

ANG Force Shaping Guide

NGB/A1

6 March 2012

The following is intended to be used only as a tool for personnel to answer common questions related to Force Shaping. It is in no way intended to replace official instructions. If conflicting information is found between this document and the applicable instructions, the instructions will ALWAYS take precedence. Any future guidance issued by DoD, SecAF, Air Force, applicable MAJCOMs, or NGB/A1 in regards to Force Shaping could result in changes to this document. Official directives, instructions, and messages will ALWAYS take precedence to this document.

To help you plan for the proposed force structure changes, NGB/A1 team developed this guide. We know as commanders and leaders, you want to be able to provide as much information and clarity as possible for your troops. We tried to anticipate all of your questions, but realize there will be special circumstances that may require one-on-one attention. Please feel free to contact the NGB/A1 staff for those particular cases. This guide is specifically intended to provide Air Guard men and women with an understanding of the force shaping options available. It outlines force management policies, what benefits are available to members affected by force structure changes, and other details which should be of interest to both those who are affected by force structure changes, as well as to commanders and Force Support Squadron (FSS) personnel administering those changes. It is not intended to change existing personnel policy, but should be used as a quick reference for individuals and commanders. Please remember your FSS is your best source of information and is always available to help you with their own resources and the ability to reach back to state headquarters and National Guard Bureau staffs.



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Airman and Family Support

(OPR: NGB/A1SA)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q Who should members be referred to if they have questions related to Child Care, Transition Assistance, Financial Assistance, and Community Outreach?
- A The Wing Airman and Family Readiness Program Manager (A&FRPM) can help members during this time of transition. They should be one of the first stops for Service Members and Families to receive support. The A&FRPMs provide support on each ANG Wing and serve as the subject matter expert on ANG Family Programs within the States and Wings. They also work with their parent MAJCOMs and Active Duty counterparts as needed. In addition, there are resources for Service Members and Families in the community such as Military Family Life Consultants, resources at active duty Air Force bases, and the local community.

We recognize this is going to be a stressful time; there are other available resources available to assist individuals through this transition:

- Directors of Psychological Health at each wing (WDPH)
- Chaplain
- Transition Assistance Advisors at the State Joint Force Headquarters

Manpower

(OPR: NGB/A1M)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q What is the timeline for release of the manpower authorizations?
- A Once the Fiscal Year 2013 Program Objective Memorandum (POM) is approved and releasable NGB/A1M will, within 45 days, project all changes to the Manpower Resource Voucher (MRV) and Unit Manning Document (UMD). It will then be distributed to the State/FSS/HRO established POC lists. MRVs will be distributed first (ideally on a Tues) then the following day UMD's.
- Q When will MilPDS reflect the UMD changes?
- A Once NGB/A1M enters the transactions into the Manpower Programming and Execution System, the data will flow via normally scheduled interfaces (Wed Evening) with MILPDS.
- Q What will be the effective date of the UMD changes?
- A Effective dates of the changes will be dictated by the FY13 POM transactions. Changes would occur no earlier than 1 Oct 2012 (Start of FY13). At a minimum, units will have visibility of UMD changes at least two quarters prior to the effective date of the changes.
- Q How do we get our UMDs?
- A NGB/A1M will distribute the documents to the State/FSS/HRO established POC lists.
- Q Can the effective date of the action be changed?
- A There are currently no provisions to allow the change of an effective date.
- Q Can we control which positions are affected if there's a choice (not everything going away)?
- A NGB/A1M will consider changes on a case-by-cases basis via the normal Manpower Change Request (MCR) process. Questions can be directed to the manpower analyst who handles your weapons system.

Military Personnel, Promotions

Enlisted

(OPR: NGB/A1PP)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q Can we still promote against current UMD authorizations?
- A Promotions should be based on future potential in that grade. Commanders are encouraged to use sound force management plans when determining potential promotion of their enlisted force. All rules IAW ANGI 36-2502 must be met for promotion eligibility prior to being submitted for promotion.

Unit Conversion Resulting In Change of Manpower Authorizations

- Q Can we promote against projected UMD authorizations?
- A No.

Officers

(OPR: NGB/A1PO)

Unit Loses All Manpower Authorizations

- Q Can we Position Vacancy promote against projected loss of UMD authorizations?
- A AFI 36-2504, Para 2.7.2.1 allows for Position Vacancy promotion in this circumstance. However, the date of the State Federal Recognition Board must be within one year of the deactivation or loss of the UMD authorization.

Unit Conversion Resulting In Change of Manpower Authorizations

- Q May we execute a certificate of eligibility (COE) to colonel if a UMD authorization is projected to be re-designated?
- A Current NGB/A1 policy requires the TAG to request an Exception to Policy (ETP) to execute a COE against a different position.

Recruiting and Retention

(OPR: NGB/A1Y)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

Q How do I find another traditional Guard position/vacancy in another ANG unit?

A Go to the website <http://www.goang.com>. Work with wing/unit recruiting and retention office for transfer opportunities.

Unit Conversion Resulting In Change of Manpower Authorizations

Q Will a unit/wing be offered additional manpower to help with the transition of displaced members?

A No. However, NGB/A1Y will provide additional training and guidance to recruiting and retention personnel.

Military Personnel, Accessions
(OPR: Enlisted- NGB/A1PP, Officer- NGB/A1PO)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q Will there be any priority placement for intra-state or inter-state (ANG to ANG) transfers?
- A Wings are encouraged to give priority to members (enlisted and officers) with a Military Service Obligation (MSO). Full-time personnel will be placed in Reduction in Force (RIF) program.
- Q Will ANG to ANG transfers be authorized accession over 100%?
- A Yes. Officer and Enlisted ANG members will be authorized accession over 100%. However, enlisted accessions will be limited to state's grade ceiling IAW ANGI 36-2101, Attachment 3. Authorization for officer and enlisted accessions will be addressed in each Fiscal Year's Recruiting & Retention Initiatives.
- Q Will special considerations be made to accommodate members who require reenlistment/extension for sanctuary or medical hold?
- A Retention of members in sanctuary or on approved medical hold is mandatory. Reenlistments/Extensions will be accomplished IAW ANGI 36-2002. Officer MSD extension requests will be submitted to NGB/A1PO for sanctuary or medical hold, if needed. NGB/A1P will work with states on a case-by-case basis to determine the best assignment actions to take for the member's situation.

Unit Loses All Manpower Authorizations

- Q When do we stop accession/recruiting?
- A The date the position is to be deleted will be shown in the authorization through date (TRU) column on the UMD. Personnel should not normally be recruited for, nor reassigned to, positions being deleted from the UMD within 12 months prior to the authorization through date. Utilize the website <http://www.goang.com> in addition to working with wing/unit recruiting and retention office for transfer opportunities.
- Q Will a member who has an ETS prior to effective date of base closure be authorized to reenlist/extend his/her enlistment?
- A Commanders hold reenlistment/extension approval authority based on mission needs. However, the member must be briefed he/she will be required to transfer, separate, or retire no later than the effective date of base closure, without regard to the new ETS.

Unit Conversion Resulting In Change of Manpower Authorizations

- Q When do we stop accession/recruiting?
- A The date the position is to be deleted will be shown in the authorization through date (TRU) column on the UMD. Personnel should not normally be recruited for, nor

reassigned to, positions being deleted from the UMD within 12 months prior to the authorization through date. Priority to vacant positions will be given to members within the MPF ID/wing who require reassignment and/or retraining due to loss of position.

Q Will ANG accession policy be changed to accommodate the change in Air Force Specialty (AFS) requirements necessary to fill the additional positions?

A Recruiters will be authorized to recruit to new UMDs as soon as an approved document is provided to the state by NGB/A1M. Units will not be allowed to recruit to any document until it has been approved by NGB/A1M.

After states receive their updated UMD from NGB/A1M, the state must identify which AFSCs will require special recruiting authorizations over and above what is authorized by existing UMDs and current FY Recruiting & Retention Initiatives. NGB/A1 will work with states on a case-by-case basis to determine the best manpower or personnel action to take based on mission needs.

Q Will a member who has an ETS prior to the effective date of conversion be authorized to reenlist/extend his/her enlistment?

A Commanders hold reenlistment/extension approval authority based on mission needs. However, if the member is losing his/her position, the commander must brief the member on the requirement to retrain, transfer, separate, or retire no later than the effective date of base closure, without regard to the new ETS.

Military Personnel, Assignments

(OPR: NGB/A1PP)

Unit Loses All Manpower Authorizations

Q Will displaced members be retained or separated?

A Members will need to transfer, separate, or retire. Retraining may be necessary if transferring.

