

DEPARTMENT OF THE ARMY  
St. Louis District, Corps of Engineers  
1222 Spruce Street  
St. Louis, Missouri 63103-2833

CELMS-HR-R

Regulation  
No. 690-1-351

15 September 1995

Civilian Personnel  
REDUCTION-IN-FORCE

(Supervisors should file this change to Regulation  
in Section III of the Supervisor's Handbook.)

DR 690-1-351, 29 March 1979, is changed as follows:

1. Replace Paragraph "3. References, a. and b." with the following:

"3. References.

- a. CFR Part 351
- b. ER 690-1-351"

2. Replace Paragraph "5.a." with the following:

"a. Competitive Area. A geographic and/or organizational area within which competition exists for retention when a reduction-in-force is necessary. The St. Louis District is composed of three separate competitive areas: 1 - Employees duty stationed in Missouri and Illinois; 2 - Employees duty stationed in Las Vegas, Nevada; 3 - Employees of the Cooperative Administrative Support Unit (CASU)."

3. Add Paragraph "5.d." to read as follows:

"d. Part-Time Employees. Part-time employees are in competition only with other part-time employees in a reduction-in-force."

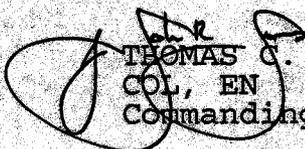
4. Replace Paragraph "9." with the following:

"9. Appeals. An employee reached for action by reduction-in-force who believes such action would deprive him/her

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of any rights to which entitled, may appeal to the Merit Systems Protection Board. The employee will be advised of appeal rights when notified of reduction-in-force action. The Personnel Office is available for advice pertaining to the details of an appeal."

5. File this change in front of the publication for reference purposes.

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THOMAS C. SUERMANN  
COL, EN  
Commanding

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DEPARTMENT OF THE ARMY  
St. Louis District, Corps of Engineers  
210 North 12th Street  
St. Louis, Missouri 63101

DR 690-1-351

LMSPB-R

Regulation  
No. 690-1-351

29 March 1979

Civilian Personnel  
REDUCTION-IN-FORCE

Supervisors should file in Section III  
of the Supervisor Handbook

1. Purpose. To implement local policy on reduction-in-force based on Department of Army and Office of Personnel Management regulations.
2. Applicability. To all civilian employees of the St. Louis District.
3. References.
  - a. FPM and CPR Chapter 351
  - b. ER 690-1-351
4. Collective Bargaining Agreements. Any provisions of this regulation in conflict with collective bargaining agreements negotiated with labor unions representing employees of this District will be superseded by those agreements, unless such provisions of this regulation and their enforcement are required by law, Executive Order or regulations, published policies or directives of appropriate authorities outside this District.
5. Policy. The references cited in 3a and b above prescribe the principles and procedures for planning and accomplishing reductions in force. Those regulations and the following locally developed policies permitted by the regulations, will be used to administer all reduction-in-force actions.
  - a. Competitive Area. A geographic and/or organizational area within which competition exists for retention when a reduction-in-force is necessary. The entire St. Louis District is considered as one competitive area.

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This regulation supersedes DR 690-1-351, 26 March 1976

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b. RIF for Trainees (Career Interns). District trainees are placed in a separate competitive level in accordance with Office of Personnel Management requirements.

c. Seasonal Employees. Seasonal employees are in competition only with other seasonal employees in a reduction-in-force. However, the placing of seasonal employees in a non-pay status because of the seasonal nature of their work is not subject to reduction-in-force procedures.

6. Availability of Regulations. The regulations cited in paragraph 3 are maintained in the Personnel Office. All employees may, upon request, review those regulations.

7. Procedures.

a. Operating officials determine which positions are to be abolished should a reduction-in-force become necessary.

b. The Personnel Office insures that each individual employee's service record is complete, and furnishes retention registers for each competitive level which will be involved in the reduction-in-force.

c. Employees are reached for reduction-in-force commencing with the one with the least service credits in the lower subgroups for each retention register, equal to the number of positions to be abolished with each corresponding competitive level.

d. Whenever an employee becomes surplus because of a reduction-in-force, every effort will be made to offer the employee, in writing, an available position for which he/she is qualified. The Personnel Office will provide all possible assistance in attempting to obtain other employment of those employees who are to be separated by reduction-in-force.

8. Inspection of Register. Retention registers established for competitive levels will be maintained in the Personnel Office for inspection by employees affected by reduction-in-force and by representatives of the Office of Personnel Management.

9. Appeals. An employee reached for action by reduction-in-force who believes such action would deprive him/her of any rights to which

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entitled, may appeal the action to the Office of Personnel Management. The employee will be advised of appeal rights when notified of reduction-in-force action. The Personnel Office is available for advice pertaining to the details of an appeal.

FOR THE DISTRICT ENGINEER:

  
ROGER E. CUDDEBACK  
Executive Assistant

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