

CNIC N13 DIRECTOR, CIVILIAN HUMAN RESOURCES (DCHR) ADVISORY

Date: 16 July 2014

ADVISORY # 2014-01

Subj: CNIC ALTERNATE PLACEMENT PROCESS FOR CNIC DISPLACED EMPLOYEES

Ref: (a) 5 CFR, Part 351, Reduction-In-Force
(b) 5 CFR, Part 330, Subpart F, Agency Career Transition Assistance Plan for Local Surplus and Displaced Employees
(c) DoD Priority Placement Program Handbook, dated July 2011
(d) DoD Displaced Employee Guide Benefit and Entitlement Information
(e) SECNAV Instruction 12351.5G, Workforce Shaping, dated 3 Jan 2012
(f) DON, Civilian Human Resources Manual, Subchapter 550, Pay Administration

1. **SITUATION:** In accordance with references (a) through (f) Commander, Navy Installations Command (CNIC) plans to use this Advisory to provide career placement opportunities to employees affected by CNIC workforce shaping efforts. The process captured in this Advisory applies to:
 - Appropriated fund permanent employees whose positions are being abolished within the CNIC enterprise
 - Appropriated fund permanent employees within CNIC enterprise whose positions are being downgraded or restructured
 - Appropriated fund permanent employees who are not affected by CNIC workforce shaping initiatives but who wish to be considered for continuing positions within or outside of their local commuting area when such placement would ultimately create a vacancy for use in workforce shaping initiatives
 - Appropriated fund permanent employees located in foreign areas who are registered in the Priority Placement Program (PPP)

2. **BACKGROUND/DISCUSSION:** CNIC, Director, Civilian Human Resources (DCHR) will be responsible for ensuring that this

program is implemented throughout the CNIC Enterprise. The DCHR, or his/her designee, will review resumes and make eligibility determinations for all employees whose positions are being impacted. CNIC DCHR and CNIC Regional Human Resources Directors (RHRDs) will be responsible for ensuring that PPP is cleared as required and that CNIC affected employees are considered and offered the opportunity to be placed into vacancies, for which they are eligible (qualifications may be modified/waived), utilizing CNIC's Alternate Placement Process (APP) as captured in this advisory. Everyone should be aware that PPP matches override internal CNIC placements. In cases where there are two or more employees eligible for the same position, the order of selection will be based first on the scheduled implementation date of the workforce shaping initiative and second on seniority (retention standing). The CNIC APP data sheet will be used to track referrals and basic eligibility for each affected employee. The CNIC APP does not guarantee placement for any CNIC employee.

Disputes in the eligibility determination for any vacancy require the disputing selecting official to address why the employee is not eligible and should be based solely on the qualification requirements for the position. Disputes must be submitted to the CNIC DCHR for final determination.

3. **ACTION REQUIRED**: All employees who wish to be considered through this program will be required to submit the following documents to CNIC_APP@Navy.mil:
- CNIC APP Data Sheet;
 - A current resume; and
 - Resume Release Form

The CNIC APP Data Sheet and directions for submission are available on G2 at the following link:

<https://g2.cnic.navy.mil/tscnichq/N1/N13/Pages/EmployeeResourcesWorkforceShaping.aspx>

The processes outlined in this advisory will be open for use as initiatives arise. An EXORD will be issued each

time a window opens in which this process is to be utilized. The only employees that may submit packages year round are those in the following category:

- Appropriated fund permanent employees located in foreign areas who are registered in the Priority Placement Program (PPP)

The CNIC DCHR, or his/her designee, will:

- Determine the official start date of the CNIC APP and advertise its availability to all CNIC employees.
- Review all employees documents submitted and determine position/grade/series eligibility.
- Consolidate and post an APP Tracking spreadsheet of all employees available by location on the G2 site. Access to this site will be limited to the DCHR or his/her designee.
- Work with the appropriate HRO to review employee's resume, compare their experience and training to the required qualifications, selective factors, knowledge, skills, abilities and competencies to determine eligibility for the vacancy to be filled. Qualifications may be modified/waived when possible.
- Ensure that employees who are found eligible are placed within their local commuting area first, before placement occurs outside of their local commuting area.
- Contact the appropriate Headquarters Program Director when employees are found eligible for the vacancy to be filled if conflicts arise. Unresolved conflicts will be forwarded to HQ N1 for final decision.
- Submit eligibility determinations to the RHRD for notification to the selecting official for onboarding.
- When authorized, ensure that Relocation Incentives or Permanent Change of Station costs are funded by CNIC Headquarters.

RHRDs will:

- Advertise and post the APP for CNIC impacted employees via "Email" or "All Hands".

- Submit position descriptions of all vacancies to the DCHR for use in making eligibility determinations.
- Notify N-Code management officials when employees are found eligible for the vacancy to be filled.
- Ensure PPP is cleared as required by regulations.
- Ensure that eligible employees receive an offer of reassignment or change to lower grade via their chain of command. The notification letter will contain position pay plan, series, grade, location, title, effective date and where and to whom to report. Department of Navy's Civilian Human Resources Manual, Subchapter 550, Pay Administration rules apply if placement results in a change-to-lower grade.
- Ensure that employees who are found qualified and eligible for a vacancy through the CNIC APP are allowed up to three business days to accept or decline the offer. During the CNIC APP period, placement in an identified position, declination of an offer or optional retirement will terminate the employee's placement assistance through CNIC APP.

The CNIC DCHR and RHRD will:

- Ensure that CNIC APP selection priority order is determined based on APP initiative date and/or seniority. Priority will be given to affected employees as follows:
 - Permanent employees whose positions are being abolished
 - Permanent employees impacted by a Transfer of Function or Transfer of Work to another location in or out of their local commuting area
 - Permanent employees who are not affected by CNIC workforce shaping initiatives but who wish to be considered for continuing positions within or outside of their local commuting area when such placement would ultimately create a vacancy to be used during workforce shaping initiatives
 - Permanent employees located in foreign areas who are registered in PPP

- Ensure that management officials are also considering the "where is - as is" scenario for possible placements. The "where is - as is" scenario requires management to consider the possibility of allowing an impacted employee to perform work outside of the normal duty station. Once the incumbent vacates the billet management may then move the work back to the normal duty station. For example, an impacted Management Analyst currently located in Key West could remain at their same work site but perform work for Jacksonville. The "where is - as is" philosophy has worked and is working in multiple locations throughout CNIC at this time. Not all work is amenable to this process but a good deal of CNIC work can be considered and successfully performed at alternate sites.
 - Once a determination is made that no placement is available from this list, regions may begin the recruitment process.
4. **REPORTING**: The CNIC APP Tracking spreadsheet will be updated minimally weekly and placed on the G2 as placements are made.
5. **POLICY**: DCHR Action Items are for immediate implementation by CNIC Region HROs. CNIC Region HROs shall review this memorandum carefully to determine potential impacts to affected employees.

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