



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C

24 November 2015

MEMORANDUM FOR

Commander, U.S. Army Center for Initial Military Training
Director, Army Capabilities Integration Center
Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ TRADOC

SUBJECT: TRADOC Mandatory Surplus Placement Program

1. Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC), U.S. Army Center for Initial Military Training (CIMT), and Army Capabilities Integration Center (ARCIC) organizations located on Joint Base Langley-Eustis (JBL-E) will reinstitute the TRADOC Mandatory Surplus Placement Program (MSPP), implemented in August 2011, to support surplus employees impacted by workforce shaping requirements necessary to reach manpower and funding levels for FY16 and beyond, and to ensure appropriate balance of competencies in the workforce.
2. TRADOC continues to implement workforce shaping strategies to ensure the command achieves targeted civilian strength-level reductions with the least impact on the current permanent workforce and missions. To reach approved manning and funding levels, HQ TRADOC utilizes all workforce reduction flexibilities available. Using both the Voluntary Separation Incentive Program and Voluntary Early Retirement Authority has enabled this command to take advantage of early savings and avoid a reduction in force (RIF). Additionally in the past, TRADOC MSPP facilitated placement of many employees whose positions had been abolished or who occupied a position without a documented table of distribution and allowance (TDA) authorization.
3. The MSPP Policy and Procedures at Enclosure 1 has been updated to incorporate lessons learned from past experiences to improve the MSPP process and maximize the number of surplus employees and personnel documented against over-hire positions placed into vacancies. Notification for employees declared surplus is at Enclosure 2.
4. Effective immediately, TRADOC MSPP is reinstated and all vacancies in HQ TRADOC, CIMT, and ARCIC organizations located at JBL-E will be initially reviewed to be filled through the MSPP. This effort will facilitate placement of employees whose positions have been abolished or who occupy a position without a documented TDA authorization. Recruitment actions where a selection and commitment have been made are exceptions. In the event a qualified surplus employee is not available, qualifications are not to be waived, or a vacancy cannot be restructured to accommodate a surplus employee. Recruitment may be initiated for the vacant position.

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5. I am requesting your full cooperation in utilization of the MSPP. Through our diligent efforts to place surplus employees, we will avoid future RIFs.

6. This memorandum supersedes all previous guidance issued in support of TRADOC MSPP.

7. Points of contact for the Office of the DCS, G-1/4, are Ms. Smith, DSN 501-6823, (757) 501-6823, luana.smith.civ@mail.mil and Mr. Atwell, DSN 501-6820, (757) 501-6820, james.h.atwell3.civ@mail.mil.

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KEVIN W. MANGUM
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

**Mandatory Surplus Placement Program (MSPP) Policy and Procedures for
HQ TRADOC, CIMT, and ARCIC Organizations Located at
Joint Base Langley-Eustis (JBL-E)**

1. Purpose. To provide guidance to support surplus employees impacted by workforce shaping requirements necessary to reach manpower and funding levels for FY16 and beyond, and to ensure appropriate balance of competencies in the workforce. Beginning each fiscal year, the MSPP will be reviewed and renegotiated, if needed, to determine if it is still required. If there are still surplus employees, the MSPP will continue.

2. Scope. The MSPP is mandatory for all permanent employees whose positions are being abolished or who are assigned to positions that are without a table of distribution and allowances (TDA) or direct civilian overhire (DCO) approval. These reductions are due to workforce shaping initiatives at HQ TRADOC, CIMT, and ARCIC organizations located at JBL-E.

3. MSPP Process. Placements made from the MSPP are valid exceptions to the DOD Priority Placement Program (PPP). This program will be administered in conjunction with the DOD PPP, as needed, on a case by case basis. Employees whose positions are abolished or who occupy a position that is without a TDA authorization or DCO approval are considered surplus. If there are two or more employees on the same TDA paragraph or line number, management will contact the Civilian Personnel Advisory Center (CPAC) MSPP coordinator for retention standing information, based upon the employee's leave service computation date. The employee with the lowest retention standing will be surplus. Upon validation from the HQ TRADOC Deputy Chief of Staff, G-1/4, management provides the CPAC MSPP coordinator with the official list of abolished positions and employees to be included in the HQ TRADOC MSPP.

a. Management immediately prepares and issues letters to affected employees, informing them they will be enrolled in the MSPP. Management provides the CPAC MSPP coordinator with a copy of the notification letter for the individual MSPP case file.

b. CPAC MSPP coordinator places employees on the MSPP list upon notification from management and receipt of the employee's resume. This is accomplished by inputting data into a surplus database.

c. Organizations assigned CPAC advisors are available to meet with affected employees to explain options and placement procedures.

d. The MSPP will occur prior to the use of any other sourcing strategy (i.e., recruitment from internal/external sources will not begin unless there are no qualified surplus employees). The MSPP policy will be applied to all vacancies that have not been filled. The only exceptions are positions where an official job offer has been extended prior to implementation of MSPP.

e. All employees in the MSPP will receive mandatory placement for vacant

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positions for which qualified in HQ TRADOC, CIMT, and ARCIC organizations located at JBL-E.

f. In an effort to place surplus employees, managers are encouraged to modify qualifications, consider MSPP candidates for retraining, and/or restructure positions.

