



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
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IN REPLY REFER TO

NAVFACINST 12351.7 CH-1  
14 May 1999

NAVFAC INSTRUCTION 12351.7, CHANGE TRANSMITTAL 1

From: Commander, Naval Facilities Engineering Command

Subj: REDUCTION IN FORCE OF CIVILIAN PERSONNEL

1. Purpose. To reissue the instruction for NAVFACENGCOM Reduction in Force of Civilian Personnel.

A handwritten signature in black ink, appearing to read "J. W. Taylor", is positioned above the typed name.

J. W. TAYLOR  
Assistant Commander for  
Engineer Resources



# DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND

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NAVFACINST 12351.7  
09M22C

1 March 1991

## NAVFAC INSTRUCTION 12351.7

From: Commander, Naval Facilities Engineering Command

Subj: REDUCTION IN FORCE OF CIVILIAN PERSONNEL

Ref: (a) FPM Supplement 351-1 of 18 September 1989  
(b) OCPM Instruction 12351.1A of 11 September 1989  
(c) SECNAV Instruction 12351.5C of 19 October 1990  
(d) OPNAV Instruction 5700.12B of 11 March 1981

Encl: (1) Fact and Justification Sheet

1. Purpose. To provide guidance on reduction in force (RIF) actions and establish revised procedures for approval of proposed RIFs, transfers of function, and furloughs.

2. Cancellation. NAVFACINST 12351.6.

3. Background.

a. Reference (a) transmits the Office of Personnel Management (OPM) guidance for RIF, and reference (b) provides the Navy civilian personnel policy for RIF actions. By reference (c), the Secretary of the Navy delegated approval authority for actions involving the involuntary separation, transfer, or furlough (for less than 31 consecutive days or less than 23 work days, if not on a continuous basis) of 49 or fewer employees, when such action is not expected to generate significant Congressional interest, to the following: the Assistant for Administration, Under Secretary of the Navy; the Chief of Naval Operations (CNO); the Commandant of the Marine Corps; and the Chief of Naval Research, for activities within their respective commands. Actions taken under this authority will be cumulative on a fiscal year basis for an individual activity. This authority may not be used once the aggregate number of employees involuntarily separated, furloughed, or transferred (through a transfer of function) at an individual activity exceeds 49 employees during a fiscal year.

b. By reference (d), CNO redelegated this authority to the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) and the other Echelon II Commanders. Reference (d) also authorized Echelon II Commanders to redelegate, revoke, and again redelegate this approval authority. This instruction redelegates to Echelon III NAVFACENGCOM field activity heads, authority to approve the reduction actions described in paragraph 3.a. of this instruction.



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4. Discussion.

a. Reduction actions are sometimes necessary as a result of conversions to contract, workload and/or work force adjustments, funding limitations, implementation of Overhead Budget Management (OBM) or Most Efficient Organization (MEO) studies or changes in functions. Reductions in civilian personnel often arouse considerable local and Congressional interest, especially if they are large enough to have an area-wide impact.

b. Every effort should be made to avoid reduction actions and they should be used only as a last resort. Your servicing Civilian Personnel Office (CPO) will assist you in planning and executing reductions in a manner which will minimize adverse effects on personnel. This may be accomplished through hiring freezes, reduction by attrition, reassignment, job restructuring, training programs to qualify potentially affected employees for other positions, and/or requesting early-out retirement authority from OPM. Placement assistance should be offered to employees affected by RIF following the policies, procedures, and guidelines contained in references (a) and (b).

5. Approving Authorities.

a. NAVFACENGCOC Echelon III field activity heads are delegated authority to approve the reduction actions described in paragraph 3.a. of this instruction.

b. According to the delegations described in reference (c), only the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)) has approval authority for reduction actions of greater scope than those described in paragraph 3.a. of this instruction. For a reduction action requiring this level of approval, field activity heads shall submit to NAVFACENGCOC Code 09M2 a request for approval of the proposed action no later than 60 days prior to the proposed effective date of the action. The request shall include enclosure (1) and any additional supporting documentation and should be addressed to ASN(M&RA) via COMNAVFACENGCOC. The request shall include copies to the following four offices: the Deputy Assistant Secretary of the Navy (Civilian Personnel Policy and Equal Employment Opportunity); the Comptroller of the Navy; the Chief of Legislative Affairs; and the Chief of Information. In accordance with reference (c), the ASN(M&RA) will coordinate with the Assistant Secretary of the Navy (Research, Development and Acquisition), the Assistant Secretary of the Navy (Installations and Environment), and Assistant Secretary of the Navy (Financial Management).

6. Action.

a. NAVFACENGCOM Echelon III field activity heads shall:

(1) Notify NAVFACENGCOM Code 09M2 of scheduled reduction actions for which they have been delegated approval authority by completion of enclosure (1), and submission to Code 09M2 no later than 30 days prior to the scheduled action. Information provided by enclosure (1) will be used to respond to various inquiries from higher echelons.

