UNDER SECRETARY OF DEFENSE
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PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
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DIRECTOR, PROGRAM ANALYSIS & EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Coordination and Clearance of Announcements of Personnel Reductions, Closures of Installations, and Reductions of Contract Operations in the United States

Ensuring that appropriate officials in the Department are apprised of planned workforce reductions in advance and coordinating the release of information to members of Congress, other Executive Agencies, and the public are keys to implementing necessary reductions effectively.

Department of Defense (DoD) Directive 5410.10, Coordination and Clearance of Announcements of Personnel Reductions, Closures of Installations, and Reductions of Contract Operations within the United States, formerly provided guidance in this area until it was cancelled. The attached guidance, which establishes new DoD policy and procedures will provide interim guidance in this area. This guidance will be codified in a new Instruction, once formal coordination on the instruction is completed.

David S. C. Chu

Attachment:
As stated

DEPARTMENT OF DEFENSE

Coordination and Clearance of Announcements of Personnel Reductions, Closures of Installations, and Reductions of Contract Operations in the United States

A. GENERAL INFORMATION

This guidance provides policy for coordinating announcements pertaining to closure of installations, reductions in force (RIF), and substantial reductions in contract operations to ensure that appropriate officials in the Office of the Secretary of Defense (OSD) shall be apprised of the planned action in advance, and that the release of information to members of the Congress, the other Executive Agencies, and the public shall be properly coordinated.

B. APPLICABILITY

This guidance applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the Department of Defense (DoD) Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

C. POLICY

1. It is DoD policy that consistent with applicable law, Congress shall be notified of decisions to take the actions outlined below. Additionally, these actions shall be coordinated and cleared within the Department before there is any public notification of the actions:

a) Release of 50 or more civilian personnel from Government employment during a fiscal year at an installation, facility, or activity;

b) Closure or reductions in an installation workforce that may be expected to be of interest to members of the Congress and the public;

c) Substantial reduction of contract operations or employment (involving 100 or more people) during a fiscal year.

2. RIF actions within DoD will not commence until 45 days after appropriate information is submitted to Congress, in accordance with 10 U.S.C. 1597;

3. . RIF notices shall not be issued or made effective from December 15th through January 3rd.

4. Appropriate actions to mitigate the size of reductions (e.g., Voluntary Early Retirement, Voluntary Separation Incentive Pay); and

5. Designees. The Principal Deputy Under Secretary of Defense (Personnel and Readiness); Assistant Secretaries (Manpower and Reserve Affairs) of the Army, Navy, or Air Force; the Director of Administration and Management; and the Directors of the Defense Agencies and DoD Field Activities with independent appointing authority, for themselves and their servicing activities, as appropriate, in specific situations where available resources absolutely preclude any delays, may authorize exceptions to paragraph C.4., above. Exceptions shall be limited, and approved only when the total adverse effect on employees will be significantly increased if the exceptions are not granted.

D. RESPONSIBILITIES

1. The Deputy Under Secretary of Defense for Civilian Personnel Policy (DUSD(CPP)) shall oversee and administer the procedures in this Instruction.

2. The Assistant Secretary of Defense for Legislative Affairs (ASD(LA)), consistent with the procedures in paragraph E, shall:

a. Coordinate and staff all announcements.

b. Accomplish all Congressional notifications before public announcements are made.

c. Inform and provide advice to the DoD Components about the appropriate time for public release of the information on announcements of closures and reductions.

3. The Heads of DoD Components shall:

a. Submit a written request for coordination through the DUSD(CPP) to the ASD(LA), ensuring the procedures of this policy are followed.

b. Ensure OSD coordination and Congressional notifications have been accomplished prior to public release of the information.

4. The Military Department Legislative Liaisons shall coordinate announcements concerning closure and reduction information.

E. PROCEDURES

The following procedures shall be followed in all instances where personnel reductions, closures of installations, and reductions in contract operations meet the criteria outlined in paragraph C above:

1. Coordination within OSD must include, at a minimum, the Assistant Secretary of Defense (Public Affairs) (ASD(PA)), the Office of the Chairman, Joint Chiefs of Staff (Legislative Assistant), and the Office of the Chairman, Joint Chiefs of Staff (Public Affairs).

2. Written requests must contain the following information:

a. The location(s) and reason for the action.

b. The criteria and methodology used in making this force structure decision;

c. The number of personnel affected by the action.

d. The total number of employees where appropriate.

e. The actions taken to mitigate the number of reductions (e.g., early retirements or buyouts).

f. The funding impact of the action (i.e., savings, costs, and estimated effect on the local economy).

g. Anticipated Congressional interest, including the names and Districts of the members who shall be notified.

h. A proposed draft press announcement that has been coordinated through the local Public Affairs Office, or a statement that no press announcement is planned.

Attachment:

A1. Sample Format, "Request for Coordination of Announcement of Personnel Reductions, Closure of Installation, or Reduction in Contract Operations within the United States"

A1. ATTACHMENT 1

SAMPLE FORMAT

REQUEST FOR COORDINATION OF ANNOUNCEMENT OF PERSONNEL REDUCTIONS, CLOSURE OF INSTALLATION, OR REDUCTION OF CONTRACT OPERATIONS WITHIN THE UNITED STATES

Name of activity:

Location:

Nature of action and date:

Reason for action:

Criteria and methodology used to reach this force structure decision:

Number of personnel affected:

Total number of civilian employees affected:

Actions taken to mitigate reductions:
(e.g., Voluntary Early Retirement Authority/Voluntary Separation Incentive Program)

Funding impact:

Savings: (salaries and other costs)

Costs: (separation pay, severance pay, relocation costs)

Estimated effect on local economy:

Anticipated Congressional interest, including names and Districts of members to be notified:

Attach proposed press announcement, if available.