

# HUMAN RESOURCES TRANSITION PROCESS

# Key Transition Activities

- Ensure supervisors and employees understand the RIF process
- Obtain Office of Personnel Management assistance
- Identify affected positions
- Determine employee placement entitlements (retention standing)
- Establish retention registers
- Determine available funded vacant positions, if any
- Implement a Career Transition Assistance Program (CTAP)
- Staff the Most Efficient Organization, utilizing Reduction-In-Force Procedures

# What is Reduction in Force?

Competition

To Remain in Own Position

Or

To Be Reassigned to an Identical  
Position

Or

To Take Someone Else's Job

# Competitive Area

- Employees
- Geographic Location

# Competitive Level

- Grouping of positions in a competitive area
  - In the same grade and
  - In the same classification (job series)
- Similar in duties, quals, pay schedules and working conditions
- Incumbents could effectively perform without undue interruption

# What is a Retention Register?

- List of competing employees
- Within competitive area
- Listed by competitive levels
- In retention standing order

# How is the Retention Order Determined?

- Tenure
- Military preference
- Length of service
- Performance

# Round 1 – Competition Within Competitive Level

- Employees compete to remain within the competitive level
- Employees are released (lose the competition) if they are lowest on the retention register

# Round 2 – Competition for Jobs in Other Competitive Levels

- Available, funded positions, if any
- “Bump” and “Retreat” rights

# Assignment Rights - “Bumping”

- Assignment (placement) of an employee to a position in a lower competitive level
- To a position held by someone in
  - A lower tenure group
  - A lower subgroup within the same tenure group
- Whose position is no more than 3 grades/grade intervals below the position from which released

# Assignment Rights - “Retreating”

- Assignment of an employee to a position he or she previously held in a different competitive level that is held by someone with a lower retention standing (less service) who is in the same tenure group and subgroup
- No more than 3 grades/grade intervals below the job from which released
- Same or essentially same to position previously held in federal Government

# Offers

- An employee is entitled to only one offer of assignment
- Even though employees are entitled to only one offer, a better offer must be made if a position becomes available before, or on, the effective date of the reduction of force.

# Did you know???

- RIF affects everyone in the organization
- Each abolished position will impact three persons, as a general rule
- RIF impact can be reduced
  - Buyout
  - Voluntary Movement
  - Hiring Freeze/Attrition

# Final Thoughts

- RIF is unpredictable
- RIF is a challenging, complex process
- There are rules and regulations to follow
- RIF is a team effort between management and the human resource staff
- Communication is critical

# Tentative Reduction-In-Force Timeline

<u>Action/Issue:</u>	<u>Completed By:</u>
A 76 Results	Jan 24, 2005
Assign RIF Team	Jan 28, 2005
Issue General Notice	Jan 31, 2005
Freeze Personnel Actions	Jan 31, 2005
Potential Buyout Opens	Feb 7, 2005
Buyout Closes	Feb 14, 2005
Separate VERA / VSIP Employees	Mar 3, 2005
Begin RIF	Apr 5, 2005
Issue RIF Notices to Employees	Apr 12, 2005
RIF Effective Date	Jul 2, 2005

# Human Resources Actions During Transition

- Complete Union notifications and bargaining
- Review of Official Personnel Files (OPF)
  - Short timeframe to ensure data is correct
- Performance Appraisals
  - Credit for three appraisals in four year window
- Finalize competitive levels for all positions
- Conduct RIF with OPM assistance

# Human Resources Actions During Transition

- Conduct periodic meetings to provide information and answer questions
- Provide training – RIF, resume writing, interviewing skills
- Implement a Career Transition Assistance Program (CTAP)
  - Partnerships and network with key personnel/organizations
  - Peninsula Workforce Development Office

# Human Resources Commitment

- The Office of Human Capital Management is committed to providing assistance and supportive services to impacted employees
- Facilitate placement of affected employees
- Provide tools, resources and career assistance services
- Provide on-going communications with employees

# INFORMATION SOURCES

- NASA Jobs

[www.nasajobs.nasa.gov](http://www.nasajobs.nasa.gov)

- USAJOBS

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

- LaRC RIF Specialist Karen Thomas-Richards, 864-1550