Q Can an AGR or Military Personnel Technician become overgrade or excess?

A Full-Time personnel (AGR or Military Personnel Technicians) may be retained as overgrade, but not excess IAW ANGI 36-2101.

Unit Conversion Resulting In Change of Manpower Authorizations

Q Will displaced members be retained or separated?

A Every care should be made to find a valid UMD authorization for assignment of personnel commensurate with their grade. Retraining may be necessary. However, if the commander deems assignment of personnel in excess or overgrade is mission essential, assignments may be made IAW ANGI 36-2101, Tables 4.1. and 4.2. If assignment does not meet the criteria established in ANGI 36-2101, an exception to policy must be submitted to NGB/A1P prior to the assignment. Exceptions will be considered on a case by case basis. Commanders must ensure they have a sound force management plan to resolve the excess or overgrade condition as soon as possible but no later than the authorized expiration of the condition.

If no assignments are available within the wing, the member can elect to transfer or retire, if able/eligible. If no other options are available or elected by the member, he/she will be separated IAW AFI 36-3209, Deactivation of Unit.

Q Will existing excess conditions be extended to accommodate the conversion of the Unit Manpower Document (UMD)?

A NGB/A1P will consider case by case waivers to allow an initial 24 month extension to the excess condition IAW ANGI 36-2101.

Q Will states be authorized to exceed their enlisted grade ceiling identified in Attachment 3 of ANGI 36-2101?

A No. Commanders and TAGs will need to determine the best force management plan to ensure their assigned personnel remain under the grade ceiling.

Q Will states be authorized to exceed their officer grade ceiling?

A No provisions are in place to allow states to exceed officer grade ceilings.

Military Personnel, Classification

(OPR: NGB/A1PP)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

Q Will classification waivers be offered for members in related career fields that may not require formal training?

A Yes. The current process for submitting classification waivers IAW AFI 36-2101 to the ANG Career Field Functional Managers (CFFM) will be used to curtail unnecessary retraining expenses and manpower expenditures.

Q Will AGR members have to retrain to a new AFSC if required?

A Yes, if the career field is not related. Waivers will be considered if in related career fields IAW ANGI 36-101.

Q If an AGR member doesn't wish to retrain to a new AFSC what happens?

A Member may be involuntarily separated.

Military Personnel, Training

ANG Formal Training

(OPR: NGB/A1D)

Unit loses all manpower authorizations

Q What are the Formal Training plans for members in the pipeline?

A Prior Service (PS) and Non-Prior Service (NPS) students in the pipeline will have to transfer to another unit. The unit should work with the ANG Career Field Functional Manager to find another unit with a position available. If transferring to another unit in the same career field, there is no need to be pulled from the class. However, if transferring to another unit with a reclassification, coordination must be made with NGB/A1D to determine if member should complete course. If no transfer options are available/selected, coordination must be made with NGB/A1D to determine if member should be returned to state for separation actions, or complete the course.

Unit Conversion Resulting In Change of Manpower Authorizations

Q What are the Formal Training plans for members in the pipeline?

A Students in the pipeline will have to transfer to another unit that can accommodate their AFSC. Separation or retraining may be necessary. This will not drive an increase in TPR.

Q What action is being taken by ANG to acquire additional training opportunities?

A In an attempt to garner additional allocations, the ANG continues to work out-of-cycle requests with our Career Field Functional Managers (CFFMs) and Air Education and Training Command (AETC) throughout the execution year. The Trained Personnel Requirements Manager attends SATAFs to establish what additional requirements will be needed due to mission changes.

Q Will ANG provide training via Field Training Detachments (FTDs)?

A The ANG Conversion Team works FTD issues for converting units.

Q Will individuals required to change their AFSC be given priority seating at AFSC schools?

A Base Education and Training Offices will submit training requests under the current Formal Training process and priority consideration is determined according to the Initial Operational Capabilities (IOC) date as identified through the SATAF process and A1D will endeavor to procure required courses.

Q Are there unique training requirements for blended or associate units?

A Whether the affected unit is a blended or associate unit has no impact on the mission requirements; our training requirements are mission driven.

ANG Flying Training
(OPR: NGB/A3O)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q What are the Formal Training plans for members in the flying training pipeline?
- A Students in the flying training pipeline would have to transfer to another unit that can accommodate their AFSC. Separation or retraining may be necessary while in the flying training pipeline.

Unit Conversion Resulting In Change of Manpower Authorizations

- Q What action is being taken by ANG to acquire additional training opportunities?
- A In an attempt to garner additional allocations, the ANG shall work requests through HAF/A3, Air Combat Command (ACC), Air Mobility Command (AMC), and/or Air Education and Training Command (AETC).

- Q Will flying training be conducted at school houses or in-unit?
- A NGB/A3O will work with AETC, ACC and AMC to obtain as many flying training unit quotas as we can. Due to capacity constraints some converting units may need to do 'in-unit secondary method training.

- Q Will individuals required to change their AFSC be given priority seating at AFSC schools?
- A Base Education and Training Offices will submit training requests under the current Formal Training process and priority consideration is determined according to the Initial Operational Capabilities (IOC) date as identified through the SATAF process.

- Q Are there unique training requirements for blended or associate units?
- A Whether the affected unit is a blended or associate unit has no impact on the mission requirements; our training requirements are mission driven.

Military Personnel, Readiness (OPR: NGB/A1PR)

Unit Loses All Manpower Authorizations

Q What do we do with Personnel filling lost manpower authorizations that are currently mobilized?

A Affected units will remain aligned within their respective AEF Block until deactivation of the unit has occurred. As the Unit Manning Document is tailored down, the readiness status will continue to be reported in SORTS, DRRS, and ART for visibility of meeting or not meeting mission requirements. Every effort must be made to ensure deploying members are able to complete their deployment period prior to the unit's deactivation date.

- If a member is deployed or mobilized after the deactivation date, the transfer of accountability must take place to a new servicing installation. The servicing installation will accomplish necessary actions to in-process and demobilize the individual.
- If a member is mobilized at home station during the base closure, the member will be demobilized immediately when the requirement is no longer valid.

Unit Conversion Resulting In Change of Manpower Authorizations

Q What do we do with Personnel filling lost manpower authorizations that are currently mobilized?

A Affected units will remain aligned within their respective AEF Block. As the Unit Manning Document is modified, the readiness status will continue to be reported in SORTS, DRRS, and ART for visibility of meeting or not meeting mission requirements. If re-missioned units meet their readiness requirements they will remain susceptible to deployments and/or mobilizations.

Military Personnel, Separations & Retirements

(OPR: NGB/A1PP)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

Q Can AGR members be discharged or separated if no valid vacancy exists within the state's authorized resources?

A Yes, officers and enlisted serving on Active Guard/Reserve (AGR) tours may be involuntarily separated due to a reduction in AGR resource allocations. However, AGR members who have between 18 and 20 years of active duty are in the sanctuary zone and exempt from Reduction in Force (RIF) actions.

Q Will an officer be authorized to request an extension of his/her MSD?

A MSD extensions will only be considered if the member will be assigned to a valid UMD position in the ANG for the period of the requested MSD. (MSD OPR: NGB/A1PO)

Q Will members be authorized Separation Pay?

A Currently, only members separated from active duty or full-time National Guard duty are eligible for separation pay. Eligibility is based on the length of consecutive service, reason for separation, and characterization of service. Members may be eligible for either full or partial compensation based on any combination of factors in accordance with Title 10 U.S.C. 1174 (c) and DoDI 1332.29. Please consult your Force Support Squadron to determine your eligibility for separation pay.

Q What is the minimum Time in Grade (TIG) or Total Federal Commissioned Service (TFCS) requirement for an officer to retire in current grade?

A

- Officers applying for a Reserve Retirement: Under the provisions of Title 10 U.S.C. Section 12731 there is no minimum commissioned service requirement for retirement eligibility. Lieutenant Colonels and Colonels must serve three years satisfactorily in grade (from effective date of rank) to retire at the highest grade held. Majors and below must serve six months satisfactorily in grade (from effective date of rank) to retire at the highest grade held.
- Officers applying for a Regular (active) Retirement: Under the provisions of Title 10 U.S.C. Section 8911 officers must have completed 10 years of commissioned service in active status Total Active Federal Commissioned Service (TAFCS.) Lieutenant Colonels and Colonels must serve three years satisfactorily in grade (from effective date of rank) to retire at the highest grade held. Majors and below must serve six months satisfactorily in grade (from effective date of rank) to retire at the highest grade held.

Q Will Lieutenant Colonels and Colonels be allowed to separate at the highest grade held without meeting the 3-year time in grade requirement?

