



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

REPLY TO
ATTENTION OF
ATZT-CP

26 DEC 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #23-01, Temporary Fill of Vacancies to Ease Impact of A-76 Decisions

1. PURPOSE. To establish policy for the temporary fill of vacant positions to ease the impact of A-76 decisions.

2. DISCUSSION.

a. An installation goal is to make all reorganizations with a minimum of adverse impact on civilian employees. All elements of the installation interact cohesively to identify and create opportunities for placement or training of employees whose jobs are eliminated as a result of the Commercial Activities (CA) review process.

b. CA studies reduce employees' sense of job security. To reduce the costs and severity of a potential reduction-in-force (RIF) to the extent practicable, replacement actions will be recruited on a temporary basis. Using details, increasing the hours of part-time/intermittent employees, and overtime rather than hiring additional employees are all techniques to lessen the negative impact of a RIF.

c. An aggressive placement program must be implemented to ensure the mission is accomplished, to support the workforce, and to lessen the adverse impact on minorities, women, and employees with disabilities. This program helps to take care of the civilian work force, saves on severance pay costs, reduces separations of permanent employees and provides a process for managing civilian resources.

3. POLICY. The installation will cease hiring new or permanently promoting personnel into vacancies that qualified employees potentially affected by RIF may be placed once A76 studies are announced. Vacant positions that would be a placement for someone who is likely to be affected by RIF will either be:

a. Filled on a temporary basis; or

b. Filled by or committed to an employee whose jobs has been or is expected to be abolished.

4. Temporary appointments are authorized for up to two years but can be extended with permission from the Office of Personnel Management (OPM), and A-76 would be good justification for an extension. TERM appointments authorize positions to be filled for up to four years, BUT require RIF procedures to release a TERM employee. Time-limited promotions may be made for a specified period of not more that five years. OPM can authorize longer periods.

ATZT-CP

SUBJECT: Command Policy #23-00, Temporary Fill of Vacancies to Ease Impact of A-76 Decisions

5. Positions are exempt from this requirement when there is no one fully qualified in an organization under A76 study. Positions in the categories or grade levels listed below are exempt from the requirement to be filled on a temporary basis. Requests for exception to this policy for positions other than those listed below will be submitted to the Civilian Personnel Advisory Center (CPAC) and Directorate of Resource Management (DRM) for approval. If the CPAC and DRM cannot reach agreement, the Chief of Staff will decide on the request for exception.

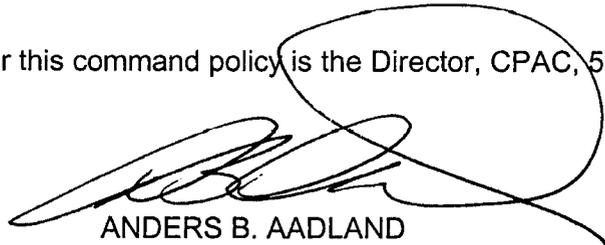
a. Professional and paraprofessional medical or dental positions at all grades.

b. Specialist and professional positions at the GS-11 level and above, unless the job series and grade level is found in organizations being studied; i.e., 0205, 0346, 0846, 1001, 1701, 1712, 1750, 1910, 2001, 2003, and 2101.

c. Skilled trades jobs that do not exist in the organization under study; i.e., 4805, 7404, and 6901.

6. SUPERCESSION. This policy supersedes previous policy, subject as above, dated 11 June 1999.

7. PROPONENT. The proponent for this command policy is the Director, CPAC, 596-0280.



ANDERS B. AADLAND
Major General, USA
Commanding

DISTRIBUTION:

All Schools, Brigades, Battalions, Companies,
Detachment, Tenant Units, Directorates,
and Personal Staff Offices