

30 NOVEMBER 1996



Personnel

REDUCTION IN FORCE (RIF)

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This pamphlet defines local guidance when conducting a Reduction in Force (RIF). This applies to all civilian employees serviced by Hill AFB. It does not apply to the United States Air Force Reserve or Air National Guard Units on Hill AFB.

SUMMARY OF REVISIONS

This revision updates publication title and updated office symbols. A (|) indicates revisions from the previous edition.

1. COMPETITIVE AREAS. Each of the following geographical and organizational areas constitutes a separate competitive area for all employees located therein who are serviced by the Hill AFB Central Civilian Personnel Office (CCPO).

- 1.1. All activities within a 50 mile radius of Hill AFB.
- 1.2. All activities at the Utah Test and Training Range (UTTR) and Dugway, Utah.
- 1.3. All activities at Wendover, Utah.
- 1.4. Other employees at locations outside the commuting area, such as Weapon System Logistics Officer (WSLOs), and System Program Offices (SPOs). A separate competitive area is set up for these employees at each Hill AFB serviced location. If employees cannot be placed in their own competitive area, their placement will be accomplished in accordance with the provisions of regulations or directives which govern the particular program to which they are assigned.
- 1.5. Defense Information Systems Agency (DISA).
- 1.6. NGB - Human Resources - Western Center Army funded employees.
- 1.7. On-Site Inspection Agency (OSIA), Magna, Utah, employees.

2. IDENTICAL ADDITIONAL POSITIONS. When an organization must cancel one of two or more additional identical positions, the incumbent of the position who has the least retention rights in that organization is reached for the first round of competition within the competitive level.

3. TIES. Ties in retention standing will first be broken on the basis of employee's total length of time at or above the current grade level; second, length of time in occupational series; third, length of time in organization; and fourth, random numbering based on Attachment 1.

4. VALIDATED VACANCY. A vacated position is not considered a vacancy for the purpose of a valid RIF placement offer until it has been validated by the Classification Branch (75 SPTG/DPCC).

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Commander, 75th Support Group

Attachment 1
RANDOM NUMBER LIST FOR TIES

DATE	#	NAME	DATE	#	NAME
_____	0	_____	_____	3	_____
_____	2	_____	_____	5	_____
_____	7	_____	_____	9	_____
_____	1	_____	_____	0	_____
_____	9	_____	_____	1	_____
_____	5	_____	_____	8	_____
_____	3	_____	_____	4	_____
_____	8	_____	_____	6	_____
_____	6	_____	_____	2	_____
_____	4	_____	_____	7	_____
_____	3	_____	_____	0	_____
_____	5	_____	_____	2	_____
_____	9	_____	_____	7	_____
_____	0	_____	_____	1	_____
_____	1	_____	_____	9	_____
_____	8	_____	_____	5	_____
_____	4	_____	_____	3	_____
_____	6	_____	_____	8	_____
_____	2	_____	_____	6	_____
_____	7	_____	_____	4	_____
_____	0	_____	_____	3	_____
_____	2	_____	_____	5	_____
_____	7	_____	_____	9	_____
_____	1	_____	_____	0	_____
_____	9	_____	_____	1	_____
_____	5	_____	_____	8	_____
_____	3	_____	_____	4	_____
_____	8	_____	_____	6	_____
_____	6	_____	_____	2	_____
_____	4	_____	_____	7	_____
_____	3	_____	_____	0	_____
_____	5	_____	_____	2	_____
_____	9	_____	_____	7	_____
_____	0	_____	_____	1	_____
_____	1	_____	_____	9	_____
_____	8	_____	_____	5	_____
_____	4	_____	_____	3	_____
_____	6	_____	_____	8	_____
_____	2	_____	_____	6	_____
_____	7	_____	_____	4	_____

NOTE: By using the last digit of the tied employees' Social Security Number (SSN) the SSN closest to the next random number is the **employee** affected. (Example - Scale is 0 123456789). If SSNS are 3 and 9 and next random number is 1, 9 is closer to 1 because you always count up and around from the SSN to the random number.