HR Elements for HR Practitioners

Retention Register Exercise Worksheet

Chapter 13: Adjustment In Force

The Retention Register scenario:

Due to Congressional budget cuts, all positions in a defined competitive area supporting Mission B are scheduled to be abolished. Following Volume 2004 guidelines, the Component has identified the competitive area as:

Local Commuting Area 1234903
Organizational Code GC 24
Professional Work Category A

Your task:

Follow AIF procedures from Volume 2004 to determine which positions will be abolished, as well as which employees will be impacted and how

What steps do you need to take?

1. Identify on the retention register which positions will be eliminated based on the competitive area, which has been announced by the Component.
2. Analyze the positions identified for abolishment starting with the one currently filled by the employee with the highest retention standing.
3. Review his/her resume and all positions that will remain that are encumbered by employees with lower retention standing to determine if that employee should be offered another position or released and documented on the retention register. Start at the bottom of the retention register and work up to determine the best offer.
4. Determine if there is an impact on another employee. If so, review the employee's resume and all remaining positions encumbered by employees with lower retention standing to determine if the displaced employee should be offered another position or released. Again, start at the bottom of the retention register and work up.
5. Repeat this process until the number of abolished positions equals the number of originally announced abolished positions.
6. Check your work to ensure Volume 2004 policy was followed.

The retention register used in this exercise is a condensed snapshot of a typical retention register and is used for example purposes only.

For the purpose of this exercise:

- Accounting has a positive education requirement.
- Professional work category positions are 2-grade interval positions, mean that employees progress two steps at a time (i.e. GG-7 to GG-9 to GG-11).

Resume Highlights:

- All experiences listed are professional work level.
- All military experience is officer level.

Employee Name	Past Experience
Franklin	• Intelligence Analyst (8 years) • Intelligence Analyst for US Navy (2 years) • Information Technology Specialist for US Navy (8 years)
Tim	• Intelligence Analyst (15 years) • Management Analyst (8 years) • Budget Analyst (3 years)
Bill	• Intelligence Analyst (29 years) • High school AP World History teacher (5 years)
Sela	• Information Technology Specialist (11 years) • Intelligence Analyst (6 years)
Michelle	• Budget Analyst (16 years) • Intern at private federal consulting firm (1 year)
Kendra	• Accountant (2 years) • CPA at private accounting firm (6 months) • (Accounting degree)
Allison	• Intelligence Analyst (1 year) • Researcher at public policy think tank (3 years) • Intelligence Analyst for US Army (4 years)

Position Number	Employee Name	Pay Plan	Occupational Series	Grade	Position Title/Work Role	Supervisor Y/N	Mission	Work Level	Work Category	Org Code	Duty Station Code	Work Schedule	Tenure	Veterans' Preference Y/N	Sub-group for Veterans' Preference	Performance Rating (avg last 3)	AIF SCD (adj for add'l civ/mil time)
1	Franklin	GG	132	13	Intelligence Analyst	N	A	3	A	GC-24	1234903	F	I	Y	A	4.2	03/14/05
2	Tim	GG	132	11	Intelligence Analyst	N	B	2	A	GC-24	1234903	F	I	N	B	4.1	11/10/87
3	Bill	GG	132	11	Intelligence Analyst	N	A	2	A	GC-24	1234903	F	I	N	B	3.6	07/03/84
4	Sela	GG	2210	9	Information Technology Specialist	N	B	1	A	GC-24	1234903	F	I	N	B	3.5	08/09/96
5	Michelle	GG	0560	11	Budget Analyst	N	A	2	A	GC-24	1234903	F	I	N	B	3.3	06/04/97
6	Kendra	GG	0510	7	Accountant	N	A	1	A	GC-24	1234903	F	I	N	B	3.2	02/11/11
7	Allison	GG	132	7	Intelligence Analyst	N	B	1	A	GC-24	1234903	F	III	Y	AD	3.2	04/17/12
8	Vacant	GG	132	9	Intelligence Analyst	N	B	1	A	GC-24	1234903	F	NA	NA	NA	NA	NA

Retention Factors (columns Tenure through AIF SCD)

Note: General Rules in an AIF apply and requires that Volume 2004 be reviewed in its entirety when reviewing the Retention Register and making displacement determinations.