

Restructuring VSIP Audit Trail

Example 2: Reducing Supervisory Positions

In accordance with DoDI 1400.25, Volume 1702, restructuring VSIP allows the Department to reshape its workforce without resorting to RIF, RIF avoidance actions, or the loss of positions. Workforce restructuring buyouts may be used to correct skill imbalances or to reduce managerial or supervisory positions. Maintaining clear and complete audit trails is a critical part of every VSIP transaction, and the audit trails must include sufficient documentation to show that the buyouts were necessary to achieve legitimate restructuring objectives.

In this example, a divisional reorganization results in a reduction in the number of branches, and the organization uses restructuring VSIP to reshape branch and section manager positions to nonsupervisory positions.

APPROVED RESTRUCTURING VSIP LISTING

Cancel/ Establish/ Fill RPA	Pos. ID	From PP/ Series/Gr	From Title	From Location	Incumbent	VSIP Awarded	Pos. ID	To PP/ Series/Gr	To Title	To Location	New Incumbent	Restructured Pos. Filled
09MARDPB98785	IT123	GS-2210-14	Supv. IT Spec.	AFPC, RAFB TX	Smith, Joe	07/04/09	IT123	GS-2210-12	IT Spec.	AFPC, RAFB TX	Rock, James	08/23/09
09MARDPB13579	IT456	GS-2210-14	Supv. IT Spec.	AFPC, RAFB TX	Armstrong, Wally	07/04/09	IT456	GS-2210-12	IT Spec.	AFPC, RAFB TX	Lever, Ernest	09/13/09
09MARDPB01346	IT488	GS-2210-13	Supv. IT Spec.	AFPC, RAFB TX	Garza, Mindy	07/04/09	IT488	GS-2210-11	IT Spec.	AFPC, RAFB TX	Hill, Paul	01/03/10
09MARDPB35679	IT357	GS-2210-13	Supv. IT Spec.	AFPC, RAFB TX	Martinez, Mick	07/04/09	IT357	GS-2210-11	IT Spec.	AFPC, RAFB TX	Miller, Ralph	10/11/09

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Smith, Joe	2. Social Security Number	3. Date of Birth	4. Effective Date 07/04/09
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FIRST ACTION				SECOND ACTION			
5-A. Code 302	5-B. Nature of Action Retirement - Voluntary			6-A. Code 825	6-B. Nature of Action Separation Incentive		
5-C. Code SQM	5-D. Legal Authority 5 U.S.C. 8336			6-C. Code VWN	6-D. Legal Authority 5 U.S.C. 9902(g)		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number Supervisory IT Specialist (PLCYPLN) IT123	15. TO: Position Title and Number
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8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 14	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$25,000.00	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX	22. Name and Location of Position's Organization
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EMPLOYEE DATA			
23. Veterans Preference 6		24. Tenure 1	
27. FEGLI KO		28. Annuitant Indicator 9	
30. Retirement Plan C		31. Service Comp. Date (Leave) 03/06/78	
33. Part-Time Hours Per Biweekly Pay Period		32. Work Schedule F	

POSITION DATA			
34. Position Occupied 1		35. FLSA Category E	
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas	

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Forwarding address:
 Reason for retirement: To obtain retirement benefits.
 Lump-sum payment to be made for unused annual leave.
 Lump-sum of \$25,000 to be paid 5 Jul 2009.

46. Employing Department or Agency Department of the Air Force			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Cancel/Establish/Fill	2. Request Number 09MARDPB98765
3. For Additional Information Call (Name and Telephone Number) <div style="background-color: black; width: 100%; height: 15px;"></div>	4. Proposed Effective Date 7/5/09

5. Action Requested By (Typed Name, Title, Signature, and Request Date) <div style="background-color: black; width: 100%; height: 20px;"></div>	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) <div style="background-color: black; width: 100%; height: 20px;"></div>
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PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number Supervisory IT Specialist (PLCYPLN) IT123	15. TO: Position Title and Number IT SPECIALIST (SYSADMIN) IT123
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8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis				
GS	2210	14				GS	2210	12							
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	

14. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX	22. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX
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EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI <input type="checkbox"/>	28. Annuitant Indicator <input type="checkbox"/>		29. Pay Rate Determinant <input type="checkbox"/>
30. Retirement Plan <input type="checkbox"/>	31. Service Comp. Date (Leave) <input type="checkbox"/>	32. Work Schedule <input type="checkbox"/>	33. Part-Time Hours Per Biweekly Pay Period <input type="checkbox"/>

POSITION DATA

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career	35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt	36. Appropriation Code <input type="checkbox"/>	37. Bargaining Unit Status <input type="checkbox"/>
38. Duty Station Code <input type="checkbox"/>		39. Duty Station (City - County - State or Overseas Location) <input type="checkbox"/>	

40. Agency Data	41.	42.	43.	44.	45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other	50. Veterans Status	51. Supervisory Status
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PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <input type="checkbox"/>	Approval Date <input type="checkbox"/>
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Request to cancel existing supervisory position, which was vacated by VSIP for restructuring purposes to reduce the number of supervisory positions within the organization. Position to be re-established as a non-supervisory IT Specialist, GS-2210-12. KM

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Rock, James	2. Social Security Number	3. Date of Birth	4. Effective Date 08/23/09
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FIRST ACTION				SECOND ACTION			
5-A. Code 101	5-B. Nature of Action Career-Conditional Appointment			6-A. Code	6-B. Nature of Action		
5-C. Code BWA	5-D. Legal Authority OPM Del Agr XXX, Randolph AFB			6-C. Code	6-D. Legal Authority		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number	15. TO: Position Title and Number IT Specialist IT123
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8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 12	11. Step or Rate 01	12. Total Salary \$57,408.00	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 2210	18. Grade or Level 12	19. Step or Rate 01	20. Total Salary/Award \$59,383.00	21. Pay Basis	
12A. Basic Pay \$59,383.00	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay \$8,230.00	20B. Locality Adj.	20C. Adj. Basic Pay \$67,613.00	20D. Other Pay \$0.00					

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX
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EMPLOYEE DATA			
23. Veterans Preference 6	1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 2	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite
27. FEGLI CO	28. Annuitant Indicator 9	25. Agency Use	26. Veterans Pref for RIF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
30. Retirement Plan K	31. Service Comp. Date (Leave) 08/23/09	32. Work Schedule F	29. Pay Rate Determinant 0
FERS & FICA		Full-time	33. Part-Time Hours Per Biweekly Pay Period 0

POSITION DATA			
34. Position Occupied 1	1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E	E - Exempt N - Nonexempt
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas	36. Appropriation Code	37. Bargaining Unit Status

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks
 Appointment affidavit executed 23 Aug 2009.
 Creditable military service: XXXX
 Previous Retirement Coverage: Never covered.
 Full performance level of employee's position is GS-12.
 Appointment is subject to completion of 1-year probationary period beginning 23 Aug 2009.
 Service counting toward career tenure from: 23 Aug 2009.
 Frozen service: XXXXX
 Employee is automatically covered under FERS.
 OPF maintained by Randolph AFB TX.

46. Employing Department or Agency Department of the Air Force	50. Signature/Authentication and Title of Approving Official
47. Agency Code	48. Personnel Office ID
49. Approval Date	

RESTRUCTURING BUYOUT AUTHORITY REQUEST

Scope and Nature of Request: Specify the activity location, organizational unit, occupational series, grade(s) or band(s) and position description (PD) number for which the workforce restructuring authority will apply. Provide the same information regarding the reshaped position(s). Explain/justify the need to restructure the position and provide contact information for the requestor/POC.

Current Position:

Activity location: AFPC, Randolph AFB TX
Organizational Unit: Systems Management Division
Title: Supervisory IT Specialist
PP/PS-OS/OC-GR/PB: GS-2210-14
Supervisory Status: Supervisory
Position Description Number: TA567
Position/Manpower Number: IT456
Proposed Effective Date: 7/4/09

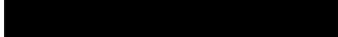
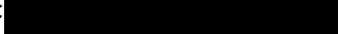
Proposed/Reshaped Position:

Activity location: AFPC, Randolph AFB TX
Organizational Unit: Systems Management Division
Title: IT Specialist
PP/PS-OS/OC-GR/PB: GS-2210-12
Supervisory Status: Non-supervisory
Position Description Number: TA803
Position/Manpower Number: IT456
Proposed Effective Date: 7/5/09

Justification:

The Systems Management Division will undergo reorganization, resulting in a reduction of branches. Therefore, fewer supervisory positions will be required. Ten branch and section manager positions will be reshaped into nonsupervisory IT positions enabling the division to better accomplish the mission.

