



**SOLDIERS, CIVILIANS, & FAMILY MEMBERS
TRANSFORMATION AND RESTRUCTURING
GUIDE**



ANY MISSION, ANYWHERE!



FOREWORD

As the Army and USAREUR undergo their global rebasing initiatives, units in USAREUR will inactivate, redeploy to CONUS, or relocate within USAREUR.

Moving, whether by yourself or with a family, can be a hectic and very stressful situation. Often, we as Soldiers, civilians, and family members are so focused on mission requirements that we forget some of the "other" activities that must be accomplished before our departure. Thorough planning and preparation are key elements to a smooth and successful move.

This guide is intended to assist these efforts by providing information for Soldiers, civilian employees, and family members to help guide them through this time of transition. It is a tool to assist individuals and their leaders in identifying the actions required, and supporting agencies necessary, for a smooth transition. A multitude of lists and other resources are available through numerous channels and many of them have been assembled in this pamphlet for your use.

This guide contains much of this information arranged chronologically by priority. The first activity on the checklist is the highest priority due to the time required for completion and should be the activity initiated soonest upon official notification of your movement; conversely, the last activity would be your final one before movement. Each activity on the list has a corresponding page with detailed information for your use. This guide may not address unique situations, but it provides insight into thorough planning and preparation regardless of whether you are part of a unit that is inactivating, redeploying to CONUS, or relocating within USAREUR.

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HOW TO USE THIS GUIDE

This guide is designed to assist Commanders, Soldiers, civilians, and family members as they and their units redeploy, inactivate, or relocate. It is divided into a few prominent sections: Transformation; Soldiers, civilians, and family members relocation; Civilian restructuring; and helpful checklists.

The relocation section is designed to serve as an aid to Soldiers, civilians, and family members who will be relocating due to the Army transformation in Europe. Some will be returning to the United States and others will be moving within USAREUR. The checklist format is designed for easy use where the appropriate section can be accessed using a colored tab for the appropriate personnel category i.e. Soldier, civilian employee or family member.

The first pages of this section contain matrices that list all tasks in chronological order from earliest to latest start. The "E" date is the effective date when the unit either deactivates, redeploys to CONUS or repositions within Europe. (Example E-365 is 365 days prior to unit move) The next two columns are for you to enter the date you began the activity and the date you completed it to keep track of how far you are through the process. The "Task" column identifies the activity. The last column gives you the page of the guide where you will find more detailed information regarding that task, if applicable.

For civilians, the restructuring section provides information about the RIF process, but more importantly, provides guidance on RIF avoidance methods that managers should begin to consider once deliberate planning for restructuring begins. Additionally, this section is translated in German.

This guide includes checklists for Commanders, Soldiers, civilians, and family members. The checklists were designed to be removed from the pamphlet for easy carrying within a pocket.

There are three Commander's checklists: Redeployment, inactivation, and Relocation; choose the one which fits your situation for the greatest benefit. These were developed to assist Commanders as their units redeploy to CONUS, inactivate, or relocate within USAREUR. Thorough planning and preparation are key elements to a smooth and successful inactivation or movement. These checklists are intended to assist you by providing general information, milestones, and timelines. Written operations orders and other related documents will provide specific instructions or required actions. The checklist is simply a tool to assist you in identifying the myriad of actions required. It is not all-inclusive, but does provide a baseline of actions to be accomplished.

The relocation checklist refers back to the relocation section of this guide. Items on the checklist should be cross-checked with the section for sub-tasks and additional, specific information which will make executing the activity easier.

The civilian checklists are designed to assist civilian managers and employees during the restructuring process. There are numerous civilian checklists. Checklists for managers include: Managers of U.S. Non-Appropriated Fund employees, Managers of Local National Appropriated and Non-Appropriated Fund employees, and Managers of U.S. Appropriated Fund employees. Checklists are also included for employees: U.S. Non-Appropriated Fund, U.S. Appropriated Fund, Local National Non-Appropriated and Appropriated Fund. Utilizing the appropriate checklist will assist in a smooth transition.

U.S. Army

Transformation

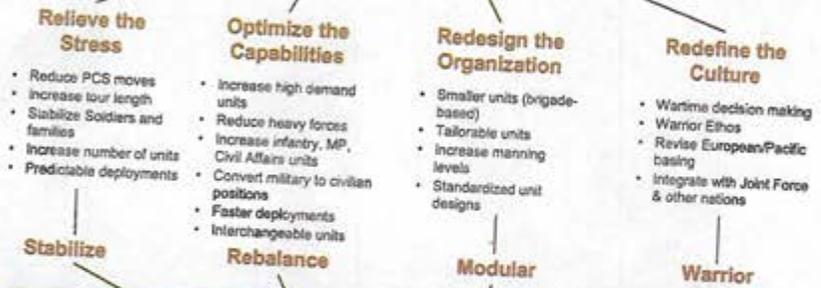


Army Campaign Plan



Where Are We Headed?

Increase Capability for a Wide Range of Missions



Joint & Expeditionary Army with Campaign Capabilities

Army Campaign Plan



What Does It All Mean?

All the changes and adjustments we're making will make our Army more Relevant and Ready by giving us:

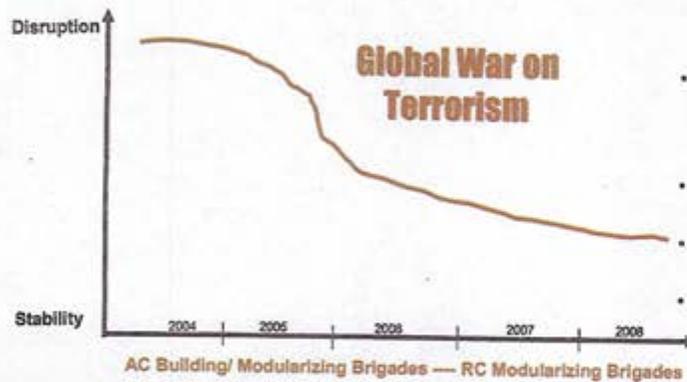
- More cohesive and combat ready formations
- More stable and predictable lifestyle for our Soldiers and their families
- More agile and tailorable units
- More high demand units and skills
- Commonality across the entire Army (Active and Reserve Components)



Army Campaign Plan



What Happens When?



- Implement stabilization initiatives as we convert units
- Restructure and build new Brigade Combat Teams/ Units of Action
- Build more "high-demand" units
- Convert MOSs as we restructure
- Fight the War!

We're Changing While the Engine's Running – Not Business as Usual

Army Campaign Plan



What is the Approach: A Synergy of Strategies



Stabilize Soldiers And Families



Create "Modular" Units



Restructure 100,000 Positions

Creates Larger Pool Of Agile, Cohesive, Deployable Units

These strategies working together will provide the Nation with a more capable Army and additional stability and predictability

Army Campaign Plan



Stabilization: How We Will Man The Force

Stabilization

- More stability and predictability
- Longer assignments for CONUS-based Soldiers and families
- Extended initial tours
- Enables higher levels of cohesion
- Uses a regional approach
- Multiple opportunities to return to same post

Unit Focused Stability

- Synchronizes with Unit Operational Cycle
- Minimizes Soldier losses for deployed units
- Provides combat ready, agile, cohesive units
- Uses Life-cycle and Cyclic Manning Management

Individual Replacement System (IRS)

- Current system doesn't go away completely
- Remains in place for most overseas-based units
- Used for the Institutional Army (TRADOC, etc.)
- Some low density specialties will always stay IRS

Army Campaign Plan



Stabilization: How We Will Provide Predictability to the Force

Stabilization increases predictability and readiness

- Active Component Soldiers spend longer tours at installations within the U.S., moving only to:
 - Meet the needs of the Army
 - Fulfill leader development requirements
 - Satisfy individual preferences
- Minimizes family turbulence and provides "deeper roots" to the community
 - Enlisted Soldiers can reenlist Present Duty or Needs of the Army
 - All Soldiers will be encouraged to return to the same post repeatedly during their career
 - Families become more connected to their community; continuity in schools, medical care, spouse education/career, and home equity
- Further stability and predictability are supported by:
 - Future rotation-based Army
 - Regional approach for future assignments
 - Increased transparency in accessions; Soldiers and officers increased involvement in assignment selection

Army Campaign Plan



Modularity: How We Will Restructure Our Units

Create units that are more stand alone and alike – with broad spectrum capability

- Create a larger pool of units to fulfill strategic commitments
- Standardize combat unit designs
- Make units more adaptable to the range of missions – from peacekeeping to war
- Move from Division (larger) to Brigade (smaller) level stand-alone units
- Make units capable of deploying more rapidly
- Improve our ability to tailor units and integrate among components, and with other Services and Nations

We have a plan to build a more modular, standardized and flexible Army ... and we're starting now

Army Campaign Plan



Modularity: How We Will Change to Brigade-Centric Organizations

An Army based around large, powerful, fixed organizations



To an Army designed around smaller, self-contained organizations



... Supported by modular multi-functional UAs



- Don't have to deploy a whole division to get certain capabilities
- Employ smaller, tailored forces instead of one or two large units
- Smaller units simplify logistical challenges
- Creates a larger pool of units to rotate into operations

A More Relevant and Ready Force

Active and Reserve Units with the Same Structure

Army Campaign Plan



The Army Culture Will Change

- A more Joint, CONUS-based expeditionary Army
- Changing to a more Joint and Expeditionary Mindset
- Remain focused on our Core Competencies
- More agile and responsive in all missions and processes

Soldier's Creed

I am an American Soldier.
I am a Warrior and a member of a team.
I serve the people of the United States and live the Army Values.
I will always place the mission first.
I will never accept defeat.
I will never quit.
I will never leave a fallen comrade.
I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.
I always maintain my arms, my equipment and myself.
I am an expert and I am a professional.
I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.
I am a guardian of freedom and the American way of life.
I am an American Soldier.

To a More Joint and Expeditionary Army

Army Campaign Plan

As you have probably noticed, there will be many moving pieces during our Army's transformation process. This includes the moving of our most valuable asset, people. Although this might cause some turbulence in the near-term, the long-term result will be greater stabilization for Soldiers and their families; this is a good thing.

Balancing mission responsibilities and family obligations is difficult, but possible; stability is the Lynch-pin and one of the end results of our Army's transformation plan.

SOLDIERS, CIVILIANS, AND FAMILY MEMBERS RELOCATION GUIDE



This section includes specific information on relocation topics including the ones listed below.

- Visas
- Passports and birth registrations
- EFMP screening
- Foreign Service Tour Extensions
- Provost marshal
- Household Goods and POVs
- Lease termination
- Utilities
- Clearance inspection
- Transient lodging
- Pets
- Finance
- Loaner furnishings
- Moving guide
- Personal affairs
- Government quarters
- Medical/Dental
- Legal
- Force Protection
- Out-processing

REQUEST A VISA (CONUS)

Point of Contact: Local Personnel Services Battalion

Unit, ICW Soldiers and Family members, ensures that Visa requests are processed for reassignment to CONUS.

REFERENCE: U.S. Citizenship and Immigration Services (USCIS) at <http://uscis.gov/graphics/shared/fieldoffices/overseasoffices/romedistrict/frankfurt/aboutus.htm>

PROCEDURES:

1. Soldiers PCSing to CONUS, with family members that are not US citizens, must submit an Immediate Relative Immigrant Petition (Form I-130, Petition for Alien Relative) to the U.S. Citizenship and Immigration Service at the Frankfurt Consulate in order for the family to move to the US with the Soldier.
2. Application is made via Form I-130 for each eligible relative.
3. The USCIS office is open to the public Monday through Friday 8:00 AM to 11:00 AM. It is closed on German and American holidays.
4. For general inquiries in German or English, please call 49-69-7535-0 and ask for immigration or DHS. The fax number is 49-69-7410971.
5. Information concerning fees and methods of payment for applications and petitions are located at the USCIS web site at <http://uscis.gov/graphics/formsfee/forms/index.htm#chart> and scrolling down to form I-130.

NOTES:

REQUEST A VISA (ITALY)

Point of Contact: Local Personnel Services Battalion

REFERENCE: Italian Consulate General, Frankfurt at <http://www.consolati-italiani.de/francoforte/visa.htm>

PROCEDURES:

1. US Army Soldiers who are transferred to Italy do not need a visa.
2. Dependents need a visa before arriving in Italy.
3. Family members accompanying Soldiers on PCS to Italy require an entry visa for the purpose of obtaining a residence permit in Italy. The residence permit must be requested at the local police station within 8 days of arrival.
4. For the issue of the above-stated entry visa the following documents are needed:
 - a. Passport which must be valid at least 3 months beyond the duration of the requested visa;
 - b. A valid "Status of Forces Agreement (SOFA) Identification" or German resident permit;
 - c. Copy of PCS order reflecting the Italian destination;
 - d. A passport photograph;
 - e. 50.00 Euro per visa.

The visa department of Italian Consulate General, Frankfurt, is solely responsible for persons who are residing in the Federal Republic of Germany with a valid resident permit (or SOFA). The visa must be requested in person. Office hours are from Monday through Friday from 8.30 to 12.00 hours. APPLICATION forms are available at the Consulate General of Italy, Frankfurt or at the web-site <http://www.consolati-italiani.de/francoforte/richvisa.html>.

Note: Be prepared to leave your passport at the Consulate and return to pick it up a later date. Be sure to ask for a receipt when you pay.

NOTES:

SUBMIT PASSPORT AND BIRTH REGISTRATION REQUESTS / NOTIFY U.S. CITIZENSHIP AND IMMIGRATION SERVICES

Point of Contact: Local Personnel Services Battalion

Submit passport and birth registration requests: Unit, ICW Soldiers and Family members, assess need and submit requests for Passports and Birth Registrations. Local Personnel Detachment provides application guidance to affected units and processes requests to U.S. Consulate.

REFERENCE: 1st PERSCOM GUIDE TO BIRTH REGISTRATION AND PASSPORT APPLICATIONS

When to Apply for Birth Registration

Birth Registration should be applied for within 30 days after the birth of the child.

Application Requirements for Birth Registration

1. The child must be physically present at the time of processing.
2. If child was born in a Military Treatment Facility (MTF) submit AE Form 40-400B. Form must be original, stamped and signed by the MTF physician and registrar. Ensure all information on this form is correct. Only the issuing hospital can make corrections. AE Reg 40-400 contains additional registration requirements.
3. If the child was born in a German hospital, then the German certificate of descent called ABSTAMMUNGS URKUNDE (E-2 Form) is required.
4. Parents proof of citizenship must be one of the following:
 - a. Original U.S. Birth Certificate ...must have raised seal or multi-colored seal from state vital statistics office, a filing date that is within one year of the parent's birth, and signed by a local county, state or bureau registrar.
 - b. Valid U.S. Passport.
 - c. Original Naturalization Certificate or Certificate of Citizenship.
 - d. Original U.S. Consular Report of Birth Abroad.
 - Parents original marriage certificate.
 - If either parent has been previously married, submit original final divorce or annulment decree(s) to show termination of the previous marriage(s). If decree is in German, French, Italian or Spanish, a translation is not needed; all other languages require a translation to English.

1. For newborn children the application for a passport or other travel documents for the child should be submitted within 30 days of birth. U.S. and foreign consular officials can issue a child's passport only after the birth registration is completed.
2. You should apply at least 6-8 weeks before date required to replace an expiring no-fee passport.
3. You should apply immediately for the replacement of a lost, stolen or mutilated passport.
4. Persons not entitled to no-fee passport must apply for fee (tourist) passport at least 6-8 weeks before date required.

Application Requirements for Passports

1. All applicants must be physically present at the time of processing.
2. Both parents must be present to sign for children under the age of 14 unless:
 - a. One parent has consent from the absent parent (Form DS-3053, or Power of Attorney, or other written and dated statement), or copy of military orders if absent parent is on deployment for period of more than 30 days, or
 - b. A parent can show he/she has sole custody via birth certificates listing single parent, divorce decree stating sole custody, adoption papers showing sole parent, or death certificate if one parent is deceased.
3. Proof of U.S. Citizenship: Birth Certificate, Naturalization Certificate, or Certificate of Citizenship.
4. Birth Certificate must have raised seal or multi-colored seal from vital statistics office or from county, state or bureau registrar. If born overseas, show either FS-240 or FS-545 (Consular Report of Birth Abroad of a Citizen of a United States Citizen).
5. Original legal documents (marriage certificate, divorce decree) showing name change is different from that on applicant's birth certificate.
 - a. Two (2) identical photos 2inX2in (5cmX5cm). (color or black and white)
 - b. Copy of orders that brought sponsor and family member to Germany for issuance of no-fee passport.
 - c. MP report for lost/stolen passports.

Combined Fees for Birth Registration and Passport

- Birth Registration and no-fee passport is \$65.00.
- Birth Registration and fee (tourist) passport is \$147.00.

Fees for Passports Only:

1. There is no cost for No-fee passports. The passport agent will prepare a DD Form 1056 and submit with passport application.
2. The fee for (tourist) passports is:
 - a. Children under 16 first-time or renewal: \$82.00.
 - b. Adults (16 and over): \$97.00 for first-time issue, lost or mutilated passport; \$67.00 for renewal.

NOTES:

- Payment is only by Money Order.
- Birth Registration and Passport applications are done by appointments.
- Call your local passport section to make your appointment.

Notify U.S. Citizenship and Immigration Services: Unit, ICW Soldier, should ensure that Soldiers pending naturalization processing have notified the U.S. Citizenship and Immigration Services of the Soldier's new mailing and email address or provide other contact information as appropriate.

NOTES:

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Point of Contact: Local Personnel Services Battalion

EFMP: Submission of EFMP Screening documents for moves within European theater and other OCONUS Locations

1. The installation Management Agency- Europe is the USAREUR proponent for the EFMP. The Personnel Movements Branch (PMB), 1st Personnel Command, implements the program as it pertains to family travel and assignment processing. PMB is assisted in program implementation by special medical and educational consultants from Health Services Support Command and Department of Defense Dependent School (DoDDS).
2. Public Law (PL) 94-142, Education of Handicapped Children Act of 1978, requires free education for all children with educational and health related problems. These children and adults with medical problems are referred to as Exceptional Family Members (EFM).
3. Mandatory medical screening for all family members is required as part of reassignment processing. The Army Medical Department has the responsibility for identifying and coding the special education and health related needs of the EFM.
4. Commanders should be familiar with the basic elements of the EFMP and refer Soldiers who inquire about the program to the local medical treatment facility for information and assistance on enrollment. The 1st Personnel Command screens all family travel requests to ensure that Soldiers who have identified EFM are considered for assignment to communities where special care is available.

NOTES:

FOREIGN SERVICE TOUR EXTENSIONS

Point of Contact: Local Personnel Services Battalion

REFERENCES: AR 614-30, AR 614-200

Soldiers initiate FSTE and submit to 1st PERSCOM for processing.

1. Voluntary FSTE:

a. Voluntary FSTE's greatly enhance readiness, reduce personnel turbulence, save Permanent Change of Station (PCS) dollars, and allow USAREUR to retain quality Soldiers. Commanders at all levels should pursue an aggressive FSTE program. Routine FSTEs may be submitted 6 - 12 months prior to DEROS.

b. FSTE requests should be initiated immediately upon receiving assignment instructions; it must be submitted as an exception to policy. FSTE requests are initiated on DA Form 4187 and forwarded from the PAC/separate Company through command channels to the USAREUR Major Command (UMC)/Separate Major Command (SMC). Upon verification UMC/SMC will enter the request into the USAREUR Personnel Data Base (UPDB).

c. Requests for cancellation of FSTE are initiated on DA Form 4187 and will be routed from PAC/separate Company to UMC/SMC. An approved FSTE is considered an individually elected commitment which constitutes a Service Remaining Requirement (SRR). Cancellation will be considered when sufficient justification is submitted to support an exception to policy. Once a FSTE has started it may not be cancelled, and any request to depart USAREUR prior to completion of the FSTE period must be processed as a curtailment.

d. An approved FSTE which changes a Soldier's DEROS past ETS constitutes a SRR. Soldiers must reenlist or extend to meet the SRR within 60 days of FSTE approval date. Soldiers who fail to extend or reenlist to meet SRR within the required time frame will have their FSTE cancelled by UPDB System. The DEROS will be adjusted to the original DEROS.

2. Involuntary FSTE.

a. Requests for involuntary FSTE of any length and for any valid reason will be forwarded through command channels, in writing, to 1st PERSCOM. These requests must be submitted with sufficient lead time to allow for coordination with HRC. Guidance from DA G1 requires that requests are received at HRC at least 60 days prior to the Soldier's DEROS. Involuntary FSTE are normally limited to 60 day increments and require HRC approval.

b. Commanders, at any level, may disapprove requests for FSTE and requests for cancellation of FSTE without referral to higher echelons.

c. If the Soldier is eligible for the Overseas Tour Extension Incentive Program (OTEIP), the Soldier's OTEIP election will be annotated on the Foreign Service Tour Extension / In-Place Consecutive Overseas Tour (IPCOT) request, and the UMC will record the OTEIP election in the remarks section in UPDB.

d. The procedures outlined above apply to all enlisted ranks from PVT to MSG. Officers should consult unit S-1 and 1st PERSCOM assignment officer for FSTE request.

NOTES:

PROVOST MARSHAL

Point of Contact: Local Installation Access Control Office / Local Provost Marshal Office / Military Customs Office

Conduct IACS registration: Soldiers and their family members coordinate with their local Installation Access Control Office and update their unit/address information or deregister as applicable.

Proper disposition of all POVs and weapons: Soldiers must be able to prove proper disposition of all POVs and weapons in order to clear/out-process from their community.

REFERENCES: USAREUR Reg 612-1, [HTTP://RMV.HQUSAREUR.ARMY.MIL](http://RMV.HQUSAREUR.ARMY.MIL), USAREUR Reg 600-1

POVs

1. Soldiers are responsible to ship, sell or dispose of all POV's before departing their community. The Vehicle Registration Office will not clear Soldiers who do not have the proper documents for de-registration of POV's. Soldiers are reminded when selling a POV, both the buyer and seller must report to Vehicle Registration Office to finalize the transaction. This may be accomplished in the following ways:

- a. Ship it at Government or personal expense.
- b. Transfer it to a person with logistic-support privileges.
- c. Transfer it to a person without logistic-support privileges in compliance with German tax or customs requirements.

d. Donate it to the local MWR fund using AE Form 190-1Z according to AR 215-1, paragraph 3-13h. The MWR-approving official accepts donations on an individual basis. The registrant is responsible for delivering the POV to the appropriate person or facility when donating a POV.

e. Appoint an agent (AE Form 190-1AD) to exercise any of the options in a THROUGH d above before the owner departs.

2. The POV must be operational (not registered non-operational) to be eligible for 1b ABOVE.

3. Owners will not abandon POVs. Abandoning a POV violates German law, this publication, and USAREUR REGULATION 600-1. Additionally, it is punishable under the UCMJ and may serve as the basis for adverse administrative action. Owners will clear and provide proof of disposition of POVs before they depart; FRS clerks will not clear registrants (USAREUR REG 612-1) who have not properly disposed of their POVs according to this publication.

4. Army in Europe commanders will process abandoned POVs according to APPENDIX E, PARAGRAPH E-5.

DISPOSING OF YOUR POV THROUGH MWR

The following documents are required:

1. Plates, unless non-operational.
2. LIEN RELEASE when applicable; MWR cannot accept a POV with a lien on it.
3. First copy of registration.
4. Certification of Release/Donation of POV (AE FORM 190-1Z-R) issued and signed by MWR with make, model, year & chassis number.
5. You MUST provide proof of this donation to your local FRS, as the MWR Facility DOES NOT inform us of this transaction.

WEAPONS

Importing firearms is probably the most complicated part of moving to the United States. People moving stateside on PCS orders are good to go if they can prove they actually owned and possessed the firearms in the United States. Bills of sale, household goods inventories listing the firearms by serial number and state, municipal or U.S. Customs registrations of the firearms are good forms of proof. Customs will, however, only accept original documents.

Show your proof of prior ownership to customs when you land in the States or to the military customs inspector checking your household goods. You may also put the documents inside the package when mailing rifles and shotguns. It is illegal to mail handguns.

If you acquire a firearm that someone else brought from the USA or if you buy one abroad, you will have to obtain an import permit from the Bureau of Alcohol, Tobacco and Firearms (ATF).

Military customs offices have the application forms for ATF import permits. ATF's Washington office only accepts application forms with original signatures, no faxes or copies. Once approved, an ATF permit is valid for one year and the original import permit must be with the firearm when it arrives in the States.

Service members intending to leave firearms in the USA that were acquired overseas but not specially ordered from the USA need a federal import permit. Personnel taking firearms back to their overseas station must have a valid U.S. forces firearm registration with them and meet the laws of the host nation.

Normal import duty rules apply to firearms too. U.S. military personnel will pay duty on any foreign-made firearms acquired overseas if they import them for the first time and do not have official orders authorizing movement back to the USA. Your movement orders allow you to take back any personal property to the States duty-free.

Firearms rules are complicated. Call a military customs office for more information.

NOTES:

COORDINATE HHG AND POV SHIPMENT

Point of Contact: Local transportation office

Coordinate with local transportation office to receive a shipment counseling session.

NOTES:

NOTIFY LANDLORD OF RENTAL TERMINATION

Point of Contact: Local housing office

Soldiers living in private rental housing report to CHRRS for assistance in providing termination notice to landlord.

NOTES:

CONTACT UTILITIES

Point of Contact: Local housing office

Soldiers living in government quarters/leased housing, BOQ/SEBQ/GRHP, or private rental housing will provide termination notice to the utility companies.

NOTES:

SCHEDULE CLEARANCE INSPECTIONS

Point of Contact: Local housing office

Soldiers living in government quarters/leased housing; BOQ/SEBQ/GRHP must schedule pre/final clearance inspections.

