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DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPE-CA 24 May 2016

MEMORANDUM FOR HQ USAREUR Staff Principals and Special Staff

SUBJECT: Business Rules for Mitigating the Effects of Reduction in Force on Department of the Army Civilian Employees at HQ USAREUR

This memorandum expires in 2 years.

1. As we prepare to restructure and reshape our workforce for our future mission, we are faced with personnel cuts mandated by the Department of the Army that will affect our military and civilian workforce. These changes will also affect the requirements for skills needed to succeed in our *Strong Europe* campaign and to further strengthen our ties with our Allies. To prepare for this challenge, the CG, USAREUR, has established the enclosed business rules. We will follow these rules to ensure compliance with statutory and regulatory requirements while remaining transparent in how we reshape the workforce. These rules apply only to HQ USAREUR Department of the Army civilians. Local national (LN) employees will also be affected by reduction in force (RIF), but LN RIF actions will be taken in accordance with host-nation labor laws.

2. For this reshaping effort, the CG, USAREUR, has two priorities. Priority one is and will remain our mission. We will continue to focus on readiness, enhancing the Alliance, and leader development as we right-size the civilian workforce. Priority two is to minimize involuntary separations to the greatest extent possible. To that end, the Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff (ODCS), G1, HQ USAREUR, will establish a Reshaping Steering Board (RSB) to manage and implement the established business rules and use every tool available to help mitigate the effects of RIF actions. The Force Management Division, ODCS, G3/5/7, HQ USAREUR, and the Manpower and Management Division, ODCS, G8, HQ USAREUR, will support CPD in this effort.

3. The enclosed business rules do not provide one solution for all situations. Every case is different and has its own set of mission needs and skill requirements. Consequently, the RSB will use the rules according to the specifics of each situation and apply each tool on a case-by-case basis, individually or in combination with other tools, to ensure they are used judiciously.

4. The POC for the RIF Mitigation Program and the RSB is the Office of the Deputy Chief of Staff, G1, HQ USAREUR, at military 537-1511.

FOR THE COMMANDER:

Encl

MARKUS T. LAUBENTHAL
Brigadier General, GS
Chief of Staff

This memorandum is available at https://aepubs.army.mil/.

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Business Rules
USAREUR Reduction-in-Force Mitigation

1. Using the processes and tools described below, the HQ USAREUR Reshaping Steering Board (RSB) will make every effort to place employees identified for displacement to mitigate the effects of reduction-in-force (RIF) actions and minimize the number of involuntary separations.

a. Requests for Personnel Action (RPAs). Effective immediately, all RPAs must be routed through the Civilian Personnel Division (CPD), Office of the Deputy Chief of Staff (ODCS), G1, HQ USAREUR, for review and approval. All staff offices and special staff offices will continue to create their RPAs. After an RPA has been created, the staff office will send it to the ODCS, G8, HQ USAREUR, for manpower and funding validation. The ODCS, G8, will then forward the RPA to CPD for review and approval. CPD will submit approved RPAs to the servicing civilian personnel advisory center (CPAC) for processing. CPACs will not process RPAs that have not been approved by the designated personnel in CPD. If an RPA is forwarded directly to the CPAC without the signature of an approving official at CPD, the CPAC will send the RPA to CPD for review and approval before processing it. The purpose of this change in processing procedures is to ensure that every vacancy is reviewed at the command level before filling it and to ensure that qualified displaced employees have the possibility of being placed before a new hire is brought on board.

b. Internal Competitive Reassignments. As positions become available, CPD will notify HQ USAREUR personnel of all enduring assignment opportunities at HQ USAREUR internally for personnel who are interested in a lateral reassignment, a return to their previously held grade, or a change to a lower grade. No promotions will result from these internal notices since they will be used strictly to mitigate a RIF. Positions filled through this process will not result in the employee's being automatically granted an overseas tour extension (OTEX). CPD will release detailed information about this process and about how selections will be made.

c. Management-Directed Reassignments (MDRs). For positions that are mission-critical or hard to fill, the RSB may recommend to the DCG, USAREUR, to execute an MDR if a qualified employee is available to fill a position. Employees may decline MDRs, but doing so will be considered as their first refusal of a job offer. Consequently, they may face separation at any time between the time of refusal and, at the latest, 30 September 2018 (that is, the effective date of the possible RIF); or when their position is no longer required for the mission and is therefore abolished, whichever occurs first. Employees who accept an MDR will not be automatically granted an OTEX.

d. Tour Curtailments. Tours may be curtailed because of impending position abolishment or restructuring or to place displaced employees who qualify for a position and do not have return rights. Regardless of an employee's date eligible for return from overseas (DEROS), if a position is identified as no longer needed based on mission requirements or if a position can be used to place a fully qualified displaced employee, the incumbent's tour will be curtailed and he or she will be required to enroll in the Priority

Placement Program (PPP) or exercise return rights. Employees who have return rights or find a new position elsewhere may request a tour curtailment at any time.

e. OTEXs. All requests for an OTEX, regardless of an employee's time overseas, will be submitted by e-mail to Ms. Hill, Chief, Workforce Effectiveness Planning and Analysis (WEPA) Branch, CPD, at *yanir.m.hill.civ@mail.mil* for review against enduring positions and synchronization with displaced personnel. CPD will coordinate with the appropriate office to ensure that, in addition to meeting DOD business-case-justification and succession-plan requirements, a mission-critical need for the extension exists and to discuss placement possibilities for displaced employees. Based on the results of this coordination, CPD will recommend approval or disapproval of the OTEX to the DCG, USAREUR. An OTEX will be granted only if a position is mission-critical (as defined at *http://cpol.army.mil/library/career/CM-Glossary.html*) or hard to fill (as defined by AE Reg 690-500.592) and no displaced employee is able to meet the job requirements of the position. Exceptions to this policy may be granted only for the following reasons:

(1) Promotion. Time overseas does not preclude an employee from applying for a competitive promotion. If an employee is selected as the best candidate for a promotion, the employee must be extended for 6 months to ensure he or she can enroll in the PPP. A single extension of up to 18 months may be granted only when a compelling business-case justification exists. No further extensions will be allowed.

(2) Humanitarian Reasons. To ensure our employees are not subjected to additional burdens or difficulties, employees with other reasons (for example, medical or educational reasons) that they believe may qualify them for short-term compassionate extensions may submit their detailed requests by e-mail to Ms. Hill, Chief, WEPA Branch, CPD, at *yanir.m.hill.civ@mail.mil*. A single extension, normally not to exceed 6 months, may be granted only if accompanied by a compelling business-case justification. No further extensions will be allowed.

f. Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP). VERA and VSIP are tools that may be used to encourage individuals to retire or separate in order to minimize involuntary separations. To be authorized VERA or VSIP entitlements, employees must meet program requirements and receive management approval. CPD, in coordination with the ODCS, G8, will determine if VERA and VSIP are appropriate to meet the goals of RIF mitigation in the command and issue further guidance after making this determination.

2. The RSB POC is Ms. Hill at military 537-1511 or e-mail: *yanir.m.hill.civ@mail.mil*.