Organizational Point of Contact:

Name: 
Phone: 
e-Mail: 

APPROVING OFFICIAL DECISION

This request for restructure buyout is:

Approved

Disapproved

Comments:

Signature/Org _____



Date _____

5-1-09

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Armstrong, Wally	2. Social Security Number	3. Date of Birth	4. Effective Date 07/04/09
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FIRST ACTION				SECOND ACTION			
5-A. Code 302	5-B. Nature of Action Retirement - Voluntary			6-A. Code 825	6-B. Nature of Action Separation Incentive		
5-C. Code SQM	5-D. Legal Authority 5 U.S.C. 8336			6-C. Code VWN	6-D. Legal Authority 5 U.S.C. 9902(g)		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number Supervisory IT Specialist (PLCYPLN) IT456	15. TO: Position Title and Number
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8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 14	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$25,000.00	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX	22. Name and Location of Position's Organization
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EMPLOYEE DATA			
23. Veterans Preference 6		24. Tenure 1	
27. FEGLI KO		28. Annuitant Indicator 9	
30. Retirement Plan C		32. Work Schedule F	

POSITION DATA			
34. Position Occupied 1		35. FLSA Category E	
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas	

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Forwarding address:
 Reason for retirement: To obtain retirement benefits.
 Lump-sum payment to be made for unused annual leave.
 Lump-sum of \$25,000 to be paid 5 Jul 2009.

46. Employing Department or Agency Department of the Air Force			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Cancel/Establish/Fill	2. Request Number 09MARDPB13579
3. For Additional Information Call (Name and Telephone Number) <div style="background-color: black; height: 15px; width: 100%;"></div>	4. Proposed Effective Date 7/5/09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <div style="background-color: black; height: 25px; width: 100%;"></div>	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number Supervisory IT Specialist (PLCYPLN) IT456	15. TO: Position Title and Number IT SPECIALIST (SYSADMIN) IT456
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8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis				
GS	2210	14				GS	2210	12							
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	

14. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX	22. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX
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EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI <input type="checkbox"/>	28. Annuitant Indicator <input type="checkbox"/>	29. Pay Rate Determinant <input type="checkbox"/>	
30. Retirement Plan <input type="checkbox"/>	31. Service Comp. Date (Leave) <input type="checkbox"/>	32. Work Schedule <input type="checkbox"/>	33. Part-time Hours Per Biweekly Pay Period <input type="checkbox"/>

POSITION DATA

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career	35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt	36. Appropriation Code <input type="checkbox"/>	37. Bargaining Unit Status <input type="checkbox"/>
38. Duty Station Code <input type="checkbox"/>	39. Duty Station (City - County - State or Overseas Location) <input type="checkbox"/>		

40. Agency Data	41.	42.	43.	44.	45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other	50. Veterans Status	51. Supervisory Status
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PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <input type="checkbox"/>	Approval Date <input type="checkbox"/>
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Request to cancel existing supervisory position, which was vacated by VSIP for restructuring purposes to reduce the number of supervisory positions within the organization. Position to be re-established as a non-supervisory IT Specialist, GS-2210-12. KM

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Lever, Ernest	2. Social Security Number	3. Date of Birth	4. Effective Date 09/13/09
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FIRST ACTION				SECOND ACTION			
5-A. Code 101	5-B. Nature of Action Career-Conditional Appointment			6-A. Code	6-B. Nature of Action		
5-C. Code BWA	5-D. Legal Authority OPM Del Agr XXX, Randolph AFB			6-C. Code	6-D. Legal Authority		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number					15. TO: Position Title and Number IT Specialist (SYSADMIN) IT456						
8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 12	11. Step or Rate 01	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 2210	18. Grade or Level 12	19. Step or Rate 01	20. Total Salary/Award \$57,408.00	21. Pay Basis
12A. Basic Pay \$59,383.00	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay \$8,230.00	20B. Locality Adj.	20C. Adj. Basic Pay \$67,613.00	20D. Other Pay \$0.00				
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX						

