoD RIF, employees are placed in one of two categories: employees with a period of assessed performance of less than 12 months and employees with a period of assessed performance of 12 months or more.

(2) Employees absent for military duty, a modal rating IAW Volume 431 of DoDI 1400.25 may be used as rating of record for RIF purposes.

(3) Pursuant to Section 351.203 of Title 5, CFR a modal rating may be used as a rating of record for purpose of RIF for periods in which an employee did not receive a performance appraisal due to prolonged absence as a result of an approved Office of Workers' Compensation Programs related injury. A modal rating is limited to only periods of time for which the employee has no rating of record within the four-year period preceding the "cutoff date" established for the RIF.

(4) Credit is based on the summary rating. DCMA has a three-level rating system: Outstanding, Minimally Successful, and Unacceptable. Rating of record MAY NOT be issued solely for the purpose of documenting performance in advance of RIF.

(5) An employee's average score is the score for the last four most recent performance appraisals received. When the most recent performance appraisal reflects an "unacceptable" rating of record, only the "unacceptable" rating will be considered for the purposes of RIF.

(6) When an employee has only one performance appraisal within the four year period, the employee's rating of record for purposes of RIF will be drawn from that period. For employees with two or more performance ratings of record, the two most recent appraisals ratings will be averaged by adding and dividing by two; results with a decimal of 0.5 will be rounded up to a whole number.

g. Administrative Assignment. The administrative assignment provisions pursuant to Part 732 of Title 5, CFR do not apply to DCMA. Attorney positions in the Excepted Service are granted RIF assignment rights IAW Part 732 of Title 5, CFR. At the Component option, RIF assignment rights may similarly be given to other Excepted Service positions.

h. Qualifications for position change will be determined IAW Part 732 of Title 5, CFR.

(1) Trainee positions.

(a) Employees at their full performance level may not bump into a developmental position.

(b) Vacancies that are not a part of the Keystone program that are temporarily reduced to the entry level in order to hire a trainee will be filled by RIF assignment rights only by persons performing at the minimally successful performance level.

(2) During a RIF notice period, if an employee gains new qualifications that entitle him or her to a better offer, that better offer must be made and the original offer of position or notice of separation must be amended or rescinded.

(3) Waiver of Qualifications. Except for positive education requirements, TF may waive qualification requirements whenever an employee, General Schedule 12 or below (and wage grade equivalent) is reached for release from their competitive level by RIF. Regardless of grade level, whenever a waiver is granted, it must be determined that the employee can effectively perform the duties and responsibilities of the position within a reasonable period of time (usually defined at 90-day familiarization period), and a written Individual Development Plan dealing with qualifications deficiencies must be prepared and followed. In addition to the above requirements, qualifications may be waived to avoid resorting to RIF, but only where the following are met:

(a) The employee's position is surplus and will be permanently disestablished or the employee will be affected by the bump or retreat of another employee.

(b) Placement is to a vacant position.

(4) When two or more employees are eligible for placement into a single vacancy by a waiver of qualifications, the employee with the highest RIF retention standing will receive the placement offer.

(5) Sensitive Positions. A right of assignment to a sensitive position may not be delayed or denied because the employee does not have the appropriate security clearance or an authority refuses to give it. Similarly, a right of assignment to a drug testing designated position may not be delayed or denied because a required drug test has not been completed.

(a) Any employee whose assignment right can only be satisfied by such an assignment must be placed in the sensitive or drug testing designated position on the effective date of the RIF action unless a case for undue interruption can be fully supported IAW Part 732 of Title 5, CFR. Undue interruption means a degree of interruption that would prevent the completion of required work by the employee 60 days after the employee has been placed in a different position under this part. The 90-day standard must be considered within the allowable limits of time and quality, taking into account the pressures of priorities, deadlines, and other demands. However, a work program would generally not be unduly interrupted even if an employee needed more than 90 days after the RIF to perform the optimum quality or quantity of work. The 90-day standard may be extended if placement is made under this part to a low priority program or to a vacant position.

(b) During the pendency of the clearance or testing process, the sensitive duties may be withheld, the employee detailed to other duties, or other appropriate arrangements made.

(c) If the employee fails the security clearance or drug test and, therefore, proves not qualified for assignment to the sensitive position, the activity has two options:

1. The employee may be separated by RIF from their position at the time of release from the competitive level because the employee has no assignment right IAW Part 351 of Title 5, CFR.

2. The employee may be placed in the sensitive position on the RIF effective date and appropriate action, including removal, taken IAW Executive Order 10450, and Part 732 of Title 5, CFR; or Executive Order 12564.

(6) Offer of Position.

(a) An employee released from their competitive level is entitled to be placed in a position that results in the least possible reduction in grade or pay. This is what is meant by “best offer.” However, placement is dependent on many variables, including the employee’s qualifications, availability of positions, and retention standing versus that of other competing employees.

(b) All available vacancies will be used to place affected employees before and during a RIF. Employees have no right of choice in determining any placement offer. In lieu of separation by RIF, vacant part-time positions may be offered to full-time employees, and vacant full-time positions may be offered to part-time employees.

