DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 12351.4A
N02

18 NOV 2002

NAVSUPPACT NAPLES INSTRUCTION 12351.4A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: DEPARTMENT OF THE NAVY REDUCTION IN FORCE (RIF) REGULATIONS FOR U.S. CITIZEN EMPLOYEES

Ref: (a) 5 CFR 351.402
(b) OCPMINST 12351.1 (CPI 351)

Encl: (1) Listing of Competitive Areas

1. Purpose. To advise that references (a) and (b) are the federal government and Department of the Navy regulations which must be complied with in the event of a RIF of U.S. citizen employees and to establish local administrative responsibilities and competitive areas.

2. Cancellation. NAVSUPPACT NAPLES INST 12351.4.

3. Applicability. This instruction applies to all U.S. citizen appropriated fund civilian employees serviced by the Human Resources Office (HRO), U.S. Naval Support Activity, Naples, Italy.

4. Administrative Responsibilities. Commanding officers are responsible for determining the need and articulating a legitimate reason for reducing work forces resulting in a RIF and/or transfer of function impacting employees. Decisions of this kind, as a minimum, usually require second echelon command approval. Higher-level approval is necessary in instances affecting 50 or more civilians or when these actions would generate significant congressional interest, regardless of the numbers affected. The complexity and length of the RIF process requires much advance planning and coordination to achieve the desired and properly executed result. Therefore, top management will coordinate all phases of RIF actions and/or transfers of function with HRO Naples at the earliest opportunity, as provided in references (a) and (b).

5. Establishment of Competitive Areas. Competitive areas are the organizational and geographic boundaries in which employees compete for retention during a RIF. As required by reference (b), enclosure (1) lists competitive areas for RIF purposes for those commands/activities serviced by HRO Naples.

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Listing of Competitive Areas

Activity	UIC
Commander Fleet Air Mediterranean	09500
COMSERFORSIXTHFLT/Ship Repair Unit	57005
COMSUBGRU 8	55782
DECA Commissary, Naples, Italy	LKUDJ0/KO/OCEU64
Def Sup Cent Phldph-Europe	JH0001
Eng Fac Mediterranean Command	33191
Military Sealift Command, Naples, Italy	62537
Nay Air Med Repair Act.	52846
Naval Dental Center Europe	68442
Naval Hospital, Naples, Italy	66096/31173
Naval Regional Contracting Center	68171
NAVCAMSMED, Naples, Italy	70294
NAVSUPPACT, Naples, Italy	62588
Navy Legal Service Office	68374
Officer in Charge of Construction (01CC)	32263
PSA Europe, Naples, Italy	68755/43496
Res Officer in Charge, Aviano, Italy	45204
Res Officer in Charge, Southern Italy	44308
Res Officer in Charge, Vicenza, Italy	48406