EMPLOYEE DATA			
23. Veterans Preference 6		24. Tenure 2	
25. Agency Use		26. Veterans Pref for RIF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
27. FEGLI CO		28. Annuitant Indicator 9	
30. Retirement Plan K		32. Work Schedule F	
31. Service Comp. Date (Leave) 09/13/09		33. Part-Time Hours Per Biweekly Pay Period 0	

POSITION DATA			
34. Position Occupied 1		35. FLSA Category E	
36. Appropriation Code		37. Bargaining Unit Status	
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas	

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks
 Appointment affidavit executed 13 Sep 2009.
 Creditable military service: XXXX
 Previous Retirement Coverage: Never covered.
 Full performance level of employee's position is GS-12.
 Appointment is subject to completion of 1-year probationary period beginning 13 Sep 2009.
 Service counting toward career tenure from: 13 Sep 2009.
 Frozen service: XXXXX
 Employee is automatically covered under FERS.
 OPF maintained by Randolph AFB TX.

46. Employing Department or Agency Department of the Air Force			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

RESTRUCTURING BUYOUT AUTHORITY REQUEST

Scope and Nature of Request: Specify the activity location, organizational unit, occupational series, grade(s) or band(s) and position description (PD) number for which the workforce restructuring authority will apply. Provide the same information regarding the reshaped position(s). Explain/justify the need to restructure the position and provide contact information for the requestor/POC.

Current Position:

Activity location: AFPC, Randolph AFB TX
Organizational Unit: Systems Management Division
Title: Supervisory IT Specialist
PP/PS-OS/OC-GR/PB: GS-2210-13
Supervisory Status: Supervisory
Position Description Number: TA568
Position/Manpower Number: IT488
Proposed Effective Date: 7/4/09

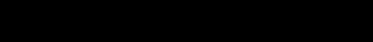
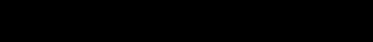
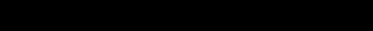
Proposed/Reshaped Position:

Activity location: AFPC, Randolph AFB TX
Organizational Unit: Systems Management Division
Title: IT Specialist
PP/PS-OS/OC-GR/PB: GS-2210-11
Supervisory Status: Non-supervisory
Position Description Number: TA804
Position/Manpower Number: IT488
Proposed Effective Date: 7/5/09

Justification:

The Systems Management Division will undergo reorganization, resulting in a reduction of branches. Therefore, fewer supervisory positions will be required. Ten branch and section manager positions will be reshaped into nonsupervisory IT positions enabling the division to better accomplish the mission.

Organizational Point of Contact:

Name: 
Phone: 
e-Mail: 

APPROVING OFFICIAL DECISION

This request for restructure buyout is:

Approved

Disapproved

Comments:

Signature/Org _____

Signed

Date _____

5-1-09

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Garza, Mindy	2. Social Security Number	3. Date of Birth	4. Effective Date 07/04/09
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FIRST ACTION				SECOND ACTION			
5-A. Code 302	5-B. Nature of Action Retirement - Voluntary			6-A. Code 825	6-B. Nature of Action Separation Incentive		
5-C. Code SQM	5-D. Legal Authority 5 U.S.C. 8336			6-C. Code VWN	6-D. Legal Authority 5 U.S.C. 9902(g)		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number Supv. IT Specialist (Software) IT357	15. TO: Position Title and Number
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8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 14	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$25,000.00	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX	22. Name and Location of Position's Organization
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EMPLOYEE DATA				
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%		24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI DO	Basic Plus Option A		28. Annuitant Indicator 9	29. Pay Rate Determinant
30. Retirement Plan C	CSRS	31. Service Comp. Date (Leave) 10/10/76	32. Work Schedule F	33. Part-Time Hours Per Biweekly Pay Period Full-time

POSITION DATA				
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas		

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Forwarding address:
 Reason for retirement: To obtain retirement benefits.
 Lump-sum payment to be made for unused annual leave.
 Lump-sum of \$25,000 to be paid 5 Jul 2009.

