

## Office of Personnel Management

## § 351.201

basis, it has an obligation to document the change in work schedule from intermittent to part-time or full-time to ensure proper service credit.

(b) *Noncompetitive movement.* Intermittent employees serving under career appointment may move to other positions in the same way as other regular career employees.

### PART 351—REDUCTION IN FORCE

#### Subpart A [Reserved]

#### Subpart B—General Provisions

- Sec.
- 351.201 Use of regulations.
  - 351.202 Coverage.
  - 351.203 Definitions.
  - 351.204 Responsibility of agency.
  - 351.205 Authority of OPM.

#### Subpart C—Transfer of Function

- 351.301 Applicability.
- 351.302 Transfer of employees.
- 351.303 Identification of positions with a transferring function.

#### Subpart D—Scope of Competition

- 351.401 Determining retention standing.
- 351.402 Competitive area.
- 351.403 Competitive level.
- 351.404 Retention register.
- 351.405 Demoted employees.

#### Subpart E—Retention Standing

- 351.501 Order of retention—competitive service.
- 351.502 Order of retention—excepted service.
- 351.503 Length of service.
- 351.504 Credit for performance.
- 351.505 Records.
- 351.506 Effective date of retention standing.

#### Subpart F—Release From Competitive Level

- 351.601 Order of release from competitive level.
- 351.602 Prohibitions.
- 351.603 Actions subsequent to release from competitive level.
- 351.604 Use of furlough.
- 351.605 Liquidation provisions.
- 351.606 Mandatory exceptions.
- 351.607 Permissive continuing exceptions.
- 351.608 Permissive temporary exceptions.

#### Subpart G—Assignment Rights (Bump and Retreat)

- 351.701 Assignment involving displacement.

- 351.702 Qualifications for assignment.
- 351.703 Exception to qualifications.
- 351.704 Rights and prohibitions.
- 351.705 Administrative assignment.

#### Subpart H—Notice to Employee

- 351.801 Notice period.
- 351.802 Content of notice.
- 351.803 Notice of eligibility for reemployment and other placement assistance.
- 351.804 Expiration of notice.
- 351.805 New notice required.
- 351.806 Status during notice period.
- 351.807 Certification of Expected Separation.

#### Subpart I—Appeals and Corrective Action

- 351.901 Appeals.
- 351.902 Correction by agency.

#### Subpart J [Reserved]

AUTHORITY: 5 U.S.C. 1302, 3502, 3503; sec. 351.801 also issued under E.O. 12828, 58 FR 2965.

SOURCE: 51 FR 319, Jan. 3, 1986, unless otherwise noted.

#### Subpart A [Reserved]

#### Subpart B—General Provisions

##### § 351.201 Use of regulations.

(a)(1) Each agency is responsible for determining the categories within which positions are required, where they are to be located, and when they are to be filled, abolished, or vacated. This includes determining when there is a surplus of employees at a particular location in a particular line of work.

(2) Each agency shall follow this part when it releases a competing employee from his or her competitive level by furlough for more than 30 days, separation, demotion, or reassignment requiring displacement, when the release is required because of lack of work; shortage of funds; insufficient personnel ceiling; reorganization; the exercise of reemployment rights or restoration rights; or reclassification of an employee's position due to erosion of duties when such action will take effect after an agency has formally announced a reduction in force in the employee's competitive area and when the reduction in force will take effect within 180 days.

## § 351.202

## 5 CFR Ch. I (1-1-01 Edition)

(b) This part does not require an agency to fill a vacant position. However, when an agency, at its discretion, chooses to fill a vacancy by an employee who has been reached for release from a competitive level for one of the reasons in paragraph (a)(2) of this section, this part shall be followed.

(c) Each agency is responsible for assuring that the provisions in this part are uniformly and consistently applied in any one reduction in force.

(d) An agency authorized to administer foreign national employee programs under section 408 of the Foreign Service Act of 1980 (22 U.S.C. 3968) may include special plans for reduction in force in its foreign national employee programs. In these special plans an agency may give effect to the labor laws and practices of the locality of employment by supplementing the selection factors in subparts D and E of this part to the extent consistent with the public interest. Subpart I of this part does not apply to actions taken under the special plans authorized by this paragraph.

### § 351.202 Coverage.

(a) *Employees covered.* Except as provided in paragraph (b) of this section, this part applies to each civilian employee in:

(1) The executive branch of the Federal Government; and

(2) Those parts of the Federal Government outside the executive branch which are subject by statute to competitive service requirements or are determined by the appropriate legislative or judicial administrative body to be covered hereunder. Coverage includes administrative law judges except as modified by part 930 of this chapter.

(b) *Employees excluded.* This part does not apply to an employee:

(1) In a position in the Senior Executive Service; or

(2) Whose appointment is required by Congress to be confirmed by, or made with the advice and consent of, the United States Senate, except a postmaster.

(c) *Actions excluded.* This part does not apply to:

(1) The termination of a temporary or term promotion or the return of an employee to the position held before

the temporary or term promotion or to one of equivalent grade and pay.

(2) A change to lower grade based on the reclassification of an employee's position due to the application of new classification standards or the correction of a classification error.

(3) A change to lower grade based on reclassification of an employee's position due to erosion of duties, except that this exclusion does not apply to such reclassification actions that will take effect after an agency has formally announced a reduction in force in the employee's competitive area and when the reduction in force will take effect within 180 days. This exception ends at the completion of the reduction in force.

(4) The change of an employee from regular to substitute in the same pay level in the U.S. Postal Service field service.

(5) The release from a competitive level of a National Guard technician under section 709 of title 32, United States Code.

(6) Placement of an employee serving on an intermittent, part-time, on-call, or seasonal basis in a nonpay and nonduty status in accordance with conditions established at time of appointment.

(7) A change in an employee's work schedule from other-than-full-time to full-time. (A change from full-time to other than full-time for a reason covered in § 351.201(A)(2) is covered by this part.)

[51 FR 319, Jan. 3, 1986, as amended at 60 FR 3062, Jan. 13, 1995]

### § 351.203 Definitions.

In this part:

*Competing employee* means an employee in tenure group I, II, or III.

*Current rating of record* is the rating of record for the most recently completed appraisal period as provided in § 351.504(b)(3).

*Days* means calendar days.

*Function* means all or a clearly identifiable segment of an agency's mission (including all integral parts of that mission), regardless of how it is performed.

*Furlough* under this part means the placement of an employee in a temporary nonduty and nonpay status for