



## The Army will take care of Military and Civilian personnel

Military and civilian personnel are our most important asset. Change in the workplace always brings a level of uncertainty and anxiety with it. Whether the installation is closing or realigning, our Army family needs to be reassured that we will utilize all available tools to assist them with their transition.



The challenge facing Commanders at installations that are downsizing or closing is finding that right balance of reducing manpower requirements while maintaining required mission capabilities until they cease or are relocated. It is essential that planning begin early with the identification of critical positions as well as key and essential employees.

- Military members and their families will be relocated to other active installations to continue their mission support roles.
- Civilian employees have a large number of programs in place to support different scenarios including relocation, retirement, job loss, retraining, and priority hiring at other federal agencies.
- Civilian employees may also be provided with full-service placement assistance and job search preparation, retirement planning, financial incentives, credit counseling and crisis counseling services.
- As part of the Army partnership with the LRA, the LRA is encouraged to employ former base employees to support redevelopment activities.
- The installation will work closely with OPM and the local Civilian Personnel Advisory Centers to ensure all employees are kept fully informed of programs available to them.

**The Army is committed to taking care of its people, both civilian and military**



## Transition programs available to civilian employees

- **Priority Placement Program (PPP):** The Department of Defense Priority Placement Program provides the principal mechanism for placing affected employees elsewhere in the DoD. Through its Automated Stopper and Referral System (ASARS) the skills of displaced employees are matched with vacant positions at other DoD activities in the authorized area at which the employees are willing to work. If the new job involves a move to another location, the costs of moving the employee and his/her household are borne by the government in accordance with the Joint Travel Regulations. If the new job is at a lower grade level, the employee's grade or pay is saved to the maximum extent permitted.
- **Defense Outplacement Referral System (DORS):** Employees registered in the DORS will have their resumes referred to non-DoD Federal agencies, Private Sector employers, not for profit organizations and state and local governments. Registration in DORS is voluntary.
- **Interagency Career Transition Assistance Program (ICTAP):** Employees may be given priority consideration for vacancies in other (non-DoD) Federal agencies through the ICTAP



program. State employment services also provide placement and retraining assistance for employees desiring jobs in private industry.

## Assistance programs available to employees affected by BRAC

- **The Homeowners Assistance Program (HAP)** provides for some monetary relief for eligible federal personnel-both uniformed Armed Forces and civilian employees - faced with losses on the sale of their primary residence when in an area where real estate values have declined because of a Base Realignment or Closure.. The HAP program is managed by the U.S. Army Corps of Engineers.
- **Annual Leave Savings.** Employees who earn annual leave and will be involuntarily separated as a result of BRAC shall accumulate annual leave without regard to existing "use or lose" limitations. However, limits on any annual leave used in calculating retirement annuities remain in effect. Excess annual leave under this authority, that remains unused at the time the employee moves from the installation or activity being closed or realigned, shall be liquidated upon the move by lump-sum payment to the employee.
- **Voluntary Separation Incentive Pay (VSIP).** DoD may authorize VSIP to encourage certain employees to retire or resign voluntarily to reshape and reduce the workforce, and reduce the need for involuntary separations.. A VSIP is made in a lump-sum payment equivalent to an employee's severance pay, up to a maximum of \$25,000. This may be

combined with Voluntary Early Retirement Authority (VERA).

- **Joint Training Partnership Act (JTPA).** Under this program, dislocated DoD employees, including NAF employees, are eligible for training, adjustment assistance, and employment services through the Department of Labor.

## Gaining Installations

- Employees may be given the opportunity to relocate with the realigned mission/or workload at the new location.
- Mission Organizations will work with receiving installations to identify hiring requirements needed to support realigned missions and/or workload.

## Reduction-In-Force and Priority Placement Program (PPP) registration

- Each affected installation will prepare a Manpower and Personnel Action Plan as part of the required Implementation Plan. Each individual plan will address the changes associated with the closure or realignment action.
- Each installation will work with officials at local, major command, headquarters, etc., levels to determine the appropriate workforce drawdown schedules.
- PPP registration occurs upon receipt of a reduction-in-force notice. An installation may request early registration of employees when it is within two years of the approved closure date.