46. Employing Department or Agency Department of the Air Force			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Cancel/Establish/Fill	2. Request Number 09MARDPB01346
3. For Additional Information Call (Name and Telephone Number) [REDACTED]	4. Proposed Effective Date 7/5/09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) [REDACTED]	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number Supervisory IT Specialist (Software/Data Mgmt) IT488	15. TO: Position Title and Number IT Specialist (Data Mgmt/Sys Analysis) IT488
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8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 13	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 2210	18. Grade or Level 11	19. Step or Rate	20. Total Salary/Award	21. Pay Basis	
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay					

14. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX	22. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX
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EMPLOYEE DATA					
23. Veterans Preference			24. Tenure		25. Agency Use
1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	0 - None	2 - Conditional	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
2 - 5-Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%	1 - Permanent	3 - Indefinite	
27. FEGLI			28. Annuitant Indicator		29. Pay Rate Determinant
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule
33. Part-Time Hours Per Biweekly Pay Period					

POSITION DATA				
34. Position Occupied		35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 - Competitive Service	3 - SES General	E - Exempt		
2 - Excepted Service	4 - SES Career	N - Nonexempt		
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
		50. Veterans Status	51. Supervisory Status	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Request to cancel existing supervisory position, which was vacated by VSIP for restructuring purposes to reduce the number of supervisory positions within the organization. Position to be re-established as a non-supervisory IT Specialist, GS-2210-11. KM

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Hill, Paul	2. Social Security Number	3. Date of Birth	4. Effective Date 01/03/10
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FIRST ACTION				SECOND ACTION			
5-A. Code 101	5-B. Nature of Action Career-Conditional Appointment			6-A. Code	6-B. Nature of Action		
5-C. Code BWA	5-D. Legal Authority OPM Del Agr XXX, Randolph AFB			6-C. Code	6-D. Legal Authority		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number					15. TO: Position Title and Number IT Specialist (Data Mgmt/Sys Anal) IT456						
8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 11	11. Step or Rate 01	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 2210	18. Grade or Level 11	19. Step or Rate 01	20. Total Salary/Award \$57,408.00	21. Pay Basis
12A. Basic Pay \$50,287.00	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay \$50,287.00	20B. Locality Adj. \$7,121.00	20C. Adj. Basic Pay \$57,408.00	20D. Other Pay \$0.00				
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX						

EMPLOYEE DATA						
23. Veterans Preference 2 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%			24. Tenure 2 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use	26. Veterans Pref for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
27. FEGLI DO	Basic Plus Option A			28. Annuitant Indicator 9	29. Pay Rate Not Applicable	
30. Retirement Plan K	FERS & FICA		31. Service Comp. Date (Leave) 01/03/10	32. Work Schedule F	33. Part-Time Hours Per Biweekly Pay Period 0	

POSITION DATA			
34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code	
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas	

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks
 Appointment affidavit executed 3 Jan 2010.
 Creditable military service: XXXX
 Previous Retirement Coverage: Never covered.
 Full performance level of employee's position is GS-11.
 Appointment is subject to completion of 1-year probationary period beginning 3 Jan 2010.
 Service counting toward career tenure from: 3 Jan 2010.
 Frozen service: XXXXX
 Employee is automatically covered under FERS.
 OPF maintained by Randolph AFB TX.

46. Employing Department or Agency Department of the Air Force			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

RESTRUCTURING BUYOUT AUTHORITY REQUEST

Scope and Nature of Request: Specify the activity location, organizational unit, occupational series, grade(s) or band(s) and position description (PD) number for which the workforce restructuring authority will apply. Provide the same information regarding the reshaped position(s). Explain/justify the need to restructure the position and provide contact information for the requestor/POC.

