DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

LY TO
TENTION OF

ATZT-CP

4 APR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #20-04, Placement of Excess Civilian Employees

1. PURPOSE. To establish policy for the placement of civilian employees whose jobs have been or are expected to be abolished.

2. POLICY/PROCEDURES.

a. When it becomes necessary to abolish a position or a group of positions, we will make every effort to place impacted employee(s) in an available job vacancy for which he or she is qualified. This proactive placement is appropriate prior to matching vacancies against qualified registrants in DoD's mandatory Priority Placement Program (PPP).

b. Not all jobs are the "right fit" even though the individual may be minimally qualified. Consequently, the placement procedures will be afforded a certain degree of latitude dependent upon the level of monetary constraints involved and the accompanying urgency of the placement. The following general guidelines should be applied to each situation:

(1) Code Amber. An encumbered position is either abolished or projected to be abolished, but the organization still has resources available to fund the position for the near term. When a vacancy occurs for which the excess employee qualifies, an analysis of the job requirements is conducted. The requirements are then compared to the duties and responsibilities that the employee was performing in the job being abolished along with any additional knowledge, skills and abilities the employee might possess. Should this review produce a match with the requirements of the vacant position, the supervisor is expected to either make the selection or justify in writing why he or she will not select the excess employee. Justification for non-selection should be reviewed and either approved or disapproved, as appropriate, by the first 06 in the chain of command where the vacancy exists.

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(2) Code Red. Resources to fund an encumbered position are nearing depletion and/or reorganization(s) must be implemented by a specified date (e.g., MEO conversions) and the organization has notified the Civilian Personnel Advisory Center (CPAC) that the position must be abolished as soon as possible. When the next vacancy occurs at the same grade level, an analysis of the job requirements is conducted, and the following criteria are applied:

(a) If the vacancy is in the same competitive level the displaced employee will be placed in the vacant position.

(b) If the employee meets the Office of Personnel Management's (OPM) Minimum Qualification Requirements, the employee will be placed in the vacant position.

(c) If the knowledge, skills and abilities of the displaced employee are such that the employee has the potential to learn the critical elements of the vacant position within 180 days, then he or she will be placed in the vacant position. Training and retraining programs should be maximized to ensure that employees are successful in their new jobs.

3. The governing principle is that of taking care of the members of our current workforce, who give us continuity, and to continue to make the United States Army Maneuver Support Center and Fort Leonard Wood a model employer.

4. SUPERSESSION. This policy supercedes the previous command policy on this subject as above, dated 11 October 2001.

5. PROPONENCY. The proponent for this command policy is the Director, Civilian Personnel Advisory Center (CPAC), at 596-0280.

RANDAL R. CASTRO
Major General, USA
Commanding

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