NOTES:

SCHEDULE TRANSIENT LODGING

Point of Contact: Local housing office

Soldiers must coordinate with guesthouse or other appropriate agency for transient lodging after clearance of current housing.

NOTES:

SHIPMENT OF PETS

Point of Contact: Local Veterinary Clinic

REFERENCE: AR 40-905, AR 40-657, AR 40-905,
[HTTP://WWW.HEALTHCARE.HQUSAREUR.ARMY.MIL/100-VETERINARYSERVICES/DEFAULT.HTM](http://www.healthcare.hqusa.army.mil/100-VETERINARYSERVICES/DEFAULT.HTM)

—Vo

1. Veterinary treatment facilities will provide animal health care services for pets and issue health certificate within 10 days of travel.
2. Owners of pets not being returned to CONUS will report to the Vet clinic for local adoption information.
3. Owners of animals other than dogs and cats to be returned to CONUS, contact veterinary treatment facility ninety (90) days prior to travel for customs and importation information.
4. Dogs and cats do not require a health certificate to enter CONUS. However, the airline you are using may require a health certificate to accept your pet. Check with the airline.
5. Dogs require a current rabies vaccination given at least 30 days before entry. A valid rabies certificate with the vaccination expiration date is acceptable proof of vaccination. There is no vaccination requirement for cats.

NOTE: Many airlines have a summer embargo: from 15 May to 15 September they will not ship pets as excess baggage due to the heat. Some airlines will make an exception for military members on orders. The alternative is to use a commercial pet shipping service. Military charter flights accept pets and will accept pets during the summer months. The cost for pets on a military flight may be less than on commercial airlines. Check with both.

NOTES:

FINANCE

Out-processing requirements:

1. Soldiers who have a Government Travel Credit Card (GTCC) must clear through their unit's travel card administrator to ensure proper transfer of the GTCC account to the gaining station.
2. Copy of your DA Form 31, *Request and Authority for Leave*. You will need this form even if you are not taking leave before you report to your new duty station.
3. If you lived in family housing, you will need two copies of your quarter's termination letter.
4. A copy of your letter from Transportation, Subject: Port Call Instructions (see the next page for more information)
5. If your family returned to the United States early and you were reimbursed, you will need the settlement voucher.
6. If you are requesting an advance on your pay to cover moving or travel costs, please contact finance 10 days in advance. The 208th can give you the required information.
7. Temporary Lodging Allowance (TLA): No cash changes hands with TLA and you will not need an appointment to settle your TLA claim. You will see two transactions on your Leave and Earnings Statement concerning TLA. The first will show your entitlement for meals and lodging. The second will reflect a collection for lodging costs. When you check out of the guesthouse, the paperwork will be processed between the guesthouse and Finance.

NOTES:

SCHEDULE LOANER FURNISHINGS

Point of Contact: Local housing office

Soldiers must report to CFMO to request interim furniture for use after shipment of personal belongings.

NOTES:

ACCESS MOVING GUIDE

Point of Contact: Local Personnel Services Battalion

REFERENCE: [HTTPS://MOVERSGUIDE.USPS.COM/MGSERVICE/HELP](https://moversguide.usps.com/mgservice/help)

NOTES:

ACCESS 1st PERSCOM HELPFUL HINTS POSTAL HANDBOOK

Point of Contact: Local Personnel Services Battalion

REFERENCE:

[HTTPS://HOME.1PERSCOM.ARMY.MIL/POD/DOCS/HELPFUL_HINTS_FOR_MAILING.DOC](https://home.1percom.army.mil/pod/docs/helpful_hints_for_mailing.doc)

NOTES:

SUBMIT CHANGE OF ADDRESS

Point of Contact: Local Personnel Support Battalion

REFERENCE: 1st PERSCOM Postal Operations Directory and Mail Forwarding Guidance

Soldier's responsibilities prior to PCS:

1. Complete two DA Form 3955 cards. Ensure the cards are provided to the servicing APO and the servicing CMR/UMR. These cards ensure mail received after the Soldier departs is forwarded to the correct address.
2. Complete one DA Form 3955 for each correspondent to notify them of the Soldier's new mailing address. Cards may be obtained free of charge from the servicing CMR or UMR. Completed cards may be mailed at the Soldier's expense at any post office, or may be mailed free or charge by taking the completed cards to the servicing Official Mail Control office with a copy of the Soldier's PCS orders.

3. Notify Periodical, Standard and Package Service mailers (newspaper, magazine, catalog, and advertisers) to stop mailing to the current address NLT 45 days prior to the Soldier's PCS date and start mailing to the new address.

4. Notify Preferential mailers (stateside family, friends, financial institutions, and other correspondents) to stop mailing to the current address NLT 15 days prior to the Soldier's PCS date and start mailing to the new address.

NOTES:

TRANSPORTATION

Point of Contact: Local Transportation office

Ship Household Goods (HHG) and unaccompanied baggage (UB): Soldier should be present on the day of HHG/UB pickup; if Soldier cannot be available, arrange to have someone with a power of attorney present to act in their stead.

1. **Household goods:** Household goods (HHG) include items associated with the home and all personal effects belonging to a member and dependents on the effective date of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter. HHG also include: professional books, papers, and equipment (PBP&E), spare POV parts and a pickup tailgate when removed, integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware), vehicles other than POVs (such as golf carts, motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and their associated trailers, boats and single occupant ultra light vehicles for recreation or sport purposes; weighing less than 155 pounds if uncovered or less than 254 pounds if powered; having a fuel capacity not to exceed (NTE) 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.

HHG do not include: Personal baggage when carried free on an airplane, bus or train; automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles; live animals including birds, fish and reptiles; cordwood and building materials; items for resale, disposal or commercial use rather than for use by the member and dependents; privately owned live ammunition; articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders except: bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders.

2. Unaccompanied baggage (UB): Unaccompanied baggage is those items that you will need immediately upon arrival at your new destination. It includes clothes, linens, baby or medical equipment.

Ship POVs: Soldier will deliver POV to the Vehicle Processing Center (VPC) for shipment.

One POV by you or your family member may be shipped at government expense overseas. It must, however, be for you or your family member's personal use only. If you desire to make your own arrangements and ship an additional POV, consult your Transportation Office for any restrictions which may apply. You may be required to pay an import duty on a second POV. At the option of the member shipping a vehicle overseas, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels under the same set of military orders. A vehicle under a long-term lease (12 months or longer) may be shipped if you obtain written permission from the leasing company.

The POV should be delivered to the port prior to the departure of the personnel on whose orders the shipment is to be made. This includes dependent travel authorizations when no POV has been previously shipped on the sponsor's orders. Member must have a minimum 12 months remaining on overseas tour at the time the vehicle is delivered to loading port. If a military spouse delivers the vehicle to the loading port they must have a Special Power of Attorney.

Arrange individual passenger travel: Soldiers will go to the commercial travel office (CTO) to arrange individual flights.

NOTES:

PERSONAL AFFAIRS

1. Make sure that you and your family members have current ID cards
2. Check DEERS enrollment
3. Get information for new station
4. Make sure that you and you family (if applicable) have a valid driver license
5. Get children school records
6. Check bank procedures for transferring funds or closing accounts

KNOW THE LOCATION OF THE FOLLOWING DOCUMENTS:

1. Copies of full power of attorney (if applicable)
2. Soldier and family members' birth certificates
3. Marriage or divorce papers
4. Adoption papers
5. Social Security Cards
6. State and federal tax records
7. All insurance policies
8. Financial and investment records
9. Deeds and mortgages
10. Wills
11. Serial numbers (of valuable electronic equipment)
12. Charge and credit card account information
13. Car registration and titles
14. Citizenship papers
15. Household goods shipping documents
16. POV shipping documents
17. Passports

NOTES:

SCHEDULE LOANER FURNISHINGS PICKUP / CLEARING GOVERNMENT QUARTERS

Point of Contact: Local housing office

Schedule loaner furnishings pickup: Personnel in private rental schedule government furniture/appliances turn-in.

Clearing Government Quarters:

1. Contact the housing office as soon as you get your PCS orders.
2. Schedule a pre-termination inspection 30-40 days prior to your departure date. The inspector will brief you on minimum standards of cleanliness to pass inspection at this time and will identify damages that you will need to repair or pay for.
3. Ask the housing office if they maintain a list of professional cleaners they will make available to you. If you wish, you may hire one of these cleaners to do the cleaning of your quarters. Usually, they guarantee you will pass inspection, or they will clean until you do.

NOTES:

MEDICAL/DENTAL

Point of Contact: Local medical treatment facility

1. Soldiers and family members are not allowed to hand carry medical or dental records. They will be shipped by the health/dental facilities.
2. Fill prescriptions.
3. Immunizations for Soldiers and family members should be documented on shot records.
4. TRICARE: During Your PCS Move If you are enrolled in TRICARE Europe Prime and are scheduled for a Permanent Change of Station (PCS) move in the near future, you will remain enrolled for a maximum of 60 days from the date you fly out of the TRICARE Europe region.
5. How to transfer your TRICARE Prime benefit:
 - a. Let your current TRICARE Service Center (TSC) know that you are moving *before you move*. This protects you and your family from incurring unnecessary charges for unexpected emergency health care needs while you travel back to the states or to another overseas location. You can also receive the location and phone number of the TSC at your next location here.
 - b. Ensure you also carry your TRICARE Europe Passport with you when you travel.
 - c. When you arrive at your next assignment, stop by your new TSC as soon as possible. Here you will be provided information about locally available TRICARE programs so you can make an informed choice about your family's health care. While Active Duty members must remain enrolled in Prime, family members may have several choices. If you decide to keep your family members enrolled in Prime at your new location, all you need to do is complete a form to transfer enrollment and obtain a new Primary Care Manager (PCM). Your new TSC will help you accomplish this. If you do not transfer enrollment of your family members, they will automatically revert to TRICARE Standard at the end of their TRICARE Europe Prime enrollment period. This period ends 60 days from the date you fly out of the TRICARE Europe region.
 - d. If you need emergency health care while you are in transit to your next assignment, go to the nearest military or civilian emergency room. If the care you need is not an emergency, wait until you enroll in your gaining TRICARE region to schedule an appointment. If you cannot wait, contact TRICARE Europe for assistance at your earliest convenience. This step will help ensure that your claim is properly processed.
Contacting TRICARE Europe:

- Dial 1-888-777-8343 if you are in the continental U.S.
- Dial 06302-67-6374 if you are in Germany.
- Dial 1-866-TEUROPE if you are in any other country in Europe.

This is an AT&T toll-free number. You will need the access code from the country in which you are dialing.

e. If you receive care from a civilian provider during your PCS, you may be expected to pay first and then file the claim yourself. However, the claim will normally be filed for you if your civilian provider is part of the TRICARE network. You can get advice on where to find TRICARE providers by calling the nearest TSC. Contact numbers for TSCs worldwide are listed in your TRICARE Europe Passport. In any event, you need to ensure that all claims acquired during your PCS are mailed to: Family Members TRICARE Europe WPS — Foreign Claims P.O. Box 8976 Madison WI 53708-8976 Active Duty members TRICARE Europe WPS - Active Duty Claims Processing P.O. Box 7968 Madison, WI 53707-7968. As a TRICARE Europe Prime enrollee, you should use these addresses to mail claims received from care delivered anywhere in the U.S. or abroad. Remember to add your local TRICARE Service Center to your out-processing checklist. Your TSC should be one of your first and last stops every time you PCS.

NOTES:

CLEAR PRIVATE RENTAL HOUSING

Point of Contact: Local housing office

Personnel living in private rental housing must clear the rental and move into transient accommodations. Ensure that you refer to your move-in inspection checklist when you conduct your clearing inspection so you are not charged for damage that was pre-existing.

NOTES:

LEGAL

Point of Contact: Local Judge Advocate office

POWER OF ATTORNEY (POA)

A POA is a document that allows you (the "principal") to authorize your agent (your "attorney-in-fact") to conduct certain business on your behalf. It is one of the strongest legal documents that you can give to another person. There are two types of POA:

1. General: Gives your agent broad powers to act on your behalf.
2. Special or Limited: Your agent can act only on certain matters.

Every act performed by your agent within the authority of the POA is legally binding upon you. Since a POA is such a powerful document, give it only to a trustworthy person and only when absolutely necessary. You may hear that you need a "general power of attorney" so that someone else can take care of all your affairs if you are absent. This is probably not true. In fact, it is highly unlikely that you will ever need a general power of attorney. The legal assistance office can advise you and prepare the appropriate type of POA you need.

NOTES:

FORCE PROTECTION

REFERENCE: USAREUR MESSAGE #0206099

1. If you are traveling to or through countries with a Department of State (DOS) travel warning in effect; you must receive General Officer Senior Tactical Commander approval to do so.
2. If you are traveling to countries with a high or significant threat, ensure that you receive the required country specific threat briefing prior to travel.
3. Ensure your AT/FP level 1 training is current and that an AT/FP training verification statement is attached to your leave form.

Soldiers and their adult family members will:

- a. Review the information available from the U.S. Department of State and Center for Disease Control prior to travel.
- b. Comply with all state department and additional prohibitions on travel.

USAREUR Country clearance web page located at:

[HTTPS://WWW.ODCSOPS.HQUSAREUR.ARMY.MIL/DIVISIONS/OPS/COUNTRYCLEARANCE](https://www.odcsops.hqusareur.army.mil/divisions/ops/countryclearance)

NOTES:

SOLDIER/FAMILY MEMBER OUT-PROCESSING

Point of Contact: Local Personnel Services Battalion

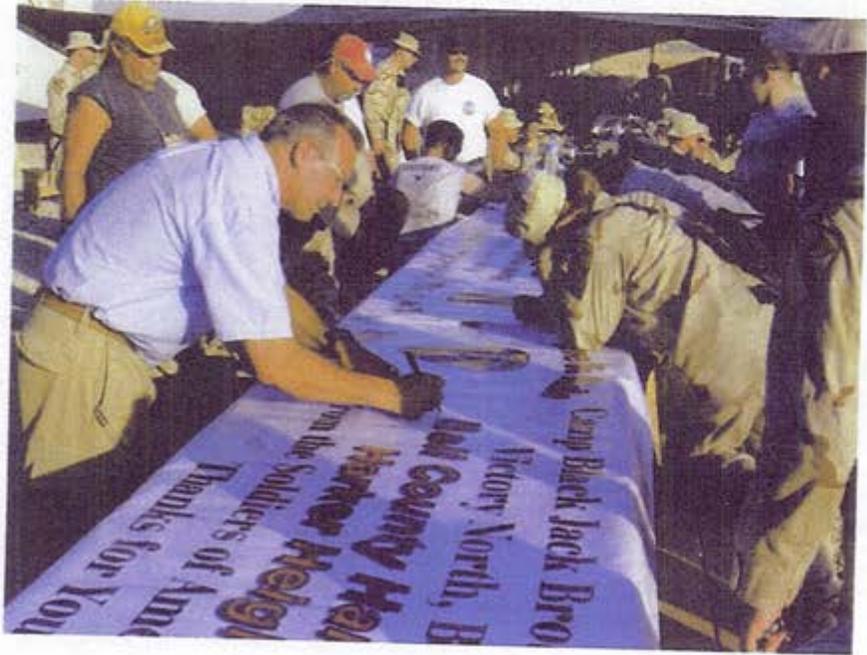
REFERENCES: AR 600-8-101, Personnel Processing

PROCEDURES:

1. DA Form 137-2-R (Installation Clearance record) is mandatory and will be issued to each Soldier NLT 10 working days prior to departure date.
2. The Installation Transition Center normally issues orders at least 90 days prior to their departure date for Soldiers in an ETS status.
3. The Installation Transition Center will issue separation orders in a timely manner for Soldiers in a chapter or misconduct status.
4. The Personnel Services Detachment is responsible for issuing reassignment orders at least 90 days prior to DEROS for Soldiers in a PCS status.
5. Out-Processing Sections and Installation agencies will utilize the USAREUR Community Automation System (UCAS) database to simplify out-processing procedures for Soldiers and unit personnel.
6. CPF will schedule an Out-Processing appointment for each Soldier NLT 10 working days prior to departure.
7. Immediately upon receipt of orders Soldiers are authorized to schedule clearing appointments with individual Installation agencies. (housing, transportation, HHG, etc...)
8. The Soldier is required to physically clear each station listed on the Installation Clearing Record receiving each stations mark of approval. Unit clearing is the last step and must be signed by the unit commander verifying that the Soldier has completely cleared post.
9. Upon receiving unit commander signature the Soldier is required to return to the CPF facility to obtain the final stamp from the CPF Section and turn in completed clearing record.
10. Soldier is now free to proceed on departure travel.

NOTES:

CIVILIAN RESTRUCTURING GUIDE



INFORMATION/GUIDANCE (US APPROPRIATED FUND PERSONNEL)

GENERAL INFORMATION:

As the US Army in Europe prepares for the future, rebases and restructures, reductions-in-force (RIF) can be expected in many geographic locations. This document provides information about the RIF process, but more importantly, provides guidance on RIF avoidance methods that managers should begin to consider once deliberate planning for restructuring begins.

REDUCTION IN FORCE:

An activity is required to use RIF procedures when its employees are released from their positions due to lack of work; shortage of funds; insufficient personnel allocations; reorganization; exercise of reemployment or restoration, or return rights; or reclassification of positions due to erosion of duties under certain circumstances. If an activity is going to initiate a RIF, it must follow specific procedures based upon the employees' types of appointments, veterans' preference, total length of civilian and creditable military service, and performance ratings.

A RIF situation exists when the agency releases a competitive employee from his/her **competitive level** (defined below) by:

1. Furlough for more than 30 days
 - A non-disciplinary action placing an employee in a temporary non-duty and non-pay status because of lack of work or funds, or for other non-disciplinary reasons.
2. Separation, or
3. Change to Lower Grade
 - Based on a reorganization, or
 - Based on reclassification due to erosion of duties:
 - When the reclassification will take effect after an agency has formally announced a reduction in force in the competitive area, and
 - When the reduction in force will take effect within 180 days,
 - But NOT for changes to lower grade based on the reclassification of the job due to application of new classification standards or the correction of classification error.

Competitive Level. A competitive level (CL) is a group of positions, NOT PEOPLE, in a competitive area: In the same grade and classification series; similar enough in duties, qualification requirements, pay schedules, and working conditions, so that the incumbent of one position can successfully perform the duties of any other position in the level without any loss of productivity beyond that normally expected in the

orientation of any new but fully qualified employee. Generally, this means that the employee would need less than 90 days to perform the key tasks of the other position. Competitive level determinations are based on positions, not the personal qualifications of the incumbents of the positions. The competitive level is determined at the time the position is established and reviewed periodically to ensure it is consistent and correct.

After applying the four RIF retention factors (tenure, veterans' preference, length of service, and performance ratings), the competitive level forms a retention register that lists employees in order of their relative retention standing. Retention factors are described below:

Tenure. Employees are ranked on a retention register in three groups according to their type of appointment:

- Group I - Career employees who are not serving on probation. (A new supervisor or manager who is serving a probationary period that is required on initial appointment to that type of position is not considered to be serving on probation if he or she previously completed a probationary period.)
- Group II - Career employees who are serving a probationary period, and career-conditional employees.
- Group III - Employees serving under term and similar non-status appointments (temporary).

Veterans' Preference. Each tenure group is divided into three subgroups based each on employee's entitlements to veterans' preference:

- Subgroup AD - Veterans with a compensable service-connected disability of 30% or more.
- Subgroup A - Veterans not included in subgroup AD.
- Subgroup B - Non-veterans.

Having a background that includes military service does not guarantee that an employee will be entitled to veterans' preference for RIF purposes. Veterans' preference is awarded to those individuals who served:

1. During the period December 7, 1941, to July 1, 1955, or
2. For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976, or
3. During the period beginning August 2, 1990 and ending January 2, 1992, or
4. In a campaign or expedition for which a campaign medal has been authorized.

Veterans' preference may also be awarded to:

1. An unmarried spouse of certain deceased veterans,
2. A spouse of a veteran unable to work because of a service-connected disability, or
3. A mother of a veteran who died in service or who is permanently and totally disabled.

In order to receive veterans' preference, an honorable or general discharge is necessary. Military retirees at the rank of major, lieutenant commander, or higher are NOT eligible for veterans' preference unless they are disabled veterans. Guard or Reserve active duty for training purposes does NOT qualify for veterans' preference.

Any questions concerning veterans' preference eligibility should be addressed to the employee's servicing Civilian Personnel Advisory Center (CPAC).

Note for Military Retirees. A retired member of the armed forces is considered to be a veteran for RIF purposes only if he or she meets one of the following: (i) The armed forces retired pay is directly based upon a combat-incurred disability or injury; (ii) The armed forces retirement is based upon less than 20 years of active service; or (iii) The employee has been working for the Government since November 30, 1964, without a break in service of more than 30 days. (If the veteran meets condition (iii) but retired at the rank of major or higher (or equivalent), he or she must also meet the general definition of disabled veteran in Section 2108(2) of Title 5, United States Code, in order to be a veteran for RIF purposes.)

Length of Service. Within each tenure subgroup, employees are ranked for RIF retention by service dates. RIF service dates begins with all creditable civilian and military service, and this date is then adjusted with additional service credit for certain performance ratings. Within each subgroup, employees with more creditable service are ranked ahead of those with less service.

Performance. Employees receive extra RIF service credit for performance based on the average of their last three ratings of record received during the 4-year period prior to the date the agency issues RIF notices. The 4-year period begins on the date the agency issues RIF notices, or the date the agency freezes ratings before issuing RIF notices, if earlier.

The ratings are: Level 1 through 3. Employees receive extra credit only for ratings of Level 3 ratings or above. The standard values are:

- * 20 years for a Level 1 rating;
- * 16 years for a Level 2 rating;
- * 12 years for a Level 3 rating.

If an employee received more than three annual ratings during the 4-year period, the three most recent annual ratings are used. If an employee received fewer than three annual ratings during the 4-year period, the values of the ratings are added together and averaged (i.e., if two ratings were given, their values are added together and divided by two; if only one rating was received, its value is divided by one).

Rounds of Competition. The first round of competition under RIF is the competition that occurs between employees assigned to the same competitive level to determine who will be released from the competitive level and thus, impacted by RIF. This competition is driven by the retention standing of each of the "players." Additional rounds of competition continue until the effective date of RIF in attempts to improve the job offers for employees impacted by RIF.

REEMPLOYMENT RIGHTS: Many employees have reemployment rights, often called "return rights," to the jobs they held prior to their overseas assignment and they may exercise their rights to return to those positions when restructuring affects their continued OCONUS service. The Department of the Army's rotation program provides

statutory return rights under provisions of 10 USC 1586 for an employee selected for an overseas tour of duty to return to his or her former position upon completion of the initial overseas tour of duty and/or upon completion of an approved extension. DA employees hired from DA CONUS activities are granted statutory reemployment rights if they are:

1. DA career or career-conditional employees in the competitive service in the United States or a non-foreign overseas area; and
2. Offered assignment in a competitive or excepted service position outside the United States or its territories or possessions by a DOD activity.

Employees with statutory reemployment rights to a lower grade than the current position can register in the Priority Placement Program (PPP) at the higher grade for 6 months prior to the return date, or until a job offer is made, whichever comes first.

DOD provides for administrative reemployment rights for a Department of Defense employee who leaves a permanent CONUS DOD position to accept employment with another DOD agency in the overseas area. Additionally, DA employees in OCONUS, serving on Excepted Service appointments discussed below, who accept overseas assignments, will be granted administrative reemployment rights under certain conditions

Employees with an initial grant of statutory reemployment rights forfeit these rights when their tours are extended beyond five years and they do not obtain an extension of reemployment rights from their former U.S. employers, or when they do not apply to exercise reemployment rights within the time limits. Return will be through the DOD PPP, appropriate career program, or through the employee's own efforts. Administrative reemployment rights expire at the end of five years OCONUS.

DOD PRIORITY PLACEMENT PROGRAM (PPP): The Department of Defense Priority Placement Program (PPP) is an automated, worldwide referral and placement assistance program for eligible DOD employees. The program provides placement opportunities for eligible non-displaced overseas employees in vacancies at DOD activities in the United States and also provides placement opportunities for employees adversely affected by base closure, transfer of function (TOF), and RIF worldwide. PPP is the most effective outplacement program in the federal government. PPP can be used to place an employee, generally in CONUS, at the end of his/her tour, or can also be used to place an employee that is being displaced because of RIF.

Registration in the DOD PPP. As noted above, employees with return rights to a job at the same grade or a higher grade than their current position will be required to exercise return rights at the end of the overseas tour unless they obtain another job on their own. If the return rights are to a grade lower than the current position, the employee may choose to register in the PPP rather than exercise return rights. Employees may also apply for positions listed through open vacancy announcements with any agency.

Requirements for Displaced Employees Who Become Eligible for Registration in the DOD PPP. Displaced overseas employees – Overseas employees who are scheduled for involuntary separation or demotion by base closure, TOF or RIF, may register in PPP upon receipt of a RIF notice, declination of a transfer of function offer, or when the commander approves early registration.

Displaced overseas employees are not treated the same as non-displaced employees. Their initial area of referral is similar to non-displaced employees, but a distinct difference is that non-displaced overseas employees' PPP registration is automatically expanded under component policy, whereas a displaced overseas employee has the option of maintaining his/her referral to a specific area, without being subject to automatic expansion, for the duration of their PPP eligibility period. Generally, employees remain registered in PPP for the duration of the specific notice period and for up to 12 months after separation. During this period, placement in an appropriate position, declination of a valid offer, optional retirement, or employee's personal request will terminate his/her PPP registration. Employees are only eligible for one valid offer through the PPP.

