

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

HILL AIR FORCE BASE PAMPHLET 36-2

16 DECEMBER 2014



Personnel

**REDUCTION IN FORCE (RIF) TRANSFER
OF FUNCTION AND OUTPLACEMENT
ASSISTANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 75 FSS/FSMC (Deborah Hansen)

Certified by: 75 FSS/FSMC (Kevin Fornelius)

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This publication implements the requirements of Title 5, Code of Federal Regulations (CFR), Part 351, Reduction in Force (RIF). This pamphlet defines local guidance when conducting a RIF. This applies to all civilian employees serviced by Hill AFB. It does not apply to the United States Air Force Reserve or Air National Guard Units on Hill AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This revision updates publication title and updated office symbols.

1. Competitive Areas. Each of the following geographical and organizational areas constitutes a separate competitive area for all employees located therein who are serviced by the Hill AFB Civilian Personnel Office (CPO).

- 1.1. All activities within a 50 mile radius of Hill AFB.
- 1.2. All activities at the Utah Test and Training Range (UTTR) and Dugway, Utah.

1.3. All activities at Wendover, Utah.

1.4. For employees at locations outside the commuting area, a separate competitive area is set at each Hill AFB serviced location. If employees cannot be placed in their own competitive area, their placement will be accomplished in accordance with the provisions of regulations or directives which govern the particular program to which they are assigned.

2. Identical Additional Positions. When an organization must cancel one of two or more additional identical positions, the incumbent of the position who has the least retention rights in that organization is reached for the first round of competition within the competitive level.

3. Ties. Ties in retention standing will first be broken on the basis of employee's total length of time at or above the current grade level; second, length of time in occupational series; third, length of time in organization; and fourth, random numbering. See Figure 3.1 for a visual sample.

Figure 1. Sample of Random Numbering Sheet

| RANDOM NUMBER LIST FOR TIES | | | | | |
|-----------------------------|---|------|------|---|------|
| DATE | # | NAME | DATE | # | NAME |
| | 0 | | | 3 | |
| | 2 | | | 5 | |
| | 7 | | | 9 | |
| | 1 | | | 0 | |
| | 9 | | | 1 | |
| | 5 | | | 8 | |
| | 3 | | | 4 | |
| | 8 | | | 6 | |
| | 6 | | | 2 | |
| | 4 | | | 7 | |
| | 3 | | | 0 | |
| | 5 | | | 2 | |
| | 9 | | | 7 | |
| | 0 | | | 1 | |
| | 1 | | | 9 | |
| | 8 | | | 5 | |
| | 4 | | | 3 | |
| | 6 | | | 8 | |
| | 2 | | | 6 | |

| | | | | | |
|--|---|--|--|---|--|
| | 7 | | | 4 | |
| | 0 | | | 3 | |
| | 2 | | | 5 | |
| | 7 | | | 9 | |
| | 1 | | | 0 | |
| | 9 | | | 1 | |
| | 5 | | | 8 | |
| | 3 | | | 4 | |
| | 8 | | | 6 | |
| | 6 | | | 2 | |
| | 4 | | | 7 | |
| | 3 | | | 0 | |
| | 5 | | | 2 | |
| | 9 | | | 7 | |
| | 0 | | | 1 | |
| | 1 | | | 9 | |
| | 8 | | | 5 | |
| | 4 | | | 3 | |
| | 6 | | | 8 | |
| | 2 | | | 6 | |
| | 7 | | | 4 | |

NOTE: By using the last digit of the tied employees' social security number (SSN), the SSN closest to the next random number is the employee affected. (Example - Scale is 0123456789). If SSNs are 3 and 9 and next random number is 1, 9 is closer to 1 because you always count up and start back with 0 when you get to 9.

4. Validated Vacancy. A vacated position is not considered a vacancy for the purpose of a valid RIF placement offer until it has been validated by the appropriate organization.

RONALD E. JOLLY, SR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, Code of Federal Regulations (CFR), Part 351, Reduction in Force
AFMAN 33-363, *Management of Records*, 01 Mar 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

CFR—Code of Federal Regulations

CPO—Civilian Personnel Office

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RIF—Reduction in Force

UTTR—Utah Test and Training Range