Current Position:

Activity location: AFPC, Randolph AFB TX
Organizational Unit: Systems Management Division
Title: Supervisory IT Specialist
PP/PS-OS/OC-GR/PB: GS-2210-13
Supervisory Status: Supervisory
Position Description Number: TA568
Position/Manpower Number: IT357
Proposed Effective Date: 7/4/09

Proposed/Reshaped Position:

Activity location: AFPC, Randolph AFB TX
Organizational Unit: Systems Management Division
Title: IT Specialist
PP/PS-OS/OC-GR/PB: GS-2210-11
Supervisory Status: Non-supervisory
Position Description Number: TA804
Position/Manpower Number: IT357
Proposed Effective Date: 7/5/09

Justification:

The Systems Management Division will undergo reorganization, resulting in a reduction of branches. Therefore, fewer supervisory positions will be required. Ten branch and section manager positions will be reshaped into nonsupervisory IT positions enabling the division to better accomplish the mission.

Organizational Point of Contact:

Name: [Redacted]
Phone: [Redacted]
e-Mail: [Redacted]

APPROVING OFFICIAL DECISION

This request for restructure buyout is: Approved Disapproved

Comments:

Signature/Org Signed

Date 5-1-09

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Martinez, Mick	2. Social Security Number	3. Date of Birth	4. Effective Date 07/04/09
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FIRST ACTION				SECOND ACTION			
5-A. Code 302	5-B. Nature of Action Retirement - Voluntary			6-A. Code 825	6-B. Nature of Action Separation Incentive		
5-C. Code SQM	5-D. Legal Authority 5 U.S.C. 8336			6-C. Code VWN	6-D. Legal Authority 5 U.S.C. 9902(g)		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number Supv. IT Specialist (Software) IT357	15. TO: Position Title and Number
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8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 14	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$25,000.00	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay			

14. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX	22. Name and Location of Position's Organization
---	--

EMPLOYEE DATA				
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%		24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
27. FEGLI KO	Basic Plus Option B (2x)		28. Annuitant Indicator 9	29. Pay Rate Determinant
30. Retirement Plan C	CSRS	31. Service Comp. Date (Leave) 03/12/76	32. Work Schedule F	33. Part-Time Hours Per Biweekly Pay Period Full-time

POSITION DATA			
34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas		

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Forwarding address:
 Reason for retirement: To obtain retirement benefits.
 Lump-sum payment to be made for unused annual leave.
 Lump-sum of \$25,000 to be paid 5 Jul 2009.

46. Employing Department or Agency Department of the Air Force			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Cancel/Establish/Fill	2. Request Number 09MARDPB35679
3. For Additional Information Call (Name and Telephone Number) <div style="background-color: black; height: 15px; width: 100%;"></div>	4. Proposed Effective Date 7/5/09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <div style="background-color: black; height: 30px; width: 100%;"></div>	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number Supervisory IT Specialist (Software/Data Mgmt) IT357	15. TO: Position Title and Number IT Specialist (Data Mgmt/Sys Analysis) IT357
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8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis				
GS	2210	13				GS	2210	11							
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	

14. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX	22. Name and Location of Position's Organization HQ AFPC/DPDX SYSTEMS MANAGEMENT DIVISION RANDOPH AFB TX
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EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point Disability <input type="checkbox"/> 2 - 5 Point <input type="checkbox"/> 4 - 10-Point Compensable <input type="checkbox"/> 5 - 10-Point Other <input type="checkbox"/> 6 - 10-Point/Compensable/30%	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career	35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)	

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Request to cancel existing supervisory position, which was vacated by VSIP for restructuring purposes to reduce the number of supervisory positions within the organization. Position to be re-established as a non-supervisory IT Specialist, GS-2210-11. KM

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

- 1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Miller, Ralph	2. Social Security Number	3. Date of Birth	4. Effective Date 10/11/09
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FIRST ACTION				SECOND ACTION			
5-A. Code 101	5-B. Nature of Action Career-Conditional Appointment			6-A. Code	6-B. Nature of Action		
5-C. Code BWA	5-D. Legal Authority OPM Del Agr XXX, Randolph AFB			6-C. Code	6-D. Legal Authority		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number	15. TO: Position Title and Number IT Specialist (Data Mgmt/Sys Anal) IT456
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8. Pay Plan GS	9. Occ. Code 2210	18. Grade or Level 11	19. Step or Rate 01	20. Total Salary/Award \$57,408.00	21. Pay Basis
12A. Basic Pay \$49,544.00	12B. Locality Adj.	12C. Adj. Basic Pay \$6,867.00	12D. Other Pay \$56,411.00	20A. Basic Pay \$49,544.00	20B. Locality Adj. \$6,867.00
				20C. Adj. Basic Pay \$56,411.00	20D. Other Pay \$0.00

