

Taking Care of Our People



Transition Assistance for Civilians

*Civilian Assistance & Re-Employment (CARE) Division
DoD Civilian Personnel Management Service*

This presentation provides an overview of the types of transition assistance available to DoD civilian employees adversely affected by BRAC, to include:

- Job placement programs
- Separation incentives
- Benefits & entitlements

Job Placement Programs

- DoD Priority Placement Program (PPP)
 - Operates under administrative authority of Secretary of Defense
 - Provides displaced employees priority placement rights at DoD installations
 - Eligible employees may enroll up to 2 years prior to scheduled separation date
 - Relocation costs paid by DoD
 - 76,000+ placements during previous BRAC rounds

Job Placement Programs

- Reemployment Priority List (RPL)
 - Required for all Federal agencies separating employees by reduction in force (RIF)
 - Provides eligible employees preference over external applicants for DoD jobs within the commuting area
 - Eligibility begins upon receipt of RIF separation notice or Certificate of Expected Separation (which can be issued up to 6 months before separation)
 - DoD uses automated registration & referral system

Job Placement Programs

- Interagency Career Transition Assistance Plan (ICTAP)
 - Provides interagency placement consideration for employees separating due to RIF or declining reassignment outside the commuting area
 - Well-qualified ICTAP applicants have preference over other external candidates
 - Applies within commuting area only
 - Employee must apply for vacancies and provide copy of separation notice

Job Placement Programs

- Hiring Preference for Contractor Jobs
 - Requires contractors to give “right of first refusal” to displaced DoD employees
 - Applies to contractors retained to prepare installation for closure and/or maintain it thereafter

Job Placement Programs

- Job Exchanges

- Allows employees at closing bases to exchange jobs with employees at non-closing bases
- Employee at non-closing activity must be eligible for retirement on or before closing date and agree to remain until closure

Separation Incentives

- Voluntary Separation Incentive Pay (VSIP)
 - Provides cash incentive of up to \$25,000 for employees who voluntarily resign or retire
 - Enables downsizing installations to reduce involuntary separations
 - May also be offered at non-downsizing installations to create vacancies for employees displaced from BRAC installations

Separation Incentives

- Voluntary Early Retirement Authority (VERA)
 - Allows early retirement at age 50 with 20 years of service or at any age with 25 years of service
 - Provides another tool for reducing involuntary separations
 - May be used in conjunction with VSIP

Benefits & Entitlements

- Outplacement Subsidy
 - Provides reimbursement of relocation costs (up to \$20,000) for employees placed in other Federal Agencies
- Outplacement Assistance
 - BRAC commanders may use appropriated funds to assist employees in obtaining non-DoD jobs
 - Assistance may include career transition & remedial training, contractor placement services, administrative & clerical support

