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OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MAR 09 2009

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Civilian Personnel Human Resources Implementation Plan

On April 21, 2008, Civilian Personnel (CIVPERS)/Human Resources (HR) Supplemental Guidance for Base Realignment and Closure (BRAC) Joint Basing (JB) Implementation was issued. Since that time, joint bases have requested additional support to ensure the required implementation timelines are successfully met. The HR Implementation Plan (HR-IP) provides a guideline for HR related actions necessary to meet Full Operational Capability (FOC) and is to be used as a tool for joint base managers and HR professionals to schedule.

The attached JB HR-IP should be completed and returned electronically to the Joint Basing Program Management Office at the following e-mail address: jointbasing@osd.mil. Phase I bases should submit their completed plan within 30 days of receipt of this memo, and Phase II bases by July 15, 2009.

The HR-IP contains fields for each action item, the office responsible for completing the action item, and the suggested completion date from FOC. Additionally, the HR-IP has unique action lists targeted for specific audiences, such as Joint Base Management and specific HR functional groups. The HR-IP was developed to support the following guiding principles:

- All civilian personnel providing installation support become part of the supporting Component
- Joint Base Partnership Council (JBPC) is the main forum for addressing and resolving HR issues
- Supporting Component is responsible for ensuring that all issues and concerns of other Components are given full and fair consideration
- Ensure uniform treatment of similarly situated employees
- Ensure workforce shaping tools are used to mitigate the impact of Joint Basing on employees, and employees understand their portability benefits
- The management structure for the new joint base organization will be comprised of qualified employees from both supporting and supported Component organizations



The HR-IP may be altered to fit the specific needs of each joint base (e.g., timelines may be delayed or accelerated; action items unique to the Component may be added). The HR-IP may also be used to provide a checklist and matrix for reporting progress and completion of items. While the HR-IP is a tool to be utilized as guidance, it is necessary to consider the impact of Joint Basing on the employees in these situations and recognize the factors that impact employees when making personnel decisions. By basing decisions on what is right for the installation support functions and missions, the JBPC will be able to better articulate and support personnel decisions that are made.

Thank you for your continued participation in this endeavor. Please address any questions to my point of contact, Colonel Kenny Weldon at 703-571-9084.

A handwritten signature in black ink, appearing to read 'Wayne Army', with a long horizontal line extending to the right.

Wayne Army
Deputy Under Secretary of Defense
(Installations and Environment)

Attachment:
As stated

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Joint Base Human Resources Implementation Plan

Master Plan

Name of Joint Base

Date of FOC

<u>Master List Item #</u>	<u>Action Item</u>	<u>Appropriated Fund (APF) or Non-Appropriated Fund (NAF)?</u>	<u>Action Officer</u>	<u>Phase II Due Date</u>	<u>Phase I Due Date</u>	<u>Start Date</u>	<u>Completion Date</u>
1	Establish local Manpower and Human Resources (HR) Teams to support Joint Base Partnership Council (JBPC)	APF/NAF	Manpower and HR Personnel from ALL components	Full Operational Capability (FOC)-700 days	FOC-365 days		
2	Develop Communication Plan --Unions (list ALL components) --Employees (APF and NAF) Note: NAF employees, make sure to include brief on any differences in benefits	APF/NAF	Joint Base Commander (JBC), HR Personnel with Public Affairs (PA) Assistance	FOC-700 days	FOC-365 days		
3	Manpower and HR Personnel participate in Functional Working Group (FWG) Meetings --Provide FWGs with HR requirements and issues	APF/NAF	FWGs and Joint Base Point of Contact (POC) from each component	FOC-700 days	FOC-365 days		
4	Identify all positions to transfer (Supported Component) - provide: --List with Pay Plan (PP), series/occ code, grade/pay band, title of positions --Organizational structures (to include any new org codes, Unit Identification Code (UIC), etc) --Manpower document Identify existing positions at Supporting Component	APF/NAF	FWGs and Manpower Personnel	FOC-700 days	FOC-310 days		
5	Conduct Town Hall Meetings (or other Communications Forum) to notify unions and employee of Joint Base (JB) initiatives 1st - Notify Union of affected positions 2nd - Notify Employees of impact (including changes between NAF employers and between APF and NAF employment systems), effective date of FOC, etc.	APF/NAF	JBC, HR Personnel with PA Assistance	FOC-600 days	FOC-310 days		
6	Identify bargaining unit positions affected by the transfer --Identify Unions at Supported and Supporting activities --Review all Labor Contracts --Identify Union representative issues	APF/NAF	Supported & Supporting HR Personnel (Labor Relations)	FOC-600 days	FOC-280 days		