Displaced employees who are subject to the overseas rotation policy, who have not been extended, and do not have return rights must register in PPP for jobs in CONUS. These employees may also register for overseas jobs within the current theater if they can complete a renewal tour within the 5-year limitation.

Displaced employees who have return rights to a job at their current or a higher grade may not register for jobs in CONUS. They may register for overseas jobs within the current theater if they can complete a renewal tour within the 5-year limitation, or they may exercise return rights to CONUS.

Early PPP Registration

If a command-wide decision is made to allow early PPP registration, local Commanders and heads of activities may approve early registration up to one year prior to the effective date of RIF, base closure, TOF, or realignment when the effective date of the RIF, TOF or base closure has been determined; timing is not in conflict with the mission; and the priority of the affected employees can be established.

When the registration date is set, all affected employees must be given the opportunity to register at the same time. Commanders cannot pick and choose the employees they want to register and those they want to keep. In deciding whether to allow early registration, commanders must consider the impact of the loss of key employees whose skills are needed to close the base.

Requirements for Non-Displaced Employees Who Become Eligible for Registration in the DOD PPP. Non-displaced overseas employees - Employees who are not affected by base closure, TOF or RIF - whose overseas tour has not been extended must be available to register within 7 workdays after notification that the tour is not being extended, or be subject to separation if no return rights exist. If the

employee has return rights but does not register within the 7 workdays, administrative action to affect the return rights will commence and registration eligibility will be forfeited. If the decision not to extend is made before the last 6 months of the employee's tour, he/she must register at least 7 workdays before the last 6 months of the tour.

The initial registration should be for referral to the minimum number of activities likely to provide a job opportunity within the zone from which the employee was recruited or last resided, or within a zone closer to the overseas area but no further than the stateside location from which recruited. After 90 days without an offer, the registration area must be expanded to the closest adjacent zone, up to two full zones. After an additional 90 days without an offer, the registration area is expanded to include all of CONUS. Employees remain registered in the PPP until they are placed, decline a valid offer, renew their overseas tour, exercise reemployment rights, are directed to return, or become otherwise ineligible. Employees are only eligible for one valid offer through the PPP.

Overseas employees who are not affected by base closure, TOF or RIF, are restricted from PPP registration for 6 months following a permanent promotion unless the promotion resulted from a classification action. The 6-month restriction also applies when an employee has been permanently placed into a position with known promotion potential.

Requirements for Displaced and Non-displaced Employees who become eligible for registration in the DOD PPP.

Displaced employees who are subject to the 5-year rotation policy and do not have return rights must register in PPP for jobs in CONUS. These employees may also register for overseas jobs within the current theater if they can complete a renewal tour within the 5-year limitation.

Displaced employees who have return rights to a job at their current or a higher grade may not register in PPP for jobs in CONUS. They may register for overseas jobs within the current theater if they can complete a renewal tour within the 5-year limitation, or they may exercise return rights to CONUS.

Note: Overseas employees who are not affected by base closure, TOF or RIF, are restricted from PPP registration for six months following a permanent promotion unless the promotion resulted from a classification action. The six-month restriction also applies when an employee has been permanently placed into a position with known promotion potential.

Early PPP Registration – RIF, Base Closure, TOF or Realignment

Referral Priorities. Registered employees are referred according to a numeric priority (1 through 3). The priority assigned is based on the severity of the employee's

proposed personnel action. Priority 1 employees must be considered for placement before priority 2 and 3 registrants:

- Priority 1: RIF separations with no permanent job offer.
- Priority 2: RIF demotion of two or more GS grades or declination of a TOF offer outside the commuting area or non-displaced overseas returnee within same component.
- Priority 3: Non-displaced overseas returnee (referred to different component) or non-displaced overseas family members or military spouses or employees demoted through RIF less than 2 grades.

The assigned priority determines which recruitment actions are "stopped" when a PPP match occurs. A Priority 1 registrant stops all actions, i.e., promotions, reassignments, appointments and transfers, at the location where the match occurs. Priority 1 and 2 registrants stop promotions, demotions, reassignments, appointments and transfers. Priority 3 registrants stop appointments and transfers but do not stop selections within the component.

Qualifications. Employees may be registered only for positions for which they are well qualified so that no undue interruption will occur at the work site where they are placed. PPP qualification requirements are more stringent than the OPM qualification standards. As a rule, recency of experience will be a significant factor in the skill registration process. An employee should be able to satisfactorily perform the duties of any position for which registered with only an orientation. Extensive training must not be required.

PPP Offer. Employees will receive only one valid PPP offer. The offer of a continuing position that equals or exceeds the working hours of the employee's current permanent position is considered valid. It must be at the grade and in the area for which the employee was registered. The offer must be from a DOD activity. An offer for a position that requires "random drug testing" is a valid offer even if the employee's current position has no such requirement. Overseas employees are allowed 3 calendar days to accept or decline an offer; the normal reporting time from overseas to CONUS is 45 days.

- The losing CPAC may determine that certain offers meeting the above criteria are invalid. Examples of invalid offers include unreasonable differences in working conditions such as excessive travel, hazardous work, or positions that are obligated to other employees with return rights. Declination of an invalid offer will not require automatic removal from the program.
- Employees must be willing to accept any one of the grade levels, skills, and locations for which they are registered.

- Registered employees must keep the CPAC informed of their current address and telephone number so that they can be contacted concerning job offers. Employees who fail to do so will be removed from the program.

Ineligibility for Registration. Some employees are not eligible to register in the PPP. An employee cannot be registered in the PPP if there is knowledge of a conduct or performance problem, even if there was no formal action taken and the performance appraisal of record is fully successful or better. When there is knowledge that an employee has a conduct or performance problem or the performance appraisal of record is not fully successful, PPP registration must be withheld until performance is certified as fully successful.

Other employees who may not register in the PPP include those who have applied for optional retirement at any time, Discontinued Service Retirement prior to receipt of a specific RIF separation notice, Disability Retirement unless the retirement is disapproved, re-employed annuitants, Non-Appropriated Fund employees, and employees on time-limited or overseas limited appointments.

Impact of Physical Incapacitation. Employees ready to register who become temporarily physically incapacitated must inform the CPAC. Their registration will be deferred until they are able to fully perform the duties of the position for which registered. If employees already registered in the PPP become temporarily physically incapacitated, their registration will be deleted until they are able to fully perform the duties of the position for which they are registered, provided their period of eligibility has not expired. (Note: an offer received while the employee is physically incapacitated and prior to the temporary deletion from the program is not considered a valid offer).

Security Clearance Requirements. If the PPP registrant has no security clearance and the position offered requires a clearance, the registrant has a few options. The registrant may decide to: 1) decline the position if the security clearance process will result in an unreasonable delay, or 2) be interviewed by the security staff of the gaining activity for a preliminary decision on security clearance eligibility. Once a preliminary decision is made, the registrant may remain registered in the PPP or accept the offer, regardless of the outcome of the investigation, and be removed from the PPP. If the registrant elects to accept the offer and the gaining activity cannot place the employee within the activity pending the clearance process, the employee will remain at his/her current organization, until a security decision has been made. If 9 months pass without a final determination on the security clearance, the registrant can re-register in the PPP.

Tour Extensions While Registered in PPP. Army Regulation (AR) 690-300.301, Chapter 5-3b states that no type of tour extension will be granted after a PPP offer is accepted. The intent of the regulation is to prevent the employee's current organization from extending the employee after he or she has accepted a PPP offer. Accordingly, an employee's current organization that has previously denied an extension is not permitted to extend an employee's overseas tour after he or she accepts a job offer through the PPP. However, the regulation does not prohibit an employee from seeking

other employment with another organization. If an employee is selected by another organization and if the approving official at the new activity is willing to extend the overseas tour, the extension can be processed.

Severance Pay. Severance Pay is the payment received by an employee for a specified period of time after being involuntarily separated from a job. Full-time or part-time employees who are serving on qualifying appointments and are involuntarily separated from Federal service are entitled to receive severance pay if they meet other conditions of eligibility. The amount of severance pay an employee receives is computed on the basis of the employee's basic pay at the time of separation, the number of years of creditable Federal service, and the age of the employee if over 40. To be eligible for severance pay, an employee must be full-or part-time, have a regularly scheduled tour of duty, be serving under a qualifying appointment, have completed at least 12 months of continuous service, and be involuntarily separated from the Federal service. An employee who is eligible for an immediate annuity may not receive severance pay.

A "qualifying appointment" means a career or career-conditional appointment, a career SES appointment, an excepted appointment without time limitation (except under Schedule C or an equivalent appointment for similar purposes). Time limited appointments, unless they follow qualifying appointments within three calendar days, are not "qualifying" for purposes of this definition.

The formula works like this: First, the basic allowance is computed on the basis of one week's basic salary for each full year of creditable service through 10 years plus two week's basic pay for each full year of creditable service beyond 10 years. No credit is given for service in the Armed Forces unless it interrupts otherwise creditable civilian service. If the employee is over 40 years of age, an age adjustment allowance is added, consisting of 2.5% of the basic severance pay allowance for each three full months s/he is over 40, or 10% of the basic severance pay allowance for each full year.

Normally, severance pay is paid through a series of payments aligned with the employee's biweekly pay periods prior to separation. The Department of Defense also has the authority to grant, upon the employee's request, payment of severance pay in one lump sum. When an employee takes the lump sum and then returns to work before the time s/he would have stopped receiving biweekly payments if severance pay had been paid normally, s/he must repay a portion of the lump sum. The amount to be repaid equals the amount of severance pay applicable to the period from the start of re-employment to the end of the severance pay calculation period.

The total amount of severance pay is limited to one year's salary. If an employee receives severance pay for a time, then returns to Federal employment and is separated again, the employee is entitled to further severance pay but not to exceed a combined period of one year. This is a lifetime limitation.

Entitlement to severance pay ends when the individual is appointed to the Federal Government under a qualifying appointment, or the severance pay fund is exhausted, or the employee has received one year of severance pay.

RIF AVOIDANCE: There are a number of tools available to managers that can be used in the years and months leading up to a reduction in force. These tools should be used to their maximum extent in Europe in the current environment; management should consult with the servicing CPAC for guidance regarding these tools. For instance, management may decide to freeze hiring and terminate temporary employees. Other tools are described below.

Overseas Rotation Program

Generally, the DOD policy on overseas employment of civilian employees provides for an initial 3 year tour in Europe. These tours can be extended for an additional 2 years, but the total is usually limited to a period of 5 years. To preclude RIF and to ensure adequate coverage of critical activities during base closure or unit inactivation, managers and leaders must use the rotation program to its maximum extent in planning for restructuring actions.

Before making tour extension decisions, management should consult the Army in Europe Restructuring Regulation, which establishes the policy that extensions will not be viewed as automatic during restructuring and provides guidance regarding making sound tour extension decisions during this period of time. Special consideration must be given to not only whether tour extensions are the right thing to do but also whether they are the wrong thing to do, both for the command and the employee. Wise extension decisions can prevent the need for RIF. Tours will be managed so that employees return to CONUS through the Priority Placement Program or to positions to which they possess return rights at the end of the overseas tour instead of being extended in theater and then subject to RIF.

An additional tool that is available and may be useful during restructuring is tour curtailment. Tours may be shortened and employees may return to a position in CONUS to which they have return rights or be placed through the Priority Placement Program, if circumstances in the organization preclude that employee from completing the entire current tour. Leaders must be sure to obtain advice from the CPAC in making these decisions to prevent unintended consequences for the employee with regard to travel entitlements.

Remember that employees have no right to tour extensions, whether for the first tour extension to 5 years or beyond. Extensions beyond 5 years are designed to provide management flexibility to meet defined mission requirements that cannot otherwise be met. Tour extensions beyond the 5-year limit may sometimes be necessary during periods of drawdown and restructuring but these decisions must be carefully considered and only made when it is clear that the services of the employee will be critical to mission success and be consistent with restructuring goals, and when the position will clearly be needed for the entire period of the extension.

Voluntary Separation Incentive Pay (VSIP):

VSIPs (also known as "buyouts") are lump sum payments of up to \$25,000 paid to encourage permanent employees to resign or retire. Buyouts are targeted at employees in specific grades, series, or locations to help avoid RIF or minimize involuntary separations due to RIF, base closure, transfer of function, reorganization, or to restructure. The incentive applies only to voluntary separations (i.e., early retirement, optional retirement, and resignation). Unlike other workforce reduction techniques such as attrition or RIF, which often result in skill imbalances and the need for extensive retraining, agencies can more precisely target and control separation incentive offers.

Multiple windows may be used to better meet organization/separation needs. Activities may choose to open a window or several windows to achieve the total retirements within its overall requirements. When multiple windows are used, the covered employees must be informed by an announcement made prior to receipt of applications, of any limitations (e.g., grade, series, organization, etc.) and the separate VSIP opportunity windows. If non-personal factors other than service computation date for leave (LV-SCD) will be used to determine early eligibility; these factors must be included in the announcement to employees.

General announcement of a single opportunity period should indicate the dates for opening and closing, the number of anticipated VSIPs, and any approved non-personal and objective factors being considered (e.g., using SCD-LV as a tie-breaker, etc.).

Employees accepting a buyout may separate from service voluntarily by retirement (early or optional) or resignation. Generally in DOD, activities must offer buyouts to their employees at least 30 days before they issue RIF notices. Workforce downsizing buyouts may be offered where the acceptance of an incentive will avoid civilian involuntary separations. Workforce restructuring buyouts allow DOD to reshape its workforce without resorting to a RIF or RIF avoidance action, and requiring the loss of a position. The application and use of the workforce restructuring buyouts must be tied directly to workforce restructuring actions, where management offers the buyout to create vacancies that will reshape to meet mission objectives.

Workforce restructuring buyouts may be used to correct skill imbalances or to reduce the number of high grade, managerial or supervisory positions. Position restructuring is restricted to the vacancy created by application of the buyout. The position vacancy should be at a lower grade, when feasible. Each resulting vacancy must be filled in accordance with all applicable staffing and mandatory placement requirements.

Employees are eligible for VSIP provided they are (1) U.S. citizens as defined by 5 U.S.C. 9902(1); (2) eligible for voluntary early retirement, optional retirement or resignation; (3) serving under an appointment without time limitation and (4) have been continuously employed by the Department of Defense for at least 12 months. Re-employed annuitants are not eligible for a buyout.

After accepting a buyout, the following restrictions on reemployment within the Federal Government apply: Under 5 U.S.C 9902(i)(6)(B), an employee receiving a separation incentive on or after March 30, 1994, who accepts employment with the government of the United States (including employment in non-appropriated fund instrumentalities or with an agency of the United States through a personal services contract) within five years after the date of separation on which payment of the separation incentive is based, is required to repay the entire amount of the separation incentive (gross, before taxes and deductions) to the Department of Defense.

A DOD employee who receives separation pay may not be reemployed by the Department of Defense in any capacity for a 12-month period beginning on the effective date of the employee's separation. The Secretary of Defense may approve exceptions on a case-by-case basis. (Waivers may also result from Presidential determination of the existence of a national emergency). A DOD employee approved for payment of a separation incentive is prohibited from registering in the PPP.

Voluntary Early Retirement Authority (VERA).

If an agency undergoes a major reorganization, reduction in force, or transfer of function, and a significant percentage of the employees will be separated, or will be reduced in pay, the use of Voluntary Early Retirement Authority can lessen the impact of involuntary separations and demotions.

To be eligible for voluntary early retirement, an employee must have 20 years of service at age 50 or 25 years of service at any age. For employees covered by the Civil Service Retirement System (CSRS), there is a 2 percent reduction in their annuity for each year they are under age 55 at the time of retirement. This annuity reduction is permanent and will not increase when the CSRS annuitant reaches age 55. FERS employees are not subject to this 2 percent reduction in annuity. NOTE: VERA must be specifically authorized for use. Employees who meet the above criteria are not eligible to retire under a VERA unless it has been authorized.

All VERA actions must adhere to the following guidance and procedures:

- Activities may choose to open a window or several windows to achieve the total retirements within its overall requirements. When multiple windows are used, the covered employees must be informed by an announcement made prior to receipt of applications, of any limitations (e.g., series, grade, organization, etc.) and the separate opportunity windows (e.g., beginning and ending dates of VERA windows). General announcement of a single opportunity period should indicate the dates for opening and closing, the number of anticipated VERAs, and any approved non-personal and objective factors being considered (e.g., using SCD-LV or application date as a tie-breaker, etc.).
- The reasons for approving a VERA include substantial delayering, reorganization RIF, transfer of function, or other workforce restructuring.

- VERA may be used to reduce the number of personnel or to restructure the workforce to meet mission objectives without reducing the overall number of personnel.
- VERA may be used by occupational series or grade; skills, knowledge, or other factors related to a position; as well as organizational, geographical and non-personal and objective factors, or any combination of these factors. If non-personal factors other than service computation date for leave (LV-SCD) will be used to determine early retirement eligibility; these factors must be included in the announcement to employees.
- Only employees continuously employed within DOD for more than 30 days before the date on which the determination to conduct a workforce reduction or restructuring action has been approved are eligible to receive a VERA.
- Employees serving under time-limited appointments, as well as employees in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance, will not be offered VERA.
- Employees accepting early retirement must be off the rolls by the identified VERA expiration date or the RIF effective date. VERA recipients may not be retained in a duty status after the effective date of the respective RIF for any reason.
- Receipt of an early retirement is not an employment entitlement regardless of the availability of adequate authority allotments. To avoid any appearance of misuse or misunderstanding of purpose, it is essential that installations anticipating RIF action or closure offer buyout at least 30 days before RIF notices are issued.

MANAGEMENT TOOLS FOR WORKFORCE STABILITY:

During any type of restructuring, supervisors need to keep employees informed; ensure position descriptions are accurate and annual performance ratings are accurate, current, and submitted on time; and support all actions taken as a part of the reduction in force. Employees need to inform their supervisors if position descriptions are not accurate. They also need to provide up-to-date information on their veteran's preference, experience, and education. If the restructuring is going to result in separations, employees must consider mobility for placement at other defense and/or Federal activities. We also know that as announcements are made regarding restructuring, it may be more difficult to attract applicants to the overseas theater. Tools below are designed to assist managers in attracting and retaining candidates for enduring work or until closure or restructuring is complete.

Follow-on assignments as incentives to retain mission critical employees

In rare cases, mission critical employees may be needed to remain with the organization to ensure closure or unit inactivation is successful. Details in the Army in Europe Restructuring Regulation provide guidance regarding the definition of mission critical employees and the procedures to be followed to identify positions. Typically, these employees are in senior leadership positions or in positions carrying out critical closure tasks and functions, such as ensuring environmental evaluations are complete,

ensuring final preparation of facilities for return to the host nation, maintaining good relations with the surrounding community through the departure of the organization, and the like.

All available incentives should be offered to mission critical employees to ensure their retention until their services are no longer needed. Retention allowances (see information above) may assist management in retaining these employees. In some instances, however, an additional incentive may be needed or be more practical in the retention of mission critical employees and, in these instances, management may offer a guaranteed follow-on assignment in a position at the same grade in the theater and an associated two year extension beyond the date when the services of the employee are no longer required at the respective activity closing or the affected unit inactivating. Again, details for arranging and documenting this follow on assignment are in the Army in Europe Restructuring Regulation.

Competitive conversion of Overseas Limited (OSL) appointees

Many of our long term, loyal employees in Europe were hired on an OSL appointing authority prior to 1992. These employees have no rights to placement during RIF, reemployment rights to stateside positions, eligibility to apply for other positions, or ability to be placed through the Priority Placement Program to jobs in CONUS. The option for competitive conversion of these employees to regular civilian appointments has been, and remains, available. See the Army in Europe Restructuring Regulation for requirements and details on the process.

Use of TDY/TCS to Ensure Mission Accomplishment

Workloads may become imbalanced during a restructuring. Some employees may take on new assignments. Others who may be employed on low priority requirements or not fully utilized in their current assignments, may be assigned additional work through a variety of methods. The methods include utilization of technology allowing an employee to perform work from other locations, details, temporary duty (TDY), temporary change of station (TCS), or even permanent change of station (PCS).

Managers may solicit volunteers to accomplish additional work assignments or, in certain cases, the work may be assigned to a particular individual, if the assignment does not provide an advantage unavailable to other employees in a similar situation. Managers make assignments of duties to employees. Decisions on utilization of civilian employees must be based on factors such as location, cost, skill requirements, availability of skills, duration of assignment, and merit principles.

There are generally two courses of action available to facilitate the assignment of additional duties. These are to seek volunteers or assign the duties to a specific individual with the knowledge and skill to perform them. If the duties to be performed are at a higher grade or provide additional qualifications that may increase promotion potential, the assignment may require competition. If the requirement is critical, then

the duties may be assigned to a particular qualified individual while other volunteers are being identified, and then the responsibilities may be rotated among the interested and qualified volunteers.

If additional duties performed are in another organization or a different location at the same or lower grade, then the employee may be detailed to the assignment. The involved managers must decide on the amount of time the employee is required to devote to each assignment. The manager with the preponderant work assignments (51% or more) will be the supervisor and rater of record. For the secondary duties, the responsible manager must describe the duties, prepare standards, and provide input to the rating supervisor on performance. To make the work more efficient, the employee may be tasked utilizing available computer and telephone systems from the remote location. If the position requires some face-to-face contact, the employee may occasionally be sent TDY to the remote location for any direct interface requirements. If the duties are higher graded and occupy more than 25% of the time, then an employee may be temporarily promoted or detailed noncompetitively to the duties for up to 120 days. After 120 days, a competitive temporary promotion may be initiated, and periodically extended for up to five years. A competitive detail is also an option beyond 120 days.

If the additional duties require the employee to be present at another location but will ultimately require the employee to return to the current position, then TDY or TCS may be appropriate. If the requirement will last 6 months or less, then TDY is the appropriate vehicle. TDY may be extended for up to 1 year, if the requirements change. If the requirement will last from 6 to 30 months, then TCS may be appropriate. If the employee will not be required to return to the current position or location, PCS is appropriate.

Use of Recruitment and Retention Bonuses

Recruitment, Relocation, and Retention Incentives

The Department of Defense (DOD) and the Department of Army (DA) recently issued implementing instructions that re-established the use of recruitment, relocation, and retention incentives. While the Office of Personnel Management (OPM) created the new interim rules for these incentives, DOD and DA restricted the ability of commands to use the OPM expanded flexibilities at this time.

Until further notice, the U.S. Army Europe (USAREUR) command will re-delegate the limited provisions of the three incentives to the lowest practical supervisory levels. Currently, authorizing officials can only approve recruitment, relocation, and retention incentives up to 25 percent of an employee's basic pay. These incentives must be approved by an authorizing official who is at least one level higher than the employee's (or group of employees, if applicable) supervisor unless there is no official at a higher level in the DOD component.

The USAREUR Chief of Staff has signed a memorandum delegating the authorization of the recruitment, relocation, and retention incentives. It is posted to the G1 Civilian Personnel Directorate web page [HTTP://WWW.PER.HQUSAREUR.ARMY.MIL/CPD/](http://www.per.hqusareur.army.mil/cpd/) along with the DOD and DA implementing instructions. The web site also provides two different service agreements that can be used for recruitment/relocation and retention situations.

The incentives were re-issued on 30 October 2004 as a result of Section 101 of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411) amending sections 5753 and 5754 of title 5, United States Code (USC) to provide the new authorities for recruitment, relocation, and retention incentives. On 13 May 2005, the Office of Personnel Management (OPM) published *interim* guidance to implement 5 USC 5753 (recruitment and relocation incentives) and 5 USC 5753 (retention incentives). On 24 May 2005, the Department of Defense (DOD) provided their implementation instructions to the OPM *interim* guidance for the service components. And a memorandum, dated 8 June 2005, was received from HQDA providing USAREUR with the implementation instructions for the recruitment, relocation, and retention incentives.

Other Tools: Managers should consider other ways to maintain the workforce during restructuring. For instance, full use of the Incentive Awards program will assist in maintaining good morale. Alternative Work Schedules may be used to provide flexibility for employees during times of change. For additional information and guidance, see the Army in Europe Health of the Civilian Workforce Handbook.

INFORMATION/GUIDANCE (U.S. NONAPPROPRIATED FUND PERSONNEL)

The process used in the U.S. Nonappropriated Fund (NAF) system to accomplish workforce reduction and restructuring is referred to as Business Based Actions (BBA). (Local national NAF employees fall under the local national system.) BBAs are non-disciplinary, management-initiated actions taken to adjust personnel resources with minimum disruption to operations. BBAs include reduction in pay rates for NF pay band employees, change in employment category and work hours, and furlough of regular employees or separation of employees. Performance and creditable service, along with other job-related factors determined by management are used in determining which employees are affected by a BBA when not all employees in like jobs in the activity are affected. The notice period for Regular employees is normally a minimum of 30 calendar days. With few exceptions, Flexible employees are not subject to the BBA process and may be released on 7 days notice. However, whenever possible, Flexible employees should be afforded the same notice period as Regular employees. Tools that can be used prior to and during a restructuring are described below.