A Yes. Some officers may qualify to reduce TIG requirements to two years. NGB/A1 will provide eligibility and implementation instruction for reduction to 2 years TIG for Lieutenant Colonels and Colonels.

Q What is Reduction in Force for AGRs?

A The Reduction in Force (RIF) is designed to manage those AGR members who become excess due to a State's AGR Resource Allocations (RA). Officer and enlisted serving on AGR tours may be involuntarily separated due to a reduction in AGR RA. Placement based on RIF action takes precedence over placement due to PPP actions. AGR members who are eligible for a Regular (active duty) Retirement will be separated from the AGR program before conducting a RIF board IAW ANGI 36-101.

Q If I was injured in my previous unit, before conversion or closure, can I still accomplish a Line of Duty (LOD) determination for the injury?

A If the condition was incurred during previous periods of military duty (i.e. prior UTA), the injury/illness or disease and LOD determination should have been accomplished at that time. If a member has continued service since the date of occurrence without duty limitations, the condition would be determined as Existed Prior to Service (EPTS) – and LOD is not required as the condition had not resulted in a prior need for treatment or resulted in lost duty time. If something occurred in the current duty period to aggravate an EPTS condition, a new LOD should be accomplished, as necessary. (LOD OPR: NGB/A1PS)

Q If I am injured/ill can I be separated?

Separation is normally allowed unless the injury results in hospitalization or requires evaluation by the Disability Evaluation System (DES.) Minor injuries are annotated in the medical record to document the condition; this is an "Administrative Line of Duty (LOD)." If the injury results in hospitalization or entry into DES, an AF Form 348 LOD must be accomplished. Members pending AF Form 348 should not be separated until it is finalized. Members entered into DES are retained until that process is finalized. (LOD & Medical Hold OPR: NGB/A1PS)

Unit Loses All Manpower Authorizations

Q Can members be discharged or separated if no valid vacancy exists?

A Yes. Members may request discharge or separation IAW AFI 36-3209, "Deactivation of a Unit". Members who are unable/unwilling to transfer, retire, or retrain, may be involuntarily separated IAW AFI 36-3209, "Excess or Overgrade Assigned Members".

Unit Conversion Resulting In Change of Manpower Authorizations

Q Can members be discharged or separated if no retraining opportunities are available?

A Yes, if the member is unable/unwilling to retrain, every opportunity should be made available to the member to transfer to another organization with his/her AFSC. Members who are unable/unwilling to transfer, retire, or retrain may be involuntarily separated IAW AFI 36-3209, Excess or Overgrade Assigned Members.

Military Personnel, ANG Service Commitments (OPR: NGB/A1PP)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

Q Will all ANG Service Commitments be waived?

A ANG Service Commitments will be waived for members impacted by FY13 POM action.

Q Can a member with time remaining on his/her PALACE CHASE contract separate?

A A few options are available:

- The unit may release PALACE CHASE members for enlistment into the active Air Force, a USAF Reserve unit, an IMA position, or transfer to another ANG unit. The provisions of the original AF Form 2631 remain in effect until the expiration of the contract.
- A reassignment to the Participating Individual Ready Reserve (PIRR) or a discharge requires approval from HQ AFPC/DP and the concurrence of NGB/A1.
- Release of PALACE CHASE members for transfer to non-Air Force components is not authorized.

Military Personnel, Sanctuary

(OPR: NGB/A1PP)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q Can members in reserve sanctuary (18 to 20 years of satisfactory service) be separated?
- A No, by law they are protected. Members in reserve sanctuary can choose discharge, separation or retirement. If not, members must remain in an excess or overgrade condition until the completion of 20 years satisfactory service. NGB/A1P will work with states on a case-by-case basis to determine the best assignment actions to take for the member's situation.
- Q Can AGR members in active duty sanctuary (18 to 20 years of Total Active Federal Military Service (TAFMS)) be separated?
- A AGR members who have between 18 and 20 years active duty are exempt from Reduction in Force (RIF) action, with the exception of AGR members in the Priority Placement Program (PPP) who decline to accept another AGR position.

AGR Resource Allocations

(OPR: NGB/A1M)

Unit Loses All Manpower Authorizations

- Q Will the state be allowed to reallocate their AGR resources between units to facilitate assignment of members in sanctuary or medical hold?
- A No, AGR resources that are lost due to changes in the force structure are no longer available to the state. States are required to use any remaining resources available to retain personnel in a full-time National Guard duty (FTNGD) status when statutorily obligated due to sanctuary or medical hold claims. If the state has no resources available to fulfill this commitment, the state may contact NGB/A1MP to request additional resources.
- Q If manpower is reduced will the state lose controlled grade authorizations?
- A Yes, controlled grade allocations are based on the total AGR end strength for the state. Therefore, any fluctuation in the AGR authorizations in the state are accompanied by a comparative fluctuation in the controlled grades allocated to the state.

Unit Conversion Resulting In Change of Manpower Authorizations

- Q Will units get an increase in controlled grades if their AGR resources are increased as a result of conversion?
- A Yes. If there is an increase in your end-strength and employment authorizations, a new baseline will be established once the new UMDs are flowed.
- Q Will AGR members be eligible for promotion in controlled grades before the unit receives the official Unit Manpower Document (UMD)?
- A No. Not until new baselines are established for controlled grades and allocated to the states.

Incentive and GI Bill Eligibility

(OPR: NGB/A1Y)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q Will a Retraining Bonus be offered to those who would like to move and retrain into another career field?
- A There is no authorization to fund a Retraining Bonus for the ANG.
- Q Will a member, currently serving in a contract to receive a cash bonus or loan repayment be obligated to pay back the government if they choose not to reestablish with another reserve unit?
- A No. By law, the member is terminated from the incentive, but not obligated to pay this money back.
- Q Will a member, currently serving in a contract to receive a cash bonus or loan repayment, be allowed to keep the incentive if he/she retrain into an AFSC that is not on the incentive list?
- A Yes. Retraining into a critical skill AFSC is strongly encouraged. However, should an Airman be affected by government-directed reorganization or reduction in force that requires the member to retrain into another AFSC and/or unit, the Airman may continue the incentive in a non-incentive eligible career field until the end of the original bonus contract.
- Q Will members be able to retain Montgomery GI Bill Ch.1606 benefits after separation or discharge?
- A No. Current legislation does not make exception for government directed closures or reduction in force.
- Q Will members eligible for Post 9/11 GI Bill benefits be allowed to transfer education benefits to dependents after separation or discharge?
- A No. Current legislation requires that members transfer benefits prior to separation or discharge.

Military Personnel, Benefits and Entitlements

(OPR: NGB/A1PS)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

Tricare Reserve Select (TRS)

Q What happens to my Tricare Reserve Select (TRS) if I lose my position?

A Members who are enrolled in TRS will lose this benefit if they lose their military status in the Air National Guard. Tricare offers premium based opportunities to allow members to retain medical insurance while transitioning to a civilian policy. Availability and costs are based on the member's geographic location and the plan selected.

Q Where should I address questions concerning Tricare Benefits?

A For details, contact a Tricare Beneficiary Counselor and Coordinator. A complete listing of BCACs is available online at <http://www.tricare.mil/bcacdcao/>. In the event that there are a large number of Tricare recipients with questions, units can organize a visit to their location by a BCAC to provide assistance. Use the BCAC web directory and contact the office nearest your location for assistance.

Tricare Dental

Q Am I eligible for Tricare Dental after I separate?

A No. Before separating, members and their eligible dependents should have routine dental checkups. The member should ensure that eligible dependents obtain necessary treatment under the TRICARE Family Member Dental Plan prior to expiration of eligibility for the program. If problems are found early enough, work can be completed prior to separation, at little or no cost to the member. Emergencies will also be taken care of until separation. After separation, members may obtain dental insurance from their new employer or through a private insurer.

Note: The VA provides one-time dental care for veterans if they apply within 90 days after separation. However, the individual will not receive dental care if the military provided a dental examination and treatment within 90 days prior to separation.

Q Am I eligible for Tricare Dental after I retire?

A Tricare Dental Program offers a premium-based dental insurance program for military retirees, members of the Retired Reserve receiving retired pay, un-remarried surviving spouses, and dependents. Eligible beneficiaries will pay the full cost of the dental insurance coverage. TRDP will feature basic dental care and treatment, to include diagnostic services, preventative services, basic restoration services, endodontic, surgical services, and emergency services. Retiring members should explore this program, depending on their future employer's health benefits package. For more information regarding the Retiree Dental Program: consult the TRICARE website <http://www.tricare.mil/> or call 1.800.866.8499.