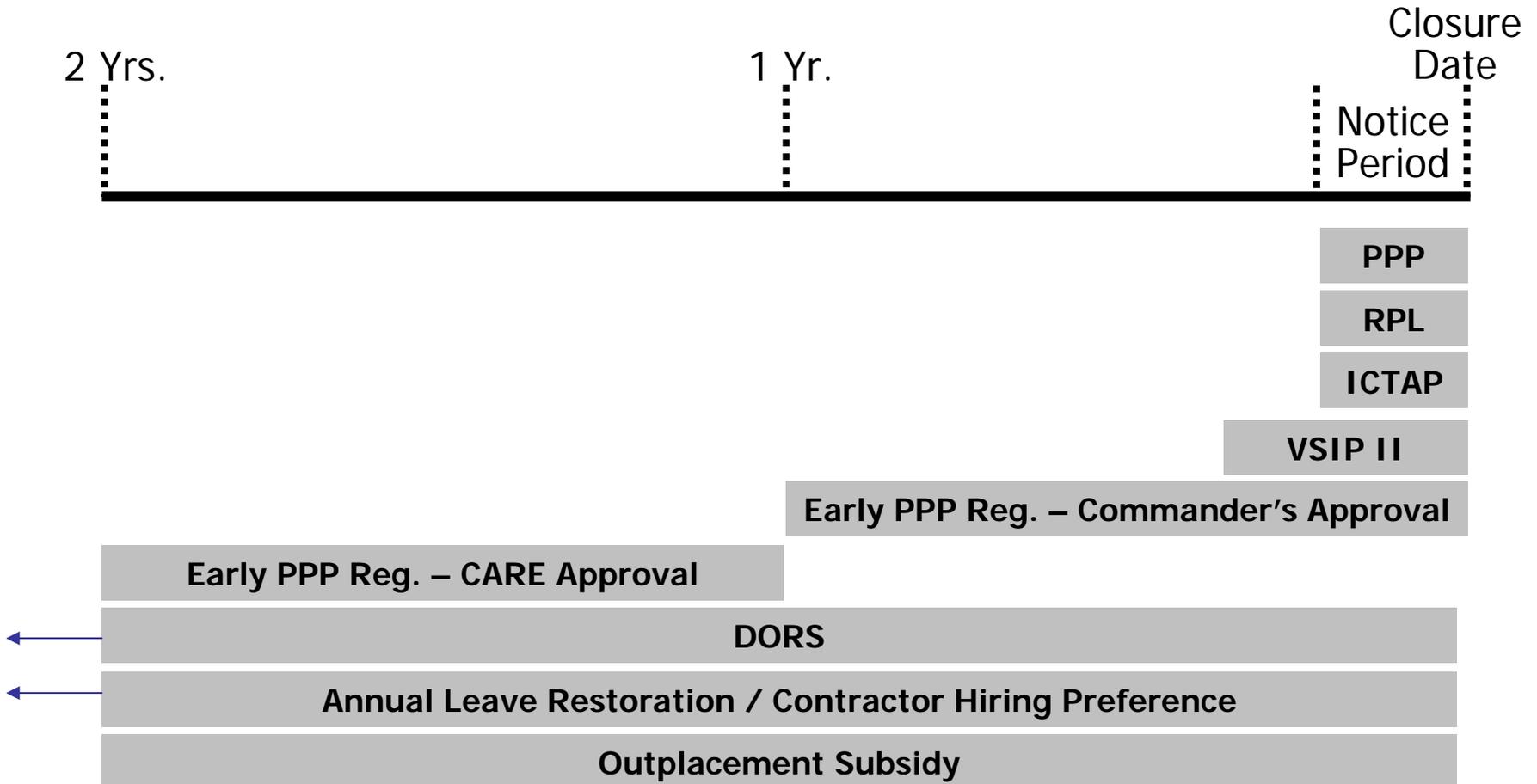
Benefits & Entitlements

- Temporary Continuation of Health Benefits
 - DoD continues to pay government share of Federal Employee Health Benefits (FEHB) coverage for 18 months after RIF separation
 - Employees at BRAC installations may also be eligible for waiver of minimum requirements for continued coverage
- Lump Sum Severance Payments
 - Employees may elect to receive severance pay in a lump sum rather than bi-weekly