PLACEMENT OPPORTUNITIES:

NAF does not have a formal out-placement system such as the DOD Priority Placement Program for displaced employees. NAF employees who have been involuntarily separated by BBA have reemployment rights to positions in the commuting area which are in the same line of work at the same or lower employment category and pay level. In addition, they have priority consideration for any NAF position at level NF-3 and below and all CC and FWS positions. Employees may find AF jobs. If they have had one year of continuous NAF employment in a permanent position, they may be non-competitively appointed in the Federal civil service under the Office of Personnel Management-Department of Defense Interchange Agreement. If they move to AF without a break in service of more than three days, they are covered by the Portability Act. Under the Portability Act, employees are required to elect the retirement system, either CSRS/FERS or NAF, in which to participate. This is a one-time election that remains in effect for all future employment in either system. Accrued leave transfers. Medical and life insurance do not transfer; employees participate in the plan of the current employer. Long term care insurance is a private policy between the employee and the group carrier; therefore, it remains in effect as long as the employee continues the payments. Portability information and a handbook can be located at [HTTP://WWW.ARMYMWR.ORG/HOME/SHOW_FILE.ASP?FILEID=546](http://www.armymwr.org/home/show_file.asp?fileid=546)

SEVERANCE PAY:

Regular employees who are involuntarily separated are entitled to a severance pay if they have completed at least 12 months of continuous service and are not eligible for an immediate, unreduced retirement annuity. Flexible employees do not receive severance pay. Severance pay is generally one-week base pay for the first 10 years of NAF service plus two-weeks base pay for years of NAF service over 10. Employees who were appointed in NAF without a break in service from appropriated fund positions

may be entitled to severance pay based on the appropriated fund service. That severance pay would be computed and paid by the former appropriated fund employer.

VOLUNTARY SEPARATION INCENTIVE PAY (VSIP):

When offered in conjunction with planned workforce reductions, employees may be able to receive a VSIP when it would serve to preclude separation of other employees. The VSIP amount is determined by the severance pay formula, but may not exceed \$25,000. Employees who accept VSIP may not work for the Government in an APF or NAF position, or for a contractor paid by Government APF or NAF funds, for a period of 5 years.

RETIREMENT:

([HTTP://WWW.ARMYMWR.ORG/HOME/SHOW_FILE.ASP?FILEID=242](http://www.armymwr.org/home/show_file.asp?fileid=242))

Discontinued service retirement (DSR) or voluntary early retirement authority (VERA), as explained below, may be available to employees affected by a BBA. The employing NAF activity must pay an actuarially determined amount into the retirement fund for each DSR and VERA. The amount varies by year, but is in the mid to high tens of thousands of dollars. This deposit helps offset the cost to the retirement fund of annuities paid for longer than normal period.

Some employees may be eligible for a normal retirement. Others may not be vested in the retirement system and will be given an opportunity to withdraw their deposits or leave them with the retirement fund if they plan to return to employment.

Discontinued Service Retirement or Voluntary Early Retirement.

DSR may be approved for employees facing involuntary separation through a BBA.

VERA is intended to reduce involuntary separations by allowing eligible employees who are not facing involuntary separation to retire early, thus creating vacancies that can be filled by employees who would otherwise be separated by BBA. This option is available for activities faced with separations resulting from planned major reductions, reorganizations, or transfers of function when five percent or more of the regular employees within the activity would be separated through the BBA process without the VERA. The use of VERA must result in one employee saved from separation for each early retirement.

To be eligible for VERA or DSR, employees must have participated in the retirement system for at least one year within the two year period immediately preceding this separation or retirement; and have attained age fifty with twenty years of credited service, or be any age with completion of twenty-five years of credited service. For each month benefits commence prior to the month in which the participant reaches age fifty-five (55), the basic annuity is reduced by one-sixth of one percent from benefits

which would otherwise have been payable at age sixty-two or later.

Early Retirement.

If VERA cannot be used, employees who have participated in the retirement plan for 5 years and are age 52, or who have participated in the plan for 20 years and are age 50, are eligible for a reduced retirement benefit payable immediately. These employees may also wait to receive an unreduced retirement benefit with payments starting at age 62. Unless they meet the requirements for an unreduced annuity, employees who elect to receive immediate retirement benefits before age 62 will have their benefit reduced by one-third of 1 percent (4 percent per year) for each month that the benefit starts before age 62. Employees who are age 55 with 30 years of credited service, or age 60 with 20 years credited service, may retire at any time with an unreduced benefit.

Normal Retirement.

Employees who have participated in the retirement plan for 5 years or more and are age 62 or older at the time of retirement will receive an unreduced benefit upon retirement.

Ineligible for retirement or not vested in the retirement program.

Employees are vested in the retirement plan on completion of 5 years of participation. When separated before they are vested or before eligible for retirement, they have three options.

- Take a refund of contributions.
- If not vested, leave their contributions on deposit for up to 5 years. If they do not rejoin the retirement plan within 5 years, the deposits will be refunded.
- If vested, leave the funds on deposit and claim a retirement benefit as early as age 52.

OTHER TOOLS: Managers should consider other ways to maintain the workforce during restructuring. For instance, full use of the Incentive Awards program will assist in maintaining good morale. Alternative Work Schedules may be used to provide flexibility for employees during times of change. For additional information and guidance, see the Army in Europe Health of the Civilian Workforce Handbook.

INFORMATION/GUIDANCE (LOCAL NATIONAL PERSONNEL)

GENERAL INFORMATION

If it becomes known that a drawdown will affect local national (LN) employees, it is imperative that the works councils at all levels are formally involved. Until works council dealings are completed, information cannot be provided to the workforce by any means, including informing them about an anticipated drawdown or the impact this may have on their personal or professional situation and/or their status in the organization. The Civilian Personnel Directorate, at HQ USAREUR, is the speaking partner with the Head Works Council, and will ensure appropriate notification for any restructuring decisions made at the DOD, DA, or highest levels within Europe. Prior to making any restructuring decisions at lower levels, management should contact the servicing CPAC for assistance and guidance on how to proceed.

The release of uncoordinated information concerning organizational changes affecting the LN workforce to local host-nation officials, employee groups, and media created negative press reports and grave concerns among host-nation officials and LN employees in the past. To avoid this, management officials of organizations serviced by CHRA must abide by the policy guidance on releasing information concerning organizational changes that adversely impact on the LN workforce published in Appendix D, USAREUR Regulation 550-140, Host Nation Notification Procedures.

REDUCTION IN FORCE:

After appropriate measures with the works councils have been completed regarding the restructuring decision, all recruitment actions for LN positions will be reviewed by the CHRA-E "REDUCTION IN FORCE Team (RIF Team)" to determine how a vacant position may be filled. If a qualified surplus employee is available, the position must be blocked. If a surplus employee is not available, the position will be released for competitive fill. This review will be done for all organizations employing LNs in Germany.

The RIF Team is located at the Civilian Personnel Operations Center (CPOC) in Seckenheim and is composed of specialists who are experts in RIF rules. They are fully aware of the needs of an organization to fill vacancies quickly. However, if a surplus employee is available, the position must be blocked until the surplus employee can be placed. Despite the existence of mandatory lengthy advance notice periods, the RIF team makes efforts to expedite the process in order to place employees within 6 weeks.

It is important that managers, supervisors and employees work with the staff of the local CPAC and the RIF Team during restructuring. They will lead managers and employees through the process and will avoid issuance of improper personnel actions.

Social Selection. In a reduction in force, management must make an appropriate "social selection" of the employees to be terminated. A termination of an affected

employee is legally valid only if employment cannot be continued in another position in the same organization or in another organization at the same duty station, including its commuting area. Further, the continued employment of the employee must not be possible after reasonable measures of occupational retraining or advanced training or under changed working conditions. "Social selection" requires that factors such as family responsibilities, handicap status, etc. be considered, in addition to age and length of service, in making retention determinations. Responsibility for the implementation and execution of LN RIF measures rests with the LN RIF Team. The RIF Team ensures that the individual social factors of employees are properly reported, recorded, and considered, determines the proper social ranking of all employees affected by the RIF, and administers the LN Priority Placement Program. Social ranking is done in accordance with the provisions of a shop agreement concluded between HQ USAREUR/7A and the USAREUR Head Works Council.

Placement of Surplus Employees. The RIF Team also makes the final determination on qualifications, social retention standing, and suitability for existing vacancies of employees who have become surplus due to RIF. For each vacancy, it determines the availability of surplus employees who are qualified or could become qualified within a reasonable period of time, conducts the required clearing processes, determines the surplus candidate to be placed, prepares the final written offer of continued employment, and transmits it to the CPAC servicing the organization where the vacancy exists. The CPAC advises the commander and/or activity chief of the placement and delivers the offer of continued employment to the surplus employee. Because the surplus employee selected by the USAREUR LN RIF Team for a specific position vacancy is legally entitled to continued employment in this position, commanders and/or activity chiefs may not refuse to employ the surplus employee.

Works Council Cooperation on Individual RIF Notices. Individual notices for compelling organizational requirements are subject to the works council cooperation procedure, and the responsible Severely Handicapped Representative's comments must be solicited and considered in conjunction with proposed notices of severely handicapped employees as well as employees with equivalent status. The explicit approval of the German Integration Office is required before a severely handicapped employee can be terminated.

The works council may legitimately raise objections to the notice if, in the council's opinion, (1) social aspects were not sufficiently taken into account in the selection of the employee subject to the notice of termination of employment; (2) the notice of termination of employment violates a directive regulating social selections in a RIF; (3) the individual can be employed in another position within the same agency or in another agency of the same Sending State within the same duty station, including its commuting area; (4) the continued employment of the employee is possible after reasonable actions of vocational retraining or further training; or (5) the continued employment of the employee is possible under changed employment conditions and the employee has agreed to this. Should the Works Council present objections, these must be resolved at

each level of works council representation prior to issuing any RIF notices to affected employees.

If valid objections by the works council under (1) to (5), above are ignored, and the employee challenges the termination, the labor court will declare terminations invalid and reinstate the employee. The same is true if management fails to involve the works council or if errors are committed in connection with the involvement of the works council. Errors in connection with the involvement of the SHE representative may delay the effective date of all notices of termination resulting from an organizational change. Notices issued to severely handicapped or equivalent employees without approval of the Integration Office, if challenged, are legally invalid and must be rescinded.

As a matter of principle, extremely stringent German laws and prevailing case law on employee protection from loss of employment do not permit a single management error during any of the phases of a reduction in force due to compelling organizational requirements. This is particularly true for the cooperation process and the involvement of the works council during all phases of the reduction in force. Accordingly, management, the CPAC, and the CPOC RIF Team must ensure that all questions are adequately answered and actions fully documented.

Priority Placement Program

The LN PPP functions similarly to its U.S. counterpart providing employees the opportunity to register for jobs in the commuting area and outside the commuting area. When an organization is affected by RIF, LN employees who receive notices of separation are automatically registered in PPP. Throughout the notice period, employees are offered "like" positions and positions the employee could qualify for within six months of placement. Employees are also considered for lower graded positions. When offered or placed in a lower graded position, employees receive salary retention benefits in accordance with the Tariff entitlements. Employees can also indicate their availability for jobs outside the commuting area. The CPOC RIF team receives LN vacancies throughout Germany from all U.S. Forces agencies, e.g., USAF and AAFES, and based on the employee's availability, works equal job offers outside the commuting area. Managers and employees should consult with their CPAC advisors to answer specific questions related to their actions.

RIF PREPARATION:

Mission Critical Employees

The current USAREUR policy provides senior managers, Colonels (O-6) and above, the authority to exempt certain employees from a RIF. In a downsizing or closure process, the loss of employees with certain critical skills could negatively impact the ability of the organization to accomplish its mission. For example, an employee's participation in a long term project where the employee's termination would cause an unacceptable delay in the project's completion or create unacceptable cost overruns; or, a highly specialized process that can only be successfully concluded by the continued involvement of employees possessing critical skills unique to the process or project. Other similar circumstances would also be appropriate to consider exempting employees from the RIF process. Further, German law allows exemption of employees from the RIF process to maintain demographic balance in the organization. Guidance for all types of exemption of individual employees from RIF is contained in Army in Europe Regulation 690-84. Once closure or downsizing announcements are known, CPACs should work closely with management to determine if certain employees should be considered for exemption under these criteria. Retention of employees with critical skills could also present challenges. Management may need additional incentives to retain the critical skilled employees. Although no current retention bonus program exists for LN employees, CPD will explore the development of retention bonuses and the possibility of extending enhanced indemnity contracts to mission critical employees.

Position Designation

Restructuring often results in "end-state" organizations which are smaller, either as a result of a diminished mission requirement or the consolidation of organizations. Either scenario typically results in fewer resources and may require RIF processes to effect necessary reductions. In the overseas theater, civilian resources are a mix of U.S. and LN employees. Workforce management (or shaping) can be especially effective in mitigating the adverse impact to the organization. Managers will be required to evaluate the necessary skills requirements in the restructured organization, to designate authorizations as "U.S. or LN", and to determine whether to fill positions once authorized as "US or LN" using the guidance in the Army in Europe Restructuring Regulation.

Temporary Employees

Temporary employment is the preferred method of hiring an LN prior to or during restructuring, drawdown and/or total or partial closures. Temporary employment contracts for LNs are permissible, if they can be based on so called "material" reasons or within certain limitations without "material" reasons. For instance:

- A temporary employment contract without a material reason is only authorized for a period of up to 2 years. Up to this total period, the contract may be extended for a maximum period of three times.
- A temporary employment contract without a material reason may not be concluded with a person who previously had been employed on a temporary or permanent basis with the US Forces, except as provided below.
- No restrictions on time periods or number of extensions apply if a person has completed the 52nd year of age at the time the temporary employment starts. The age limit of 52 is increased to 58 effective 1 January 2007. However, if there is a close material connection to the previous permanent employment with the same employer, it is not permissible to enter into a temporary employment contract without material reasons. If the period between the two contracts is less than 6 months, such a material connection exists.
- For a temporary employment contract with a material reason there is no prescribed minimum or maximum period. Material reasons may be defined as the completion of a special project or having to meet specific mission requirements, such as installation closures. However, the end of such employment must be specified by a date or the occurrence of an event. The required information must be precisely stated. For example:
 - *"US troops will be withdrawn by 31 December 2006"* (without the date, the reason is invalid), or *"restructuring of the agency will become effective 30 September 2006"*, or *"from 15 July 2005 until the return of Mr. Luck from parental leave"*, or *"from 1 August until the completion of the vehicle maintenance overhaul project XYZ"*.
- It is imperative that material reasons are clearly and precisely entered on the employment contract. An incomplete or vague reason such as "the organization will undergo a reduction of personnel in the future" is not precise enough to be accepted as a valid material reason for the purpose of concluding temporary appointments. When an employment contract is concluded with incomplete reasons, it can not be cancelled or corrected; rather the appointment will automatically become permanent.
- The termination date of a temporary employment contract is the agreed upon expiration date, the occurrence of the specific event, or the specific achievement of the purpose. A two week advance notice must be given after the employee has been informed in writing about the occurrence of the event or the achievement of the stated objective.

Productive Utilization of LN Employees to Meet Mission Requirements Management Options

As transformation impacts our communities, LN employees working in organizations experiencing downsizing or closure may, in some cases, be best utilized at an alternate location, either in or outside the commuting area. This may occur before or during an advance notice of termination, or change of employment condition. The information below provides guidance on management options. When considering these options, assignments away from the current duty location could involve additional costs associated with employee travel and, considering the distance, could also involve lodging costs.

Management Options: (note: the term agency is used in the context of Works Council representation. If the action involves an organization represented by a different Works Council, it's a different "agency".)

1. Transfer (Versetzung). An indefinite assignment of an employee to another organization represented by a separate Works Council, either at the same or different duty location. The employee performs similar or like duties. Transfers require the consent of the employee. Transfers also require co-determination with the works council of the losing organization, and cooperation with the works council at the gaining organization.

2. Reassignment (Umsetzung).

a. To new duty station 30 kilometers or less from the municipality of the current duty station: The indefinite assignment of an employee within the same agency. The employee performs the same or similar duties. This action may be unilaterally directed by management. It does not require the written consent of the affected employee and is not subject to works council coordination of any kind unless the employee is in a protected category e.g., works council member.

b. The new duty station is more than 30 kilometers from the current duty station: The indefinite assignment of an employee within the same agency. The employee performs the same or similar duties. This action requires the consent of the employee and is subject to codetermination with the works council of the losing organization.

3. Temporary Details (Abordnung). The temporary assignment of an employee within the same or different agency. The duty location can also be different. The employee performs the same or similar duties.

a. **Temporary details of less than 3 months duration** may be unilaterally directed by management. They do not require the written consent of the affected employee, and are not subject to works council participation. The exception is a detail of an employee who has special protection, e.g., works council member.

b. **Temporary details of more than 3 months duration** are subject to codetermination with the appropriate works council and require the written consent of the affected employee.

Other Considerations: Temporary assignments should typically be to non-continuing positions that will no longer be required once the reorganization process (or closure) is completed. Temporary assignments to continuing positions can create employee concerns, especially if the employee has received a separation notice, i.e., questioning why the continuing position was not offered in the RIF process vice the separation notice.

It is also important to ensure temporary assignments are to like or similar duties to avoid employee dissatisfaction with compensation or claims to higher graded duties.

RIF AVOIDANCE:

Enhanced Annulment Contracts: Historically, USAREUR has provided an enhanced annulment contract program as part of a comprehensive package of downsizing tools. As restructuring plans become clarified, USAREUR CPD will evaluate and develop enhanced annulment contract options to meet any downsizing initiatives. Periodically, and as the requirements change, USAREUR CPD will establish special programs and provide guidance to CHRA and serviced organizations as appropriate.

Annulment contracts (ACs) and Liquidation contracts (LCs) concluded between an employee and the commander/chief of the employing organization terminate the employment by mutual consent under the conditions established in the contract. The use of ACs and LCs is effective to accomplish a drawdown while avoiding potential costs associated with employees' contesting their termination of employment in labor courts. ACs and LCs may be requested by employees or offered to employees by employing organizations.

Without exception all AC's and LCs require prior approval by HQ USAREUR/7A, ATTN: AEAGA-CL, Unit 29351, APO AE 09014-9351. AC's may be concluded at any time while LCs are concluded within a period of 3 weeks (the period employees may contest their termination of employment in labor court) after issuance of a termination notice.

ACs and LCs are negotiated on an individual basis between the employee and the commander/chief of the employing organization. When an AC is requested, the CPAC will determine the legality of the action and benefits the employee would be entitled to. The CPAC will then facilitate the negotiation between the employee and management. Works council cooperation is not required.

SUPPORT FOR AFFECTED EMPLOYEES:

Tariff Agreement on Social Security (TASS). The TASS of 31 August 1971 provides for support payments to eligible employees. Costs of the support payments are borne by the German Federal Ministry of Finance. TASS applies to employees who are separated for "military reasons". The associated organizational actions result in personnel reductions related to reduction of troop strength or unit deactivation.

At the time of separation, employees must:

1. Have been employed full time for at least one year. Employees with a regular work schedule of at least 18 hours a week are considered to be full time
2. Have completed a minimum of 10 years of creditable service and are 40 years of age
3. Have their permanent residence within the geographical scope of the CTA II for at least 5 years
4. Not be eligible for retirement or early retirement pension and
5. Not have rejected a reasonable job offer.

The TASS provides support payments made by the Federal Ministry of Finance in addition to earnings from other employment outside the Sending States Forces, payments from the German labor administration, i.e., unemployment compensation, unemployment compensation II, or payments from statutory health insurance or statutory accident insurance. Support payments cover the difference between the former income and new income (100% in the first year after separation, 90% from the second year on). When support payments are made in addition to payments of the German labor administration or statutory health or accident insurance, they will be increased by the amount needed to cover wage tax. Employees who on the day of separation have completed 20 years of employment and are 55 years of age or 25 years of employment and are 50 years of age will receive support payments without time limit. The duration of support payments for other employees ranges between 2 and 5 years depending on length of service and age.

Enhanced Severance Payments. USAREUR provides severance entitlements above the Tariff. Enhanced severance payments are computed as follows:

1. Non-TASS eligible employees:
 - a. One month's pay per creditable year of service for the first ten years, plus
 - b. One half month's pay per creditable year of service starting with the eleventh year, up to a maximum of 5 months' pay, plus
 - c. 50 percent of salary savings if individual notice period is waived, i.e., employee voluntarily separates at beginning or prior to end of notice period
 - d. Maximum severance pay entitlement is 18 ½ months compensation

2. TASS Eligible employees:

- a. 2 months' pay IAW the Protection Agreement, plus
- b. An additional 8 months' pay, plus
- c. 50 percent of salary savings if individual notice period is waived
- d. Maximum severance pay entitlement is 13 ½ months compensation

Testimonials

The legal obligation for the U.S. Forces to furnish a written testimonial is outlined in the German Civil Code. A testimonial has to be issued upon a specific request from the departing employee. The reason for the departure is immaterial (e.g., termination, resignation, etc.). The testimonial should be in possession of the employee on the last day of the employment. If the testimonial is issued at a later time, it must be backdated to the day of departure. The U.S. Forces are liable for any damage caused to the employee's continued professional career by late, missing or false testimonials. Employees may claim their entitlement to an appropriate testimonial at German labor court.

Testimonials must be prepared in the German language and must be personally signed by a management official who occupies a responsible position in the organization (e.g., staff office principal, agency chief, director, etc.). Employees may ask for a plain, a qualified, or an interim testimonial. The CPAC should be consulted for assistance in preparing the testimonial.

LABOR COURT

Labor court jurisdiction extends to disputes arising from employment contracts, tariff provisions, job classification, admonishments, termination actions, labor relations, or other adverse personnel actions. Managers and supervisors must exercise care when proposing or taking actions affecting LN employees in consideration of possible implications in defending the action in labor court.

Germany has a three level labor court system. Local courts are established in most cities and serve as the initial authority that decides on labor litigations. Their decisions may be appealed to the Land (State) Labor Courts. One is established in each state in Germany. The highest labor court authority is the Federal or Supreme Labor Court. The decisions rendered at this level are final and binding for all parties.

All labor court cases are processed in close coordination with and assistance of HQ USAREUR as the highest service authority of the U.S. Army in Germany. The U.S. Army must provide detailed descriptions of the incidents, causes, and circumstances including the supporting evidence to the representatives handling the court case. The U.S. Army must produce sufficient evidence to show the validity of the action taken. If deemed appropriate, assistance from the staff judge advocate office will be requested.

If the labor court decision is not appealed, or the appeal is legally not permissible, the court ruling becomes final and binding.

If warranted by the circumstances and, depending on the merits of the case, there may be a compromise settlement proposed in court between the opposing parties to obviate the need for a court decision. In a termination case, for example, the settlement would still discontinue the employee's work contract. However, in consideration of the employee's age and years of service, the settlement provisions may include an indemnity payment.

There is no works council coordination in labor court cases. Works councils are only involved if they have initiated labor court proceedings concerning a labor relations issue.

OTHER TOOLS: Managers should consider other ways to maintain the workforce during restructuring. For instance, full use of the Incentive Awards program will assist in maintaining good morale. Alternative Work Schedules may be used to provide flexibility for employees during times of change. For additional information and guidance, see the Army in Europe Health of the Civilian Workforce Handbook.

GERMAN TRANSLATION RESTURCTURING GUIDE

Informationen/Leitfaden (Ortsansässige Arbeitnehmer)

Allgemeine Informationen

Wenn bekannt wird, dass ortsansässige Arbeitnehmer von einem Truppenabzug betroffen sein werden, ist es zwingend erforderlich, dass die Betriebsvertretungen auf allen Ebenen formell beteiligt werden. Solange die Beteiligungsverfahren mit den Betriebsvertretungen nicht abgeschlossen sind, dürfen die Informationen auf keinen Fall an die Belegschaft weitergegeben werden. Dies gilt auch für Informationen über einen bevorstehenden Truppenabzug oder für die Auswirkungen, die dies auf ihre persönliche oder berufliche Situation und/oder ihre Stellung innerhalb der Organisation haben kann. Das Civilian Personnel Directorate (Zivilpersonaldirektion) beim HQ USAREUR ist der Ansprechpartner für die Hauptbetriebsvertretung und hat die entsprechende Benachrichtigung über alle Umstrukturierungsentscheidungen, die beim US-Verteidigungsministerium, beim US-Heeresministerium oder auf den höchsten Ebenen in Europa getroffen werden, zu gewährleisten. Bevor Umstrukturierungsentscheidungen jeglicher Art auf unteren Ebenen getroffen werden, sollte sich die Dienststellenleitung zwecks Unterstützung und Anleitungen zum weiteren Vorgehen mit dem zuständigen CPAC in Verbindung setzen.

Die Veröffentlichung unkoordinierter Informationen über organisatorische Änderungen mit Auswirkungen für ortsansässige Arbeitnehmer an örtliche offizielle Vertreter des Gastlandes, an Arbeitnehmergruppen und die Medien hat in der Vergangenheit negative Presseartikel und ernste Bedenken bei offiziellen Vertretern des Gastlandes und ortsansässigen Arbeitnehmern zur Folge gehabt. Um dies zu vermeiden, haben Vertreter der Dienststellenleitung von Organisationen, die von CHRA betreut werden, die Grundsätze über die Veröffentlichung von Informationen über organisatorische Änderungen mit nachteiligen Auswirkungen auf die ortsansässige Belegschaft, die in Anhang D, USAREUR-Vorschrift 550-140, *Host Nation Notification Procedures*, veröffentlicht sind, einzuhalten.

Personalabbau:

Nachdem die entsprechenden Beteiligungsverfahren mit den Betriebsvertretungen im Zusammenhang mit der Umstrukturierungsentscheidung abgeschlossen worden sind, werden alle Einstellungsmaßnahmen für Stellen für ortsansässige Arbeitnehmer vom RIF-Team von CHRA-E überprüft, um zu entscheiden, wie die Freistelle besetzt werden kann. Wenn ein qualifizierter überzähliger Arbeitnehmer zur Verfügung steht, muss die Stelle blockiert werden. Wenn kein überzähliger Arbeitnehmer zur Verfügung steht, wird die Stelle zur Ausschreibung freigegeben. Diese Überprüfung wird für alle Organisationen, die in Deutschland ortsansässige Arbeitnehmer beschäftigen, durchgeführt.