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7	Analyze positions transferring: --Determine mismatches of grade levels --Determine if there are National Security Personnel System (NSPS) employees transferring to bargaining unit positions (and perhaps to GS) --Determine if any NAF position will be converting to Civil Service General Schedule (GS), Wage Grade (WG), or NSPS and list positions (if applicable) --Determine if any Civil Service (GS, WG, NSPS) positions will be converting to NAF and list positions (if applicable) --Determine if any GS positions will be converted to NSPS -- Determine if any positions are excess --Project vacant positions	APF/NAF	Supported & Supporting HR Personnel	FOC-600 days	FOC-240 days		
8	Provide Supporting Component HR Office with copies of existing position descriptions	APF/NAF	Supported HR Personnel (Classification)	FOC-600 days	FOC-240 days		
9	Share HR Supported and Supporting Instructions policies and other component specific information Note: Resolve mismatches in instructions and component specific policies to ensure as equitable treatment as possible among all employees.	APF/NAF	Supported and Supporting HR Personnel (and possibly JB Commanders and FWGs)	FOC-600 days	FOC-240 days		
10	Identify new Supporting Organization with staffing levels -- New NAF Organization	APF/NAF	FWGs, manpower, and Joint Base POC from each component	FOC-500 days	FOC-240 days		

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11	Develop Recruitment Plan --Supported & Supporting Component - determine when to cease recruitment --Supporting Component - determine how vacancies will be filled during IOC and FOC, area of consideration for filling vacancies during Initial Operational Capability (IOC) (to include both supported & supporting employees etc.) --Determine if there is a need for involuntary NAF to APF conversions -Review area of consideration of vacancy announcements to consider NAF employees (in supported component) eligible to apply under the DoD-OPM Interchange Agreement	APF/NAF	Supported and Supporting HR Personnel (Staffing)	FOC-500 days	FOC-240 days		
12	Verify BUS codes for employees who are transferring	APF/NAF	Supporting Component HR Office (Labor Relations)	FOC-400 days	FOC-240 days		
13	Provide Bargaining Unit Status (BUS) Code listing of transferring employees	APF/NAF	Supported Component HR Office (Labor Relations)	FOC-500 days	FOC-240 days		
14	Provide listing of Key/Emergency Essential positions	APF/NAF	Supported & Supporting HR Personnel (Classification)	FOC-365 days	FOC-240 days		
15	Convert/reclassify job descriptions for positions to transfer	APF/NAF	Supporting HR Personnel (Classification)	FOC-365 days	FOC-220 days		
16	Prepare job descriptions for new positions	APF/NAF	Supporting Component HR Office (Classification)	FOC-365 days	FOC-220 days		

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17	Determine which rotation agreements (tours) are about to expire --If about to expire, determine if they will be extended --If extended, notify employees of continued return rights entitlements to former component Note: Encourage extending tours to avoid disruption of service to activities/customers	APF/NAF as applicable	Supported HR Personnel	FOC-365 days	FOC-220 days		
18	Establish date for moratorium on classification actions for Supporting command (if required)	APF/NAF	Supported & Supporting HR Personnel (Classification)	FOC-365 days	FOC-220 days		
19	Identify what positions & employees will be transferred and when	APF/NAF	Supported & Supporting HR Personnel (Staffing)	FOC-365 days	FOC-220 days		
20	Prepare Supporting and Supported Retention Registers for Business Based Action (BBA) --Identify employees who match positions in the new NAF organization --Identify employees who will be separated via BBA --Prepare separation notices --Prepare JB Reemployment Priority List (RPL) eligibility notice --Determine if there is a need for involuntary moves between APF and NAF	NAF only	Supported & Supporting HR Personnel	FOC-240 days	FOC-220 days		
21	Determine if there will be a need for a Reduction In Force (RIF) at FOC	APF only	Supported & Supporting HR Personnel (Staffing)	FOC-240 days	FOC-220 days		
22	If RIF necessary, determine timeline for offering Voluntary Early Retirement Authority (VERA) / Voluntary Separation Incentive Pay (VSIP) during IOC	APF only	Supported & Supporting HR Personnel (Staffing)	FOC-240 days	FOC-220 days		
23	Determine what actions will be processed to effect the transfer of occupied positions from supported to supporting command, such as transfers, reassignments, conversion between NAF and APF (i.e. NAF to APF moves require converting the NAF position to APF and retaining incumbent; APF to NAF moves require APF RIF and appointment of incumbent to NAF), etc.	APF/NAF	Supported & Supporting HR Personnel (Staffing)	FOC-240 days	FOC-220 days		