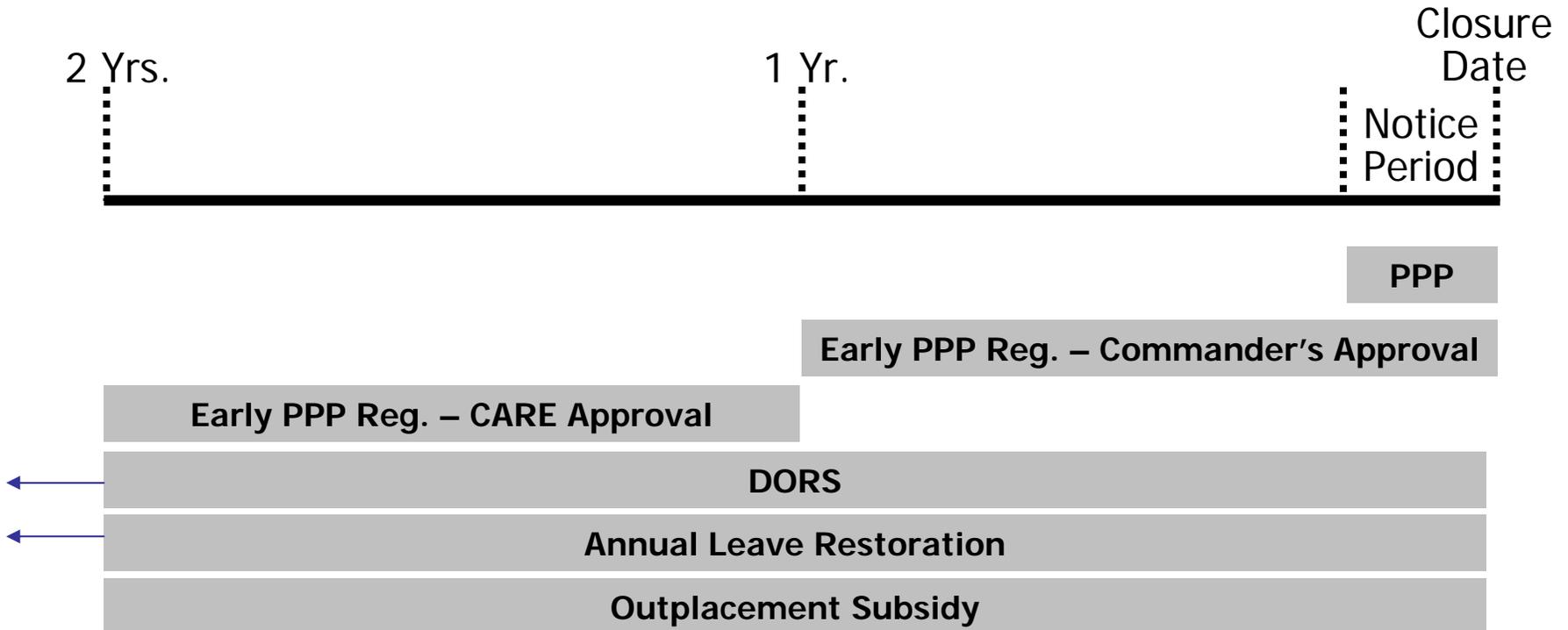
Benefits & Entitlements

- Extended Employment During RIF
 - Allows employees facing separation to be retained on annual leave to reach initial eligibility for retirement or continuation of health benefits into retirement
- Unlimited Annual Leave Accrual
 - Employees at BRAC installations are not subject to statutory limits on accrued annual leave (usually 240 hours)

Transition Assistance Timeline - Closure

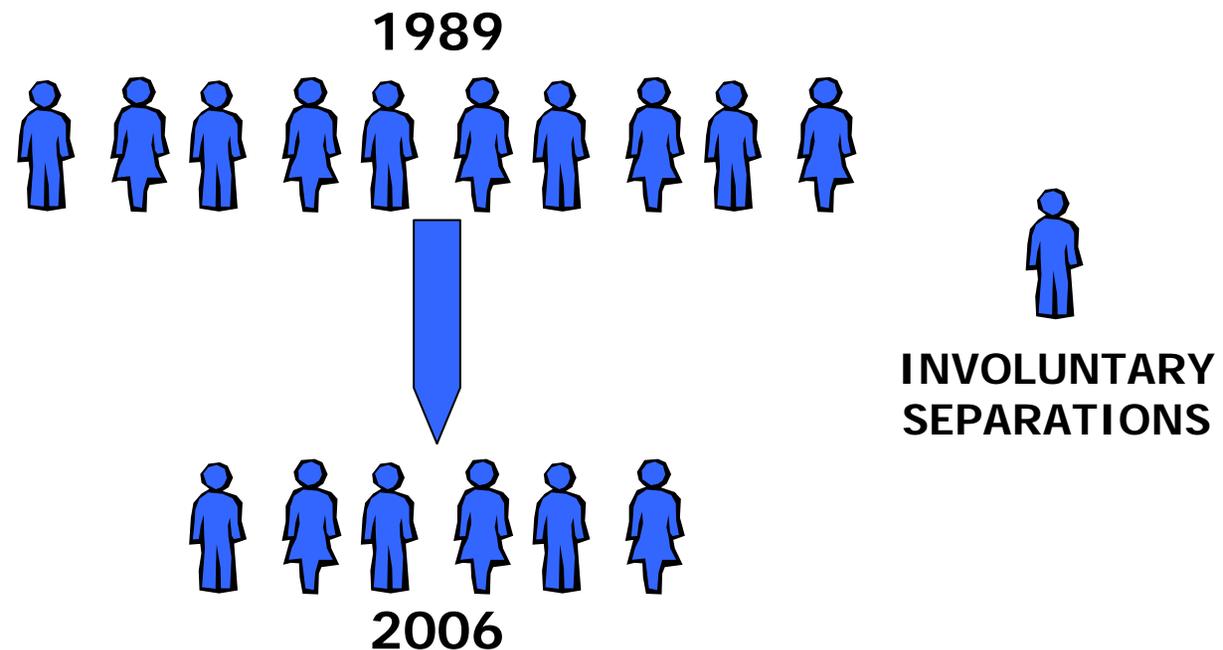


Transition Assistance Timeline - Realignment



Results

Although DoD has reduced the civilian workforce by 40% since 1989, fewer than 10% of the affected employees were involuntarily separated