4. **Qualification Determinations.** Surplus employees must submit a current resume to the MSPP CPAC point of contact. Employees must be qualified for positions as outlined in the Office of Personnel Management (OPM) X-118 Qualification Standards and meet applicable job-related special requirements or conditions of employment. CPAC will determine if surplus employees are qualified. HQ TRADOC DCS, G-1/4, Civilian Human Resource Directorate (CHRD) staff may be consulted as appropriate. The following priority of referral of surplus employees will be implemented in an effort to place more surplus employees into vacancies:

- a. Qualified surplus employees at current grade within the organization.
- b. Qualified surplus employees at current grade at JBL-E.
- c. Qualified surplus employees change to lower grade (CLG) within the organization.
- d. Qualified surplus employees CLG at JBLE.

5. Qualified employees must meet OPM's (X-118) qualification standards. These employees must possess the minimum requirements as stated in the X-118. All qualified candidates will be referred to the selecting official. Activities should develop a selection matrix based on job criteria to determine the ranking order of applicants for selection purpose. Based on the selection matrix and criteria from management, CPAC can extend job offers in priority order.

A qualified employee must be selected and has to accept the position, or will be given a management-directed reassignment (MDR) into the position. An MDR is a mandated movement of an employee to another position for which he/she qualifies at the same grade level and with an equivalent target grade. If an employee declines the MDR, action will be taken to remove them from Federal service through adverse procedures.

6. CLG is the movement of an employee to a lower grade than currently being held. The employee must be qualified for a CLG. Under this MSPP, employees will maintain their current salary if accepting a CLG at a TRADOC activity.

a. Referrals of CLG employees are mandatory for qualified employees based on priority of referral above. No justification is needed for non-selection, and an employee does not have to accept, if selected.

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b. Employees who indicate interest in a CLG may withdraw from consideration at any time prior to selection and remain in the MSPP and continue to be referred for their same current grade.

c. Employees placed through the MSPP at a lower grade or pay level are not eligible for placement on the re-promotion eligible list.

7. Eligibility Requirements. When determining eligibility for placement under this MSPP, placement will be denied when the losing organization has written knowledge of performance and/or conduct that directly and negatively affects the employee's qualifications, eligibility, or suitability for placement.

8. Waiver of Qualifications. Waiver of an OPM qualification standard involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee such as in cases of a RIF. Extra training and/or skills development may be needed to help the employee adjust to the new position.

a. If there are no qualified candidates, the manager can elect to receive a list of TRADOC surplus candidates in the organization at the same grade of the vacancy for review and consideration for a waiver of qualifications.

b. Referrals with waiver of qualification employees are not mandatory. No justification is needed for non-selection and although encouraged, an employee is not required to accept, if selected.

c. Minimum education and licensure requirements cannot be waived.

9. Selection Process. Management must select reassignment-eligible employees referred under the MSPP. If there are more than one reassignment-eligible employees referred, management may select any MSPP employee.

10. Justification for Non-Selection(s). If management does not select a referred reassignment-eligible employee, justification from the GO/SES-level official requesting non-selection must be approved by HQ TRADOC DCS, G-1/4. Justification must clearly outline job-related criteria why an employee cannot be selected to perform the duties of the position. When multiple employees are referred, a separate justification is required for each non-selection. If HQ TRADOC DCS, G-1/4 approves the non-selection, management may proceed with the recruitment/selection process.

11. CPAC will notify surplus employees when they are being considered for a vacancy. The status of their placement will be identified, e.g., qualified placement requires waiver of qualifications, and if applicable, change to lower grade. The position description will be given to the surplus employee in order for the employee to review the duties of the job. The gaining supervisor's name and title will also be given to the employee at the same time.

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12. Placement of surplus DCIPS employees into GS positions and vice versa is voluntary.