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization HQ AFPC/DPDX Systems Management Division Randolph AFB TX
--	--

EMPLOYEE DATA			
23. Veterans Preference 2 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 2 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI CO Basic Only	28. Annuitant Indicator 9 Not Applicable	29. Pay Rate Determinant 0	
30. Retirement Plan K FERS & FICA	31. Service Comp. Date (Leave) 10/11/09	32. Work Schedule F Full-time	33. Part-Time Hours Per Biweekly Pay Period 0

POSITION DATA			
34. Position Occupied 1 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) Randolph AFB Bexar Texas		

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks
 Appointment affidavit executed 11 Oct 2009.
 Creditable military service: XXXX
 Previous Retirement Coverage: Never covered.
 Full performance level of employee's position is GS-11.
 Appointment is subject to completion of 1-year probationary period beginning 11 Oct 2009.
 Service counting toward career tenure from: 11 Oct 2009.
 Frozen service: XXXXX
 Employee is automatically covered under FERS.
 OPF maintained by Randolph AFB TX.

46. Employing Department or Agency Department of the Air Force	50. Signature/Authentication and Title of Approving Official		
47. Agency Code	48. Personnel Office ID	49. Approval Date	

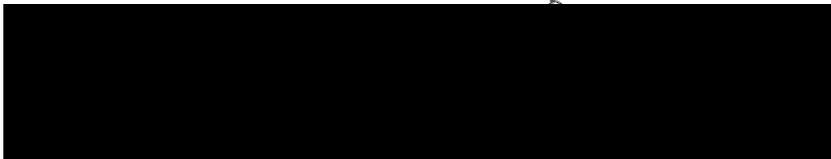
AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION:	HQ AFPC/DPSSD	SCPD NUMBER:	TA804
SUPV LEVEL CODE:	B	COMP LEVEL CODE:	0A7A
TARGET GRADE:	GS-11	FLSA:	Exempt
DRUG TEST:	No	CAREER FIELD ID:	E
SENSITIVITY:	Noncritical Sensitive	CENTRALLY MANAGED TYPE:	NA
EMERGENCY ESS:	No	BUS:	2783
KEY POSITION:	No	POSITION HIST:	New

CLASSIFICATION: Information Technology Specialist (Data Management/Systems Analysis), GS-2210-11
 DUTY TITLE: Data Analyst

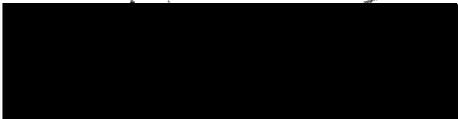
ORG & FUNC CODE:	PMY	Military Personnel
1ST SKILL CODE:	35%	APMDBM Computer Specialist/Database Management
2ND SKILL CODE:	35%	CPAMIS Programmer Analyst/Management Information Systems
3RD SKILL CODE:	30%	AGGDTS Personnel Management Specialist/Data Systems

CLASSIFIED BY:



[Handwritten Signature]
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.



6 JAN 2010
 DATE

SUPERVISOR'S SIGNATURE

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

PERFORMANCE PLAN CERTIFICATION:

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

AIR FORCE COMB PERSONNEL DOCUMENT (CPD)

ORGANIZATION: HQ AFPO/DPDOSA	CPD NUMBER: TA803
SUPV LEVEL CODE: 8	COMP LEVEL CODE: 1F7A
TARGET GRADE: 12	FLSA: Exempt
JOB SHARE: N	CAREER PRG ID: E - Comm & Info
SENSITIVITY: NON-CRITICAL-SENSITIVE	BUS: 2783
EMERGENCY ESS: N	DRUG TEST: N/A
KEY POSITION: N	POSITION HIST: 1st CPD →
	CENTRALLY MANAGED TYPE: N/A