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24	Verification of employee work schedules and other conditions of employment needed for petition (i.e. employees on Alternative Work Schedule (AWS) - may need to negotiate); identify any NAF Regular employees who will be moved to NAF Flexible employment category in supporting component.	APF/NAF	Supporting HR Personnel (Labor Relations)	FOC-240 days	FOC-220 days		
25	Verify certification, physical, and drug testing requirements for positions employees transferring to at Supporting command - included any required training. Note: If certification or other training required for some positions at supporting command, schedule time for employees to have the opportunity to complete before FOC	APF/NAF as applicable	Supporting Management Official	FOC-240 days	FOC-220 days		
26	Forward list of jobs historically difficult to fill and/or with high turnover rate	APF/NAF	Supported HR Personnel (Staffing)	FOC-240 days	FOC-220 days		
27	Notify overseas returnees, and employees on LWOP (i.e. military), workers compensation, FMLA, or temporary disability of change in servicing office	APF/NAF	Supported HR Personnel (Staffing)	FOC-120 days	FOC-120 days		
28	Develop pre-employment processing plan --For instance, if Air Force supporting, include request for skills sets to add into Defense Civilian Personnel Data System (DCPDS)	APF/NAF as applicable	Supporting HR Personnel (Staffing)	FOC-120 days	FOC-120 days		
29	Offer VSIP/VERA to adversely impacted employees (if applicable) --Provide at least two week window for response	APF/NAF	Supported & Supporting HR Personnel (Staffing)	FOC-120 days	FOC-120 days		
30	Establish date to cease processing of temporary promotions at Supported command (Supporting, also, if applicable) --Establish date for processing Change to Lower Grades (CLG) from current temporary promotions --Establish if and when employees will be re-promoted at supporting command	APF only	Supported & Supporting HR Personnel (Staffing)	FOC-120 days	FOC-120 days		
31	Establish final date for submitting and processing non-competitive (non-recruit/fill) actions	APF/NAF	Supported & Supporting HR Personnel (Staffing)	FOC-120 days	FOC-120 days		
32	Provide SF-75 or equivalent information on transferring employees Note: Identify employees who previously made a move between NAF and APF positions and were given a retirement portability election	APF/NAF	Supported HR Personnel (Staffing)	FOC-90 days	FOC-90 days		

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33	Identify supported component's employees participating in Benefits -- Provide supporting component with number and list of employees participating in the following: --Retirement plan (NAF, Federal Employment Retirement Service (FERS), Civilian Service Retirement Plan (CSRS), CSRS Offset) --401(k) or Thrift Savings Plan (TSP) --NAF Health Benefits Plan (HBP) (Aetna or Health Maintenance Organization (HMO)) --NAF employer life insurance plans - basic and optional -- NAF employer Long-Term Care Insurance -- NAF employer Long-Term Disability Plan	NAF only	Supported & Supporting HR Personnel (Benefits - Entitlements)	FOC-90 days	FOC-90 days		
34	Issue transfer notice to employees with return rights and military leave employees Note: Other employees - optional	APF only	Supported HR Personnel (Staffing)	FOC-90 days	FOC-90 days		
35	<u>APF to NAF Moves:</u> Issue RIF notices to APF employees whose positions are moving to; issue NAF appointment letters to those employees; provide briefings to affected employees detailing NAF HR policy and benefits. <u>NAF to APF Moves:</u> Issue separation notices to NAF employees whose positions are moving to APF; issue APF appointment letters to those employees provide briefings to affected employees detailing APF HR policy and benefits. <u>NAF to NAF Moves:</u> Issue NAF separation notices and NAF appointment letters to include benefits entitlements	APF/NAF	Supported & Supporting HR Personnel (Staffing)	FOC-90 days	FOC-90 days		
36	Prepare and Issue NAF to NAF or NAF to APF retirement portability elections for eligible employees Note: For moves between APF and NAF, refer back to list of employees who were given an election opportunity for a prior move - employees cannot be offered the same election again).	APF/NAF	Supported & Supporting HR Personnel (Benefits - Entitlements)	FOC-60 days	FOC-60 days		
37	Establish moratorium for internal and external recruit/fill actions (including vacancy announcements, referrals, selections, Entrance on Duty (EOD), etc.) Discuss/develop process to effect emergency actions that occur during established moratorium	APF/NAF	Supported & Supporting HR Personnel (Staffing)	FOC-90 days	FOC-90 days		