(7) Notice to Employees. Notice to employees will be provided IAW Section 351 of Title 5, CFR.

(a) A regular non-workday or legal holiday will not be counted as the last day of the notice period. When the last day of a 90-day notice would fall on such a day, the RIF action will be made effective the next regular workday of the affected employee. A similar policy will be used in setting reply periods. The notice period begins on the day after the day the employee receives the specific notice.

(b) During the winter holiday season (December 15 through January 3), notices of RIF will not be issued nor will any RIF separations be effected.

(c) RIF notices will contain the information required pursuant to Part 351 of Title 5, CFR and required by the DCMA CBA.

1. The effective date of a RIF separation may be extended by accumulated annual leave sufficient for an employee to determine eligibility for immediate retirement or eligibility for Federal Employees Health Benefits program coverage. When such an exception is approved for more than 30 days, the RIF separation notice for each higher standing employee in the same competitive level must provide the reason for retaining the lower standing employee and the date the lower standing employee’s retention will end.

2. RIF separation notices for Interagency Career Transition Assistance Plan (ICTAP) eligibles will contain the information required in Paragraph 3.5.b.

3. An employee who receives a notice of separation must also be given information concerning how to apply for unemployment compensation insurance through the appropriate State program. This information may be provided either with the RIF notice or as a separate supplemental notice to the employee.

(d) Employees will ordinarily continue to occupy their original positions and remain in a duty and pay status during the entire notice period IAW Part 351 of Title 5, CFR. In an emergency when there is a lack of work or funds for all or a part of the notice period, an employee may be placed on annual leave with or without their consent, leave without pay with their consent, or in a nonpay status without their consent. When an Agency lacks work or funds, an employee may be placed in a leave without pay status or in a nonpay status with or without consent during all or a part of the notice period through the use of furlough procedures. Depending on the length of the furlough, such an action may have to be taken pursuant to both of Title 5, CFR and Executive Order 10450 and would require that employees receive appeal rights under both parts.

(8) Replies to Job Offers. Notices of RIF will provide employees with a minimum of 21 calendar days to accept or decline an offer of continuing employment. Extensions of the reply period will be permitted when time is available, or when it can be shown that employees were prevented by circumstances beyond their control from replying within the prescribed time. Employees will be informed that declining a position offer may result in separation.

(9) Notice to State and Local Officials.

(a) When 50 or more employees are to be separated by RIF within any State, the State dislocated worker unit is to be notified of the numbers, locations, and separation dates. This notice is to be given not later than the time the RIF separation notices are issued.

(b) When 50 or more employees are to be separated by RIF in a commuting area, the chief elected official(s) of the local Government entities within the commuting area will be notified of the numbers of separations and the date they will take place. This notice must be given not later than the time RIF separation notices are issued.

### **3.4. OUTPLACEMENT ASSISTANCE.**

a. Plan of Operation. A plan of operation will be developed and carried out where there is to be a substantial number of employees separated in a RIF. Efforts will be organized as soon as it is foreseen that there will be a substantial number of employees separated. Outplacement assistance will include the following actions:

(1) Assist employees to locate employment elsewhere, both in the Federal Government and in private industry.

(2) Develop a list of employees scheduled for separation that contains a brief summary of their experience and skills.

(3) Establish liaison with other DoD and Federal activities in the commuting area to arrange for placement assistance. Keep these activities apprised of the skills and availability date of employees.

(4) Counsel employees on how to effectively market their skills, and advise them on preparing employment applications and presenting themselves during job interviews.

(5) Counsel employees eligible for and interested in retirement.

(6) Contact prospective private employers about employees scheduled for separation and set up interviews where possible.

(7) Cooperate with state and local employment offices.

(8) Use available publicity media to gain community awareness and support for placing employees scheduled for separation.

b. ICTAP. ICTAP is a government-wide placement program operated IAW Part 330 of Title 5, CFR. Under ICTAP, displaced employees with a current performance rating of record of at least minimally successful are entitled to receive special selection priority for positions with other Federal agencies in the same local commuting area. RIF separation notices for eligible employees will contain information required IAW Part 351 of Title 5, CFR including guidance on how to apply for vacancies under ICTAP and what documentation is required as proof of eligibility.

c. Reemployment Priority List. The Reemployment Priority List will be operated IAW part 330 of Title 5, CFR and DoDI 1400.25.

d. Additional guidance for DoD Priority Placement Program can be found in DoDI 1400.25.

### **3.5. VERA.**

a. VERA authority is delegated by the Office of Personnel Management, which can authorize the DoD to offer VERA consistent with the provisions pursuant to Sections 8336(d) (2) and 8414(b) of Title 5, United States Code (U.S.C.), and Parts 831 and 842 of Title 5, CFR.

b. VERA may be approved when employees would otherwise be involuntarily separated as a result of a major RIF, reorganization, or Transfer of Function in which a significant percentage of the Agency's workforce will be subject to separation or downgrading.

c. Components may submit a request for VERA approval to Headquarters DCMA (ATTN: TF). The request must demonstrate a compelling need for VERA authorization and must contain all information required pursuant to Part 831 of Title 5, CFR. A VERA request template is available on the Resource Page.