Das RIF-Team gehört zum *Civilian Personnel Operations Center* (CPOC) in Seckenheim und besteht aus Fachkräften, die Experten auf dem Gebiet Personalabbau sind. Sie wissen, dass für die Organisationen eine schnelle Besetzung der Freistellen wichtig ist. Wenn jedoch ein überzähliger Arbeitnehmer zur Verfügung steht, muss die Stelle blockiert werden, bis der überzählige Arbeitnehmer untergebracht werden kann. Trotz langer Kündigungsfristen bemüht sich das RIF-Team, den Vorgang zu beschleunigen, um Arbeitnehmer innerhalb von 6 Wochen unterzubringen.

Es ist wichtig, dass Manager, Vorgesetzte und Arbeitnehmer mit den Mitarbeitern des örtlichen CPAC und des RIF-Teams während der Umstrukturierung zusammenarbeiten. Sie werden Managern und Arbeitnehmern zur Seite stehen und verhindern, dass unzulässige Personalmaßnahmen ausgegeben werden.

Sozialauswahl. Bei einem Personalabbau hat die Dienststellenleitung eine Sozialauswahl unter den Arbeitnehmern, die von einer Kündigung betroffen sind, durchzuführen. Die Kündigung eines betroffenen Arbeitnehmers ist nur dann rechtswirksam, wenn das Beschäftigungsverhältnis nicht auf einer anderen Position derselben Organisation oder bei einer anderen Organisation am selben Beschäftigungsort, einschließlich des entsprechenden Einzugsbereichs, fortgesetzt werden kann. Die Weiterbeschäftigung des Arbeitnehmers muss außerdem trotz zumutbarer Umschulungs- oder Weiterbildungsmaßnahmen oder veränderter Beschäftigungsbedingungen unmöglich sein. Die „Sozialauswahl“ erfordert, dass neben dem Alter und der Dauer der Betriebszugehörigkeit auch Faktoren wie Unterhaltspflichten, Schwerbehinderung... usw. bei Entscheidungen über die Auswahl der zu kündigenden Arbeitnehmer berücksichtigt werden. Die Verantwortung für die Anwendung und Durchführung von Personalabbaumaßnahmen für ortsansässige Arbeitnehmer liegt beim LN RIF-Team. Das LN RIF-Team gewährleistet, dass die einzelnen Kündigungsschutzfaktoren der Arbeitnehmer ordnungsgemäß angegeben, erfasst und berücksichtigt werden, es legt ordnungsgemäße Ranglisten aller vom Personalabbau betroffenen Arbeitnehmer fest und verwaltet das für ortsansässige Arbeitnehmer geltende Programm zur vorrangigen Stellenzuweisung (*LN Priority Placement Program*). Die Ranglisten werden gemäß den Bestimmungen einer zwischen HQ USAREUR/7A und der USAREUR-Hauptbetriebsvertretung geschlossenen Dienstvereinbarung aufgestellt.

Unterbringung überzähliger Arbeitnehmer. Das RIF-Team trifft auch die endgültige Entscheidung über Qualifikationen, Kündigungsschutz und Eignung von Arbeitnehmern, die im Zuge eines Personalabbaus überzählig geworden sind, für vorhandene Freistellen. Das RIF-Team bestimmt für jede Freistelle die verfügbaren überzähligen Arbeitnehmer, die über die erforderlichen Qualifikationen verfügen oder diese in einem zumutbaren Zeitraum erlangen könnten, trifft die erforderliche Vorauswahl, bestimmt den überzähligen Arbeitnehmer, der auf der Stelle untergebracht werden soll, verfasst das endgültige schriftliche Angebot der Weiterbeschäftigung und übermittelt es an das CPAC, das für die Betreuung der Organisation mit der Freistelle zuständig ist. Das CPAC berät den Kommandeur und/oder Dienststellenleiter über die Unterbringung und stellt dem überzähligen Arbeitnehmer das Angebot der Weiterbeschäftigung zu. Da der

vom RIF-Team für eine bestimmte Freistelle ausgewählte überzählige Arbeitnehmer einen rechtlichen Anspruch auf Weiterbeschäftigung auf dieser Stelle hat, dürfen Kommandeure und/oder Dienststellenleiter die Beschäftigung des überzähligen Arbeitnehmers nicht ablehnen.

Beteiligung der Betriebsvertretung an einzelnen Personalabbaumaßnahmen. Bei Kündigungen aus dringenden betrieblichen Erfordernissen ist die Mitwirkung der Betriebsvertretung erforderlich und bei beabsichtigten Kündigungen von schwerbehinderten oder gleichgestellten Arbeitnehmern muss die Stellungnahme der zuständigen Schwerbehindertenvertretung eingeholt und berücksichtigt werden. Vor der Kündigung eines schwerbehinderten Arbeitnehmers muss die ausdrückliche Zustimmung des Integrationsamtes vorliegen.

Die Betriebsvertretung kann berechtigterweise Einwände gegen die Kündigung erheben, wenn nach Ansicht der Betriebsvertretung (1) soziale Faktoren bei der Auswahl des zu kündigenden Arbeitnehmers nicht ausreichend berücksichtigt worden sind, (2) die Kündigung gegen eine Richtlinie über die Sozialauswahl bei einem Personalabbau verstößt, (3) die Person auf einer anderen Position in derselben Dienststelle oder in einer anderen Dienststelle desselben Entsendestaates am selben Beschäftigungsort, einschließlich des Einzugsbereichs, beschäftigt werden kann, (4) die Weiterbeschäftigung des Arbeitnehmers nach zumutbaren Aus- oder Weiterbildungsmaßnahmen möglich ist, oder (5) die Weiterbeschäftigung des Arbeitnehmers unter geänderten Beschäftigungsbedingungen mit Zustimmung des Arbeitnehmers möglich ist. Sollte die Betriebsvertretung Einwände vorbringen, sind diese auf jeder Stufe der Betriebsvertretung zu lösen, bevor den betroffenen Arbeitnehmern eine Kündigung ausgesprochen wird.

Wenn berechtigte Einwände der Betriebsvertretung nach (1) bis (5) oben ignoriert werden und der Arbeitnehmer die Kündigung anfechtet, erklärt das Arbeitsgericht die Kündigungen für rechtsunwirksam und die Arbeitnehmer werden wieder eingesetzt. Gleiches gilt, wenn die Dienststellenleitung versäumt, die Betriebsvertretung einzubeziehen, oder wenn im Zusammenhang mit der Beteiligung der Betriebsvertretung Fehler unterlaufen. Fehler bei der Beteiligung der Schwerbehindertenvertretung können eine Verschiebung des Wirksamkeitsdatums aller Kündigungen im Zuge einer organisatorischen Änderung nach sich ziehen. Kündigungen, die gegenüber schwerbehinderten oder gleichgestellten Arbeitnehmern ohne Zustimmung des Integrationsamtes ausgesprochen werden, sind im Falle einer Anfechtung nicht rechtswirksam und müssen zurückgezogen werden.

Grundsätzlich lassen die äußerst strengen Gesetze und die Rechtsprechung zum Kündigungsschutz keinen einzigen Fehler seitens der Dienststellenleitung während des gesamten Personalabbaus aus dringenden betrieblichen Erfordernissen zu. Dies gilt insbesondere für das Mitwirkungsverfahren und die Beteiligung der Betriebsvertretung in allen Stadien des Personalabbaus. Entsprechend haben die Dienststellenleitung, das CPAC und das CPOC RIF Team sicherzustellen, dass alle Fragen angemessen beantwortet und alle Maßnahmen vollständig dokumentiert sind.

Programm zur vorrangigen Stellenzuweisung (Priority Placement Program/PPP)

Das PPP für ortsansässige Arbeitnehmer funktioniert ähnlich wie das entsprechende Programm für US-Beschäftigte. Es gibt Arbeitnehmern die Möglichkeit, sich für Stellen innerhalb und außerhalb des Einzugsbereichs registrieren zu lassen. Wenn eine Organisation von einem Personalabbau betroffen ist, werden ortsansässige Arbeitnehmer, die eine Kündigung erhalten haben, automatisch im PPP registriert. Während der gesamten Kündigungsfrist erhalten die Arbeitnehmer Angebote für „vergleichbare“ Stellen oder Stellen, für die der Arbeitnehmer innerhalb von sechs Monaten nach der Unterbringung die Qualifikationen erlangen könnte. Arbeitnehmer werden auch für Positionen mit niedrigerer Eingruppierung berücksichtigt. Wenn die Arbeitnehmer ein Angebot für eine Position mit niedrigerer Eingruppierung erhalten oder auf einer solchen Position untergebracht werden, erhalten sie gemäß den tarifvertraglichen Ansprüchen eine Einkommenschutzzulage und gegebenenfalls eine persönliche Zulage. Arbeitnehmer können außerdem angeben, ob sie für Stellen außerhalb des Einzugsbereichs zur Verfügung stehen. Das CPOC LN RIF Team erhält Freistellen für ortsansässige Arbeitnehmer in ganz Deutschland von allen Behörden der US-Streitkräfte, z.B. USAFE und AAFES, und anhand der Verfügbarkeit des Arbeitnehmers bearbeitet es gleichwertige Stellenangebote außerhalb des Einzugsbereichs. Manager und Arbeitnehmer sollten sich von den Vertretern ihres zuständigen CPACs beraten lassen, um Antworten auf spezielle Fragen zu ihren Maßnahmen zu erhalten.

Vorbereitung des Personalabbaus

Unentbehrliche Arbeitnehmer

Die derzeitigen USAREUR-Grundsätze geben leitenden Managern, Colonel (O-6) und höhere Dienstgrade, die Vollmacht, bestimmte Arbeitnehmer von einem Personalabbau auszunehmen. Bei einer Verringerung der Personalstärke oder einer Schließung könnte der Verlust von Arbeitnehmern mit unentbehrlichen Fähigkeiten die Organisation in der Ausführung ihres Auftrags negativ beeinflussen. Dies wäre zum Beispiel der Fall, wenn ein Arbeitnehmer an einem langfristigen Projekt beteiligt ist und die Kündigung dieses Arbeitnehmers die Fertigstellung des Projekts unzumutbar verzögern oder unakzeptable Mehrkosten verursachen würde, oder wenn es sich um einen Prozess handelt, der sehr spezielle Kenntnisse erfordert, und der nur durch die fortwährende Beteiligung von Arbeitnehmern, die über die unentbehrlichen Fähigkeiten verfügen, erfolgreich abgeschlossen werden kann. Außerdem ermöglicht das deutsche Arbeitsrecht die Herausnahme von Arbeitnehmern von einem Personalabbau, um das demographische Gleichgewicht einer Organisation zu erhalten. Anleitungen für alle Ausnahmeregelungen zur Herausnahme einzelner Arbeitnehmern vom Personalabbau finden sich in der Army in Europe Regulation 690-84. Wenn eine Verringerung der Personalstärke oder eine Schließung angekündigt worden ist, sollten die CPACs eng mit der Dienststellenleitung zusammenarbeiten, um festzulegen, ob bestimmte Arbeitnehmer nach diesen Kriterien von einem Personalabbau ausgenommen werden

sollten. Es kann sich als schwierig erweisen Arbeitnehmer mit unentbehrlichen Fähigkeiten in der Dienststelle zu halten. Eventuell muss die Dienststellenleitung zusätzliche Anreize schaffen, um den Verbleib von Arbeitnehmern mit unentbehrlichen Fähigkeiten zu erreichen. Obwohl es zur Zeit kein entsprechendes Programm gibt, um ortsansässige Arbeitnehmer zum Verbleib zu bewegen, wird CPD die Einführung von Prämien sowie eine Ausweitung des Programms für erweiterte Abfindungsverträge auf unentbehrliche Arbeitnehmer prüfen.

Position Designation

Umstrukturierungen führen oft zu Organisationen, deren endgültiger Aufbau entweder in Folge eines geschrumpften Verantwortungsbereichs oder einer Konsolidierung der Organisation kleiner ist. In beiden Fällen stehen in der Regel weniger Ressourcen zur Verfügung und zur Umsetzung der erforderlichen Kürzungen kann ein Personalabbau erforderlich sein. In den Einsatzgebieten in Übersee umfasst die zivile Belegschaft sowohl US-Beschäftigte als auch ortsansässige Arbeitnehmer. Durch Eingreifen in die (oder Umgestaltung der) Zusammensetzung der Belegschaft kann man die nachteiligen Auswirkungen auf die Organisation besonders effektiv reduzieren. Manager müssen anhand der Army in Europe Regulation über Umstrukturierungen die in der umstrukturierten Organisation erforderlichen Fähigkeiten festsetzen, Stellengenehmigungen als „US“ oder „LN“ ausweisen und festlegen, ob sie Stellen, die vormals als „US oder LN“ genehmigt waren, besetzen wollen.

Befristet eingestellte Arbeitnehmer

Ein befristetes Beschäftigungsverhältnis ist die bevorzugte Methode, um vor oder während einer Umstrukturierung, eines Truppenabbaus und/oder einer kompletten oder teilweisen Schließung ortsansässige Arbeitnehmer einzustellen. Befristete Arbeitsverträge für ortsansässige Arbeitnehmer sind zulässig, wenn sie auf einem sachlichen Grund basieren. Innerhalb gewisser Grenzen ist dies auch ohne Vorliegen eines sachlichen Grundes möglich. Beispiele:

- Ein befristeter Arbeitsvertrag ohne sachlichen Grund ist nur für einen Zeitraum von bis zu 2 Jahren zulässig. Bis diese Gesamtdauer erreicht ist, kann der Vertrag bis zu drei Mal verlängert werden.
- Der Abschluss eines befristeten Arbeitsvertrags ohne sachlichen Grund ist bei einer Person, die bereits befristet oder unbefristet bei den US-Streitkräften beschäftigt war, nur unter den unten aufgeführten Umständen möglich.
- Wenn eine Person bei Beginn des befristeten Beschäftigungsverhältnisses das 52. Lebensjahr vollendet hat, finden keine Beschränkungen hinsichtlich Dauer oder Anzahl der Verlängerungen Anwendung. Ab dem 1. Januar 2007 wird die Altersgrenze von 52 auf 58 angehoben. Wenn jedoch ein enger sachlicher Zusammenhang zu dem vorherigen unbefristeten oder befristeten Beschäftigungsverhältnis mit demselben Arbeitgeber besteht, ist der Abschluss

eines befristeten Arbeitsvertrags ohne sachlichen Grund nicht zulässig. Wenn zwischen den beiden Verträgen weniger als 6 Monate liegen, besteht solch ein enger sachlicher Zusammenhang.

- Für einen befristeten Arbeitsvertrag mit materiellem Grund gibt es keine vorgeschriebene Mindest- oder Höchstdauer. Materielle Gründe können die Fertigstellung eines speziellen Projekts oder die Erfüllung spezieller Auftragserfordernisse, wie z.B. Standortschließungen, sein. Das Ende eines solchen Beschäftigungsverhältnisses muss jedoch anhand eines Datums oder mit Eintreten eines bestimmten Ereignisses angegeben werden. Die erforderlichen Angaben sind präzise darzulegen. Zum Beispiel:

„Die US-Truppen werden bis zum 31. Dezember 2006 zurückgezogen“ (ohne das Datum wäre der Grund unzulässig) oder „die Umstrukturierung der Dienststelle tritt am 30. September 2006 in Kraft“ oder „vom 15. Juli 2005 bis zur Rückkehr von Herrn Luck aus dem Erziehungsurlaub“ oder „vom 1. August bis zur Fertigstellung des Projekts XYZ im Bereich Fahrzeugwartung“.

- Von entscheidender Bedeutung ist, dass die sachlichen Gründe klar und deutlich im Arbeitsvertrag festgehalten sind. Unvollständige oder ungenaue Gründe, wie „in der Organisation wird es in Zukunft zu einer Verringerung des Personals kommen“, sind kein hinreichend präziser sachlicher Grund, um ein befristetes Beschäftigungsverhältnis zu rechtfertigen. Wenn ein Arbeitsvertrag mit unklarem sachlichen Grund abgeschlossen wird, kann er nicht angefochten oder korrigiert werden, sondern das Beschäftigungsverhältnis gilt damit automatisch als unbefristet.
- Das Beendigungsdatum eines befristeten Arbeitsvertrags ist das vereinbarte Auslaufdatum, das Eintreten eines bestimmten vereinbarten Ereignisses oder die Erfüllung des vereinbarten Zwecks. Das Arbeitsverhältnis endet frühestens 2 Wochen nachdem der Arbeitnehmer schriftlich über das Eintreten des Ereignisses oder die Erfüllung des angegebenen Ziels informiert worden ist,

Produktive Verwendung von ortsansässigen Arbeitnehmern, um die Auftragsanforderungen zu erfüllen Möglichkeiten für die Dienststellenleitung

Wenn die Transformation Auswirkungen auf militärische Standorte hat, kann es sein, dass die ortsansässigen Arbeitnehmer, die in Organisationen beschäftigt sind, die von einer Verringerung der Personalstärke oder einer Schließung betroffen sind, in manchen Fällen am besten an anderen Dienstorten innerhalb oder außerhalb des Einzugsbereichs eingesetzt werden können. Dies kann vor oder während der Kündigungsfrist für eine Beendigungs- oder Änderungskündigung der Fall sein. Die unten aufgeführten Informationen erläutern, welche Möglichkeiten die Dienststellenleitung hat. Wenn diese Möglichkeiten in Betracht gezogen werden, ist auch zu beachten, dass der Einsatz außerhalb des bisherigen Einsatzortes zusätzliche

Kosten für die Anfahrt und, je nach Entfernung, auch für die Unterbringung des Arbeitnehmers mit sich bringen kann.

Möglichkeiten der Dienststellenleitung: (Anmerkung: der Begriff Dienststelle wird im personalvertretungsrechtlichen Zusammenhang verwendet. Wenn die Maßnahme eine Organisation betrifft, die in den Zuständigkeitsbereich einer anderen Betriebsvertretung fällt, spricht man von einer anderen Dienststelle.)

1. **Versetzung.** Ein unbefristeter Einsatz eines Arbeitnehmers in einer anderen Organisation, die von einer anderen Betriebsvertretung vertreten wird und entweder am selben oder an einem anderen Dienstort liegt. Der Arbeitnehmer hat ähnliche oder vergleichbare Aufgaben. Versetzungen erfordern die Zustimmung des Arbeitnehmers. Versetzungen erfordern außerdem die Mitbestimmung der Betriebsvertretung der abgebenden Organisation sowie die Mitwirkung der Betriebsvertretung der aufnehmenden Organisation.

2. **Umsetzung.**

a. An einen neuen Beschäftigungsort, der 30 km oder weniger von der Gemeinde des derzeitigen Beschäftigungsortes entfernt ist: der unbefristete Einsatz eines Arbeitnehmers innerhalb derselben Dienststelle. Der Arbeitnehmer hat dieselben oder ähnliche Aufgaben. Diese Maßnahme kann von der Dienststellenleitung einseitig angeordnet werden. Eine schriftliche Zustimmung des betroffenen Arbeitnehmers sowie jegliche Art der Koordination mit der Betriebsvertretung ist nicht erforderlich, sofern der betroffene Arbeitnehmer nicht einen besonderen Schutz genießt, z.B. Mitglieder der Betriebsvertretung.

b. Der neue Beschäftigungsort ist mehr als 30 km vom derzeitigen Beschäftigungsort entfernt: der unbefristete Einsatz eines Arbeitnehmers innerhalb derselben Dienststelle. Der Arbeitnehmer hat dieselben oder ähnliche Aufgaben. Diese Maßnahme erfordert die Zustimmung des Arbeitnehmers und unterliegt der Mitbestimmung der Betriebsvertretung der abgebenden Organisation.

3. **Abordnung.** Der befristete Einsatz eines Arbeitnehmers in derselben oder einer anderen Dienststelle. Der Beschäftigungsort kann auch ein anderer sein. Der Arbeitnehmer hat dieselben oder ähnliche Aufgaben.

a. **Befristete Abordnungen von weniger als 3 Monaten** können von der Dienststellenleitung einseitig angeordnet werden. Sie erfordern weder die schriftliche Zustimmung des betroffenen Arbeitnehmers noch unterliegen sie der Beteiligung der Betriebsvertretung. Eine Ausnahme bilden Abordnungen von Arbeitnehmern mit besonderen Schutzrechten, z.B. Mitglieder von Betriebsvertretungen.

b. **Befristete Abordnungen von mehr als 3 Monaten** unterliegen der Mitbestimmung der zuständigen Betriebsvertretung und erfordern die schriftliche Zustimmung des betroffenen Arbeitnehmers.

Andere Überlegungen: Befristete Einsätze sollten in der Regel auf Positionen erfolgen, die wegfallen werden, da sie nach Abschluss des Umstrukturierungsprozesses (oder der Schließung) nicht länger benötigt werden. Befristete Einsätze auf verbleibenden Positionen können Unruhe unter den Arbeitnehmern verursachen. Dies kann besonders dann der Fall sein, wenn der Arbeitnehmer eine Beendigungskündigung erhalten hat, da die Frage aufkommen kann, warum die verbleibende Position nicht im Rahmen des Personalabbaus anstelle der Kündigung angeboten worden ist.

Weiterhin ist sicherzustellen, dass im Rahmen der befristeten Einsätze vergleichbare oder ähnliche Aufgaben ausgeführt werden, um Unzufriedenheit bei den Arbeitnehmern hinsichtlich der Bezahlung oder Ansprüche auf höher eingruppierte Aufgaben zu vermeiden.

Umgehung von Personalabbau

Sonderprogramm für erweiterte Auflösungsverträge: USAREUR hat schon früher ein Sonderprogramm für erweiterte Auflösungsverträge als Teil eines umfassenden Maßnahmenpakets zur Verringerung der Personalstärke angeboten. Wenn die Umstrukturierungspläne Kontur annehmen, wird USAREUR CPD Möglichkeiten für erweiterte Auflösungsverträge auswerten und entwickeln, um die Initiativen zur Verringerung der Personalstärke zu erfüllen. In regelmäßigen Abständen und wenn sich die Voraussetzungen ändern, wird USAREUR CPD soweit erforderlich spezielle Programme aufstellen und Anleitungen an CHRA und betreute Organisationen herausgeben. Aufhebungsverträge und Abwicklungsverträge, die zwischen Arbeitnehmer und dem Kommandeur/Leiter der Beschäftigungsdienststelle geschlossen werden, beenden das Beschäftigungsverhältnis in gegenseitigem Einvernehmen unter den vertraglich festgelegten Bedingungen. Die Verwendung von Aufhebungs- und Abwicklungsverträgen kann effektiv dazu beitragen, einen Personalabbau ohne potenzielle Kosten für Kündigungsschutzverfahren durchzuführen. Aufhebungs- und Abwicklungsverträge können von Arbeitnehmern beantragt oder dem Arbeitnehmer von der Beschäftigungsstelle angeboten werden.

Aufhebungs- und Abwicklungsverträge erfordern ohne Ausnahme die vorherige Genehmigung von HQ USAREUR/7A, ATTN: AEAGA-CL, Unit 29351, APO AE 09014-9351. Aufhebungsverträge können jederzeit abgeschlossen werden, während Abwicklungsverträge nur innerhalb von 3 Wochen (dem Zeitraum, in dem Arbeitnehmer ihre Kündigung vor dem Arbeitsgericht anfechten können) nach Ausspruch der Kündigung abgeschlossen werden können.

Aufhebungs- und Abwicklungsverträge werden auf individueller Basis zwischen dem Arbeitnehmer und dem Kommandeur/Leiter der Beschäftigungsstelle verhandelt. Bei Beantragung eines Aufhebungsvertrags entscheidet das CPAC über die Rechtmäßigkeit der Maßnahme sowie die Leistungen, auf die der Arbeitnehmer Anspruch haben würde. Das CPAC unterstützt daraufhin die Verhandlung zwischen

Arbeitnehmer und Dienststellenleitung. Eine Mitwirkung der Betriebsvertretung ist nicht erforderlich.

Unterstützung für betroffene Arbeitnehmer:

Tarifvertrag zur Sozialen Sicherung (TV SozSich). Der Tarifvertrag zur Sozialen Sicherung (TV SozSich) vom 31. August 1971 sieht Überbrückungsbeihilfen für anspruchsberechtigte Arbeitnehmer vor. Die Kosten für diese Überbrückungsbeihilfe trägt das Bundesfinanzministerium. Der TV SozSich gilt für Arbeitnehmer, die aus militärischen Gründen wegen Personaleinschränkung infolge einer Verringerung der Truppenstärke oder der Auflösung einer Einheit oder einer anderen Maßnahme, die von der obersten Dienstbehörde in Deutschland angeordnet worden ist, entlassen werden.

Arbeitnehmer erfüllen die Anspruchsvoraussetzungen, wenn sie im Zeitpunkt der Entlassung

1. seit mindestens einem Jahr vollbeschäftigt sind. Arbeitnehmer mit einer wöchentlichen regelmäßigen Arbeitszeit von mindestens 18 Stunden gelten als vollbeschäftigt.
2. mindestens 10 anrechenbare Beschäftigungsjahre nachweisen können und das 40. Lebensjahr vollendet haben
3. ihren ständigen Wohnsitz in den letzten fünf Jahren im Geltungsbereich des TV AL II hatten
4. die Voraussetzungen zum Bezug des Altersruhegeldes oder des vorgezogenen Altersruhegeldes aus der gesetzlichen Rentenversicherung nicht erfüllen
5. kein zumutbares Beschäftigungsangebot abgelehnt haben.