13. When required to add employees to the surplus list, organizations will request these changes in writing to HQ TRADOC DCS, G-1/4 points of contact listed in paragraph 16, signed by a GO/SES of the organization. Included in the submission will be a copy of the document directing the reduction, referencing the documented TDA reductions of authorizations/requirements. HQ TRADOC DCS, G-1/4, with the DCS, G-8, will validate and provide agreement to the organization to issue the employee(s) surplus letter(s) and ask CPAC to add the employee(s) to the surplus list. All surplus employees are referred for positions based on qualifications in the order outlined in paragraph 4a above without regard to length of time on the surplus list.

14. Registration Duration. Employees will be registered in the MSPP no earlier than 2 years before the known loss of the position. Once registered, employees will remain in MSPP until acceptance of a formal job offer, declination of a valid job offer, upon placement in another activity, or upon separation. A valid offer is to a position at the same grade or equivalent level that an employee currently occupies and is qualified for, or placement into a position at a lower grade or pay level.

15. Release dates will be arranged between the gaining and losing organizations. The losing organization may not hold employees longer than 30 days unless both organizations agree.

16. Points of contact for the Office of the DCS, G-1/4 are Mrs. Smith, DSN 501-6823, (757) 501-6823, luana.smith.civ@mail.mil; Mr. Atwell, DSN 501-6820, (757) 501-6820, james.h.atwell3.civ@mail.mil; or Mrs. Scott, DSN 501-6808, (757) 501-6808, hannah.m.scott9.civ@mail.mil.

17. Point of contact for Civilian Personnel Advisory Center MSPP is Mrs. Supplee, (757) 878-1144, bonny.l.supplee.civ@mail.mil.

OFFICE SYMBOL

DATE

MEMORANDUM FOR (Insert Employees Name and Organization Address)

SUBJECT: Notification for Employee Declared Surplus

1. U.S. Army Training and Doctrine Command (TRADOC) is undergoing civilian personnel reductions due to Headquarters, Department of Army Fiscal Year 2016 and beyond manpower and funding reductions. This notice is to advise you that you have been declared a surplus employee as a result of abolishing the position of <insert title, GS-XXXX-XX>, located in the <insert organization name> or the elimination of a position not documented with a TDA authorization or DCO approval. This memorandum serves as official notification and provides information on planned placement actions.
2. As a result of this decision, your name is added to the Mandatory Surplus Placement Program (MSPP) list maintained by the Fort Eustis Civilian Personnel Advisory Center (CPAC). Placement on the MSPP list affords you priority consideration for reassignment to any vacancy for which you qualify located in HQ TRADOC, CIMT, and ARCIC organizations at JBL-E. Please refer to the MSPP Policy and Procedures (enclosure) for additional information.
3. Please provide one copy of your current resume to Mrs. Bonny Supplee, comm. (757) 878-1144, bonny.i.supplee.civ@mail.mil, located in the Fort Eustis CPAC, within 10 workdays after receipt of this memorandum. Include your email address and contact phone number on the application for referral notification purposes. Your resume will be used for qualification determination and referral for vacant positions.

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MANDATORY SURPLUS PLACEMENT PROGRAM (MSPP)
Application/Resume Guidance

Administration: A critical aspect of your placement potential rests with the submission of a well prepared application/resume. For your convenience, the CPAC will accept any of the following documents to be used to administer the program; Resume, SF171, OF 612, and/or DA 2302.

Your application will be used for qualification determination purposes and referral to selecting officials. Submit one copy of one of the above application forms to the CPAC representative: ATTN: Mrs. XXXX within 10 working days of receipt of this memorandum.

MSPP process:

IDENTIFICATION OF POSITIONS

WHO: Initiated by managers, approved by higher level (DCG/CS HQ TRADOC, CDR IMT, ARCIC Director)

WHY: You have been identified as a surplus employee due to abolishment of positions or the inability to cover your position with an authorized TDA space. These reductions are a result of Force Structure decisions directed by the HQ Department of Army.

IDENTIFICATION OF EMPLOYEES TO BE PLACED ON THE SURPLUS LIST IN THE MANDATORY SURPLUS PLACEMENT PROGRAM

WHO: Management and senior leaders in coordination with the CPAC

HOW:

- (1) If an employee is the only person assigned to a TDA paragraph and line, then incumbent is identified as excess.
- (2) If employee is one of the multiple employees assigned against identified TDA paragraph/line, employee with lowest retention standing within the paragraph and line is identified as excess.
- (3) Employee provided within notification of excess status and description of surplus program procedures.

PLACEMENT RULES

Placement of fully qualified surplus employees into vacant positions is mandatory. Supervisors are encouraged to consider waiving qualifications, retraining and restructuring positions to maximize placements. Exceptions to mandatory placement policy must be approved by the DCoS, G-1/4. Surplus employees selected for reassignment are expected to accept job offer.

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