(1) VERA authority will be requested only to the extent necessary to achieve voluntary reductions in the workforce made necessary by factors such as lack of funds, shortage of work, reorganizations, or closures. Before requesting VERA, activities are expected to have first considered alternative actions of minimizing and/or avoiding RIF, such as imposing hiring limitations, providing career transition assistance, early Priority Placement Program registration, and separation incentives.

(2) VERA requests may be based on occupational series or grade, organization, or geographic location, or a combination of these factors. A single request may cover more than one organizational element and more than one geographic location. If different competitive areas are involved, requests may be submitted to DCMA-TF as one package, but with separate documentation.

(3) The number of VERAs requested must not exceed the number of employees eligible for VERA in the specified organization and geographic area.

(4) The timeframe for a specific request may not exceed September 30 of the fiscal year for which the VERA is authorized.

d. Employees accepting and approved for early retirement must be off the rolls by the expiration date of the approved authority or by the RIF effective date, whichever comes first. VERA recipients may not be retained in a duty status after the effective date of the associated RIF for any reason.

e. DCMA-TF will forward the report to the Defense Civilian Personnel Advisory Service not later than 30 days following the expiration or termination of the delegated authority. A report template is available on the Resource Page.

### **3.6. VSIP.**

a. VSIPs, also known as buyouts, are paid either in installments or a lump sum, to encourage employees to resign or retire. VSIPs are targeted at employees in specific grades, series, and/or locations to help avoid RIF and minimize involuntary separations. VSIP authority for DoD is established IAW Part 576 of Title 5, CFR and Section 2105 of Title 5, U.S.C. The amount of separation pay is calculated IAW Section 5597(d) of Title 5, U.S.C.

b. Positions vacated as a result of VSIP must be abolished. The position abolished, however, need not be the position held by the employee receiving the VSIP, but may be the position vacated by an employee who has been reassigned to the vacancy created by the VSIP. Only one such exchange is permitted; reassignments may not be “chained” to reach a position which may be abolished.

c. VSIP will be offered at least 30 days before RIF notices are issued at activities undergoing RIF or closure where the acceptance of an incentive will avoid or minimize the need for involuntary separations.

d. If the number of eligible VSIP applicants exceeds the number of offers available, applications will be grouped by occupations and within each group, offers will be made in seniority order using service computation date for leave. In the event of a tie, the employee with the longest service with DCMA will receive the VSIP. If the tie persists, the highest or lowest sum of the respective employees' social security number or employee identification numbers will be used as the tie-breaker.

**3.7. MAINTAINING RECORDS.** The servicing HRO is responsible for maintaining all records, registers, and worksheets sufficient to depict the conduct of a RIF IAW DCMA Manuals 4501-04, Volumes 1 and 2.



## GLOSSARY

### G.1. DEFINITIONS.

**Commuting Area.** The commuting area includes the military member's or sponsor's duty station and the surrounding localities to which the spouse or family member has determined they are willing to travel back and forth daily for employment, as demonstrated through application for employment or with or without a request for preference.

**Competing employees.** An employee in tenure group I, II, III.

**Competitive Area.** Original entities and geographic locations in which employees compete under RIF procedures.

**Competitive Level.** All positions in a competitive area that are in the same grade (or occupational level) and classification series, and that are similar enough in duties, qualification requirements, pay schedules, and working conditions such that an agency may reassign the incumbent of one positions to any of the other positions in the competitive level without undue interruption

**Federal Employees Retirement System (FERS).** Congress created the FERS in 1986, and it became effective on January 1, 1987. Since that time, new Federal civilian employees who have retirement coverage are covered by FERS.

**Modal Rating.** The modal rating is the latest rating of record summary level given most often within a single pattern to the employees in a specified group that is no smaller than the competitive area and no larger than the agency undergoing a reduction in force.

**Performance Appraisal.** For the purposes of a RIF conducted under this Manual "performance appraisal" encompasses the rating of record, the performance elements, the performance element ratings, and the average score.

**Unacceptable Rating of Record.** Any employee whose rating of record as reflected in their most recent performance appraisal is a level "1" in the Defense Performance Management and Appraisal Program or the equivalent in a non-Defense Performance Management and Appraisal Program.

**Veteran's Preference Eligible.** Preference provided to a person who has been discharged or released from active duty in the Armed Forces under Honorable conditions.

## GLOSSARY

### G.2. ACRONYMS.

CBA	Collective Bargaining Agreement
CFR	Code of Federal Regulations
DoDI	DoD Instruction
HRO	servicing HRO
IAW	in accordance with
ICTAP	Interagency Career Transition Assistance Plan
RIF	Reduction in Force
TF	Total Force
U.S.C.	United States Code
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Pay

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