Der TV SozSich sieht zusätzlich zum Arbeitsentgelt aus anderweitiger Beschäftigung außerhalb des Bereichs der Stationierungsstreitkräfte, zu den Leistungen der Bundesagentur für Arbeit (Arbeitslosengeld, Arbeitslosenhilfe, Unterhaltsgeld) oder zum Kranken- oder Verletztengeld Überbrückungsbeihilfen des Bundesfinanzministeriums vor. Die Überbrückungsbeihilfe deckt den Unterschiedsbetrag zwischen dem bisherigen und dem neuen Einkommen ab (100% im ersten Jahr nach der Beendigung des Arbeitsverhältnisses, 90% vom zweiten Jahr an). Wird die Überbrückungsbeihilfe zu den Leistungen der Bundesagentur für Arbeit oder der gesetzlichen Kranken- oder Unfallversicherung gezahlt, so ist sie um den zur Deckung der Lohnsteuer erforderlichen Betrag aufzustocken.

Arbeitnehmer, die am Tag ihrer Entlassung 20 Beschäftigungsjahre und das 55. Lebensjahr, oder 25 Beschäftigungsjahre und das 50. Lebensjahr vollendet haben, erhalten die Überbrückungsbeihilfe ohne zeitliche Begrenzung. Andere Arbeitnehmer erhalten die Überbrückungsbeihilfe je nach Beschäftigungsdauer und Lebensalter für einen Zeitraum von 2 bis 5 Jahren.

Abfindungszahlungen. Der Tarifvertrag über Rationalisierungs-, Kündigungs- und Einkommenschutz (SchutzTV) vom 2. Juli 1997 sieht für Arbeitnehmer folgende Abfindungszahlungen vor:

1. 1/3 des monatlichen Arbeitsverdienstes für jedes volle Jahr der anrechenbaren Beschäftigungszeit, höchstens jedoch sieben Monatsbeträge
2. zwei Monatsbeträge für Arbeitnehmer, die das 40. Lebensjahr vollendet haben und eine Beschäftigungszeit von mindestens 10 Jahren erreicht haben, und die aus militärischen Gründen entlassen werden
3. wenn das Beschäftigungsverhältnis vor dem 31. Oktober endet, einen Teil des Weihnachtsgeldes in Höhe von $6 \frac{1}{3}$ v.H. des in der Zeit zwischen dem 1. November des Vorjahres und dem Zeitpunkt des Ausscheidens erzielten Arbeitsverdienstes.

Höhere Abfindungszahlungen. Im Zusammenhang mit höheren Abfindungszahlungen gilt Folgendes:

1. Für Arbeitnehmer, die keinen Anspruch auf Leistungen nach dem TV SozSich haben oder auf ihre Ansprüche verzichten:
2. einen Monatsbetrag für jedes anrechenbare Beschäftigungsjahr für die ersten zehn Jahre plus
3. $\frac{1}{2}$ Monatsbetrag für jedes anrechenbare Beschäftigungsjahr ab dem 11. Jahr bis zu maximal 5 Monatsbeträgen plus
4. 50 v.H. des eingesparten Arbeitsverdienstes bei Verzicht auf die Kündigungsfrist.

Höchstbetrag für Abfindungszahlungen. Der Höchstbetrag für Abfindungszahlungen für Arbeitnehmer, die ihre Kündigungsfristen einhalten, beläuft sich auf 15 Monatsbeträge, und für Arbeitnehmer, die zu einem früheren Zeitpunkt ausscheiden, auf 18,5 Monatsbeträge. Die Abfindungszahlungen für Arbeitnehmer, die von Leistungen aus dem TV SozSich Gebrauch machen, umfassen:

1. 2 Monatsbeträge gemäß SchutzTV plus
2. 8 zusätzliche Monatsbeträge plus
3. 50 v.H. der Verdiensteinsparungen bei Verzicht auf die Kündigungsfristen
4. Der Höchstbetrag für Abfindungszahlungen für Arbeitnehmer bei Einhaltung der Kündigungsfrist beläuft sich auf 10 Monatsbeträge, und für Arbeitnehmer, die zu einem früheren Zeitpunkt ausscheiden, auf 13,5 Monatsbeträge.
5. Über Abfindungszahlungen für Arbeitnehmer über 63 Jahre wird von Fall zu Fall entschieden.

Zeugnisse

Die Pflicht der US-Streitkräfte zur Zeugniserteilung ist im Bürgerlichen Gesetzbuch dargestellt. Ein Zeugnis ist auf speziellen Antrag des ausscheidenden Arbeitnehmers auszustellen. Der Grund für das Ausscheiden ist unerheblich (z.B. Kündigung, Eigenkündigung, usw.). Das Zeugnis sollte am letzten Tag des Beschäftigungsverhältnisses im Besitz des Arbeitnehmers sein. Wenn das Zeugnis zu einem späteren Zeitpunkt ausgestellt wird, ist es auf das Datum des Ausscheidens zurückzudatieren. Die US-Streitkräfte haften für jeglichen Schaden, der dem

Arbeitnehmer im Zusammenhang mit seiner weiteren beruflichen Karriere durch verspätete, fehlende oder falsche Zeugnisse entsteht. Arbeitnehmer können ihren Anspruch auf ein angemessenes Zeugnis vor dem Arbeitsgericht einklagen.

Zeugnisse sind auf deutsch anzufertigen und von einem Vertreter der Dienststellenleitung, der innerhalb der Organisation eine verantwortliche Stelle innehat, persönlich zu unterzeichnen. Arbeitnehmer können ein einfaches oder ein qualifiziertes Zeugnis oder ein Zwischenzeugnis beantragen. Bei der Erstellung des Zeugnisses sollte das CPAC zu Rate gezogen werden.

Arbeitsgerichte

Die Zuständigkeit der Arbeitsgerichte umfasst Rechtstreitigkeiten in Zusammenhang mit Arbeitsverträgen, Tarifbestimmungen, Stelleneingruppierungen, Abmahnungen, Kündigungsmaßnahmen, Arbeitgeber-Arbeitnehmer-Beziehungen oder anderen nachteiligen Personalmaßnahmen. Manager und Vorgesetzte müssen Vorsicht walten lassen und die möglichen Folgen bei der Verteidigung der Maßnahme vor dem Arbeitsgericht berücksichtigen, wenn sie Maßnahmen, die ortsansässige Arbeitnehmer betreffen, vorschlagen oder umsetzen.

Das deutsche Arbeitsgerichtssystem kennt drei Instanzen. In den meisten Städten gibt es örtliche Arbeitsgerichte, die als die Eingangsinstanz über die Arbeitsgerichtsfälle entscheiden. Gegen diese Entscheidungen kann bei den Landesarbeitsgerichten Berufung eingelegt werden. In jedem deutschen Bundesland gibt es ein Landesarbeitsgericht. Die höchste Instanz ist das Bundesarbeitsgericht. Die Entscheidungen, die in dieser Instanz getroffen werden, sind endgültig und für alle Parteien verbindlich.

Alle Arbeitsgerichtsfälle werden in enger Koordination mit und Unterstützung von HQ USAREUR als oberster Dienstbehörde der US-Armee in Deutschland bearbeitet. Die US-Armee muss den Vertretern, die die Gerichtsfälle übernehmen, detaillierte Beschreibungen der Vorfälle, Ursachen und Umstände, einschließlich entsprechender Beweise, zur Verfügung stellen. Die US-Armee hat ausreichend Beweismaterial vorzuweisen, um die Stichhaltigkeit der durchgeführten Maßnahme zu untermauern. Wenn erforderlich, kann Unterstützung vom Staff Judge Advocate Office angefordert werden.

Wenn gegen die Entscheidung des Arbeitsgerichts keine Berufung eingelegt wird oder die Berufung nicht zugelassen ist, ist die Entscheidung endgültig und verbindlich.

Wenn die Umstände es erlauben und abhängig vom Sachverhalt des Falles, kann vor Gericht eine Einigung zwischen den Parteien vorgeschlagen werden, die die Notwendigkeit eines Urteils umgeht. Im Fall einer Kündigung würde die Einigung den Arbeitsvertrag des Arbeitnehmers immer noch auflösen, aber angesichts des Alters und

der Beschäftigungszeit könnten die Einigungsmodalitäten eine Abfindungszahlung beinhalten.

Bei Arbeitsgerichtsfällen gibt es in der Regel kein Beteiligungsrecht der Personalvertretungsrecht. Betriebsvertretungen sind nur beteiligt, wenn sie in Zusammenhang mit Angelegenheiten aus dem Personalvertretungsrecht selbst eine Klage eingereicht haben.

Andere Maßnahmen: Manager sollten andere Wege in Betracht ziehen, um die Belegschaft während der Umstrukturierung zu erhalten. So kann die volle Ausnutzung des Programms für Leistungsauszeichnungen dazu beitragen, ein gutes Betriebsklima zu erhalten. Alternative Arbeitszeitprogramme können eingesetzt werden, um den Arbeitnehmern in Zeiten der Veränderung Flexibilität zu bieten. Zusätzliche Informationen und Anleitungen sind im *Army in Europe Health of the Civilian Workforce Handbook* zu finden.

Checklisten: Die zwei Checklisten auf den folgenden Seiten enthalten Informationen darüber, was während einer Umstrukturierung zu erwarten ist. Die erste ist für Manager, die zweite für Arbeitnehmer.

LIST OF ACRONYMS

A

AAFES	Army and Air Force Exchange Service
ACAP	Army Career and Alumni Program
ACES	Army Continuing Education System
ACS/FPC	Army Community Service/Family Program Coordinator
AER	Army Emergency Relief
AF	Appropriated Fund
AFAP	Army Family Action Plan
AFN	Armed Forces Network
AFRTS	Armed Forces Radio and Television Services
AFTB	Army Family Team Building
APF	Appropriated Funds
APO	Army Post Office
AR	Army Reserve/Army Regulation
ARCOM	Army Reserve Command
ARNG	Army National Guard
AT	Anti-Terrorism
ATF	Alcohol, Tobacco and Firearms

B

BAS	Basic Allowance for Subsistence
BBA	Business Based Action
BHA	Basic Housing Allowance
BDE	Brigade
BDU	Battle Dress Uniform (jungle, desert, cold weather)
BN	Battalion

C

CC	Career Conditional
CDR	Commander
CDS	Child Development Services
CFR	Code of Federal Regulations
CG	Commanding General
CHAMPUS	Civilian Health and Medical Program for the Uniformed Services
CHRA-E	Civilian Human Resources Agency – Europe
CINC	Commander in Chief
CO/Co	Commanding Officer/Company
COLA	Cost of Living Allowance
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate
CPOC	Civilian Personnel Operations Center

CSA Chief of Staff, Army
CSRS Civil Service Retirement System
CTA Collective Tariff Agreement
CTO Commercial Travel Office
CY Calendar year

D

DA Department of the Army
DeCA Defense Commissary Agency
DEERS Defense Enrollment Eligibility Reporting System
DEU Delegated Examining Unit
DPW Director of Public Works
DENTAC United States Army Dental Activity
DEROS Date of Estimated Return from Overseas
DFAS Defense Finance and Accounting Systems
DO Duty Officer
DOB Date of Birth
DOD Department of Defense
DoDDS Department of Defense Dependent School
DOR Date of Rank
DOS Department of State
DPCA Director of Personnel and Community Activities
DCA Director of Community Affairs
DPP Deferred Payment Plan
DSN Defense Switched Network (current term for Autovon)
DSR Discounted Service Retirement

E

EE Emergency Essential
EEO Equal Employment Opportunity
EER/OER Enlisted/Officer Evaluation Report
EFMP Exceptional Family Member Program
EM Enlisted Member
EN Enlisted
EO Equal Opportunity
ESGR Employer Support of the Guard and Reserve
ETS Estimated Time of Separation
EWC Enlisted Wives Club

F

FAC Family Assistance Center
FCP Family Care Plan
FEHBP Federal Employees Health benefits Plan
FERS Federal Employee Retirement System
FLO Family Liaison Office

FM	Family Member/Field Manual
FMD	Financial Management Division
FMEAP	Family Member Employment Assistance Program
FOUO	For Official Use Only
FP	Force Protection
FPC	Family Program Coordinator (for Guard and Reserve)
FRO	Family Readiness Officer
FRS	Field Registration Station
FSA	Family Separation Allowance
FSG	Family Support Group
FSTE	Foreign Service Tour Extension
FWS	Flexible Work Schedules
FY	Fiscal Year

G

GO	General Officer
GS	General schedule (Government civilian employee pay grades)
GTCC	Government Travel Credit Card

H

HHC	Headquarters and Headquarters Company
HHG	Household Goods
HOR	Home of Record
HQ	Headquarters
HQDA	Headquarters, Department of the Army
HS	Home station

I

ICW	In Coordination With
IG	Inspector General
IMA	Individual Mobilization Augmentee
IPCOT	In-Place Consecutive Overseas Tour
ITO	Information Travel Office/Invitational Travel Order
ITT	Information, Tours, and Travel
IVC	Installation Volunteer Coordinator

J

JAG	Judge Advocate General
JUMPS	Joint Uniform Military Pay System

K

LC	Liquidation Contract	L
LES	Leave and Earnings Statement	
LN	Local National	

MACOM	Major Army Command	M
MEDDAC	Medical Department Activity	
MOS	Military Occupational Specialty	
MP	Military Police	
MTF	Military Treatment Facility	
MWR	Morale, Welfare, and Recreation	

N/A	Not applicable	N
NAF	Nonappropriated funds (generated locally)	
NCO	Noncommissioned Officer	
NCOWC	Noncommissioned Officers' Wives Club	
NEO	Noncombatant Evacuation Operation	
NLT	Not Later Than	

OCONUS	Outside Continental United States	O
OCS	Officer Candidate Schools	
OIC	Officer-in-Charge	
OPM	Office of Personnel Management	
OSL	Overseas Limited	
OTEIP	Overseas Tour Extension Incentive Program	

PAM	Pamphlet	P
PAO	Public Affairs Officer	
PBP&E	Professional Books, papers & Equipment	
PCM	Primary Care Manager	
PCS	Permanent Change of Station	
PERSCOM	Total Army Personnel Command	
PL	Public Law	
PM	Provost Marshal (police chief)	
PMB	Personnel Movement Branch	
PMOS	Primary Military Occupational Specialty	
POA	Power of Attorney	
POC	Point of Contact	
POE	Point of Embarkation	
POV	Privately Owned Vehicle	

PPP Priority Placement Program
PX Post Exchange

QM Quartermaster
QTRS Quarters (living area)

RA Regular Army
RC Reserve Component
RD Rear Detachment
RDC Rear Detachment Commander
REG Regulation
R&R Rest and Recreation
RFO Request for Orders
RIF REDUCTION IN FORCE
RPA Request for Personnel Action

SBP Survivor Benefit Plan
SES Senior Executive Service (senior civilian employee grades)
SGLI Servicemen's Group Life Insurance
SIDPERS Standard Installation/Division Personnel Reporting System
SJA Staff Judge Advocate
SMC Separate Major Command
SOFA Status Of Forces Agreement
SOP Standing Operating Procedure
SRR Service Remaining Requirement
SSN Social Security Number

TCS Temporary Change of Station
TDA Table of Distribution and Allowances
TDY Temporary Duty
TIG Time in Grade
TLA Temporary Living Allowance
TLA Temporary Lodging Allowance
TMP Transportation Motor Pool
TOF Transfer of Function
TSC Tricare Service Center
TTAD Temporary Tour Active Duty

UB Unaccompanied Baggage
UCAS USAREUR Community Automation System

UMC	USAREUR Major Command
UPDB	USAREUR Personnel Data Base
USAF	United States Air Force
USAR	United States Army Reserve
USAREC	United States Army Recruiting Command
USAREUR	United States Army Europe
USCIS	United States Citizenship and Immigration Services
USO	United Service Organization

V

VA	Department of Veterans Affairs (formerly Veterans Administration)
VAMC	Veterans Affairs Medical Center
VERA	Voluntary Early Retirement
VHA	Variable Housing Allowance
VSIP	Voluntary Separation Incentive Pay

W

WG	Wage Grade
WO	Warrant Officer

REFERENCES / ADDITIONAL INFORMATION

RELOCATION

United States Army, Europe & 7th Army: <http://www.hqusaureur.army.mil>

Request a Visa (CONUS): U.S. Citizenship and Immigration Services (USCIS) at <http://uscis.gov/graphics/shared/fieldoffices/overseasoffices/romedistrict/frankfurt/aboutus.htm>

Request a Visa (Italy): Italian Consulate General, Frankfurt at <http://www.consolati-italiani.de/francoforte/visa.htm>

Foreign Service Tour Extensions: AR 614-30, AR 614-200

Provost Marshal: USAREUR Reg 612-1, USAREUR Reg 600-1, <http://rmv.hqusaureur.army.mil>

Shipment of Pets: AR 40-905, AR 40-657, AR 40-905, <http://www.healthcahttps://moversguide.usps.com/mgservice/help>

Finance and Per diem information:

<http://www.dod.mil/militarypay> for pay and benefit issues

<http://www.dtic.mil/perdiem/bah.html> for BAH rates

<https://www.dtic.mil/perdiem/rateinfo.html> allowances and entitlements

<https://www.dtic.mil/perdiem/alllooha.html> for OHA rates

Moving Guide and relocation information: <http://moversguide.usps.com/mgservice/help> and <http://www.military.com>

1st PERSCOM Helpful Hints Postal Handbook:

https://home.1perscom.army.mil/pod/docs/helpful_hints_for_mailing.doc

Force Protection: USAREUR MESSAGE #0206099

Country Clearance:

<https://www.odcsops.hqusaureur.army.mil/divisions/ops/countryclearance>

Out-processing: AR 600-8-101, Personnel Processing

CIVILIAN RESTRUCTURING

Recruitment bonuses: 5 U.S.C. 5753 and 5 CFR part 575, subpart A
Relocation bonuses: 5 U.S.C. 5753 and 5 CFR part 575, subpart B
Retention allowances: 5 U.S.C. 5754 and 5 CFR part 575, subpart C

Army Regulation 690-351-1, Civilian Personnel REDUCTION IN FORCE, dated 7 February 1992

Title 5, Chapter 1, Part 351, REDUCTION IN FORCE, dated 1 January 2005

Office of Personnel Management Restructuring Information Handbook,
<http://www.opm.gov/RIF/handbook/RIH.asp>

Department of Defense Civilian Assistance and Re-employment, other CARE tools,
http://www.cpmc.osd.mil/care/index_tools.html

Department of Defense Displace Employee Guide: Benefit and Entitlement Information, Civilian Personnel Management Service, dated May 2002, in review,
http://www.cpmc.osd.mil/care/care_tools.html

Deputy Assistant Secretary of Defense, Civilian Personnel Policy, Memorandum on Five-Year Limitation on Foreign Employment, dated 26 March 1997

Memorandum on Delegation of Authority to Approve Recruitment and Relocation Bonuses, Retention Allowances, Repayment of Student Loans, and Superior Qualification Appointments, dated 7 January 2005

USAREUR Supplement 1 to AR 690-300.301, Civilian Personnel, Overseas Employment, dated 15 June 1999

Department of Defense Manual 1400-25M, Civilian Personnel Manual, Chapter 301, Overseas Employment, dated 24 August 1988

Army Regulation 690-300, Civilian Personnel - Employment, Chapter 301, Overseas Employment, dated 15 October 1987

The Law on Protection from Termination of Employment (*Kündigungsschutzgesetz*)

The Law for Protection of Employed Mothers (*Mutterschutzgesetz*)

The Severely Handicapped Act (*Schwerbehindertengesetz*)

German Civil Code (*Bürgerliches Gesetzbuch*)

Employment Promotion Act (*Arbeitsförderungsgesetz*)

Personnel Representation Law (*Personalvertretungsgesetz*)

Law on Protection of Job on Conscription (*Arbeitsplatzschutzgesetz*)

Law on Aptitude Exercises With the Armed Forces (*Eignungsübungsgesetz*)

Tariff Agreement, dated 2 July 1997 on Protection from Rationalization Measures, Termination of Employment, and Income Protection (Protection Agreement) (*Tarifvertrag vom 2. Juli 1997 über Rationalisierungs-, Kündigungs- und Einkommensschutz (SchutzTV)*)

Tariff Agreement, dated 31 August 1971 for the Social Protection of Local Nationals Employed with the Foreign Forces Stationed in Germany (*Tarifvertrag vom 31. August 1971 zur sozialen Sicherung der Arbeitnehmer bei den Stationierungskräften im Gebiet der Bundesrepublik Deutschland (Tarifvertrag Soziale Sicherung (TV SozSich)*)

USEUCOM Directive 30-6, Administration of Civilian Employees in the U.S. European Command (USEUCOM) Area of Responsibility (AOR)

USAREUR REGULATION 600-400, USAREUR Civilian Support

USAREUR REGULATION 600-475, Civilian Support Merit Promotion and Placement Program

USAREUR REGULATION 690-61, Local National (LN) Works Councils

USAREUR Regulation 690-66, Severely Handicapped Employees

USAREUR REGULATION 690-67, German Labor Laws

USAREUR REGULATION 690-68, Payments in Case of Transfer or Appointment of Employees (*Leistungen bei Versetzung oder Einstellung von Arbeitnehmern*)

USAREUR REGULATION 690-69, Local National Employment Policy in the Federal Republic of Germany--Tariff Implementation and Overtariff Conditions

USAREUR-DIENSTVORSCHRIFT 690-69-G, *Grundsatzregelungen für die Beschäftigung von Ortskräften in der Bundesrepublik Deutschland--Durchführungsbestimmungen zum TVAL II und übertarifliche Leistungen*

USAREUR REGULATION 690-70, Recruitment and Staffing of Local National Positions

USAREUR Regulation 690-84, REDUCTION IN FORCE--Local National Employees in Germany (English Translation of USAREUR-Regulation 690-84), 5 May 2000 (revised 20 November 2003)

USAREUR PAMPHLET 690-60, Tariff Agreements That Apply to Persons Employed by the U.S. Forces in Germany (English Translation)

USAREUR PAMPHLET 690-60-G, Tarifverträge für die Arbeitnehmer bei den US-Streitkräften in Deutschland

Overtime Control AER 690-58

www.aeaim.hqusareur.army.mil/library/reg/index-aer.shtm

Transfer and Appointment Benefits 690-68

www.aeaim.hqusareur.army.mil/library/reg/index-aer.shtm

Employee Conduct, Discipline, Complaints and Grievances, Labor Disputes AER 690-64 www.aeaim.hqusareur.army.mil/library/cpdmemo/index-aer.shtm

MEMO, LN-GE-RIF1, LN RIF Placements

http://www.per.hqusareur.army.mil/cpd/reference%5Flibrary/lncpd_info.htm

MEMO, LN-GE-RIF2, LN RIF Placements

http://www.per.hqusareur.army.mil/cpd/reference%5Flibrary/lncpd_info.htm

MEMO, LN-GE-RIF3, Extraordinary Termination for Compelling Business Reasons:

http://www.per.hqusareur.army.mil/cpd/reference%5Flibrary/lncpd_info.htm

MEMO, LN-GE-EMP4, Part-time and Temporary Employment Act

MEMO, LN-GE-EMP2, Part-time Employment, German Federal Labor Court Decision

http://www.per.hqusareur.army.mil/cpd/reference%5Flibrary/lncpd_info.htm

MEMO, LN-GE-EMP7, Part-Time and Temporary Employment Act, Federal Labor Court Decision

http://www.per.hqusareur.army.mil/cpd/reference%5Flibrary/lncpd_info.htm

RIF Regulation 690-84 (incl. the modified social selection program)

**SOLDIERS, CIVILIANS, AND FAMILY MEMBERS
RELOCATION GUIDE CHECKLISTS**



SOLDIER, CIVILIANS, AND FAMILY MEMBERS RELOCATION CHECKLIST

START	DATE STARTED	DATE COMPLETED	TASK	PAGE(S)
E-365			Request a Visa (CONUS)	13
E-365			Request a Visa (Italy)	14
E-270			Submit passport and birth registration requests / Citizenship and Immigration Services	15
E-270			EFMP Screening	18
E-160			Foreign Service Tour Extensions (Soldiers only)	19
E-120			Provost Marshal (Soldiers only)	20
E-120			Coordinate HHG and POV Shipment	22
E-120			Notify Landlord of rental termination	23
E-120			Contact utilities	23
E-90			Schedule clearance inspections (Soldiers only)	23
E-90			Schedule transient lodging	24
E-90			Shipment of pets	24
E-90			Finance	25
E-60			Schedule loaner furnishings	26
E-60			Access Moving Guide	26
E-60			Access 1st PERSCOM Helpful Hints Postal Handbook (Soldiers only)	26
E-60			Submit Change of Address	27
E-60			Transportation	28
E-60			Personal Affairs	30
E-45			Schedule loaner furnishings pickup	31
E-30			Clear government quarters (Soldiers only)	31
E-30			Medical/Dental	31
E-10			Clear private rental housing	33
E-10			Legal	33
E-10			Force Protection (Soldiers only)	34
E-10			Out-Processing	35