Transition Assistance Management Program (TAMP) - 180

- Q Is a Drill Status Guardmember, not on active duty status, eligible for TAMP 180?
A No. Currently, only members released from active duty status are eligible for TAMP 180.
- Q If I voluntarily separate, am I eligible for TAMP 180?
A No. Members may enroll in health care benefits under TAMP if involuntarily separated from active duty status under honorable conditions.
- Q When does TAMP 180 begin?
A If qualified, the 180-day TAMP period begins the day after separation from active duty status.
- Q Which Tricare Plan will I be covered under?
A Under TAMP members and their eligible family members are automatically covered under TRICARE Standard and TRICARE Extra.
- Q Will there be a cost to me under TAMP 180?
A During TAMP, members and eligible family members are covered as active duty family members (ADFMs) and all rules for that beneficiary category apply, including any applicable deductibles, cost-shares, and copayments. For program cost information, visit www.tricare.mil/costs.
- Q Where can I go for more information about TAMP 180?
A Visit www.tricare.mil or contact your regional contractor for more information.

Awards and Decorations

- Q If an award or decoration has been submitted, will it be forwarded to the member if he/she separates before approval?
A Awards and Decorations should be submitted prior to any scheduled separation date via the V-PC GR. Once submitted, HQ ARPC will process and place the final order and citation in the member's electronic personnel record in the Automated Records Management System (ARMS). Award elements will be forwarded as specified in the nomination. For members who are separating, these elements can be forwarded to a home address or to any future assignment commander. Members can contact the Total Force Service Center for assistance obtaining and document from the ARMS record.

Board for Correction of Military Records

- Q If members discover an error in his/her military records after separation, retirement, or transfer, how do they correct the record?
A Any person with Air Force military records, or their heirs or legal representative, may request correction via the Air Force Board for Correction of Military Records.

Before Applying, Applicants should:

- Review Air Force Pamphlet 36-2607, Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR).
- Exhaust other available administrative remedies. The AFBCMR will consider a case only after the applicant has exhausted other available avenues of appeal. The Board will return the application if the applicant has not first sought relief through the appropriate administrative process.

Q How does the individual apply for the AFBCMR?

A Individuals will complete the DD Form 149, Application for Correction of Military Record, attach applicable supporting documentation and mail the package to the address on the reverse side of the DD Form 149.

Q How long does the individual have to request changes to military records?

A Applicants should submit their request within three years after discovering, or reasonably could have discovered the error or injustice. If the application is filed late, applicants should explain why it would be in the interest of justice for the Board to waive the time limits.

Q Who can individuals contact for more assistance?

A The Total Force Service Center at 800-525-0102 is the best source of additional information for this issue.

National Guard (NG) Technician Programs (OPR: NGB-J1-TN)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

- Q Will displaced NG Technicians be retained or separated?
- A National Guard retention would be dependent on implementation of the State National Guard Reduction in Force Procedures, National Guard Technician Personnel Regulation (TPR) 300 (351), Reorganizations, Realignments, and Reduction in Force. This regulation outlines the process to be followed to determine the order in which Technicians will be retained within a given commuting area in the event of a force reduction. In accordance with these regulations and procedures, management may use management directed reassignments, separation pay incentives, voluntary retirements and employee requested downgrades to avoid involuntary separation of NG Technicians.
- Q Will Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Pay (VSIP) be offered to military technicians in affected units?
- A States requesting VERA and/or VSIP for affected technicians must submit VERA and/or VSIP packages to NGB-J1-TN for final approval. Chief, National Guard Bureau has delegated VERA/VSIP final approval authority to NGB-J1-TN. Criterion for approval must support of downsizing requirements or reshaping and restructuring the workforce to meet the mission requirements without involuntarily reducing the overall number of personnel.
- Q If my unit gains a new mission at the same time the aircraft I support is lost, will I be retrained to support the new mission?
- A States will have the discretion to retrain displaced Technicians to fill existing or new vacancies.
- Q If my base closes or I am facing involuntary separation because my organization is being realigned to another geographic location, what are my options; e.g., voluntary early retirement authority (VERA), voluntary separation incentive pay (VSIP), priority placement?
- A The DoD Civilian Assistance and Reemployment (CARE) Program provides a variety of transition assistance programs available for employees facing separation because of base closure or realignment. These include employee placement programs, civilian separation incentives and early retirements, and retraining initiatives and outplacement assistance. Your Human Resource Office can provide more information concerning these programs.
- Q When an organization is realigned to another geographic location, will NG Technicians be offered the option of moving with their assigned organization, or will the Air National Guard find a new assignment for them?
- A When realignment to another geographic location occurs; a National Guard Military Technician's right of assignment depends on whether the organization is being moved due to a Transfer of Function (ToF) within the State. A ToF takes place when a function

ceases in one area and moves to one or more other areas that do not perform that function at the time of transfer. If a ToF takes place within the State, the Technician may be offered the option of moving with their assigned organization to the new location. If the ToF occurs between States, the Adjutant General (TAG) of the gaining State has the discretion to offer to accept the employees assigned to the function in their former State. Your Human Resource Office will notify you whether a ToF applies to your organization's realignment.

If the realignment is not a ToF, the NG Technician does not have a right to accompany the organization to the new location. The Technician may be given the opportunity to volunteer to relocate with the organization, or may face RIF action. If affected by RIF, the displaced Technician would be eligible for transition assistance under the DoD Civilian Assistance and Reemployment (CARE) Program.

Q When will NG Technicians have to move or have their employment terminated from their present duty location if the base is closed?

A Most Technician personnel actions will be effective no later than the effective date of base closure. Depending on the local installation drawdown implementation plan, it may be necessary to conduct RIFs and offer voluntary separation incentives on an incremental basis. Some Technicians may have the opportunity to remain employed in a caretaker capacity.

Q Will there be a NG Technician Reduction in Force at bases nominated/selected for closure?

A A reduction in force will not occur as a result of a base being on the FORCE SHAPING nomination list. If a base is officially selected and announced for closure, there are usually incremental reductions in force as part of the installation drawdown implementation plan. However, eligible Technicians will have the opportunity to register for priority placement within their State or take advantage of separation incentives such as buyouts and voluntary early retirement, in order to decrease the number of involuntary separations. Technicians may also be management directed reassigned within their State or be eligible for noncompetitive placement in the competitive service.

Q What programs are available to help NG Technicians facing separation due to FORCE SHAPING find continued employment within the Department of Defense?

A DoD has earned a well-deserved reputation for making every effort to ensure continuing employment for those of us who are affected by adverse action. The Department administers several placement assistance programs to assist displaced employees in locating acceptable jobs.

- Reemployment Priority List (RPL). Each State National Guard has authority to establish a Reemployment Priority List (RPL) for Technicians in their State. A RPL provides for accurate documentation of separated Technicians and provides a tool for orderly reemployment consideration with that State National Guard. Your Human Resource Office can provide you information concerning your State RPL.

- DoD Priority Placement Program – Reserve Component Military Technician Placement Program (Program K). Program K applies to Dual Status Technicians who are involuntarily separated for reasons other than cause or disability, and who are afforded competitive status for the purpose of transferring to the competitive service. (Refer to line item c). Technicians are eligible for registration in Program K upon receipt of a notice of proposed separation. Your Human Resources Office will provide counseling regarding Program “K.”
- Noncompetitive entry in Competitive Service - Dual Status Technicians may be eligible for noncompetitive entry into the competitive civil service. Under this authority, any agency may appoint a NG Technician to a competitive service vacancy, provided the technician –
 1. Has served at least 3 years as a technician;
 2. Was involuntarily separated, other than by removal for cause of misconduct or delinquency;
 3. Meets the qualifications requirements for the job; and
 4. Is appointed within 1 year after separating from service as a Technician
 5. Individuals appointed under this authority become a career conditional or a career employee if the service requirement was previously met.
- The DoD Priority Placement Program (PPP) is an automated mandatory placement program used for the referral and placement of displaced employees who are well qualified for other DoD vacancies. If you are an eligible Non Dual Status Technician, the PPP will provide mandatory placement rights for DoD vacancies that match your qualifications. Enrollment is voluntary until specific separation notices are issued. At that time, you must be registered for all DoD installations in your commuting area if you are entitled to severance pay. If you’re being separated, you may have the option to register for jobs outside of your current commuting area. Technicians may register up to 2 years before base closure date; 2nd year requires CARE approval. Your Human Resources Office is responsible for providing PPP counseling and registration assistance.

Q Are there any other programs available to help NG Technicians find continued employment with other Federal agencies outside the Department of Defense?

