



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Human Resources Office - BIE
1011 Indian School Road, Suite 150
Albuquerque, New Mexico 87104



IN REPLY REFER TO:
Recruitment and Placement Section

MAY 29 2009

To: Education Line Officers
School Principals

From: Deputy Director, School Operations

Subject: Reduction In Force Approval Procedures and Managerial Checklist

Reference 62 BIAM 11.43 Reduction In Force – requirements for requesting a Reduction In Force has changed for concurrence and approvals, however the process and the required documentation has not changed. To comply with the new procedures the Request for Reduction In Force letter has been modified (attached) and is to be effective immediately.

Schools are to begin using the new revised form dated May, 2009 and must follow the new Reduction In Force Procedures attached for your immediate use.

The schools are now required to obtain their respective Assistant Deputy Director's concurrence. You will also notice that we now are requesting the Solicitor's concurrence before the RIF is approved by the Director.

A checklist has also been developed for Managers (Managerial Reduction In Force Checklist) and is attached for your use effective May, 2009 and must always be attached to your request.

In order for the Reduction In Force be conducted by the Human Resources Office in a timely manner, it is imperative that the school locations follow the new procedures and checklist that has been developed for your use. The checklist must be submitted along with the RIF request which certifies you have completed and followed all the steps necessary to request a Reduction In Force. The procedures and checklist has been developed to assure we are in compliance with the 62 BIAM 11, 5 CFR, and the Collective Bargaining Agreement.

Any questions and/or concerns please refer to your respective Associate Deputy Director.

Attachments

Managerial Reduction In Force (RIF) Checklist

Request for RIF Memorandum

___ Reason for RIF clearly identified (Certify that the reason(s) for RIF are supported by documentation and evidence), i.e.: due to lack of work; shortage of funds; and reorganization.

___ Information is attached reflecting what administrative techniques and efforts were undertaken as RIF avoidance measures, these may include such things as: cancellation or reduction in travel, administrative cost restrictions i.e., additional oversight or elimination, overtime elimination or restriction, position management efforts, etc.

___ If the RIF is not scheduled to coincide with the end of the school year, evidence/rational for effecting the RIF on the date specified is attached for review. (The 62 BIAM 11 requires the scheduling RIF effective dates as nearly as possible to the end of the school year to minimize disruption.)

___ Abolished positions identified i.e.; series, pay level and position number, and if encumbered or vacant

___ All required signatures are on the memorandum request i.e.; Principal, ELO, and ADD and School Board concurrence.

School Board Minutes

___ Minutes identify the reason for RIF

___ Minutes clearly identify the number of school board members that concurred and not concurred with the RIF, and if applicable, number abstained and/or absent.

Organizational Charts

___ All position numbers are identified on "old" Organizational Chart

___ Position numbers on Organizational Charts match the position numbers on the RIF Request letter and Official Personnel Folder of the affected employee.

___ Two Organizational Charts attached (old and new).

___ Organizational Charts have required signatures i.e.; Principal, ELO and School Board

Certified by:

School Principal

Date

Education Line Officer

Date

Associate Deputy Director

Date

Reduction in Force Procedures

1. School Principal requests Reduction in Force (RIF), after careful planning and use of other administrative techniques (Note: Management RIF Checklist).
2. School Board will *approve/not approve* per recommendation by the School Principal.
3. Education Line Officer will *approve/not approve* with recommendation.
4. Associate Deputy Director will *approve/not approve* with recommendation.
5. Human Resources Office (HRO) will review documents for completion and record in the RIF log.
6. If the request is complete, HRO will forward to Assistant Deputy Director, Administration for concurrence.
7. The Director's office will *approve/disapprove* the Reduction in Force.
8. HRO receives RIF approval and notifies the union within 5 days in accordance with Article 31, section 3.
9. HRO reviews Official Personnel Folders, prepare Retention Registers and RIF letters with attachments.
10. HRO notifies the Union 5 days before delivery of notices.
11. Counsel employees by providing the following information: BIE vacancies announcements, Unemployment, Social Security Administration addresses and phone numbers, Outplacement Assistance Program, websites to USAJOBS, BIE, and information on employee benefits and also inform employees to review/update information in their OPFs.
12. HRO provides BIE vacancy announcements to the Union.

(USE YOUR AGENCY LETTERHEAD)

SAMPLE REQUEST FOR REDUCTION IN FORCE (RIF) APPROVAL

MEMORANDUM

Date:

From: Name, School Principal

Thru: Education Line Officer, _____(Educ. Line Office)

Subject: Reduction-In-Force

To: Human Resource Officer, Bureau of Indian Education

We respectfully request your approval to effect a Reduction-In-Force at the _____list agency/school location_____, Bureau of Indian Education Programs, to abolish the positions listed below:

<u>Position Title</u>	<u>Position Number</u>	<u>Series & Grade</u>	<u>Positon Status</u>
_____	A11. _____	GS-1702- _____	Encumbered
_____	561. _____	CY-1702- _____	Vacant

In accordance with 5 CFR, Part 351.201 and/or 62 BIAM, the Reduction-In-Force is due to (insert one or more selections from one or more of the following: 1) lack of work 2) shortage of funds, and/or 3) reorganization.)

Attached are the following:

1. Old Organization Chart
2. New Organization Chart
3. School Board minutes
4. Managerial Reduction In Force Checklist

Your immediate attention and response to this request is greatly appreciated.

Attachment

Concurrence: Associate Deputy Director

Date