MANAGER'S CHECKLIST

Manager's of U.S. Appropriated Fund Employees

START	ACTIONS	RESPON-SIBILITY	PAGES
Upon notice of Reduction	Attend meetings with senior leaders to determine the future of the activity.	Supervisor	
Upon notice of Reduction	Meet with HR reps. on up-coming personnel actions and options. Review information on pertinent websites for relevant guidance/information. Establish ground rules (e.g. cut off date for performance appraisals, use of vacant positions, tie-breaking rules, freezing actions, etc.)	Supervisor CPD/CHRA-E	
Upon Official Decision	Issue general notice to employees.	CMDR	
On-going	Hold Town Hall Meetings. Discuss the future of the activity with employees using information obtained from senior management, and human resources representatives. Encourage employees to participation at Town Hall meetings.	MGMT CPD/CHRA-E	
Upon Notification of Activities to be Reduced	Develop organizational list of positions. Identify incumbents of positions as well as VSIP. Also identify who has return rights, assigned to temporary positions, family members, etc.	Supervisor (CPAC)	50,57, 58
On-going	Become familiar with employee options, i.e. VERA, VSIP, PPP, career transition services, etc. for future meetings and employee counseling. Monitor employees for stress, depression, confusion, and anger; refer to Army Community Services as needed.	MGMT / Supervisor	50,57, 58
E-240	Coordinate with RM and CPAC to identify positions to be abolished.	MGT	
E-240	Identify new organization structures and UICs. Notify human resources upon approval of new designations.	MGT RM/CHRA-e	
E-240	Consider offering employees early registration in PPP. (Cdr can approve up to 1 year prior). Determine which employees may register and the timelines for registration.	CDR (CPAC)	50
E-220	Determine the need to freeze personnel actions (hiring, reassignment, etc.). Identify mission essential positions and consider use of temporary hires to meet mission needs.	MGT CPAC/CPOC	
E-210	Submit RPAs and verify the paragraph and line number for each position that is being cancelled/abolished.	MGT (RM)	
E-160	Complete required performance appraisals and submit by the established cut-off date. The cut-off date is normally 60-90 days prior to the effective date.	MGT	
E-090	Notify timekeepers and customer service representatives of pending changes to update status and access for Time & Attendance (T&A).	MGT (RM)	
E-075	Issue RIF letters. RIF letters are to be delivered by the supervisor who must ensure employees acknowledge receipt by signing a copy of the letter.	MGMT/ CPAC/CPOC	
E-0	Ensure employees out-process prior to date of separation.	Supervisor	

Manager's of U.S. Nonappropriated Fund Employees

START	ACTIONS	RESPON-SIBILITY	PAGE
Upon Notification of Reduction/ On-going	Discuss the future of the activity with employees using information provided by senior management officials of the employing organization. Encourage employees to participate in town hall meetings when they are conducted.	Supervisor	
Upon Notification of Activities to be Reduced	Annotate PRD/manning table to reflect current and end state with name of incumbent entered for each current line number. Provide a copy to the NAF HRO.	Supervisor ICW FMD	
E-240 to E-210	Submit RPA (DA 4017 or electronic) indicating the action requested paragraph and line number for each position that is being cancelled, established or changed. If a copy of the annotated PRD showing the current and the new activity structure has not already been provided to the HRO, provide it with the RPAs.	Supervisor	
E-240 to E-210	If not all positions will be abolished, coordinate with NAF HRO to develop employee retention factors.	Supervisor	
E-240 to E-210	Provide NAF HRO with specific reason for position abolishment/activity closure to be used in BBA notices. Ensure statement is consistent with employing organization information and coordinated at an appropriately high level within the organization; e.g., commander, director, chief of staff.	Supervisor ICW Commander /Senior Management	
E-240 to E-210	Arrange NAF HRO general information group briefings for employees.	Supervisor	
E-240 to E-200	Arrange individual employee counseling sessions with the NAF HRO to discuss retirement and 401(k) options, severance pay, placement opportunities, continuation of benefits and transportation entitlements.	Supervisor	63
E-190	Prepare employee BBA notices.	NAF HRO	
E-190 E-180 (NLT E-35)	Deliver BBA notice to each Regular employee. Regular employees entitled to not less than 30 days notice. Flexible employees are entitled to 7 days notice, but should be afforded the same notice period whenever possible.	Supervisor	
On-going	Assist employees, ICW the NAF HRO, in job placement and separation transition.	Supervisor	
E-0	Ensure employee out-processes prior to date of separation.	Supervisor	

Manager's of LN Appropriated and Nonappropriated Fund Employees

START	ACTION	RESPON-SIBILITY	PAGE
Upon Official Notification	Inform Labor Representatives IAW USAREUR Notification Plan (LN)	CPD	
Upon Official Notification	Issue general notice to employees (LN)	CMDR	
E-470	CG Decision/Organizational Measures to Head Works Council (LN)	CPD	66
E-470	Info Package-on Organizational Change to Head SHE-Rep (LN)	CPD	
On-going	Town Hall Meetings/Communicate with workforce/Personnel Assemblies in all affected locations (LN)	CPD/ MGT/CPAC/ RIF-Team	
On-going	Conduct LN placement/outplacement counseling --Conduct individual counseling in conjunction with the WC. --Address individuals' personal profile, training needs, possible future utilization (LN)	CPAC/RIF Team	
On-going	Oversee, initiate, coordinate, effect LN employee placements, training, reassignments --Establish round table (Management/Works Council, Labor Office, State Gvt, CPD, CPAC) --Solicit State assistance for using outplacement contractor, contract for outplacement counselor (LN)	CPD, CPAC, RIF Team	71
On-going	Notify HQ USAREUR of number of employees affected, by category and tenure group. (LN)	CPOC	
On-going	Employee Briefings (LN)	CPAC	
E-455	Inform German Federal Ministry of Finance/Request TASS recognition (LN)	CPD	
E-455	Preparation for LN Social Selection: ADC Data, Print social questionnaires, Inform Labor Offices, Mail social questionnaires (LN)	LN RIF Team	
E-425	Record LN Social Data (LN)	LN RIF Team	
E-410	Coordinate with RM to identify abolished position (LN)	RM/CPD	
E-400	Submit RPAs (Abolishments, Mass Changes Request, etc.) (LN)	MGT	
E-365	Complete LN Social Selection (LN)	LN RIF Team	
E-360	Start LN Annulment Contract Offers and Execute RIF (LN)	CPAC/CDR/ RIF Team	72
E-335	Start WC Cooperation (local/district/HWC) on personnel actions (LN)	LN RIF Team/Cdr	
E-240	Total Works Council Cooperation on individual actions (local/district/HWC) completed (LN)	CDR	
E-210	Issue LN Notices	RIFTeam/CP OC /CDR	
On-going	Continue employee counseling and make improved offer, as appropriate (LN)	CPOC/CPAC	
E-014	Begin processing personnel actions (LN)	CPOC	
E	Effective date of actions - LN	CPOC	
E+014	Personnel action processing completed (LN)	CPOC/CPAC	

EMPLOYEE'S CHECKLIST

U.S. Appropriated Fund Employees

START	DATE STARTED	ACTION	PAGE(S)
Upon General Notice of Reduction		Begin planning for future. Consider if you can/will remain in Europe, seek other employment, or exercise return rights.	
On-going		Attend Town Hall meetings and information forums when they are conducted.	
Upon General Notification		Ensure your employment personnel information is correct. Verify your Service Computation Date is correct and includes all periods of federal service and that your performance appraisals for last 4 years are in place. Review your position description to ensure actual duties performed are reflected. If you are a disabled veteran, you may need to get a new letter from the Veterans Administration. Your letter must be dated within 1 year of the effective date of the RIF action.	
On-going		Consider your future options. Your human resources representative will provide advice and assistance on retirement, severance pay, placement opportunities, continuation of health and life insurance, and return transportation to the U.S., if entitled. Contact the Army Community Services and/or the Army Career and Alumni Program for career transiting assistance.	55
Upon RIF Notification		If you plan to continue working, register in the Priority Placement Program (PPP) if and when eligible. Update your resume and actively seek new employment.	50
Upon Notification - 90 days prior to planned departure		Notify your supervisor, your human resources representative, and your former organization (in writing), if you choose to exercise your return rights. Submit request for travel orders if you have a return transportation entitlement that you will use. Begin planning the PCS move, i.e., contact the housing office, initiate change of mailing address notifications, etc.	60
90 days prior to separation		Submit request for retirement computation request if eligible and/or submit retirement package if you plan to retire.	
Once a decision is made		If you plan to remain in the foreign area without employment with the U.S. Forces, make necessary arrangements with the host country for legal residency. Check your benefits and entitlements, i.e., return transportation, living quarters allowance, etc.	
Upon Receipt		Acknowledge receipt of the official RIF notice.	
14 days prior to separation or as directed		Accomplish out-processing. Installation clearance documents must be completed prior to last day of duty.	

U.S. Nonappropriated Fund Employees

START	DATE STARTED	ACTION	PAGE(S)
Upon Notification of Reduction/ On-going		Begin planning for future. Determine if you will remain in Europe or return to the United States. Determine if you can/will retire or begin seeking continuing employment.	63
On-going		Attend town hall meetings and information forums when they are conducted.	
On-going		Schedule with the NAF HRO to receive a personal briefing on your future options regarding your benefits and entitlements to include retirement and 401(k) plans, health and life insurance continuation, return transportation to the U.S., if entitled.	
90 days prior to separation		Submit retirement package if you plan to retire.	64
90 days prior to separation		Submit request for continuation of health and life insurance coverage.	
90 days prior to separation		Complete forms at the NAF HRO for elections on disposition of retirement and 401(k) funds.	
90 days prior to separation		Submit request for travel orders for return to the U.S. if you have a return transportation entitlement that you will use.	
180 to 90 days prior to separation		Begin planning out-processing actions. The type of actions will depend on whether you will remain in the host country, with or without continued employment, or whether you will return to the U.S. Depending on what is applicable to your situation and plans, begin making contacts with the host country, transportation and housing offices, and initiate change of mailing address notification.	
180 to 90 days prior to separation		If you plan to remain in the foreign area without employment with the U.S. Force, make necessary arrangements with the host country for legal residency.	
On receipt		Acknowledge receipt of the official notice of separation from your position. Regular employees entitled to not less than 30 calendar days notice. Flexible employees are entitled to 7 calendar days notice but when possible will be afforded the same notice period as Regular employees.	
Within time period stated in BBA Notice		If the notice of separation includes an offer of another position, inform the NAF HRO of acceptance or declination.	
30 days prior to separation		Accomplish community out-processing.	

LN Employees in Appropriated and Nonappropriated Fund Positions

START	DATE STARTED	ACTION	PAGE(S)
Upon Notification-Reduction/On-going		Begin planning for future. Carefully complete social data questionnaire when asked to do so.	68
On-going		Attend personnel assemblies and other information gatherings whenever they are conducted.	
On-going		Upon receipt, respond to offers of continued employment as expeditiously as possible.	
On-going		Consult with your supervisor if you are willing to accept an annulment contract.	
On receipt of Notice of Termination		If required to do so, acknowledge receipt of official letter of termination. If letter of termination includes the offer of continued employment under changed conditions (change notice), inform the RIF-Team of declination, unconditional acceptance, or acceptance on condition that the change notice is socially warranted.	

German translation of LN Appropriated and Nonappropriated Fund checklist for Managers

Checkliste für Manager bei Umstrukturierungsmaßnahmen, die ortsansässige Arbeitnehmer betreffen

TAG DER USFÜHRUNG	DURCHZUFÜHRENDE MASSNAHME	DAUER DES VORGANGS IN TAGEN	ZUSTÄNDIGE ORGANISATION
bei offizieller Benachrichtigung	Information an Arbeitnehmervertreter gemäß USAREUR-Informationsplan	1	CPD
bei offizieller Benachrichtigung	allgemeine Informationen an Arbeitnehmer	30	Kommandeur
E-470	CG Entscheidung/organisatorische Maßnahmen an Hauptbetriebsvertretung	10	CPD
E-470	Informationspaket über organisatorische Änderung an Hauptschwerbehindertenvertretung	10	CPD
fortlaufend	Informationsveranstaltungen/ Kommunikation mit Belegschaft/ Personalversammlungen an allen betroffenen Standorten	fortlaufend	CPD/MGT/ CPAC/RIF-Team
fortlaufend	Beratung über Unterbringung/Outplacement - individuelle Beratung in Verbindung mit der BV - Besprechung individueller Berufsprofile, Schulungsbedürfnisse, mögliche Weiterverwendung	fortlaufend	CPAC/RIF-Team
fortlaufend	Betreuung, Einleitung, Koordinierung, Durchführung von Unterbringung, Weiterbildung, Umsetzung von ortsansässigen AN - Einsetzung eines Runden Tisches (Dienststellenleitung/Betriebsvertretung, Agentur für Arbeit, Landesregierung, CPD, CPAC) - Beantragung von Unterstützung des Bundeslandes für die Verpflichtung einer Firma für Outplacementberatung	fortlaufend	CPD, CPAC, RIF-Team
fortlaufend	Informationen über Anzahl betroffener AN nach Kategorie und Betriebszugehörigkeit an HQ USAREUR	fortlaufend	CPOC
fortlaufend	Unterrichtungen der AN	fortlaufend	CPAC
E-455	Information an Bundesfinanzministerium/ Antrag auf Anerkennung des TV SozSich	10	CPD
E-455	Vorbereitung der Sozialauswahl - Daten der VLV - Ausdrucken der Sozialfragebögen - Information an Agenturen für Arbeit - Versand der Sozialfragebögen	30	LN RIF-Team
E-425	Erfassung der Sozialdaten	40	LN RIF-Team
E-410	Koordinierung mit RM zwecks Bestimmung der weggefallenen Position	30	RM/CPD
E-400	Einreichen der Personalmaßnahmen (Wegfall, Massenmaßnahmen, usw.)	30	MGT
E-365	Abschluss der Sozialauswahl	30	LN RIF-Team
E-360	Angebot für Aufhebungsverträge und Durchführung	35	CPAC/

	des Personalabbaus		Kommandeur/ RIF-Team
E-335	Beginn der Mitwirkung der BV (örtl./BBV/ HBV) an Personalmaßnahmen	95	LN RIF-Team/ Kommandeur
E-240	Mitwirkung der BV an Einzelmaßnahmen (örtl./BBV/HBV) voll-ständig abgeschlossen	30	Kommandeur
E-210	Ausspruch der Kündigungen	210	RIF-Team/ CPOC/ Kommandeur
fortlaufend	Weiter Personal-beratungen und ver-besserte Angebote, soweit erforderlich	70	CPOC/CPAC
E-014	Beginn der Bearbeitung von Personalmaßnahmen	14	CPOC
E	Wirksamkeitsdatum der Maßnahmen	14	CPOC
E+014	Bearbeitung der Personalmaßnahmen abgeschlossen	14	CPOC/CPAC

German translation of LN Appropriated and Nonappropriated Fund checklist for Employees

Checkliste für ortsansässige Arbeitnehmer bei Umstrukturierungsmaßnahmen

Zeitplan	Durchzuführende Maßnahme
bei Benachrichtigung über Reduzierung/ fortlaufend	Beginnen Sie mit der Zukunftsplanung. Füllen Sie die Sozialfragebögen sorgfältig aus, wenn Sie darum gebeten werden.
fortlaufend	Nehmen Sie an Personalversammlungen oder anderen Informationsveranstaltungen teil, wann immer diese angeboten werden.
fortlaufend	Antworten Sie auf Angebote der Weiterbeschäftigung nach deren Erhalt so schnell wie möglich.
fortlaufend	Beraten Sie mit dem Vorgesetzten, ob Sie bereit sind, einen Aufhebungsvertrag zu akzeptieren.
nach Erhalt der Kündigung	Bestätigen Sie den Erhalt des offiziellen Kündigungsschreibens, falls erforderlich. Wenn das Kündigungsschreiben ein Angebot der Weiterbeschäftigung unter veränderten Bedingungen enthält (Änderungskündigung), informieren Sie das RIF-Team, ob Sie das Angebot ablehnen, bedingungslos akzeptieren oder unter der Bedingung akzeptieren, dass die Änderungskündigung sozial gerechtfertigt ist.

COMMANDER'S CHECKLIST



There are three types of checklists: Inactivation, Redeployment, and Relocation.

Inactivation- Unit is inactivating and colors are being retired

Redeployment- Unit is redeploying to CONUS

Relocation- Unit is moving to another USAREUR location

For further information, including POCs, contact the following website:

<http://g3operations.hqusareur.army.mil/CommanderCheckList/StartUp/default.htm>

INACTIVATION COMMANDER'S CHECKLIST

START	DATE STARTED	TASK
		INSTALLATION
E-220		Submit personnel information roster to DPW
E-220		Review all submitted Work Requests
E-220		Prepare Hazardous Materials Inventory
E-180		Inventory Defense Energy Support Center (DESC) fuel stocks in IMA-E Region managed storage facilities.
E-180		Turn-in loan equipment to Self Help Store.
E-180		Turn-in cash meal payment sheets/cash meal payment books.
E-180		Turn in installation property
E-180		The Garrison DOL and DPW jointly survey petroleum storage facilities to determine actions required to close these facilities
E-180		Settle pecuniary liability for lost, damaged or destroyed real property
E-180		Request dining facility support, if needed
E-180		Project fuel usage throughout the deployment and drawdown period.
E-180		Notify supporting TISO and USAG Food Program Manager
E-180		Identify nontactical vehicle (NTV) assets and points of contact
E-180		Develop tracking system for personnel family housing actions
E-180		Develop plan to prevent abandonment of POVs
E-180		Develop plan to prevent abandonment of pets
E-180		Coordinate household goods (HHG) / unaccompanied baggage (UB) / privately owned vehicle (POV) shipping requirements
E-180		Conduct inventory
E-180		Close of Garrison Dining Facility Operations
E-180		Close out work orders
E-180		Close CIF Account
E-180		Change TLE accountability
E-180		Account for lost, damaged or destroyed property
E-150		Provide unit personnel roster (names only) to the Garrison MWR Director
E-150		Notify USAG Property Book Officer and DPW Master Planner of inactivation
E-150		Monitor dining facility operations
E-150		Cancel automatic map distribution
E-130		ID surplus coupons
E-130		Code and turn in dining facility equipment
E-120		Turn-in bulk quantities of maps
E-120		Termination notice provided to unit cdrs and/or housing/landlord and utility companies
E-120		Telephone termination notice
E-120		Plan and conduct inactivation ceremony
E-120		Coordinate household goods (HHG) / unaccompanied baggage (UB) / privately owned vehicle (POV) shipment counseling
E-120		Close accounts
E-120		Clear Youth Activities
E-120		Clear Outdoor Recreation
E-120		Clear Library
E-120		Clear Hunting, Fishing, Sport Shooting Firearms Storage Arms Rooms
E-120		Clear Auto Crafts Center
E-100		Remove and properly dispose of hazardous waste
E-100		Remove and properly dispose of bulky waste, electronic waste, recyclable material, wood and waste from POL separators and grease traps
E-100		Remove all unit equipment and equipment in place from facilities.
E-100		Remove all hazardous waste, hazardous materials, bulky waste, electronic waste, recyclable material
E-100		Inspect all facilities and containers. Ensure that all Hazardous Materials and Hazardous Wastes have been picked up for disposal.
E-100		Garrison must ensure the computer equipment and any support inventory and/or accounting documents with the DESC Fuels Accounting System (FAS) computer equipment issued by DESC to capitalized airfield and bulk DFSP operations are returned to DESC-RRF.
E-100		Conduct pre-turnover inspection of facilities

E-90	Schedule transient lodging
E-90	Schedule clearance inspections
E-90	Prepare NTVs for turn-in
E-90	Prepare facilities for turnover
E-90	Identify soldiers with outstanding AER loans
E-90	Identify soldiers who have Exceptional Family Members who are moving to another community
E-90	Identify outstanding ACS loan closet items for turn-in
E-90	Expend unit fund monies
E-90	Coordinate with ACS Family Advocacy on disposition of open cases and identify high-risk families
E-90	Close the Training Support Center (TSC) accounts
E-80	Turn in OCIE
E-60	Ship privately owned vehicle (POV)
E-60	Ship household goods (HHG) and unaccompanied baggage (UB)
E-60	Schedule turn-over of facilities with DPW
E-60	Schedule loaner furnishings
E-60	Arrange individual passenger travel.
E-45	Schedule furnishings pickup
E-45	Close out ASAP records
E-30	Collection for damages
E-30	Clear government quarters
E-15	Turn-over all facilities, with keys and engineer-related equipment, to DPW, as coordinated
E-10	Remove Unit Signs
E-10	Clear private rental housing
E-5	Transfer remaining Inventory of Subsistence.
E-5	Facility Cleaning and Final Transfer /Turn -in of Equipment// Clear Hand Receipt, DA Form 2062
LOGISTICS	
E-230	Conduct 100% inventory
E-180	Delete bench stock/ASL/shop stock/PLL stockage levels
E-180	Remove and secure classified documents and equipment
E-180	Terminate all existing MOU's/MOA's with other units
E-180	Identify CTA items
E-180	Identify and report funding and personnel constraints
E-180	Stop ordering supplies
E-180	Close ULLS S4 account
E-180	Identify satellite tracking device requirements (i.e., VISTAR's, DTRACS, MTS)
E-180	Close SAMS account
E-180	Clear TC AIMS II
E-180	Close ULLS-A account
E-180	Close ULLS-G account
E-180	Track equipment movements
E-180	Close SAAS-Mod account
E-180	Close PBUSE account
E-180	Stop PLL replenishment
E-180	Notify the supporting TMDE Center of unit inactivation
E-180	Inventory Operational Readiness Float (ORF)
E-180	Turn-in ASL/PLL/ Bench Stock, Shop Stock, POL, and other maintenance supplies and material
E-180	Close AOAP account
E-180	If unit is participating in SDC/FEDC Program, notify the COBRO Data Collector of unit inactivation
E-180	Coordinate for MWO Team to apply MWO(s), if applicable
E-180	Request technical inspection of equipment for turn-in
E-180	Inventory ASL/PLL/ Bench Stock, Shop Stock, POL, and other maintenance supplies and material
E-180	Notify the 200th MMC Theater MWO Coordinator of unit inactivation
E-180	Complete all reports of survey
E-180	Cancel supplies and equipment requisitions
E-180	Order blocking, bracing, packing, crating, and tie-down (BBPC&T) materials
E-180	Turn-in all equipment per disposition instructions, unless notified otherwise
E-180	Return and terminate leases for leased/rental property
E-180	Turn-in CL VIII, to include Combat LifeSavers Bags
E-180	Complete all lateral transfers
E-180	Clear arms room of Privately Owned Firearms (POF's) and ammunition
E-180	Turn-in OPL Class V load

E-180	Turn-in training ammunition
E-180	Turn-in ASP Class V and residue
E-180	Transfer Ammo Storage Area (ASA) assets
E-150	Clear stock record accounts for ASP
E-120	Close SSA accounts and return items no longer required
E-120	Inventory and turn-in logistics STAMIS
E-120	Identify and obtain RFID tag requirements for tracking shipments
E-75	Turn-in remaining supplies and equipment to supporting FDP
E-60	Clear property book
E-60	Inventory and turn-in unused POL coupons, fuel credit cards and fuel master key
E-60	Terminate contracts and contract equipment
PERSONNEL	
E-365	Request Visa's (CONUS)
E-365	Submit retirement applications
E-365	Manage AWOL/DFR packets
E-365	Submit eMILPO transactions
E-365	Coordinate with Consolidated Mail (units in IMA-E CMRs only)
E-270	Submit requests for early separation
E-270	Stop inbound concurrent/deferred family travel
E-270	Inactivate UIC
E-240	Submit awards
E-230	Establish information system for family members
E-230	Prepare personnel roster and track personnel actions
E-220	Verify AAA 162
E-195	Request 1st PERSCOM visit as needed
E-195	Submit Involuntary Foreign Service Tour Extension (IFSTE)
E-180	Augment PAC
E-180	Identify key positions
E-180	Screen Exceptional Family Member Program (EFMP)
E-180	Submit passport/birth registration requests
E-180	Submit student travel requests
E-180	Submit Foreign Service Tour Extensions (FSTE)
E-180	Issue movement orders
E-180	Terminate PERSTEMPO account
E-180	Transfer Military Personnel File
E-170	Prepare safety and occupational health plan
E-150	Complete Line of Duty investigations
E-150	Coordinate with APO for mail room closure
E-130	Develop plans for location of a central out-processing facility in conjunction with the BSB
E-120	Provide information to consumers
E-90	Submit Officer and Noncommissioned Officer Evaluation Reports
E-90	Notify U.S. Citizenship and Immigration Services of change of address
E-90	Close out PERSTEMPO actions
E-90	Close out official mail
E-45	Liquidate Cup and Flower Fund
E-30	Close mailroom
MEDICAL / VETERINARY	
E-130	Notify supporting Veterinary Detachment of Inactivation
E-100	Provide local health and dental facilities with roster of personnel scheduled for departure
E-90	Cross-level, lateral transfer, and/or turn-in medical equipment and supplies, to include combat lifesaver bags
E-90	Track pet exam and health certificate
E-40	Monitor family member actions concerning medical records
OPERATIONS, C2 & TRAINING	
E-210	Conduct a pre-deployment AT/FP assessment.
E-190	Plan and direct OPSEC activities
E-180	Send soldiers to schools
E-180	Conduct leader training tasks
E-180	Close ammunition account
E-120	Submit lessons learned

