



Delivering a Management Directed Reassignment (MDR) Notice

HQ USAREUR Civilian Personnel Directorate, Special Bulletin #1

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When Do I Deliver a MDR Notice to an Employee?

MDR notices should be provided to employees as soon as the effective date of their move to Wiesbaden Army Airfield (WAAF) is firm. MDRs must be delivered at least 120 days in advance of the effective date. Every attempt should be made not to change the effective date once it has been established. If the effective date changes, the MDR must be amended to reflect the corrected date.

The following **five** steps should be followed when issuing the MDR:

1. Prepare MDR notices using the appropriate HQ USAREUR MDR template, found at: (<http://www.per.hqusareur.army.mil/content/CPD/index.html>)

NOTE: It is important to identify the employee's status so that you issue the appropriate MDR. For assistance, contact the Heidelberg CPAC.

2. MDR notices must be signed by the primary Staff Principal.
3. Deliver the MDR notice to the employee; preferably, in person.
4. Request that the employee sign and provide you with the acknowledgment of receipt of the MDR.
5. Ensure that the employee returns the decision portion of the MDR to you within 5 business days.

NOTE: If the employee has questions about the MDR that you cannot answer, refer the employee to the Heidelberg CPAC.

NOTE: Employees who decline the opportunity for continued employment (i.e., the MDR) may be eligible for limited PPP registration, but only up to the effective date of the MDR.

NOTE: Employees who decline an MDR cannot change their mind and later accept the MDR.

NOTE: Employees who decline the MDR will be removed from Federal service.

Supervisor's Responsibilities if the Employee Accepts the MDR:

1. Provide a copy of **Special Bulletin #2**, found at: (<http://www.per.hqusareur.army.mil/content/CPD/index.html>)
2. Provide the employee with the appropriate amount of excused absence or duty time to coordinate their move, IAW the established HQ USAREUR Business Rules.
3. Submit a Request for Personnel Action (RPA) that coordinates with the MDR effective date, at least 60 days prior to the effective date of the reassignment. A copy of the signed/accepted MDR must be attached.
4. Review requests for TQSA. Employees may only request up to 7 days of TQSA. Requests for exceptions (up to 30 days) may only be approved by the Staff Deputy. Approval authority beyond 30 days rests with the DCG.

Supervisor's Responsibilities if the Employee Declines the MDR:

1. Provide a copy of **Special Bulletin #3**.
2. Refer employee, immediately, to the Heidelberg CPAC to discuss their specific plans and receive information (e.g., exercise return rights? Retire? etc.).
3. Seek information and advice from the CPAC if an employee declines.

Note: This document was created by the HQ USAREUR, Civilian Personnel Directorate (CPD). For suggested improvements or comments, please call DSN 379-6422.