Management Challenges

- Balancing employee needs & mission requirements
 - Different variables for closure vs. realignment
 - RIF & transfer of function decisions trigger voluntary attrition
 - *Closure: Approving early PPP registration*
 - *Realignment: Issuing TOF canvass letters*
- Maintaining operational continuity during closure
 - 120-day limit on details is waived
 - Retirees may be re-hired without a reduction in their annuities

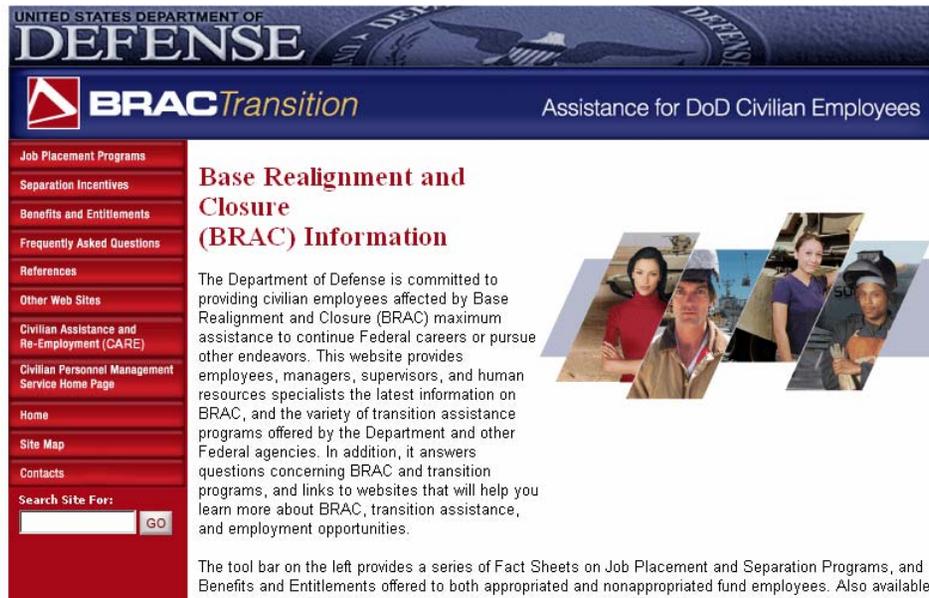
Management Challenges

- Maintaining operational continuity during closure (cont.)
 - Commanders may waive restrictions on temporary appointments within 2 yrs. of closure
 - No permanent promotions or hiring within 2 yrs. of closure
 - *Exception: Assignments to key/critical vacancies (requires mobility agreement & follow-on placement guarantee)*
 - *Exception: Job exchanges (employee retires when installation closes)*

Management Challenges

- Maintaining operational continuity during realignment
 - Offsetting attrition is a primary concern
 - *Historically high declination rates*
 - *Manpower gap at gaining site degrades mission capability*
 - Management tools are available
 - *Mobility requirement for new hires*
 - *Job exchanges*
 - *Retention allowances*

For more information, visit the DoD BRAC Transition website at <http://www.cpms.osd.mil/bractransition>



The screenshot shows the BRAC Transition website interface. At the top, it features the United States Department of Defense logo and the BRAC Transition logo with the tagline "Assistance for DoD Civilian Employees". A left-hand navigation menu lists various resources: Job Placement Programs, Separation Incentives, Benefits and Entitlements, Frequently Asked Questions, References, Other Web Sites, Civilian Assistance and Re-Employment (CARE), Civilian Personnel Management Service Home Page, Home, Site Map, and Contacts. Below the menu is a search bar labeled "Search Site For:" with a "GO" button. The main content area is titled "Base Realignment and Closure (BRAC) Information" and contains a paragraph explaining the Department of Defense's commitment to providing assistance to affected civilian employees. To the right of the text is a collage of four photographs showing diverse individuals in military or civilian settings. At the bottom of the page, a small line of text states: "The tool bar on the left provides a series of Fact Sheets on Job Placement and Separation Programs, and Benefits and Entitlements offered to both appropriated and nonappropriated fund employees. Also available..."