A

- Permanent Change of Station Costs: The Department of Defense has authorized installations discretionary authority to pay up to \$20,000 Permanent Change of Station relocation expenses when another Federal agency hires and relocates a surplus employee in receipt of a RIF separation notice. Eligible employees are responsible for applying for vacant positions in other Federal agencies, and for advising those agencies of the available outplacement subsidy.
- Outplacement Assistance: Contacts with local, Federal, state, and private employers are made by the installation in an effort to locate acceptable employment opportunities if you wish to remain in your local area. The Workforce Investment Act (WIA), offers a comprehensive range of workforce development

activities through statewide and local organizations. This program is administered by each state government. WIA's goal is to provide workforce development services to employers and workers through a universally accessible, information-driven, one-stop career center system and to promote an increase in the employment, job retention, earnings, and occupational skills improvement for Technicians at FORCE SHAPING activities may apply for WIA benefits up to 24 months before base closure date. Your Human Resource Office can provide additional information concerning the WIA program in your State.

Q What is VSIP?

A VSIPs, which are commonly referred to as "buyouts," are payments of up to \$25,000 to encourage employees to separate from service voluntarily (either by retirement or resignation) to avoid or minimize the need for involuntary separations due to reduction in force, base closure, reorganization, transfer of function, or workforce restructuring, or by workforce restructuring to correct skill imbalances or to reduce the number of high grade, managerial or supervisory positions. The buyout payment is equivalent to a Technician's severance pay entitlement up to a maximum of \$25,000 (before taxes). Buyouts are used at management's discretion and are not an employee entitlement.

Q What is the basic age and service requirements for VERA?

A To be eligible for VERA, a Technician must be either age 50 with 20 years of creditable service or have 25 years of total creditable service at any age. It is important to note that if a Technician who is covered by the Civil Service Retirement System takes a VERA, he or she will face a two percent reduction in annuity per each year he or she is under the age of 55. There is no reduction for employees covered by the Federal Employee Retirement System.

Q May Technicians permanently assigned to an installation designated for closure accumulate annual leave beyond the existing "use or lose" limitation?

A Yes, Technicians permanently assigned to an installation designated for closure may accumulate annual leave beyond the existing "use or lose" limitation. Leave in excess of the statutory limit is restored and is placed in a separate leave account. Lump sum payment of this leave is required when the Technician is assigned to a position in any other Federal agency outside of the Department of Defense, or to any DoD position at an installation that is not being closed or realigned.

Q Does the Department of Labor provide any assistance for the retraining and outplacement for employees at FORCE SHAPING installations?

A Yes, through the Workforce Investment Act (WIA), the Department of Labor provides funding for retraining and readjustment assistance to displaced Federal employees, including NG Technicians. The WIA provides assistance including retraining, counseling, testing, placement assistance, and other related support activities. This assistance is made available to Technicians through the appropriate state employment security agencies. Employees assigned to DoD installations approved for closure or realignment may apply for WIA assistance up to 24 months in advance of the effective date of the closure or realignment.

Q Can the Air National Guard provide funds for outplacement assistance programs at the installation?

A Yes, the Comptroller General has confirmed that Federal agencies may authorize expending appropriated funds for outplacement (placement outside the Department of Defense including private industry) assistance when this benefits the Department and the costs are reasonable. Installation commanders may authorize outplacement assistance as appropriate. Assistance may be provided for:

- Career transition training, remedial training;
- Contractor placement services, in which there is no out placement fee;
- Administrative support, such as use of computers, copiers, and other equipment; and
- Clerical support to prepare job applications or resumes.

Q How are NG Technicians who are on Absent Uniformed Service (AUS) (formerly called LWOP-US) to perform military service treated during a RIF?

A Once a Technician is placed on AUS, they are protected from RIF procedures in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Technicians covered under USERRA and on AUS are not subject to RIF while they are serving in the uniformed services. The Agency must restore the Technician to another position of like status and pay upon their restoration to Technician status.

Q How are Technician on AUS treated in a RIF upon their return to duty or reemployment from military service?

A Upon reemployment in accordance with USERRA, if they served for more than 180 days, a Technician may not be separated, except for cause for 1 year after their return. If they served for more than 30 but less than 181 days, they may not be separated, except for cause, for 6 months. (RIF is not considered “for cause” under OPM regulations). Once restored, if a Technician with restoration rights is affected by RIF (during the applicable mandatory retention period) the Agency is obligated to find another position for the Technician rather than separate them. They may be downgraded or reassigned. The Agency may also management reassign the returning Technician to another position at a different geographic location.

If the adjutant general of a State determines that it is impossible or unreasonable to reemploy a person who was a National Guard technician employed under section 709 of title 32, such person shall, upon application to the Director of the Office of Personnel Management, be ensured an offer of employment in an alternative position in a Federal executive agency on the basis described in 38 USC 4314 (b).

Q If I am offered the opportunity to transfer with my function or am directed to move to another geographic location, but decline the offer because it is outside of my commuting area, am I still eligible for severance pay if separated?

A Yes. As long as you are not eligible, upon separation, for an immediate annuity or are receiving injury compensation.

Q What post-separation benefits and entitlements are available to involuntarily separated or involuntarily retired Technicians?

A If you are affected by Reduction in Force (RIF), the Technician may have many questions about how their employee benefits will be affected. The information presented in this guide is intended to provide an overview of these benefits and entitlements. The information is general in nature and cannot cover every situation. It may not be applicable to every Technician. The Technician should be referred to the servicing Human Resources Office (HRO) for more information.

Benefits for Separated Employees

Severance Pay

- If you are about to be separated from a permanent position involuntarily and through no fault of your own, you will likely be eligible for severance pay. To be eligible, you must not have refused an offer of a position that is (1) in the same commuting area, (2) in the same agency, and (3) no more than two grades below your current grade level. In addition, you must have been employed for at least 12 continuous months, and cannot be eligible for an immediate annuity from a federal civilian retirement system or from the uniformed services. Also, you must not be receiving workers' compensation benefits for wage loss due to an on-the-job injury.

Unemployment Compensation

- The Department of Labor administers the unemployment insurance program for Federal employees through State governments. States, including the District of Columbia, determine the eligibility for benefits and the amounts to be paid to unemployed individuals. The program provides a weekly income for a limited period of time. The laws of the State or jurisdiction determine the amount of benefits and length of time they will be received. Check with your HRO for additional information and filing procedures

Unused Annual Leave

- All technicians covered by annual leave laws are entitled to receive a lump sum payment for accrued annual leave when separated from the Federal government.
- If close to retirement age, the Technician may be able to use annual leave to qualify for retirement benefits in some cases. See the retirement section of this guide for more information.

Federal Employees Health Benefits Program (FEHBP)

Separated Employees Only:

- If receiving health insurance but are not eligible for an immediate annuity, the Technician can continue health insurance free for 31 days after separation. The Technician can then elect to continue receiving benefits under FEHBP. However, continued coverage is not

automatic. The technician must request it in writing within 60 days of separation (or within 60 days of receiving a notice from the agency that FEHB coverage is terminating). The Technician must pay his/her share, the government's cost, and an additional 2 percent administrative fee. This totals 102 percent of the cost. This temporary extension of coverage can last for 18 months only. The technician dependents can carry this coverage for up to 36 months. The Technician can also convert to a private plan.

- Department of Defense employees who separate due to RIF, can continue enrollment for 18 months following separation. During this time the agency will continue to pay its share and any additional administrative costs. You will continue to pay your share.

Federal Employees Group Life Insurance (FEGLI) Program

Separated Employees Only:

- If separated, the Technician will be covered by FEGLI without cost for 31 days. If separated and not eligible for an immediate annuity, the Technician can convert all or part of the life insurance to an individual policy without taking a medical examination. The Technician can purchase an individual policy from any eligible insurance company. This will be a private transaction between the Technician and the company. The Technician will pay the entire premium of the conversion policy, and the conversion must be made within 31 days after the effective date of the separation.

Thrift Savings Plan (TSP)

Withdrawing Money:

- Technicians separated from service for more than 31 days, can choose to leave their money in their TSP account or they can withdraw the vested TSP account balance. If the account balance is under a certain amount, the TSP Service Office will notify the Technician and will be paid the account balance in a single payment unless the technician request that it remain there or you select another withdrawal option.

Retirement Benefits

- **Discontinued Service Retirement (DSR):** If affected by involuntary separation as a result of RIF, a technician may be eligible for an immediate annuity under the DSR provision of the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS), if the technician has at least five years of civilian service and has (1) Attained age 50 and completed 20 years of creditable service (2) Any age and completed 25 years of creditable service
- For CSRS technicians they must have been employed under the retirement system for at least one year within the two-year period immediately preceding the separation. In addition, if the member is under age 55, their basic annuity is reduced 1/6 of one percent for each full month (two percent a year) they are under age 55. Annuity rate will not be increased when they reach age 55.