E-120	Conduct inactivation ceremony
E-120	Provide reports
E-90	Close training accounts
E-67	Force Structure Change Notification
PUBLIC AFFAIRS	
E-270	Receive Warning Order and prepare to execute inactivation notification mission
E-270	Respond to any information calls
E-195	Prepare for announcement
E-180	Deliver approved statement on inactivation to soldiers and family members
E-120	Support to follow-on PA activities
E-120	Unit/PAO Lessons Learned, Submit Lessons Learned
PROVOST MARSHAL	
E-270	Establish Command Emphasis on Security & Accountability
E-270	Develop Security Plan
E-270	Identify open customs cases
E-190	Receive CID briefing on areas of concern
E-180	Cancel Security Projects
E-180	Plan In-transit Security of AA&E
E-180	Conduct Security & Accountability
E-180	Coordinate for termination/cancellation of IDS/ESS contracts
E-180	Submit PS Waivers & Exceptions
E-180	Turn in Controlled Cryptographic Items (CCI)
E-180	Conduct IACS Registration
E-180	Turn-In Keys
E-180	Arrange for customs briefings, inspections and pre-clearance
E-180	Dispose of privately owned vehicles
E-180	Identify registered privately owned firearms (POF)
E-180	Close out cases
E-180	Identify open reports of investigation
E-100	Establish amnesty point(s)
HISTORICAL PROPERTY RECORDS	
E-180	Inventory and dispose of artifacts and art works
E-180	Inventory and dispose of unit fund property
E-150	Dispose of flags and guidons
E-100	Ship organizational history files
RESOURCE MANAGEMENT	
E-180	Develop resource management strategy
E-180	Prepare to identify savings or offsets
E-180	Prepare to identify requirements
E-180	Terminate contracts
E-90	Cease/transfer RM functions
E-90	Obtain funds for Inactivation Ceremonies
E-10	Close out IMPAC Cards
COMMS & INFORMATION MGMT	
E-180	Turn off base communications (BASECOM)
E-180	Cancel long haul communications
E-180	Dispose of technical manuals
E-120	Turn-in COMSEC equipment
E-90	Prepare records for transfer or destruction
E-90	Retire information systems
E-90	Close COMSEC account
E-30	Dispose of classified publications
E-30	Dispose of accountable forms
E-30	Close publications account
E-15	Return copiers to vendor

FINANCE & ACCOUNTING		
E-90		Review procedures for requesting advance pays, travel, and dislocation allowance (DLA)
E-45		Brief soldiers on repaying security deposits
E-45		Brief soldiers on station allowance procedures
E-45		Brief soldiers with Government Travel Credit Card
E-45		Brief soldiers on closing local bank accounts
E-45		Inform soldiers about MyPay
INTELLIGENCE		
E-180		Stop classified document accounts
E-180		Review and track all background investigation status of assigned personnel
E-170		Turn-in intelligence equipment
E-170		Dispose of intelligence related automation equipment.
E-170		Debrief personnel with SCI clearance
E-170		Turn-in intelligence contingency funds and supporting documentation
E-170		Dispose of classified documents
E-130		Dispose of SCI equipment, if applicable
E-130		Turn-in controlled cryptographic items (CCI)
E-100		Turn-in anti-intrusion devices
E-90		Inspect furniture and containers for classified material
E-90		Certify containers
E-90		Clear reproduction equipment

REDEPLOYMENT COMMANDER'S CHECKLIST

START	DATE STARTED	TASK
INSTALLATION		
E-220		Submit personnel information roster to DPW
E-195		Notify BSB/ASG
E-180		Coordinate household goods requirements
E-180		Coordinate Privately Owned Vehicles (POV) movement requirements
E-180		Conduct inventory
E-180		Turn in installation property
E-180		Close out work orders
E-150		Cancel automatic map distribution
E-150		Track family housing actions for personnel
E-150		Request dining facility support, if needed
E-130		Coordinate for removal of equipment attached to facilities and equipment in place
E-130		Coordinate for removal of hazardous waste/material
E-120		Turn-in bulk quantities of maps
E-100		Conduct pre-turnover inspection of facilities
E-100		Remove all unit equipment and equipment in place
E-100		Reports of survey
E-90		Prepare facilities for turnover
E-90		Expend unit fund or transfer monies
E-90		Coordinate with ACS Family Advocacy on disposition of open cases
E-60		Schedule turn-over of facilities with DPW
E-45		Close accounts
E-30		Turn-in nontactical vehicles
E-15		Turn-over all facilities, with keys and engineer-related equipment, to DPW, as coordinated
LOGISTICS		
E-180		Conduct 100% inventory
E-180		Identify CTA items
E-180		Terminate all existing MOU's/MOA's with other units
E-180		Remove and secure classified documents and equipment
E-180		Notify the 200th MMC Theater MWO Coordinator of unit redeployment
E-180		Coordinate for MWO Team to apply MWO(s), if applicable
E-180		If unit is participating in SDC/FEDC Program, notify the COBRO Data Collector of redeployment
E-180		Stop PLL replenishment
E-180		Notify the supporting TMDE Center of unit redeployment
E-180		Inventory ASL/PLL/ Bench Stock, Shop Stock, POL, and other maintenance supplies and material
E-180		Turn-in ASL/PLU/ Bench Stock, Shop Stock, POL, and other maintenance supplies and material
E-180		Notify supporting AOAP lab of redeployment
E-180		Inventory Operational Readiness Float (ORF)
E-180		Order blocking, bracing, packing, crating, and tie-down (BBPC&T) materials
E-180		Complete all lateral transfers
E-180		Return and terminate leases for leased/rental property
E-180		Turn-in CL VIII, to include Combat LifeSavers Bags
E-180		Clear arms room of Privately Owned Firearms (POF's) and ammunition
E-180		Turn-in OPL Class V load
E-180		Turn-in training ammunition
E-180		Turn-in ASP Class V and residue
E-180		Identify satellite tracking device requirements (i.e., VISTAR's, DTRACS, MTS)
E-180		Close SAAS-Mod account
E-180		Transfer Ammo Storage Area (ASA) assets
E-180		Reconcile Standard Army Management System (SAMS) account
E-180		Relocate TC AIMS II equipment
E-180		Move Unit Level Logistics-Aviation (ULLS-A) records and hardware
E-180		Change Unit Level Logistics-Ground (ULLS-G) account
E-180		Adjust Unit Level Logistics (ULLS) S4 account
E-180		Track equipment movements
E-180		Transfer Property Book Unit Supply Enhances (PBUSE) account
E-180		Request disposition instructions for excess equipment
E-150		Clear property book
E-150		Clear stock record accounts for ASP
E-120		Close/reestablish SSA accounts

E-75	Notify gaining maintenance activity of arrival
E-60	Inventory and turn-in unused POL coupons, fuel credit cards and fuel master key
E-60	Terminate contracts and contract equipment
PERSONNEL	
E-230	Develop tracking system to track soldier personnel actions
E-220	Prepare personnel roster
E-220	Establish information system for family members
E-195	Contact local CPAC
E-180	Augment PAC
E-180	Identify key positions
E-180	Notify 1st PERSCOM of personnel actions
E-180	Track civilian personnel movement actions, if applicable
E-170	Prepare safety and occupational health plan
E-150	Coordinate with APO for mail room closure
E-130	Develop plans for location of a central out-processing facility in conjunction with the BSB
E-90	Close out official mail
E-45	Transfer Cup and Flower Fund
E-30	Close mailroom
MEDICAL / VETERINARY	
E-130	Notify supporting Veterinary Detachment of inactivation
E-100	Provide local health and dental facilities with roster of personnel scheduled for departure
E-90	Cross-level, lateral transfer, and/or turn-in medical equipment and supplies, to include combat lifesaver bags
E-90	Track pet exams and health certificates
E-40	Monitor family member actions concerning medical records
OPERATIONS, C2 & TRAINING	
E-365	Collective Staff (Minor reorganization)
E-365	Collective Staff (Major reorganization)
E-210	Conduct a pre-deployment AT/FP assessment
E-190	Plan and direct OPSEC activities
E-180	Provide reports
E-180	Send soldiers to school
E-180	Conduct leader training tasks
E-180	Collective Crew
E-180	Close ammunition account
E-120	Submit Lessons Learned
E-120	Conduct departure ceremony
E-120	Request DUICS
E-120	Selective Advance Party Departs
E-90	Submit movement requirement
E-90	Close training accounts
E-90	Advance Team Departs
E-67	Force Structure Change Notification
PUBLIC AFFAIRS	
E-270	Receive WO and prepare to execute redeployment notification mission
E-270	Respond to any information calls
E-195	Prepare for announcement
E-180	Deliver approved statement on relocation to soldiers and family members
E-180	Support to follow-on PA activities
E-120	Support PAO operations for departure ceremony
E-120	Submit PAO Lessons Learned
PROVOST MARSHAL	
E-270	Establish command emphasis on security & accountability
E-270	Develop Security Plan
E-270	Identify open customs cases
E-180	Arrange for customs briefings, inspections and pre-clearance
E-180	Dispose of privately owned vehicles
E-180	Identify registered privately owned firearms (POF)
E-180	Plan In-transit security of AA&E
E-180	Conduct security & accountability
E-180	Coordinate for termination/cancellation of IDS/ESS contracts
E-180	Turn in Controlled Cryptographic Items (CCI)
E-180	Conduct IACS Registration
E-180	Turn-in keys

		HISTORICAL PROPERTY RECORDS
10		Inventory and dispose of artifacts and art works
		RESOURCE MANAGEMENT
10		Develop resource management strategy
10		Prepare to identify requirements
10		Terminate contracts
5		Cease/transfer RM functions
5		Obtain funds for departure Ceremonies
5		Close out IMPAC Cards
		COMMS & INFORMATION MGMT
10		Turn off base communications (BASECOM)
10		Cancel and/or re-home long haul communications
10		Dispose of technical manuals
10		Transfer COMSEC account
5		Relocate unit records
5		Re-accreditation of information systems
5		Change address on publications account to CONUS address
5		Dispose of Europe-unique accountable forms (rations cards, custom forms)
5		Dispose of excess classified publications
5		Return copiers to vendor
		FINANCE & ACCOUNTING
5		Review procedures for requesting advance pays, travel, and dislocation allowance (DLA)
5		Brief soldiers on repaying security deposits
5		Brief soldiers on station allowance procedures
5		Brief soldiers with government travel credit card
5		Brief soldiers on closing local bank accounts
5		Inform soldiers about MyPay
		INTELLIGENCE
0		Review and track all background investigation status of assigned personnel
0		Debrief personnel with SCI clearance
0		Dispose of classified documents
0		Turn-in intelligence equipment
0		Dispose of intelligence related automation equipment
0		Dispose of COMSEC material
0		Turn-in intelligence contingency funds and supporting documentation
0		Dispose of SCI equipment
0		Turn-in controlled cryptographic items (CCI)
0		Coordinate for installation of anti-intrusion devices at new location, if needed
0		Turn-in anti-intrusion devices
1		Transfer/change classified document accounts, as needed

RELOCATION COMMANDER'S CHECKLIST

START	DATE STARTED	TASK
INSTALLATION		
E-220		Submit personnel information roster to DPW
E-220		Prepare hazardous materials inventory
E-180		Notify garrison dining facility of termination of meal service - for commanders of tenant units not responsible for operation of a garrison dining facility
E-180		Notify supporting TISO and USAG Food Program Manager
E-180		Turn-in cash meal payment sheets/cash meal payment books
E-180		Provide local garrison transportation officer a roster of all soldiers that require household goods /unaccompanied baggage/private owned vehicle (POV) shipping
E-180		Coordinate household goods/UB/ POV shipping counseling
E-180		Identify nontactical vehicle (NTV) assets
E-180		Conduct inventory
E-180		Turn in installation property
E-180		Close out work orders
E-150		Cancel automatic map distribution
E-150		Track family housing actions for personnel
E-150		Notify BSB/ASG
E-150		Monitor dining facility operations
E-130		Coordinate for removal of equipment attached to facilities and equipment in place
E-130		Coordinate for removal of hazardous waste/material
E-120		Turn-in bulk quantities of maps
E-120		Notify landlord of rental termination
E-120		Terminate telephone services in homes
E-120		Close accounts
E-100		Conduct pre-turnover inspection of facilities
E-100		Remove all unit equipment and equipment in place
E-100		Account for lost, damaged or destroyed property
E-90		Schedule clearance inspections
E-90		Schedule transient lodging
E-90		Prepare facilities for turn-over
E-90		Expend unit fund monies
E-90		Coordinate with ACS Family Advocacy on disposition of open cases
E-90		Identify soldiers with exception family members
E-90		Return loan closet item
E-90		Identify soldiers with outstanding AER loans
E-60		Schedule loaner furnishings
E-60		Schedule turn-over of facilities with DPW
E-60		Ship HHG and unaccompanied baggage
E-60		Ship POVs
E-60		Arrange individual passenger travel
E-45		Schedule furnishings pickup
E-45		Close out ASAP records
E-30		Clear government quarters
E-30		Turn-in non tactical vehicles
E-5		Transfer remaining inventory of subsistence
E-5		Clear hand receipt
LOGISTICS		
E-230		Conduct 100% inventory
E-180		Obtain RF tags
E-180		Remove/install RFID interrogator nodes
E-180		Identify satellite tracking device requirements (i.e., VISTAR's, DTRACS, MTS)
E-180		Determine Automated Manifest System (AMS)
E-180		Inventory DTRACS, VISTAR and MTS
E-180		Track equipment movements
E-180		Identify RFID Interrogator requirements
E-180		Project anticipated bulk fuel requirement through E-date
E-180		Turn-in training ammunition
E-180		Turn-in CSSAMO equipment
E-180		Provide training as required on STAMIS procedures

E-180	Repair vehicle canvas items (drivers and passengers seats and backrests, cargo covers, tarpaulins, etc.)
E-180	Request disposition instructions for all equipment, unless notified otherwise
E-180	Brake test tactical wheeled vehicles
E-180	Identify resource and personnel constraints
E-180	Transfer/turn-in all equipment per disposition instructions, unless notified otherwise
E-180	Bring all equipment to 10/20 maintenance standard IAW disposition instructions, unless notified otherwise
E-180	If unit is participating in SDC/FEDC Program, notify the COBRO Data Collector of unit relocation
E-180	Terminate SDC/FEDC Program
E-180	Notify the supporting TMDE Center of upcoming unit relocation
E-180	Calibrate TMDE before transfer/turn-in, including TMDE in Calibrate Before Use (CBU) status
E-180	Transfer/Turn-in TMDE
E-180	Inspect, clean, and turn-in OCIE
E-180	Transfer Property Book Unit Supply Enhances (PBUSE) account
E-180	Close SAAS-Mod account
E-180	Transfer Ammo Storage Area (ASA) assets
E-180	Reconcile Standard Army Management System (SAMS) account
E-180	Realign Standard Army Retail Supply System (SARSS) Account
E-180	Turn-in Installation Furniture
E-180	Conduct a 100% Inventory
E-180	Clear Joint Service Interior Intrusion Device System (JSIIDS) with DEH
E-180	Turn-in SSSC items
E-180	Clear arms room of residual cleaning material, equipment, solvent, lubricants, oil, paint, patches, brushes, cleaning rods, etc.
E-180	Terminate all existing MOU's/MOA's with other units
E-180	Notify Provost Marshal/DPW/Fire Department of arms room closure
E-180	Coordinate with DPW for room repairs
E-180	Turn-in night scopes/Night Vision Goggles and other sensitive items (Secure telephones etc.)
E-180	Turn-in magazines, bayonets and associated repair parts
E-180	Turn-in individual and crew-served weapons
E-180	Turn-in TM's/regulations/blank forms
E-180	Turn-in ammunition (Operational/Force Protection/Training) and ammunition residue
E-180	Clean and turn-in holsters
E-180	Turn-in armor's tool kit
E-180	Select, train and qualify the additional personnel needed to conduct the unit move
E-180	Clear arms room of Privately Owned Firearms (POF's) and ammunition
E-180	Turn-in special tools and test equipment
E-180	Turn-in serviceable and unserviceable weapons repair parts
E-180	Turn-in solvent tanks and any associated HAZMAT
E-180	Identify resource and personnel constraints
E-180	Order blocking, Bracing, Packing, Crating, and Tie-down (BBPC&T) materials
E-180	Request turn-in standards for all ammo handling equipment
E-180	Turn-in accountability records
E-180	Turn-in weapons racks and storage cabinets
E-180	Turn-in Class V and residue
E-180	Turn-in OPL Class V load
E-180	Request D/I from MMC for excess property
E-180	Identify resources and personnel constraints required to support inactivation activities
E-180	Remove and secure classified documents and equipment
E-180	Initiate cancellation actions for requisition equipment
E-180	Conduct 100% inventory
E-180	Submit turn-in document to the FDP upon termination of lease contracts
E-180	Turn-in ULLS
E-180	Turn-in bench stock
E-180	Stop ordering supplies
E-180	Inventory PLL
E-180	Identify resource and personnel constraints
E-180	Identify all loaned/borrowed equipment
E-180	Conduct a 100% Inventory
E-180	Identify all loaned/borrowed equipment
E-180	Turn-in excess parts and equipment

E-180	Initiate cancellation actions for requisition equipment
E-180	Conduct 100% inventory
E-180	Submit turn-in document to the FDP upon termination of lease contracts
E-180	Turn-in ULLS
E-180	Turn-in bench stock
E-180	Stop ordering supplies
E-180	Inventory PLL
E-180	Identify resource and personnel constraints
E-180	Identify all loaned/borrowed equipment
E-180	Conduct a 100% Inventory
E-180	Identify all loaned/borrowed equipment
E-180	Turn-in excess parts and equipment
E-180	Inventory "Real Property" and return room to its' original configuration
E-180	Turn-in unservicable CS (tear gas) capsules
E-180	Order blocking, Bracing, Packing, Crating, and Tie-down (BBPC&T) materials
E-180	Turn-in repair parts
E-180	Turn-in HAZMAT
E-180	Turn-in Joint Service Light Weight Integrated-Suit Technology (JSLIT) and Battle Dress Garments (BDO)
E-180	Turn-in Chemical detection Equipment (CDE)
E-180	Turn-in masks
E-180	Conduct 100% inventory
E-180	Identify resource and personnel constraints
E-180	Turn-in excess property and found gov't property
E-180	Relocate TC AIMS II equipment
E-180	Adjust Unit Level Logistics (ULLS) S4 account
E-180	Move Unit Level Logistics-Aviation (ULLS-A) records and hardware
E-180	Change Unit Level Logistics-Ground (ULLS-G) account
E-180	Identify all loaned/borrowed equipment
E-180	Inventory and turn- in logistics automation systems
E-180	Turn-in Combat LifeSavers Bags
E-180	Turn-in excess property and found gov't property
E-180	Initiate request on requisition items from one FDP to another RDP
E-180	Inventory, cancel and turn- in leased property
E-180	Inventory turn-in and move MTOE/ TDA Property to the Forward Distribution Point (FDP). NOTE: Don't forget to order BBPC&T and RF Tags to move equipment to FDP
E-180	Initiate cancellations actions equipment and supplies requisitions
E-180	Identify resources and personnel constraints
E-180	Inventory and turn in Installation Property
E-160	Submit required work orders for repairs to the maintenance facility
E-160	Inventory, identify, clean, inspect tire chains
E-160	Check combat and tactical wheeled vehicles for Rotating Amber Warning Light (RAWL) kits
E-160	Identify, inventory, and inspect vehicle-fire extinguishers
E-150	Notify S-4/PBO as field feeding equipment reaches TM -10/-20 maintenance standard and is ready for transfer to another unit or turn-in
E-150	Clear stock record accounts for ASP
E-150	Clear property book
E-120	Identify RFID Tag Requirements for tracking shipments
E-120	Inventory ASU/PLL/ Bench Stock, Shop Stock, POL, and other maintenance supplies and material
E-120	Inventory and turn-in logistics STAMIS
E-120	Inventory and turn in unused POL coupons, fuel credit cards, and fuel master keys
E-120	Close Self-Service Supply Center (SSSC) account and return items no longer required
E-120	Request external support to move equipment
E-120	Identify, turn-in, or dispose of non-property book uniform items
E-100	Inventory "Real Property"
E-100	Inventory and turn-in sensitive items
E-100	Coordinate with DPW for turn-in of real property
E-100	Turn-in excess property or found government property
E-100	Identify unused HAZMAT equipment and materiel
E-100	Turn-in Atropine syrettes
E-100	Turn-in real property
E-90	Determine organic and external movement requirements for equipment, parts, tools, kits, computers, etc.
E-90	Update mailing address for DA and USAREUR pinpoint publications account
E-90	Move solid and hazardous items
E-75	Continue unit level maintenance actions

E-75	Notify gaining maintenance activity of the unit's equipment density, readiness, and maintenance posture
E-60	Identify excess fuel coupons
E-60	Turn-in remaining fuel credit cards and fuel master key
E-60	Turn-in unopened oil sample material and supplies to the supporting supply support activity (SSA)
E-60	Destroy AOAP records and files
E-60	Pack AOAP sampling equipment, supplies, material, records, and publications
E-60	Dispose of blank forms, publications and CDs
E-60	Resume data collection at new location
E-60	Contact COR to terminate contracts and turn-in or have equipment picked up
E-60	Cancel vendor contracts
E-60	Inventory and package STAMIS systems
E-60	Identify and package HAZMAT for movement
E-60	Cancel contracts and turn-in contract equipment
E-60	Terminate janitorial contracts and contract equipment
E-45	Inventory OPENED residual UGRs, MREs, bottled water, condiments, and enhancement items
E-45	Close TMDE account with the TMDE Support Center
E-30	For units operating a dining facility, close RBP account
E-30	For units operating a dining facility in garrison, identify unneeded records, blank forms, admin files, and technical publications
E-30	Turn-in all maintenance facilities
E-30	Conduct final walkthrough inspection of maintenance facilities
E-20	Identify CTA items
E-15	Ship all ASL/PLL items to new location
E-15	Identify inoperable equipment that requires lift support
E-10	Turn-in SARSS equipment
E-10	Turn-in ULLS-S4 equipment
E-10	Turn-in ULLS-A equipment
E-10	Turn-in ULLS-G equipment
E-5	Move equipment to new location
PERSONNEL	
E-365	Request Visa's (CONUS)
E-365	Request Visa's (Italy)
E-365	Submit retirement applications
E-365	Manage AWOL/DFR packets
E-365	Submit eMILPO transactions
E-365	Verify AAA 162
E-365	Access Consolidated Mailroom Directory
E-270	Submit requests for early separation
E-270	Stop inbound concurrent/deferred family travel
E-270	Transfer UIC
E-270	Initiate UIC
E-240	Submit awards
E-230	Establish information system for family members
E-230	Prepare personnel roster and track personnel actions
E-195	Submit Involuntary Foreign Service Tour Extension (IFSTE)
E-180	Augment PAC
E-180	Identify key positions
E-180	Screen Exceptional Family Member Program (EFMP)
E-180	Submit passport/birth registration requests
E-180	Submit student travel requests
E-180	Submit Foreign Service Tour Extensions (FSTE)
E-180	Issue movement orders
E-180	Transfer PERSTEMPO account
E-180	Transfer Military Personnel File
E-170	Prepare safety and occupational health plan
E-150	Complete Line of Duty investigations
E-150	Coordinate with APO for mail room closure
E-130	Develop plans for location of a central out-processing facility in conjunction with the BSB
E-120	Provide information to consumers
E-90	Submit Officer and Noncommissioned Officer Evaluation Reports
E-90	Notify U.S. Citizenship and Immigration Services of change of address
E-90	Close out PERSTEMPO actions
E-90	Close out official mail
E-30	Close mailroom

MEDICAL / VETERINARY	
E-130	Notify supporting Veterinary Detachment of relocation
E-100	Provide local health and dental facilities with roster of personnel scheduled for departure
E-90	Cross-level, lateral transfer, and/or turn-in medical equipment and supplies, to include combat lifesaver bags
E-90	Track pet exams and health certificates
E-40	Monitor family member actions concerning medical records
OPERATIONS, C2 & TRAINING	
E-210	Conduct a pre-deployment AT/FP assessment
E-190	Plan and direct OPSEC activities
E-120	Conduct Departure ceremony
E-120	Selective Advance Party Departs
E-90	Advance Team Departs
E-70	Final attendees to intra-theater schools
E-67	Force Structure Change Notification
E-35	Submit final unit training schedule
E-35	Complete individual training requirements
PUBLIC AFFAIRS	
E-270	Receive Warning Order and prepare to execute relocation notification mission
E-270	Respond to any information calls
E-195	Prepare for announcement
E-180	Deliver approved statement on relocation to soldiers and family members
E-180	Support to follow-on PA activities
E-120	Support PAO Operations for departure ceremony
E-120	Submit PAO Lessons Learned
PROVOST MARSHAL	
E-270	Command Emphasis on Security & Accountability
E-270	Develop security plan
E-270	Identify open customs cases
E-190	Receive CID briefing on areas of concern
E-180	Conduct Security & Accountability
E-180	Coordinate for termination/cancellation of IDS/ESS contracts
E-180	Conduct IACS Registration
E-180	Turn-In Keys
E-180	Identify disposition of unit equipment
E-180	Dispose of privately owned vehicles
E-180	ID registered privately owned firearms (POF)
E-180	Close out cases
E-180	ID open reports of investigation
HISTORICAL PROPERTY RECORDS	
E-180	Inventory and dispose of non-unit related artifacts and art works
RESOURCE MANAGEMENT	
E-180	Develop resource management strategy
E-180	Prepare to identify savings or offsets
E-180	Prepare to identify requirements
E-180	Terminate contracts
E-90	Obtain funds for departure ceremonies
E-90	Cease/transfer RM functions
E-10	Close out IMPAC Cards
COMMS & INFORMATION MGMT	
E-180	Turn off base communications (BASECOM)
E-180	Cancel long haul communications
E-90	Transfer COMSEC account
E-90	Prepare records for transfer or destruction
E-90	Re-accredit information systems (IS)
E-30	Dispose of classified publications
E-15	Return copiers to vendor
FINANCE	
E-90	Review travel and TDY entitlements
E-45	Review station allowance procedures
E-45	Track Soldiers with Government Travel Credit Card

INTELLIGENCE		
E-180		Review and track all background investigation status of assigned personnel
E-170		Debrief personnel with SCI clearance
E-170		Verify disposition of intelligence equipment
E-170		Dispose of Classified Documents
E-120		Coordinate for installation of anti-intrusion devices at new location, if needed
E-100		Conduct final inspection for security equipment, sensitive or classified items
E-100		Turn-in anti-intrusion devices
E-90		Inspect furniture and containers for classified material
E-90		Clear reproduction equipment
E-50		Change classified document accounts, as needed