



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 12351.5F
ASN (M&RA)
24 February 2000

SECNAV INSTRUCTION 12351.5F

From: Secretary of the Navy

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

Ref: (a) SECNAVINST 5700.9D (NOTAL)
(b) 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). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 12351.5E.

3. Coverage

a. Scope. This instruction applies to all actions resulting in involuntary separation of civil service employees and all actions involving the relocation of civil service employees outside the commuting area resulting from work force 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 Congressional notification provisions apply to Nonappropriated Fund (NAF) positions. The policies and procedures prescribed here will take precedence over those contained in reference (a).

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) will issue a single annual notice to Congress of all planned RIF and TOF actions and all covered TOW actions. Separate, individual notices will be

24 FEB 2000

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 the 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 (b).

c. Prior to implementation of covered actions, impact analyses are to be performed to assess the impact on workforce diversity.

5. Delegation. The authority of the Secretary of the Navy to approve RIF, TOF, and furlough is delegated to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)). The authority is redelegated to the Chief of Naval Operations (CNO); the Commandant of the Marine Corps (CMC); the Assistant for Administration, Office of the Under Secretary of the Navy (AA/USN); and the 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. Data should be consistent with the Command's budget projections. Navy major claimants shall submit copies of their consolidated input to CNO (N4).

b. The submitted data will be coordinated with the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)), the Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)), the Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C)), and the Chief of Legislative Affairs.

24 FEB 2009

c. 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.

d. Following Congressional notification, the appropriate Echelon 1 or 2 commanders will be notified of their authority to approve and execute announced actions.

e. 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. Advance notices will contain all information required in enclosure (1).

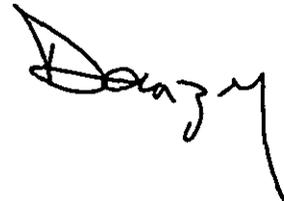
f. The DASN(CP/EEO) will coordinate these advance notices with the ASN(FM&C) to ensure that budget projections are in line with planned RIF execution, and OLA to identify potential issues that may impact on the planned action. If issues are identified which cannot be resolved within the 30-day advance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

g. A copy of all RIF authorization letters issued by approving authorities shall be provided to the DASN(CP/EEO).

h. The DASN(CP/EEO) will monitor the execution of all covered actions through the Defense Civilian Personnel Data System.

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

Richard Danzig
Richard Danzig



Distribution:
(See page 4)

SECNAVINST 12351.5F

24 FEB 2000

Distribution:

SNDL A (Navy Department)
A6 (CMC)
B3 (College and University)
21A (Fleet Commanders in Chief)
23 (Force Commanders)
24 (Type Commanders)
26F (Operational Test and Evaluation Force)
26N1 (Headquarters Support Activity LANT)
26S1 (Coastal Warfare Group LANT)
26S2 (Coastal Warfare Group PAC)
26U (Regional Maintenance Center)
26Z (Shore Intermediate Maintenance Activity)
(less Pearl Harbor)
26JJ (Fleet Area control and Surveillance Facility)
26QQ2 (Special Warfare Group Unit and Detachment PAC)
(COMNAVSPEWARGRU 1, only)
26RR (Fleet Imaging Command, Center, Facility and
Detachment) (less FLTIMAGCOMLANT Jacksonville)
26DD (Mobile Diving and Salvage Unit and Detachment
and Consolidated Divers Unit)
28C2 (Surface Group and Force Representative PAC)
(COMNAVSURFGRU MIDPAC, only)
39B (Construction Brigades)
39I (Construction Battalion Maintenance Unit)
40B (Control of Shipping Officer) (Bahrain, only)
41A (Commander, MSC)
41B (Area Commander, MSC)
41C (Sub-Area Commanders, MSC)
41D (Offices, MSC) (Pusan, Seattle, and Port
Canaveral, only)
42A (Fleet Air Commands)
42B1 (Functional Wing Commander LANT)
42B2 (Functional Wing Commander PAC)
42D (Fleet Aviation Specialized Operational Training
Group and Detachment)
42P1 (Patrol Wing and Squadron LANT (VP (VPU))
(PATWING 5, 11, only)
42P2 (PATWING 1, 2, 10, PATWINGSPAC, (Kadena,
Misawa, only)
45 (Fleet Marine Force - Ground)
46 (Fleet Marine Force - Aviation)

24 FEB 2000

Distribution: (Continued)
SNDL Part 2 (Naval Shore Activities) (less C7, C40, FB39,
FF38, FJC1, and FKP1G)

Copy to:
SNDL B5 (U.S. Coast Guard (COMDT COGARD, only)
B7 (Civilian Personnel Support Activities)
50A (Unified and Specified Commands) (USCINCPAC
and USCINCLANT, only)

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 (same date as 2a):
 - c. Number of temporary employees onboard as of (same date as 2a):
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.
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)