- FEHB Eligibility Waiver: In order to continue FEHB coverage as a retiree, employees must generally be enrolled in the program for at least 5 years immediately prior to separation. However, the Office of Personnel Management (OPM) has granted pre-approved waivers of the 5-year requirement to DoD employees covered under the FEHB program continuously since the beginning date of the applicable DOD VERA/VSIP period. OPM will grant pre-approved waivers to DoD employees who:
 - .. Have been covered under the FEHB Program continuously since October 1 for each succeeding fiscal year; and
 - .. Retire during the DoD VERA/VSIP period; and
 - .. Receive a VSIP; or take early optional retirement; or
 - .. Take discontinued service retirement based on an involuntary separation due to RIF, directed reassignment, reclassification to a lower grade, or abolishment of position.

Unit Loses All Manpower Authorizations

- Q If I am displaced from my position, will I be relocated to a vacancy at another location in the State?
- A States will have the discretion to relocate Technicians to vacancies in other parts of the State. Technicians may also be given priority consideration for vacancies in accordance with their State Merit Promotion and Placement Plan. Technicians have the right to refuse relocation without jeopardizing severance pay or voluntary early retirement eligibility.
- Q Am I eligible for priority consideration for vacancies in other States?
- A Priority consideration for National Guard Technician positions is limited to the boundaries of each State.

Unit Conversion Resulting In Change of Manpower Authorizations

- Q Will military technician compatibility waivers be granted during the period of retraining?
- A TAG has the authority to manage incompatibility assignments within a reasonable period of time. Reference is TPR 303, chapter 2, paragraph 2-2 c.

National Guard (NG) Title 5 Positions (OPR: NGB-J1-T5)

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

Q Will Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Pay (VSIP) be offered to Title 5 Employees in affected units?

A VSIPs, which are commonly referred to as “buyouts,” are payments of up to \$25,000 to encourage employees to separate from service voluntarily (either by retirement or resignation) to avoid or minimize the need for involuntary separations due to reduction in force, base closure, reorganization, transfer of function, or workforce restructuring, or by workforce restructuring to correct skill imbalances or to reduce the number of high grade, managerial or supervisory positions. The buyout payment will be the employee’s severance pay entitlement or \$25,000, whichever figure is less. Buyouts are used at management’s discretion and are not an employee entitlement.

To be eligible for VERA, a Title 5 Employee must be either age 50 with 20 years of creditable service or have 25 years of total creditable service at any age. It is important to note that if a Title 5 Employee who is covered by the Civil Service Retirement System takes a VERA, he or she will face a two percent reduction in annuity per each year he or she is under the age of 55. There is no reduction for employees covered by the Federal Employee Retirement System. VERA is used at management’s discretion and is not an employee entitlement.

Q If my base closes or I am facing involuntary separation because my organization is being realigned to another geographic location, what are my options; e.g., voluntary early retirement authority (VERA), voluntary separation incentive pay (VSIP), priority placement?

A The DoD Civilian Assistance and Reemployment (CARE) Program provides a variety of transition assistance programs available for employees facing separation because of base closure or realignment. These include employee placement programs, civilian separation incentives and early retirements, and retraining initiatives and outplacement assistance. Your Human Resource Office can provide more information concerning these programs.

Q When an organization is realigned to another geographic location, will NG Title V’s be offered the option of moving with their assigned organization, or will the Air National Guard find a new assignment for them?

A When a realignment to another geographic location occurs, a Title 5’s right of assignment depends on whether the organization is being moved due to a Transfer of Function (ToF). A ToF takes place when a function ceases in one area and moves to one or more other areas that do not perform that function at the time of transfer. Your Human Resource Office will notify you whether a ToF applies to your organization’s realignment.

If the realignment is not a ToF, the Title 5 does not have a right to accompany the organization to the new location. The employee may face RIF action. If affected by RIF,

the displaced Title 5 would be eligible for transition assistance under the DoD Civilian Assistance and Reemployment (CARE) Program.

Q When will NG Title 5's have to move or have their employment terminated from their present duty location if the base is closed?

A Most Title 5 Employee personnel actions will be effective no later than the effective date of base closure. Depending on the local installation drawdown implementation plan, it may be necessary to conduct RIFs and offer voluntary separation incentives on an incremental basis. Some Title 5 Employees may have the opportunity to remain employed in a caretaker capacity.

Q Will there be a NG Title 5 Employee Reduction in Force at bases nominated/selected for closure?

A If a base is officially selected and announced for closure, there are usually incremental reductions in force as part of the installation drawdown implementation plan. However, eligible Title 5 Employees will have the opportunity to register for priority placement or take advantage of separation incentives such as buyouts and voluntary early retirement, in order to decrease the number of involuntary separations.

Q Will NG Title 5 Employees at installations having implemented the National Security Personnel System have the same rights and benefits as other civil service employees?

A Since the Department of Defense has not finalized the National Security Personnel System enabling regulations or implementing issuances at this time, we are unable to answer this question.

Q Will NG Title 5 Employee promotions/reassignments be impacted by an installation's presence on the DoD recommended closure list?

A At the discretion of the installation commander, some vacancies may be filled on a temporary basis or not filled, to better position the installation if it is approved for closure.

Q What programs are available to help NG Title 5 Employees facing separation due to FORCE SHAPING find continued employment within the Department of Defense?

A DoD has earned a well-deserved reputation for making every effort to ensure continuing employment for those of us who are affected by adverse action. The Department administers several placement assistance programs to assist displaced employees in locating acceptable jobs.

- Reemployment Priority List (RPL). Reemployment Priority List (RPL) for Title 5 Employees is a DoD assistance placement program. A RPL provides for accurate documentation of separated Title 5 Employees and provides a tool for orderly reemployment consideration with DoD. Your Human Resource Office can provide you information concerning the RPL.
- The DoD Priority Placement Program (PPP) is an automated mandatory placement program used for the referral and placement of displaced employees who are well

qualified for other DoD vacancies. The PPP will provide mandatory placement rights for DoD vacancies that match your qualifications. Enrollment is voluntary until specific separation notices are issued. At that time, you must be registered for all DoD installations in your commuting area if you are entitled to severance pay. If you're being separated, you may have the option to register for jobs outside of your current commuting area. Title 5 Employees may register up to 2 years before base closure date; 2nd year requires CARE approval. Your Human Resources Office is responsible for providing PPP counseling and registration assistance.

Q Are there any other programs available to help NG Title 5 Employees find continued employment with other Federal agencies outside the Department of Defense?

A

- **Permanent Change of Station Costs:** The Department of Defense has authorized installations discretionary authority to pay up to \$20,000 Permanent Change of Station relocation expenses when another Federal agency hires and relocates a surplus employee in receipt of a RIF separation notice. Eligible employees are responsible for applying for vacant positions in other Federal agencies, and for advising those agencies of the available outplacement subsidy.
- **Outplacement Assistance:** Contacts with local, Federal, state, and private employers are made by the installation in an effort to locate acceptable employment opportunities if you wish to remain in your local area. The Workforce Investment Act (WIA), offers a comprehensive range of workforce development activities through statewide and local organizations. This program is administered by each state government. WIA's goal is to provide workforce development services to employers and workers through a universally accessible, information-driven, one-stop career center system and to promote an increase in the employment, job retention, earnings, and occupational skills improvement for Title 5 Employees at FORCE SHAPING activities may apply for WIA benefits up to 24 months before base closure date. Your Human Resource Office can provide additional information concerning the WIA program in your State.

Q What is Voluntary Separation Incentive Payment - VSIP?

A VSIPs, which are commonly referred to as "buyouts," are payments of up to \$25,000 to encourage employees to separate from service voluntarily (either by retirement or resignation) to avoid or minimize the need for involuntary separations due to reduction in force, base closure, reorganization, transfer of function, or workforce restructuring, or by workforce restructuring to correct skill imbalances or to reduce the number of high grade, managerial or supervisory positions. The buyout payment will be the employee's severance pay entitlement or \$25,000, whichever figure is less. Buyouts are used at management's discretion and are not an employee entitlement.

Q What are the basic age and service requirements for VERA?

A To be eligible for VERA, a Title 5 Employee must be either age 50 with 20 years of creditable service or have 25 years of total creditable service at any age. It is important to note that if a Title 5 Employee who is covered by the Civil Service Retirement System takes a VERA, he or she will face a two percent reduction in annuity per each year he or

she is under the age of 55. There is no reduction for employees covered by the Federal Employee Retirement System.