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38	Build new organizational address tables (table 30) --Build new UIC tables (if necessary)	APF/NAF	Supporting HR Personnel (Staffing or Classification)	FOC-60 days	FOC-60 days		
39	Forward list of classification appeals pending	APF	Supported HR Personnel (Classification)	FOC-60 days	FOC-60 days		
40	Create Request for Personnel Action (RPA) to transfer employees (mass/single, etc.)	APF/NAF	Supporting HR Personnel (Staffing)	FOC-45 days	FOC-45 days		
41	Insure that ALL documents required to be filed in an OPF are in the OPF prior to transfer to supporting servicing HR office (including SF-50s, TSP-1, SF-2809, SF-2810, SF-2817, etc.)	APF/NAF	Supported HR Personnel	FOC-45 days	FOC-45 days		
42	Notify DFAS if change in servicing office	APF only	Supporting HR Personnel (Systems)	FOC-45 days	FOC-45 days		
43	Transfer folders/files from supported HR Office to supporting --Return rights folders (if applicable) --Transportation folders (if applicable) --Official Personnel Folders --Injury Compensation files (notify Dept of Labor of change in servicing) --Equal Employment Opportunity (EEO) Case files --Employee Performance files --Priority Placement Program/Reemployment Priority List files (if applicable) --Grievance/MSPB/Settlement agreement files (open or closed) --Medical files --Retiree case files pending Office of Personnel Management (OPM) issues (i.e. disability retirements pending approval) --Pending/completed disciplinary, adverse action files --Trainee files --Background checks/pending security clearances/notices of investigation	APF/NAF	Supported HR Personnel (Staffing)	FOC-30 days	FOC-30 days		
	Real-estate packets and non-temporary storage (NTS) of HHG folders/files -Prior NAF-APF/APF-NAF portability elections						

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44	Work all pending benefit related action (retirement, survivorship (death and dismembership), FEHB, FEGLI, TSP, and other projected actions, DCPDS updates, etc. prior to shipping OPFs to supporting HR Office	APF only	Supported HR Personnel (Benefits-Entitlements)	FOC-30 days	FOC-30 days		
45	Identify NSPS pay pool/rating payout impact for transferring employees	APF only	Supporting HR Personnel (Employee Relations)	FOC-30 days	FOC-30 days		
46	Complete NSPS final rating, recommended early annual rating, or close-out rating as appropriate and forward to gaining Pay Pool Manager --Provide copy to supporting HR Office	APF only	Supported HR Personnel (Employee Relations)	FOC-14 days	FOC-14 days		
47	Complete non-NSPS (including NAF) final rating or close out-rating as appropriate	APF/NAF	Supported HR Personnel (Employee Relations)	FOC-14 days	FOC-14 days		
48	Complete file maintenance on all Priority Placement Program and Re-employment Priority List registrants	APF only	Supported HR Personnel (Staffing)	FOC-0 days	FOC-0 days		
49	Forward all FEHB, FEGLI, and TSP actions, including working documents or files received after shipment of OPFs to supporting HR Office	APF only	Supported HR Personnel (Benefits-Entitlements)	FOC-0 days	FOC-0 days		
50	Identify and code NSPS position hierarchy	APF only	Supporting Component HR Office (Classification)	FOC-(+14) days	FOC-(+14) days		
51	Identify and establish new system accounts (i.e. CSU, DCPDS, Business Objects, etc.)	APF/NAF	Supporting HR Personnel (Systems)	FOC-(+14) days	FOC-(+14) days		
52	Establish and code pay pool identifiers	APF only	Supporting HR Personnel (Employee Relations)	FOC-(+14) days	FOC-(+14) days		
53	Establish new performance plans	APF/NAF as applicable	Supporting HR Personnel (Employee Relations)	FOC-(+30) days	FOC-(+30) days		
54	Notify workforce of NSPS structure, business processes, pay pool procedures, etc.	APF only	Supporting HR Personnel (Employee Relations)	FOC-(+30) days	FOC-(+30) days		
55	Reissue Common Access Card (CAC) cards	APF/NAF	Supporting HR Personnel/Security Office	FOC-(+30) days	FOC-(+30) days		