IT SPECIALIST (SYSADMIN)

CLASSIFICATION: Information Technology Specialist (Systems Administration) GS-2210-18
 DUTY TITLE: Senior Windows Systems Administrator USOPM, Admin Wk in the Info Tech Gp, 2200
 Issued May 2001, Revised Sep 2008

ORG & FUNC CODE: [Redacted]
 1ST SKILL CODE: 100% CPAMIS Program Analysis/Management Information Systems *11-19-09*
 2ND SKILL CODE: [Redacted] *MDL*
 3RD SKILL CODE: [Redacted]

CLASSIFICATION CERTIFICATION: CPD adequately and accurately reflects the local work situation to meet identification, staffing, and certification management purposes.

[Redacted Signature] 2-15-09
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

THEODORE V. POIRIER, GS-12, DAA [Redacted]
 [Redacted Signature] 6 May 09
 DATE

PERFORMANCE PLAN CERTIFICATION:

Rated/Supv.	[Redacted]		
Date	[Redacted]		
Reviewer	[Redacted]		
Date	[Redacted]		
Employer	[Redacted]		
Date	[Redacted]		

*Signatures acknowledge receipt. It does not indicate agreement/disagreement.

AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION: AFPC/DPDID CPD NUMBER: TA568
 SUPV LEVEL CODE: 1 COMP LEVEL CODE: ~~150A~~ 111A
 TARGET GRADE: FLSA: Exempt
 JOB SHARE: NO CAREER PROG ID: E/2/9
 SENSITIVITY: NON-CRITICAL SENSITIVE BUS: 8888
 EMERGENCY ESS: No DRUG TEST: No
 KEY POSITION: No POSITION HIST: 9P41X08

CLASSIFICATION: ~~Supervisory Computer Specialist, Pld-0334-13~~ Supervisory Information Technology Specialist (Applications Software Data Mgmt), GS-2210-13
 DUTY TITLE: Chief, Database and Application Software Management Branch

ORG & FUNC CODE: PMY
 1ST SKILL CODE: APMDBM 40%
 2ND SKILL CODE: APMPLR 30%
 3RD SKILL CODE: APMZAF 30%

CLASSIFICATION CERTIFICATION: CPD adequately and accurately reflects the local work situation to meet performance management purposes.

[Redacted Signature]

4-3-01
 DATE

CLASSIFIER'S SIGNATURE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

[Redacted Signature]

6 MAR 01
 DATE

SUPERVISOR'S SIGNATURE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.
 *Change due to application of new standard dated May 2001.
 * This Core Document was recertified August 01.

AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION: HQ AFPC/DPDX
 SUPV LEV CODE: 2
 TARGET GRADE: GS-14
 JOB SHARE: N
 SENSITIVITY: Non-critical Sensitive
 EMERGENCY ESS: N
 KEY POSITION: N

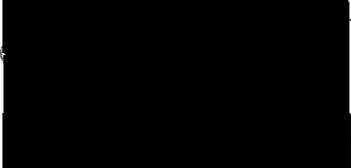
CPD NUMBER: TA567
 COMP LEV CODE: 185A
 FLSA: Exempt
 CFID: E
 BUS: 8888
 DRUG TEST: N/A
 POSITION HIST: 9P14X42
 Centrally Managed Type: 2

CLASSIFICATION: Supervisory Computer Specialist, GS-0334-14

DUTY TITLE: Chief, Program Management Division Supervisor Information Technology Specialist
 (PLCYPLN) GS-2210-14

ORG & FUNC CODE: PMY

1ST SKILL CODE: 34% A PMZAF
 2ND SKILL CODE: 33% APM/PLR
 3RD SKILL CODE: 33% APM/DBM



08/23/00
 DATE

SUPERVISORS CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.



3/14/00
 DATE

SUPERVISOR SIGNATURE

CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

AF Form 1003 APR 90 (COMPUTER GENERATED)
 MANPOWER COORDINATION



12/1/00

OPM Classification Standard
 Administrative Work in the Information
 Technology Group, GS-2200, May 2001
 Applied on 08/10/2002
 Classifier

