

25 February 1999

CEHR-E

MEMORANDUM FOR ALL HEADQUARTERS ELEMENTS, MAJOR SUBORDINATE
COMMANDS (MSC), DISTRICTS, LABORATORIES
AND FIELD OPERATING ACTIVITIES

SUBJECT: Command Special Assistance Initiative (CSAI) SOP

1. References:

a. CEHR-E memorandum, 13 October 1998, subject: Draft Command Special Assistance Initiative (CSAI) SOP.

b. CEHR-C memorandum, 18 May 1998, subject: Command Special Assistance Initiatives.

2. We incorporated the comments and recommendations you submitted in response to the draft CSAI SOP, reference 1a. The enclosed final SOP is forwarded for immediate implementation and rescinds reference 1b.

3. The point of contact is Cheryl Vinci, (202) 761-0334.

Enclosure

/s/
SUSAN DUNCAN
Director of Human Resources

25 February 1999

CEHR-E

Command Special Assistance Initiative (CSAI) SOP

Issuance of supplements to this SOP is prohibited except upon approval of HQUSACE (CEHR-E), WASH DC 20314-1000

1. Purpose. The CSAI was originally implemented to ensure our employees received priority consideration for vacancies USACE-wide. At the time, the usage was anticipated to be substantial because extensive downsizing was projected. Accordingly, the program was initiated as an automated database which required the entry of surplus employees and all vacancies. The program remained in effect for a number of years in this automated version. The limited use of the program in the past several years highlighted the need to revise our way of doing business especially because these procedures were labor intensive and required extensive automation support. This SOP establishes new procedures for command-wide assistance to USACE members whenever an event causes USACE personnel to become surplus. The goal of the CSAI continues to be to retain our highly skilled, professional, technical, and administrative workforce within USACE by providing maximum opportunities for placement into other USACE positions.

2. Relationship to DoD Priority Placement Program (PPP). This initiative does not supersede or take the place of any requirements of the DoD PPP. The provisions of the PPP take precedence over the USACE Command Special Assistance Initiative. USACE individuals eligible for placement assistance under the DoD PPP will be registered in that program. Vacant positions subject to PPP provisions must be registered and cleared under the Automated Stopper and Referral System before placement under the Command Special Assistance Initiative may be effected.

3. Applicability. This SOP applies to HQUSACE and all USACE major subordinate commands (MSC), districts, field operating activities (FOA) and laboratories. For those individuals who occupy attorney positions in the GS-905 series, additional placement guidance can be found in AR 690-200, chapter 213, subchapter 4, and USACE Supplement 1 to this document. In the event of a conflict, AR 690-200 and USACE Supplement 1 shall govern the placement assistance for attorneys. Placements into positions covered by the corporate selection policy made in lieu of reduction in force are an approved exception to that policy. Therefore, placement of surplus employees into positions at these grades under this program is authorized.

4. References.

- a. CFR-351
- b. DoD Manual 1400.20-1-M
- c. AR 690-200, Chapter 213
- d. AR 690-950

- e. AR 690-990-2, Book 536, Subchapter S3
- f. USACE Supplement 1 to AR 690-200
- g. OPM Qualification Standards Handbook for General Schedule Positions

5. General. This SOP establishes command-wide policy for the USACE Command Special Assistance Initiative (CSAI) and provides guidance to be followed under the program. Commanders of USACE activities serviced by non-USACE Civilian Personnel Advisory Centers (CPACs) should provide a copy of this policy memorandum to their servicing CPAC for implementation.

6. Policy.

a. HQUSACE, CEHR-E has overall responsibility for this initiative.

b. USACE members' transportation and relocation expenses will be paid by the releasing activity to the maximum extent permitted by provisions of the Joint Travel Regulations (JTR), Volume II.

7. Procedures.

a. MSC commanders will assume primary responsibility for the placement of personnel under their jurisdiction before contacting CEHR-E for placement assistance through the Command Special Assistance Initiative.

b. A surplus employee is one who has been identified for separation or change to lower grade by actual or mock reduction in force (RIF). The employee does not actually have to be in receipt of a RIF letter.

c. If surplus employees cannot be accommodated within the jurisdiction of the MSC, the individual's servicing CPAC will register them using the following procedure:

1) Send an e-mail to CEHR-E (Cheryl Vinci) with the following information:

Name of surplus employee
Current title, Series, Grade
Location
Position title, series and grade(s) for which the employee is well qualified and interested (servicing CPAC must do qualifications determination).
Geographical locations he/she is interested in.

2) Fax a copy of a completed resume to (202) 761-1245.

d. Upon receipt of this information, CEHR-E will transmit an e-mail to the field to freeze all positions in selected locations for which the surplus employee is well qualified. The message will

require all USACE activities to respond to CEHR-E by e-mail within two days with a list of vacant positions for which the surplus employee is registered. The list will include position title, series, grade, duty location, and any appropriate knowledges, skills, and abilities identified for the position.

e. Individuals who are registered in the system will be matched at their current grade level against vacancies for which well qualified, using the identified knowledges, skills, and abilities. Although this is primarily a reassignment initiative, individuals interested in a lower graded position will be matched against vacancies at the lower grade for which well qualified. Once informed of a match, the CPAC should notify the servicing CPOC of the referral to stop further PPP matches until placement of the surplus employee is resolved.

f. When a match occurs, an offer will be made to the surplus employee who will have three calendar days to decide to accept or decline the position. If the employee is well qualified for several positions at different locations, he/she will have the opportunity to decide on the position and the location, but the decision must be made within three days of the offer. After three days, the position(s) will be released to the activity for recruitment purposes. There is opportunity for exception to this procedure on a case by case basis. Exceptions will be decided by CEHR based on the situation. If there is more than one surplus employee interested for a position at a particular location and all candidates are determined to be well qualified, the supervisor of the position will have the opportunity to select one of the registered surplus employees.

g. Commanders may offer rebuttal to the decision to place a registrant into a position only if qualifications are being disputed. The activity disputing qualifications must contact CEHR-E immediately and provide written justification describing their objection. Qualification disputes between registering activities and gaining locations will be settled by CEHR-E. Subject matter experts will be consulted as necessary.

h. Registered vacancies, which are not matched, will normally be released within three days. A longer period of time may be necessary before releasing a position. Circumstances present at any given time will dictate the amount of time necessary to allow surplus employees appropriate consideration. If a position has not been released for fill by CEHR-E, it is the responsibility of the servicing CPAC to check the status of the position with CEHR-E prior to committing the position.

i. Recruitment efforts may continue to a point of commitment while individual vacancies are being considered for a match. Activities may not commit a position until CEHR-E gives approval to fill.

j. Registering offices must immediately notify CEHR-E when a registered employee is no longer excess thru placement, reassignment, resignation, retirement or any other reason.

k. CPACs will maintain a list of positions for which there are matches until notified there are no longer surplus employees in the specific series, grade, and location. CPACs are responsible for

clearing all subsequent recruitment actions against this list. CPACs will first clear PPP thru their servicing CPOC. When the PPP is cleared, the CPAC will notify CEHR-E of the vacancy.

8. Exception: Activities may fill vacancies through the placement of local repromotion eligibles or other exceptions consistent with PPP policy.

9. Responsibilities once a match is made:

a. Gaining and losing servicing CPACs and HROs will negotiate release and reporting dates.

b. Selected individuals will be deferred from the USACE Command Special Assistance Initiative referral process for one year if they decline a bona fide offer from any USACE activity for which they registered.

FOR THE COMMANDER:

/s/

SUSAN DUNCAN
Director of Human Resources

