DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 12351.1C
Ser 09B54/0078
13 Sep 00

NAVSEA INSTRUCTION 12351.1C

From: Commander, Naval Sea Systems Command

Subj: ANNOUNCEMENT AND APPROVAL OF CIVILIAN REDUCTION-IN-FORCE, TRANSFER OF FUNCTION, TRANSFER OF WORK, AND FURLOUGH ACTIONS

Ref: (a) SECNAVINST 12351.5F
(b) SECNAVINST 5700.9D (NOTAL)
(c) 5 CFR Part 351

Encl: (1) Fact and Justification Sheet

1. Purpose. To revise authority and responsibilities for the announcement and approval of reduction-in-force (RIF), transfer of function (TOF), transfer of work (TOW), non-emergency furloughs, and other management actions which result in the relocation of civilian employees outside their commuting area (e.g., realignments) in accordance with reference (a). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSEAINST 12351.1B of 27 October 1993.

3. Coverage

a. Scope. This instruction applies to all actions resulting in involuntary separation of Naval Sea Systems Command (NAVSEA) employees located at NAVSEA Headquarters or its field activities. It also applies to all actions involving the relocation of NAVSEA employees outside the commuting area resulting from workforce and workload adjustments, resource limitations, base closures, contracting-out determinations, mission changes, and similar causes. The approval provisions of this instruction apply to non-emergency furloughs for more than 30 calendar days or 22 consecutive workdays. The reporting

requirement and the subsequent provisions for notifying Congress apply to Appropriated and Non-Appropriated Fund (NAF) positions. The policies and procedures prescribed here will take precedence over those contained in reference (b).

b. Exclusions. This instruction does not apply to Foreign National positions or to displacement actions caused by the exercise of statutory return rights. The approval provisions of this instruction do not apply to NAF positions.

4. Policy. The Department of the Navy (DON) issues a single annual notice to Congress of all planned RIF and TOF actions and all covered TOW actions. This notice includes projected downsizing requirements for NAVSEA. Cognizant Headquarters and Field Management Offices (FMO) are required to submit their downsizing projections based on a comprehensive review of workload, funding and staffing requirements. Separate, individual requests will be considered only in unusual circumstances and will be coordinated through the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DASN (CP/EEO)). Whenever possible, required civilian employee reductions will be accomplished through attrition. Civilian employees will be involuntarily separated or furloughed only when other prudent actions cannot produce required results.

a. Furloughs are not appropriate remedies for long-term workload or funding reductions. When funding for employee compensation will not be available in future years, other possible corrective actions should be explored, including releasing temporary employees, reducing overtime, or RIF. If budgetary authority is not available to implement a RIF, this shortfall should be addressed via the chain of command following normal procedures.

b. Where involuntary separations or furloughs are clearly unavoidable, they will, upon approval, be carried out following the provisions of reference (c).

c. Prior to implementation of covered actions, analyses of expected results must be performed, considering the composition of the workforce and employees that will be affected, to assess the impact on workforce diversity.

5. Delegation. The Secretary of the Navy delegated authority to approve RIF, TOF, and furlough to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)). Reference (a) delegated this authority down to the following: Chief of Naval Operations (CNO); Commandant of the Marine Corps (CMC); Assistant for Administration, Office of the Under Secretary of the Navy (AA/USN); and Commanders of Navy Echelon 1 and 2 Commands, as described below.

6. Responsibilities

a. The DASN (CP/EEO) will issue an annual data call to CNO, CMC, AA/USN, and Navy Echelon 1 and 2 Commands for information on RIF actions and covered TOF and TOW actions anticipated for the upcoming calendar year. The Command Human Resources/EEO Division (SEA 09B5) will request input from points of contact at Headquarters and FMOs. Data should be consistent with budget projections. Consolidated projections will be routed via the Corporate Operations Office (SEA 09B) and the Congressional and Public Affairs Office (SEA 00D) for review of politically sensitive issues prior to SEA 00 signature.

b. After ASN (M&RA) authorization, the compiled list will be provided to the Office of Legislative Affairs (OLA), who will notify the Office of the Assistant Secretary of Defense for Legislative Affairs, and announce the planned actions to the affected Members of Congress.

c. Following the notification to Congress, NAVSEA will be notified of authority to approve and execute announced actions. Prior to implementation of any RIF, TOF, TOW, or furlough included in the announcement to Congress, shore activities must orally notify their FMO of the time and magnitude of the proposed action and follow up with an official request in writing. The FMO will review the

request for appropriateness and submit the official request and endorsement via SEA 09B5 for concurrence/approval by SEA 00 at least 30 days prior to issuance of public announcement or employee notices. The request should include a completed Fact and Justification (F&J) Sheet, enclosure (1).

d. For covered actions not included in the annual Congressional announcement, or where involuntary separations will significantly exceed the announced impact, notification must be provided to the ASN (M&RA) through the DASN (CP/EEO) at least 30 days prior to issuance of public announcement or employee notices. Requests must be submitted to the FMO at least 60 days prior to any announcement to ensure proper and timely coordination with ASN (M&RA). Advance notices will contain all information required in enclosure (1).

e. The DASN (CP/EEO) will coordinate these advance notices with the ASN (Financial Management & Comptroller) (FM&C) to ensure that budget projections are in line with planned RIF execution, and OLA to identify potential issues that may impact on the planned action. If issues are identified which cannot be resolved within the 30-day advance notice period, the appropriate command or activity will be advised to cancel or modify the proposed action pending resolution.

f. A copy of all RIF authorization letters issued by SEA 00 shall be provided to the DASN (CP/EEO).

g. The DASN (CP/EEO) will monitor the execution of all covered actions through the Defense Civilian Personnel Data System or other automated systems.

7. Reports. Report control symbol SECNAV 12351-1 is assigned to the reporting requirement in paragraph 6a(1) and is approved per SECNAVINST 5214.2B.

G. P. NANOS, JR.

Distribution:
SEA 01, 02, 04, 05, 53, 08, 91, 92, 93, 00R, 09A, 09B, 09D, 09M, 09T, 00D, 00E, 00F, 00G, 00H, 00I, 00K, 00L, 00M, 00N, 00PZ, 00U
PEO Carriers, (S), EXW, MIW, SUB, TSC, USW
NSWC
NUWC
SNDL C84 COMNAVSEASYSCOM Shore Based Detachments (less C84J)
FKP COMNAVSEASYSCOM Shore Activities (less FKP6B and FKP24)

FACT AND JUSTIFICATION SHEET

1. Fact Sheet on (UIC, name and location of the activity):

2. Background:

   a. Number of permanent employees onboard as of (date):
   b. Number of term employees onboard as of (date):
   c. Number of temporary employees onboard as of (date):

3. Approval of this action will result in (check appropriate block):

   a. ____ Reduction in Force
   b. ____ Transfer of Function to _____.
   (location)
   c. ____ Furlough for (work/calendar) days.
   d. ____ Transfer of Work to _____.
   (location)

4. Proposed effective date of the action:

5. Reason for the action:

6. If this action results from a Commercial Activities study, provide the following:

   a. Number of permanent employees onboard under CA study:
   b. Number of term employees onboard under CA study:
   c. Number of temporary employees onboard under CA study:

7. Funding impact:

   a. Savings: (salaries and other costs avoided by the proposed action)
   b. Costs: (separation pay, severance pay, unemployment compensation, relocation costs)

8. Point of contact for additional information: (provide name, telephone number and e-mail address)

I certify that the analysis required in paragraph 4C of SECNAVINST 12351.5F has been conducted.

_____
Authorizing Official

Enclosure (1)