Q What post-separation benefits and entitlements are available to involuntarily separated Title 5 Employees?

A There are a number of separation benefit and entitlements designed to provide a soft landing for Title 5 Employees facing involuntary separation. These include:

- **Severance Pay:** Involuntarily separated employees are generally eligible for severance pay and unemployment compensation.
- **Extended Separation Date:** DoD employees (to include NG Title 5 Employees) must be retained in an annual leave status beyond their scheduled separation (employees must have adequate annual leave balance) to attain first eligibility for immediate retirement or to become eligible for continued health benefit coverage during retirement.
- **FEHB Premium:** Air Force may pay the government's share of an eligible employee's health insurance premium (and applicable administrative fees) for a period of up to 18 months after involuntary separation from a position or voluntary separation from a surplus position. This provision applies to Title 5 Employees enrolled in the Federal Employees Health Benefit (FEHB) Program at the time of separation and are separated by RIF, resign after receipt of a RIF separation notice, volunteer for RIF, or resign from a surplus position.
- **Discontinued Service Retirement (DSR):** If affected by involuntary separation as a result of RIF, a Title 5 Employee may be eligible for an immediate annuity under the DSR provision of the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS), if the Title 5 Employee has at least five years of civilian service and has
 1. Attained age 50 and completed 20 years of creditable service
 2. Any age and completed 25 years of creditable service

For CSRS Title 5 Employees they must have been employed under the retirement system for at least one year within the two-year period immediately preceding the separation. In addition, if the member is under age 55, their basic annuity is reduced 1/6 of one percent for each full month (two percent a year) they are under age 55. Annuity rate will not be increased when they reach age 55.

For FERS Title 5 Employees retiring under DSR, they will not receive the Special Retirement Supplement (SRS) until they reach their Mandatory Retirement Age (MRA) (55-57). The SRS ends at age 62 when Social Security benefits first become available. There is no age reduction in the annuity.

- **FEHB Eligibility Waiver:** In order to continue FEHB coverage as a retiree, employees must generally be enrolled in the program for at least 5 years

immediately prior to separation. However, the Office of Personnel Management (OPM) has granted pre-approved waivers of the 5-year requirement to DoD employees covered under the FEHB program continuously since the beginning date of the applicable DOD VERA/VSIP period. OPM will grant pre-approved waivers to DoD employees who:

1. Have been covered under the FEHB Program continuously since October 1 for each succeeding fiscal year; and
2. Retire during the DoD VERA/VSIP period; and
3. Receive a VSIP; or take early optional retirement; or
4. Take discontinued service retirement based on an involuntary separation due to RIF, directed reassignment, reclassification to a lower grade, or abolishment of position.

Q May Title 5 Employees permanently assigned to an installation designated for closure accumulate annual leave beyond the existing “use or lose” limitation?

A Yes, Title 5 Employees permanently assigned to an installation designated for closure may accumulate annual leave beyond the existing “use or lose” limitation. Leave in excess of the statutory limit is restored and is placed in a separate leave account. Lump sum payment of this leave is required when the Title 5 Employee is assigned to a position in any other Federal agency outside of the Department of Defense, or to any DoD position at an installation that is not being closed or realigned.

Q Does the Department of Labor provide any assistance for the retraining and outplacement for employees at FORCE SHAPING installations?

A Yes, through the Workforce Investment Act (WIA), the Department of Labor provides funding for retraining and readjustment assistance to displaced Federal employees, including NG Title 5 Employees. The WIA provides assistance including retraining, counseling, testing, placement assistance, and other related support activities. This assistance is made available to Title 5 Employees through the appropriate state employment security agencies. Employees assigned to DoD installations approved for closure or realignment may apply for WIA assistance up to 24 months in advance of the effective date of the closure or realignment.

Q Can the Air National Guard provide funds for outplacement assistance programs at the installation?

A Yes, the Comptroller General has confirmed that Federal agencies may authorize expending appropriated funds for outplacement (placement outside the Department of Defense including private industry) assistance when this benefits the Department and the costs are reasonable. Installation commanders may authorize outplacement assistance as appropriate. Assistance may be provided for:

- Career transition training, remedial training;
- Contractor placement services, in which there is no out placement fee;
- Administrative support, such as use of computers, copiers, and other equipment; and
- Clerical support to prepare job applications or resumes.

- Q How are NG Title 5 Employees who are on AUS to perform military service treated during a RIF?
- A Once a Title 5 Employee is placed on AUS they are protected from RIF procedures in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Title 5 Employees covered under USERRA and on LWOP-US are not subject to RIF while they are serving in the uniformed services. The Agency must restore the Title 5 Employee to another position of like status and pay upon their restoration to Title 5 Employee status.
- Q How are Title 5 Employee on AUS treated in a RIF upon their return to duty or reemployment from military service?
- A Upon reemployment in accordance with USERRA, if they served for more than 180 days, a Title 5 Employee may not be separated, except for cause for 1 year after their return. If they served for more than 30 but less than 181 days, they may not be separated, except for cause, for 6 months. (RIF is not considered “for cause” under OPM regulations). Once restored, if a Title 5 Employee with restoration rights is affected by RIF (during the applicable mandatory retention period) the Agency is obligated to find another position for the Title 5 Employee rather than separate them. They may be downgraded or reassigned.
- Q If I am offered the opportunity to transfer with my function or am directed to move to another geographic location, but decline the offer because it is outside of my commuting area, am I still eligible for severance pay if separated?
- A Yes. As long as you are not eligible, upon separation, for an immediate annuity or are receiving injury compensation.

Unit Loses All Manpower Authorizations

- Q Will displaced Title 5 Employees be retained or separated?
- A Career or Career Conditional employee has full Reduction in Force (RIF) rights and CARE - DoD Civilian Assistance and Reemployment entitlements. Management may use management directed reassignments, separation pay incentives, voluntary retirements and employee requested downgrades to avoid involuntary separation. If 50 or more employees are separated, they would be entitled to placement assistance under WIA (Workforce Investment Act). This assistance includes, retraining, counseling, testing, placement assistance, and other related support activities. This assistance is made available through the appropriate employment security employment agencies. If fewer than 50 employees can be authorized WIA benefits by the Commander and would be considered pending any fiscal constraints in placement at the time of the action. Additional funding would be needed to offer buyouts, severance pay, lump sum annual leave, etc.

Unit Conversion Resulting In Change of Manpower Authorizations

- Q What is the potential impact on Title 5 employees?
- A Initially, potential decrease in unit manning. Career or Career Conditional employee have full Reduction in Force (RIF) rights and CARE - DoD Civilian Assistance and

Reemployment entitlements. Management may use management directed reassignments, separation pay incentives, voluntary retirements and employee requested downgrades to avoid involuntary separation. If 50 or more employees are separate, they would be entitled to placement assistance under WIA (Workforce Investment Act). This assistance includes, retraining, counseling, testing, placement assistance, and other related support activities. This assistance is made available through the appropriate employment security employment agencies. If fewer than 50 employees can be authorized WIA benefits by the Commander and would be considered pending any fiscal constraints in placement at the time of the action.

Annual leave restoration at Force Shaping Activities

Unit Loses All Manpower Authorizations / Unit Conversion Resulting In Change of Manpower Authorizations

Employees assigned to DoD activities designated for closure are entitled to have forfeited annual leave restored under section 6304(d)(3) of Title 5, U.S.C.. Employees assigned to DoD activities designated for realignment are also entitled to have forfeited annual leave restored under 5 U.S.C. 6304(d)(3), provided that the realignment meets the definition of realignment in 10 U.S.C. 2687(e)(3) and meets the requirements of 10 U.S.C. 2687(a)(2).

Legislation

Q What are the pertinent parts of 5 U.S.C. 6304(d)?

A “5 U.S.C. 6304(d)

(1) Annual leave which is lost by operation of this section because of ... (B) exigencies of the public business when the annual leave was scheduled in advance ... shall be restored to the employee.

(2) Annual leave restored under paragraph (1) of this subsection ... which is in excess of the maximum leave accumulation permitted by law shall be credited to a separate leave account for the employee and shall be available for use by the employee within the time limits prescribed by regulations of the Office of Personnel Management.

(3)

(A) For the purpose of this subsection, the closure of, and any realignment with respect to, an installation of the Department of Defense pursuant to the Defense Base Closure and Realignment Act of 1990 (part A of title XXIX of Public Law 101-510; 10 U.S.C. 2687 note) during any period, and the closure of any other installation during the period beginning on October 1, 1992, and ending on December 31, 1997, shall be deemed to create an exigency of the public business and any leave that is lost by an employee of such installation by operation of this section (regardless of whether such leave was scheduled) shall be restored to the employee and shall be credited and available in accordance with paragraph (2).