(2) Request approval by ASN(M&RA) via COMNAVFACENGCOM for reduction actions other than those described in paragraph 3.a. of this instruction. The procedures to be followed are described in paragraph 5.b. of this instruction.

(3) Respond to locally received inquiries from members of Congress and/or state and local officials after higher authority approval has been received. If the inquiries concern reduction actions that are still in the planning stage, then they should be referred to COMNAVFACENGCOM.

b. NAVFACENGCOM headquarters codes shall:

(1) Serve as contact points for insuring appropriate headquarters support to field activities concerning reduction actions.

(2) Recommend approval or disapproval of all activity reduction requests requiring the approval of ASN(M&RA).

c. NAVFACENGCOM Code 09M2 shall:

(1) Provide guidance and assistance to Command components in interpreting and applying governing policy and procedural directives.

(2) Review and, as necessary, comment on reduction actions for which field activity heads have been delegated approval authority.

(3) For reduction actions requiring the approval of ASN (M&RA), prepare an endorsement; forward the activity request, via the chain of command, to ASN (M&RA) for approval; and forward the coordination/information copies to the offices described in paragraph 5.b. of this instruction.

(a) Once approval is received, expedite forwarding of approval authority to the activity requesting the planned reduction.

(b) If disapproved, the activity will receive notice, and the proposed reduction package will be returned without further action.

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(4) Respond to inquiries received by COMNAVFACENGCOM from Congress, state and local officials, union leaders, and the local media, particularly when inquiries concern reduction actions not yet officially approved.

7. Effective Date. Addressees shall implement the policy in this instruction upon receipt.



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FACT AND JUSTIFICATION SHEET

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

2. Background and mission:

a. State approved activity mission. Include any significant information having a bearing on the request to include summary information on previous reductions in force, furloughs, or transfers of functions conducted during the current fiscal year.

b. Number of permanent on-board employees as of (date):

c. Number of temporary on-board employees as of (use same date as in 2b above):

d. Number of vacancies authorized for recruitment as of (use same date as in 2b above):

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

a. \_\_\_\_\_ Transfer of function to \_\_\_\_\_ (state location)

b. \_\_\_\_\_ Reduction in force

c. \_\_\_\_\_ Furlough for \_\_\_\_\_ (work/calendar)days

4. Proposed effective date of the action:

5. Reason for the action:

Enclosure (1)

6. Funding impact (anticipated savings vs cost of proposed action):

a. Savings:

b. Costs (e.g., severance pay, unemployment, relocation, etc.):

7. Impact of the action on the civilian workforce:

a. Number of anticipated RIF separations:

b. Number of anticipated furloughs:

c. Number of anticipated transfers with function:

d. Estimated number of temporary employee terminations:

e. Estimated number of on-call employees released:

f. Anticipated attrition for each of the following categories:

(1) Estimated number of retirees:

(2) Estimated number of employees to transfer to other activities within the commuting area (in a transfer of function, do not include those employees who you anticipate will transfer with their function):

(3) Estimated number of employees to transfer to other activities outside of the commuting area (in a transfer of function, do not include those employees who you anticipate will transfer with their function):

(4) Other:

8. Impact of the action on military personnel:

a. Number of officer end-strength reductions:

b. Number of enlisted end-strength reductions:

9. Impact of the action on civilian EEO:

a. Total number permanent on board (provide by the following categories):

Caucasian	Black	Hispanic	Other	*Handicapped
**M/F	M/F	M/F	M/F	M/F
____/____	____/____	____/____	____/____	____/____

\* If minority and handicapped, report in both categories

\*\* M: Male F: Female

b. Estimated total number of permanent on board adversely affected by RIF (provide by categories listed in 9a above):

Caucasian	Black	Hispanic	Other	Handicapped
M/F	M/F	M/F	M/F	M/F
____/____	____/____	____/____	____/____	____/____

c. Estimated total number of permanent on board affected by furlough or transfer of function (provide by categories listed in 9a above):

Caucasian	Black	Hispanic	Other	Handicapped
M/F	M/F	M/F	M/F	M/F
____/____	____/____	____/____	____/____	____/____

10. Economic impact on the activity:

a. Number of RIF actions taken prior to this request this fiscal year:

(1) Number of involuntary separations to date this fiscal year:

(2) Number of employees adversely affected by RIF to date this fiscal year (do not include involuntary separations):

b. Number of transfer of function actions taken prior to this request this fiscal year (provide information in following format; if more than one transfer of function, list each separately):

Function transferred:

Date transferred:

Location where transferred:

Number of employees affected:

c. Number of furlough actions taken prior to this request this fiscal year (provide information in following format):

Dates of furlough (from-through):

Number of employees affected:

11. Provide the following when proposed action results from a Commercial Activities (CA) study:

a. Number of permanent on-board employees under CA study:

b. Number of temporary on-board employees under CA study:

c. Number of vacant positions under CA study: