

Adjustment In Force – Frequently Asked Questions

Q 1. What is an Adjustment In Force?

A 1. Adjustment In Force or AIF, is a DCIPS force shaping or reduction mechanism. AIF is the process used for releasing employees assigned to positions in designated competitive areas in order of their retention standing, determined by tenure, veterans' preference, performance score, and length of service, when it is necessary to do so. Its purpose is similar to that of Reduction In Force, but is unique to the Defense Civilian Intelligence Personnel System.

Q 2. When does AIF apply?

A 2. Components apply AIF policy and procedures when force shaping or reductions are necessary. Under DCIPS policy, components make every reasonable effort to avoid AIF through resource planning, job changes or retraining, voluntary early retirement authority, separation assistance, and pre-AIF placement including referral programs. After reasonable avoidance efforts have been made, an AIF would apply if force shaping or reductions are still necessary.

Q 3. What does AIF policy provide?

A 3. DCIPS AIF policy, found in DoDI 1400.25 Volume 2004, provides policy for the systematic release of employees from competitive areas identified for an AIF.

Q 4. What are some reasons why my component would consider an AIF?

A 4. Situations that could result in an AIF are many and varied. They include such situations as lack of work, shortage/lack of funds, reduction of civilian manpower, reorganization or restructuring. In some cases, an AIF could result from another employee's exercise of reemployment or restoration rights.

Q 5. What is a Competitive Area?

A 5. A Competitive Area is the geographic area and any additional criteria, for example, work category, organizational unit, or funding line of business, which a component designates to identify the positions that will be involved in an AIF. Components establish competitive areas that support necessary force shaping or reductions, with the least amount of disruption.

Q 6. Are all positions in a Competitive Area abolished?

A 6. Not necessarily. While AIF is a position-based action, and only positions that fit within the parameters of the identified Competitive Area compete in an AIF, an AIF may identify some or all positions in a Competitive Area for abolishment.

Q 7. Who determines which positions will be abolished in an AIF?

A 7. Management is responsible for accomplishing agency objectives by effectively planning work and organizing the workforce within available resources. When resources are reduced, for example, through lack of work, shortage/lack of funds, reduction of manpower authorizations, etc. and AIF becomes appropriate, management will identify the positions to be affected through factors such as organization unit, function, occupational series, funding lines of business or specific positions to be abolished. Local component guidelines provide procedures for identifying positions to be abolished in an AIF.

Q 8. Can my supervisor abolish my position because he doesn't like me?

A 8. No. Abolishment of positions and subsequent AIF actions are a result of the need for force shaping or reductions resulting from lack of work, shortage/lack of funds, reductions of civilian manpower, reorganization or restructuring.

Q 9. I'm on a Joint Duty Assignment to another IC organization; would I be included in an AIF?

A 9. Official positions of record are used for AIF purposes. An employee on a Joint Duty Assignment (JDA) would not participate in an AIF at their gaining element (the host of their JDA), but if their official position of record is included in the parameters of a Competitive Area for an approved AIF, the employee and his/her position would be included in the AIF. If an AIF were to occur at either the gaining element or the employing element (the Component where the employee is permanently assigned), all parties could engage in discussion to determine if the AIF will have any impact on the JDA and if early termination of the JDA is appropriate.

Q 10. As a DCIPS employee, do I compete with competitive service employees if there is an AIF at my activity?

A 10. No. Title 10 DCIPS employees are in the excepted service. AIF is unique to DCIPS and applies only to DCIPS positions and employees. Competitive service employees are covered under Reduction In Force (RIF) policies. Competitive service employees and DCIPS employees cannot compete with each other or displace each other in a RIF or an AIF. However, a component that has both DCIPS and title 5 positions could run an AIF for DCIPS employees and a RIF for title 5 employees at the same time.

Q 11. Is DCIPS AIF the same as a RIF in the competitive service?

A 11. Both DCIPS AIF and competitive service RIF provide procedures for application in workforce shaping and reduction efforts. Providing a process and procedures to follow ensures consistency in how these actions are effected. The processes are similar in that they both provide for the designation of positions to be abolished and procedures to determine retention order for those employees potentially affected by the action. Retention order under both processes is determined using tenure group, veterans' preference, performance and years of service, however the application of these retention factors does vary between the two processes. The notice periods, both general and specific are the same for both AIF and RIF.

Q 12. If I was in the competitive service before I was converted to DCIPS what happens to those years of service if I am subject to AIF?

A 12. Your years of service (including years of Competitive Service) are given full credit in determining your retention standing for DCIPS AIF.

Q 13. What help is available if my position is identified for abolishment under AIF?

A 13. Under DCIPS policy, components are encouraged to minimize the impact of any AIF actions. Components may identify other positions available for employees who would be affected by an AIF. Unfortunately, it will not always be possible to place every affected employee. Those components that are included in the DoD Priority Placement Program (PPP) will support their employees' registration in that program. All DCIPS components will receive support from the DCIPS Program Executive Office. Informal support includes sharing the resumes of affected individuals to help identify positions elsewhere in the enterprise, and the USDI has directed the implementation of a formal program under Volume 2004 to help ensure consistent review and identify matches between employees pending separation by AIF and positions that other components have available.

Q 14. Is my component required to find a position for me if my position is abolished?

A 14. Unfortunately, there is no guarantee of placement in the event an employee's position is abolished as a result of AIF, however, under DCIPS policy, components are encouraged to reduce disruption and provide assistance to employees. Assistance may include registering in the PPP for those eligible, jobs retraining, or counseling sessions designed to improve the marketability of an employee.

Q 15. Is management required to offer vacancies to DCIPS employees affected by AIF?

A 15. There is no requirement to fill vacancies in an AIF, but management may choose to do so; or vacant positions may be abolished or remain vacant. In the event vacancies are made available for placement of affected employees, vacancies may be offered to eligible DCIPS employees affected by an AIF.

Q 16. What is the DoD PPP?

A 16. DoD PPP refers to the Department of Defense's Priority Placement Program, a program that applies across the Department as a career transition tool, designed to minimize displacements during periods of downsizing and restructuring. The Defense Intelligence Agency, the National Geospatial-Intelligence Agency, the National Reconnaissance Office and the National Security Agency are exempt from the DoD PPP. The website for more information on the program is:

http://www.cpms.osd.mil/care/care_ppp.aspx

Q 17. Can I be placed in a position in the competitive service through the PPP if I have personal competitive status?

A 17. Employees registered in the PPP from excepted service positions are generally only eligible for placement in excepted service positions through the PPP, however, an exception is made when the employee has personal competitive status. Such employees need to be clear when registering for the

PPP that they want to be considered for both excepted and competitive service positions. Employees will receive guidance on registration for positions and grades from their Human Resources Office.

Q 18. If my position is abolished and I'm offered a position at a lower grade or band, what happens to my pay?

A 18. If you are placed in a lower graded or banded position as a result of AIF, your base salary will be set at the appropriate rate of the new grade or band if your rate of base pay falls within the pay range of the new position. For DCIPS Grades this means up to and through the extended salary range which ends at the equivalent of the step 12 of the grade. For DCIPS Bands this means up through the top of the pay band. If your current base salary exceeds the highest rate of the new grade or band, you will be placed on retained pay at either your current rate of base pay or 150% of the maximum rate of base pay of the new grade/band, including the extended pay range, whichever is less.

Q 19. If my position is abolished can I be placed in a position at a higher grade or band if I am qualified?

A 19. No. AIF procedures were designed to maintain employment when possible at the employee's current, or if necessary, lower grade or band level. Employees seeking higher level positions may apply for positions for which they are qualified at any time under normal procedures but are not eligible to receive a promotion through an AIF placement. Special rules may permit re-promotion through the PPP in certain circumstances.

Q 20. Are DCIPS employees eligible for grade or pay retention if they are placed in lower graded positions as a result of AIF?

A 20. DCIPS policy does not provide for grade retention, but DCIPS policy does provide for indefinite pay retention when appropriate. DCIPS employees placed in lower graded/banded positions as a result of AIF have the same eligibility for pay retention as do employees in the competitive service. DoDI 1400.25, Volume 2006, DCIPS Compensation Administration, provides policy on pay retention.

Q 21. How will I know if I'm going to be affected by an AIF?

A 21. Under DCIPS policy Volume 2004, when an AIF is expected to occur, a component will notify its employees by the use of several methods. The first is a mandatory General AIF Notice, which is provided not later than 90 calendar days prior to the effective date of the AIF, is issued to every employee that is potentially affected by the planned AIF. The second notice is also mandatory and is the Individual Employee Notification, often referred to as "Specific Notice." This notice is provided to each affected employee identifying the specific action that will be taken that will affect the employee as a result of the AIF. The specific notice must be provided to the employee not later than 60 calendar days prior to the effective date of the AIF.

Q 22. Is there something I should do in advance of an AIF?

A 22. The most important thing that all employees can do is ensure that their information is correct in their Component's human resources system. As your information changes, provide updates to ensure your information is always current. Veterans' Preference status is an area of particular importance. Some components ask you to verify your information on an annual basis; if your organization does not,

we suggest you task yourself to do this. Another thing employees should do is keep their resume current. It is a great practice for all to have a resume ready, in the event of AIF, but also to take advantage of new opportunities.

Q 23. As an employee impacted by AIF, if I believe that the AIF process was not followed correctly can I file an appeal or grievance?

A 23. While an employee may not grieve an action taken under an AIF or the decision to conduct an AIF, an employee may file an appeal if they believe that there was a wrongful application of AIF procedures. Information on how to file an appeal can be found in DoDI 1400.25, Volume 2004.

Q 24. Where can I get more information about AIF?

A 24. AIF policy is available in DoDI 1400.25, Volume 2004, DCIPS Adjustment In Force. Additional information about AIF for the Defense Intelligence Enterprise can be found on the USD(I) DCIPS website at <http://dcips.dtic.mil>. For information specific to Component, local implementing guidance and Human Resources staff should be consulted.