(B) For the purpose of subparagraph (a), the term realignment means a base realignment (as defined in subsection (e)(3) of section 2687 of title 10) that meets the requirements of subsection (a)(2) of such section.”

Q Can you provide information on the references used in 5 U.S.C. 6304(d)(3)?

A The pertinent parts of 10 U.S.C. 2687 covering base closures and realignments are:

“(a) Notwithstanding any provision of law, no action may be taken to effect or implement—

(1) the closure of any military installation at which at least 300 civilian personnel are authorized to be employed;

(2) any realignment with respect to any military installation referred to in paragraph (1) involving a reduction by more than 1,000, or by more than 50 percent, in the number of civilian personnel authorized to be employed at such military installation at the time the

Secretary of Defense or the Secretary of the military department concerned notifies the Congress under subsection (b) of the Secretary's plan to close or realign such installation...

(e) In this section...

(3) The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, skill imbalances, or other similar causes."

Q What is the definition of "military installation" that should be used in applying these regulations?

A The definition used should be in accordance with 10 U.S.C. 2687(e)(1), which states "The term "military installation" means a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, or Guam. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects."

Intent

Q What does 5 U.S.C. 6304(d)(3) actually do?

A Section 6304(d)(3) allows automatic restoration of annual leave earned by employees assigned to installations or activities subject to realignment or closure. Under the normal procedures, in order to have forfeited leave restored, there must be written documentation that shows the employee scheduled use of the leave before the start of the third biweekly pay period prior to the end of the leave year. There must also be a determination by a management official that an exigency of the public business prevented the employee from using the scheduled leave. The provisions of 5 U.S.C. 6304(d)(3) allow forfeited leave to be restored without having to consider whether it was scheduled in advance, and they stipulate that a closure or realignment shall be deemed to create an exigency of the public business.

Coverage

Q Are all employees who work for an installation or activity scheduled for base closure covered under 5 U.S.C. 6304(d)(3)?

A Yes, with the possible exception of those locations subject to a contingency that must be met before closure can be accomplished. In those cases, the issue of coverage under 5 U.S.C. 6304(d)(3) should be addressed to the Civilian Personnel Management Service.

Q Are all employees who work for an installation or activity scheduled for realignment covered under 5 U.S.C. 6304(d)(3)?

A No. The fact that an employee works on an installation or activity scheduled for realignment does not itself mean that the employee is covered under 5 U.S.C. 6304(d)(3).

For an employee to be covered, the realignment must meet the definition of realignment in 10 U.S.C. 2687(e)(3) and meet the requirements of 10 U.S.C. 2687(a)(2).

Q We have employees working in an activity scheduled for base closure but the installation where their activity is located is not scheduled for closure or realignment. Are employees in this activity covered?

A Yes. Employees working in the activity scheduled for closure are covered under 5 U.S.C. 6304(d)(3).

Q We have employees working in an activity that is not identified for closure or realignment but their activity must relocate because the installation their activity is on is scheduled to close. Are the employees in this activity eligible for restored leave?

A It is not necessary that an activity be specifically named for its employees to be entitled to restored leave. If an activity must be realigned due to a base closure (i.e., its functions and employees must be relocated because the host installation is closing), then the employees are entitled to restored leave (provided that the numerical criteria in 10 U.S.C. 2687(a)(2) are met, as with any realignment).

Q A tenant activity on an installation that is not closing is identified for realignment and the activity and its positions will relocate to another installation. Are the employees of the tenant activity eligible for restored leave, even though the losing installation will ultimately gain a significant number of employees as a result of various realignments?

A In applying the numerical criteria for realignments in 10 U.S.C. 2687(a)(2) (i.e., that a realignment must reduce the civilian personnel strength by more than 1,000, or by more than 50 percent), tenant activities on host installations should be looked at discretely. If the tenant activity is being realigned and meets the numerical criteria, the employees of that tenant are entitled to restored leave. This is based on the definition of "military installation" in 10 U.S.C. 2687(e)(1), which includes "...other activity under the jurisdiction of the Department of Defense;" the term "other activity" would include tenant activities.

Q What about employees from a closing or realigning activity that is not relocating outside the commuting area. Are these employees covered under 5 U.S.C. 6304(d)(3)?

A Yes. The fact that the relocation may occur in the commuting area does not affect the determination of entitlement under 5 U.S.C. 6304(d)(3).

Q Does a commander have to decide, based on workload, which employees in the activity scheduled for closure or realignment are covered under 5 U.S.C. 6304(d)(3)?

A No.

Q We have SES members working in an activity scheduled for closure or realignment. Now that they are subject to forfeiture rules, would the provisions of 5 U.S.C. 6304(d)(3) apply to them?

A Yes.

Q Can non-U.S. citizen employees be covered under 5 U.S.C. 6304(d)(3)?

A Yes, as long as the non-U.S. citizen is covered under Subchapter I, Chapter 63 of Title 5, U.S.C.

Q Are Government contractors, military members, and non-employee reservists covered under 5 U.S.C. 6304(d)(3)?

A No. Federal civil service employees covered by the annual and sick leave system established under 5 U.S.C. Chapter 63 are eligible for coverage under 5 U.S.C. 6304(d)(3). See 5 U.S.C. 6301(2) (A) for the applicable definition of employee.

Leave Restoration and Payment

Q Is restored leave placed in a special leave account?

A Yes. Leave in excess of the statutory maximum (normally 240 hours) is restored and is placed in a separate leave account.

Q What happens to active restored accounts (accounts on which the time limit for use is running) when employees become subject to 5 U.S.C. 6304(d)(3)? Is there any way to stop the clock from running on the active restored accounts?

A Yes. The time limits established under 5 CFR 630.306(a) and (b) are canceled for the period during which an employee is subject to 5 U.S.C. 6304(d)(3). Once the employee's coverage under 5 U.S.C. 6304(d)(3) ends, a new time limit is established for all the leave that had been restored to the employee prior to coverage under 5 U.S.C. 6304(d)(3).

Q What happens to leave restored under 5 U.S.C. 6304(d)(3) when an employee transfers from an installation or activity closed or realigned to a non-realigned or closed installation?

A 5 U.S.C. 5551(c) requires the Department of Defense to pay a lump-sum payment to an employee for any unused annual leave that was restored under 5 U.S.C. 6304(d)(3) when the employee (1) transfers to a position in any other department or agency of the Federal Government or (2) moves to a position within DOD not located at an installation undergoing closure or realignment.

Q What happens to leave restored under 5 U.S.C. 6304(d)(3) when an employee is no longer eligible for restoration of leave under this provision, but has not separated nor moved to a position in a Federal agency or department outside of DoD or to a position within DoD not located at an installation being closed or realigned (for example, this might occur if an activity scheduled for realignment to another location ultimately does not move)?

A Because the employee has not separated or moved from a realigned or closed installation to a non-realigned or closed installation, the employee's restored leave account may not be liquidated by the payment of a lump-sum as required by 5 U.S.C. 5551(c). Instead, the special time limits established under 5 CFR 630.306(b) for using the restored leave will be applied. For example, a full-time employee with 416 hours or less is required to use the leave by the end of the leave year in progress 2 years after the date the employee is no longer subject to 5 U.S.C. 6304(d)(3). That period is extended by 1 leave year for each additional 208 hours of excess annual leave or any portion thereof.

- Q Is an employee covered under 5 U.S.C. 6304(d)(3) eligible for a lump-sum payment if he moves to another Force Shaping activity?
- A No, because he is moving to another Force Shaping activity (and as long as the new activity meets the criteria in 10 U.S.C. 2687), the employee continues to be covered by the unlimited annual leave carryover provision.
- Q When an employee in a position eligible for restored leave is temporarily promoted or reassigned to a non-Force Shaping position, what should happen to his/her restored leave?
- A The permanent position of an employee gives the entitlement to restored leave, so until an employee is permanently moved to a non-Force Shaping position, the restored leave would stay in the employee's leave account (i.e., not be paid out).
- Q If an employee covered by 5 U.S.C. 6304(d)(3) receives an offer from a non-Force Shaping activity prior to the end of the leave year, is that leave (current year) included in the lump-sum payment for annual leave restored under 5 U.S.C. 6304(d)(3)?
- A No. Leave earned during the current leave year cannot be included in the lump-sum payment because it has not been restored under 5 U.S.C. 6304(d)(3).